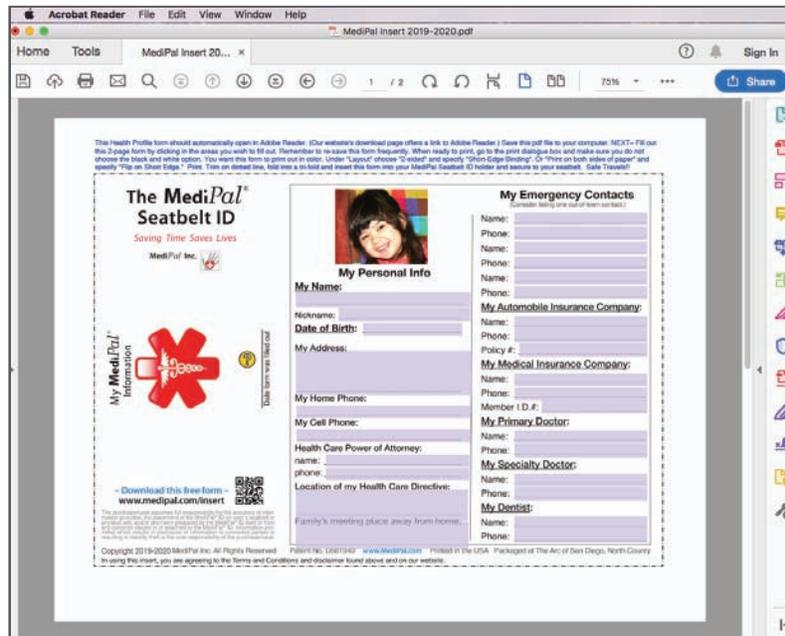


MediPal's Guide to Placing a Digital Image on Your Health Profile Form

(and Print it as a double-sided document!)



▶▶▶ Please note ▶▶▶

Not everyone has the same computer system or software version. You may find our directions are somewhat different than what you are seeing on your computer screen. To help as many customers as possible we have tried our best to guide you with generalized directions below, using the menu bar whenever possible, and avoiding unique MAC or PC shortcuts.

The **FAST** Guide to Placing a Digital Image

1. **Open** an image showing the face of the MediPal user that you wish to place on the Health Profile form.
2. **Select** and **Copy** the head and face portion to the clipboard.
3. With Adobe Reader up and running, **open the pdf** of the Health Profile form for the MediPal Seatbelt ID. Click on the top left "Tools" tab to locate and open the Stamp Tool.
4. Use the Stamp tool on the left to "**Paste**" your copied image to the designated image box on the pdf Health Profile form that is open in Adobe Reader. Resize and relocate the image until you are satisfied.
 - *** **Important***** **Save** your Health Profile form periodically as you fill in the remaining text information, or when you reopen this file to update information.
- 5a. and b. Scroll down to understand how to **Print** a pdf that contains a Stamp, as well as how to **Print** a double-sided document.

A More Detailed Guide to Placing a Digital Image is on the next page

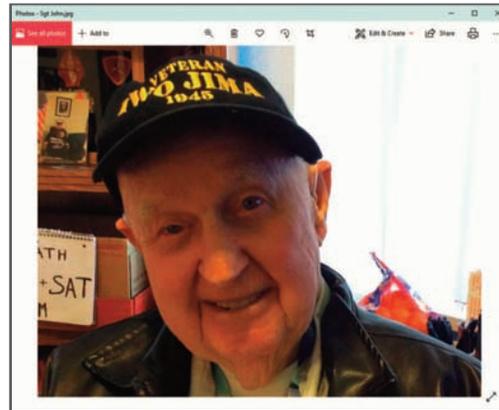
The Detailed Guide to Placing a Digital Image

1. Open an image showing the face of the MediPal ID user

***If you're familiar with the photo app you're working in, jump to step 2.

On a MAC we double-clicked an image of a little girl. It automatically opened in an app called "Preview".

On a PC we clicked on an image of an elderly gentleman. It automatically opened in an app called "Photos". (On Windows PC there is also a program that comes pre-installed called "Snipping Tool" that some prefer to work in.)



