

Staging Brochure Instructions

The “Staging Brochure” is a 12-page fillable PDF form. It is designed to be downloaded to your computer, customized 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 8.5in x 11in booklet.

To get started, click the link that says, “Staging Brochure.” This will open the 12-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 Staging Brochure. Open the document you just downloaded on your computer. **(DO NOT ATTEMPT TO CUSTOMIZE THE DOCUMENT WHILE IT IS OPEN IN YOUR INTERNET BROWSER.)** There are two places on the back page that you will be editing. On the left-hand side of the back page you should see the following:



The yellow icons are additional instructions, click on them with your mouse. They will not show when you print the document. The blue box is for you to enter your contact information. Click in the box and type in as much or as little as you want. We suggest you at least include your name, phone number and email address. Note that the blue box will not show when you print the document, just the text you type in it.

The icon at the bottom, that looks like a picture frame, is for your business logo. Click on the icon and a pop-up box will appear that will allow you to search for your logo on your computer. Once you find and select your logo, click the “ok” button on the bottom of the pop-up window and the logo will imbed in your document.

Now that the handout is customized to you, save the file on your computer. You can print it in color as a booklet. If you are taking it to a commercial printer make sure you specify that you want it printed on 11in x 17in paper, double sided as a booklet, in color, saddle-stapled and folded so that the finished product is an 8.5in x 11in booklet.