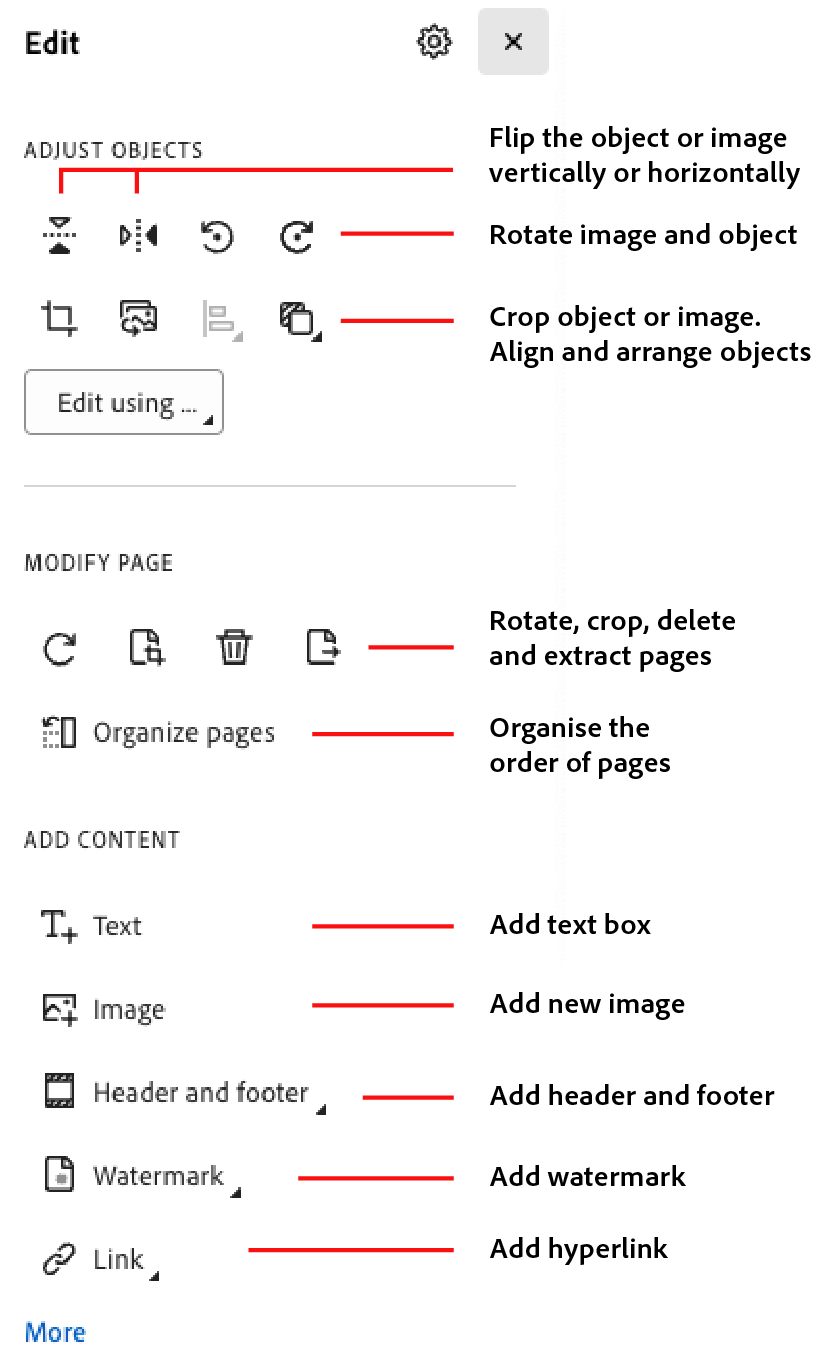
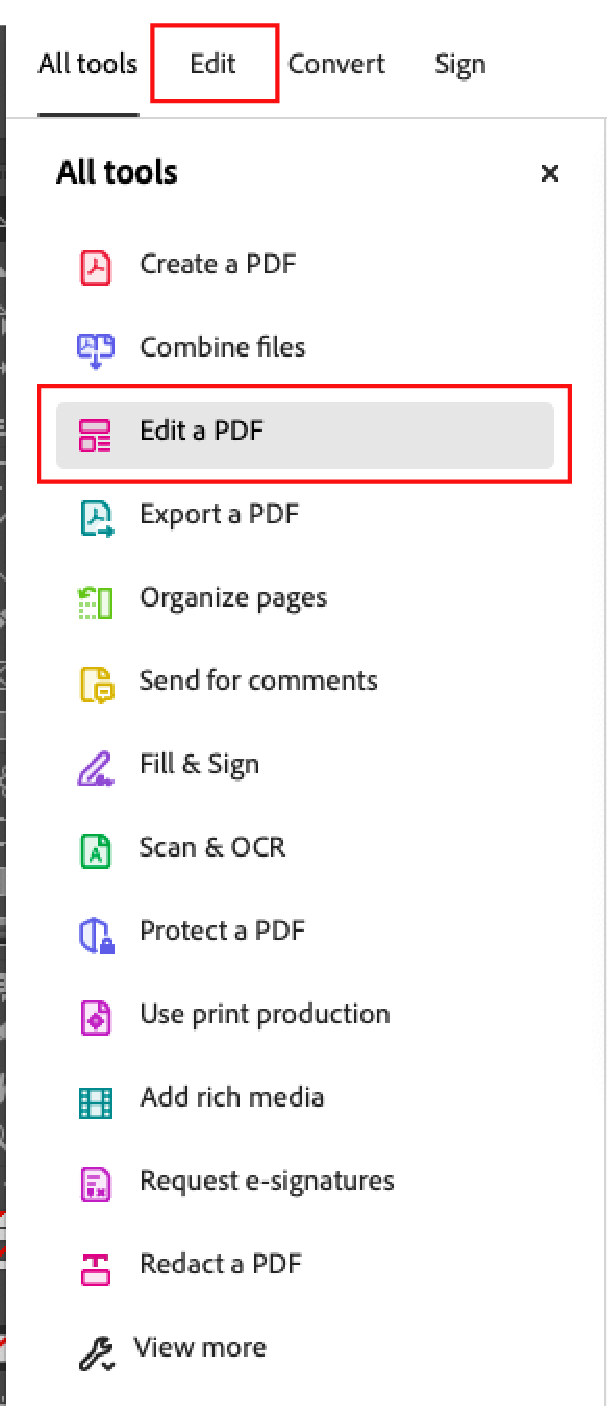
**Create your own lookbook or invoice**

