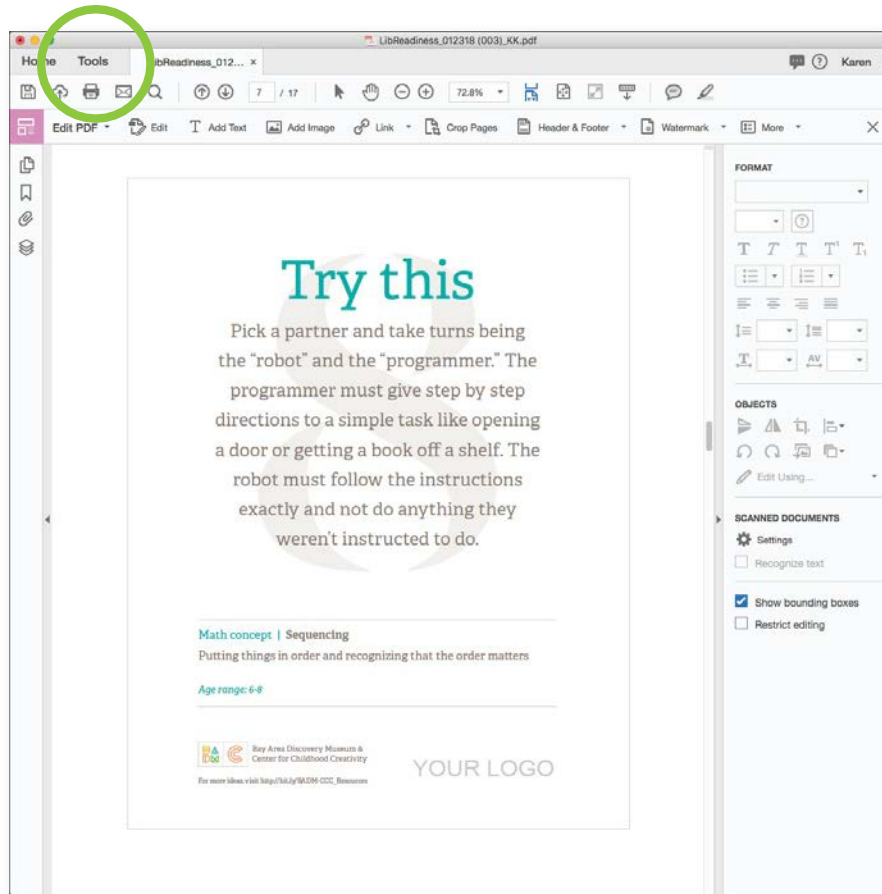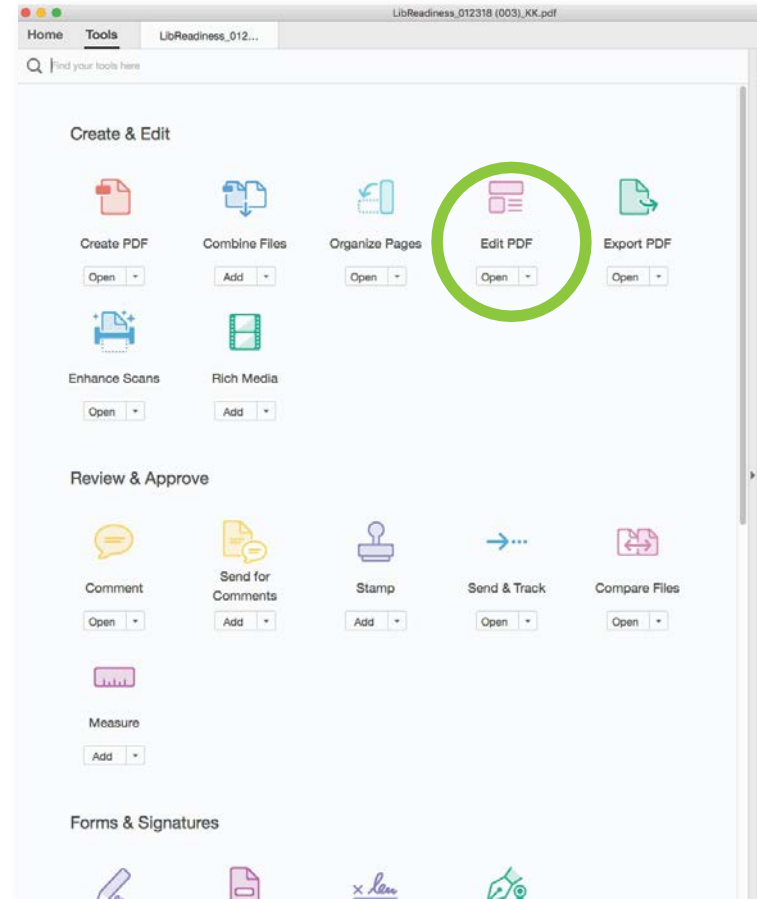