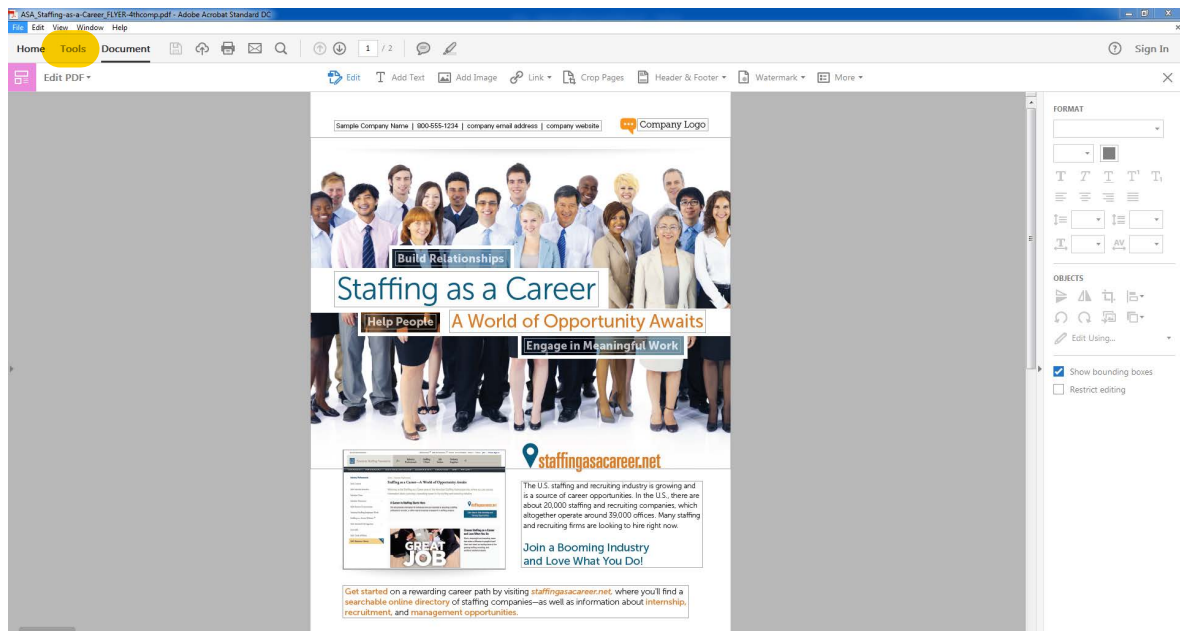American Staffing Association

Personalizing the Staffing as a Career Leave Behind
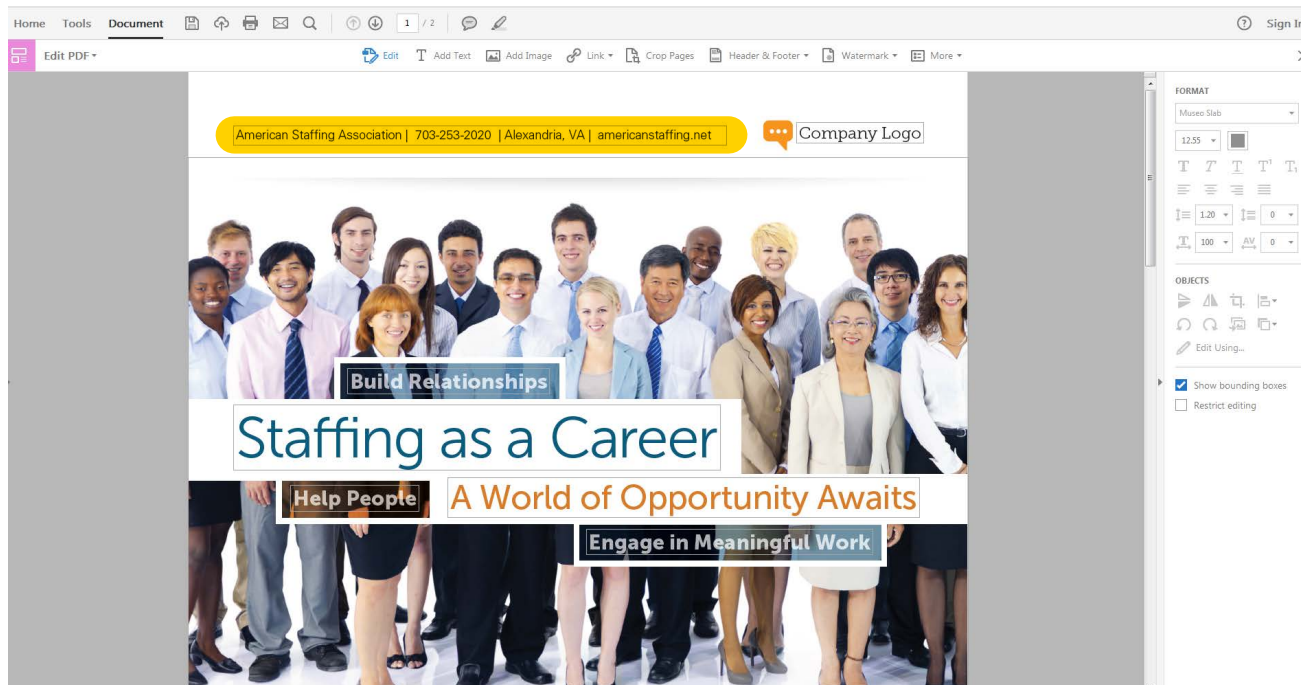
1. Open the document in Adobe Reader—members will need Adobe Acrobat Pro to edit the document.
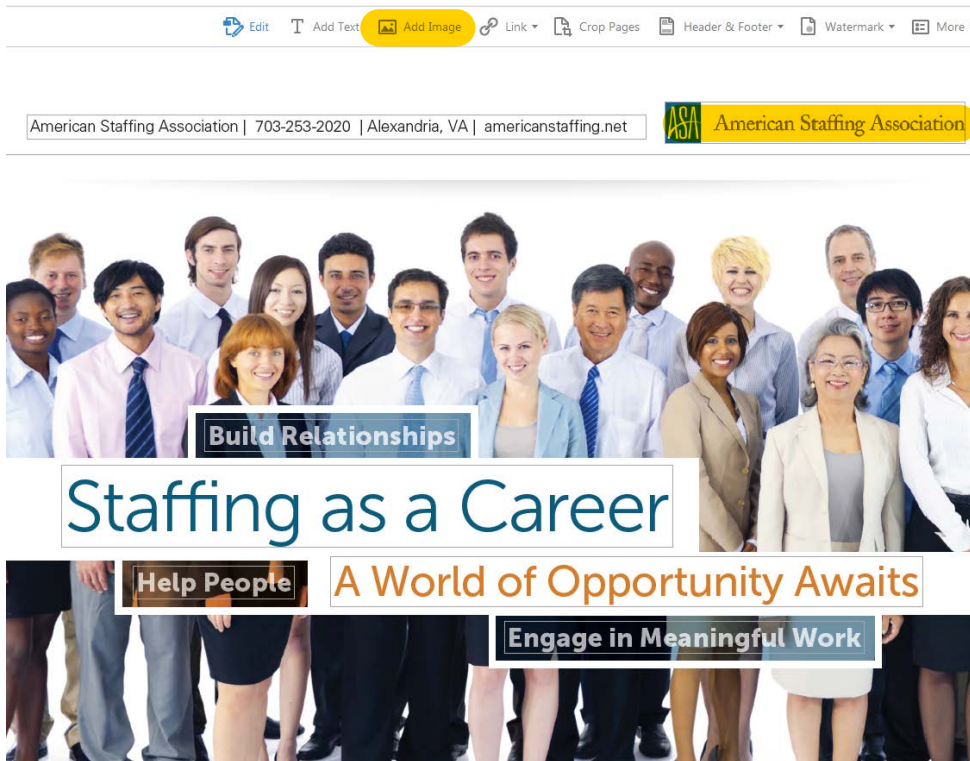

2. Click on "Tools" and "Edit PDF" on the top left section of the document.

3.   You will then see a formatting palette. Click on the text to personalize it with your own company name, phone number, email address, and website using your company's corporate font.

4. Click on "add image" to include your company logo to the top of the handout.

5. Once edits are complete, save the document as a new PDF. When printing, print double-sided, flipping pages on the long edge.