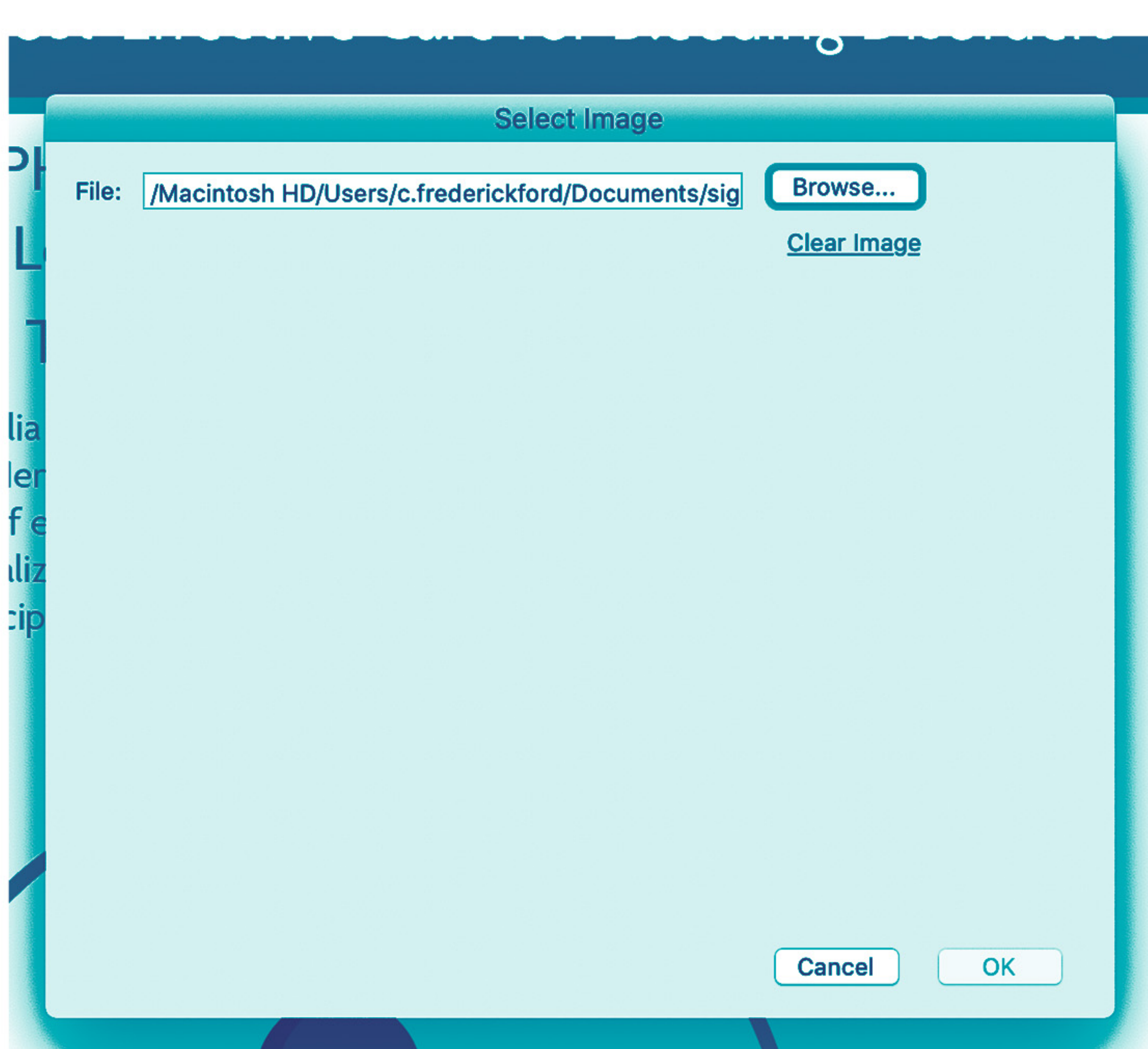


# HTC Customizable pdf instruction sheet

## 1 Upload Logo:

- The first thing you'll see at the top of the pdf is an area to upload your own logo that says "CLICK TO UPLOAD YOUR LOGO". When you click here a window will appear prompting you to select your image.
- Click the "Browse" button to locate the image stored on your computer.
- Once selected press "OK". Now your logo is proportionally arranged in the middle of the logo upload area. Accepted image formats are .jpeg or .png. The "Upload Logo" text that appears behind the logo will disappear once saved.
- There's a second area to upload your logo further down the page.



## 2 Add Text:

All customizable text fields are highlighted in light blue and have clear instructions explaining what goes in that field.

