SCHOOL REPORT CARD / Editable Files Instructions

PDF

Please open the .pdf file in **Adobe Acrobat Pro**, if you only have **Adobe Acrobat Reader** that is okay too, but some restrictions will apply.

Certain fields are editable, to highlight them press the button in the top right "**Highlight Existing Fields**", this will highlight the fields for you but won't print.

The document is currently filled with placeholder text to show you how the document could look. You can click into each **text field** and change the text as necessary.

Please try not to copy and paste, but if you do, make sure you copy **plain text**, otherwise some unwanted formatting from the original document might appear in your PDF. To get plain text you can copy your text into notepad/notes first and then into the PDF.

If you would like to **format text**, select the part you would like to edit, **right click** and select required option under "**text style**".

The font used is Arial in 11pt.

The **goals section** under different learning areas are formatted in a particular fashion. In order to keep this formatting, please keep the bold text untouched, and **only replace the answer part** of the sentence.

To insert images, please click where indicated, then click "browse" in the pop up window. In **Acrobat Pro** you can select images in **different file formats (jpg, png, etc.)**, see drop down menu. In **Acrobat Reader** you are restricted, all your images need to be in **PDF** format to enable adding them to the document.

Please resize your **portrait** images to: **583 X 812 pixels**, and your **landscape** images to: **1140 X 822 pixels**. This will ensure that images are in the right proportions to fill the image frame and will come out clear when printed.

At the end **please check** that **no placeholder text is left** in the document, **all images are replaced** and **your school logo is inserted**.

MS Word

Please open the .docx file in **Microsoft Word**.

This file is very flexible and allows for a lot of customisation.

The **background** seems greyed out but will print/save as PDF in **full colour**. Some elements are placed in the header/footer to be secured on the page.

The document is currently filled with placeholder text to show you how the document could look. You can click into each **text field** and change the text as necessary.

The font used is Arial in 11pt.

The **goals section** under different learning areas are formatted in a particular fashion. In order to keep this formatting, please keep the bold text untouched, and **only replace the answer part** of the sentence.

To insert images, please **right click** where indicated and choose "**change picture**". When placing pictures make sure that no text remains hidden behind it.

At the end **please check** that **no placeholder text is left** in the document, **all images are replaced** and **your school logo is inserted**.