



HOW TO BRAND YOUR COVER PAGE

www.PDFescape.com is a **free** web browser based PDF editor so there is **nothing for you to download or install**. PDFescape requires no more than a modern internet browser and an active internet connection.

In order to provide you with these instructions complete with detailed screenshots we had to compress this pdf so it is **only suitable for screen viewing** (no printing.)

PLEASE NOTE:

We offer the branding option and third party pdf editor as a benefit to you. **We are unable to assist you with any technical instructions or issues other those presented in this instructional sheet.**

If you require additional assistance **please consult with a colleague or your office**. We appreciate your cooperation. Thank you.

QUICK ONE MINUTE TUTORIAL:

A quick demo video of the following step-by-step instructional sheet can be found here: <https://youtu.be/uc3buK-BZAs>

ALLOWABLE SPACE FOR YOU TO BRAND ON THE COVER:

The allowable white space for you to brand on the cover page is below the top headline and above our SnapStats logo. See the next page for an outline of this allowable area.

The Step-by-Step instructions with screen shots start on page 3.

IMPORTANT INFORMATION IF YOU RUN INTO TECHNICAL ISSUES:

Depending on your browser settings, you may see the PDFescape url on your printed PDF documents. If so go to the following link to learn step by step how to disable this feature: <http://www.pdfescape.com/help/printing/>

IMAGE FILES:

The following image files are supported in PDFescape: bmp gif jpg jpeg png

The allowable area on the cover page that you can brand.

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Feel free to brand your report within this red box.

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Step-by-Step SnapStats Branding Instructions:

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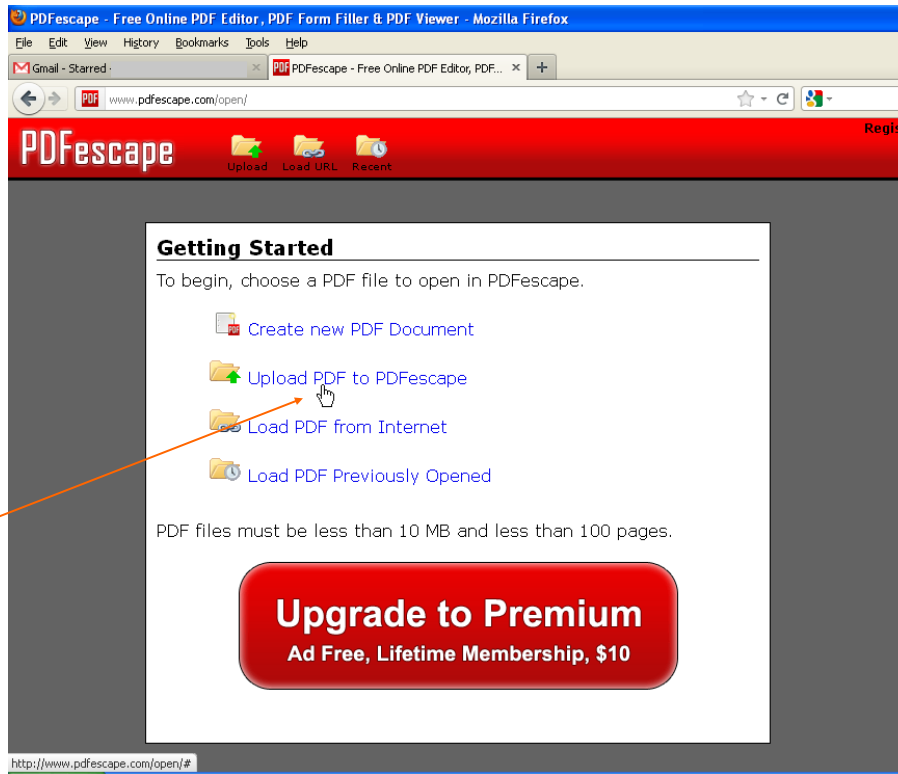
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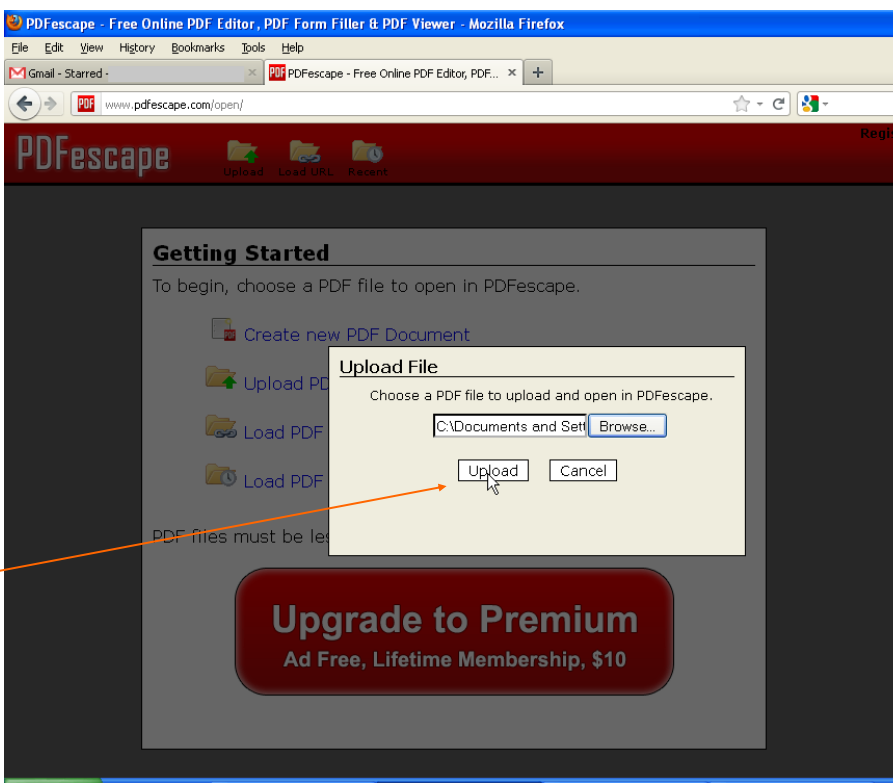
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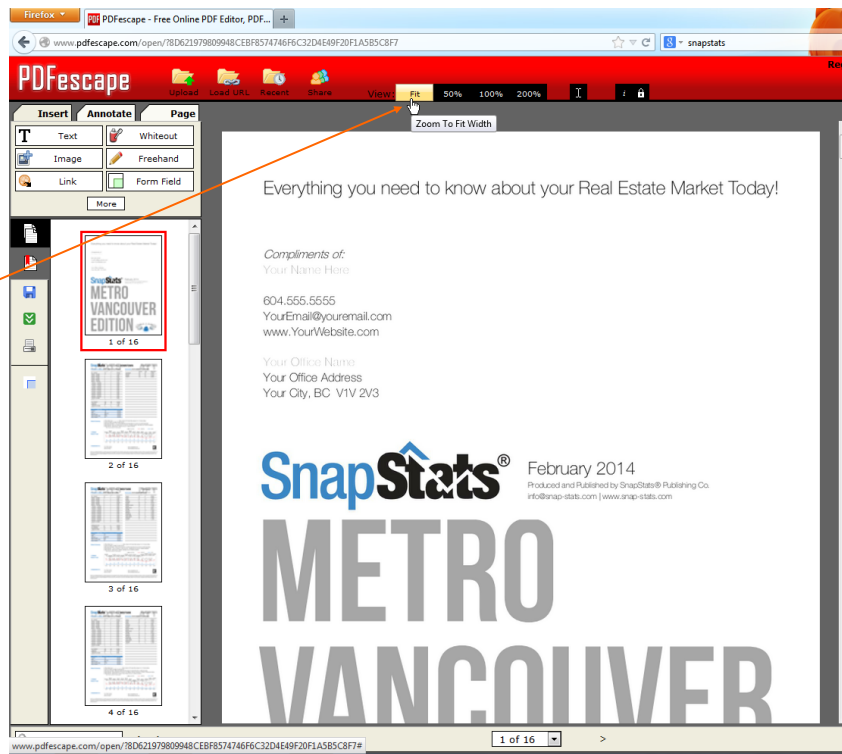
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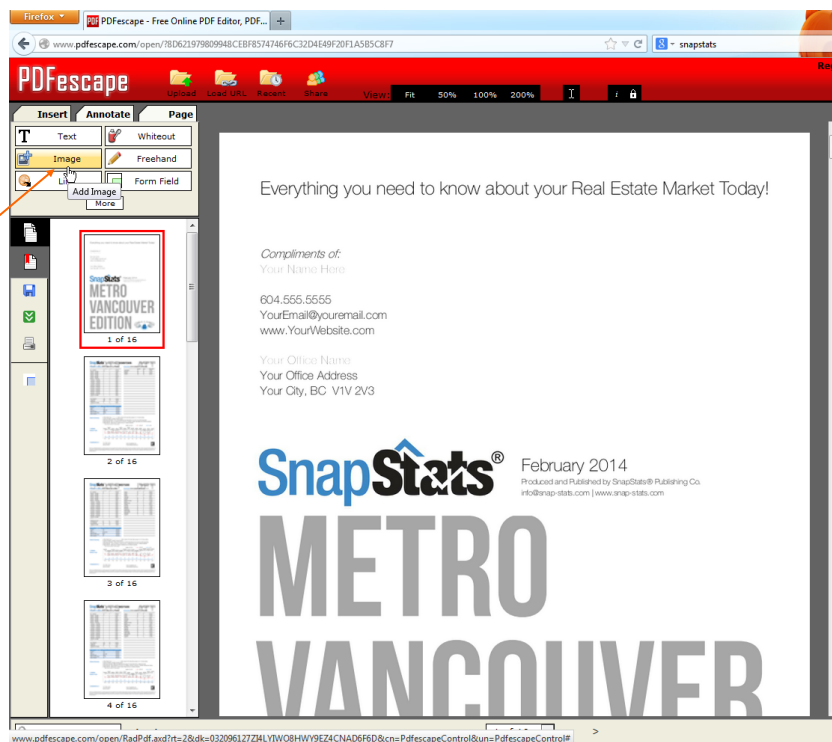


