

Thanks for downloading Tournament in a Box! We hope our themes help make your Secure Code Warrior® journey a little more colorful. Most of the files are easy to edit and don't require any customization other than adding basic event information.

For the more creative types, we've also gone through how to customize the different file types.

What you'll need for customization:

- Your company logo(s)
- Any of the editing tools mentioned here or one with similar capabilities
- Time and patience

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## Fillable PDF Posters and Certificates

We'll start with these because they're simple. You'll find them in the folders clearly marked with "Fillable" in their name.

These PDFs have fillable text fields as highlighted in the example below so all you have to do is fill out the information using your favorite PDF tool. (Adobe Acrobat, Lumin PDF, DocHub, Microsoft Edge, etc.)

Once filled out, you can save a copy for printing or digital sharing.



## Customizing a PDF Poster or Certificate

If you, or your organization, have the full version of Adobe Photoshop or Acrobat Pro DC, you're in luck; it'll be easy to customize the PDF posters and certificates.

### Editing PDFs in Adobe Acrobat

1. Open the PDF file in Acrobat Pro
2. Click **Edit PDF** from the sidebar options

#### **Adding Text**

- From the top toolbar, click **Add Text** to create a new text box
  - Type the desired information
  - Reposition the text box into place if needed
- Note:** You can fill out the pre-designed text fields when you're in Edit PDF mode

#### **Adding Images**

- From the top toolbar, click **Add Image**
- Find and insert your company logo
- Resize the logo if needed and then drag it into place on the image

3. When you're done editing, click **File**, then **'Save As...'** to make a new copy of the PDF for printing or digital sharing.

## Editing PDFs in Adobe Photoshop

1. Open the PDF document in Photoshop. If it's your first time opening a PDF in Photoshop, make sure it's importing the document in color. (RGB 8-bit is fine for this)

You'll notice the fillable text fields are gone. Photoshop does not preserve these, but that's okay!

### **Adding Text**

- Using the **Horizontal Type** tool (Keyboard shortcut 'T') click where you'd like to add text, select a font and type the desired information
- While typing, you can move the text around by clicking outside the text box and dragging it into place
- To change font size, highlight the body text and select or enter a new font size in the top menu and hit **Enter/Return**
- To change font color, highlight the body text, click the color swatch in the top menu, choose a new color, then click **OK**
- Click the **checkmark** in the top menu to set the text (it'll still be on its own layer)
- To reposition text after it's been set, use the **Move** tool (Keyboard shortcut 'V') to drag it into place
- To edit text after it's been set, use the **Type** tool ('T') and click directly on your text to re-open it for editing

### **Adding Images**

- Find your company logo and drag it onto your existing image to add it as a new layer
- **Right-click** on your new logo layer and select "**Convert to Smart Object**" from the options (Some versions of Photoshop do this automatically, but always check.)
- To resize the logo without resizing the whole image, hit **Ctrl+T**, click one of the transformation box corners and drag to resize
- Use the **Move** tool (V) to reposition of your logo

2. Once everything is perfect, click **File**, then "**Save As...**" and choose the desired file type (PDF or PNG for print, PNG or JPG for digital sharing)

**Note:** You can save the file as a Photoshop PDF, but it won't be layered or editable like a fillable Acrobat PDF would. It just becomes a flat PDF poster, so save the Photoshop PSD file separately to keep all the layers for future editing.

If you don't have Adobe Creative Cloud access, check with your organization's marketing or graphic design team. If that's not an option, we've got more tips below.

## Customizing PNG Images

PDF files may not work for everyone so we've included PNG images for each item.

These can be customized in a range of programs, like Photoshop, Gimp, or even simple things like [Canva.com](https://www.canva.com), Microsoft PowerPoint or Google Slides.

### Editing PNGs in Adobe Photoshop

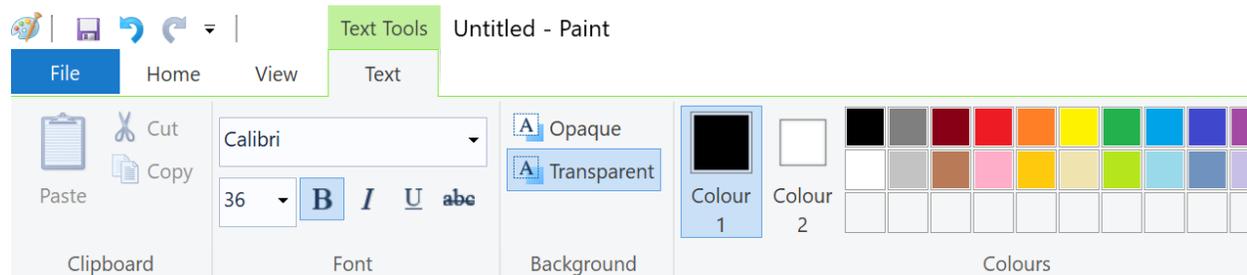
Follow the same instructions listed above in the ['Editing PDFs in Photoshop'](#).

### Editing PNGs in Microsoft Paint

1. Open the image you'd like to customize in Microsoft Paint.

#### **Adding Text**

- Select the **Text** tool (It appears as an uppercase 'A')
- Create a text box large enough to cover the area you'll be typing in
- Make sure **Transparent** text is selected so there's no background behind your text
- Choose a font and type the desired information, but don't click anywhere else...
- To change font size or color, select all the text and choose a new size or color
- Reposition the text carefully. If you click outside the text, it will be permanently set on the canvas and you'll have to **Undo** and start again. (Paint is unforgiving)



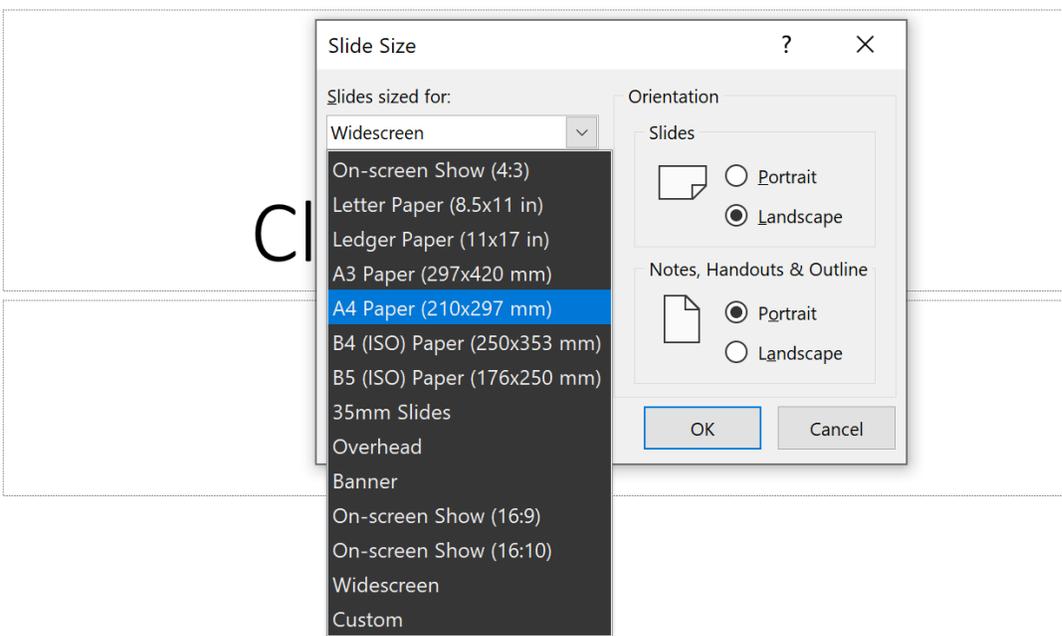
#### **Adding Images**

Unfortunately, there isn't a super-quick and simple way to add an additional transparent logo to an image in MS Paint.

**Note:** The file should save as a PNG by default but double-check to be sure. JPEG quality in MS Paint is usually quite low.

## Editing PNGs in Microsoft PowerPoint

1. In PowerPoint, click **'Design'** in the top toolbar
2. From the Design menu, click **'Slide Size'** then select **'Custom Slide Size...'**
3. Choose between **Portrait** or **Landscape** orientation
4. From the **'Slides sized for:'** dropdown menu, choose the required size or enter custom dimensions



5. Go to **'Insert'** and click **'Pictures'**, then add the Tournament in a Box image you'd like to edit

**Note:** Images may need to be resized as we left room for printing, just re-center the image when done

### **Adding Text**

- From the **'Insert'** menu, use the **Text Box** tool to add text as normal

### **Adding Images**

- From the **'Insert'** menu, select **'Pictures'** to add your company logo to the current slide

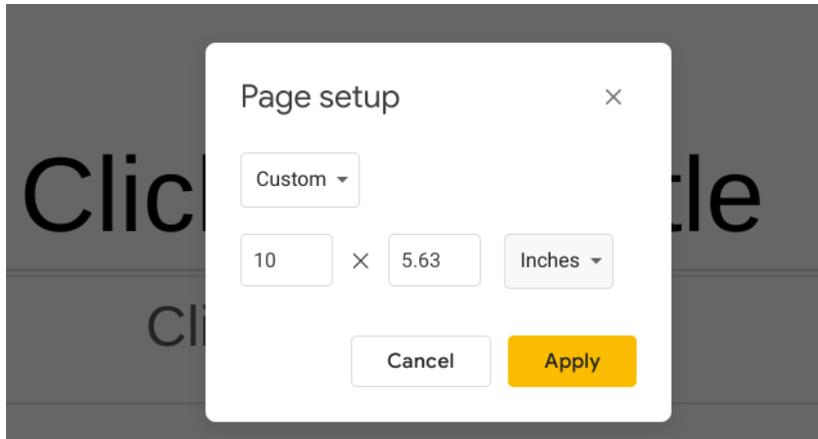
6. When you're done, click **'File'** then **'Save As'** then save as an image (PNG or JPG) or as a PDF.

**Note:** Keep the PowerPoint file as well, just in case you need to edit details later.

## Editing PNGs in Google Slides

Similar to PowerPoint, but you need to know the image dimensions first.

1. In Google Slides, go to **File** and click '**Page Setup**'



2. Choose '**Custom**' and select a **unit** of measurement

3. Enter the dimensions of the image you will be editing, then click '**Apply**'

- For portrait orientation, enter dimensions in this order: Width x Height
- For landscape orientation, enter dimensions in this order: Height x Width

4. Go to '**Insert Image**' and select the desired poster from its saved location or folder

5. Resize the poster to fit the width of the presentation

### **Adding Text**

- Click the '**Textbox**' and add as you normally would

### **Adding Images**

- To add a logo or other image, just click '**Insert Image**'

6. When you're done editing, go to '**File**' then '**Download**' and select a file type. (PDF or PNG recommended)

## Editing PNGs in Canva

If you or your company have access to [Canva](#) (a web-based graphic design tool) it can make things really simple. You can create a free account to use for all future Tournament in a Box customization.

1. Login and click on **'Uploads'** in the sidebar menu

**Note:** If you don't see **'Uploads'** right away, click on **'Folders'** as **'Uploads'** might be hiding in there. After clicking on it once, it should show up in your sidebar menu regularly.

2. From the **'Uploads'** page, click the **'Upload'** button on the top right to start adding images

### **Things to upload:**

- All blank Tournament in a Box PNG posters, certificates, and social graphics (PDFs not accepted)
- Your company logos (preferably with a transparent background)

3. After uploading is complete, click on the image you'd like to edit, then click **'Use in a Design'** to go to the editing screen

### **Adding Text**

- From the sidebar menu, click **'Text'** and choose a style option (**Add a Heading** is fine)
- Select a font type the desired information (you can go back and edit later)
- Change font color and size if needed, then drag it into place on your image

### **Adding Images**

- From the sidebar menu, click **Uploads** to see your recently added images
- Click on an image or logo to place it directly onto your design
- Resize and move the logo around as needed

**Note:** All images and text added to your design will be on separate 'layers' so you can always edit later

4. Once you're done editing, click the **'Download'** button  on the top right of your screen (next to **Publish**) to download the final image.

**Note:** By default, it will remain a PNG file, but you can change it if desired before downloading. You can always go back and edit the image later if needed. It will be found in **'All your designs'** on the sidebar menu of the home page.