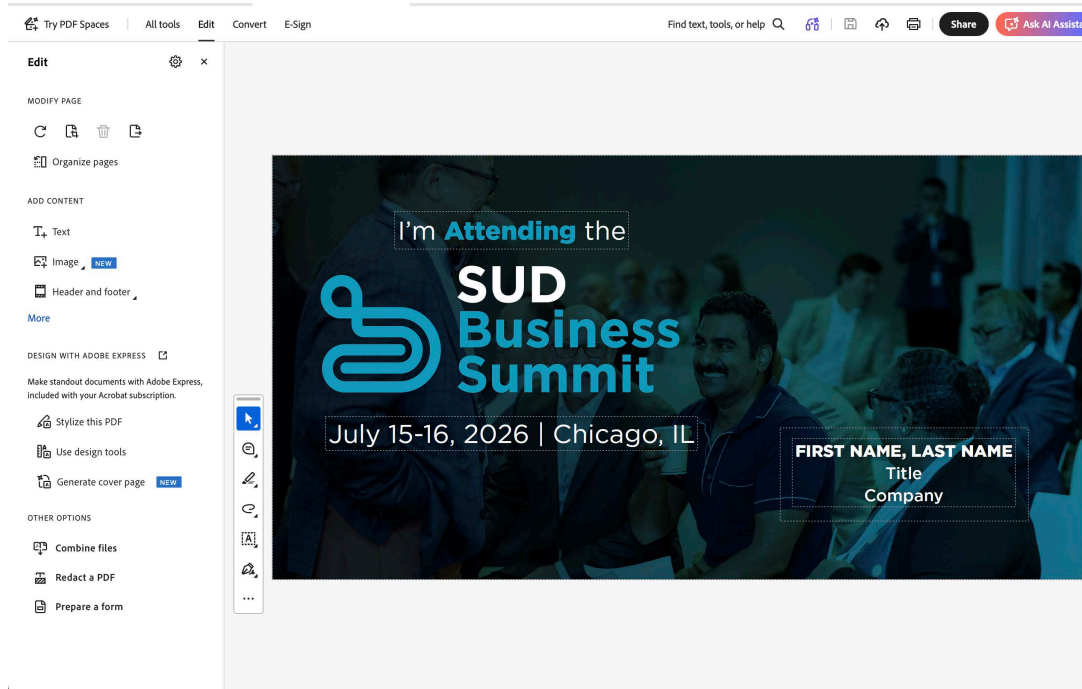
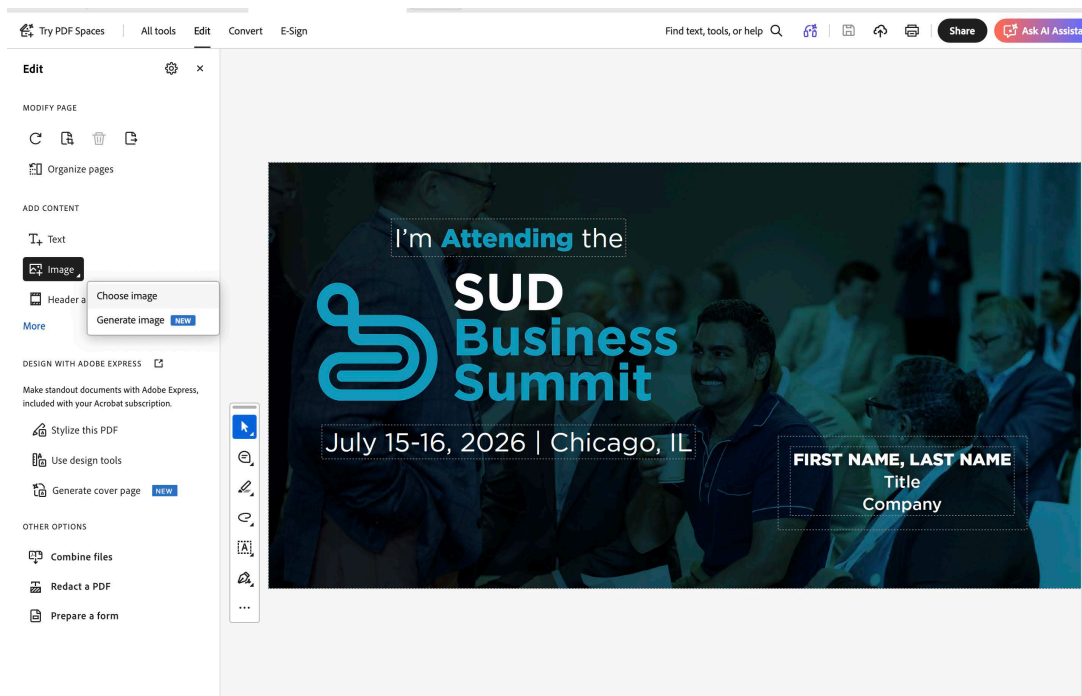


