

Instructions for Editable PDFs



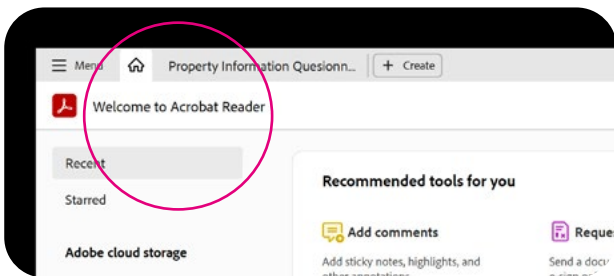
OPEN IN ADOBE ACROBAT READER

Other PDF viewers may work but we cannot guarantee that they will. Adobe Acrobat Reader is **FREE** to download: get.adobe.com/uk/reader



USING A MAC

Unfortunately editable PDF documents are generally incompatible with Macs.



APPLIES TO PROPERTY AGENTS

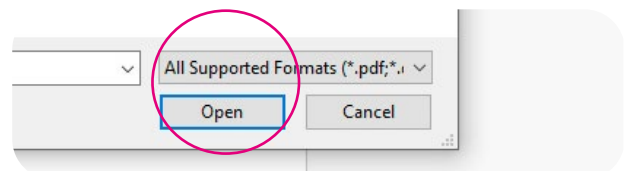
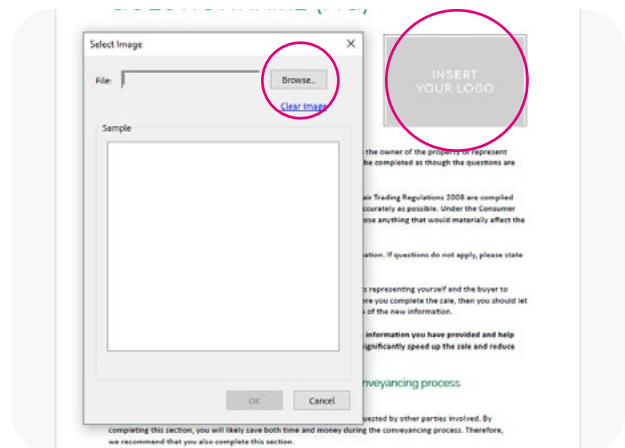
INSERTING A LOGO

To insert your logo, make sure you open the document in Adobe Acrobat Reader. Click the 'Insert your logo' box followed by 'Browse' on the menu that appears. Navigate to where your logo is saved on your computer and click 'Open'. Your logo will now display in the Sample box and you can click 'OK'.

REMOVING THE INSERT YOUR LOGO BOX

If you don't want to add your logo and wish to remove the 'Insert your logo' box, first save this jpg from our website to your computer: [Blank for Editable PDFs.jpg](#)

