

PDF Line Sheet Template SOP

In order to utilize this feature, one must have Adobe Acrobat DC downloaded. Please reach out to your Account Manager with any questions about this tool.

1. Create a folder with selected images of jewelry and Dealer Logo to save to your computer where it can be easily accessed
2. Open PDF in Adobe Acrobat
3. Click in the middle of an empty page where you would like an image to be inserted
4. A pop-up will open
 - a. Select the **Browse** button
 - b. Navigate to the folder with the images selected for this project
 - c. Select the desired image and hit **Open**
5. Continue steps **3** and **4** for all of the pages that you want to add images to including the back page where you can add Dealer Logo
6. To edit text Navigate to the **Edit** section in the right hand menu bar
 - a. Select **Edit**
 - b. Select inside the text box and change the copy to the appropriate text
 - c. You may need to center or left- align the text using the styling options to the right
 - d. Once you have finished editing the text sections. Hit the “X” in the upper right hand corner
7. Once you are ready to save the pdf, select **File** → **Save As** → **Select the location** → **Rename the pdf** → **Save format as Adobe PDF Files**
8. DO NOT save over the original line sheet, always create a new file for your new design.
9. In order to save a non-editable pdf for your client please follow these steps.
 - a. Save a version with the naming convention “**locked**” at the end of the title
 - b. Navigate to **Tools**
 - c. Select **Optimize**
 - d. In the options section above your design select **Advanced Optimization**
 - e. In the left-hand column leave the box checked and select the text that says “**Discard Objects**” and check “**Discard all Javascript Actions**”
 - f. Re-save the “locked” version
10. Email or share the new pdf with your dealers.