**How to edit text in the lookbook or invoice**

Open the PDF lookbook or invoice file in Adobe Acrobat Pro.

In the top menu bar, click on **Edit.** Alternatively, click **All Tools** in the menu, then select **Edit a PDF.**

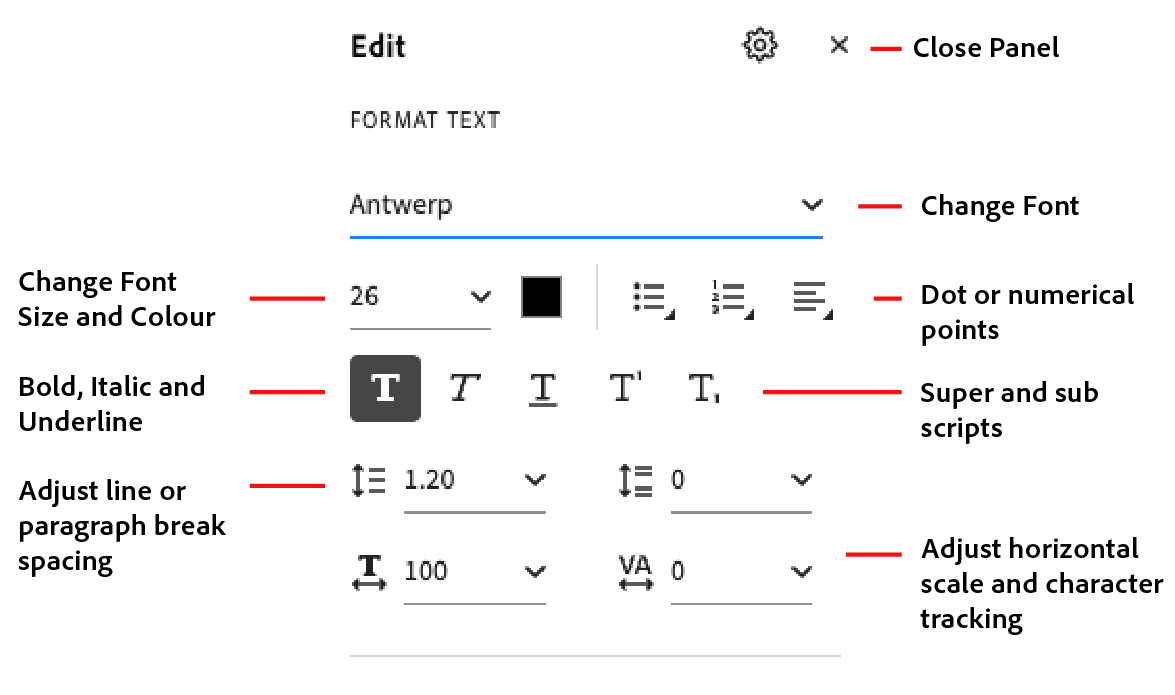
Once you’re in **Edit** mode, dashed boxes appear around each section of text. To make edits to text, simply click within the any of the boxes.



