



# PRINTING & EDITING INSTRUCTIONS FOR TEMPLATES FOR PAPER BOOKMARKS

These templates are provided as Adobe PDF documents by The TLT Group, A Non-Profit Organization  
*Congratulations! Since you're reading this document, you have already succeeded in opening it with  
Adobe Acrobat Reader. Here are some mostly obvious instructions.*

## PREPARATION

### Print this page for reference

**Get Adobe Reader** software if it is not already installed on your computer.

Download and install a recent version of it from <http://get.adobe.com/reader/>

**Download a copy of the bookmark template PDF file** to your own computer for editing and/or printing.

**Back-up and save** the template PDF file so that you can edit again with a fresh start if necessary

(either because you encountered a technical problem or because you need to produce a different version).

## EDITING, SAVING, AND PRINTING

**Edit or modify the template** (if possible, if necessary).

- Open the DOWNLOADED COPY of the template document using Adobe Acrobat Reader (you need no additional software to edit and print);
- **Turn on "Highlight Fields";**
- In each field, replace placeholder text with your own;
- Insert appropriate attribution, permissions;
- Save your changes.

**For detailed Modification/Editing Instructions, see:** <<http://bit.ly/TLTGBookmarksEdit>>.

**For attribution guidelines, see:** <<http://bit.ly/TLTG-Spirit-Open-Source>>

### Print and Distribute Bookmarks

- Prepare and adjust printer; Print one test page; Check alignment of front and back sides of test page;
- Print and duplicate; Slice and trim.
- Distribute your bookmarks to colleagues along with your own brief explanation.

**For detailed Printing Instructions, see:** <<http://bit.ly/TLTGBookmarksPrint>>



Here is just enough to help you begin. *Even better when supplemented by brief instruction, conversation, Web resources, etc. See Side B.*

Side A



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Side A

## Helpful Resources for First Steps

## Use, Adapt, Improve, Share

Please take, adapt, print, duplicate enough of these paper bookmarks to give a few copies *each* to some colleagues. Editable, printable versions available at:

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301 270 8312 [www.tltgroup.org](http://www.tltgroup.org)

Side B

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Side B

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Side B