

**ON THE RECORD**  
WE ARE CURRENTLY

WE ARE CURRENTLY  
**OFF THE RECORD**



## HOW TO UPDATE YOUR PHOTO:

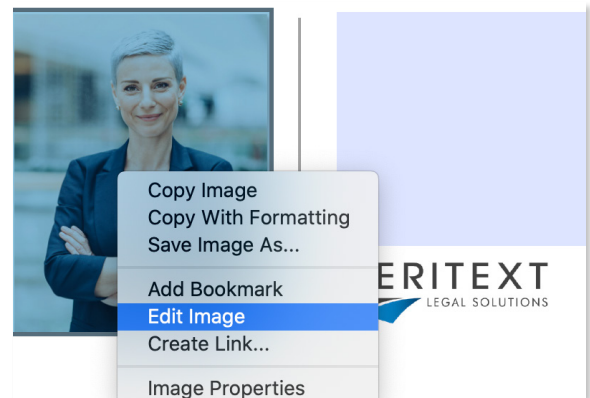
You must have Adobe Acrobat Pro or DC to insert your photo. If you do not have Acrobat Pro or DC you can use the alternative **On | Off The Record Template** provided at [www.veritext.com/remotereporter](http://www.veritext.com/remotereporter).



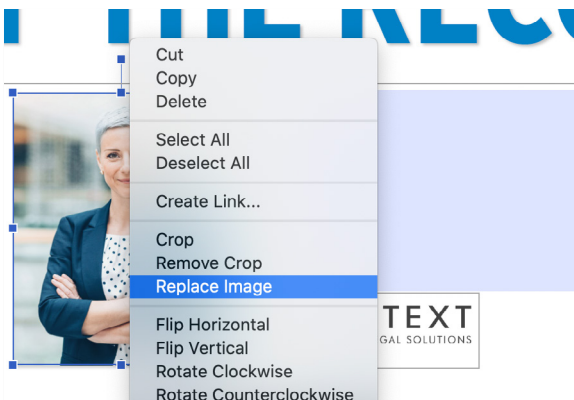
Open the PDF document and select the image so it is highlighted:



Right click and select "EDIT IMAGE." This will open your Adobe Editing Pane:



Right click on the image again and select "REPLACE IMAGE." Find a professional photo of yourself and Select OK:



Adjust the size of the image, if preferred. In the upper right hand corner select "CLOSE." Enter your information in the blue box to the right of your newly uploaded photo, SAVE, PRINT and use!

