

USING THE NPA RESOURCES: RESOURCES ON LETTERHEAD

The resources on letterhead have been designed to use when you wish to email a document or when you wish to print a whole document that has been personalised with your company details.

To use the resources on letterhead you will firstly need to personalise each document. You will only need to do this once.

Personalising the resource:

For both Windows and Mac, open the resource using either Adobe Acrobat Reader (V.9. or later) or Adobe Acrobat Pro. If you do not have access to one of these programs or are having issues, you can download and install a free, compatible version of Adobe Acrobat Reader [here](#).

1. To insert your logo, click the logo placeholder box in the top right corner.



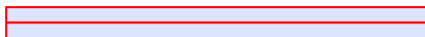
2. Click on the Browse button and navigate to the logo you want to insert, select and click OK. You can insert an image in either JPEG, PNG or PDF formats. It will be automatically resized to fit within the box.



3. If you would like to add your contact information to the bottom footer, click within the text boxes provided on bottom left of the page and type.

2/191 Melbourne Street, North Adelaide SA 5006
Ph: 08 8227 1000 | www.npagroup.com.au | admin@npagroup.com.au

4. Alternatively, for a clean footer leave the text boxes blank.



5. The logo and footer will automatically populate each page. Save this resource for future use.

Printing the resources on template:

1. Select the resource you wish to use and send to the printer.

We recommend that you print at 100% on A4 paper for the best fit. This option is usually available in the bottom right hand corner of the dialogue box that appears after you select Print from the File menu.