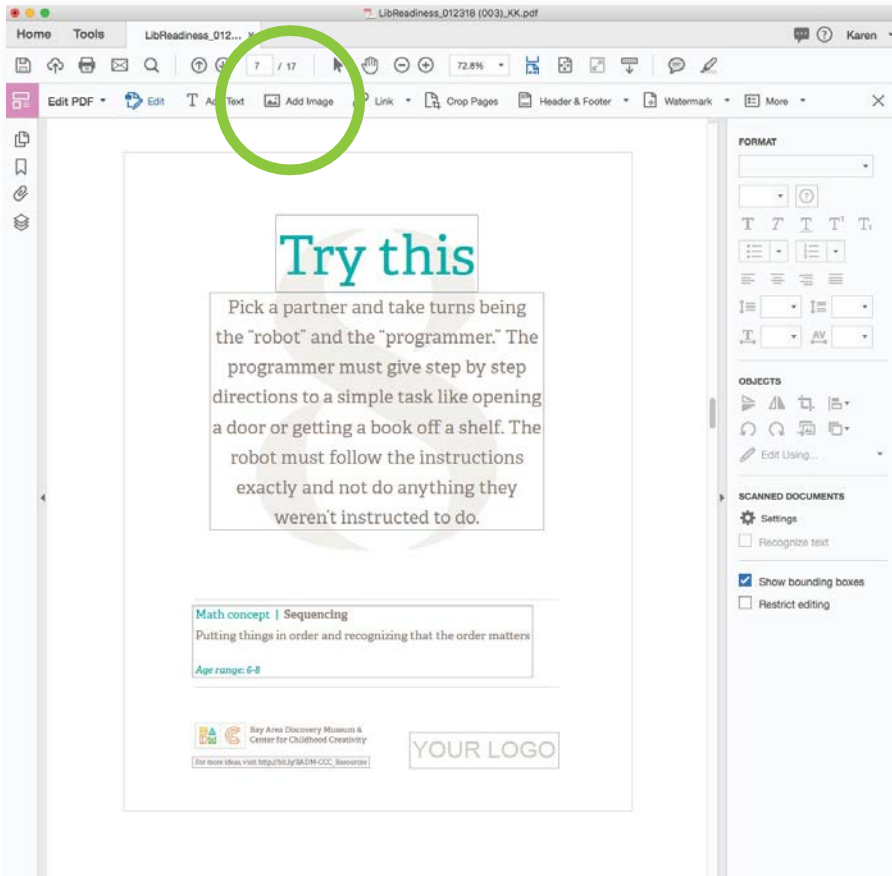# Logo Instructions

