



YAY! You just ordered an editable PDF template from my shop, thank you! If you need help editing and printing your PDF template, then please read on!

This document covers the following topics:

- I. Quick Start Guide
- II. Detailed instructions for editing the PDF on a PC
- III. Detailed instructions for editing the PDF on a Mac
- IV. Printing directions for a connected printer or outside printer
- V. Troubleshooting tips
- VI. Color Scheme Suggestions
- VII. Important Notes

***You can also watch my video tutorials at:

<https://www.youtube.com/channel/UCZEAi4oUSFz2S4e561bt7bA>

Read on for more info and if you have further questions, please email me at madiloveskiwi@gmail.com.

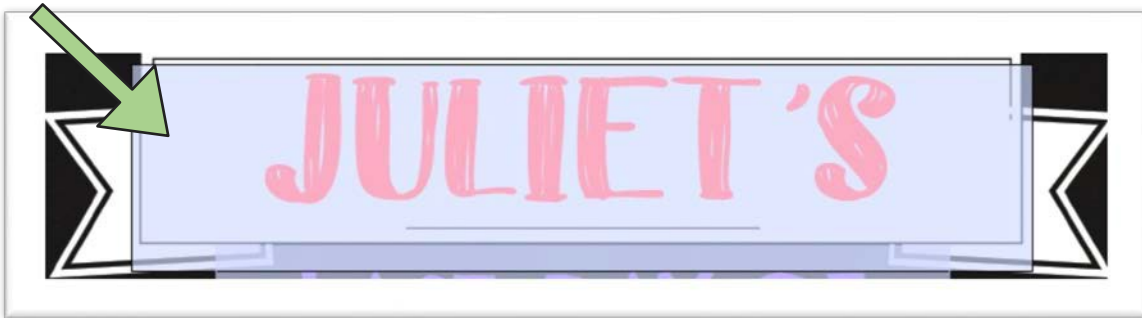
I. Quick Start Guide

For users that have worked with editable PDFs before or those that are very computer savvy, here is a quick start guide to get you going fast!

1. Download your file(s) and please save them to your Mac or PC computer because the download link will not be there forever.
2. Open the Adobe Reader program on your computer and then open the PDF with **Ctrl + O** on a PC or **Cmd + O** on a Mac.
3. Click right into the blue text fields and type your information in.
4. Change any font color or size by pressing **Ctrl + E** on a PC or **Cmd + E** on a Mac. You can watch this video tutorial to get help with editing PDFs: <https://youtu.be/k6grtPZK1XU>
5. Save your PDF template on your computer and print!
Important Note: If you're not printing this PDF on a printer that is connected to your computer then please jump to the section on printing to learn how to easily convert your PDF to JPG for offsite printing (or just upload your edited PDF to this free JPG conversion website: <https://pdf2jpg.net>)

II. Editable PDF Instructions for PC Users

1. Download the file(s). The download link will be emailed to you and you can also log into your account to view your orders and download the files. Please save the file(s) to your computer or a portable drive (it won't be in your account forever).
2. Open the file in the Adobe Reader program on your computer. (If you do not have this program or it is not the latest and greatest version, then you can download it for free at www.get.adobe.com/reader.)
 - In some versions of Windows, there is a default PDF application which is confusingly called 'Reader.' Editable templates will only work in Adobe Acrobat Reader and NOT in the Windows Reader. The PDFs will not work correctly in Windows Reader, most notably the fonts will look wrong.
 - I recommend launching the Adobe Acrobat Reader program and then opening the PDF directly from the program (using Control+O or File > Open).
 - Older versions of Adobe Acrobat Reader may give you an error when you try to save your text changes and may only allow you to print without saving the text you entered so please make sure you have the most recent version.
3. Optional step: save the file with a different name so that you will always have the original file in case you want to go back to it. Use the "Save As" function and give the file a helpful name (such as "Juliet-2023-LastDay-FirstGrade.pdf").
4. Now it's time to edit the text! I highly recommend watching my short 3 minute video tutorial: <https://youtu.be/k6grtPZK1XU> first! The blue box over the editable fields will always be displayed on your screen, but will not be on your printed copy. Just left click in the box to change the text.

