How to Add Your Logo, Print, and Fold the HCP and ER CLIGS Brochure

- 1. Open the PDF with Adobe Acrobat.
- 2. Choose 'Insert Image'
- 3. Re-size and center your logo in the white box. *To ensure the best quality, please use a 300 dpi PNG file with a transparent background.*



Print - Duplex

- 1. Go to 'Properties' and confirm the following settings on the 'Advanced' tab.
- 2. Click Print



Tri-Fold

1. Fold the brochure by folding the printed pages in thirds to fit in a standard business letter envelope (9.5 x 4.12).

