Editing virtual service posters for branch use

1. Install Adobe Acrobat Reader ***FREE*** if you don't have it already
   a. https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html
   b. PC instructions: https://helpx.adobe.com/acrobat/kb/install-reader-dc-windows.html
   c. Mac instructions: https://helpx.adobe.com/acrobat/kb/install-reader-dc-mac-os.html
2. Follow these steps to edit and print posters (Mac)
   a. Download the Virtual Service Poster
      i. Visit the Branch resources during the pandemic page and open the "Posters available to download" accordion.
      ii. Click "DOWNLOAD" to the right of the PDF you would like to use.

iii.   Select download destination and click "Save."

iv.   Click the caret (^) to the right of the PDF name on the bottom bar.

v.   Click "Show in Finder."

vi.   Right click the PDF name in Finder.

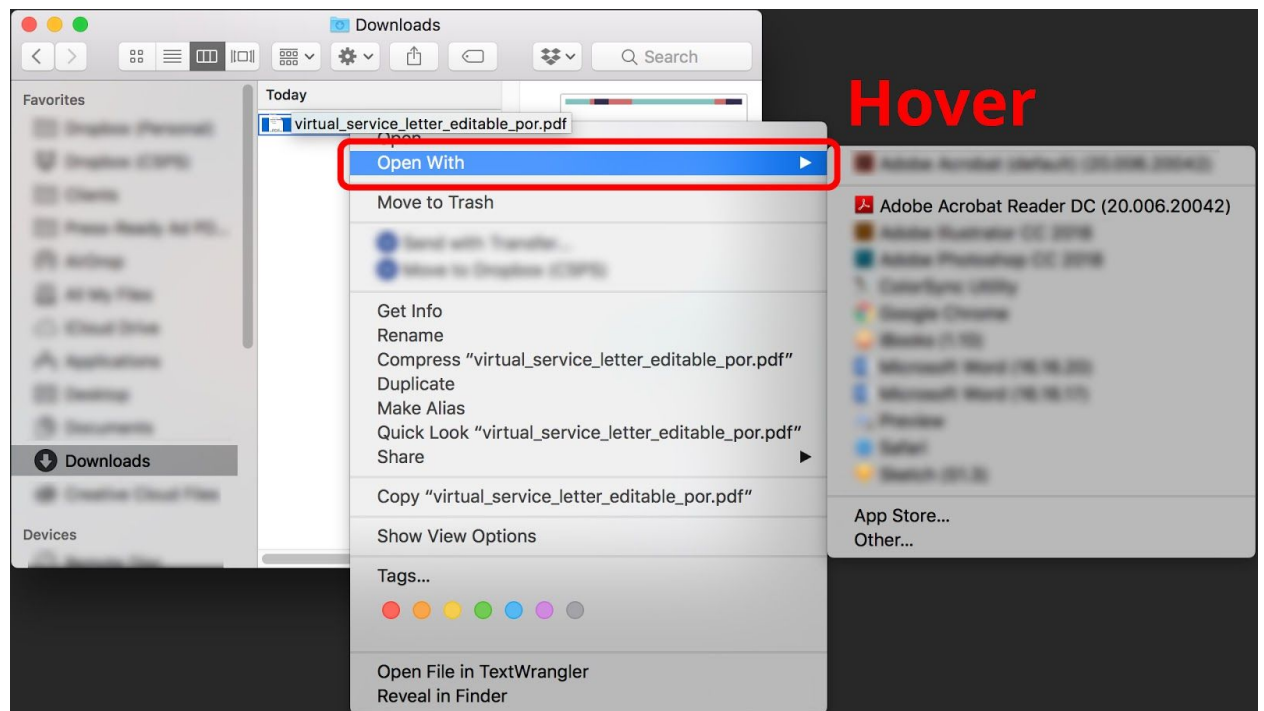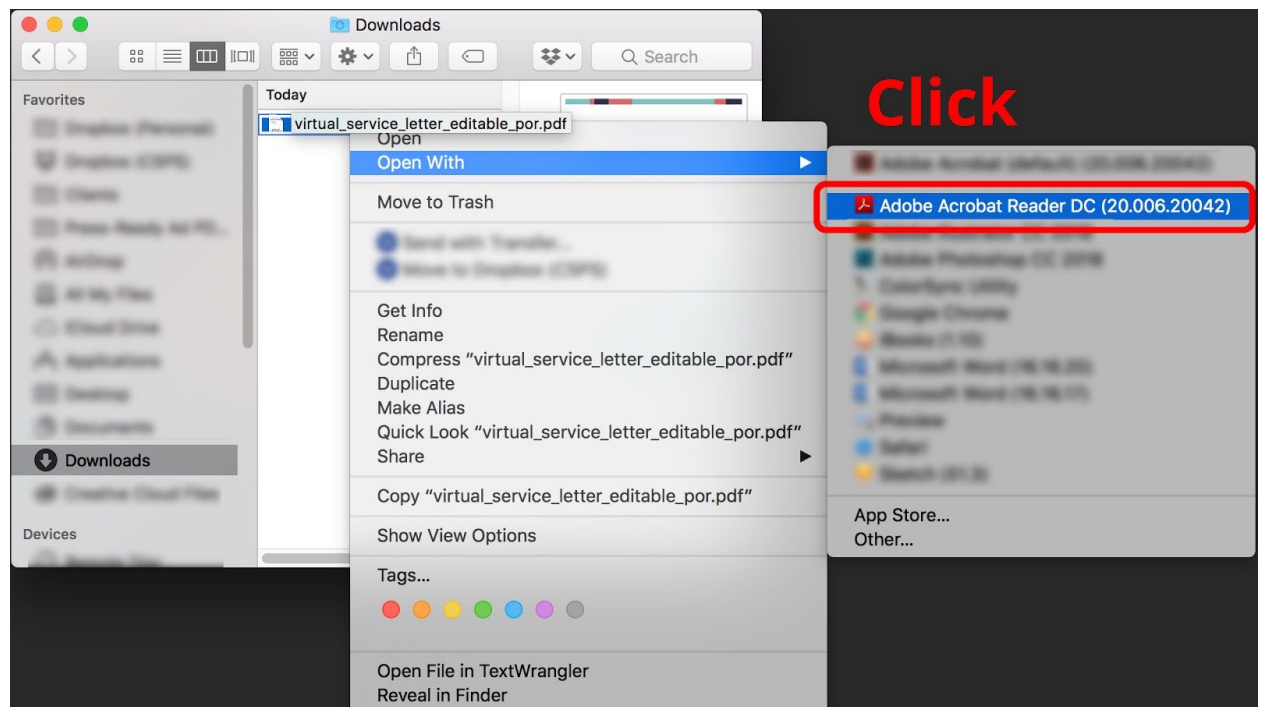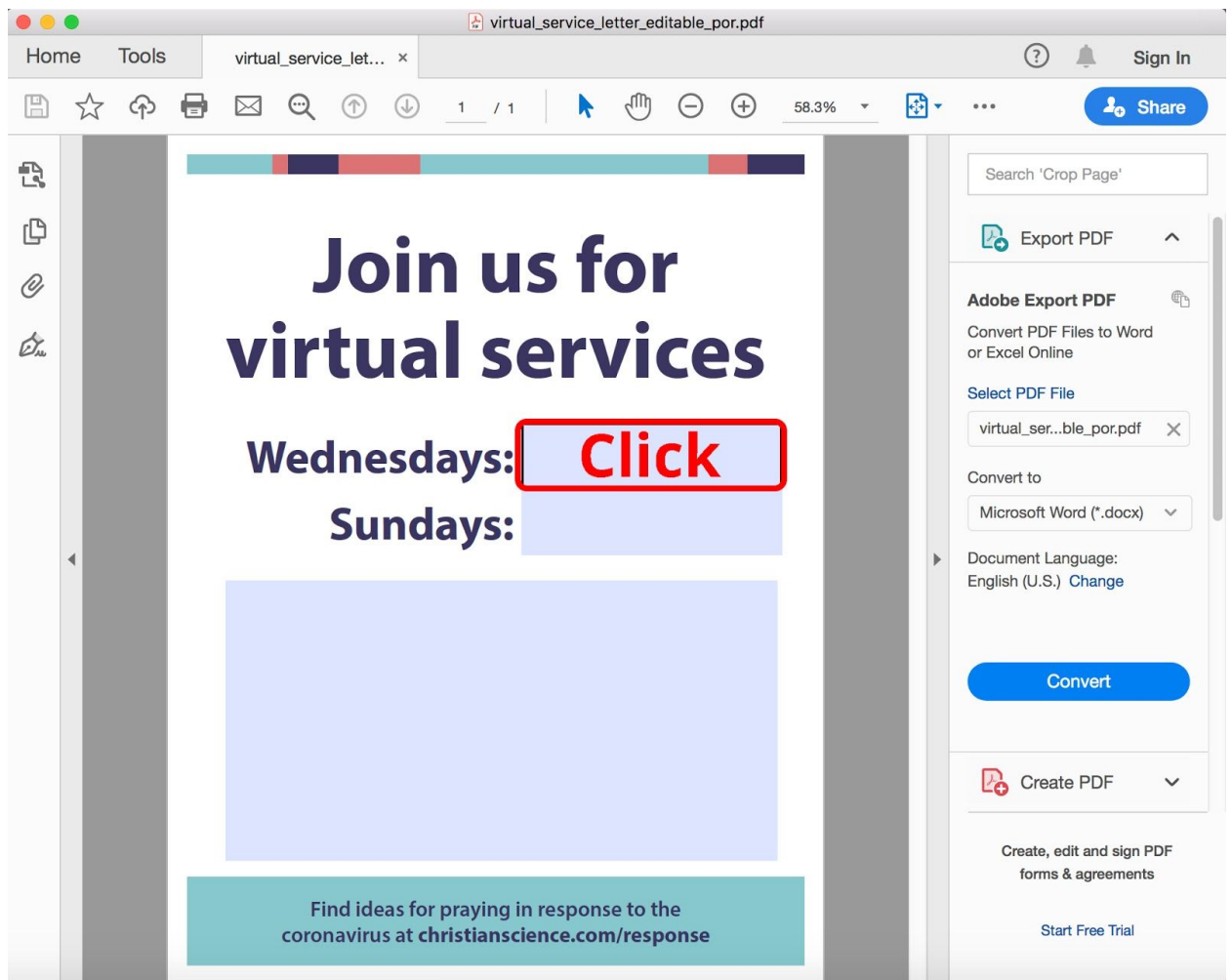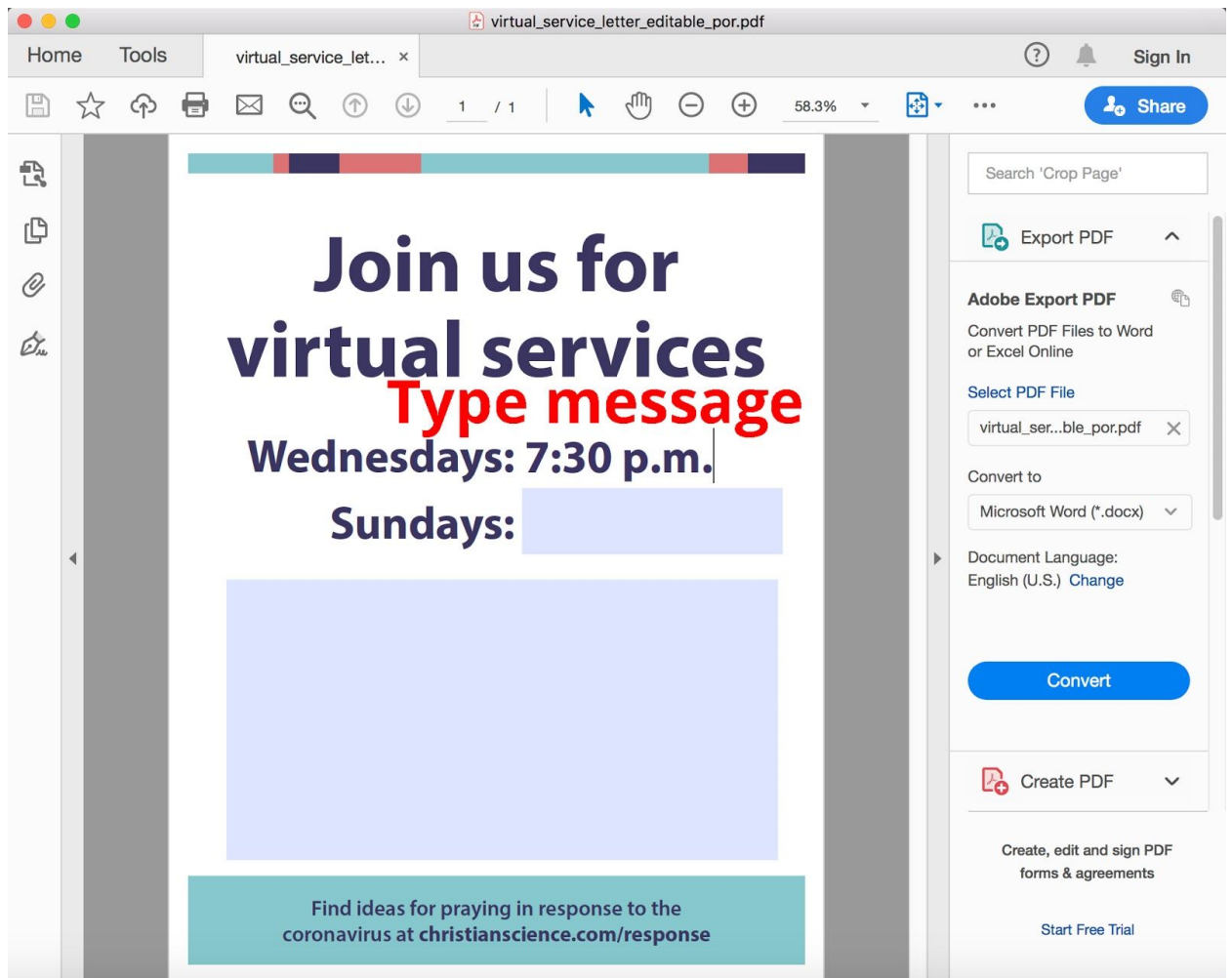vii.   Hover your cursor over "Open With."

viii.   Click "Adobe Acrobat Reader DC" from the list of applications.

ix. To add text to the PDF, first click within one of the light blue rectangles.

x.   Then type whatever text you would like to appear.

xi. To create bold text, highlight the text you would like to adjust and press "command" + B on a Mac or "control" + B on a PC.

xii. To italicize text, highlight the text you would like to adjust and press "command" + I on a Mac or "control" + I on a PC.

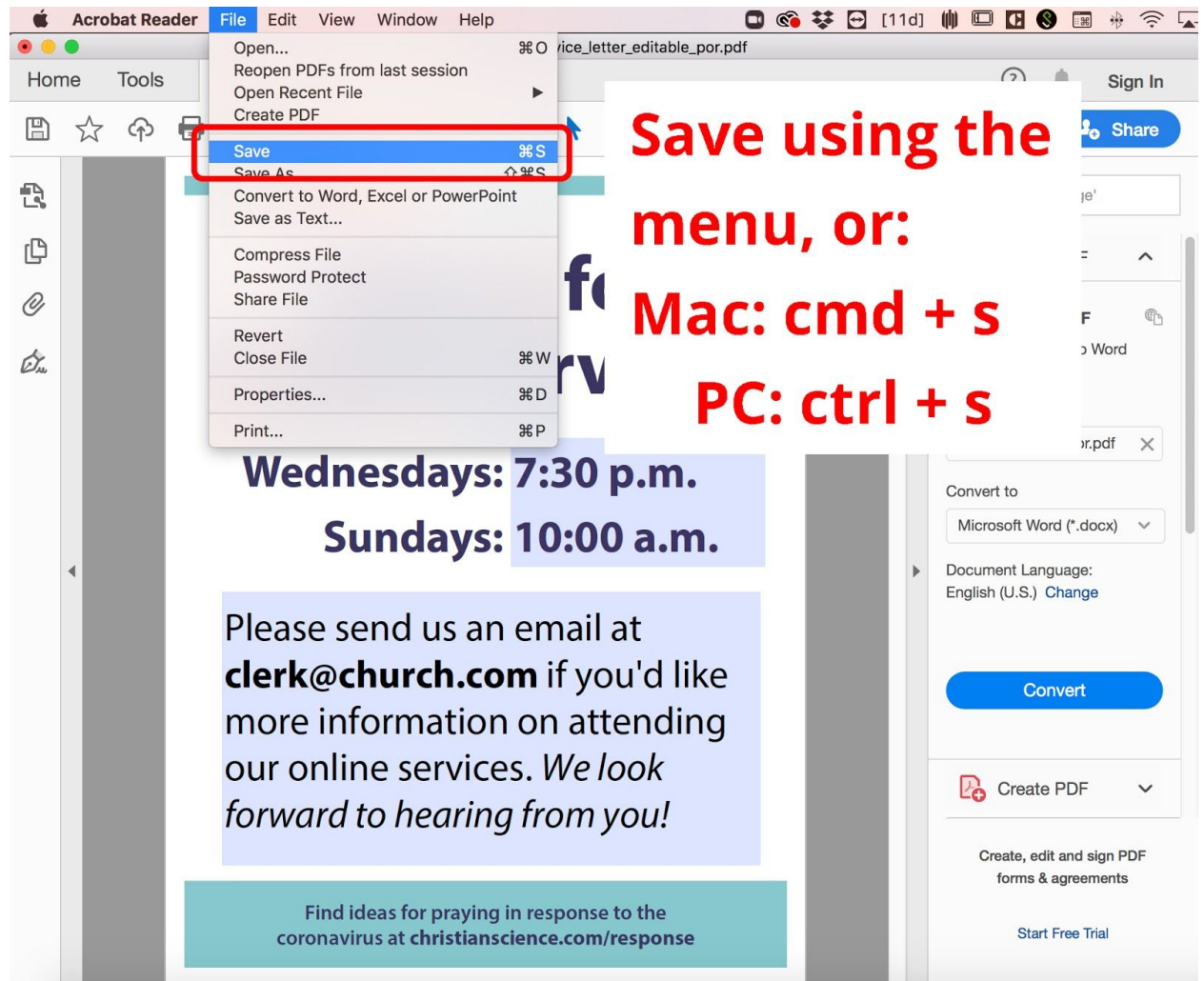xiii. To create a line break, click within the text where you would like a line break to appear and press "return" or "enter."

xiv. To save your edited PDF, use the menu at the top of the screen or press "command" + S on a Mac or "control" + S on a PC.

xv. To print your edited PDF, use the menu at the top of the screen or press "command" + P on a Mac or "control" + P on a PC and use the printer dialog box.