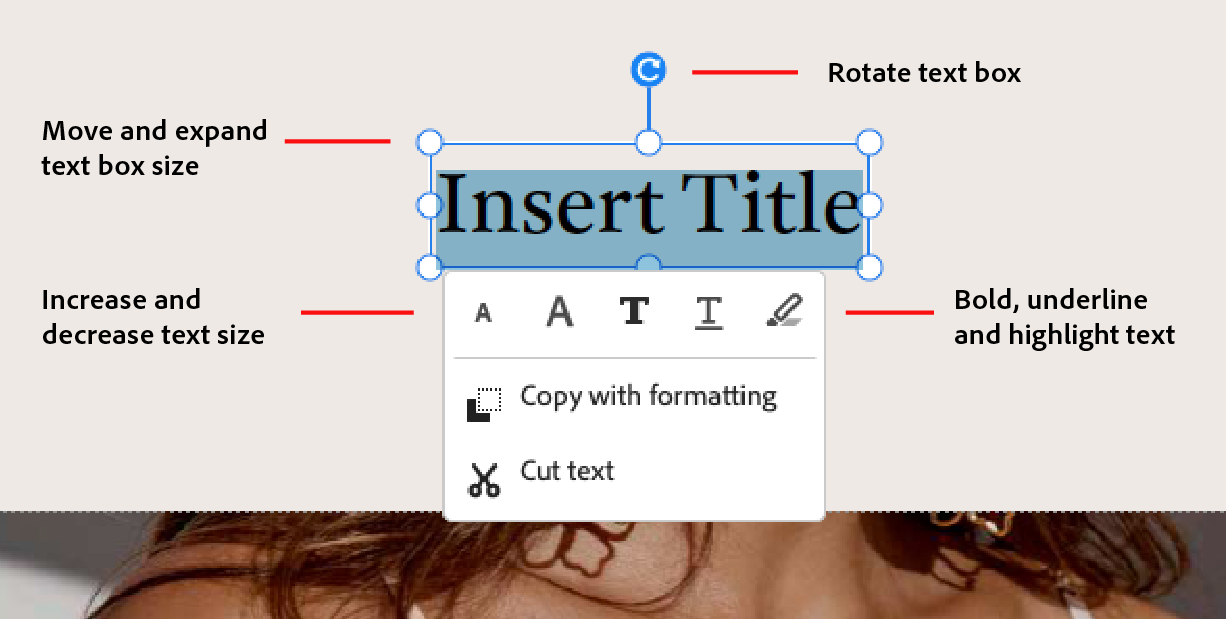
*‘Edit a PDF’ option in the* *All Tools menu. ‘Edit a PDF’ menu*

To change the font, font size and other text properties, use the **Format Text** menu (which you’ll find in the **Edit** menu). Simply click on the text you want to edit, then select any of the edit options that appear on the left in the **Format Text** menu.

Within the menu, you can make adjustments such as changing the font, changing the font size and colour, adding in dot or numerical points, making your text bold, italics or underlined and adjusting line breaks and paragraph spacing. See the tools within the **Format Text** menu for each of these actions labelled below.

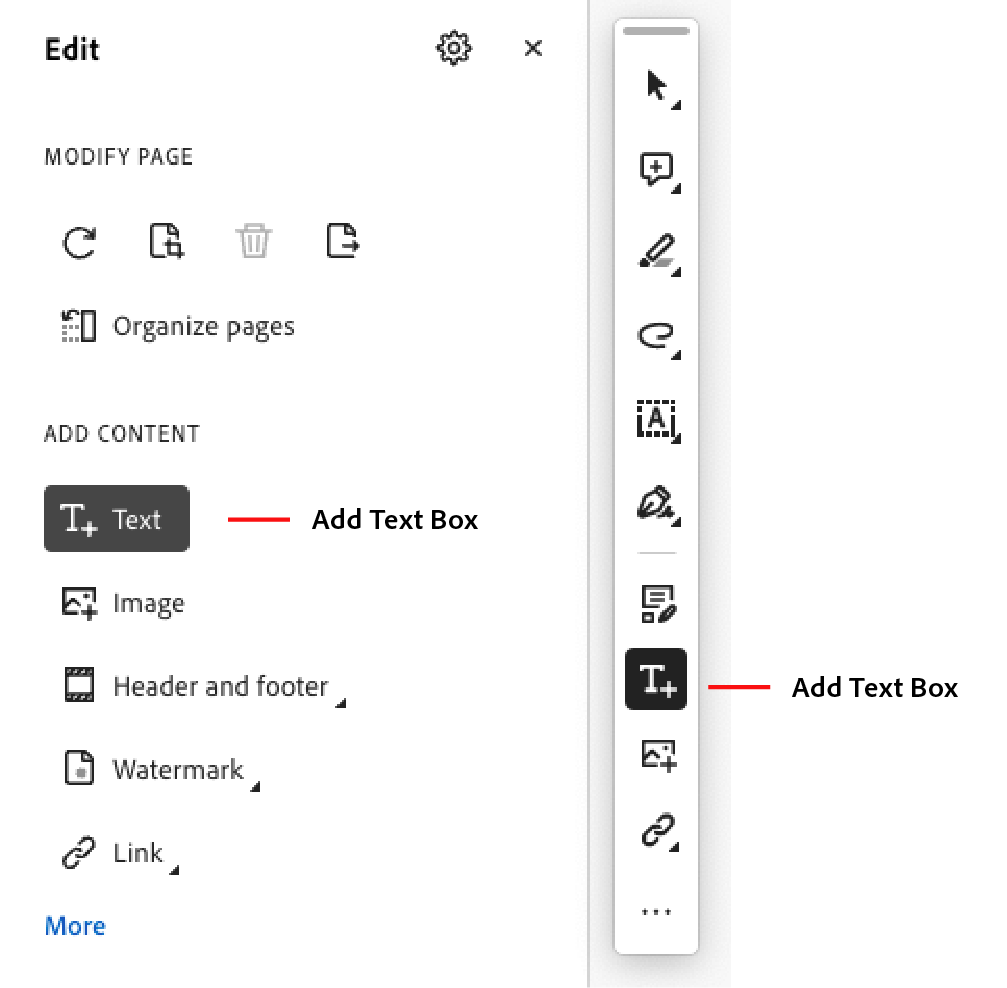


*‘Edit and format text’ menu.*

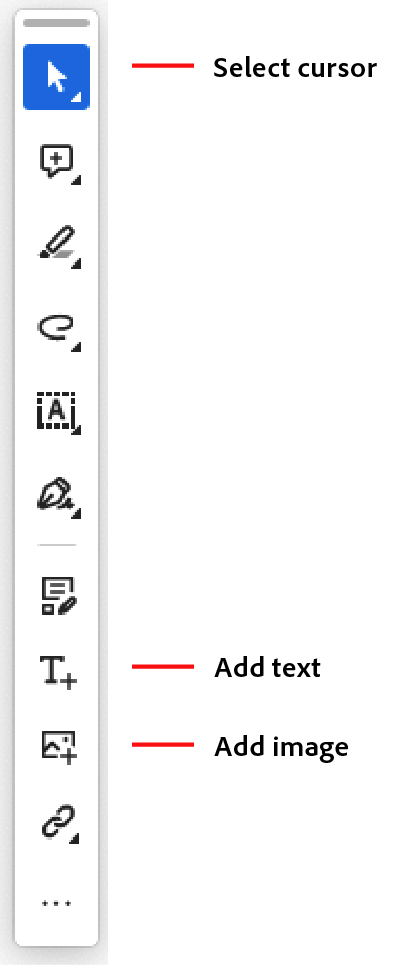


*Text edit options when you select the text box on the page.*

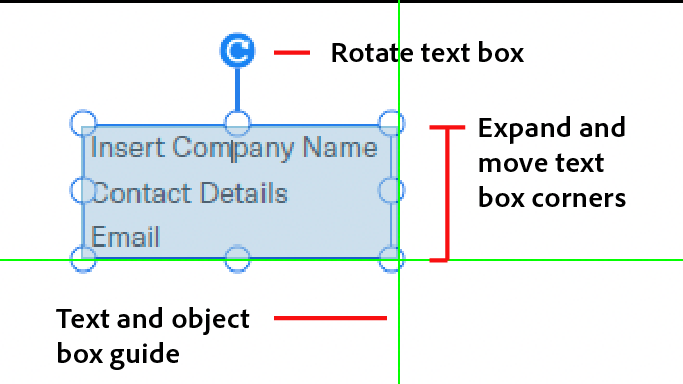
To insert new text, click the **Edit** menu, select **Add Content** then **Text**. Now, click and drag on the page where you want to place the new text. Having added a new text box, you can use the steps above to edit the text.

 *’*  
*‘Insert text’ in the Edit menu.*

If you need more space for your text, click the edge of the dashed box and editable corners will appear on the box. Click and hold on one of the corners and drag to the desired size. Once it is resized, click outside the box, or click on the **cursor symbol** in the tool bar.

 *Tool bar options for cursor, adding text and adding images.*

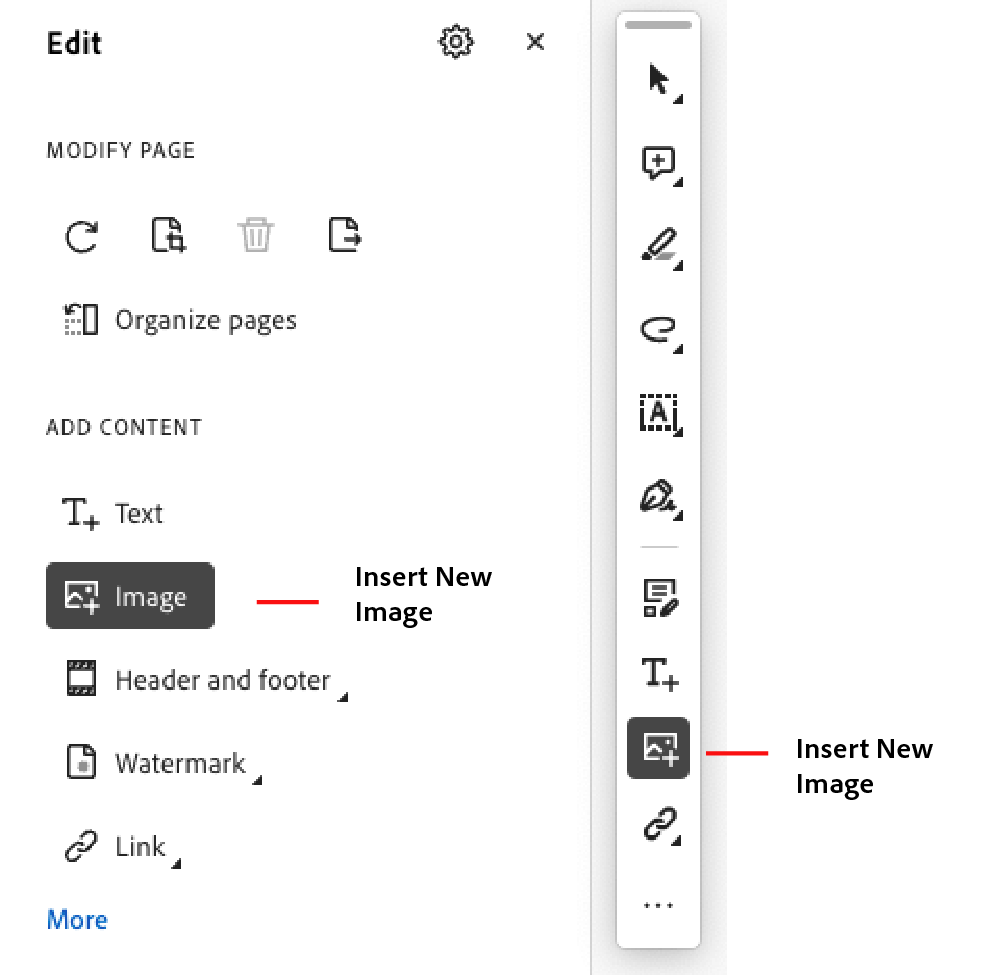
To move the text box on the page, click on the dashed box that surrounds the text, then hover your cursor over one of the edges. When the direction cursor appears, click and hold while dragging/moving the box to its new location.