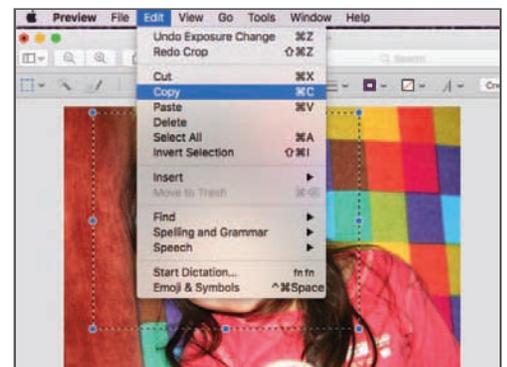
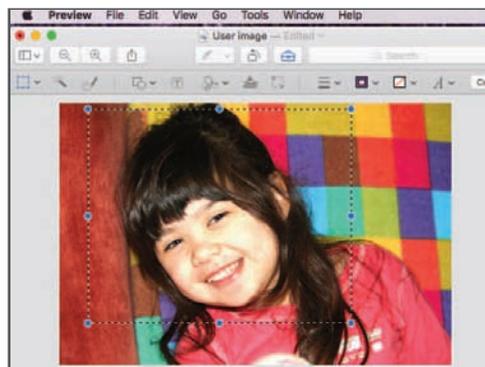
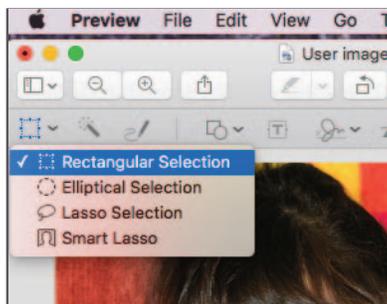
2. Select the head & face portion, Copy it to the clipboard

***If you know how to select a portion of your image and copy to the clipboard, jump to step #3.

(What is the "clipboard"? The clipboard, sometimes referred to as the pasteboard, is a special location in your computer's memory that temporarily stores data that was cut or copied from a document. This data can then be pasted to a new location. The clipboard will hold its information until you cut or copy something else, or log out of the computer.)

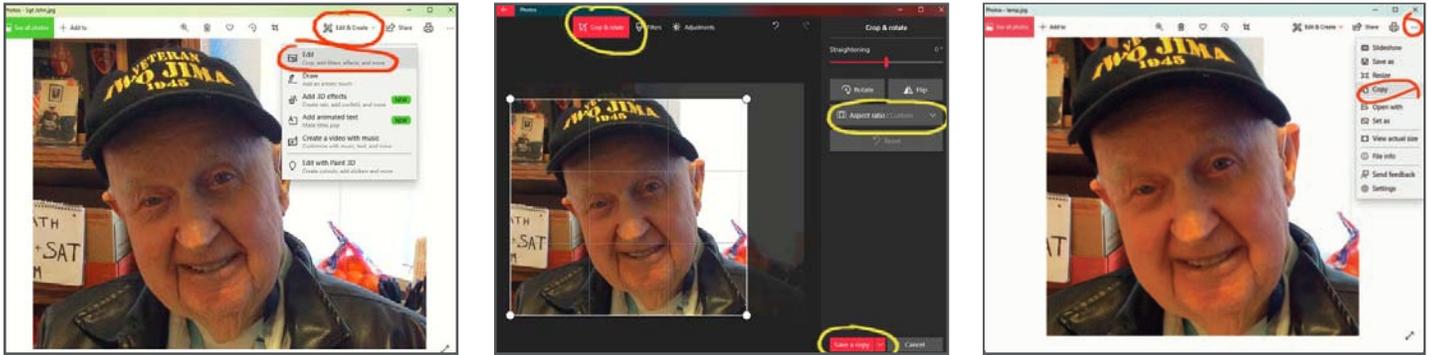
On a MAC: in the "Preview" app: use the cursor to Click-Hold-and Drag across the section of the image you wish to copy. With your selection made, go up to "Edit" and down to "Copy." You have just copied your selection to your computer's "clipboard."

