



DIGINEG® PRO postcard (Instructions for the Adobe Acrobat PDF version)

These postcards are supplied two-up on a standard letter-size sheet, which should be trimmed in half creating two 8.5" x 5.5" postcards once printed.

Each postcard can be customized with two photographs (within the frames provided), your company logo, company name and telephone number. However, you will require a full version of Adobe Acrobat to do so.

Follow these steps to complete the postcards:

1. To enter your company name and telephone number, simply type the information in the fields provided above the DIGINEG® PRO logo. These fields may be left blank if desired.
2. To place your logo above your company name and telephone number:
 - (a) Go to Tools > Advanced Editing > TouchUp Object Tool.
 - (b) Right-click (PC) or Ctrl+click (Mac) and select Place Image...
 - (c) Locate and select your logo file (.jpg format will work well)
 - (d) Drag your logo into the blank space provided and size appropriately.
 - (e) Check to be sure your logo does not cover any contact information, images or the DIGINEG® PRO logo.
3. To place your photographs in the frames provided:
 - (a) Go to Tools > Advanced Editing > TouchUp Object Tool.
 - (b) Right-click (PC) or Ctrl+click (Mac) and select Place Image...
 - (c) Locate and select your image file (.jpg format will work well)
 - (d) Mouse over any corner of the image until you see the diagonal arrow cursor, click and drag to resize the image to the size and proportions of the photo frame.
 - (e) With the image still selected, right-click (PC) or Ctrl+click (Mac) to open the drop down menu, and select "Rotate Selection". Mouse over any corner of the image until you see the diagonal arrow cursor, click and drag to rotate and match the angle of the photo frame. Your photographs should cover the entire white area, but not overlap the black picture corners.
4. If needed, you can delete the grey placement notes from the photo frames and logo area by selecting Tools > Advanced Editing > TouchUp Object Tool, selecting the grey type and hitting "delete".
5. Remember to fill in both the top and bottom postcards on the page before printing.

Save your file and print as many copies as you need.