*Move and expand text box interface.*

**Using the replace image or add image option to add an image**

To add images of your products to the invoice, or to add an image into the lookbook, in the **Edit** menu, scroll down to **Add Content**, and select **Image**.

  
*‘Insert new image' in the menu.*

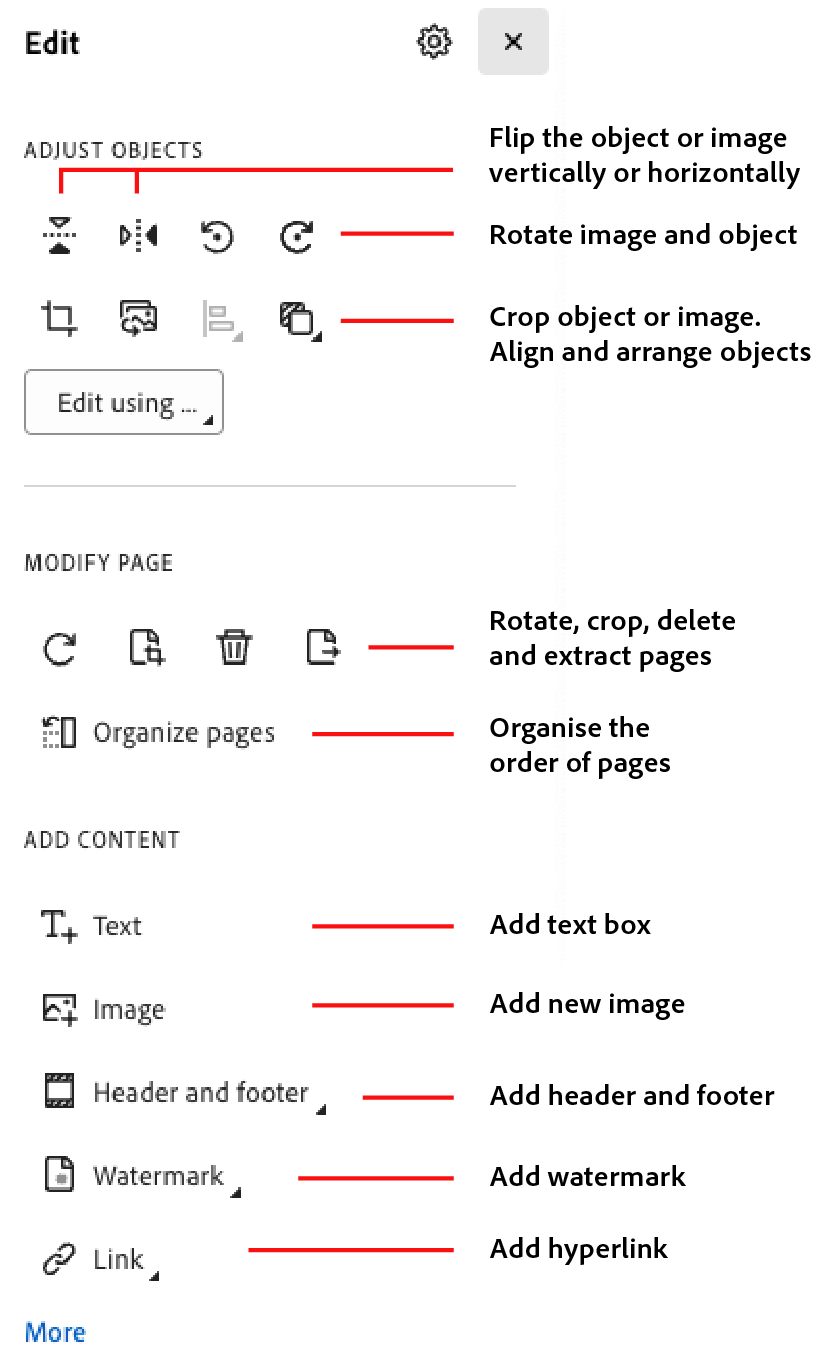
Follow the prompts to select the image you want to insert, then click to place the image over the white guide boxes.