1

Open file in Acrobat and
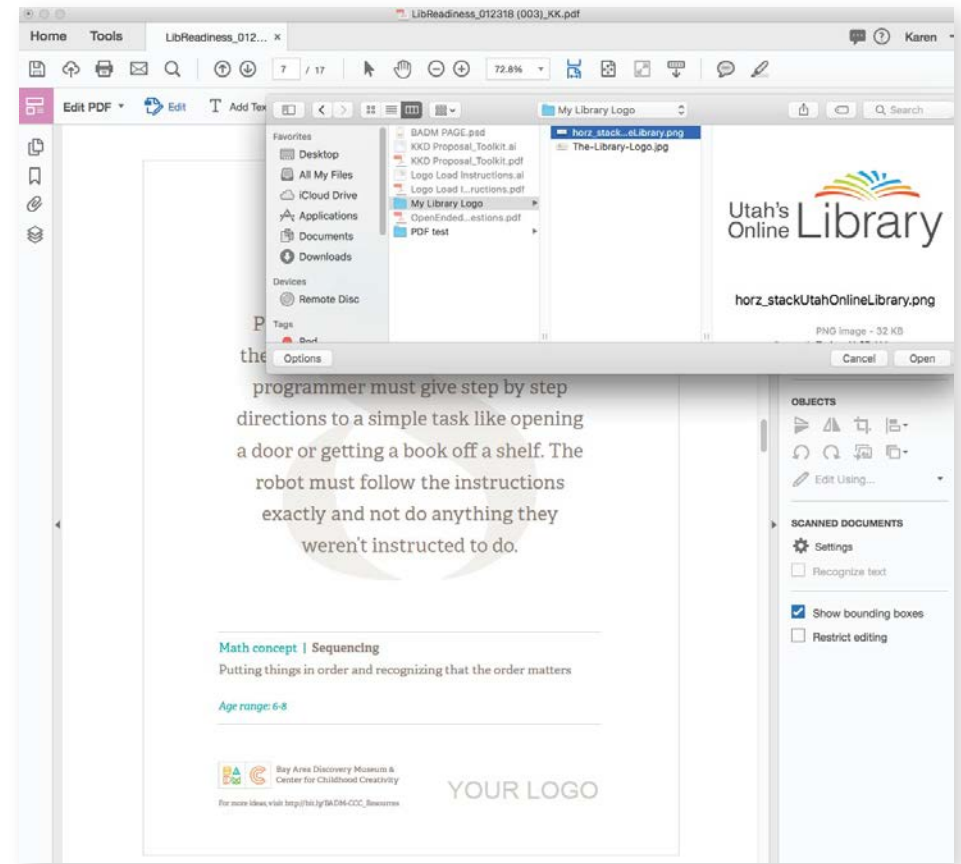