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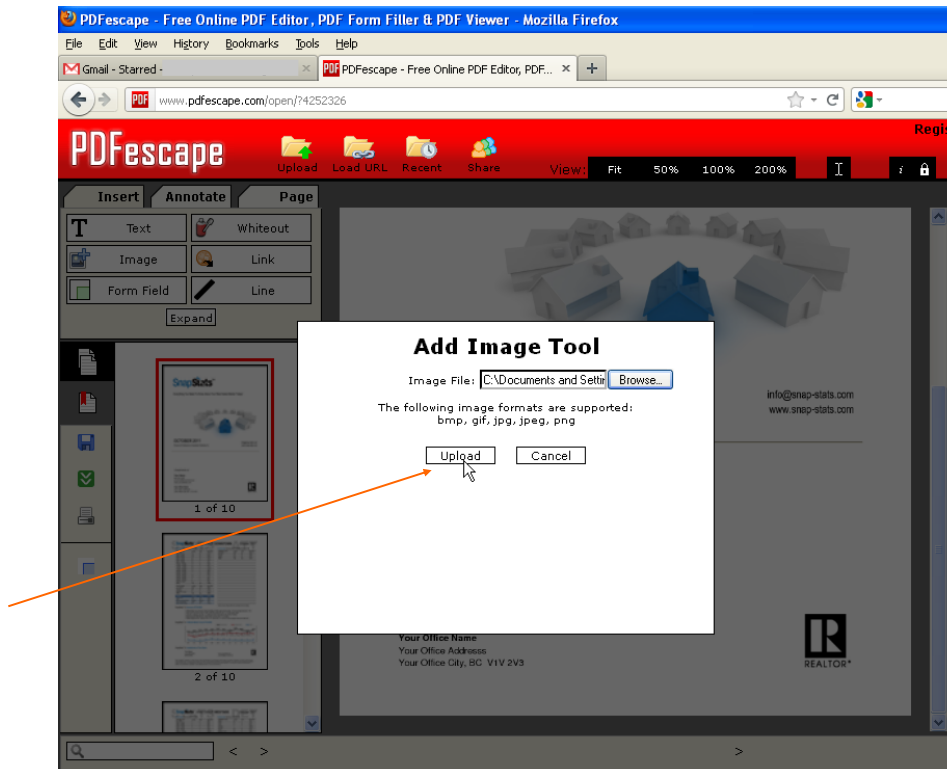


