

## Editing a PDF

1. Open Adobe Acrobat Reader (Free version) or Professional.
2. From within Acrobat, go to File, Open and navigate to the file you would like to edit.
3. Open the Comments Toolbar by going to View, Toolbars, Comment & Markup.

You are now ready to make changes. These will be in the form of notes and mark-ups, similar to those on a hardcopy version. *The changes will not take effect right away*—they are simply edits in the form of notes.

4. **TO DELETE TEXT**, click the Text Edits tool within the Comment & Markup toolbar (the second from the left). Select the text you would like to delete and hit the delete key. ~~Deleted text looks like this.~~
5. **TO ADD OR REPLACE TEXT**, use the Text Edits tool within the comment & Markup toolbar. Put the cursor where you would like your new text to appear or select the text being replaced. Type in your new text. ~~(A blue box will come up for your text.)~~ Hover your mouse over the insertion point to see your new text. You can also click on the insertion point to bring up the blue box for further editing.
6. **TO ADD A NOTE**, use the Sticky Note tool within the comment & Markup toolbar. Click where you would like your note to appear. Type right into the yellow box that comes up. You can collapse your note by clicking in the upper right-hand-corner of the yellow box and expand it again by double clicking on your sticky-note icon at the insertion point. 
7. **YOU CAN SEE ALL OF YOUR COMMENTS**, by opening the Comments Navigation Panel. All the way on the bottom left of your application window, you will see two icons—one of a paperclip and one of two sticky notes. Click the two sticky notes icon to open and collapse the panel.
8. **WHEN YOU'RE FINISHED**, Save and Close.

Call Dena Matthews x2114 with any questions. I appreciate your help!