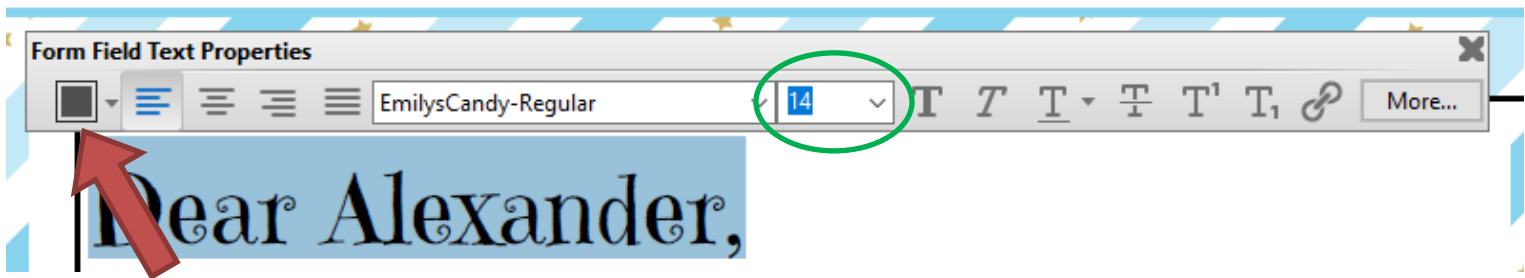


Note: There is an "Edit PDF" function in Adobe Reader that is used to change the actual PDF template (such as adding extra editable text boxes, changing the background color of a page, or moving an image to a different location), and this requires a password. You are just changing the editable text, so once you have this PDF open on a Mac or PC computer, you will not need this function or a password. If you accidentally hit the Edit function, then hit cancel on the password pop up box and close out of the PDF. Then reopen it and left click into the blue boxes to change the text. (Side note: You may also get the password pop up if you're not on a Mac or PC computer, so then you'll need to close the PDF and re-open it on a Mac or PC computer.)

TIP: If one line of text has multiple colors and you would like to keep those color options, then instead of highlighting the entire word and typing, you need to highlight each character and type. Otherwise, the entire word will change to the default color (in the example below, the entire word would be in yellow). Also do not worry if the colors seem to be mixed (see the pink in the purple “g” below), it is just a display issue.



5. To change the font style, text size, or text color, highlight the text you want to change and press Ctrl + E to get the Form Field Text Properties menu to display. From there you can click on the color drop down menu (see red arrow) or change the font size (see green circle) to fit your text.



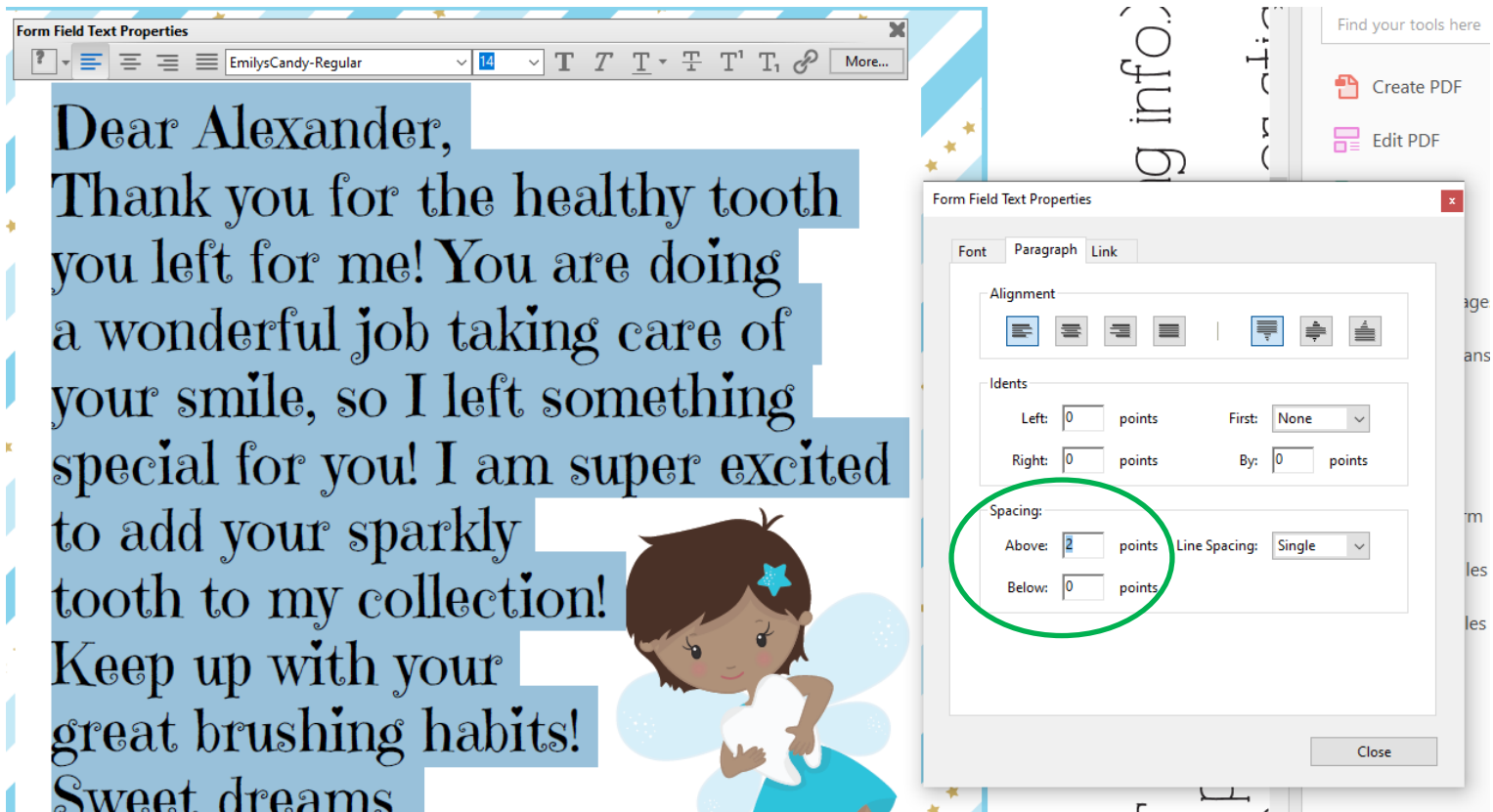
Help with multi-line sections:

In some cases, I've given you the option of one or two lines of text in one section, so there will be a tall box (purple text) overlapping two shorter boxes (green text). I always make the shorter boxes wider so you can click into them more easily using the side that is sticking out (see below where the top line is selected). Or if you're having trouble clicking into the field you want, then use the Tab button to move from one field to the next.



If you need the space in between the lines of text to be bigger or smaller, then in the same Form Field Text Properties menu (use Cntl + E to get it to show up)

- Click the “More” button on the right.
- The Form Field Text Properties box will open, go to the Paragraph tab.
- Make sure the entire line(s) of text are highlighted and then in the Spacing section, enter bigger or smaller numbers in the “Above” or “Below” text boxes. Play around until you get the line spacing the way you want it.



The screenshot shows a form field editor with a text area containing a letter to Alexander. The text is: "Dear Alexander, Thank you for the healthy tooth you left for me! You are doing a wonderful job taking care of your smile, so I left something special for you! I am super excited to add your sparkly tooth to my collection! Keep up with your great brushing habits! Sweet dreams." To the right of the text is a cartoon illustration of a young girl with brown hair, a blue star on her forehead, and blue wings, holding a white tooth. A "Form Field Text Properties" dialog box is open, showing the "Paragraph" tab. The "Spacing" section is circled in green, with the "Above" field set to 2 points and "Line Spacing" set to Single. The "Font" section shows "EmilysCandy-Regular" and size 14. The "Link" tab is also visible.

III. Editable PDF Instructions for MAC Users

1. Download the file(s). The download link will be emailed to you and you can also log into your account to view your orders and download the files. Please save the file(s) to your computer or a portable drive (it won't be in your account forever).
2. Open the file in the Adobe Acrobat Reader program on your computer. (If you do not have this program or it is not the latest and greatest version, then you can download it for free at www.get.adobe.com/reader.)
 - Mac's default PDF viewer is called 'Preview' and the PDFs **will not work** in that program. If you open your PDF in 'Preview' it won't work correctly (the fonts will look all wrong) and furthermore, opening your file in 'Preview' will corrupt the PDF in which case you will need to re-download it from your account.
 - Simply clicking on the PDF that you downloaded may open it in 'Preview' even if you have Adobe Acrobat Reader installed, so I recommend going into the Adobe Acrobat Reader program from your Applications folder and then opening the PDF directly from the program (using Command+O or File > Open).
 - Older versions of Adobe Acrobat Reader may also give you an error when you try to save your text changes and only allow you to print without saving the text you entered so please make sure you have the most recent version.
3. Optional step: save the file with a different name so that you will always have the original file in case you want to go back to it. Use the "Save As" function and give the file a helpful name (such as "Juliet-2023-LastDay-FirstGrade.pdf").
4. Now it's time to edit the text! I highly recommend watching my short 3 minute video tutorial: <https://youtu.be/k6grtPZK1XU> first (it's with a PC computer but the steps are the same). The blue box over the editable fields will always be displayed on your screen, but will not be on your printed copy. Just click in the box to change the text.



Note: There is an "Edit PDF" function in Adobe Reader that is used to change the actual PDF template (such as adding extra editable text boxes, changing the background color of a page, or moving an image to a different location), and this requires a password. You are just changing the editable text, so once you have this PDF open on a Mac or PC computer, you will not need this function or a password. If you accidentally hit the Edit function, then hit cancel on the password pop up box and close out of the PDF. Then reopen it and left click into the blue boxes to change the text. (Side note: You may also get the password pop up if you're not on a Mac or PC computer, so then you'll need to close the PDF and re-open it on a Mac or PC computer.)

