



Technical Instructions for Customizing *Team Up. Pressure Down.* Materials

These instructions apply to print materials produced by the Centers for Disease Control and Prevention for the *Team Up. Pressure Down.* program, as part of the U.S. Department of Health and Human Services' Million Hearts™ initiative, which can be customized to include your organization's information or logo.

NOTE: Adobe Acrobat Reader is required for adding text to *Team Up. Pressure Down.* materials, whereas Adobe Acrobat Standard or Professional is needed to add a logo (in place of text) to these materials.

HOW TO INSERT TEXT

Click on the customizable field that appears in the document. Type your information into the text box. Your file is now ready to print.

HOW TO INSERT A LOGO

Logo files should be vector EPS, JPEG, or TIFF files that are a minimum of 300 dpi.

- 1) Since *Team Up. Pressure Down.* materials are saved for Adobe Acrobat Reader users, you will first need to activate the editable logo fields in Adobe Acrobat Standard or Professional. To do this, click on "Forms" from the tool bar menu at the top of the page once you've opened the document to which you'd like to add your logo. Select "Add or Edit Fields..." A message box will appear, please click "Save a Copy." Save a copy of the file in a preferred folder. If this message box does not appear, proceed to Step 3.
- 2) Close the Adobe Acrobat file that is currently open, and open the version of the document from the folder where you saved the file. Click on "Forms" from the tool bar again, and select "Add or Edit Fields." You will now see that the customizable field is active.
- 3) Double click on the customizable box in the document. A "Button Properties" box will appear. Click on the "Options" tab. Then, click the "Choose Icon" button in the lower right corner.
- 4) Click on the "Browse" button in the top right of the select icon box and then locate the logo file on your computer. NOTE: Once you select "Browse" you will need to select your logo's file type from the "Files of Type" field located at the bottom of the window (either Postscript/EPS, JPEG or TIFF) before searching for the logo file.
- 5) Select your logo file and click the "Select" button. Your logo will appear in the customizable box. Click "OK" and then, in the next window, click "Close." Your program logo will now be embedded into the document.
- 6) Once you have added your logo, click on "Forms" in the tool bar again, and select "Close Form Editing." Your file is now ready to print.

For more information, please email tupd@cdc.gov.