## Template Edit Instructions:

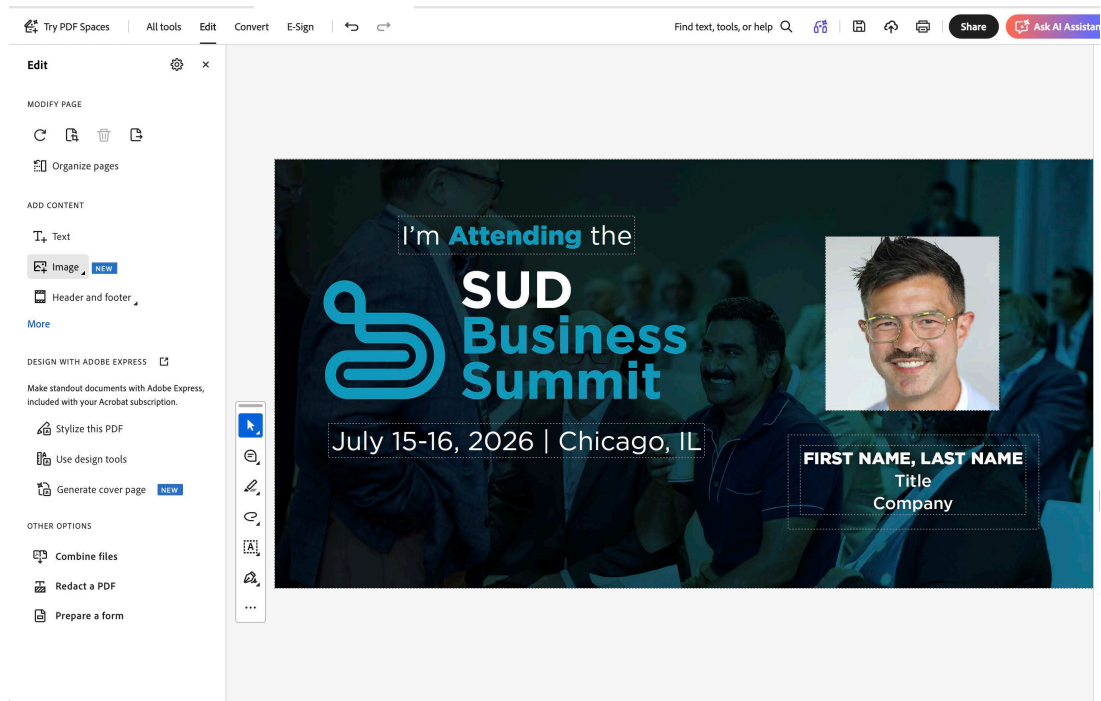
1. Open the template pdf file in Acrobat and select “Edit” from the top toolbar.