CLICK HERE TO ENTER THE HTC NAME

CLICK HERE TO ENTER THE LOCATION/AFFILIATION

CLICK TO ENTER THE TOTAL NUMBER OF PATIENTS SEEN BY THE HTC PER MONTH



Total Number of Patients\* per month:  
\*Includes all patients with bleeding disorders

CLICK HERE

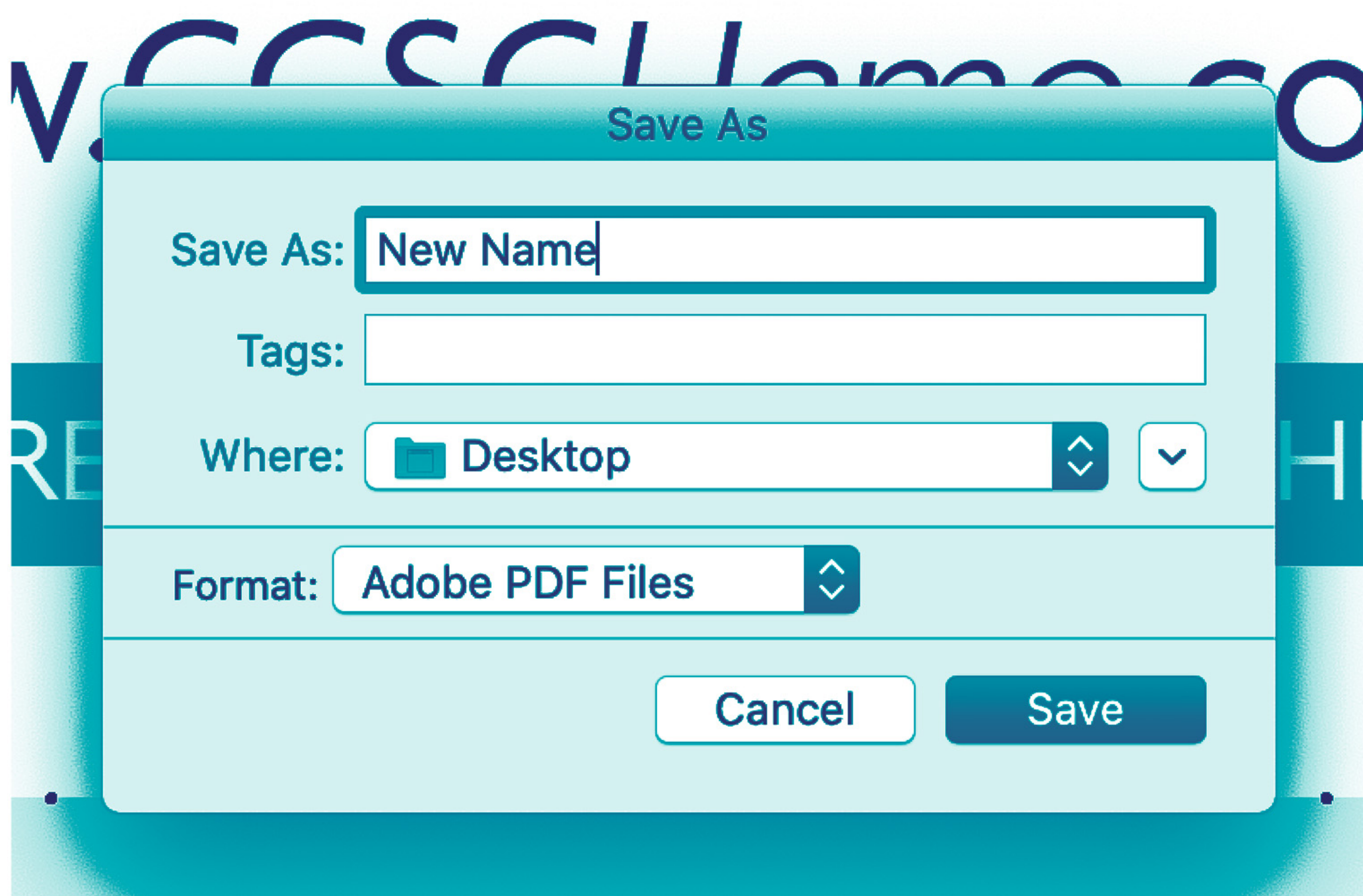
- To add your own text simply click in the light blue area and type in your desired information.
- If a text field is unnecessary then click the light blue area to remove the instruction text. **This step is important because once the pdf is locked and saved the instruction text will remain on your final pdf unless deleted.**
- At any point if you wish to change a text field simply go back and retype the new information.

## 3 Save and lock:

Once you've filled out all the necessary text fields with your own data and have uploaded your logos, the pdf will be ready to save and lock. At the bottom of the page you will see a green button that says "CLICK HERE TO SAVE AND LOCK THIS PDF"

CLICK HERE TO SAVE AND LOCK THIS PDF

After you've clicked the SAVE AND LOCK button, a window will appear prompting you to "Save As" on your computer. **Make sure to rename your completed pdf to a new file name so you won't save over the original template. Otherwise you will not have access to the original template to create additional customized pdfs if needed.**



Once you've renamed your file, click "Save". Your customized pdf is now locked to further changes. The Lock button will disappear. There is one final step left to finalizing your pdf.

## 4 Finalize:

- Once the pdf has been locked and saved with a new name you will have to close out of the pdf by pressing the X to close the window.
- A window will pop up asking you to save the changes you made in the newly renamed document.
- Press "Save". Now your pdf has been fully locked and saved with all of your data and can't be edited further.

