



How to Customize Minnesota Housing Marketing Materials

Step 1. - Select and save a template

- Browse the selection of templates for marketing materials.
- When you find a template that you would like to use (you can use as many as you wish), click on the link to open the template in Adobe Acrobat.
- Save the template by clicking on "File", "Save As", then browse to a folder on your hard drive where you want to save the file, and save.

Step 2. - Customize the template

- Open the saved file in Adobe Acrobat.
- Type in your contact information in the designated form area. You may want to include your organization's name, address, phone number, e-mail address, or website.
- It is important that you also add any disclosures required by your institution in this area, such as the Equal Housing Opportunity Graphic (see [Terms of Use](#)). This particular graphic is available from the U.S. Department of Housing and Urban Development at <http://www.hud.gov/library/bookshelf11/hudgraphics/fheologo.cfm>.
- Confirm that all information fits within the designated customization area.

Step 3. - Print

- Materials are 300 DPI resolution and copies can be printed on your office printer. For best results, use a copy service to make copies from your hard copy or electronic file, by printing either one color (black) or 4-color process.
- Please note that all 4-by-9-inch brochures must be printed by a professional printing shop that can output double-sided, four-color copies and have the ability to trim and fold the brochure to its intended size.
- Templates may be printed in color or black-and-white.
- You may print an unlimited number of copies of these materials.
- For best results, use white coated stock paper.

(*All templates are designed to work with Adobe Acrobat Version 9.0.)

Need Assistance?

If you need assistance in the customization of these materials, please contact Stacy Bray at 651.296.8276 or stacy.bray@state.mn.us.