

Important Information Regarding Policymaker Fact Sheets

PLEASE NOTE: EVEN IF YOU ARE NOT USING THE FACT SHEET WITH BLANK SPACE FOR LOCAL INFORMATION, YOU MUST STILL CUSTOMIZE THE FACT SHEET WITH YOUR ORGANIZATION'S CONTACT INFORMATION AND LOGO.

The document called "***Fact Sheet for Policymakers***" has space for you to add your organization's logo and contact information.

The document called "***Fact Sheet for Policymakers w space for local information***" has space for you to add your organization's logo and contact information AS WELL AS additional content related to efforts underway in your local community to support infant and early childhood mental health.

Directions to customize the PDFs:

1. Open PDF document in Adobe Acrobat.
2. Go to the 'Tools' tab and click 'Edit Text & Images' OR go to 'View > Tools > Content Editing > Open.
3. ADD YOUR LOGO – Click 'Add Image' then browse your computer to select logo file. The file must be .png or .jpeg or another type of photo file. Vector files (.ai - .pdf - .eps) will not work. Select a high-resolution version of the logo for best print quality.
 - Once you select the logo file, you will see a darkened image of your logo attached to your mouse cursor. Click the spot on the file where you want to place the logo.
 - The logo will now be embedded in the document with a box around it. Once placed, you can move the logo or scale it to fit the document.
4. ADD LOCAL CONTACT INFORMATION – Click 'Edit Text & Images' and click inside the contact info text box. Highlight all of the placeholder/sample text and type in your contact information. Use the right panel to edit the text size, color, font, etc. as needed.

For those using the "***Fact Sheet for Policymakers w space for local information***":

FILL IN 'SPOTLIGHT ON OUR COMMUNITY' -- Click 'Edit Text & Images' and click the area under the section header 'Spotlight on Our Community.' This will create a text box that you can size to fit the area. Within the text box, type out the information about efforts in your community to support social-emotional development and infant/early childhood mental health. Use the right panel to edit the text size, color, font, etc. as needed.