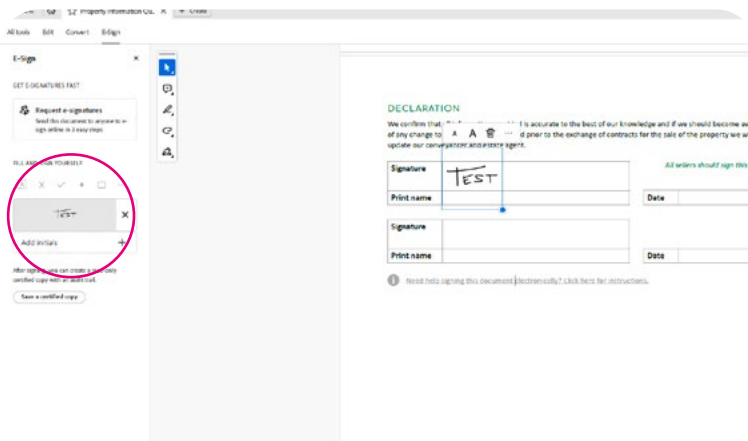
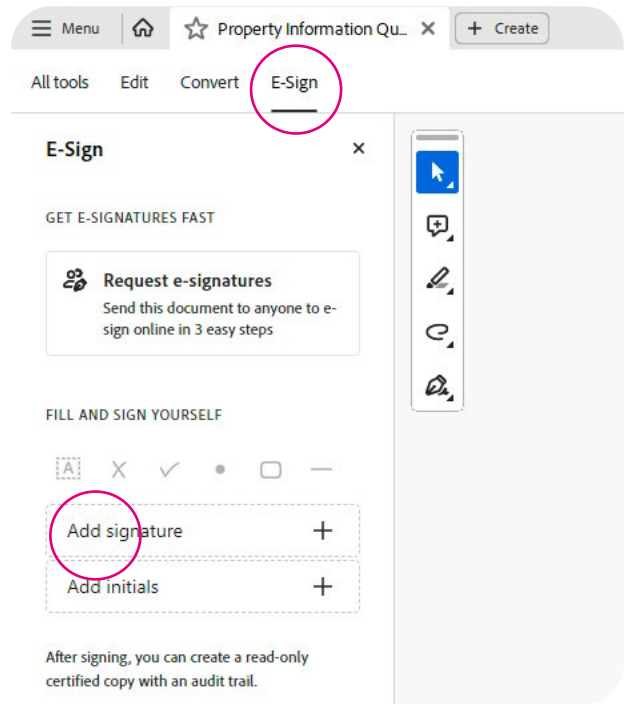
Next, follow the steps above but navigate to Blank for Editable PDFs.jpg instead of your logo.



If your logo is not appearing as an option, make sure 'All Supported Formats' is selected.

SIGNING THE DOCUMENT ELECTRONICALLY

To sign the document, select the E-Sign tab at the top of the page followed by 'Add signature'. You can create your signature using either the 'Type', 'Draw' or 'Image' options and click 'Apply' when you're done.



You will now notice your signature in the left-hand menu. By clicking on it your cursor will now enable you to stamp your signature onto the document. Click over the signature box and use the blue handle to resize and reposition your signature as required.

Added instructions for **Fee templates**

propertymark.co.uk/resource/fee-templates.html



REDRESS LOGOS

You will need to add the logo of the redress scheme you belong to. Both The Property Ombudsman and PRS logos are included as jpgs within the zip folder you will have downloaded.



They are inserted into the templates the same way as your own logo. See 'Inserting a logo' on page 1 for more information on how to do this.



EDITING THE TABLE

Adding a tick where there isn't one

Click the relevant cell and navigate to Tick.jpg which is contained within the zip folder. The process is the same as inserting a logo.

and payment method	✓	✓	✓
monthly rent	✓		
andatory requirements		✓	✓
vide advice on rent		✓	

Removing a tick

Click the tick you wish to remove and navigate to Blank.jpg also within the zip folder. The process is the same as inserting a logo.

ADDING OR REMOVING PAGES

Adding a page: If you need to add an extra page, edit a second version of the template and save them both. If you do not have Adobe Acrobat, websites exist which will enable you to upload two PDFs and combine them into a single PDF. Google 'Combine two PDFs into one'.

Removing a page: To remove a page, Google 'Delete page from pdf'. There are websites where you can upload a PDF, select the pages you wish to delete and download it as a new PDF.

UPLOADING FEE TEMPLATES TO YOUR WEBSITE

Do not upload the PDF straight onto your website. Having edited the fee templates, if you upload the PDF straight to your website it will remain 'editable' and may not display on mobile or tablet devices accessing your website.

Option 1: Print the completed template, scan it back into your computer and upload the scanned version to your website.

Option 2: When printing the document, if you have the software, select 'Print to PDF' or 'Adobe PDF' listed as printer options. This will prompt you to save it to your computer and will remove the editable functionality of the original template. Upload this version to your website.

i We also recommend following one of the options above when sending the template externally in order to remove the editable functionality.

