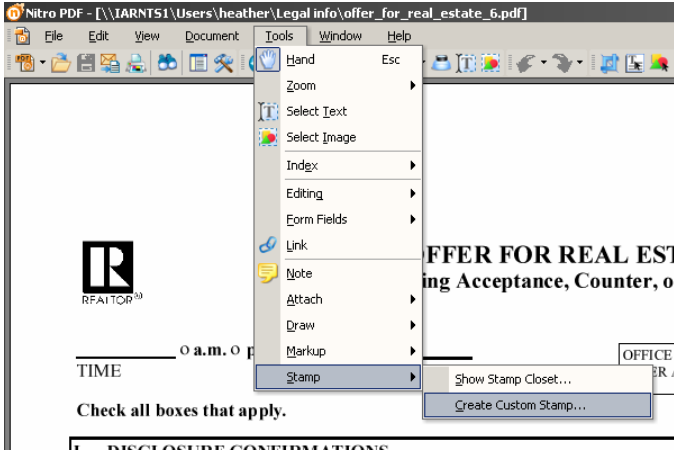


Iowa Association of REALTORS®

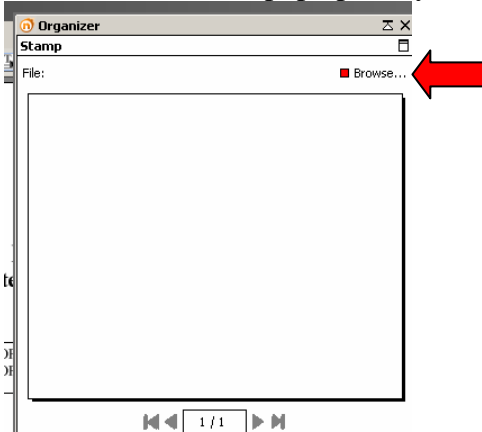
The top instructions use Nitro which can be found at www.nitropdf.com where you can try a free download or purchase it for \$99 and the bottom instructions use Adobe Acrobat which can be found at www.adobe.com where you can try it free for 30 days or purchase it for \$499.

How to add a logo to an existing PDF document using Nitro PDF & Adobe Acrobat (Below):

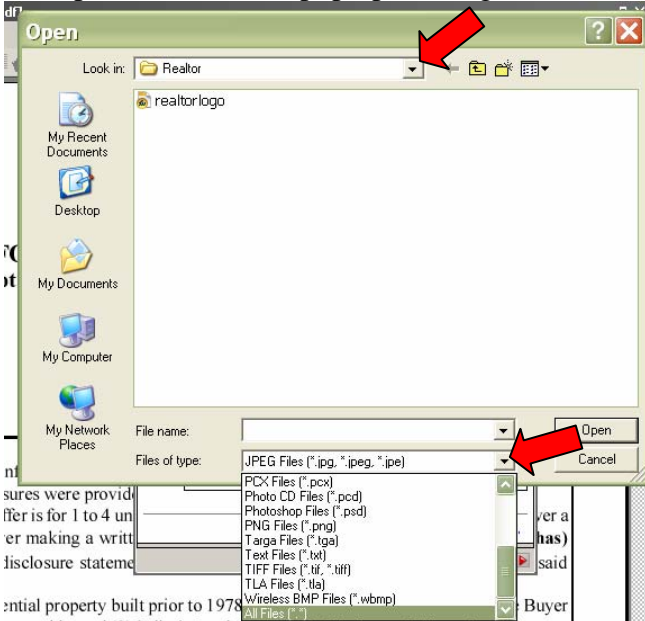
Nitro: Go to Tools → Stamp → Create Custom Stamp.



Another screen will pop up and you need to hit browse in the upper right corner.

