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

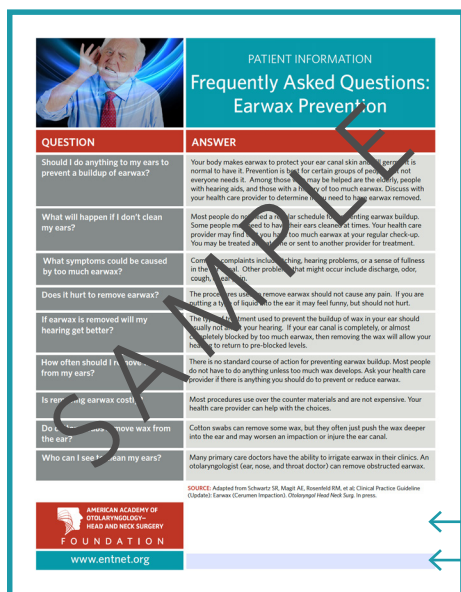## CO-BRANDING AAO-HNSF PATIENT HANDOUTS IS AS EASY AS 1-2-3!

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.

Click in this white space to upload your logo

Click in this blue area to type your web address

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.
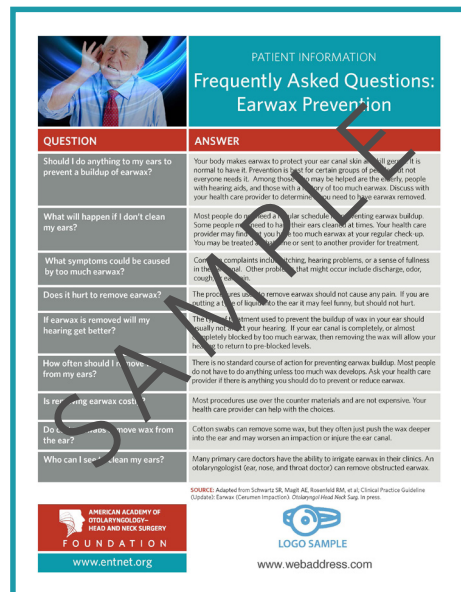
3 You're Ready to Print!

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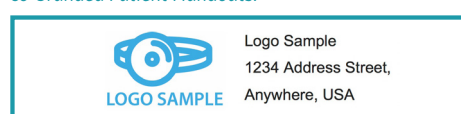
  To maintain the proportions, press and hold **Shift** while you drag the sizing handle.

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.

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

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**.

PDF Form Example

This is an example of a user fillable PDF form. Normally PDF is used as a final publishing format. However PDF has an option to be used as an entry form that can be edited and saved by the user.

The fields of this form have been selected to demonstrate as many as possible of the common entry fields.
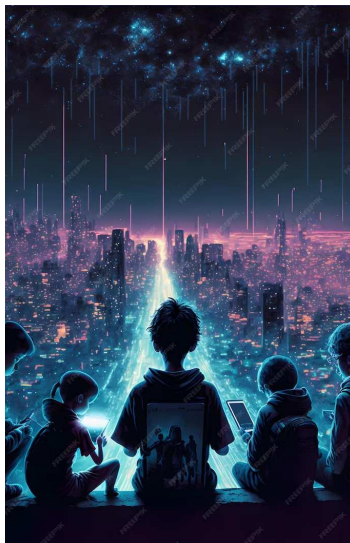
This document and PDF form have been created with OpenOffice (version 3.4.0).

To fill out the form, make sure the PDF file is not read-only. If the file is read-only save it first to a folder or computer desktop. Close this file and open the saved file.
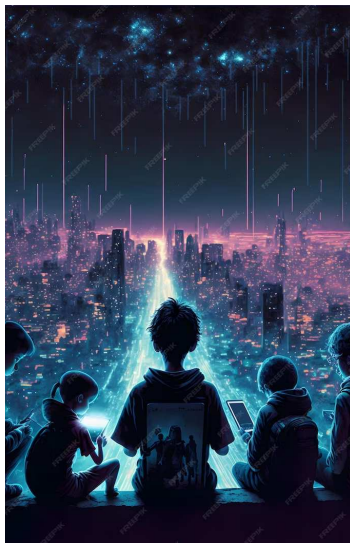
Please fill out the following fields. Important fields are marked yellow.

Given Name:

Family Name:

Address 1:   House nr:

Address 2:

Postcode: City:

Country:

Gender:

Height (cm):

Driving License: ☐

I speak and understand (tick all that apply):
☐ Deutsch   ☐ English   ☐ Français   ☐ Esperanto   ☐ Latin

Favourite colour:

Important: Save the completed PDF form (use menu File - Save).

The Rise of the Machines: Unleashing the Creative Evolution of AI

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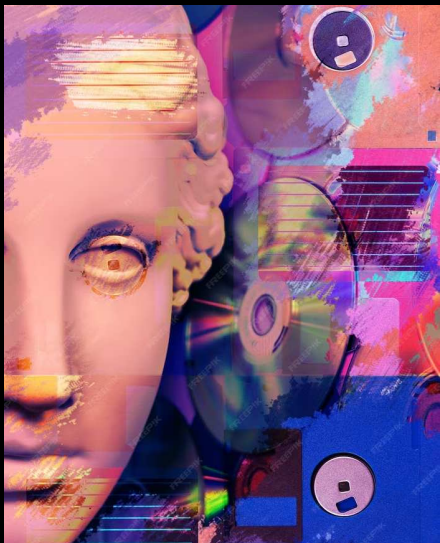
The AI Revolution

Embrace the *creative* potential of **AI** as it transforms industries and sparks innovation. Explore how AI is reshaping the future of *art*, *design*, and *creativity*. Unleash the power of AI to unlock new realms of human imagination and expression.

Augmented Creativity

Discover how AI can be a catalyst for *unleashing* human creativity. Explore the fusion of **AI** and human ingenuity to create groundbreaking works of art, music, and literature. Witness the evolution of creativity through the lens of technological advancement.

Ethical Considerations

Delve into the *ethical* implications of integrating AI into the creative process. Navigate the complexities of AI-generated content and the challenges of preserving human authenticity in a digital age. Explore the balance between technological advancement and ethical responsibility in the creative domain.

Embracing the Future

Reflect on the boundless potential of AI to elevate human creativity to unprecedented heights. Embrace the collaborative synergy between humans and AI, fostering a future where innovation knows no bounds. Join the journey towards a new era of limitless creative evolution.

Thanks!