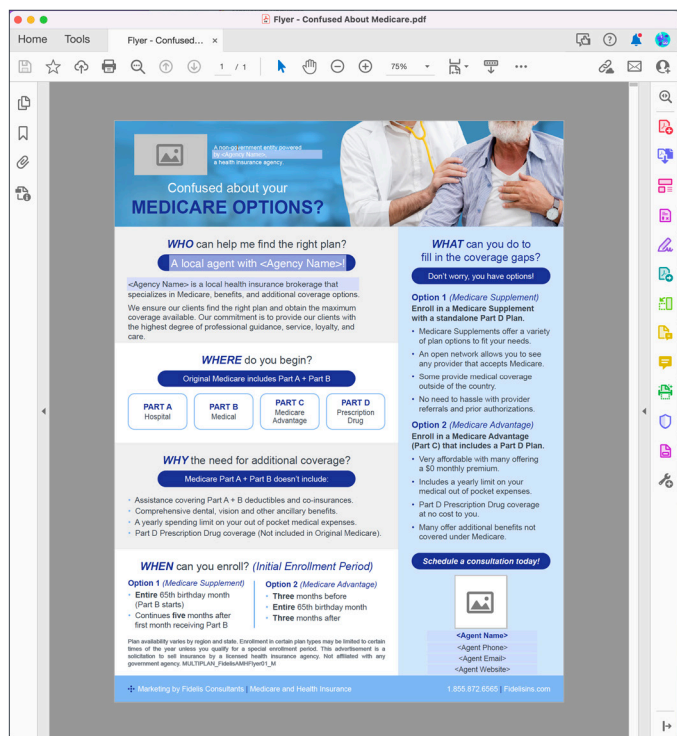


The Agent Marketing Hub has a variety of documents to help support your business. Many of these documents can be customized to include your company name and logo. Please see the list at the right for what you'll need to get started.

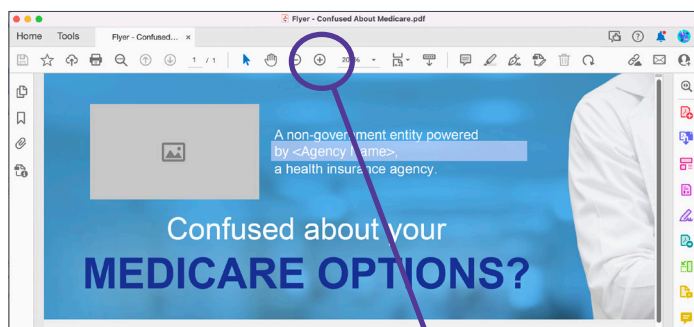
## STEP 1: OPEN THE PDF DOCUMENT

After downloading the PDF document from the Agent Marketing Hub, open it in Adobe Acrobat®



## STEP 2: ZOOM IN

Zoom in to the area you want to edit, using the plus sign in the menu at the top



Plus Sign Location

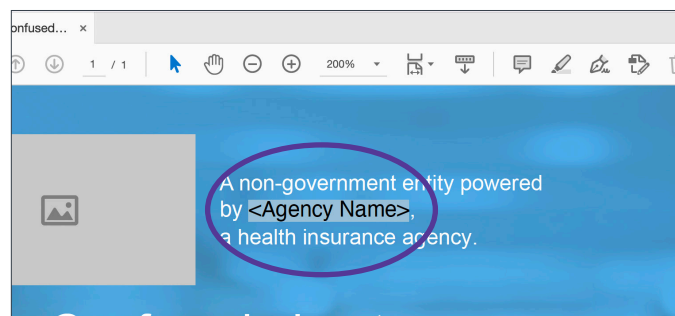
## WHAT YOU'LL NEED

- Access to the Agent Marketing Hub to download the PDF documents
- Adobe Acrobat® Standard DC or Adobe Acrobat® Pro DC (Adobe Acrobat® Reader will not allow you to edit PDFs)
- Agency Logo\* in either .jpg or .png format
- Agent Photo\* with square proportions (meaning that the height of the photo is the same as the width) and in either .jpg or .png format.

\* Note: Not all documents require an Agency Logo and/or Agent Photo

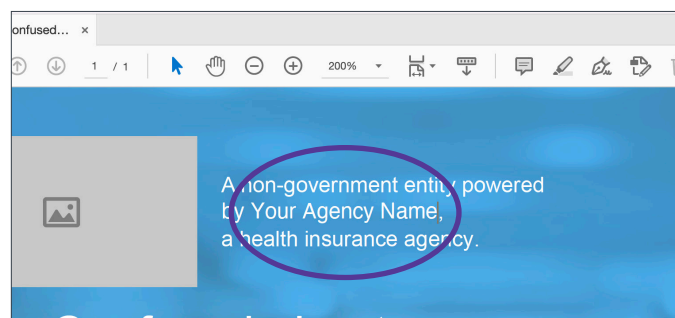
## STEP 3: HOW TO EDIT TEXT

Highlight the text you want to change, but leave the rest of the text there (in this case, highlight only <Agency Name>)



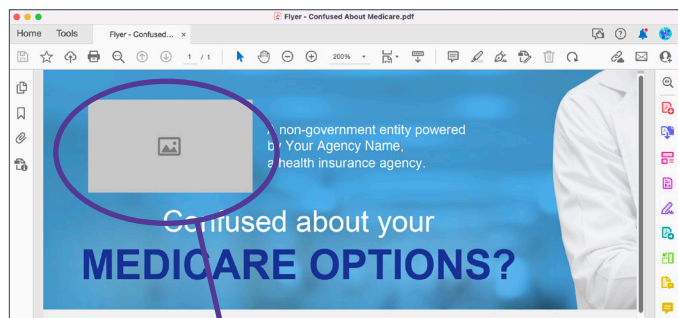
## STEP 4: HOW TO EDIT TEXT

Replace the text with what you want it to say. In this example, it would be "Your Agency Name."



