

How to change a photo image in a PDF on a PC

For placing photo, you MUST use the latest FREE version of Adobe Reader.

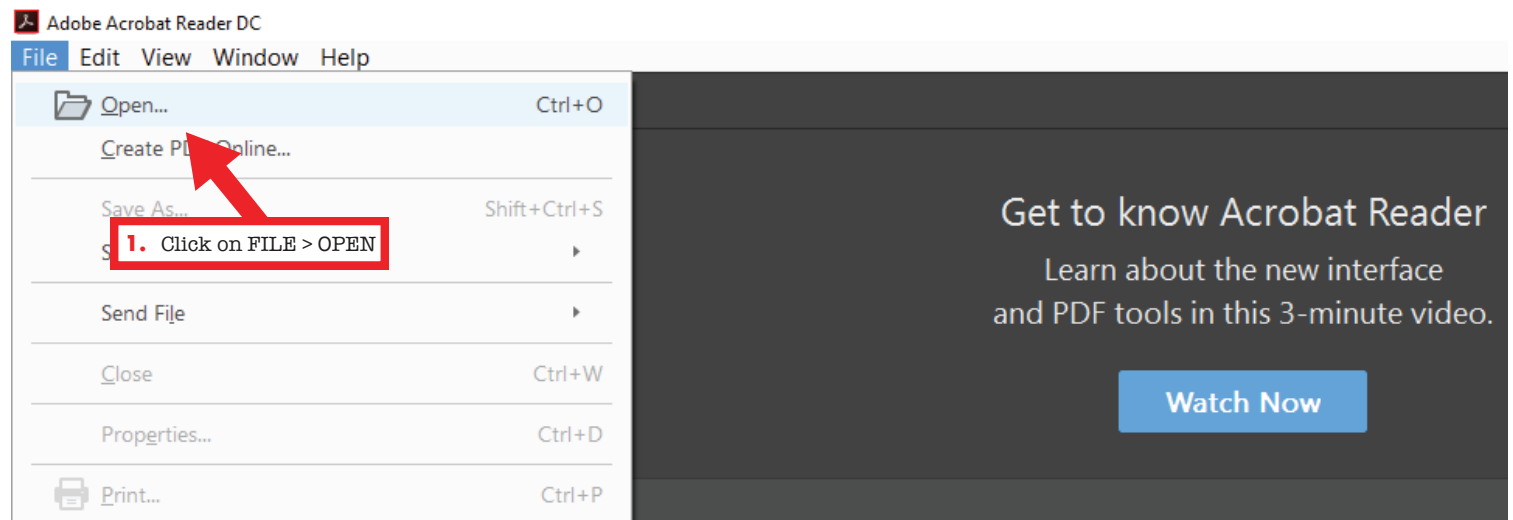
After downloading your PDF to a folder on your computer; next, open Adobe Acrobat Reader; then open the PDF. Download & Install Adobe Reader link: <https://get.adobe.com/reader/>

NOTE: For the photo box to work correctly, **photos MUST BE CROPPED to the size indicated on the PDF item you purchased** It is best to crop photos BEFORE placing them in the PDF. Incorrect sized photos will work, but will show up odd in the photo box of the PDF.