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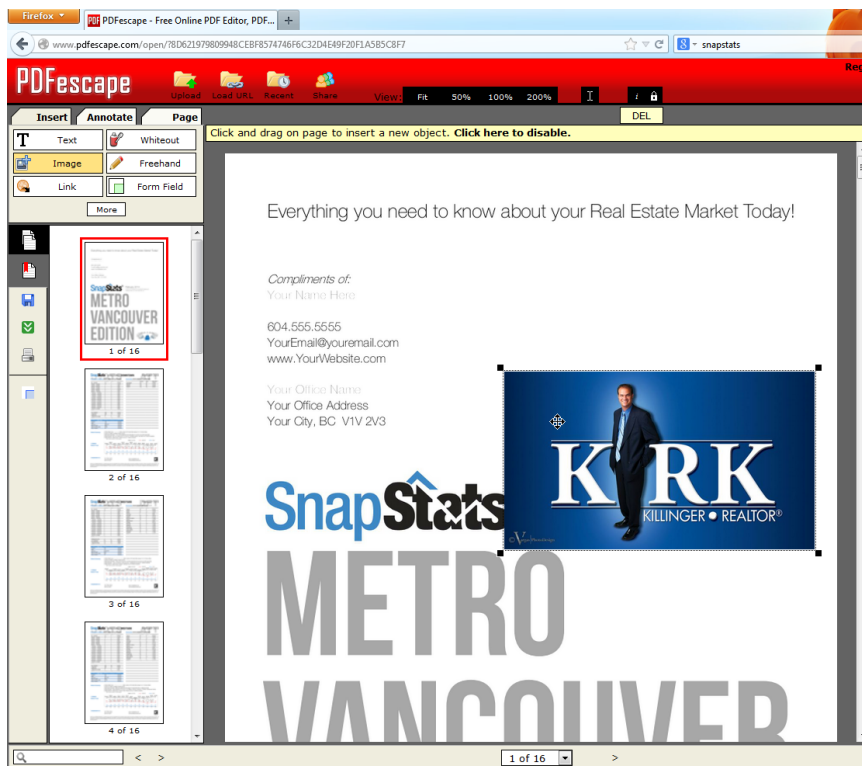
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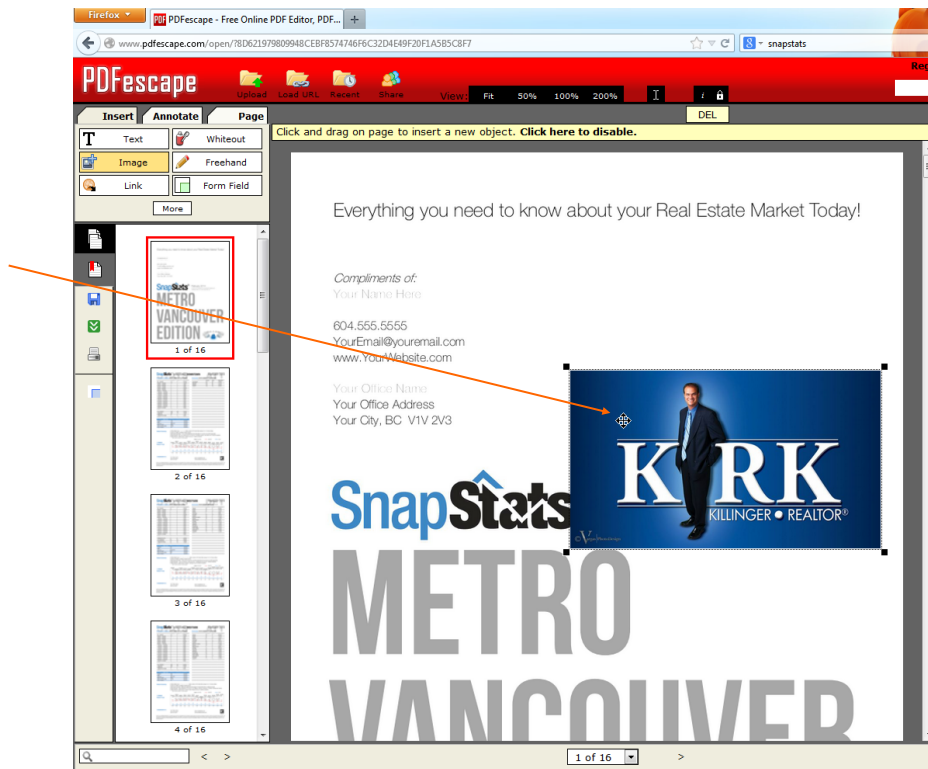
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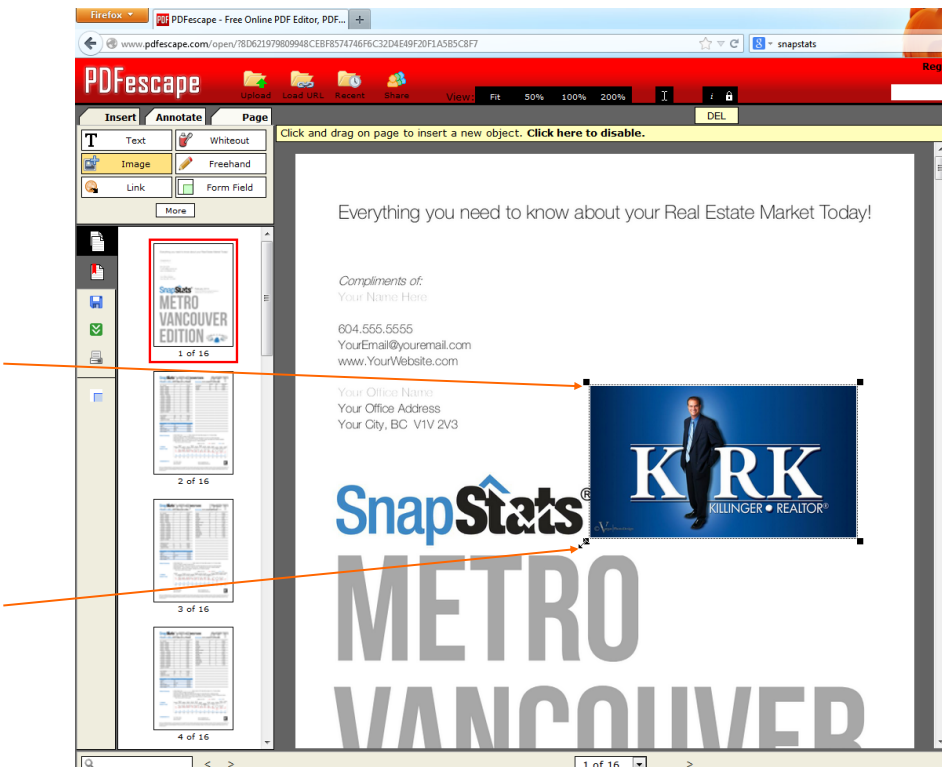
- As soon as the image is uploaded click on a point in the general area of the document where you want the image to appear. Wherever you click is where the image will appear.



