How to Customize EPA's HABs Infographic Files: Instructions for Federal, State, Territorial, Tribal and Local Government Partners

EPA's harmful algal blooms (HABs) infographic files—both a detailed version (easily printable on 14" x 8.5" paper) and an abbreviated "handout" version (easily printable on 11" x 8.5" paper) can be downloaded from EPA's website. Federal, state, territorial, tribal and local partners may customize the bottom of the infographics by adding local information such as a logo, website address, email address and/or telephone number.

To insert your local information into one of the infographic files, please follow these steps:

Opening the Infographic:
1. Select the HABs infographic you would like to edit. Open the file in an Adobe PDF reader. Here, we are using Adobe Acrobat Pro DC.
2. Select "Tools" from the menu bar.
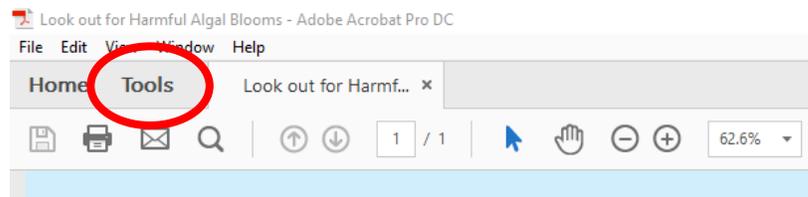
3. Then select the "Edit PDF" icon. This should bring you back to the infographic view, but notice that the text and images have formatting boxes around them. This indicates that the infographic can now be edited.
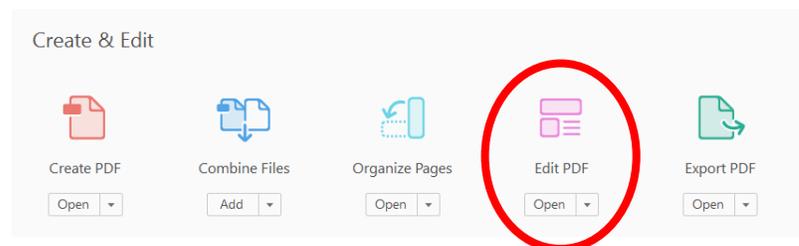
Editing Block with Website Information and Phone Number:
1. Follow steps 1-3 above under "Opening the Infographic."
2. Scroll to the bottom of the page and click inside the box containing the generic phone number and URL. A cursor will appear. You may now edit the text.
   a. Hint: The font used in this text box is Arial. You can change the font size and color by selecting the options in the "FORMAT" panel that appears on the right side of your screen.

3. After making your changes, be sure to save the file.

Editing the "Partner Logo" Space:

1. Follow steps 1-3 above under "Opening the Infographic."
2. Scroll to the bottom of the page and delete the partner logo placeholder.
   a. To delete, select the textbox that reads, "partner logo space." Right click the box and select "Delete" from the window.
   b. Hint: If you right click and your only option is "Select All," you have selected the text rather than the box itself. Try clicking away from the box, and putting your pointer back on the "partner logo space" box so your pointer now looks like ✛.
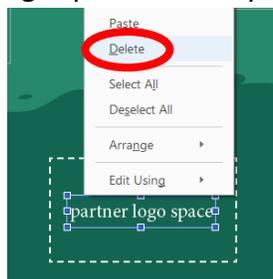
   c. Depending on the shape of your logo, you may also want to delete the dashed lines around the "partner logo space." Follow instructions above (see step 2.a.) to delete these lines.

3. Once the placeholder is deleted, select "Add Image" from the "Edit PDF" menu bar.
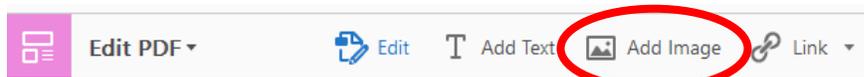
4. Choose the logo you would like to add and select "Open."
5. Your logo will appear as a transparent icon under your pointer. Simply click once to place the image onto the PDF. You will be able to adjust its location after placing the image.

a. Hint: After the logo is no longer transparent, you may find the logo appears larger or smaller than you intended. You can resize the logo by clicking once on your image, and then dragging one of the image's corners to the desired size.

b. Hint: If you have added your logo and are unable to edit the infographic further, be sure to select "Edit" on "Edit PDF" menu bar.

6. After making your changes, be sure to save the file.