

LICENCES

Instructions & Tips

Let's get started!

Below are simple instructions to help you personalise and use your licence and any included accessories.

WHAT'S INCLUDED?

Your purchase may include one or more of the following files (depending on the licence purchased):

- Editable licence PDF(s)
- Editable letter PDF(s)
- Print-ready versions
- Instructions PDF

Please note: Not all files are included with every licence product. Please check the product description to see exactly what is included in your purchase.

WHAT YOU'LL NEED

To edit these files, you'll need **Adobe Acrobat Reader (FREE)** on a laptop or desktop computer.

Download it here: <https://get.adobe.com/reader/>

These files will not work in: Preview (Mac), Browser PDF viewers and Mobile or tablet apps

GETTING STARTED

1. Download and unzip your files (if required)
2. Open Adobe Acrobat Reader first.
3. Open the PDF files from inside Adobe Reader.

HOW TO EDIT YOUR LICENCE OR LETTER

Open the PDF in Adobe Acrobat Reader

Open from within Adobe Reader or double-click the file or right-click > Open with > Adobe Acrobat Reader.

Editing

- Click inside a field to type your text
- Click the photo area to add or replace an image (if included)

Note: Editable areas may appear highlighted when editing mode is on. If not, try clicking directly on the example text or photo first, or follow the instructions “About Highlighted Fields” below to see which fields can be edited.

Formatting Text

All editable text fields have already been formatted to the recommended size and font, however if you would like to customise your text further you can access the formatting toolbar by:

- On Mac: press Command + E
- On Windows: press Ctrl + E

Uploading Photos

Once a photo is placed into the licence, it cannot be rotated or edited inside the file.

Before uploading your image, please make sure:

- The photo is the correct orientation
- The child's face is upright and centred
- The image is cropped as you want it to appear

If the photo is sideways or upside down, rotate it before uploading it to the licence.

Save your changes

- File > Save (or Save As to keep an original copy)

WHAT CAN & CAN'T BE EDITED

You CAN edit:

- Name
- Photo (replace only)

- Selected text fields (e.g. location, dates, licence type where applicable)

You CANNOT edit:

- Licence layout or design
- Colours or illustrations
- Logos, headings, or decorative elements
- Photo rotation or cropping after upload

Note: For more detailed notes on what can/can't be edited and ideas/suggestions for your specific licence, see our specific licence details section at the end of this document.

ABOUT HIGHLIGHTED FIELDS

When editing is enabled, you may see highlighted boxes showing where text or images can be added.

- These highlights are only visible while editing
- They will not appear when printing
- You can turn them on or off in Adobe Reader preferences. Simply go to File menu (or Adobe Reader on Mac) > Preferences > Forms > Show border hover color for fields

OPTIONAL: PRINT A BLANK VERSION

If you'd like to fill it in by hand:

- Simply delete the example text and then print the file as-is

PRINTING TIPS

- Print at home or through a local print shop
- Print at Actual Size / 100%
- Use (suggestion only):
 - Cardstock for licences
 - Standard paper for letters
 - Laminate licences for long term durable use
- Colours may vary slightly depending on printer and paper type



TROUBLESHOOTING

I can't type in the file

- Make sure you are using Adobe Acrobat Reader, not Preview, browser viewers, or mobile apps

I don't see any editable fields

- Turn on Highlight Fields or click directly on the example text

Text won't resize

- Only some fields allow resizing - try adjusting your wording instead

Fonts look wrong

- Make sure the file is opened in Adobe Reader

LICENCE-SPECIFIC NOTES

Junior Licence

Editable sections:

- Names: First, Middle and Last
- Headings: Town/City, Birth Month, Effective, Expiry, Type, Licensed To Drive, License No.
- Fields: Month, Effective & Expiry Dates, J (licence type), Listed Vehicles, Licence Number
- Photo

Tips, Ideas and Suggestions:

- Names: You don't need to put all names on the licence or even in the location suggested. Your child may prefer to have their nickname, or you may prefer to have only their first name (and no middle or last names) for safety reasons. Please note however, due to the way the editable fields are set up, if you do not put text in one of those fields, it will remain blank and cannot be filled with larger text from the field above.
- Birth Month: The birth month has been suggested for safety reasons rather than a full birth date, however, if this is something you would prefer this can be changed by simply changing the heading and form field text.
- Licence Type: You can choose whatever you would like here. We have chosen "J" for Junior but you may prefer "C" for Car, "B" for bike, "L" for learner or "P" for provisional etc. You could then have a different colour licence for each mode of transport, or the child can start with a learner licence and work their way up to a full junior licence. Just have fun with it!

IMPORTANT NOTES

- These files are for pretend play only
- Designs, colours, and layout cannot be edited
- For personal use only — not for resale or redistribution

NEED FURTHER HELP?

If you have any trouble, feel free to reach out!

THANK YOU

for your purchase

We hope your purchase brings fun and creativity to your day!

Want even more fun printable & digital products?

Head to ***zingami.com*** for creative, easy-to-use digital downloads that spark fun and learning!

Want exclusive freebies & discounts?

Join the ZiNGAMi Army at ***zingami.com/vip*** for VIP-only freebies, special discounts, and exclusive offers!

Join us on social media for ideas, deals & more!

Get inspired with fun ideas, sneak peeks & exclusive sales—plus, tag us ***@zingamiofficial*** to show off how you use your printables and digital products! We'd love to feature you.

Find us on Facebook, Instagram & Pinterest and join the fun!

Need help?

Visit ***zingami.com/faq*** for answers to our most frequently asked questions or ***zingami.com/contact*** to reach out!

Until next time, make everyday bright!

ZiNGAMi

zingami.com