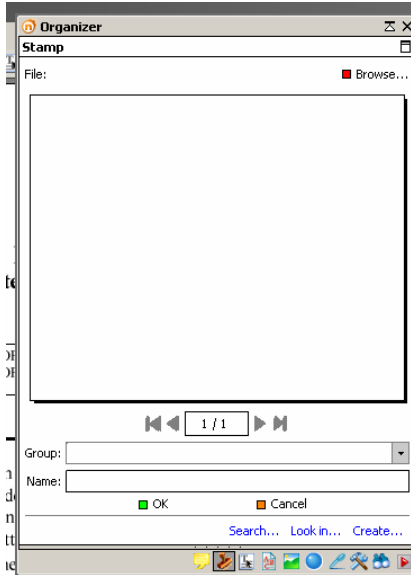


An Open File box will pop up. First go to the file type drop box, and choose all file types.



You then need to choose where the logo is you want to get by choosing the file location in the look in drop down. Once you have found the correct file hit open.

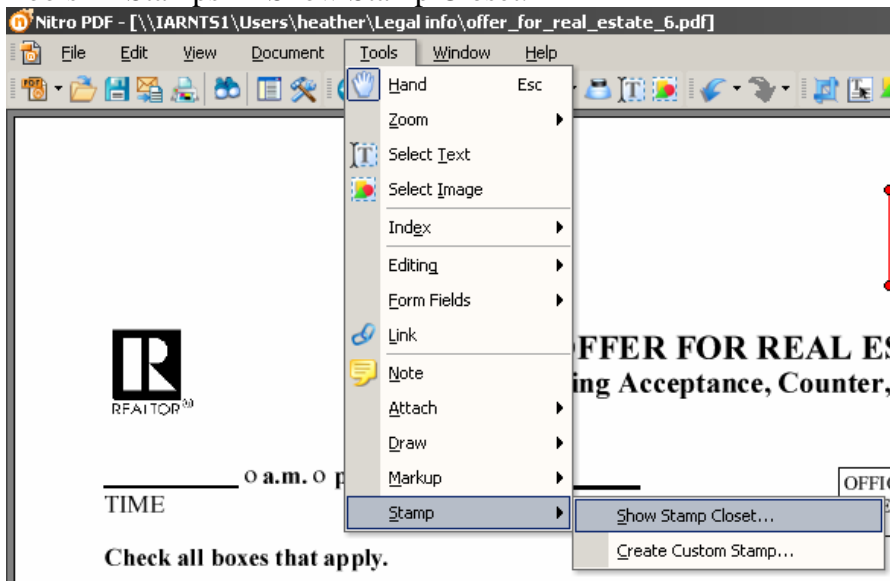
Then you can name the file in this document by typing the name you want in the Name box. You can also group the file in a current group by choosing from the drop down or place the file in a new group by typing the new name in the group box. Then hit OK.



The stamp closet then pops up that shows the new logo you just added and any others that are already available. To add the logo to the document, simply click on the logo you want and drag it to the document. Once the logo is in the document you can adjust the size and location to where you want it. Now you have a document with your own logo. You can then also save the file so the logo you added will be there and you can send this document to clients with your own logo.

