



Lesley 2026 Brand Guidelines Implementation

Instructions on How to Edit PDF Template Files.

Step 1:

Duplicate template file, **Save** in a destination folder.

Step 2:

Open copied file in Adobe Acrobat.

Step 3:

Navigate to Acrobat's tool bar and select **Edit** located next to **All Tools & Convert**.

Step 4:

Double-click on any text box to activate editing mode. Once selected, click into the text and type to replace the template copy.

Step 5:

Click on the photo you want to replace, then select **Choose Image** under **Replace Image**. Select the new image file and ensure it matches the dimensions on the template photo. (Check width and height so the image doesn't stretch or crop unexpectedly). Select **Open**.

Step 6:

Once your text and image edits are complete, select **Save**.

Step 7:

The newly edited file will be saved to your selected destination.

Any issues, concerns or questions regarding the templates,
please contact: Laura Pierce at laura.pierce@lesley.edu