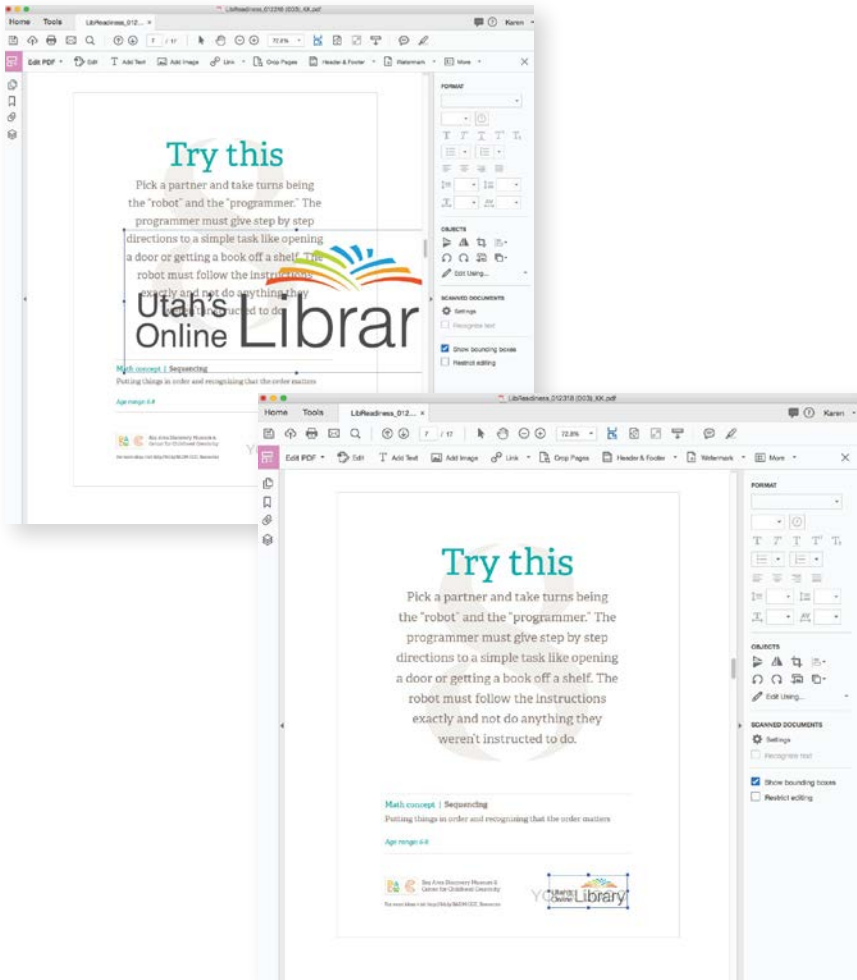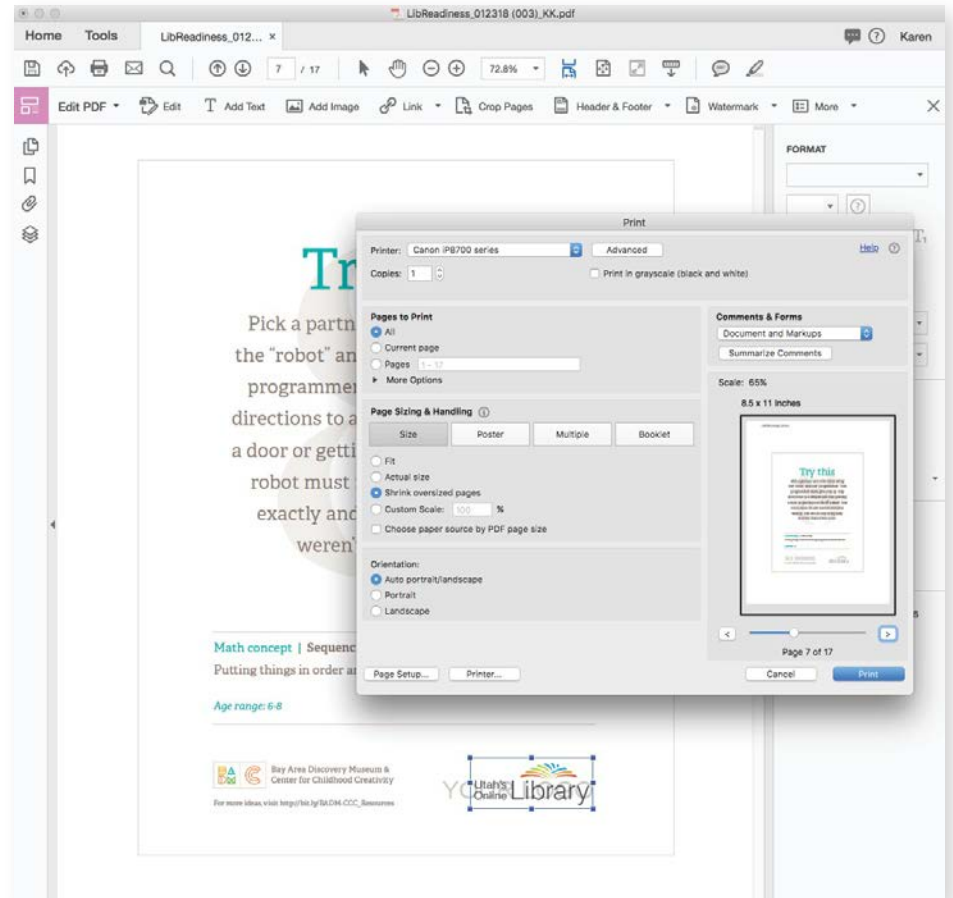click on Tools