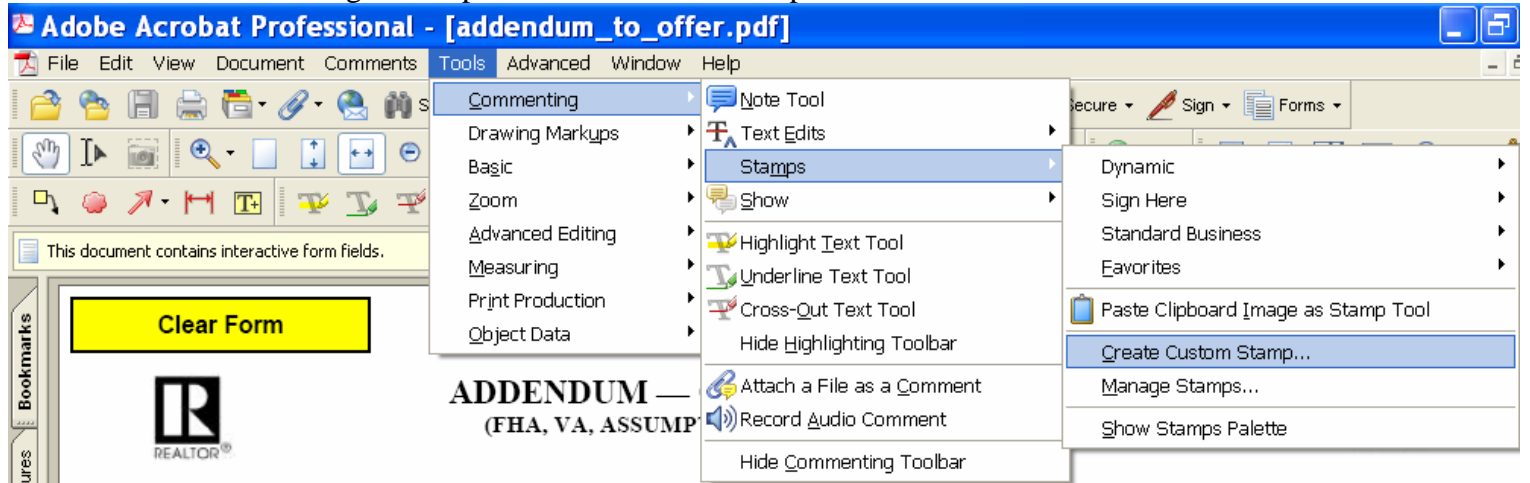
Once you add a logo to the stamp closet, it is there every time you open Nitro. To get rid of a logo you have to delete it by right clicking and choosing delete.

When you open a new document and want to add a logo that is currently in the stamp closet go to Tools → Stamps → Show Stamp Closet.

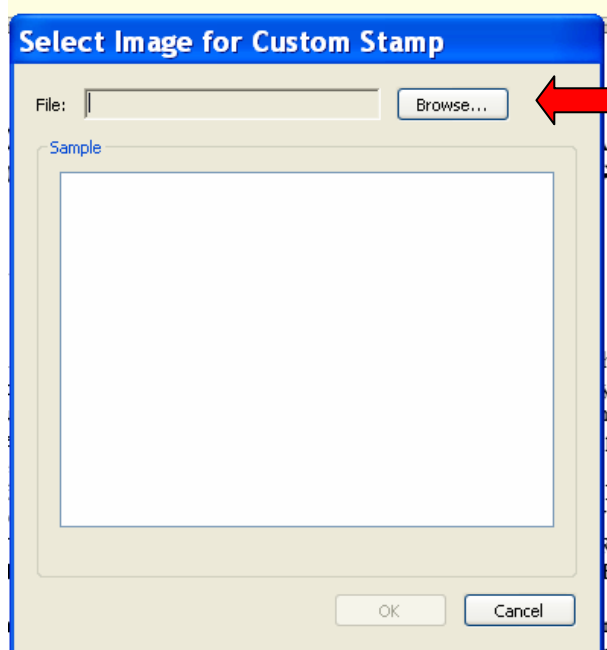


How to add a logo to an existing PDF document using Adobe Acrobat:

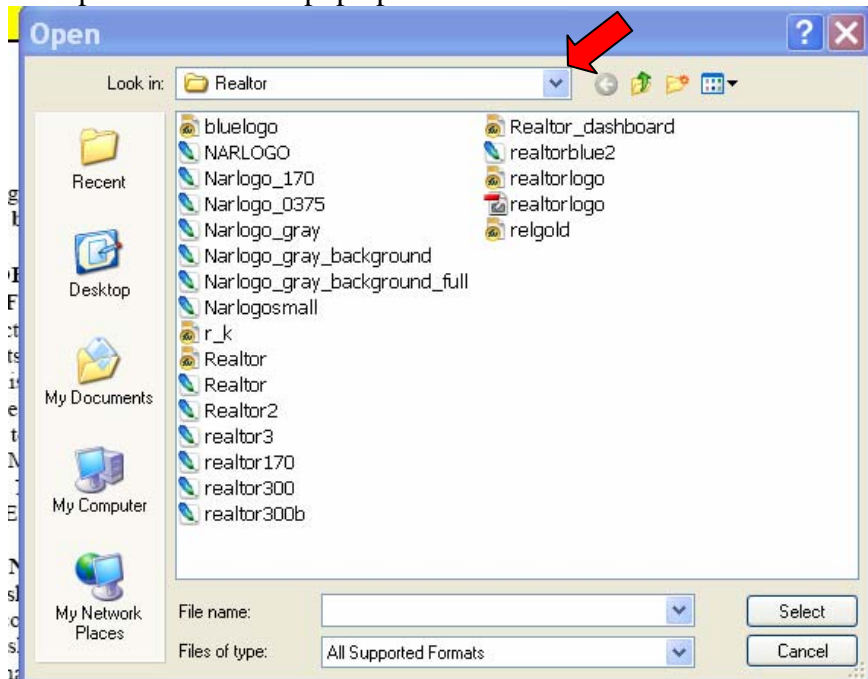
Go to Tools > Commenting > Stamps > Create Custom Stamp



