


Press Kit Handout Instructions

The “*Dealing with Nuisance Properties*” handout is an eight-page fillable PDF form. It is designed to be downloaded to your computer, customize by you, saved, and then printed in color as a booklet on 11 in. x 17 in. paper. Once printed and folded the handout will be an 8.5 in. x 11 in. booklet.

To get started, click the link that says, “Press Kit” that is under the Press Kit icon in your back office. This will open the 8-page pdf in your browser. There should be an option/icon in the upper right-hand corner of the screen to download the document. Use this option to download the document to your computer.

Now it is time to customize your Press Kit. Open the press kit document you just downloaded on your computer. (**DO NOT ATTEMPT TO CUSTOMIZE THE DOCUMENT WHILE IT IS OPEN IN YOUR INTERNET BROWSER.**) There are 7 pieces of information that you will need to insert at the bottom of the first page. If you choose not to fill out the cells, the blank spaces will not show when you print the document. The information will also appear on the last page of the document.

At the bottom of page 1 of the form you should see the following without the read lettered labels.

Picture Icon 1 ->  <- Box 1
 <- Box 2
 <- Box 3
 <- Box 4
 <- Box 5
 <- Box 6

- **Picture Icon 1:** Click the icon and follow the prompts to select your business logo picture file. When complete, your business logo should appear in this space.
- **Box 1:** Click in the box and type your business name here. We suggest you do it in all CAPS!
- **Box 2:** Click in the box and type your full name here.
- **Box 3:** Click in the box and type your street address.
- **Box 4:** Click in the box and type your City, State Zip Code.
- **Box 5:** Click in the box and type your phone number.
- **Box 6:** Click in the box and type your email address.

Now that the handout is customized by you, save the file on your computer. Now you can print it in color as a booklet. If you are taking it to a commercial printer make sure you specify the size of paper you want it printed on and that you want the finished product to be an 8.5 in. x 11in. booklet.