## STEP 5: HOW TO ADD A LOGO

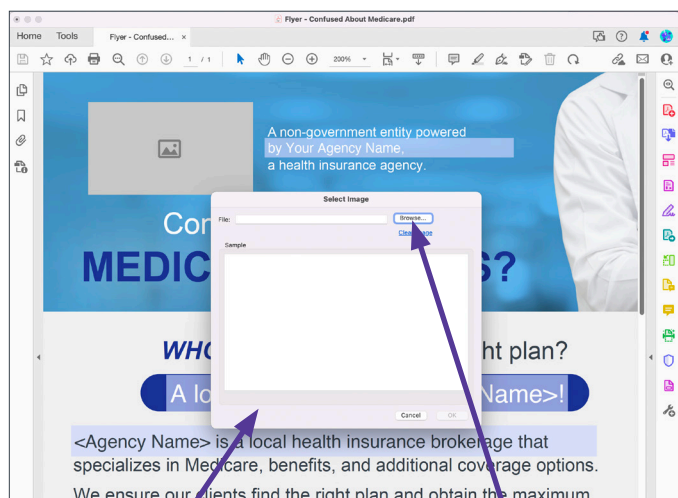
Click anywhere on the gray box, and a dialogue window will pop up.



Click anywhere in this gray box

## STEP 6: HOW TO ADD A LOGO

Click anywhere on the gray box, and a dialogue window will pop up. After it does, click on the **BROWSE** button to select the logo from your computer. The image should automatically show up in that window.

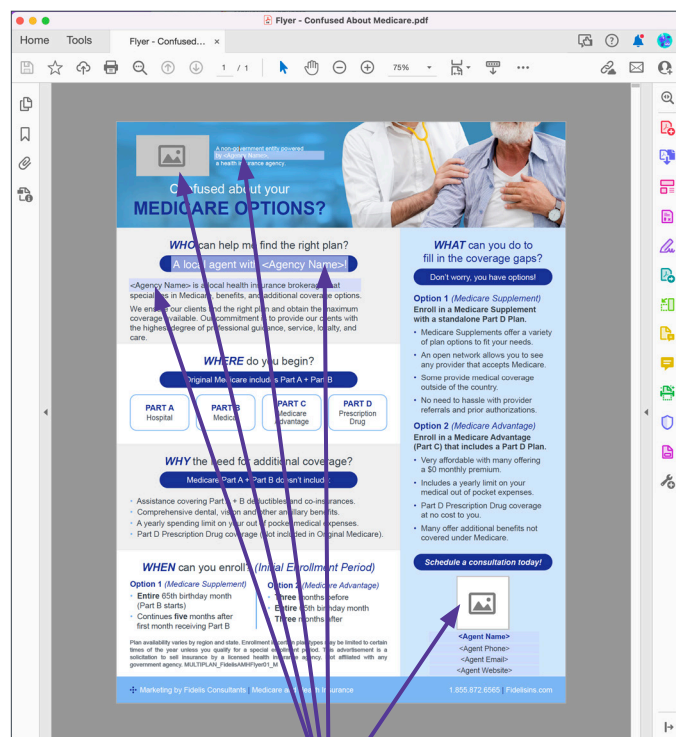


New Dialogue Window

Browse Button

## STEP 7: CHECK THE WHOLE DOCUMENT

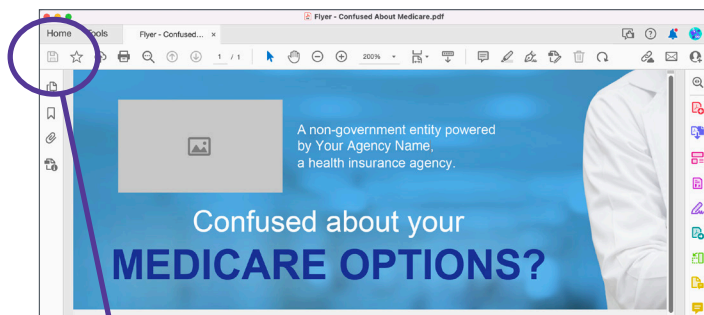
Check the whole document and make sure you've finished customizing the information. Some documents will have multiple images to add as well as various text variables to be customized.



These Fields are All Editable

## STEP 8: SAVE YOUR WORK

Be sure to save your work by either clicking the Save button in the top left of the window, or by pressing ctrl+S (PC) or command+S (Mac).



Save Button