TIP: If the default tool is not giving you a rectangular-shaped selection, click on the icon of the dotted square and choose the 'Rectangle Selection' tool. If this dotted square icon is nowhere to be found, go up to "View" and down to "Show Mark Up Toolbar." This will reveal the dotted square icon.



On a PC: in the “Photos” app, go to “**Edit & Create**” and click on “**Edit**”, and with “**Crop & Rotate**” selected, click on the images corner radials and drag the corners inward until you are satisfied with the cropped image area you wish to copy and paste. At this point you will need to Save your image (or Save a copy of it) before you can copy it to the clipboard. Once Saved, click on the small arrow in the top left corner to return to the main, or ‘home’ page.

TIP: If you find your image selection is constrained to a square during the cropping phase, click on “Aspect Ratio” and choose “Custom” to release any constraint on your image selection.



You have defined your selection and saved your image. Now to copy it. Reference the image on the right, above) On the “home” page, click on the **3 dots** (“...”) you’ll find over on the far upper right hand side, and scroll down to “**Copy**”. You have just copied this (cropped) image to the computer’s “clipboard.”

3. Launch Adobe Reader- Open the MediPal Health Profile form pdf file, and Open Adobe Reader’s Stamp Tools

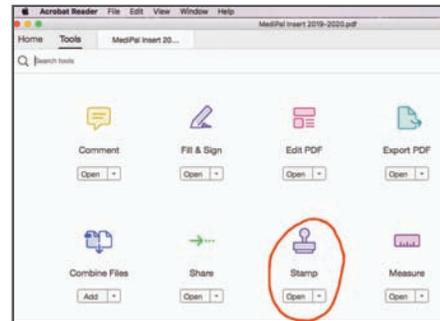
(If you do not have the free Adobe Reader app on your computer, you can **Download Adobe Reader** for MAC or PC here: <https://get.adobe.com/reader/otherversions/>)

Open the Adobe Reader app and go up to the “File” menu, then to “**Open**” and locate the pdf file of the MediPal Health Profile form that you have already downloaded onto your computer. Click “Open” to open the pdf. Alternately, clicking the pdf file may automatically launch the Adobe Reader app and open the Health Profile form.

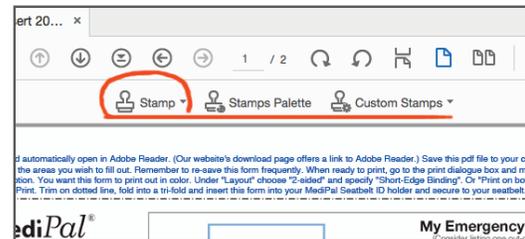
Next you’ll want to click on Adobe Reader’s “**Stamp**” tool. However, typically the “Stamp” tools are not displayed and you will need to open/reveal them. In the upper left area of this ‘Home’ page, click on the “**Tools**” tab.



On the “Tools” page many icons appear. Find and click on the one called “Stamp” to open/reveal it. (If you’re not automatically taken back to the “Home” page, click on the “Home” tab in the upper left, to return to the Health Profile form.)

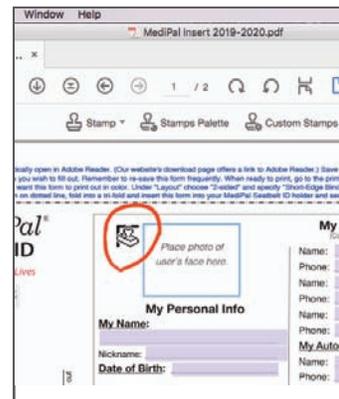


Back on the ‘Home’ page, you’ll notice you have just added some “Stamp” tools to the home page you’re working on.

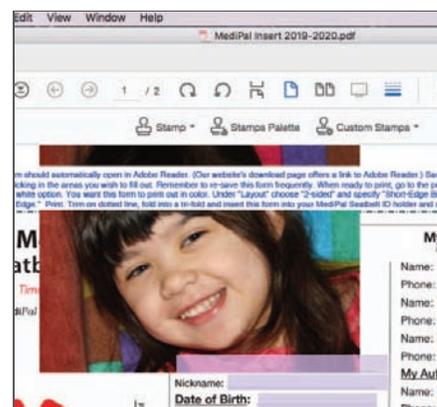


4. Place your image on your MediPal Health Profile form

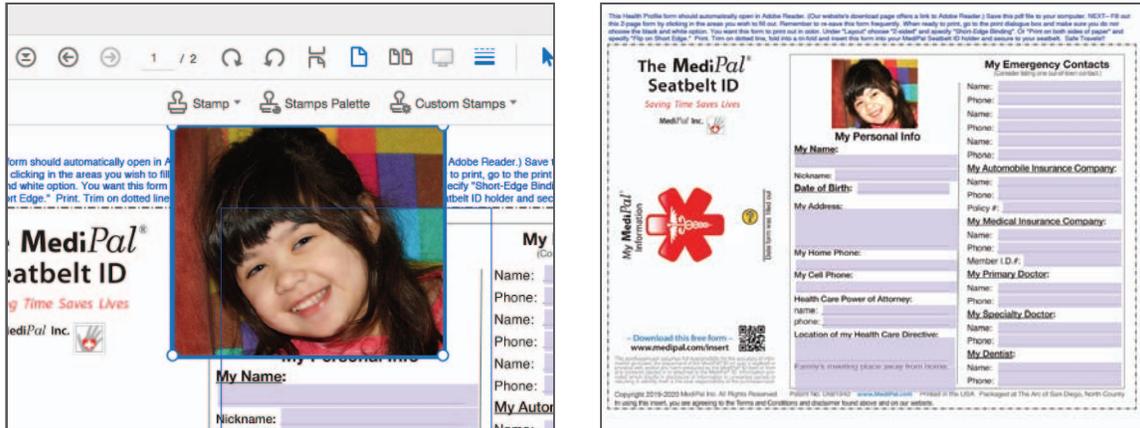
Click the “Stamp” tool on the left and scroll down and choose “Paste Clipboard Image as Stamp Tool”. Notice how the cursor has changed it’s shape. It is waiting to be positioned in a location on the form. Click once to place the image you previously copied to the clipboard.



There’s a good chance your image appeared too large, not positioned correctly, and perhaps some (non-printing) file text is laying on top. Not to worry.

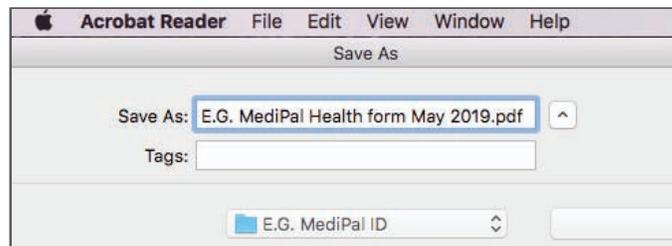


Click on your image to select it. You'll notice white radial nodes appear on all corners. Click-hold on one of these white nodes and drag inward toward the center of your image to reduce it's size. Continue to click-hold and drag the corners for sizing, and click on the image itself to reposition it until you are happy with its size and placement.



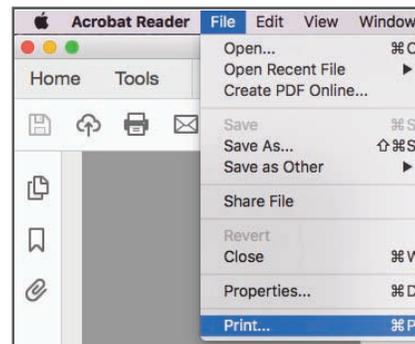
At this point we suggest **Saving** your document. Continue to **fill out the text boxes** on page 1 and page 2 of your Health Profile form and Save your Health Profile form regularly.

TIP- When naming your file, we suggest you include the day's date as part of the name. When updates to the form are necessary, a date identifier in the name can help ensure you are opening up your most recently saved Health Profile form.