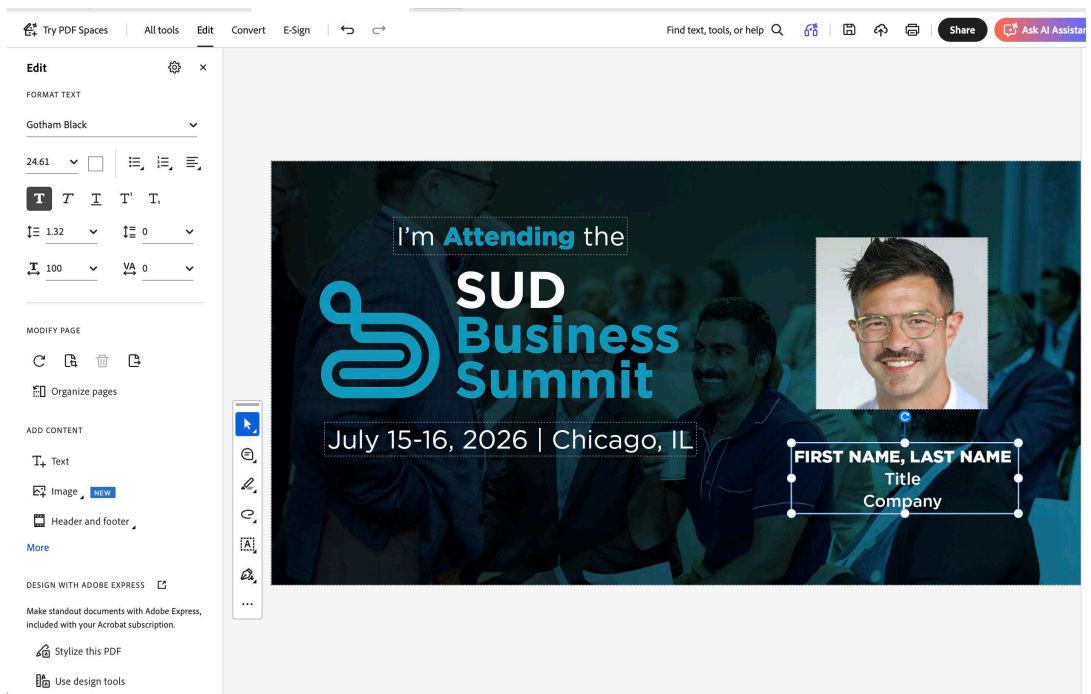
2. Choose Image from the left toolbar and click “Choose Image”. Select your head shot.



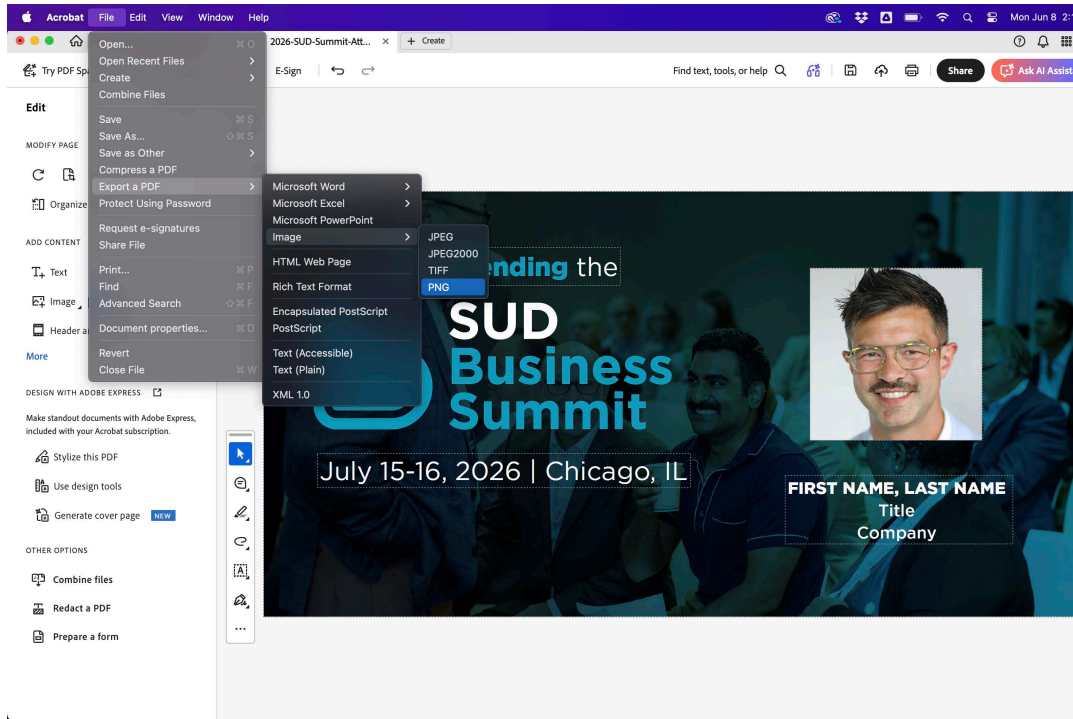
3. Resize your square head shot if needed and place it above the text box.



4. Click the text box and update with your name, title and company



5. Save your pdf. Then select “File” at the top of the screen. Navigate to Export a PDF > Image > PNG



Your resulting png should look like this:

