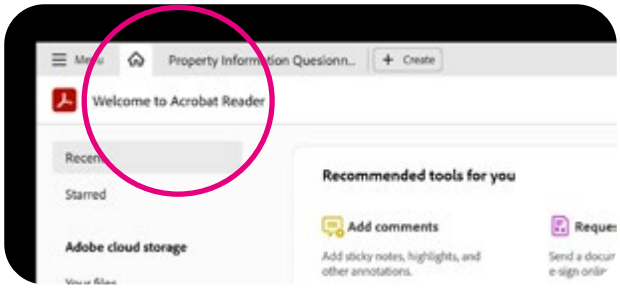
propertymark | The professional body for the property sector

# 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**



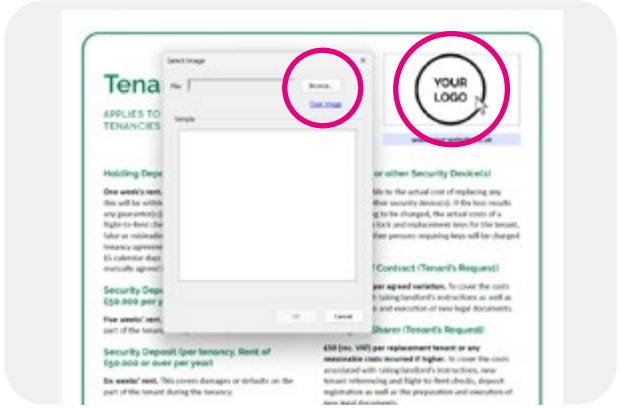

## USING A MAC?

Unfortunately editable PDF documents are generally incompatible with Macs.

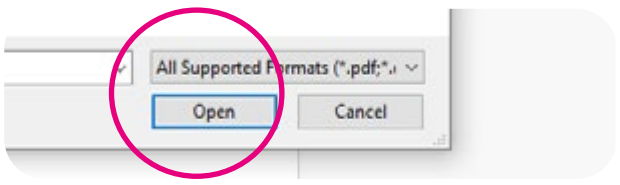
## INSERTING YOUR LOGO

**Make sure you open the document in Adobe Acrobat Reader and not a web browser.**

Click 'Your logo' followed by 'Browse' on the menu that appears. Navigate to where your logo is saved internally on your computer and click 'Open'. Your logo will now display in the Sample box, click 'OK'. Use the "Clear image" option to leave a vacant space if preferred.




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



## INDEPENDANT REDRESS SCHEME LOGOS

Some of our templates require the inclusion of a redress scheme logo. When this is the case, both The Property Ombudsman and Property Redress logos will be included in the zip folder (alongside the template) for you to choose from.

They are inserted into the templates in the same way as your logo. See instructions on page 1.

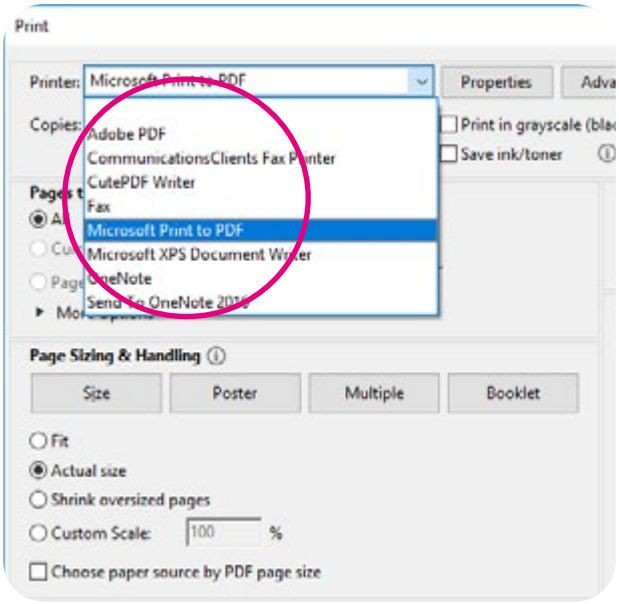
## UPLOADING EDITABLE TEMPLATES TO YOUR WEBSITE

**Do not upload an editable PDF straight onto your website.**

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

**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.

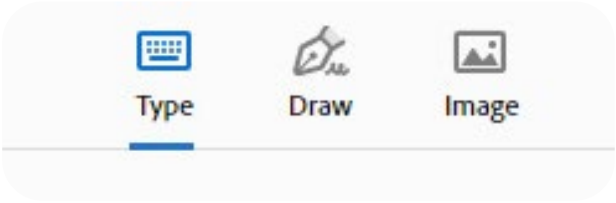


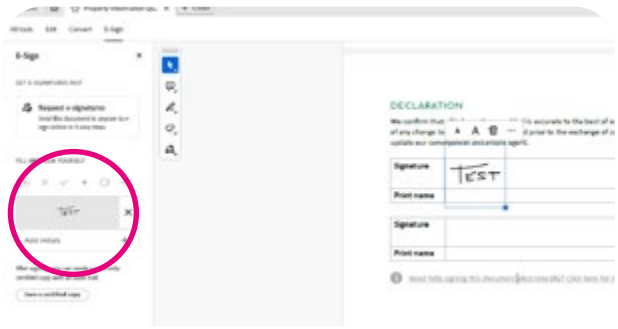

We also recommend following one of the options above when sending the template externally in order to remove the editable functionality.

