



Download your kit

<https://citrite.sharefile.com/d-s74c666f9c0f4fe1b>

Welcome to your ShareFile User Adoption Kit

Thank you for choosing Citrix as your content collaboration partner. We put together this customizable kit of promotional materials to help you prepare and onboard users with ShareFile. Your kit includes:

- **3 email communications**
When it comes to any kind of change, you can never over-communicate. Which is why we drafted three emails to keep your users informed during each stage of the process. We recommend you start sending the emails at least three weeks before your launch.
- **End user guide**
This guide walks end users through the steps they need to take to get started with ShareFile. We suggest you include this guide in the third email communication and post it on your intranet.
- **4 end user quick-start guides**
Quick-reference guides for using Drive Mapper, Microsoft Outlook Plug-in, Sync, and the mobile app.
- **Admin success guide**
Learn how you can customize your account to fit your organization's needs, plus tips for a successful rollout.
- **Facility flyer**
It's easy for emails to get lost in overloaded inboxes, so we designed a flyer for you to print out and post at popular areas around your office, like the break room, collaboration spaces, and even the hallway or elevator, to remind people of the services available to them.



How to make it your own

- Replace the Citrix logo with your organization's logo
- Add or remove screenshots
- Modify text as needed

How to edit a PDF in Adobe Acrobat Pro or Acrobat Pro DC

1. Open a file in Acrobat Pro or Acrobat Pro DC.
2. Click the arrow to open the right pane, and click **Edit PDF**.
3. Click on the text or image you want to edit. Acrobat shows you the tools you'll need.
4. Add or edit text on the page. Lines and paragraphs reflow automatically, or you can click and drag to resize elements.
5. Add, replace, move, or resize images on the page using selections from the Objects menu in the right pane.
6. For further edits to your PDF, click on the **Link, Header & Footer, Watermark, or Background** options in the top menu.

If you do not have Acrobat Pro or Acrobat Pro DC, you can modify the included Microsoft Word files to create custom versions for your business needs.

Thank you again for being a valued Citrix customer. We're sure your users will love having greater flexibility and productivity with access to their files from any device.

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