

HOW TO

Customize E2i Posters and Brochures

Thank you for your interest in adapting the E2i Toolkit for your organization. The E2i posters and brochures can be customized to include your organization's name and contact information.

This document includes instructions on how to customize the text and fold and print the brochures and posters. Please review and follow the copyright rules listed below.



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Package Content

Please note, the design you downloaded may be from a different intervention.

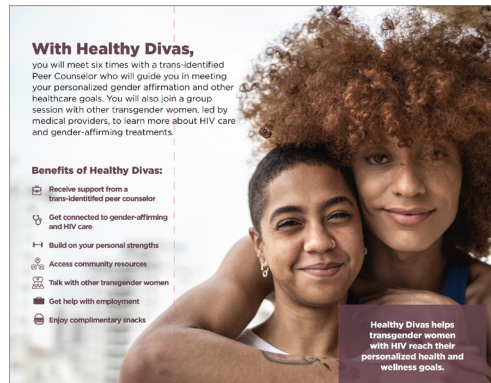
Brochure

These brochures are designed to be easily printed on standard, 8.5x11 paper, front and back. Follow the example below for proper folding.

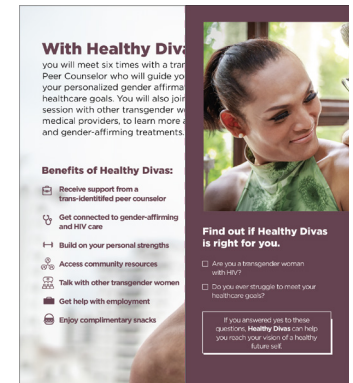
FRONT



INSIDE



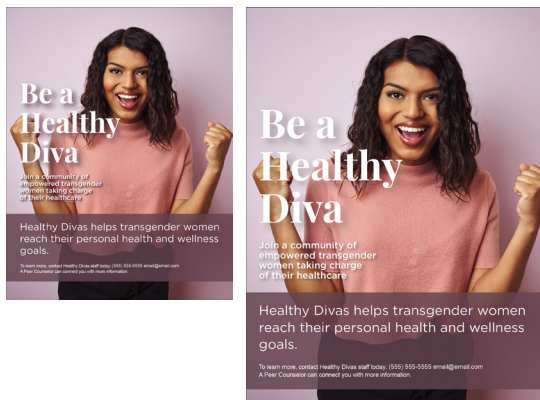
FIRST OPEN



Please note, the inside design will also work as a flyer design when used separately from the brochure.

Posters

Small 8.5x11 standard letter size
Medium 18x24 standard poster size



For best printing results, print at your local stationary/print store to avoid a white border around the design. We recommend the following **paper type**:

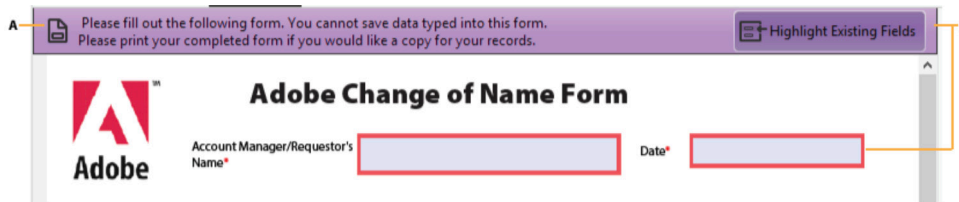
Brochures: 70, 80, or 100 lb, glossy
Posters: 100 lb, glossy

Adjusting Form Field Text

This section will guide you on the steps to adjust text in the form fields within the brochures and posters. Forms are created as interactive fields and you may adjust text as needed within the field.

Using Adobe Reader

- A. Purple message bar indicates presence of fillable fields.
- B. When clicked, the bar shows where fillable fields exist.
- C. The purple message bar appears only on later versions of Adobe Reader.
On earlier versions, it is possible to simply click on the contact information and change the text.



Using Adobe Acrobat

- 1 If necessary, right-click the document, and select either the Hand Tool or the Select Tool from the pop-up menu.
The pointer changes to a different icon as you move it over an editable field. For example, the Hand "👉" tool changes to an I-beam "I" when you can type text into the form field. Some text fields are dynamic, meaning that they automatically resize to accommodate the amount of data you enter and can span across pages.
- 2 (Optional) To make form fields easier to identify, click the **Highlight Existing Fields** button "🔍" on the document message bar. Form fields will appear with a colored background (light blue by default).
- 3 Click inside a text field to type.
- 4 When finished, click outside the form field.
- 5 Save your work. You are now ready to use this file electronically or print.

A screenshot of a form field with a light blue background. It contains the following text: "Organization Name", "Address Line 1", "Address Line 2", "(555) 555-5555", and "email@email.com". The field is rectangular and has a thin border.