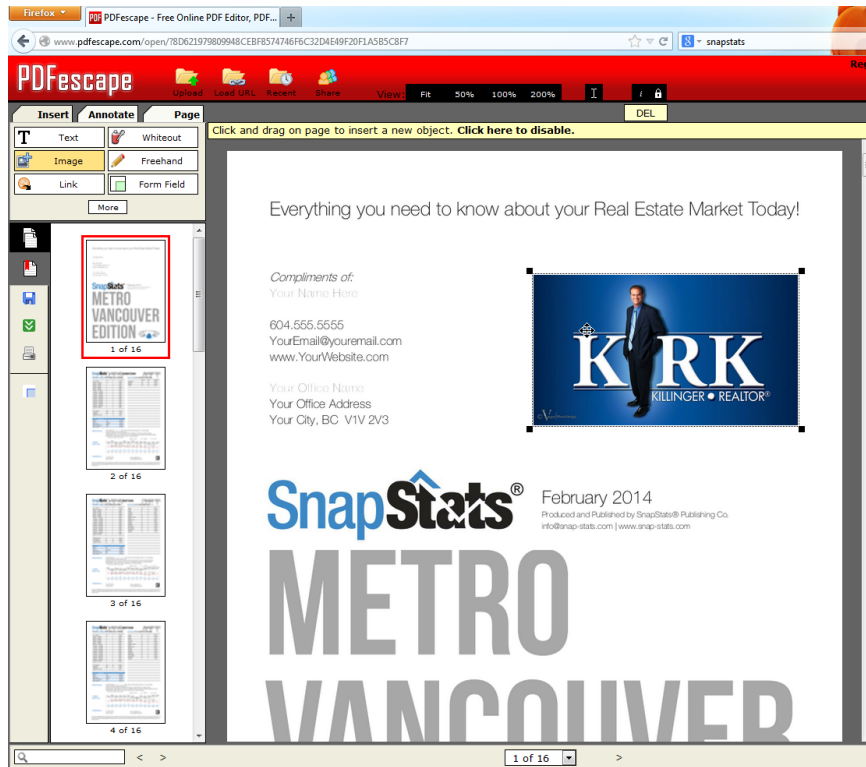
- When you move your mouse over the image you will see a **four-pointed mouse pointer** which means you can now move your photo into the desired position.



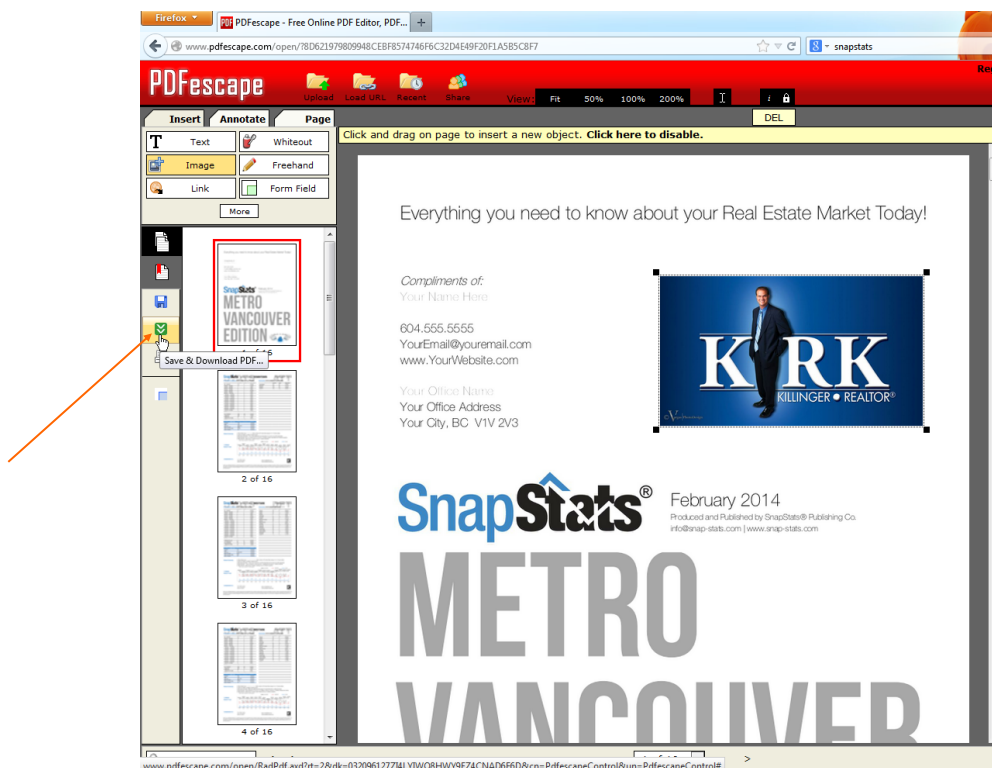
- Move the full image onto the screen if necessary to resize it to your desired size. Then click on any of the small black squares on the corners of the image to resize it. Use your mouse in conjunction with your **SHIFT** key to keep the image in relative proportions.