5a. Print your Health Profile form

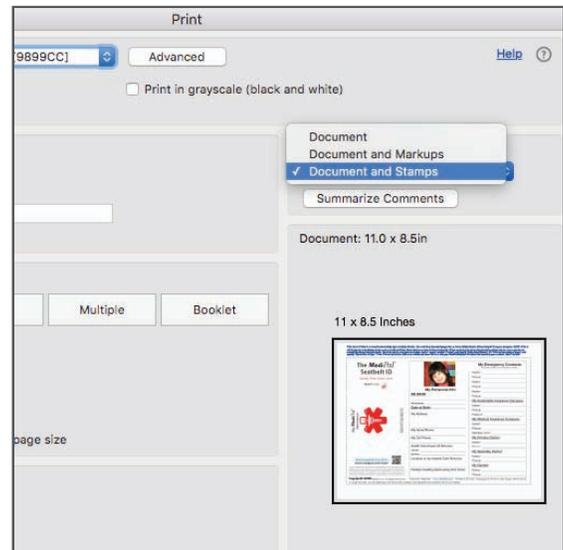
Go up to the top Menu bar, click on **“File”** and down to **“Print.”** A Print dialogue box opens.



THIS IS KEY:

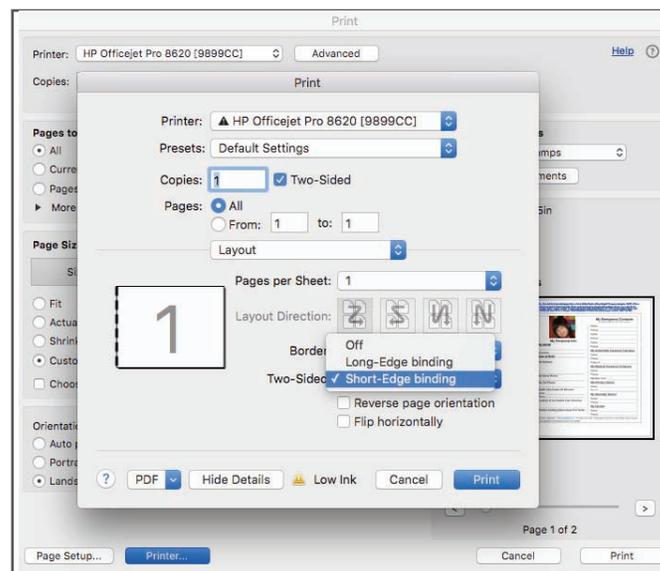
When you are printing a document from Adobe Reader that has a “Stamp” on it (in this case, the image you just placed), Adobe Reader requires you to select the tab “**Document and Stamps**” in the Print window, otherwise your image won’t print! To do this, look for the sub-title “Comments and Forms”, underneath it click on “Documents” and from the drop-down menu select “Document and Stamps”.

Also: Make sure the little check box “**Print in grayscale**” (see top/center of the Print window) is **Unchecked** because you want to print a color document. Make sure all boxes are marked according to the Print window image below.



5b. Printing a double-sided document *with both sides aligned*

Before leaving the Print dialogue box, if your printer is capable of printing a double-sided document, click on the “**Printer**” button located at the bottom of your Print window, and a second Print window will pop up, laying on top of the first. Check the “**Two-Sided**” box (or “Print on both sides of paper”) and specify “**Short-Edge binding**” (or “Flip on Short Edge”). Click “Print” and click “Print” again. Your file is over 2 megs and may take a bit of processing time to print. We hope you will be pleased with the results.



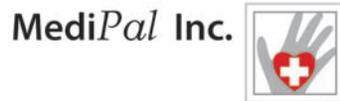
Let’s check it:

Hold your printed Health Profile form up to the light to verify that both front and back sides of your form are in relative alignment with each other. Next, **trim** your printed Health Profile form on the dotted line, **fold** into a tri-fold and **insert** your form into your MediPal Seatbelt ID holder with the emergency insignia visible through the clear window, and **secure** to your seatbelt.

For extra support on **printing a double-sided document** go here:
<http://helpx.adobe.com/acrobat/kb/print-double-sided-acrobat-reader.html>

Again, our directions are generalized for most computer systems. However, different systems, software versions and individual settings can require other ways to get the same results. We hope this guide has been helpful. Please feel free to email us with any questions or comments you have to support@medipal.com. Thank you for being part of the MediPal ID family.

Safe travels and the best of health to you and your entire family!!



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