

User Instructions for White-Labeled Documents

Adding your logo to a PDF

What software do I need?

You need to have the latest version of [Acrobat Reader](#) to be able to upload your logo.

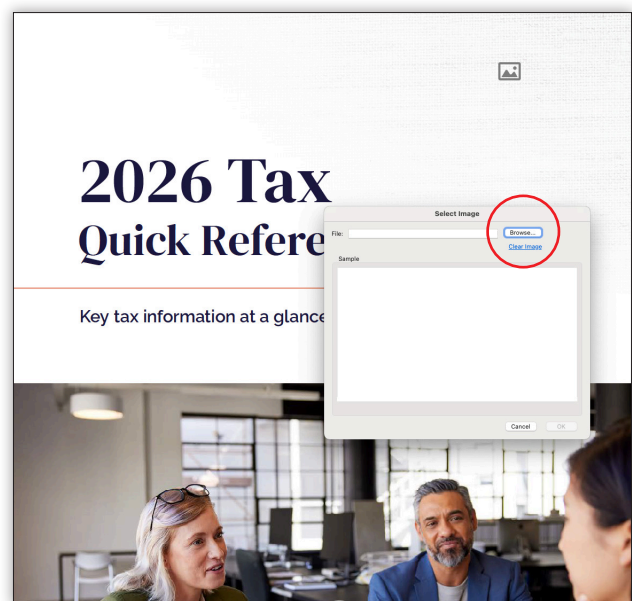
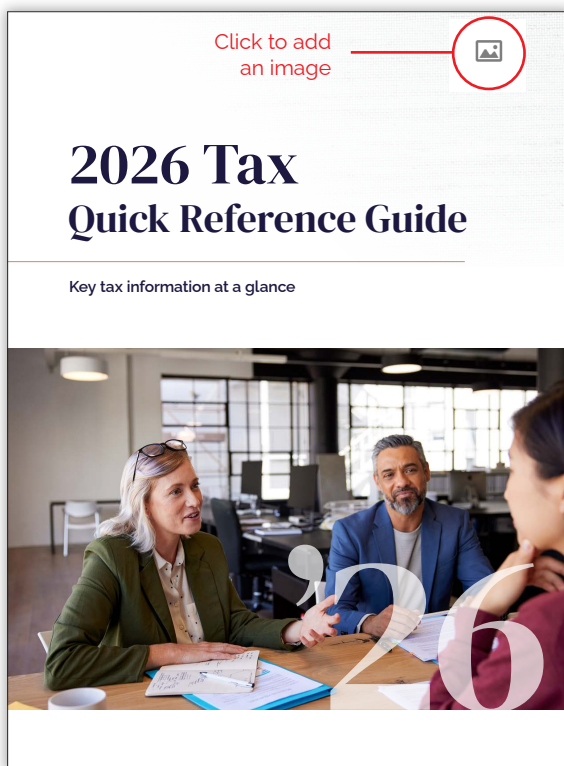
File format supported

Common image formats like JPEG, GIF, TIFF, and PNG are supported.

You can reach out to marketing@andpartners.com if you do not have one of these formats or IT for any questions regarding troubleshooting.

How to upload your logo

1. **Open your PDF in Adobe Acrobat.**
2. **Click on the “Add Image” icon, which can be found in the top right or left corners.**
3. **Choose your file:** Through the **Select Image** window, browse your computer to find and select the file you want to upload. Any of these formats are supported: JPEG, GIF, TIFF, and PNG.



4. **Place your image:** That's it!
5. **Save the file:** Save your changes to the PDF.

Adding the name of your practice

In the disclosure, please add your practice name in the field provided.

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