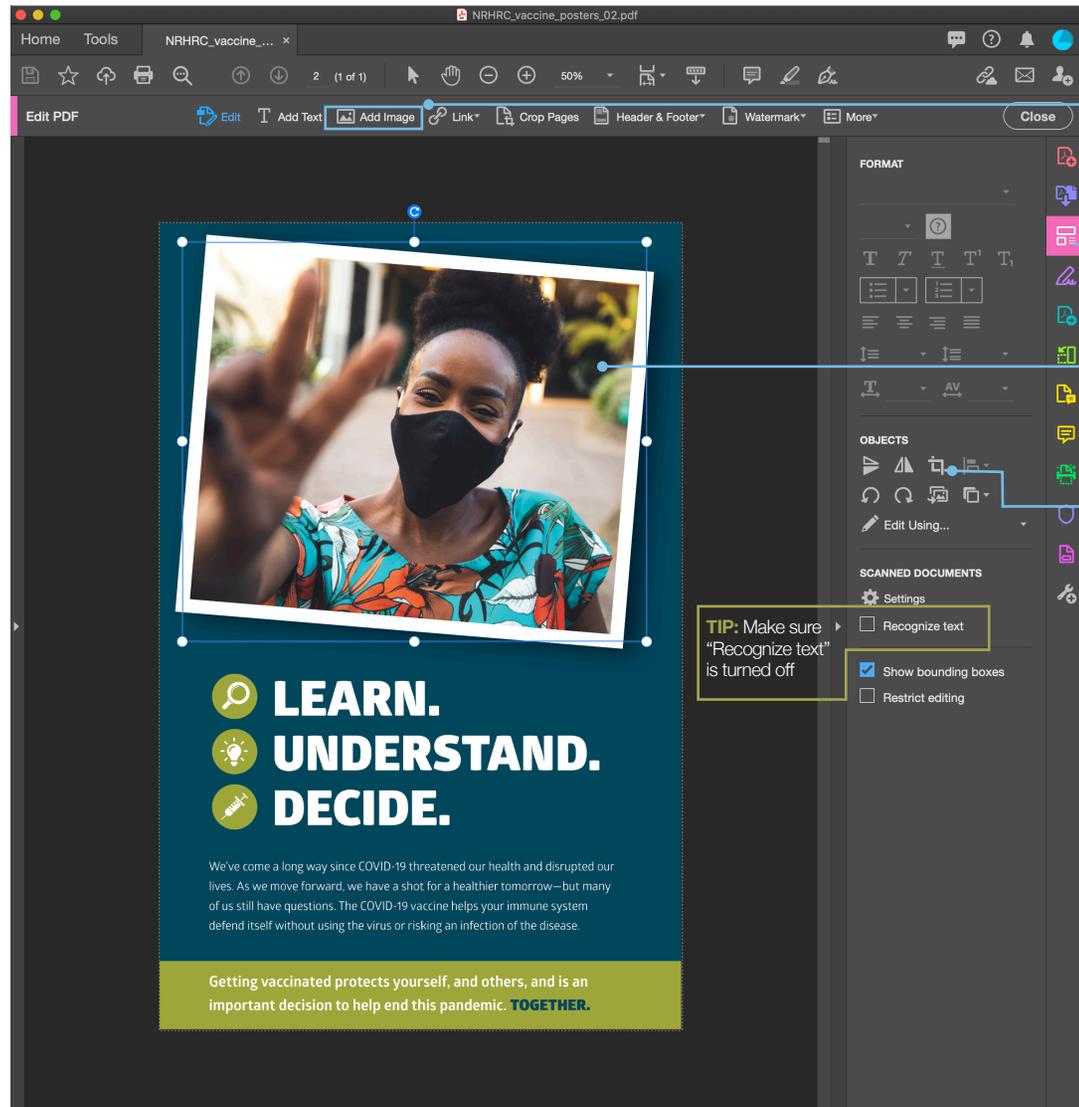




# How to Replace a Photo in a PDF Template

1. Open Adobe Acrobat Pro.
2. In the top navigation, select File > Open ...
3. Select your PDF toolkit template file from the document window.
4. When your file opens, select “Edit PDF” in the right-hand toolbar.
5. To change images, first place your cursor on the image you’d like to change. Click to select photo. Press delete to delete photo.
6. Select “Add Image” from menu toolbar at the top.
7. Use the crop tool from the object toolbox to crop your photo to fit white box.
8. Use rotate handle on top of photo to angle photo to fit into white box. 
9. Once complete, resave your file as a PDF.



6 Select add image from this toolbar.

4 Select "Edit PDF"

5 Select image and delete it.

7 Crop tool.