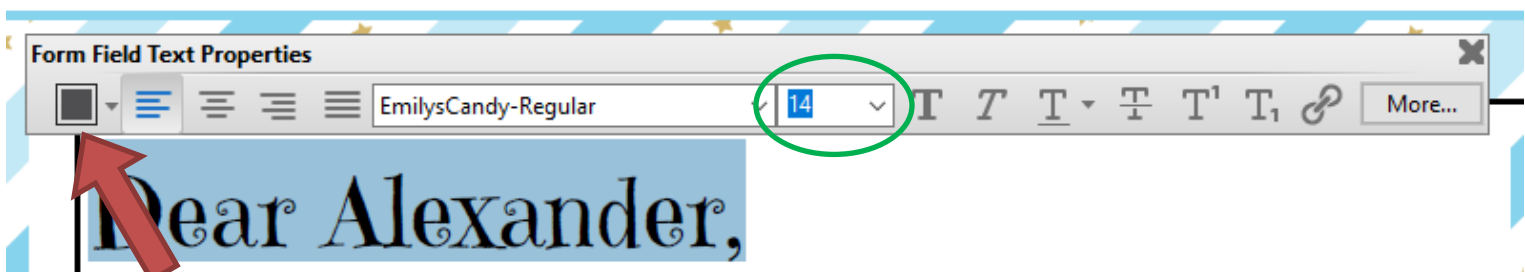
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5. If you need to change the font size or color, then highlight the text and press Cmd + E to get the Form Field Text Properties menu to display. From there you can click on the color drop down menu (see red arrow) or change the font size (see green circle) to fit your text.