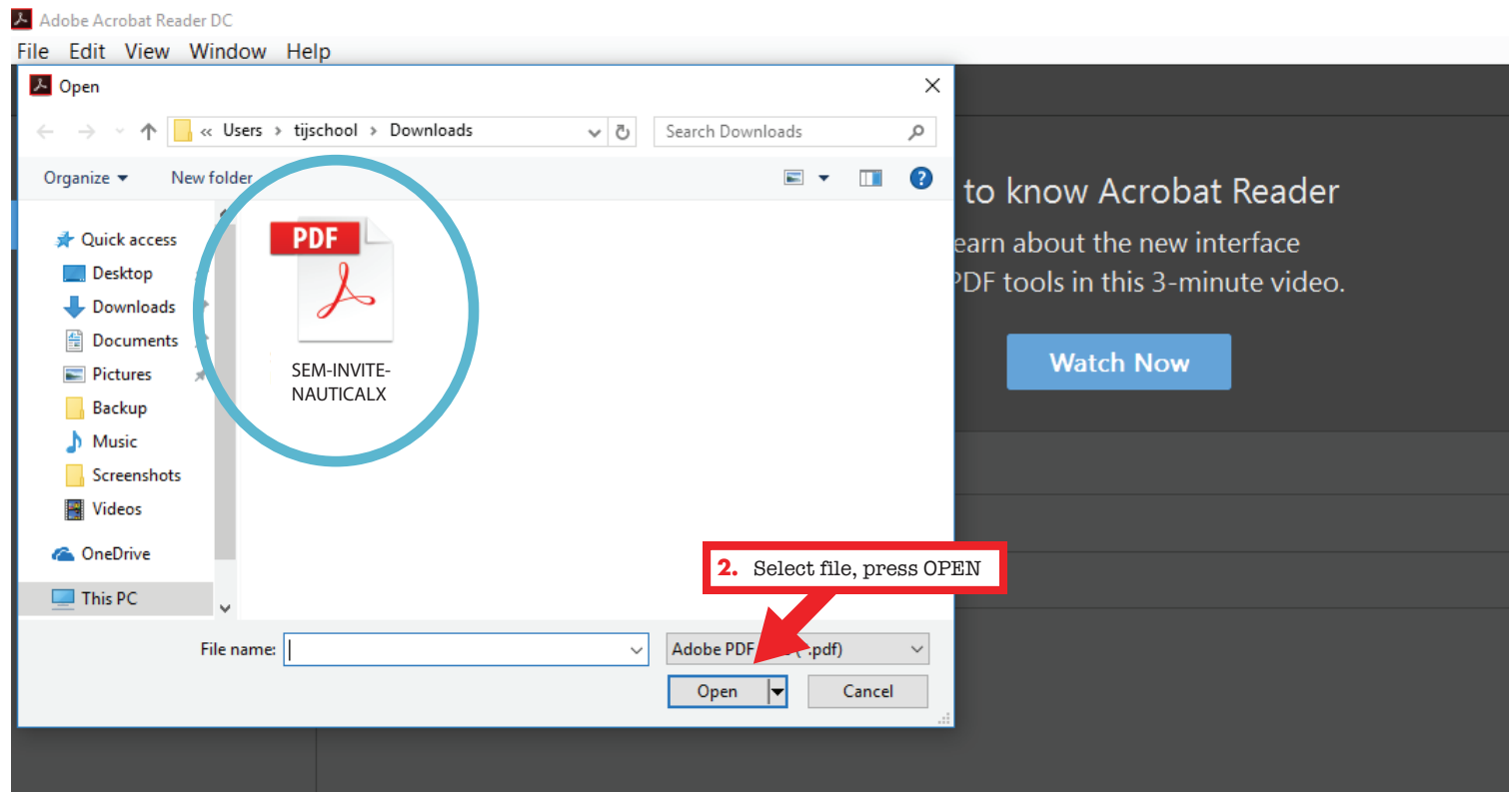
To crop your photo for FREE, please see the **PHOTO EDITING TUTORIAL** in with your purchase, and use fotor.com to crop your photos. <http://www.fotor.com>

NEW NOTE: For older computer owners - You will not be able to install/use "Adobe Reader DC"(the latest version). You will use Adobe Reader 11 (or older)... because of this, you will need to change the cropped JPG into a PDF... So please see the tutorial for **"HOW TO CHANGE A JPG IMAGE INTO A PDF IMAGE"** to replace the sample image.

