

INSTRUCTIONS FOR BOOKMARKS MAC AND PC

Please read the following REQUIREMENTS before using this template:

Minimum Software Requirement:

Adobe Acrobat Reader 7 or higher

This allows full customization, but DOES NOT allow the customized templates to be saved for later use.

In order to fully customize this template you will need to have the following content ready:

- Your Library Name
- Your Library Address
- Your Library Website Address (URL)
- Your Library Phone Number
- Your Library Fax Number

STEP 1: DOWNLOAD AND OPEN THE TEMPLATE

Now that you have your logo ready it's time to download and open the template. You can click the link on the Diversity website to download this template or if you've already saved the template to your computer's hard drive, you may open it from there.

STEP 2: CUSTOMIZE YOUR TEMPLATE

Once your template is open in Acrobat 7 you can begin to customize the content to match your library. To customize the text fields simply click the desired text area and type in the proper information.

STEP 3: PRINT YOUR CUSTOMIZED TEMPLATE

Your template is ready to print at this point. Simply choose PRINT from the FILE menu or click the printer icon from the Acrobat 7 application. If you don't want to use the optional back you are ready to trim them out using the crop marks included on the front as your guides.

STEP 4: OPTIONAL BACK

Once you've printed the front (steps 1-3), you'll need to flip the paper over and place it back in the printer. To print the optional back onto your bookmarks you will first need to download the additional template file from the Diversity website. Once it is open, you can customize the text fields. Note: The text will appear sideways on the screen.

Once you have customized your text, simply choose PRINT for the FILE menu or click the printer icon from the Acrobat 7 application. Once both sides have been printed trim them out using the crop marks included on the front as your guides.