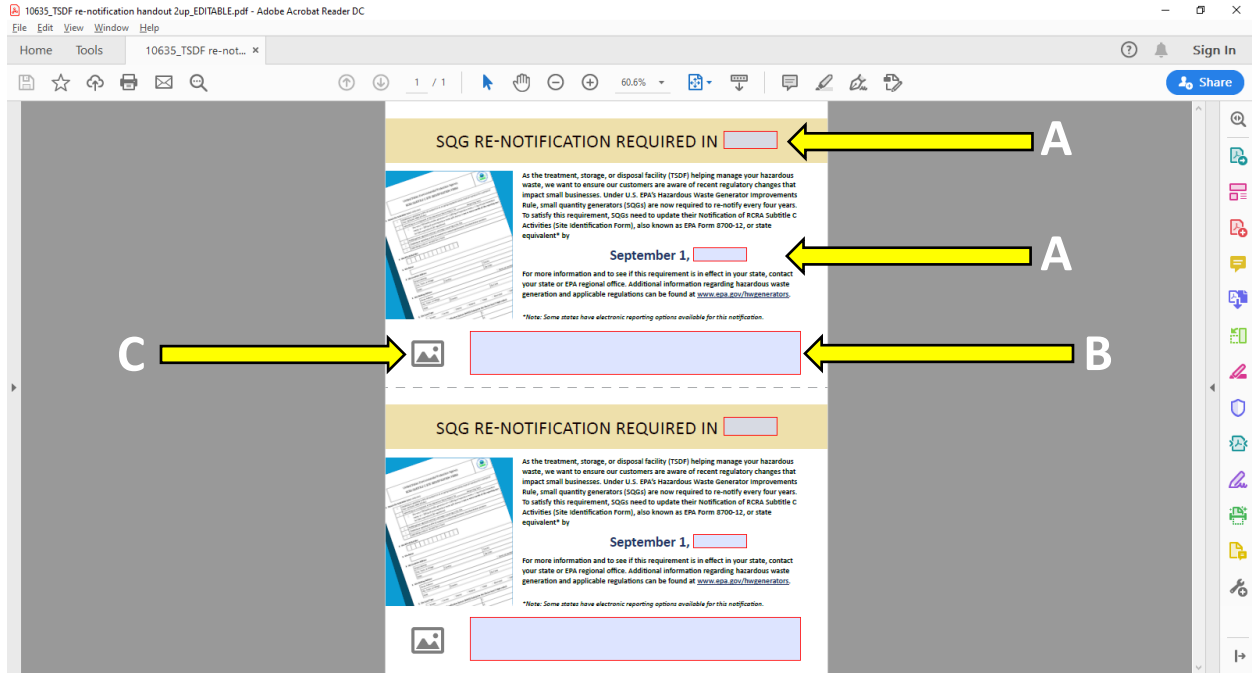
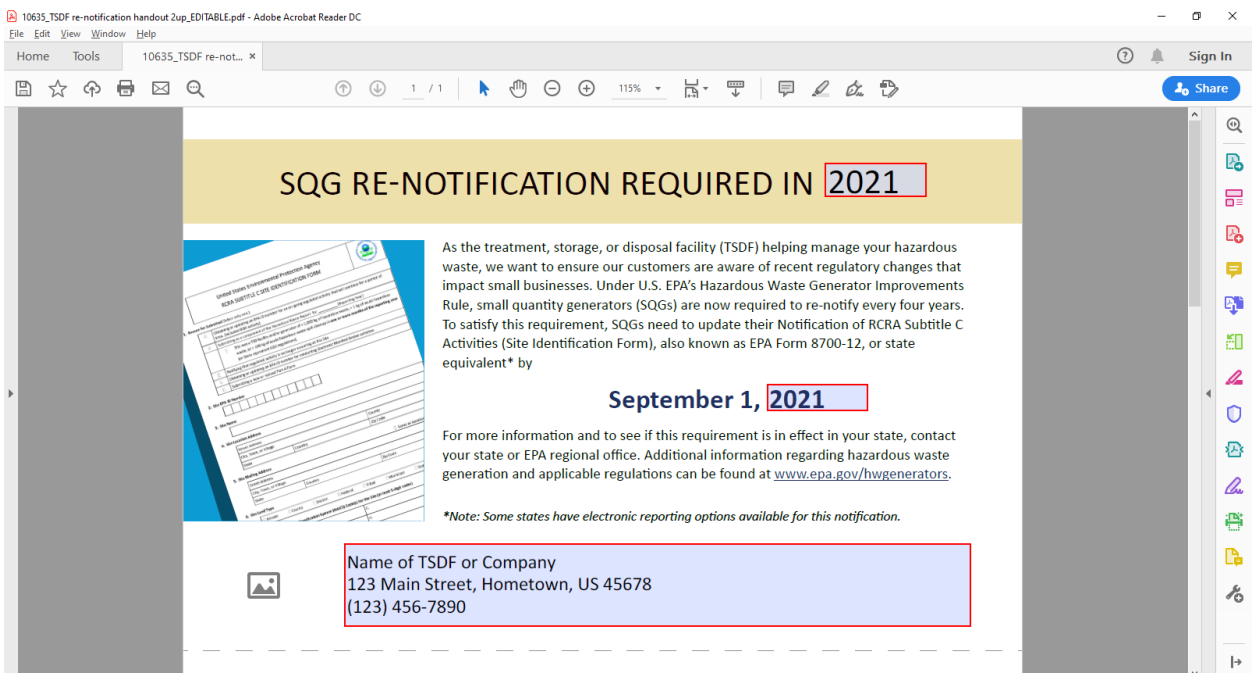


## Customizing the TSDF Re-Notification Handout

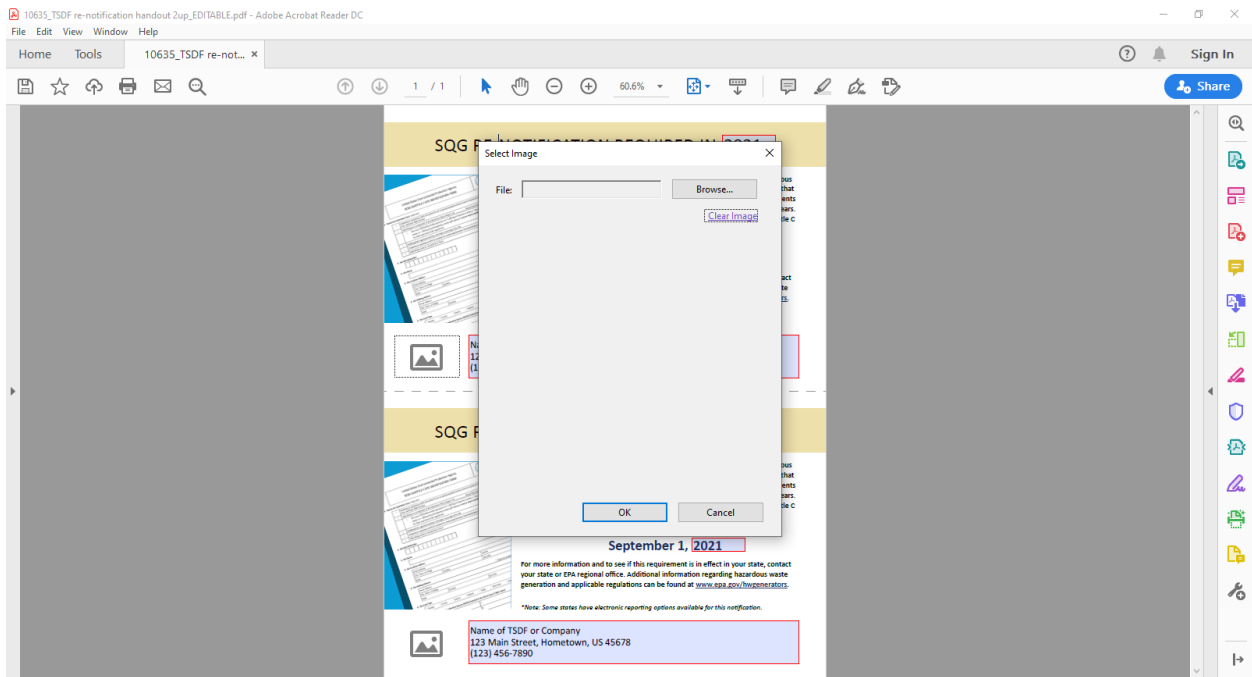
- When you open the editable PDF (see screen below), fields for customization will appear as:
  - Shaded boxes outlined in red for the re-notification year (A) appear in two places.
  - Shaded box for your contact information (B).
  - Photo icon for facility or company logo (C).



