

How to add your company contact information to a PDF file:

1. OPEN the file in ADOBE READER.
2. scroll to bottom of the opened page – there may be a blank text box located here
3. Click on "Edit" on top of Adobe window (second icon from left)
4. Click on "Paste" (Cntl+V) to add a notation (Adobe calls it a text box)
5. Type the specific information desired into the text box
6. (one may have to "highlight" the verbage on sample text box to type over it)
7. when done, click anywhere on page to release from new text box
8. re-click on edge of new text box and re-size to fit into the existing text box, or position over it if larger and it will hide the existing box
9. click anywhere on page to finish
10. information added !