

HOW-TO BUILD YOUR TOOLKIT



How to Brand Your Toolkit PDFs

Adobe Acrobat can be used to place your logo on individual toolkit PDF pages.

- 1 Open the PDF file in Acrobat. To guide your logo placement, select View > Show Rulers > Rulers. Place the cursor over the ruler bar and drag down to pull a horizontal guide onto your page. Align the guide with the bottom of the document title.
- 2 Select the Tools tab and choose Edit PDF > Add Image. In the Open dialog box, locate the logo file you want to place. Select the file, and click Open.
- 3 Click the upper right corner where you want to place the logo, or click-drag to size the image as you place it. Position the bottom of your logo on the guide you placed and center it below the page header tab element.
- 4 Save as a PDF file: Name your file and click the “Save” button.



Graphic design software, such as Adobe Illustrator, Photoshop or InDesign, can also be used to add your logo.

How to Combine Your Selected Toolkit PDFs

ACROBAT STANDARD OR PRO DC

- 1 Open your first PDF file in Acrobat DC.
- 2 Open the Tools tab and select “Combine Files.”
- 3 Click “Add Files” and select the toolkit files you want to include in your PDF. Click, drag, and drop to reorder files or press “Delete” to remove any content you don’t want. When you’re finished arranging, click “Combine Files.”
- 4 Save as a PDF file: Name your file and click the “Save” button.

ACROBAT READER DC

Acrobat Reader does not have a “Combine Files” feature. If you do not have Acrobat Standard or Pro DC, Adobe offers a free **Merge PDF** feature on their website or a seven day **free trial** of Acrobat DC.