Thank you for purchasing a Connie & Joan template, if you need help, please email me: connieandjoan@gmail.com

EDITABLE PDFs

To be able to edit these PDFs, you **must** use Adobe Acrobat Reader DC on your computer or Mac. Most computers/Macs have it installed by default, however, if you do not have it, you can download it for FREE from the Adobe website: www.get.adobe.com/reader

It is advisable to have the latest version, and I think it's always good practice to keep your programs up-to-date, so please update yours if you haven't done so for a while.

Please do not open and save these templates in another program as formatting capabilities will be lost.

**Make sure you open the template in:
ACROBAT READER DC
and not another program.**
To open in Acrobat Reader DC:
Go to your Downloads folder and right-click on the file you've just downloaded, then choose:
'Open with' Adobe Acrobat Reader DC.

TROUBLE-SHOOTING:
If you find your PDF does not allow font formatting, it might be because it was opened and then automatically saved within another program first, before you opened it in Acrobat.
Please download the original version again and only open it in Acrobat.

The highlighted area on the template is editable (highlighted in a light blue colour).
Simply click inside this area and type your own wording.
Double-click to 'select' a word and type a new word.
Triple-click to 'select' a whole line of words and type a new line/sentence.

CHANGING FONT STYLE, COLOUR OR SIZE:
Click anywhere in the light blue editable area and press 'Ctrl' and 'e' together on your keyboard (or 'CMD' and 'e' if you are using a Mac), a properties 'toolbox' will then appear giving you options for re-formatting – i.e. changing text colour, size and font style.
Select the words you want to re-format by double clicking or triple clicking them and then reformat as you like. Drag your cursor over multiple lines to select more than one line of words to reformat.

IMPORTANT NOTE ABOUT ONLINE PRINTING WEBSITES:

Some online printing website's previewers have been known to show the editable fields on PDFs as blank. The way around this would be to convert/export the PDF to a jpg file.

On a Mac there is a program called 'Preview' which you can use to export the file to jpg – always choose 'best' quality.
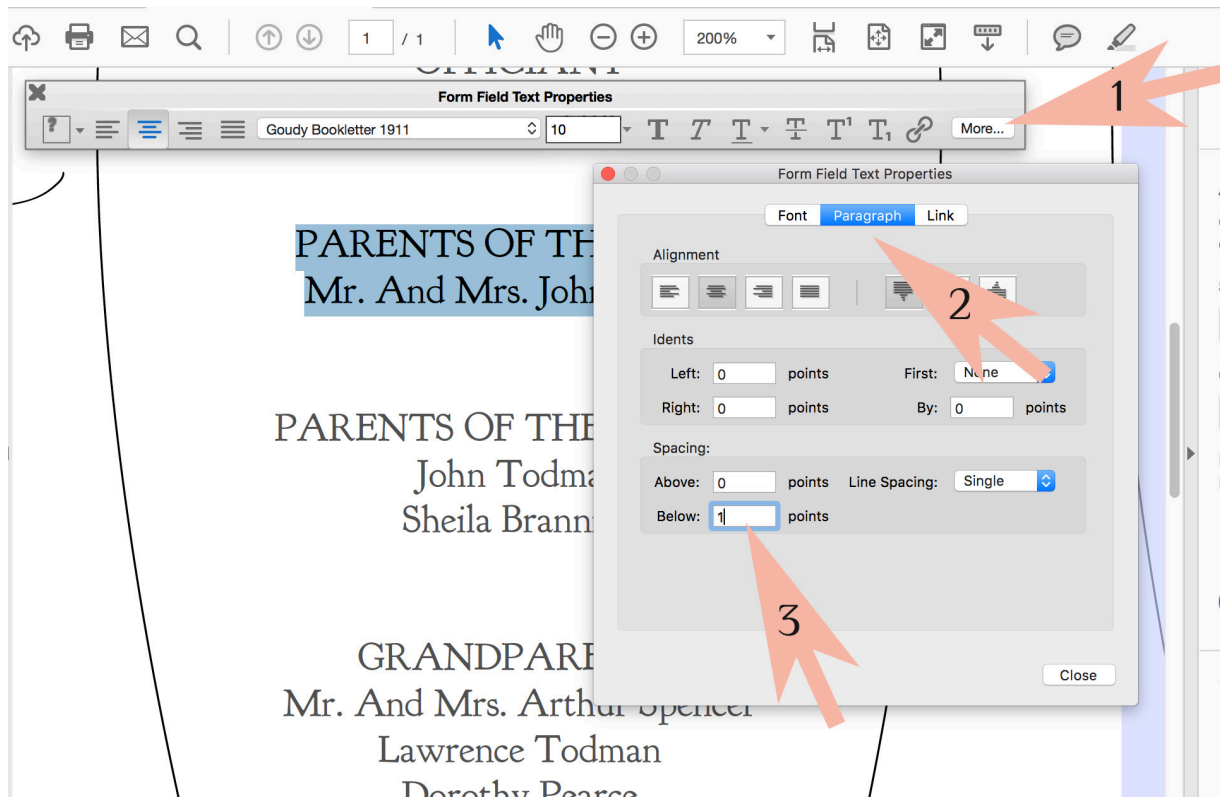
Convert PDF to jpg online:
There are a number of online converters you can use, such as pdf2jpg.net and docs.zone/pdf-to-jpg

You would upload the file, choose to convert to the best quality and then download the jpg file.

SPACING of lines:
You can adjust the spacing between each line of text by adding 'points' **above** or **below**. Drag your cursor over the line of text to highlight (select) it, then in the Formatting box, click on 'More' on the right. Under the 'Paragraph' tab in the dialog box that opens up, type a number into 'above' or 'below' under 'Spacing'.

TIP: Pressing the 'tab' key on your keyboard after entering a value in 'Spacing' will let you see the spacing changes behind the formatting box while also keeping the dialog box alive to make further changes.

Save your PDF as you go along and when you've finished editing it, if you're not printing at home, you can upload it to an online printer, email it to your print shop, or save it on a USB stick/Jump Drive to take to a different location to print.

A NOTE ON SIZES:
In the UK, Europe, Australia and New Zealand the following 'A' sizes are standard:
A1 (23.39x33.11"), A2 (16.54x23.39"), A3 (11.69x16.54") and A4 (8.27x11.69")

If you are in the US or Canada, please use the other sizes.

FURTHER HELP:
Please visit Connie & Joan's website for up-to-date tips, help, trouble-shooting
and answers to your frequently asked questions: www.connieandjoan.com/pages/helpful-instructions

Connie & Joan websites can be found here:
connieandjoan.com   connieandjoandiy.com