To scale or crop the image, click on the placed image. An editable box will appear. Hold and drag on the corner circle to resize the image.



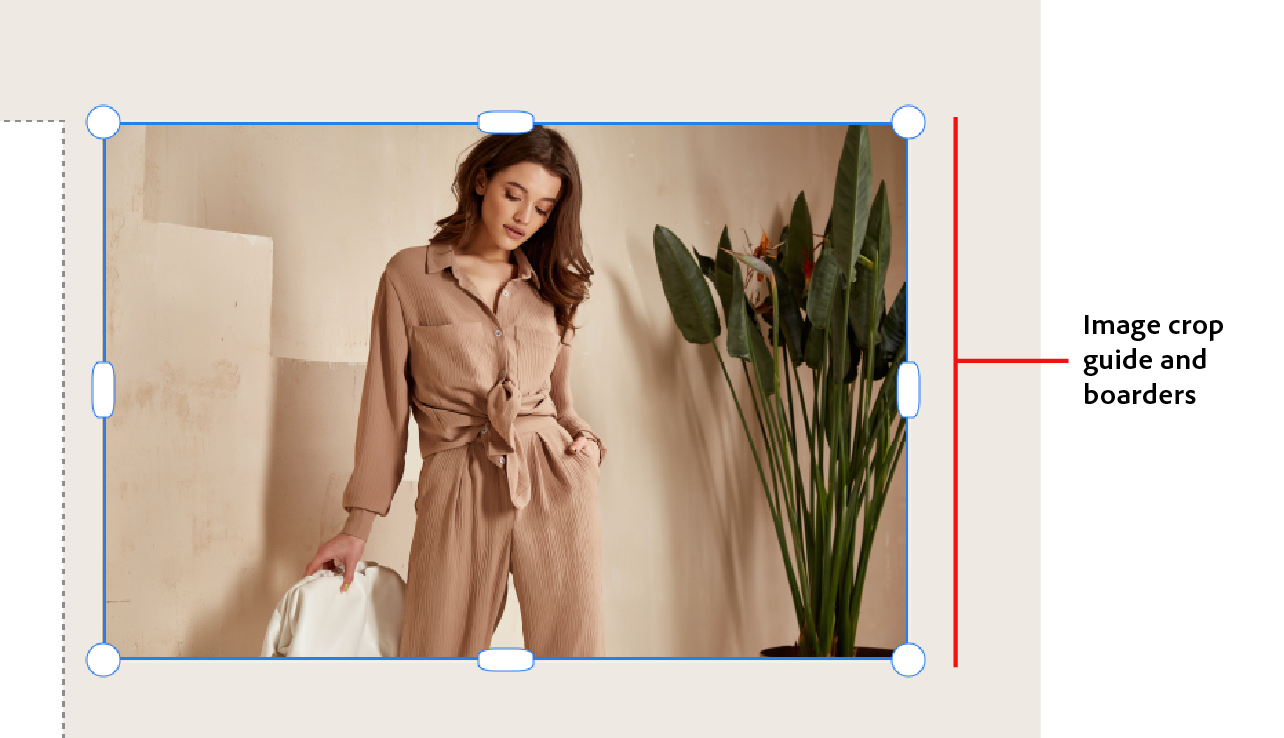
*Scaling image box.*

If you need to crop your image, within the side menu under the **Edit** tab, choose the **Adjust Objects** section. You can then crop, rotate and mirror in this section.