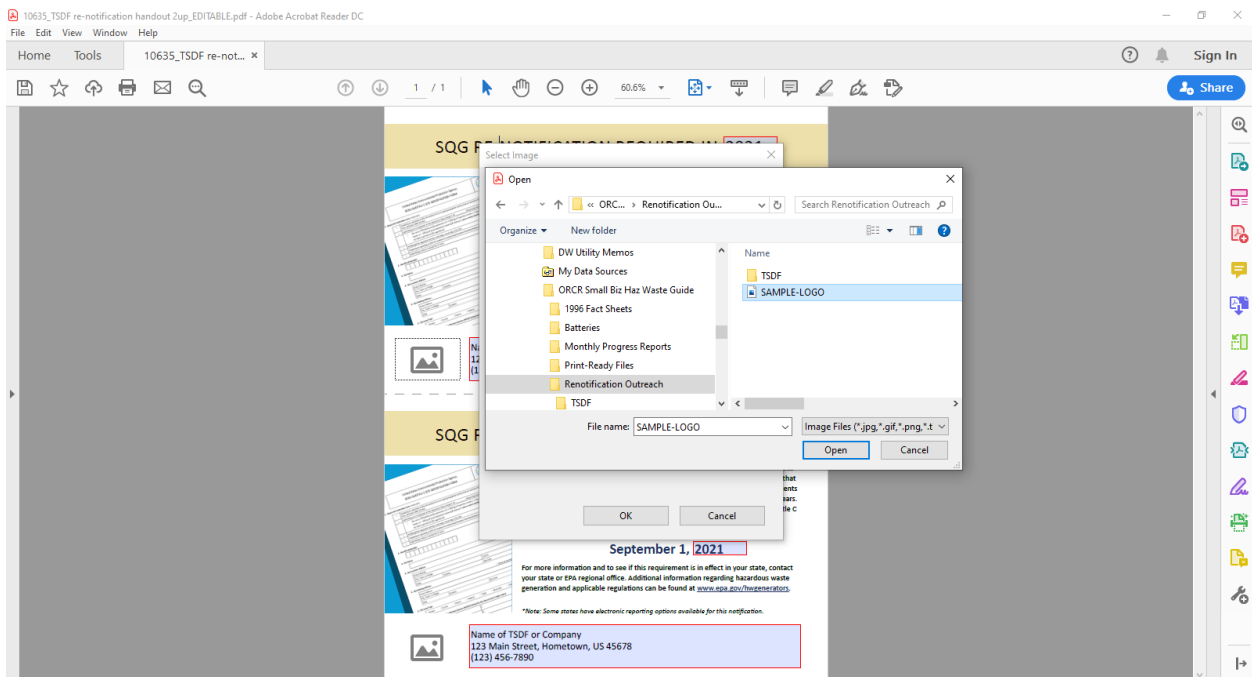
- As you complete fields for re-notification year and contact information in the upper half of the page, the same content will self-populate in the lower half once you exit those fields. The year will self-populate in both fields.



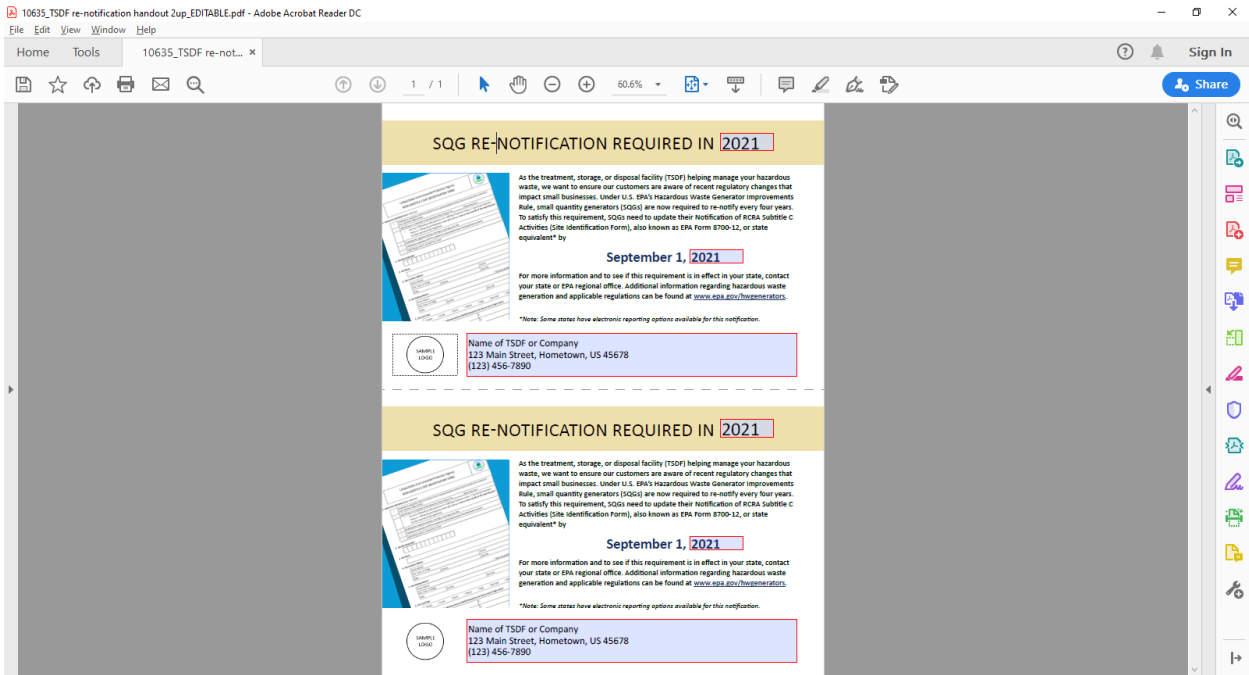
- To insert a logo, click on the photo image in lower left hand corner. A “Select Image” box will open (see below), allowing you to browse images on your computer.



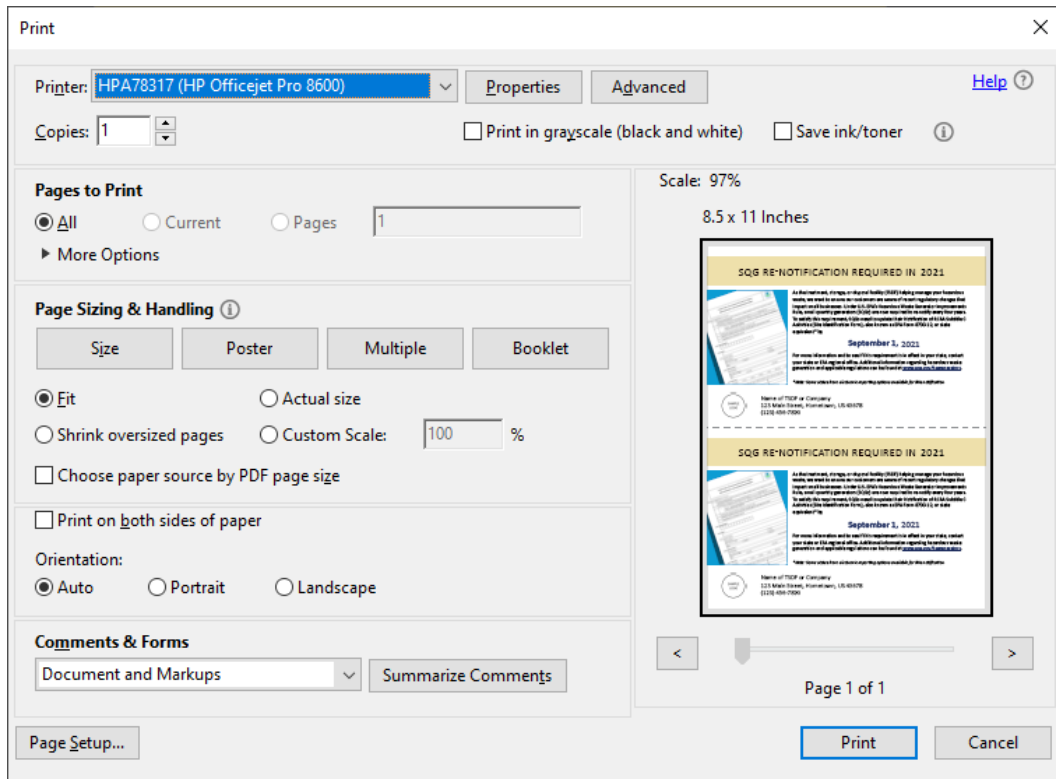
- Once you locate the preferred logo, select that file and click the “Open” button (see screen directly below). The logo should now appear in the PDF (see “example of completed handout” screen next page). As with re-notification year and contact information, the logo will self-populate in the lower half.



example of completed handout



- 5. Use the “Save” function on the menu bar to retain changes. As shown in “Print” preview screen below, the shading/red outlines will not appear when printed.



- 6. Print and cut along the dashed lines for individual handouts.

**NOTE: Because “year” is a customizable field, users can update the handout in later re-notification cycles (e.g., September 1, 2025).**