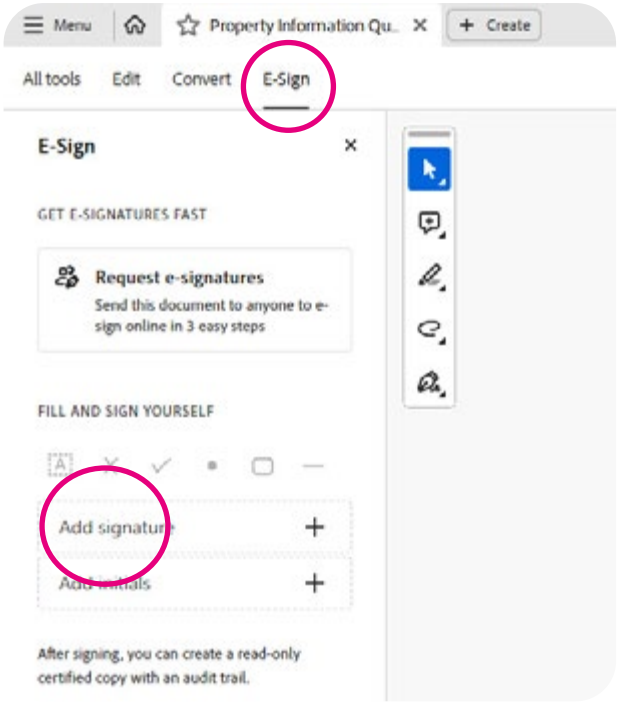
APPLIES TO CONSUMERS

## SIGNING DOCUMENTS 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.

# The following only applies to **Propertymark's Fee templates**




## EDITING THE LANDLORD FEES SCHEDULE TICK-TABLE

**Adding a tick**
Click the relevant empty space and navigate to 'Propertymark tick.jpg' (included in the zip folder). The process is the same as inserting a logo, see page 1 for more information.

**Removing a tick**
Click the tick you wish to remove and click 'Clear Image' on the resulting menu.






## ADDING PAGES TO THE FEE TEMPLATES

Complete the template as normal using the pages provided and save it to your computer as a new file name (e.g. ‘Doc 1’).

Open the original (unedited) template and only fill out the additional pages you require, continuing the content from that added to ‘Doc 1’. Save this PDF to your computer as ‘Doc 2’ for example.

**Remember to take into account the page numbers across both documents.**

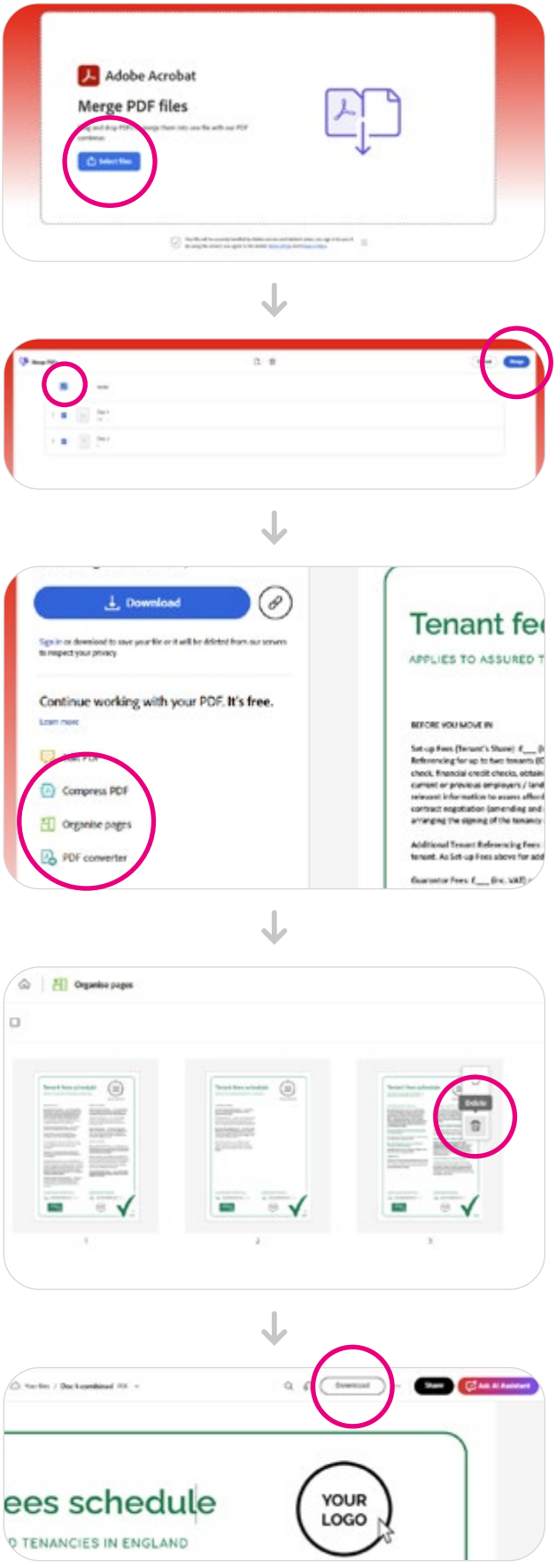
Go to: **www.adobe.com/uk/acrobat/online/merge-pdf.html**

Follow the prompts to upload both of your saved documents. On the following screen, tick both documents followed by ‘Merge’.

From here you can download the resulting document, however it’s more likely that you will need to use the ‘Organise pages’ feature first. To do so you will need to create a free account with Adobe. This is a quick process that will unlock a number of useful features.

Through the ‘Organise pages’ functionalilty you can drag and drop pages to reorder them and delete any unwanted pages.

Click ‘Save’ when you are done and ‘Download’ the resulting document.




## DELETING PAGES TO THE FEE TEMPLATES

Much like the Merge feature above, Adobe offers the same functionality to delete pages from a PDF. Go to: **www.adobe.com/uk/acrobat/online/delete-pdf-pages.html** to find out more.