1. Open Adobe Acrobat Reader application, then click on **FILE > OPEN**.

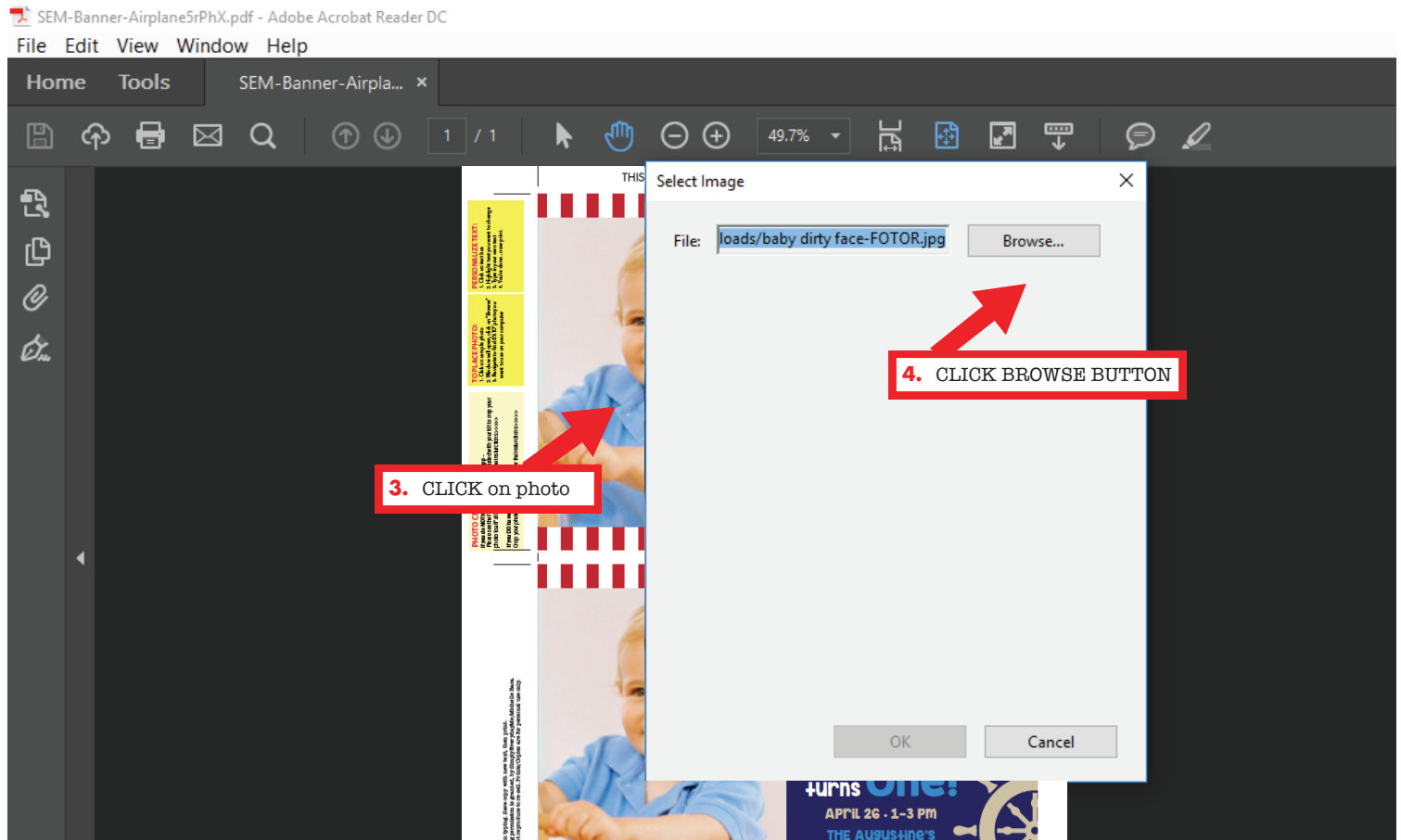


2. Select your downloaded PDF template, and press **OPEN**.

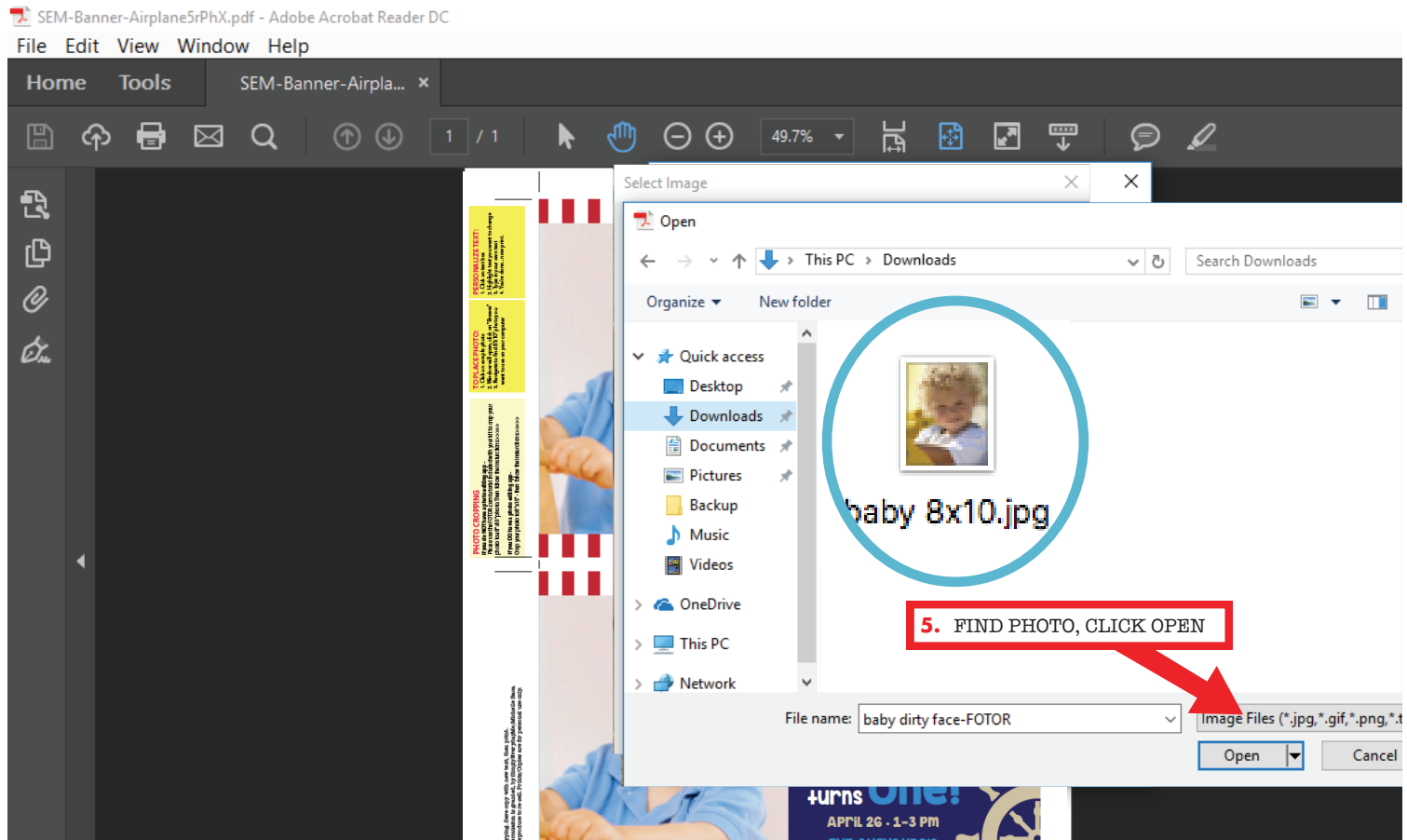


3. **CLICK ON PHOTO** - and a window will open.

4. **CLICK BROWSE BUTTON** - then a window will open.



5. Find your **CROPPED JPG image** (or PDF image) you want to use, and click **OPEN**.



6. It's always a good practice to make a copy of the PDF you've made changes to.... so, go to **FILE>SAVE AS**, and make a copy.

SEM-Banner-Airplane5rPhX.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Open... Ctrl+O

Create PDF Online...

Save Ctrl+S

Save As... Shift+Ctrl+S

Save as Other

Send File

Revert

Close Ctrl+W

Properties... Ctrl+D

Print... Ctrl+P

1 C:\Users\...\SEM-Banner-Airplane5rPhX.pdf

View All Recent Files...

Exit Ctrl+Q

THIS FILE WILL ONLY WORK IN THE FREE ADOBE READER



After you've made your PDF copy, if you have other additional photos to place (say in a banner) you will **REPEAT this process**. If not, and you have completed placing photos, you will print your PDF(s) at home or at a copy center.

For more tutorials see our website here: <http://www.simplyeverydayme.com/tips-tutorials>

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