

Instructions for Adding Your Logo & Address to AAO-HNSF Patient Handouts

CO-BRANDING AAO-HNSF PATIENT HANDOUTS IS AS EASY AS 1-2-3!

1 Download & Save Patient Handout

- Download the patient handout

You will need Adobe Acrobat Reader. You can install it for free here: get.adobe.com/reader

- Save it to your computer
Remember where you save it; you will need to access it in the following steps.

2 Upload Your Logo & Address

- Your image must be saved as a .pdf file!

For additional information on how to save your logo/address as a .pdf file, please see the instructions below.

You will not be able to upload your personal information to the patient handout if the file is not saved in the .pdf format.

- Open the saved patient handout document
- Click in the white space at the bottom of the page.
- Within the **Select Icon** window, **Browse** to the .pdf file you would like to **Insert** and then click, **OK**.
The logo and/or address file will resize appropriately for the box.

- Type your web address in the blue rectangle below the white image field.

- Click in this white space to upload your logo
- Click in this blue area to type your web address



3 You're Ready to Print!

- Save your file.

Make sure to save your file before you close the document to ensure your logo and/or address will be there the next time you open up the document.

- You are now ready to print!

Example of a co-branded Patient Handout:



CONVERT YOUR LOGO TO .PDF

Open a new Microsoft Word document.

Remember where you save it; you will need to access it when uploading your logo/address to the Patient Handout.

Insert Your Image

- Click the location in your Word document where you want to insert your image.
- Click the **Insert** tab, click **Pictures**.
- Browse to the image you want to insert, select it, and then click **Insert**.
- Your image will most likely be your logo.
- If your image contains all of the information you would like to include, you are ready to export/save as a .pdf.

Resize Your Image

To include contact information next to your logo, you may need to resize your image.

- Click on the image you want to resize.
- To increase or decrease the size of the logo, drag the sizing handle away from or towards the center.

To maintain the proportions, press and hold **Shift** while you drag the sizing handle.

Add Text Next to Your Image

Following these instructions will allow you to add multiple lines of text to the right of your image. Please see the example below.

- Click on the image.
- Click the **Pictures Tools** or **Drawing Tools** Format tab.
- Under the **Arrange** group, click **Wrap Text**.
- Choose the **Square** style of wrapping.
- Add your text.

Export/Save As .PDF from Microsoft Word

Once your image contains all of the information you would like to include in the image field of your co-branded Patient Handout, you're ready to save as a .pdf!

From the **File** menu, click **Export** or **Save As**. Change the file format to **PDF**, and click **Save**.

Example of a logo and address to be uploaded to the co-branded Patient Handouts:

