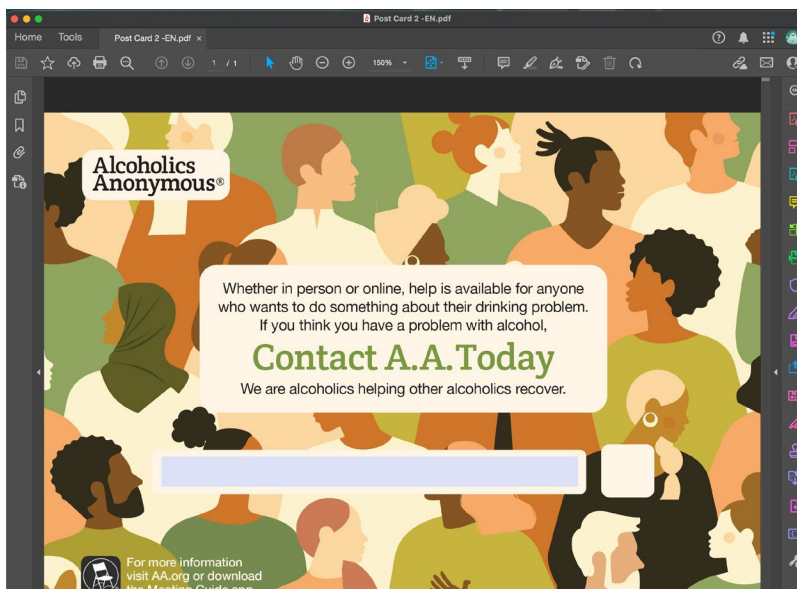


## How to Turn a QR Code into a JPEG and Place on Service Card

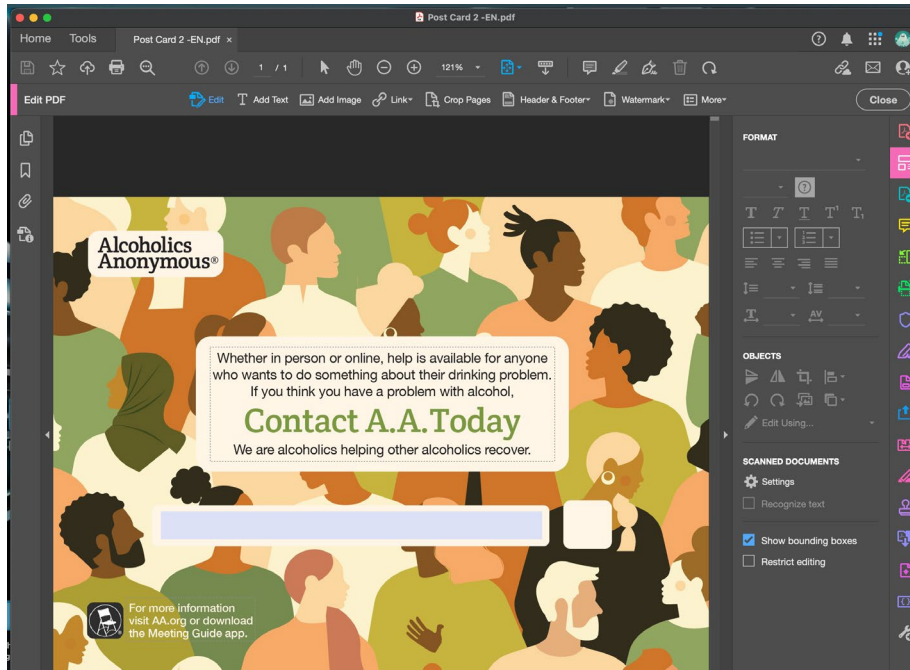
1. The easiest way to turn a QR code into a JPEG is to take a screen shot.  
If you are on a Mac, the keyboard command to take a screen shot is **COMMAND + SHIFT + 4**. If you are on Windows, the keyboard command is **WINDOWS + SHIFT + S**.
2. Once you use the keyboard command, a crosshair icon like the one below will appear. Drag it over the QR code and it will take a photo of it and place it on your desktop.  
  
2a. Please note the JPEG version of the QR code will just be Titled “screenshot” on your desktop.



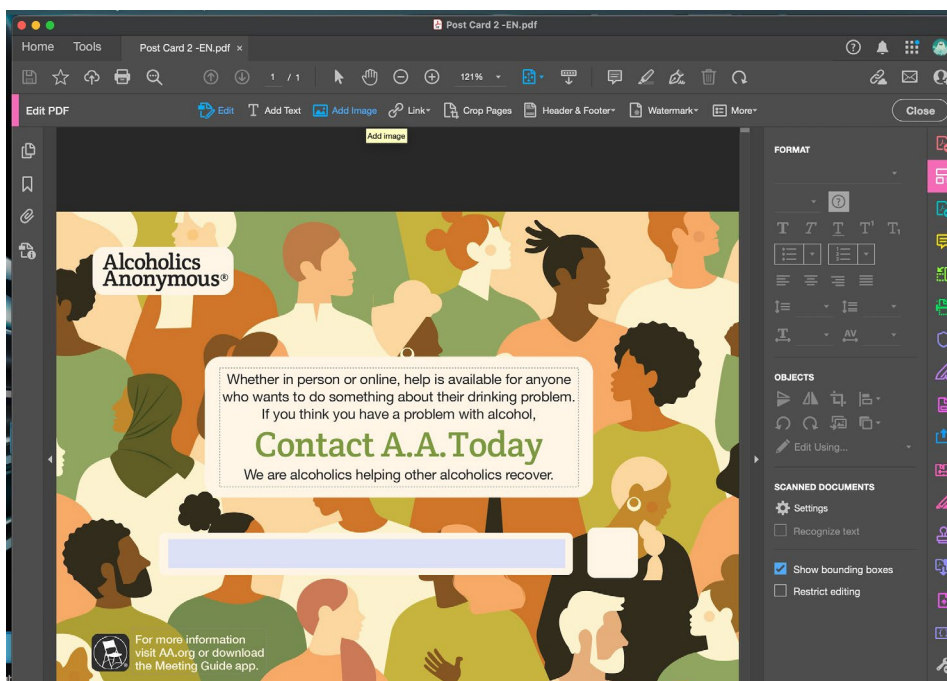
3. Open your selected service card in Adobe Acrobat.
4. On the right hand side you will see a panel with a list of icons. Select **Edit**.



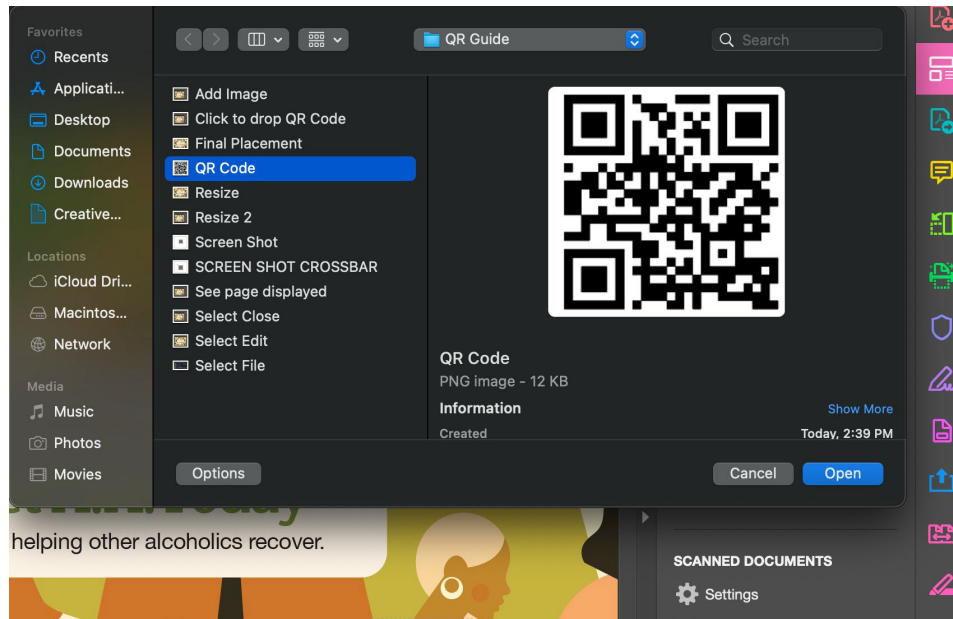
5. Once you select edit, the "Edit PDF" function opens and the panel on the right and the banner at the top will expand (see below).



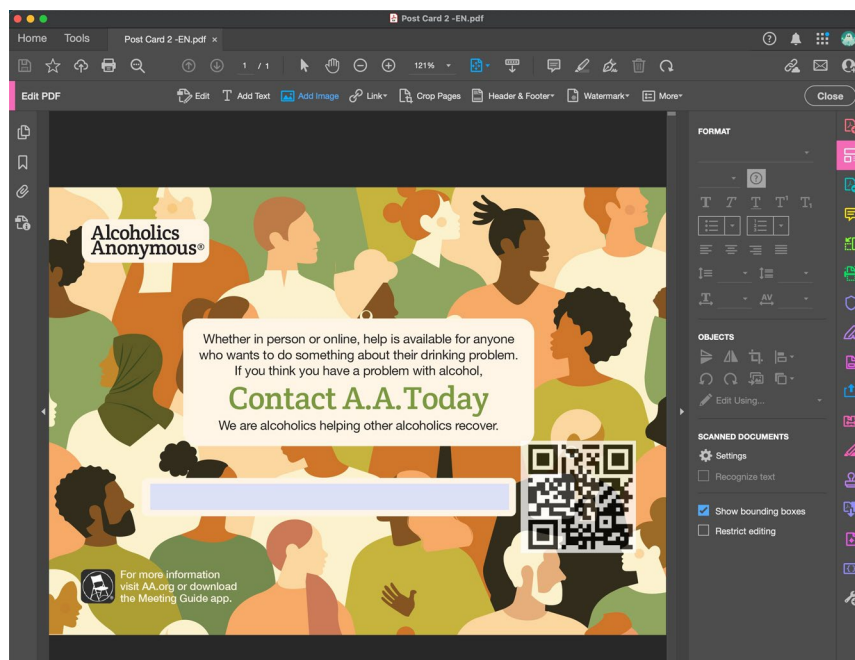
6. Move your arrow to the top of the screen and select the **Add Image** option.



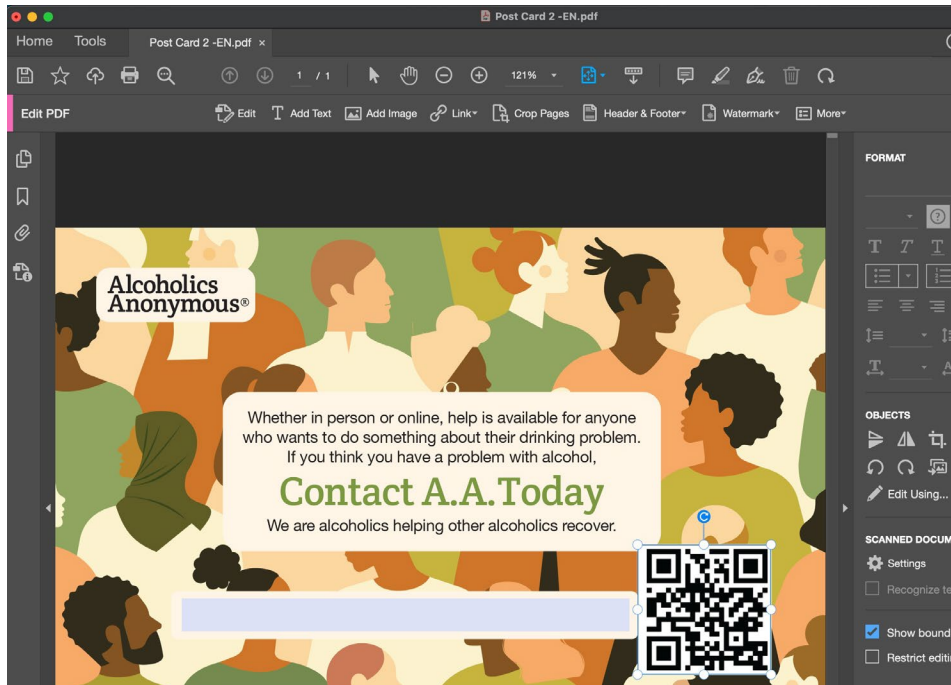
7. Once you select **Add Image**, a window will pop up displaying files on your desktop. Select the QR code and press open.



8. An enlarged, translucent version of the QR code will appear hovering above the PDF in Adobe. Click anywhere on the PDF and it will drop the code (see example below). *Please note you will be able to move the QR code wherever you want even after dropping it in the document.*



- Click on the QR code and a box with a dot in each corner will appear around the code. Click any corner and drag inward to resize the QR code.



- After you've resized the QR code, you can move your mouse to the center to drag and drop it to your desired place in the PDF.

- Once you have finished placing the QR code, place your mouse at the top of the right hand panel and select **Close**.

