HOW TO PERSONALIZE AND SAVE PDF FLYERS WITH YOUR MUNICIPAL NAME AND WEB ADDRESS

Follow these instructions to add your municipality name and website at the bottom of the flyer as a fillable form. You'll need to free Adobe software to make and save these changes. You will not need the expanded Adobe features for an additional fee, if you follow these instructions.

1. Open PDF file of flyer
2. Go to bottom of form and fill out your municipality name and webpage address. USE ALL CAPS IF YOU WANT THIS INFORMATION TO STAND OUT MORE.
3. Save flyer as a new pdf with your name.
4. If you are having trouble saving the document without the fillable form section still active. Try this method to save:
    a. Go to "fill and sign" button at bottom right side of adobe page and complete form
    b. Hit "Next button" at top right of screen
    c. Select "Save as read-only copy"
    d. Your flyer should show up with the information you entered, but fillable form function is no longer showing.
    e. Under "file" at upper left corner of window, select "Print"
    f. On print screen at top, instead of your printer select "Microsoft Print to PDF"
    g. Hit "Print" button and your computer will ask where you want to file new pdf flyer. Choose file location, name file and hit "Save"
5. You can now attach your personalized flyer to emails, websites, etc. to share as an electronic file.