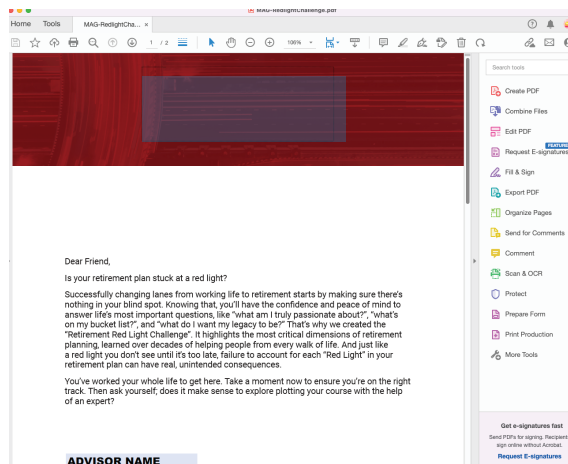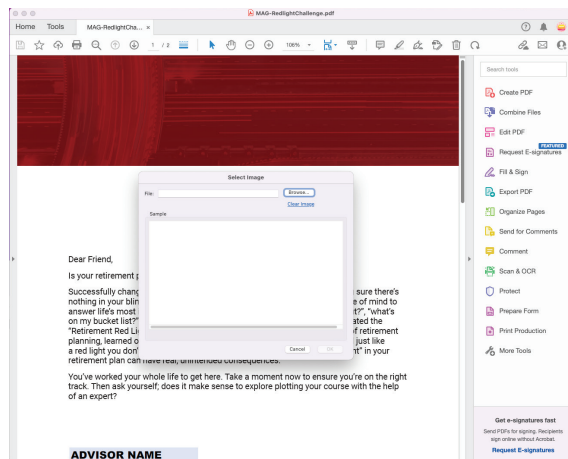# HOW TO EDIT
Red Light Challenge PDF

Step 1: **Open the Document**

Step 2: **Replace Company Logo**

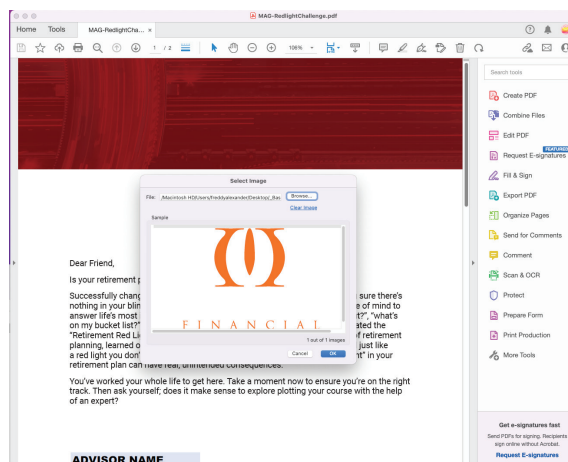1. Click the center of the top red banner

2. A "Select Image" dialogue box will appear.

3. Click the "browse" button on the top right
4. Select the file on your computer that you would like to place in the document. (We recommend using transparent .png files)

5. Click okay to finalize the logo.

Red Light Challenge PDF CONT.

Step 3: **Personalize the Place Holder Type**
- **Page 1**: Advisor Name, Advisor Title, Disclosure
- **Page 2:** Company Contact Info, Company Disclosure

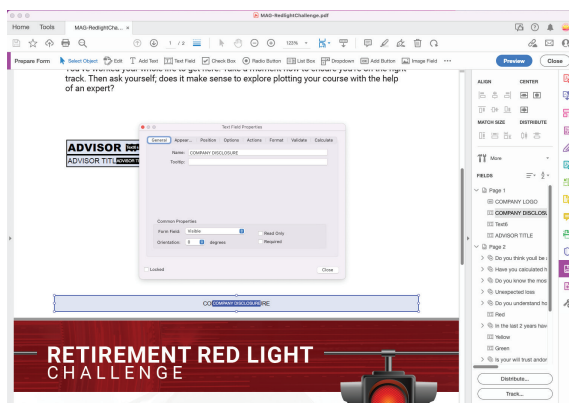**Step 4:** **Lock the Disclosure, Contact Info, & Logos Before Sending To Client**

1. Select More Tools

2. Select Prepare Form

3. Right click each type box you have information
4. Select properties from the pop up menu

5. Click "Lock" in the bottom left corner.
6. Click "Okay"
7. Save the document
8. Share the document