Another screen will pop up and you need to hit browse in the upper right corner.



An Open File box will pop up.



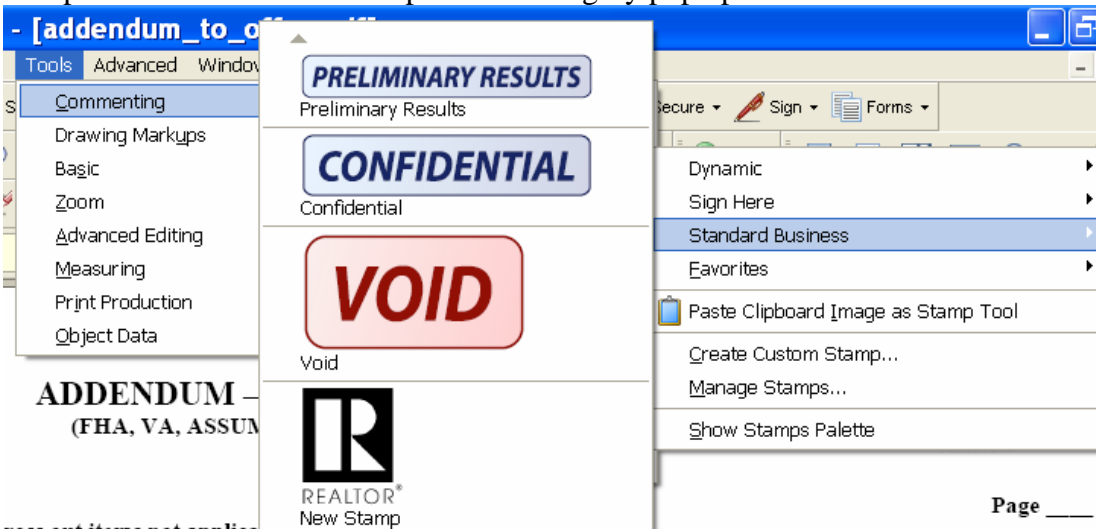
You then need to choose where the logo is you want to get by choosing the file location in the look in drop down. Once you have found the correct file hit select. Then you hit OK to accept this stamp.



Then another screen pops up and you can name the stamp and the category. Once you select the category and name the stamp hit OK.



Then to use the stamp you just added go to Tools > Commenting > Stamps > then you go to the category you put the stamp under. Then all the stamps in that category pop up.



Another screen will pop up asking you to add additional information to the stamp; you do not have to enter anything if you do not want to. You can just hit complete.

Identity Setup

Please enter your personal information so that your digital identity stamps can be created. Enter your identity information exactly as you would like it to appear on your digital identity stamps, and click "Complete". To modify this information in the future, simply go to the Identity panel in Preferences.

Identity

Login Name: heather

Name:

Title:

Organization Name:

Organizational Unit:

Email Address:

Don't show again

The logo will then be visible on the document and all you have to do is left click on your mouse or hit enter and the logo is added. Once the logo is in the document you can adjust the size and location to where you want it. Now you have a document with your own logo. You can then also save the file so the logo you added will be there and you can send this document to clients with your own logo.

Once you add a logo to the stamp closet, it is there every time you open Adobe. To get rid of a logo you have to delete it by right clicking and choosing delete.