

AMENDING BROKER FLYERS WITH INFO, LOGO AND PHOTO

 Download the Broker pdf you wish to amend. Open document using <u>Adobe Acrobat</u>; and add 'Broker Name', 'Title', 'Phone', 'Email' and 'NMLS#' details to flyer by clicking into shaded boxes at bottom of flyer.



- 2. Repeat by adding 'Company Name', 'Address', 'Website' and 'Legal Language'.
- 3. Click on the 🖾 icon next to the *Company Information*. Click on **'Browse...'** to select the logo/image you'd like to attach.

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5. Locate the 🖾 icon next to the *Broker Information* and repeat steps #3 & #4 to attach profile image.



6. Save PDF document.

SUGGESTED TIPS

- 1. For quality purposes, use images at medium-to-high resolution (ie. Image size at 500x500 pixels or larger). Low resolution images are oftentimes poor in quality, affecting images to appear blurry/pixelated.
- 2. Suggested image size dimension ratio should be at or close to 1:1 (Square).

If the image is either too wide or too tall, utilize the **Crop** tool from the **Photos** or **Snip & Sketch** apps on your PC.



- 3. Please keep the profile images professional (ie. appropriately dressed in business casual attire, neutral light background, smile).
- 4. Please do not provide photos showing inappropriate clothing (tanks tops, bikinis, etc), pouting, or making any hand gestures.