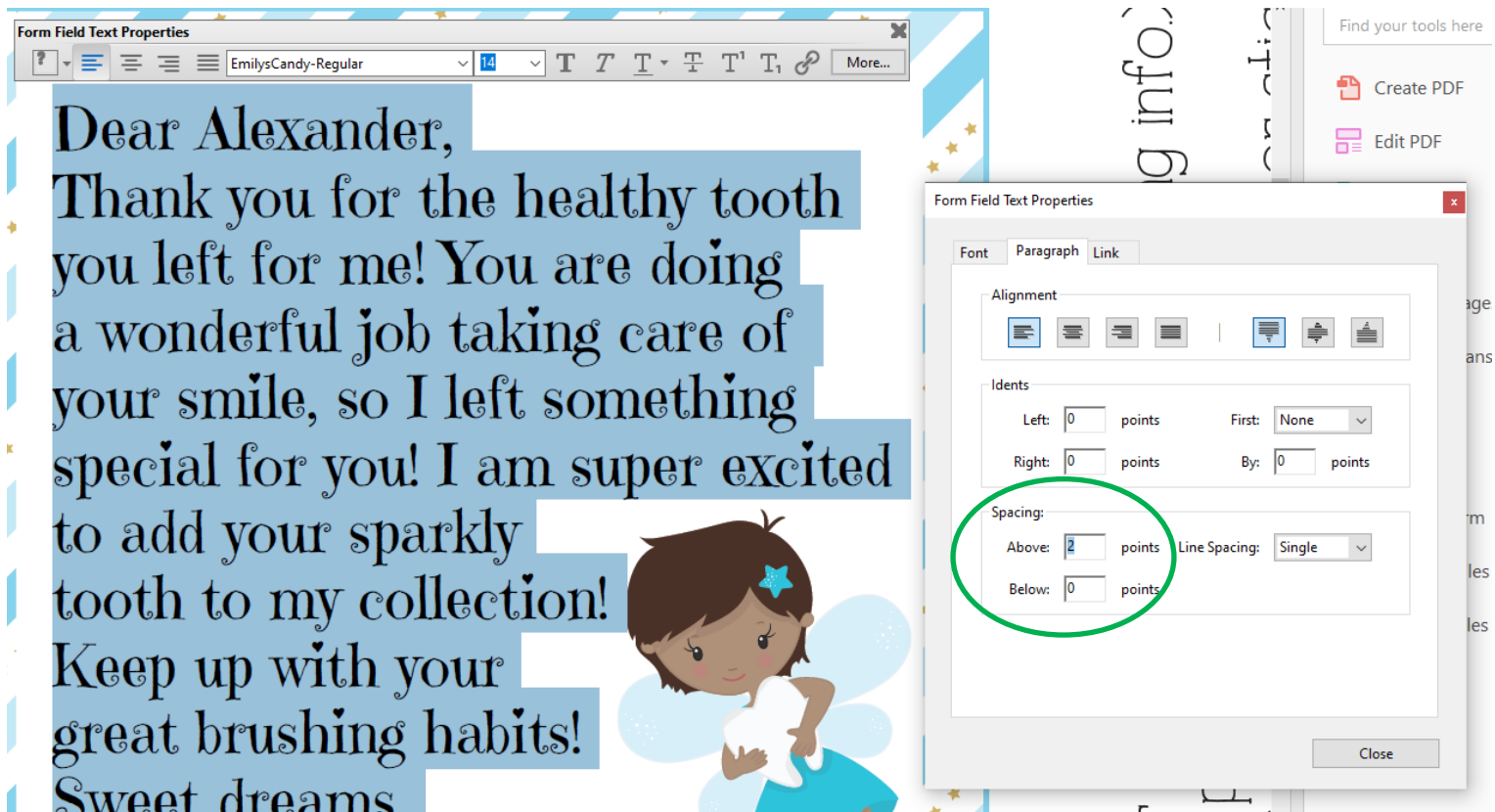


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If you need the space in between the lines of text to be bigger or smaller, then in the same Form Field Text Properties menu (use Cmd + E to get it to show up)

- Click the "More" button on the right.
- The Form Field Text Properties box will open, go to the Paragraph tab.
- Make sure the entire line(s) of text are highlighted and then in the Spacing section, enter bigger or smaller numbers in the "Above" or "Below" text boxes. Play around until you get the line spacing the way you want it.



The image shows a screenshot of a form editor interface. On the left, there is a text area with the following text: "Dear Alexander, Thank you for the healthy tooth you left for me! You are doing a wonderful job taking care of your smile, so I left something special for you! I am super excited to add your sparkly tooth to my collection! Keep up with your great brushing habits! Sweet dreams". The text is styled in a blue, serif font. To the right of the text area, there is a "Form Field Text Properties" dialog box. The dialog box has three tabs: "Font", "Paragraph", and "Link". The "Paragraph" tab is selected. In the "Paragraph" tab, there are sections for "Alignment", "Indents", and "Spacing". The "Spacing" section is circled in green and contains the following settings: "Above: 2 points", "Below: 0 points", and "Line Spacing: Single". The "Indents" section has "Left: 0 points", "Right: 0 points", "First: None", and "By: 0 points". The "Alignment" section has four icons for left, center, right, and justified alignment. The "Form Field Text Properties" dialog box is also visible in the background, showing the "Font" tab with "EmilysCandy-Regular" selected and a "More..." button.

IV. Printing Instructions & Tips

In this section, I will explain how to print your editable PDF with a printer that is connected to your computer versus an outside printer (i.e. copy shop, online printer, emailing to yourself to print at work, etc.). If you are printing a multi-page poster, then please see Section B. If you are printing multiple pages on one sheet then please see Section C.

If you do not have a printer connected, then it is **very important** to follow the steps in Section D to ensure that your edited text is saved properly for printing.

A. Using a Printer Connected to Your Computer

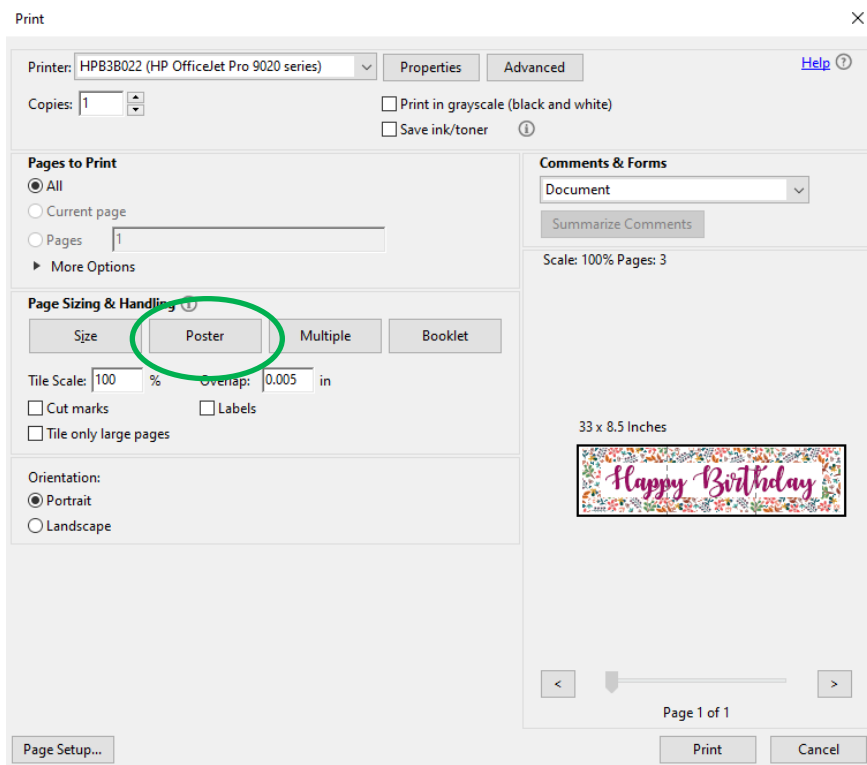
If you are printing the file yourself on a printer connected to your computer, then please make sure you:

1. Only print from the Adobe Acrobat Reader program.
2. Check the level of ink in your cartridges.
3. In most cases, you'll want to use high quality card stock weight paper (110LB) or matte photo paper.
4. Select the best quality printing option from your Print Setup dialog box.
5. To print full-page designs right to the edge of the page select the "US Letter – Borderless" or "A4- Borderless" option under your Page Settings dialog box (see directions below for printing multi-page posters).

TIP: If your colors or graphics do not print as you were expecting, try selecting the "Print as Image" checkbox. Selecting this may help with how your printer handles the file.

B. Printing Multi-Page Posters with a Connected Printer

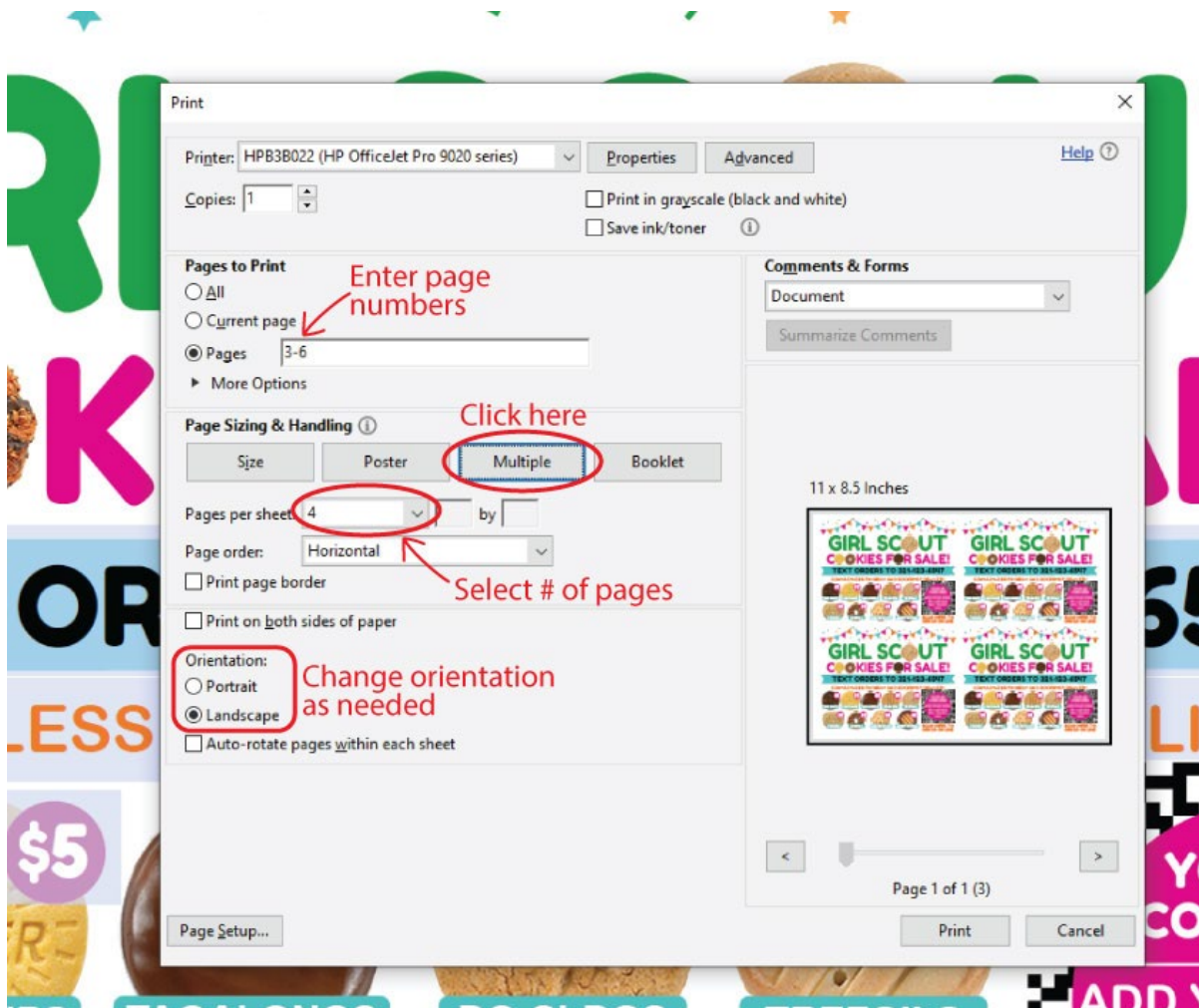
You can print large format posters (like our Car Birthday Banners) on your home printer using the "Poster" setting under "Page Sizing & Handling" in the Print dialog box. To save paper, I do not use the "Cut Marks" option, but you can have Adobe Reader include them so that you can cut out the poster more easily.



C. Printing Multiple Pages On One Sheet of Paper

In some cases, you will want to print multiple pages on one sheet of paper (see example below where you want to print smaller postcards instead of one large 8.5x11 flyer). You will need to update the Print options in Adobe Reader as shown below:

1. Decide how many pages will be printed on one sheet of paper and enter the corresponding page numbers
2. Click the “Multiple” button
3. Select the number of pages to be printed on one sheet of paper (and page order, if needed)
4. Using the preview display, change the paper orientation from Portrait to Landscape as needed



D. Sending The File To An OUTSIDE Printer or Email/Text

VERY IMPORTANT: If you are printing this PDF anywhere other than a printer connected to your computer (i.e. a copy shop like Staples, online printer like Vistaprint, photo center like Walgreens, or emailing to yourself to print elsewhere etc.), then please follow one of the options below otherwise a blank PDF (with none of your edited text) will be printed.

Option 1: Convert PDF to JPG (it only takes a minute!)

This will allow you to print your file at any copy shop (like Staples) and any photo center (like Walgreens) or email the file (for printing elsewhere or if it's an invitation you want to send via text). It's quick and easy, and here are the steps for my recommended conversion website:

1. Go to this website: <https://pdf2jpg.net>

2. Choose your edited PDF to upload for conversion to JPG
3. Select the “Excellent – 300dpi” JPG quality from the drop down box
4. Click the Convert PDF to JPG button
5. Give it a few seconds to finish processing, and you’ll get separate JPGs for each page of the PDF
6. Click the Download link for the JPG file and it’s ready to be uploaded to print or emailed out!

NOTE: I try to keep up on changes, but I do not own these websites nor do I have any control over the functionality, so if these websites are down or no longer available, please use Google “convert PDF to JPG online” to find an alternate website or message me for recommendations.

A few things to think about when choosing where to print your PDF:

- Color copies from a copy shop like Staples are cheaper to print than photos from photo centers.
- Most photo centers do not print 8.5”x11” photos, but some files will scale reasonably well down to 8”x10” with just a little bit of the border cut off, so the size of the file will also help determine where you should go for your printing needs. (Note: 11x17 does not scale down well to 8”x10”).
- If you are printing a photo prop, color copies are better because there is less glare from the glossy coating. In some cases you will want something glossy, so just take the end use into account when deciding where to print your files.

V. Troubleshooting Tips

*** The vast majority of issues with editable PDFs arise when the computer opens the PDF in a browser or the wrong program (such as Mac Preview or another PDF viewer program). Please make sure you are using the most recent version of **Adobe Acrobat Reader**. (You can download it for free at www.get.adobe.com/reader.)

Problem 1: The font is all wrong or you cannot add a QR code/image to the PDF.

This is the most common problem and the two most common causes are that:

- The file is currently open in a program other than Adobe Acrobat Reader (such as Mac Preview or a browser) – you will see that fonts and their alignment look all wrong and the PDF will not work properly so you can’t add images like QR codes.
- The file is currently open in Adobe Acrobat Reader BUT was previously opened in a different program, so the file is corrupted. (Many browsers/computers will default to opening the file in the browser or in Mac Preview. This corrupts the file by changing the metadata.)

Solution 1: If you experience any of these issues, please delete the current version of the PDF and download a new copy of PDF from your account. Then go into the Adobe Reader program and use Ctrl/Cmd+O to open the new PDF. Here’s a video tutorial that can help:

<https://youtu.be/k6grtPZK1XU>

Problem 2: You are trying to upload your edited PDF to a copy shop website (like Staples) or email/text the PDF, and all your edited text is blank (i.e. none of the text you typed is showing up) or there are extra pages (like the title page and instructions) that you need to remove before printing.

Solution 2: There’s no way to delete extra pages, so the solution is to convert the edited PDF to JPG first. Please go back to the Section D printing tips on page 9 for step by step instructions or just upload your edited PDF to a free PDF to JPG conversion website like <https://pdf2jpg.net>

Problem 3: You see a “+” plus sign at the end of each line of edited text. The "plus sign" is called a Text Overflow Indicator, and it will also show up on your printed copy, so you need to remove it.

