

## **PRESS RELEASE TEMPLATE INSTRUCTIONS**

### **TO INSERT LOGO**

1. Open Press Release Template PDF in Adobe Acrobat.
2. Go to the top menu bar and press Edit > Edit Text and Images. An “Edit PDF” bar should appear near the top of the screen.
3. Press Add Image.
4. Select logo jpeg or png (ideally with a white background).
5. Click to place – resize image to fit on gray box.
6. Save PDF.

### **TO INSERT HYPERLINK**

1. Open Press Release Template PDF in Adobe Acrobat.
2. Highlight “our website” at the bottom of the page with the cursor.
3. Right click and select “Create Link...”
4. Make the following selections:
  - Link Type: Invisible Rectangle
  - Highlight Style: None
  - Line Thickness, Line Style, and Color should not be clickable.
  - Link Action: Open a web page
5. Click Next.
6. Paste the URL to practice website and press okay.
7. Save PDF.