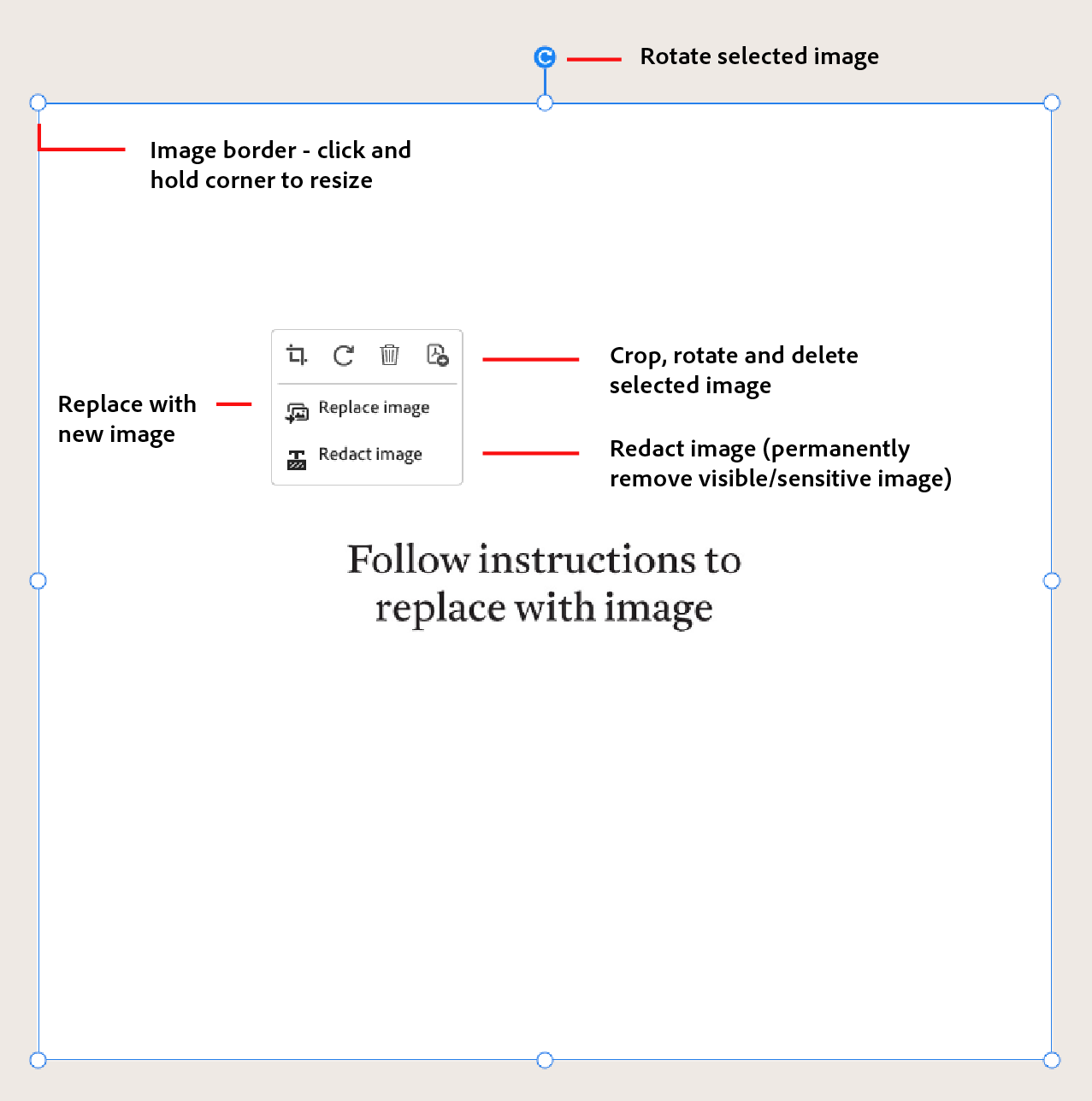
*‘Adjust Objects’ in the Edit menu.*

When selecting **Crop**, a box will appear around your selected image which you can use to make adjustments. Click outside the box or on the Cursor icon in the menu bar when you are done.

This process removes the cropped sections from view but doesn’t entirely delete them! So, if you need to adjust the crop later, simply repeat the steps above. 

You can still move and adjust the position of the image by clicking on it.

To replace the image, click on the image and select the **Replace Image** icon under **Adjust Objects**. Alternatively, you can right click on the image and select **Replace Image**. Within the dialogue box, select the image you want to insert and click Open. Once the new image has been inserted, follow the steps above to resize or crop it.