2

Select Edit PDF

3

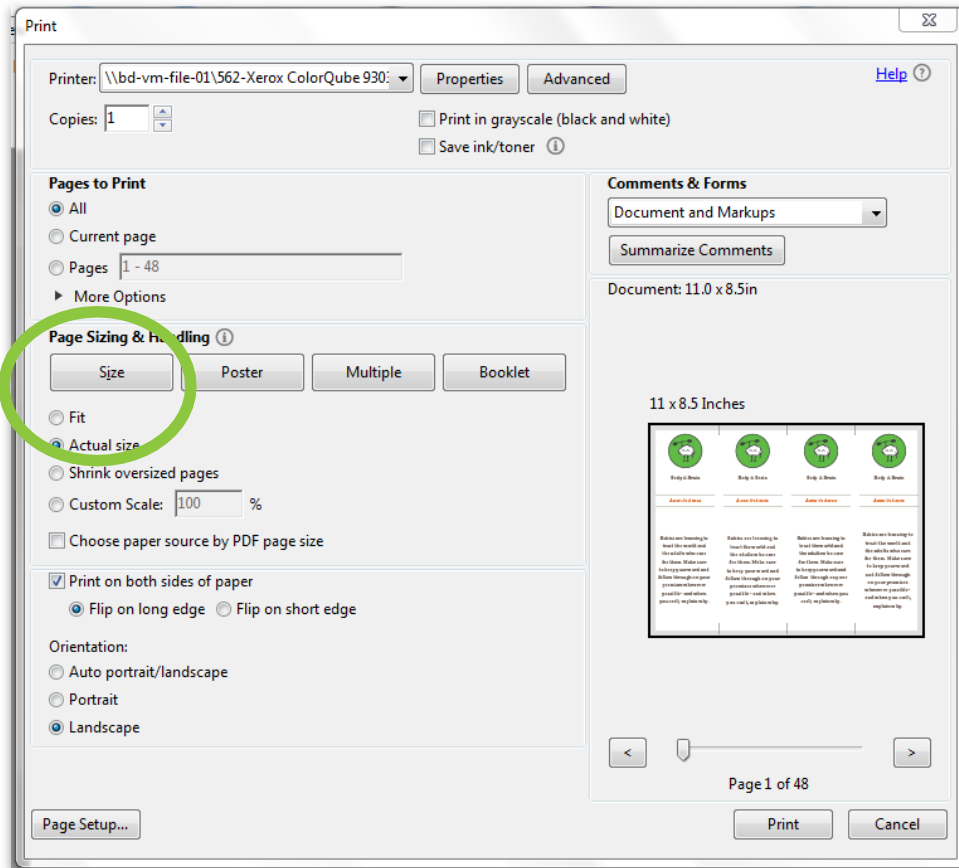Select Add Image

4

Upload your logo - JPG or PNG

5

Resize and place over
"Your Logo"

