

Please read the following **REQUIREMENTS** before using this template:

Minimum Software Requirement:

Adobe Acrobat Reader 5 or higher

This allows full customization, but DOES NOT allow the customized templates to be saved for later use. This will make supplying a finished template to an outside vendor (such as a printer) impossible. You may ONLY use logos saved in the PDF format.

Recommended Software:

Adobe Acrobat 5 or higher (full version)

This allows full customization, including the saving of customized templates. You may use any of the following formats for your custom logos: PDF, BMP, GIF, JPG, PCX, PCT, PNG, or TIF.

In order to fully customize this template you will need to have the following content ready:

- Your Library Name
- Your Library Address
- Your Library Website Address (URL)
- Your Library Phone Number
- Your Library Logo (see requirements to the left)

STEP 1: LOCATE YOUR LOGO FILE

Make sure you have your Library Logo saved to your computer's hard drive first. Many logos are available to download in PDF format from the Project 12 website.

Note: If you are using the free Acrobat 5 Reader application then the logo must be in PDF format. (see the HELP area of the Project 12 website for more information on file formats) If you are using the full Acrobat 5 Application you may use any of the following formats: PDF, BMP, GIF, JPG, PCX, PCT, PNG, or TIF.

STEP 2: DOWNLOAD AND OPEN THE TEMPLATE

Now that you have your logo ready it's time to download and open the template. You can click the link on the Project 12 website to download this template or if you've already saved the template to your computer's hard drive, you may open it from there.

STEP 3: CUSTOMIZE YOUR TEMPLATE

Once your template is open in Acrobat 5 you can begin to customize the content to match your library.

- To customize the text fields simply click the desired text area and type in the proper information.
- To customize the logo, click the area that says "Click here to add your library logo." You will then be prompted to choose your logo file. Click "Browse" and select the desired logo file from your computer's hard drive.

Note: If you are using the free Acrobat 5 Reader application then the logo must be in PDF format. (see the HELP area of the Project 12 website for more information on file formats) If you are using the full Acrobat 5 Application you may use any of the following formats: PDF, BMP, GIF, JPG, PCX, PCT, PNG, or TIF.

STEP 4: PRINT YOUR CUSTOMIZED TEMPLATE

Your template is ready to print at this point. Simply choose PRINT from the FILE menu or click the printer icon from the Acrobat 5 application. If you don't want to use the optional back you are ready to trim them out using the crop marks included on the front as your guides.

STEP 5: OPTIONAL BACK

Once you've printed the front (steps 1-4) you'll need to flip the paper over and place it back in the printer. To print the optional back onto your bookmarks you will first need to download the additional template file from the Project 12 website. You can fill the back with your own custom content. **HINT:** This templates supports Rich Text Format (RTF). You can now paste preformatted text, including fonts, size, and even color into the template from an application such as Microsoft Word using copy and paste.