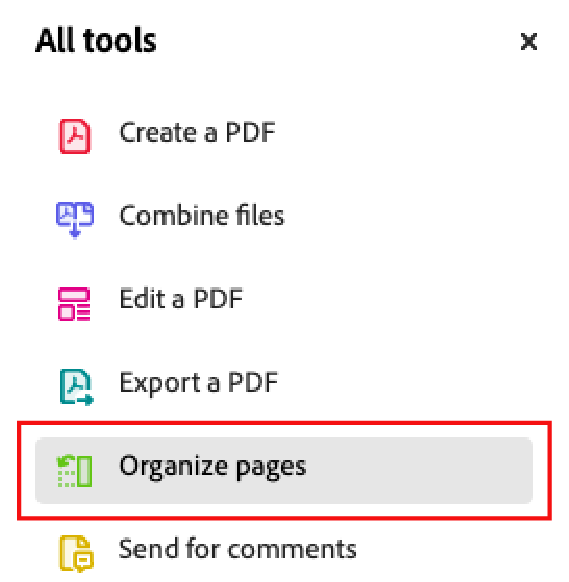
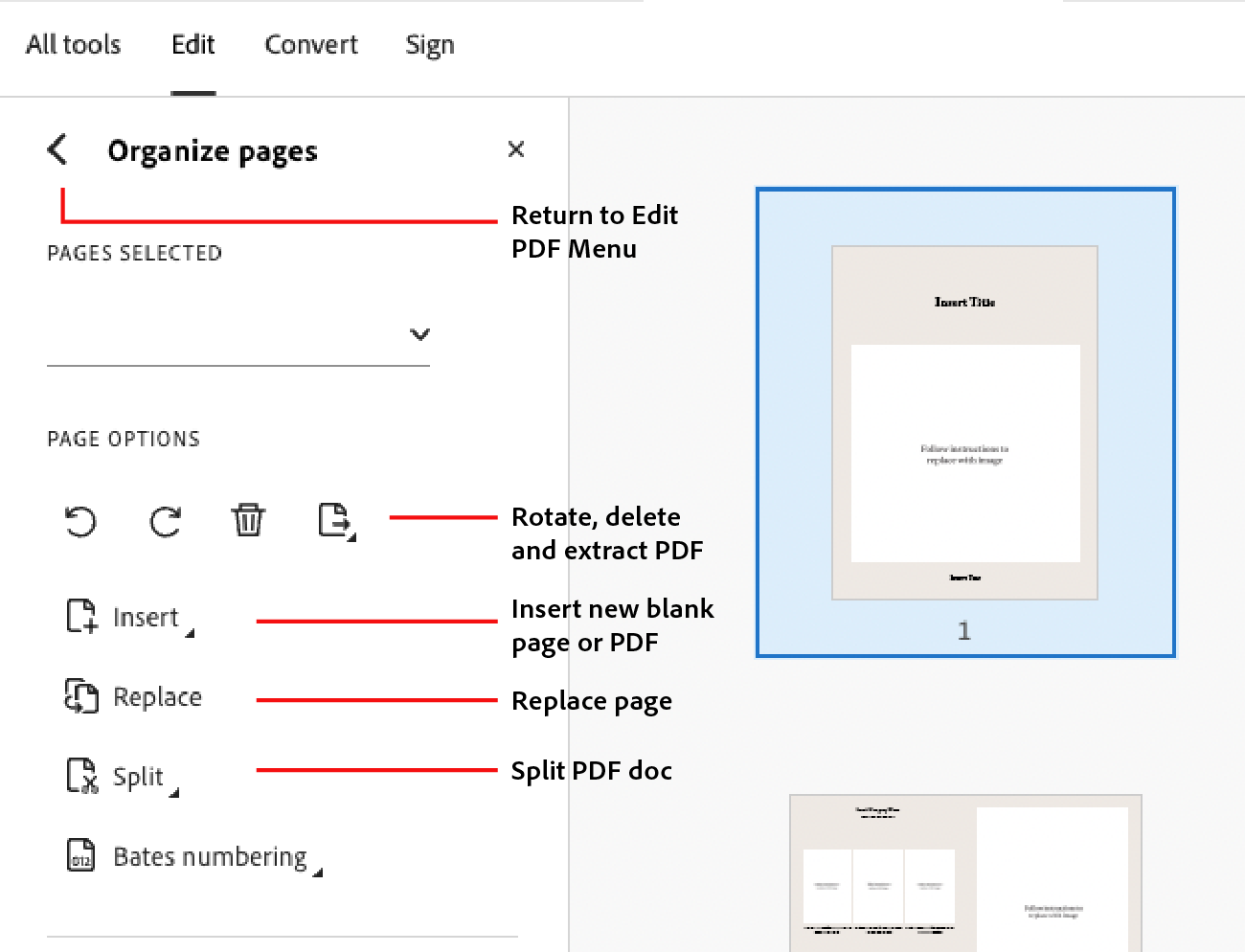
*‘Replace, crop and rotate image’ options when image box is selected.*

If your invoice does not require any images, you can remove the placeholders by going to **Edit PDF**. Click on the image placeholder and delete by pushing **Delete/Backspace** on your keyboard, or by right clicking on the placeholder and selecting ‘**Delete’**.

When editing the lookbook, if you don’t want to replace all the placeholders on a page with your own images, you can remove the white placeholder boxes by clicking on them and pushing **Delete/Backspace** on your keyboard, or by right clicking on the placeholder and selecting ‘**Delete’**.

**Duplicating a page**

To copy any page, select **Edit** in the side menu, then **Organize Pages**. This will take you to the display where you can see the order of current pages in the document.

*‘Organize Pages’ option in the menu.*

To duplicate a page, right click on an existing page, select **Copy**, then right click again and select **Paste**. A copy of the page will appear.

To exit, click on the **arrow symbol** next to **Organize Pages**. This will take you back to the **Edit** section, where you can make any required edits to the new page.

To delete a page, select it, then click on the **trash symbol** under the **Page Option** section in the side menu.

To change the order of your pages, select **Organize Pages**, and then click on a page thumbnail (page numbers are underneath). Drag and drop the page to the new position. To move a page range, hold Shift to select multiple pages, then repeat the same process. Copy a page by clicking a thumbnail and using Ctrl+drag to drop it to a second location.

You can use the above steps to customise the pages within the lookbook template. To mix-and-match page colours, re-organise the order of your pages. If you would like all the pages in your lookbook to be the same colour, use the above steps to delete the other coloured pages from the template, and duplicate more pages of the colour you require.

**Saving your invoice or lookbook**

Once your invoice and lookbook are final, go to **Edit** in the side menu bar, and click the cross symbol in the top right. This will close the edit section. To save the document, go to the top menu bar and click File, then Save As (to ensure you save a new file). Enter the name and file location, then hit Save. You can always follow the steps above to make adjustments again later if needed.