

INSTRUCTIONS FOR CUSTOMIZING PROMOTIONAL MATERIALS

Customizing the fliers, brochures, and posters is easy and can be done inexpensively. Partner agencies and/or sites can choose to customize the materials in-house with basic printers and copy machines, or work with a local printer (Kinko's, Office Depot, etc.) to customize. User-friendly PDF templates can be found on the PRIME TIME website. Below are some additional guidelines to assist with the customization process.

All files for customizing publicity materials are PDF forms and can only be accessed and completed with Adobe Reader or Acrobat software. Visit <http://www.adobe.com/products/reader/> to download this software if you do not already have it.

Certificates of Completion: Certificates of Completion may be created and duplicated in-house. From the Louisiana Forms and Downloads page on the PRIME TIME website, select the certificate file and fill in the empty spaces with the correct information for your participating families and print.

Fliers: Fliers can also be created and duplicated in-house. The flier PDF's on the PRIME TIME website are fully aligned and ready to use with the PRIME TIME flier stationary. From the Louisiana Forms and Downloads page on the PRIME TIME website, select the flier file and fill in the empty spaces with the correct information for your PRIME TIME program and print.

Posters: Write the location, day, dates, and time of your PRIME TIME program in the white space at the bottom of each poster.

Brochures: The brochure PDF's on the PRIME TIME website are fully aligned and ready to use with the PRIME TIME brochure shells. From the Louisiana Forms and Downloads page on the PRIME TIME website, select the brochure file, and fill in the empty spaces with the correct information for your PRIME TIME program. The brochures should be tri-folded once printed. Use the brochure sample included in your publicity kit folder as a guide for customizing.

**In order to save the changes made to the PDF files, your computer must be equipped with Adobe Acrobat software. Adobe Reader does not allow users to save changes. Remember that the changes you make to the PDF's cannot be saved unless you are using Adobe Acrobat.*

PRIME TIME Promotional Materials or Publicity Kit Items:

