

EMPLOYEE

Security

CONNECTION

Customizing Your Connection

The following pages provide a short step-by-step tutorial on ways to customize your Connection. The instruction is excerpted from the Adobe Acrobat Help Guide and covers: importing your organization's logo to the front cover, adding new text to the document and inserting additional pages with local content.

Also provided is an example of a page that you might consider adding to each issue of your Connection to give it more local relevance. This is a great place to address specific announcements, security messages, upcoming events like scheduled DSS inspections, results of recent inspections and security department contact information. You may also consider creating links to any security policies that are addressed in the current issue.

National Security Institute

116 Main Street, Suite 200, Medway, MA 02053

Tel: 508-533-9099 • Fax: 508-533-3761 • E-mail: InfoCtr@nsi.org

Importing Your Organization's Logo to the Space Provided on the Front page of the Connection

Acrobat 6.0 —

- Open the document with a full version of Acrobat (not the free Reader)
- Under the Advanced Editing Tool Bar select the Touch-up Object Tool.
- Go to the File menu and select Open.
- This will bring up a screen to locate the image you want to import.
- The graphic you select will open as a PDF document.
- Select the graphic and copy it.
- Move to the document and page that you want to place the graphic and paste it. You can position the graphic using the Pointer tool.

Acrobat 5.0 —

- Open the document with a full version of Acrobat (not the free Reader)
- Change the (bottom) Text tool to the Arrow or Pointer tool.
- Go to the File menu and select Open as Adobe PDF.
- This will bring up a screen to locate the image you want to import.
- The graphic you select will open as a PDF document.
- Select the graphic and copy it.
- Move to the document and page that you want to place the graphic and paste it. You can position the graphic using the Pointer tool.

Adding New Text to the Connection

- Choose Tools> Advanced Editing>Touch-Up Text Tool
- Ctrl-click (Windows) or Option-click (Mac OS) opens the New Text Font dialog box that allows you to select the font and writing mode, horizontal or vertical.
- Select the font and writing mode to use, and click ok.
- Enter the new text.

Adding a New Page to the Connection

- Create the page(s) that you want to insert using MS Word or other page layout program.
- Save or Export the page(s) to PDF format.
- From the Main Acrobat Menu Choose Document
- Click on Pages
- Select Insert — This will bring up a screen to locate the document you want to insert.

