



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>>