

Directions to Add Your Library Information on a fillable Poster

Size and choice of font is set and cannot be changed.

Poster Ancestry 1

1. Click on the link to the “Fillable version” - **ancestry1a-fillable.pdf**
2. The PDF will open in Adobe Reader. If you cannot open it, get the Adobe Reader here (<http://get.adobe.com/reader/>). More than likely you already have the Adobe Reader to access documents from the web.
3. Once opened in Reader, put your cursor in the space below the list of tools and the photo of the woman. (You may or may not see a light blue box depending on your computer and software). Click and start to type your library name, hit return for address, etc. Keep hitting return until you have put in the information listed below. Add as much or as little as you want but be aware that the size of the fillable area is restricted.
 - a. Library Name
 - b. Library Location Address
 - c. Town, City, Zip
 - d. Library Phone
 - e. Library Website
4. In the blue area to the right of where you just added your address, there is a space to write your hours. Add the days and hours you are open.
5. Go to the top of the page when done and click the “Print” button”.
6. If you are not satisfied, use one of the other available formats: generic message or the blank copy and write in your information (or use your computer to print your information on a label and place that in the blank space).
7. Still stuck? Email ellen.wood@maine.gov.

Poster Ancestry 2

1. Click on the link to the “Fillable version” - **ancestry2a-fillable.pdf**
2. The PDF will open in Adobe Reader. If you cannot open it, get the Adobe Reader here (<http://get.adobe.com/reader/>). More than likely you already have the Adobe Reader to access documents from the web.
2. Once opened in Reader, put your cursor in the blank white space, clicking below the orange text and to the left of the photo of children. (You may or may not see a light blue box depending on your computer and software). Start to type your library name, hit return for address, etc. or whatever you wish to write. Add information like suggested above for poster 1 or add as much or as little as you want but be aware that the size of the fillable area is restricted.
3. Go to the top of the page when done and click the “Print” button”.
4. If you are not satisfied, use one of the other available formats: generic message or the blank copy and write in your information (or use your computer to print your information on a label and place that in the blank space).
5. Still stuck? Email ellen.wood@maine.gov.