6

When you print,
the watermark "Your Logo" will not appear

2

Select Print on both sides of paper AND Flip on short edge

1

In your printer settings, under Page Sizing and Handling select Actual Size

3

Click Landscape under Orientation

1

Load your printer
with **Avery 5388**
White Index Cards
Template paper
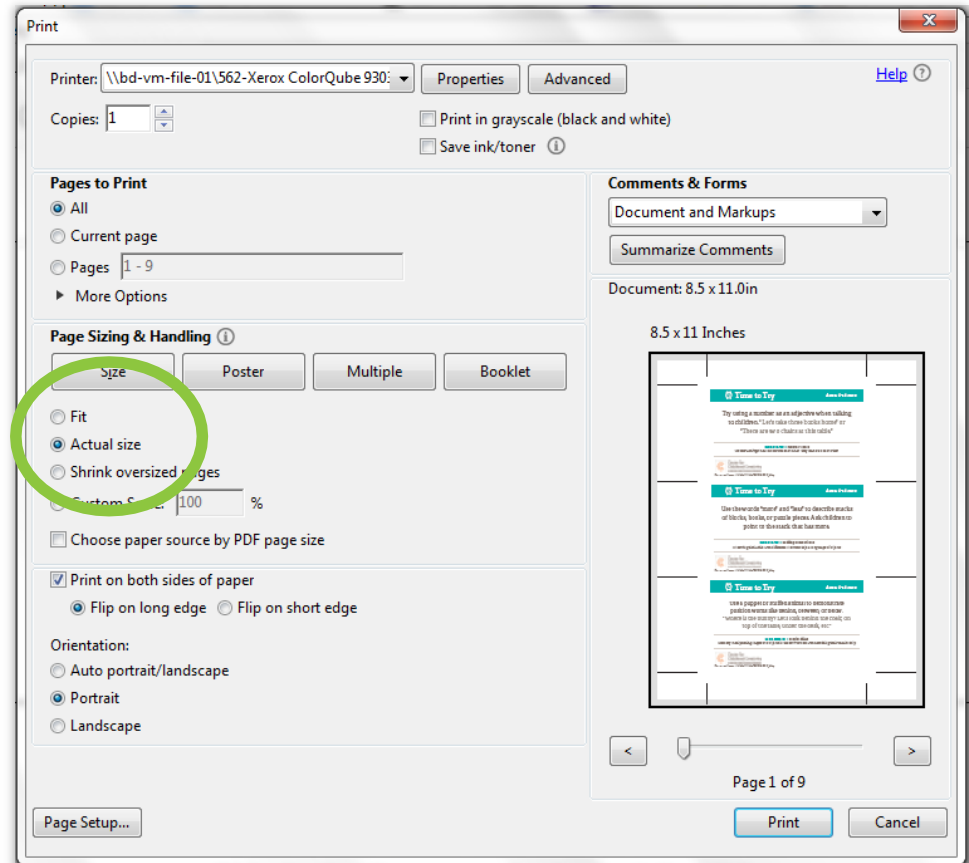
2

In your printer settings,
under **Page Sizing and**
Handling select **Actual Size**

☑ Print on both sides of paper
　　○ Flip on long edge　● Flip on short edge
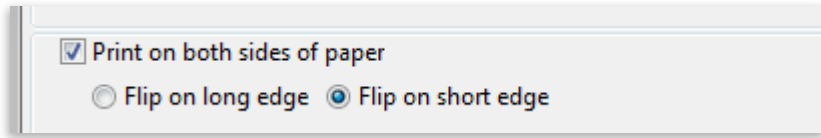
Orientation:
○ Auto portrait/landscape
● Portrait
○ Landscape

3

If you want to print
double sided, we
recommend
Flip on short edge
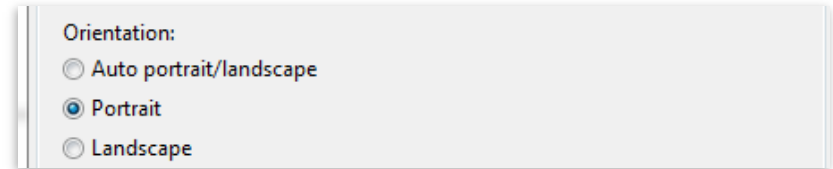
4

Click Portrait under
Orientation

5

Print, punch holes in the
corner, and bind
together using
index card/book ring.