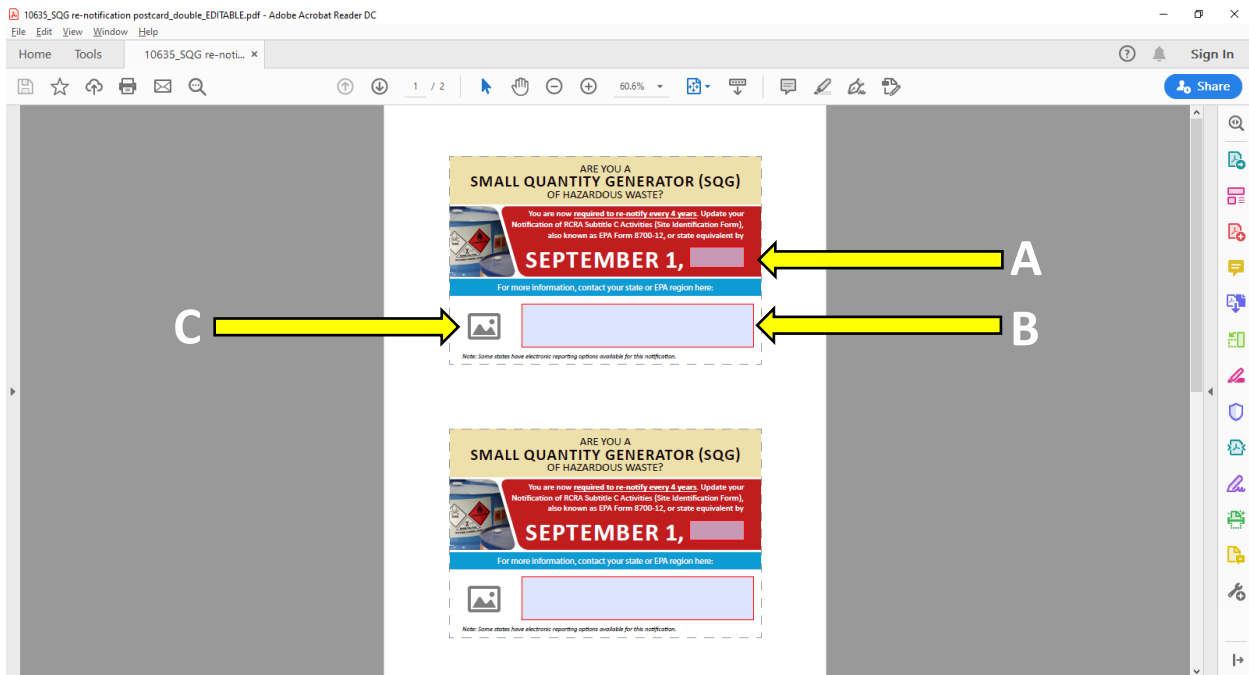# Customizing the SQG Re-Notification Postcard

1. 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) and your contact information (B).
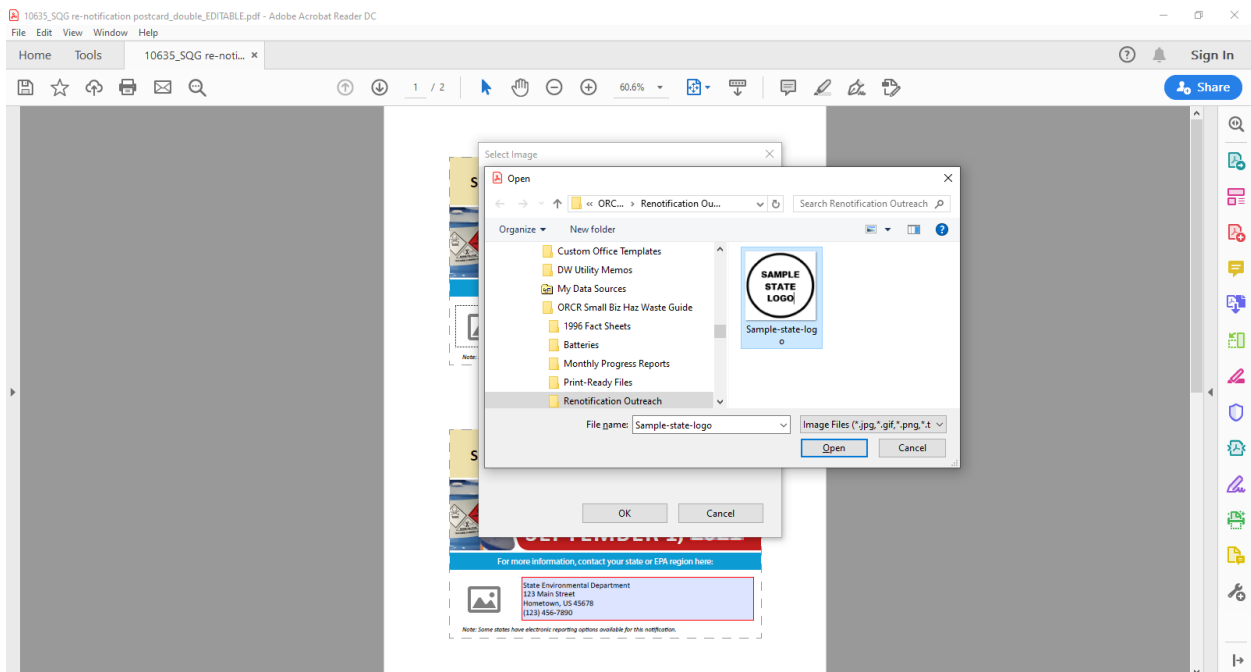   - Photo icon for state seal or department logo (C).

2. As you complete the 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.
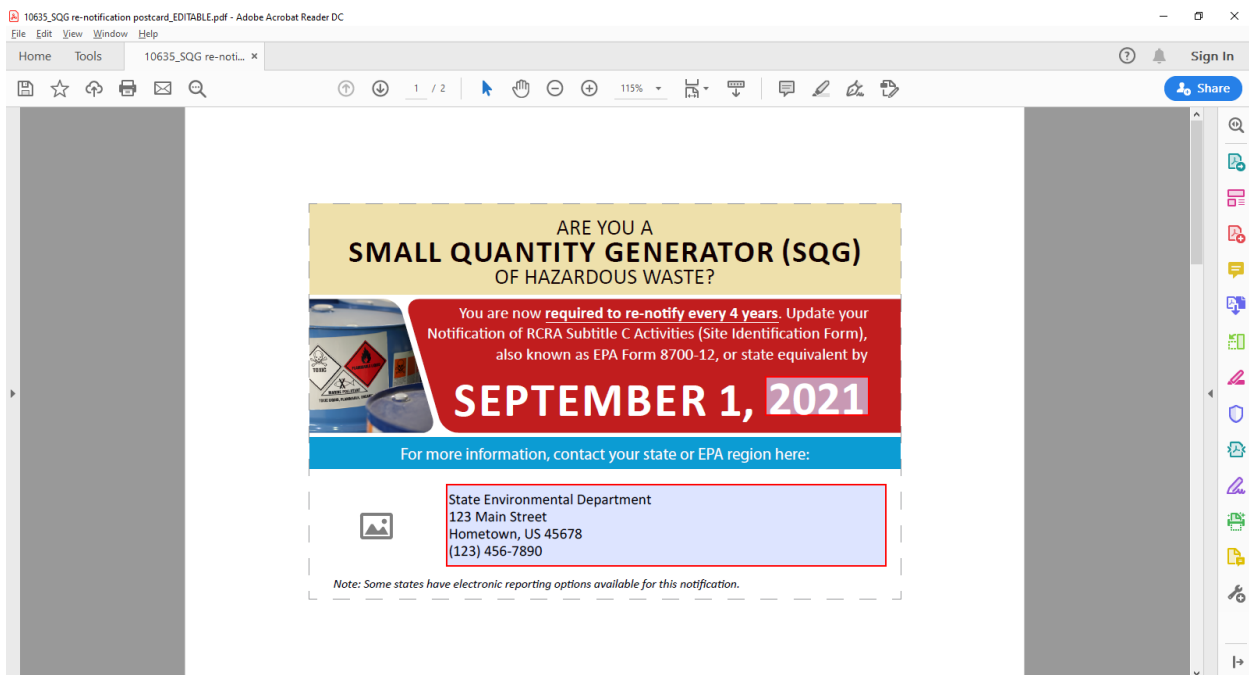
3. To insert a state seal or department logo, click on the photo image in lower left hand corner. A "Select Image" box will open (see below), allowing you to browse images on your computer.
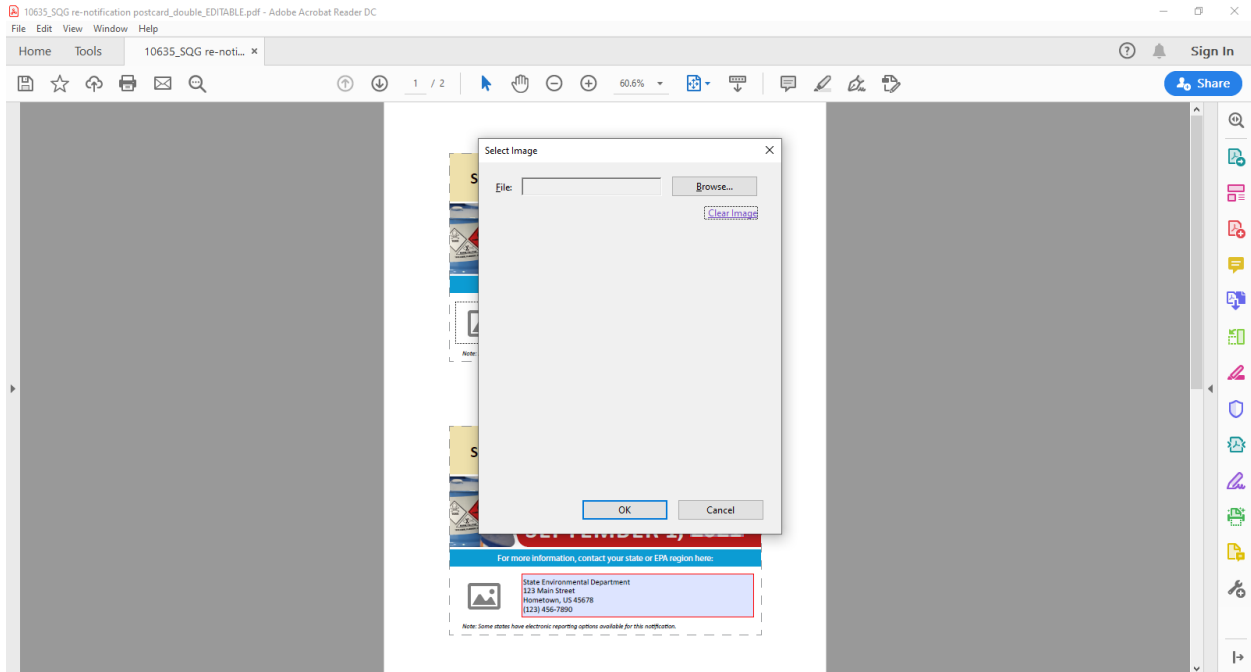

4. Once you locate the preferred graphic, select that file and click the "Open" button (see screen directly below). The graphic should appear in the PDF (see "example of completed postcard" screen next page). As with re-notification year and contact information, this field will self-populate in the lower half.
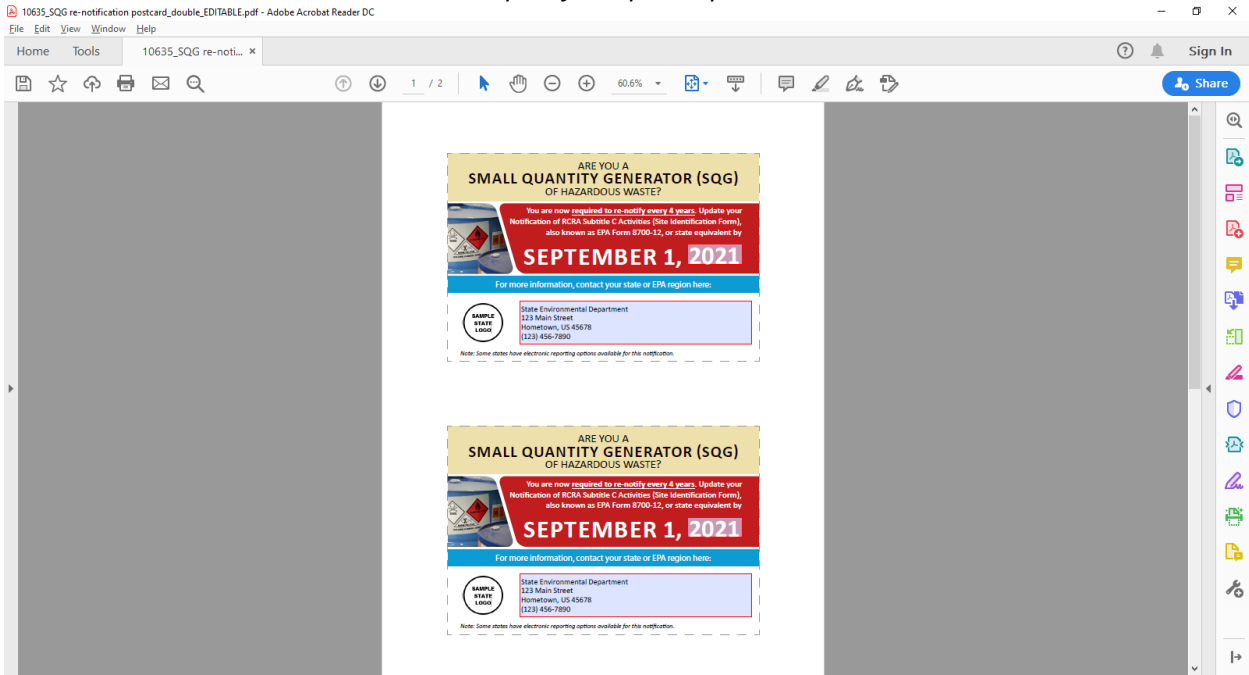
5. Use the "Save" function on the menu bar to retain your changes. As shown in "Print" preview screen below, the shading/red outlines will not appear when printed.
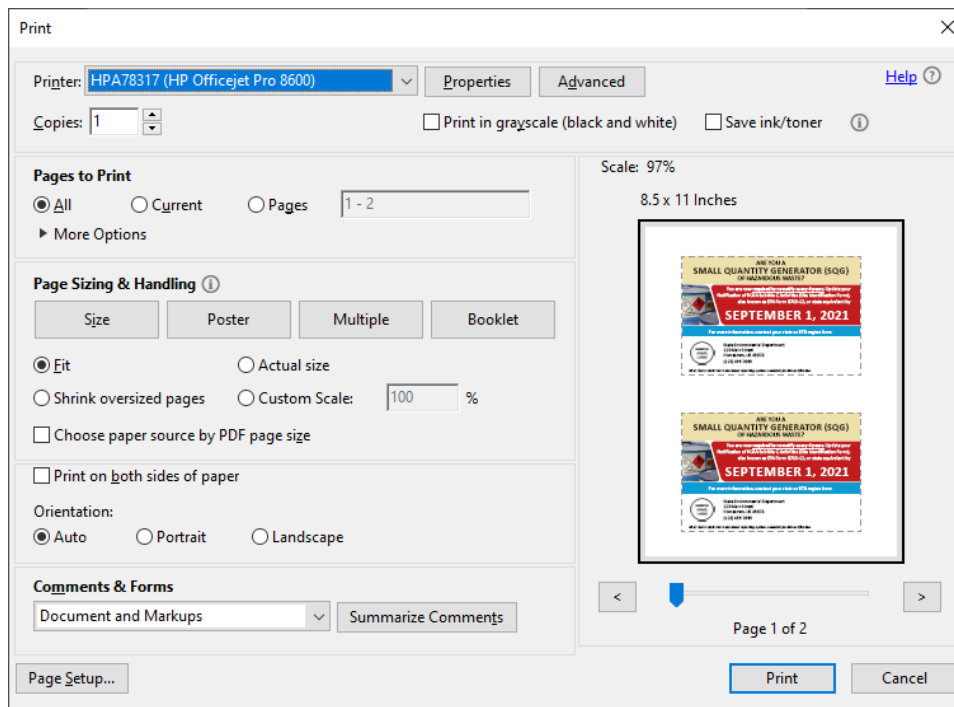
6. Print the postcard on both sides of card stock-weight paper (typically 80 lbs), then cut or trim along the dashed lines for individual postcards.

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