

How do I customize handouts?

You must be signed into an individual AAP account to use this feature. If you need an individual AAP account (free for anyone to register an account), please click on the following link to create one [here](#).

Handouts can be customized in 2 ways.

OPTION 1. FROM YOUR DOCTOR BOX

Insert notes in the "From Your Doctor" box. If a box appears at the end of the handout, place your cursor in the box, type your message, and print. Or print out a copy and write directly on the handout. (At the present time, information cannot be saved on the PDF.)

The image shows two pages of a handout from the American Academy of Pediatrics. The left page is titled "You and Your Pediatrician" and contains text about finding a pediatrician and their role. The right page is titled "Communications and your child's health" and contains text about communication and a "from your doctor" box with the text "Customize here." The handout is designed to be printed and customized with notes.

OPTION 2. CUSTOM HANDOUT

Add notes on a cover sheet. The cover sheet can also include your practice logo and contact information. To set up your practice information, log in and go to My Profile from the login widget in the upper right. There you can upload your logo and add any contact information.

1. Click on "Custom Handout" button located on the right-hand side underneath the title.
2. A new window will open up with two boxes. The first box is for "standard comments." After you have entered your notes, click on "Save My Comments" to save this text. The second box is for a "personalized message," however, this information is not saved. In the bottom right-hand corner is an area to enter in "Practice info:" – click on the "Edit" button to modify this information.

Customize "You and Your Pediatrician":
 Add the comments that you would like to save with this handout. Your comments will be available from the Customized PDF link at the top of the handout. If you haven't yet added your practice information, [click here](#).

Add a standard comment to the handout (1000 character maximum)
 This comment can be saved, and if saved, will display whenever you open the customized version of this handout.

Standard comment box

(980 characters left)

[Save My Comments](#)

Add a personalized message to your patient. (1000 character maximum)
 This information will **NOT** be saved. It will only display on the copy of the handout you are now customizing.

Personalized message box

(976 characters left)

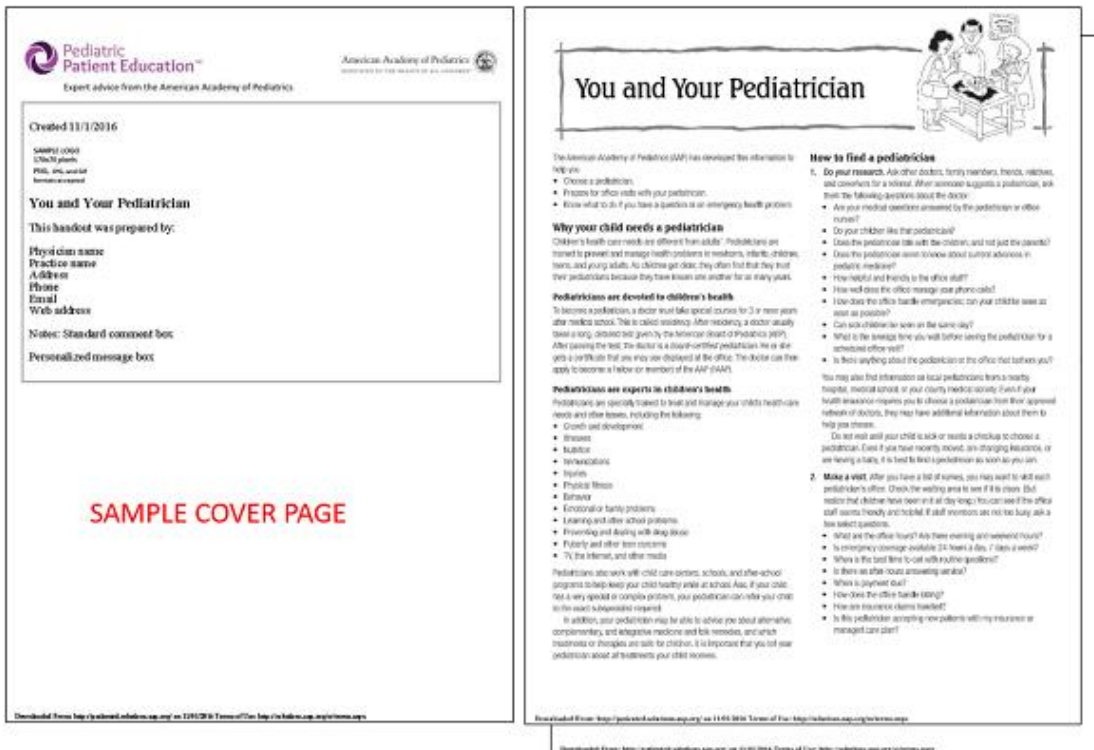
[Open Customized Handout](#)

Practice Info:
SAMPLE LOGO
 170x70 pixels
PNG, JPG, and GIF
 formats accepted

Physician name
 Practice name
 Address
 Phone
 Email
 Web address

[Edit](#)

3. Click "Open Customized Handout" and a PDF of the handout will open with a cover page containing your practice information and comments.



If these steps were used to correct an issue but the issue persists, please contact the Customer Service Center at 800.433.9016 or email us at csc@aap.org for further assistance