

How to customise your poster or social assets

It's great you want to use our poster or social templates and make them your own. You can add your logo, update with your event details, or come up with a money tip of your own.

To allow for you to customize, all assets are provided in a PDF format and on the following pages you can learn how to update the text, add your logo or even change colours. If you have any trouble at all, please email Elizabeth@retirement.org.nz

Changing text in a pdf

1. **Open Adobe Acrobat:** Launch Adobe Acrobat on your computer.
2. **Open the PDF Document:** Click on “File” in the menu bar and select “Open” to browse and select the PDF document you want to edit. Alternatively, you can drag and drop the PDF file into the Acrobat window.
3. **Access the Tools Panel:** On the right side of the Acrobat window, click on the “Tools” panel to open the tools panel.
4. **Choose the Edit PDF Tool:** In the tools panel, locate and select the “Edit PDF” tool. It is represented by a pencil icon.
5. **Select the Text to Edit:** With the “Edit PDF” tool active, click on the text in the PDF document that you want to edit. The text will become highlighted, or a bounding box will surround it.
6. **Edit the Text:** Once the text is selected, you can start editing it.
7. **Format the Text:** If you want to change the font, size, colour, or other formatting options of the edited text, select the edited text again and look for the formatting options in the “Format” panel on the right side of the window.
8. **Move or Resize the Text Box (Optional):** If you need to move or resize the text box containing the edited text, hover your cursor over the edges or corners of the bounding box until you see a double-headed arrow. Click and drag to reposition the text box or resize it as needed.
9. **Save the Changes:** To save the edited PDF document, click on “File” in the menu bar and select “Save” or “Save As” to save the modified PDF document with your edits.

Adding your logo in a pdf

- 1. Open Adobe Acrobat:** Launch Adobe Acrobat on your computer.
- 2. Open the PDF file:** Click on “File” in the menu bar and select “Open.” Locate and select the Sorted Customisable PDF file that you want to edit.
- 3. Access the Edit tool:** In the right-hand panel, click on the “Edit PDF” tool. This will enable the editing features of Adobe Acrobat.
- 4. Select the logo area:** Click on the placeholder logo text. Once selected, delete the placeholder. Click and select that area again. If necessary, you can adjust the size of the area by dragging the corners.
- 5. Insert your logo:** After selecting the area, right-click within the selection and choose “Add Image.” A file browser window will appear.
- 6. Locate your logo file:** Browse your computer to find the image file of your logo. Select the file. Your logo will now be inserted into the selected area.
- 7. Adjust the logo position and size:** If needed, you can resize and reposition the logo. Click on the logo to display resizing handles, then click and drag the handles to adjust the size. To move the logo, click and drag it to the desired location within the selected area.
- 8. Save the Changes:** To save the edited PDF document, click on “File” in the menu bar and select “Save” or “Save As” to save the modified PDF document with your edits.

Changing colours in a pdf

1. **Open Adobe Acrobat:** Launch Adobe Acrobat on your computer.
2. **Open the PDF Document:** Click on “File” in the menu bar and select “Open” to browse and select the PDF document you want to edit. Alternatively, you can drag and drop the PDF file into the Acrobat window.
3. **Access the Tools Panel:** On the right side of the Acrobat window, click on the “Tools” pane to open the tools panel.
4. **Choose the Edit PDF Tool:** In the tools panel, locate and select the “Edit PDF” tool. It is represented by a pencil icon.
5. **Select the Object to Change Colour:** With the “Edit PDF” tool active, click on the object (text, shape, or image) in the PDF document that you want to change the colour of. The object will be highlighted or surrounded by a bounding box.
6. **Open the Edit Panel:** Once the object is selected, Acrobat will display an “Edit” panel on the right side of the window. This panel provides options for editing the selected object.
7. **Change the Colour:** In the “Edit” panel, look for the “Colour” section. Depending on the type of object you selected, there may be different options for changing the colour. For text, you may see options to change the text colour, fill colour, or stroke colour. For shapes or images, you may see options to change the fill colour or stroke colour.
8. **Select a New Colour:** Click on the colour swatch or the colour picker tool in the “Colour” section to open the colour selection dialog. Choose a new colour either by selecting a predefined colour or creating a custom colour.
9. **Apply the Colour Change:** After selecting the desired colour, the object in the PDF document should update automatically. If necessary, you can further adjust the colour by repeating steps 5 to 8.
10. **Save the Changes:** Once you are satisfied with the colour changes, click on “File” in the menu bar and select “Save” or “Save As” to save the modified PDF document with the new colour.