Solution 3: Luckily it's easy to update your preferences to remove the + signs:

- From your Adobe Reader menu bar, click "Edit" > select "Preferences" from the drop down.
- Select Forms from the Categories and uncheck "Show text field overflow indicator" box.
- Save your edited PDF.
- Close and reopen the Adobe Reader program, and when you reopen the document, the + sign will not appear and it will not be printed.

Problem 4: You don't have access to a Mac or PC computer.

Solution 4: These PDFs work best on a Mac or PC computer, but if push comes to shove, there are other options that you can try

- If you have a Chromebook, you can use Lumin PDF (which is also free). Here's a link: www.luminpdf.com/guide/
- If you only have a mobile phone or tablet (like an iPad), then download the free version of the PDF Expert app

At the time of this writing, Adobe Reader will not work on mobile devices or Chromebooks. The above solutions are working for my customers but the font may default to a plain font. If the program/app above is not working, you can try searching for a different PDF editing program/app or reach out to me.

If you are still having trouble, please send me an Etsy message (for fastest response) or email me at madiloveskiwi@gmail.com with the following so I can help troubleshoot:

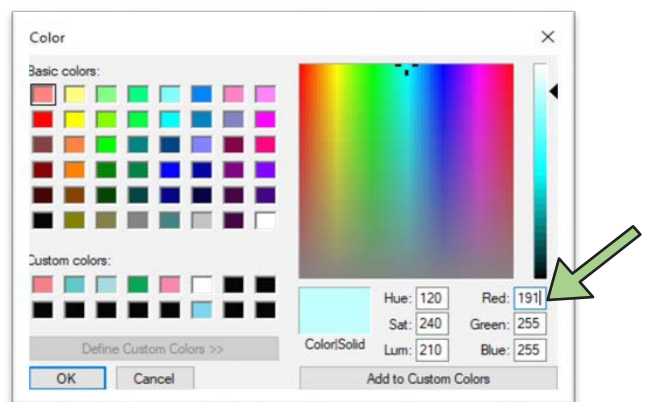
- a screenshot of your whole computer screen with the error message or issue
- type of computer and operating system
- description of the steps you took and expected outcome

VI. Color Scheme Suggestions

If you are editing school signs and need some color help, here are some suggestions. Most signs look best if you have at least 3 colors, but you can have as few or many as you like! Editing these signs is a fun activity to do with your child and usually they will have favorite colors that you can incorporate into the signs, but if you need some color inspiration, below are a few color schemes that you can use as is or as inspiration. (Pinterest is also a good place to get color suggestions!) Just try to pick colors that are not too dark or they may not show up well against the chalkboard background.

To change the color:

- You can either select a preset color from the drop down grid or
- Click on “Other Color” and enter the Red, Green, and Blue (RGB) values for the color you would like (green arrow).



TIP: Once you enter the RGB values, click the “Add to Custom Colors” button to add it to your Custom Colors palette so you can use it again in your sign without having to enter it again.

Color Inspiration: To use one of these colors, enter the RGB values (to use the first blue color as an example, Red=75, Green=196, and Blue=213).

| | | | |
|-------------|------------|-------------|-------------|
| 75/196/213 | 91/172/86 | 255/211/92 | |
| 241/182/175 | 238/80/117 | 243/115/99 | |
| 203/221/176 | 1/181/159 | 4/124/132 | |
| 249/193/62 | 243/135/52 | 206/51/59 | |
| 207/181/59 | 234/62/113 | 243/182/177 | 252/216/209 |
| 193/151/197 | 168/86/125 | 224/195/204 | 249/193/62 |

VII. Important Notes:

- For the some school signs, there is a special PRE-K file to use. You will see it in your Downloads so please make sure you use that file if the grade you need is Pre-K.
- If you plan to frame the signs, make sure you remove the glass for the best photos. The glass can cause a glare, making it hard to read the sign in pictures.
- The files can only be edited using Adobe Reader on a computer, you CANNOT edit the printable files on a mobile device or tablet.
- You CANNOT change text placement or add extra lines of text.
- My marker suggestion for circling chalkboard Old Wives Tales answers and voting on the Gender Reveal Tally Boards this white marker pen: <https://amzn.to/31hAFsa>. If you have a white poster, then this gold Sharpie is perfect: <https://amzn.to/3l8naTI>
- This editable PDF is only for your own personal use. Please do not distribute or share files in any way. Got a best friend, cousin, neighbor, or dog sitter that loved your printable? Please direct them to my Etsy shop or MadiLovesKiwi.com so they can purchase their very own copy.

Thank you for supporting a small business!

♥ Smiles,

Lily, Madi, & Kiwi

P.S. When you have a minute, I would greatly appreciate you leaving a review in my shop! If you can include a photo with your review, that would be awesome! Thank you in advance!