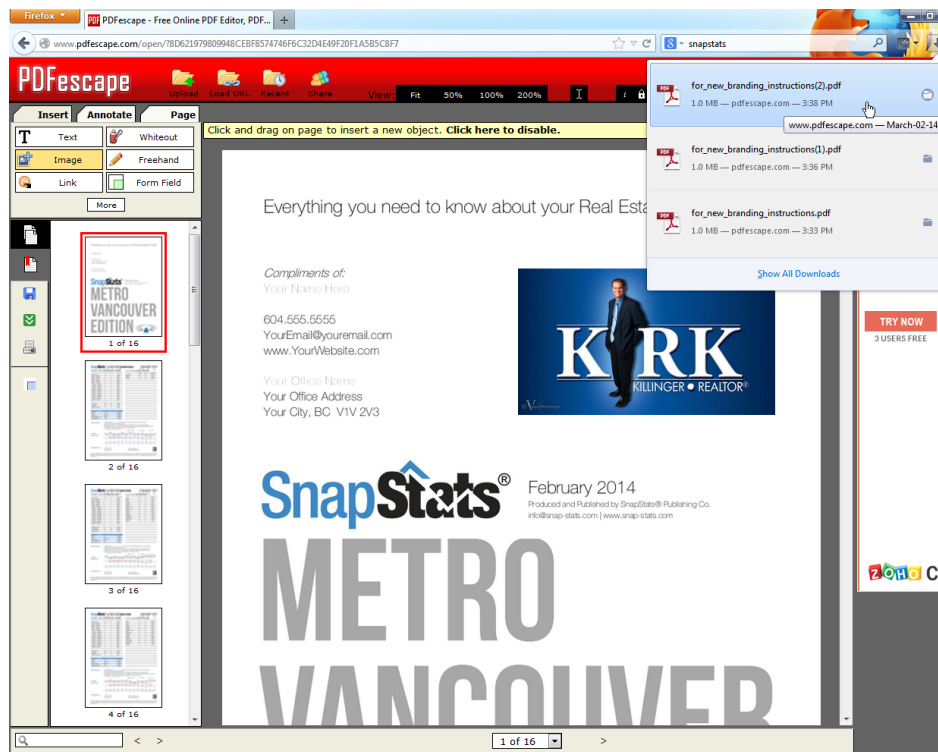
- Move your resized image into position. If a duplicate image drops simply delete it with your delete keyboard key.



- Once you are satisfied with its placement, click on the green icon to save your new branded file. The green icon is located on the far left side of your screen. If a duplicate image drops simply delete it with your delete keyboard key.



- Each computer is different in how it will save a file. It may download the new pdf automatically or it may prompt you to open the new pdf and then you can “Save As”, or you may need to open your download folder.



- You can also select the whiteout tool to draw a “white out” rectangle to white out any part of the bottom of the cover page you do not wish to keep. This concludes our instructional sheet.

