
For best results, please open this file in Adobe Acrobat Reader rather than a web browser or mobile device.

How to Personalize Your Graduation Announcement

Step 1: Open the file correctly

- Download the PDF to your computer
 - Open it using Adobe Acrobat Reader (free)
-

Step 2: Replace the placeholder name

- Click once on the text that says "Student Name Here"
- A cursor will appear
- Type the student's full name exactly as you would like it to appear

 The font size will automatically adjust for longer names.

Step 3: Save your personalized copy

- Go to File → Save As
 - Save the file with a new name
(Example: `Smith_Graduation_Announcement.pdf`)
-

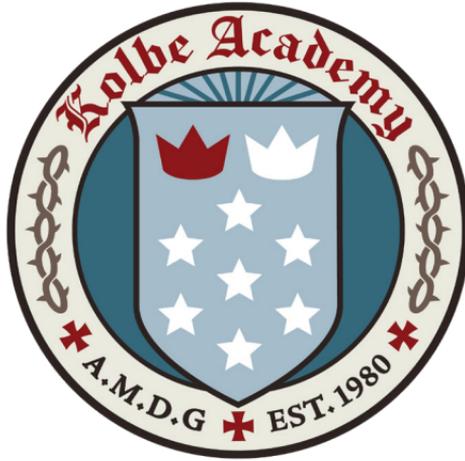
Step 4: Print or share

- Print the saved PDF or
 - Share the saved file digitally with family and friends
-

Helpful Notes

- For best appearance, please complete the name **before printing**
 - If the name does not appear correctly:
 - Confirm you are using Adobe Acrobat Reader
 - Reopen the file and try again
 - If you continue to have trouble, please contact Kolbe Academy for assistance
-

Kolbe Academy



Class of
2026



The Faculty, Staff, Board, and
Senior Class of Kolbe Academy
announce the graduation of



Commencement Ceremony
Thursday, May 21, 2026
11:00 AM Eastern Time
*Commencement Speaker: Stephen Minnis,
President Benedictine College*

Scan to watch the ceremony live:

