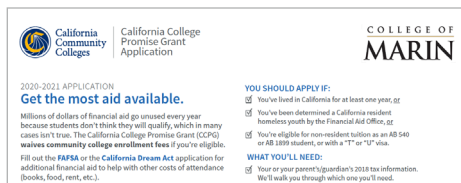
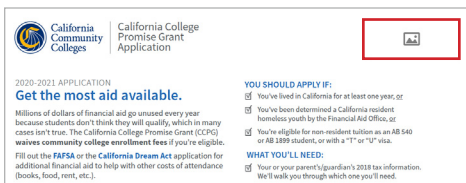


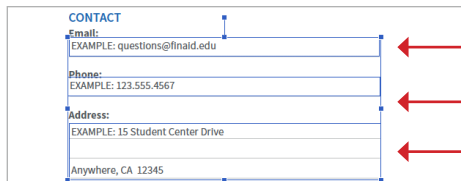
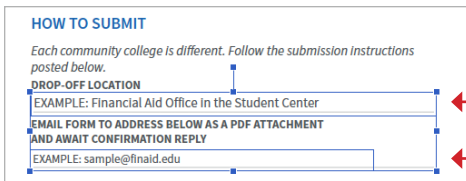
# California College Promise Grant PDF Customization Instructions

To customize the California College Promise Grant **PDF**, please follow the steps outlined below:

- **Digital files:** Access digital files of the CCPG application [HERE](#).
- **Insert logo:** Insert either a .jpg or .png version of your college's or district's official logo that is approximately 145 pixels wide x 45 pixels tall in the top right corner of page 1. Click the “add image here” icon [inside red box in example below] and insert the logo file.



- **Update submission instructions:** In the “How to Submit” section on page 2, space was left below “Drop-off Location” and “Email form...” to add a specific location and/or email address where the application can be dropped off or electronically sent. In Acrobat, go to Tools>Edit PDF and then “Add Text” to create a textbox where you can enter the necessary information. Repeat steps for adding text box with an email address below.



- **Update contact information:** Follow the same steps for the CONTACT section and provide your college's Financial Aid office information including email address, phone number and physical address by adding three separate text boxes.
- **Save file:** Once all the additional information has been added, go to File>Save As and save a customized and shareable version of your application. The remaining applicant form fields will still remain active when shared.
- **Verify the updated application's accessibility:** Use Adobe Acrobat Pro DC's Accessibility Checker and follow the steps outlined below:
  1. Open the PDF in the latest version of Adobe Acrobat Pro DC (currently 2020.009.20067).
  2. Click the Accessibility icon under the Tools Panel on the far right side.
    - If you don't see the Accessibility icon, click the “More Tools” icon at the bottom (the icon is a wrench with a plus sign). There you can scroll through all of the optional Acrobat Tools that you may use - click “Add” underneath “Accessibility” to add the checker to your Toolbar.
  3. After you click the Accessibility icon, select “Accessibility Check” which opens a dialogue pop-up box. Click “Start Checking” on the bottom. Any accessibility issues will be flagged and listed on the left. **Remedy all outstanding accessibility issues before making the new application available to students.**