



## USING THE NPA RESOURCES: **STANDARD RESOURCES**

The standard resources have been designed to use in conjunction with the pre-printed letterhead. These resources enable you to use a black and white printer whilst still maintaining a professionally branded document. To use the standard resources you will firstly need to personalise and print a bulk quantity of the template provided.

### Personalising the letterhead:

For both Windows and Mac, open the letterhead 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 letterhead 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. Save this letterhead for future use.
6. Print out a bulk quantity of the letterhead. You can do this using your own printer, but it is preferable to send to a professional printing service. **Keep in mind if you'll be printing the resources single-sided or double-sided.**

*If using your own 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.*

### Printing with the letterhead:

1. Place the pre-printed letterheads in your printer, ensuring they're placed in the correct way.
2. Select the standard resource you wish to use and send to the printer.

*We recommend that you print the standard resources 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.*