

# Co-Branding of ACL/NADRC Advance Planning Guides

## Guidelines

The Advance Planning Guides for People Living with Dementia may be reproduced via print or electronic distribution. No changes may be made to the layout, font, images, color, or text. Nor may changes be made to the Administration for Community Living (ACL) or National Alzheimer's and Dementia Resource Center (NADRC) logo size, color, or location.

These guides may not be sold in their original or modified/adapted form.

An organization may distribute these materials as-is or may add its own logo. Placement of your organization's logo is restricted to the specified location on the last page that reads, "Click to replace with partner logo," and is limited to a size no larger than the ACL and NADRC logos. Your organization's logo should allow for sufficient space around the ACL and NADRC logos.

To add your logo, please notify ACL using this form and then follow the instructions below.

<https://forms.office.com/r/MALeVqzCvq>

## About the Templates

The templates are interactive PDF files that will allow you to co-brand the materials with your partner logo.

## Before You Begin

- ☐ Pick your logo. Identify which logo you would like to appear on the materials.

**Note:** To prevent your logo from looking too small or blurry, see the specific logo file format requirements below.

### Logo file requirements:

Color: must be RGB (no CMYK)

Minimum size: 3 inches

High resolution: Use the largest file available;  
300 dpi, or 1200 pixels per inch is ideal

- ☐ Install Adobe Acrobat DC Reader or Pro DC. Make sure you open this document in Adobe Acrobat Reader DC or Adobe Acrobat Pro DC. The interactivity will not work in other PDF readers. To install the free Adobe Reader, go to: <https://get.adobe.com/reader/>.

## How to Customize

### Step 1:

Open the PDF template in Adobe Acrobat Reader DC or Adobe Acrobat Pro DC.

### Step 2:

Upload your logo.

- Click on "Click to replace with your logo."
- Browse to select the logo file from your hard drive.
- View in Sample window.
- Select OK.

### Step 3:

Review your changes. Save the PDF file.

Click File, Save As, and then choose a location on your computer, such as your desktop, to save the PDF file.