

How to Edit a PDF in Adobe Acrobat

Introduction

This tutorial will show you how to edit an existing PDF and add elements to it such as additional text, images, and linked objects. Screenshots are taken from Adobe Acrobat Pro version 22.0, part of Adobe Creative Cloud Desktop. This tutorial was created for and tested by Windows 11 users.

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How to use this tutorial

What you will need

- A PDF
- An image file

If you want to follow along with the tutorial, download this [document](#) from the [UNC Charlotte Office of Disability Services](#) and [this image](#) from the [UNC Charlotte University Communications office](#).

Navigating the tutorial

When the tutorial mentions menu items, they will be styled in bold type, like this:

1. From the editing toolbar, click the **Link** button. Choose **Add/Edit Web or Document Link**.

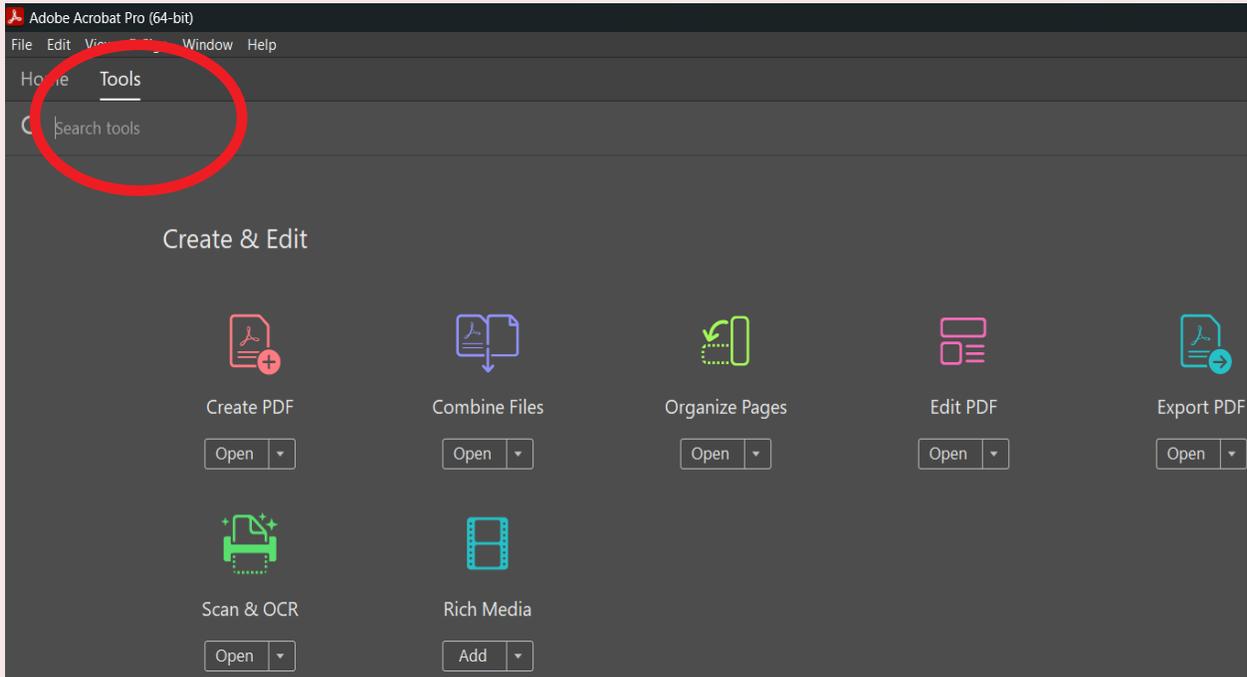
Special explanatory notes will have a yellow background, like this:

Before you begin: Decide what type of link you will need. There are many different options. This guide will cover the four most commonly used types.

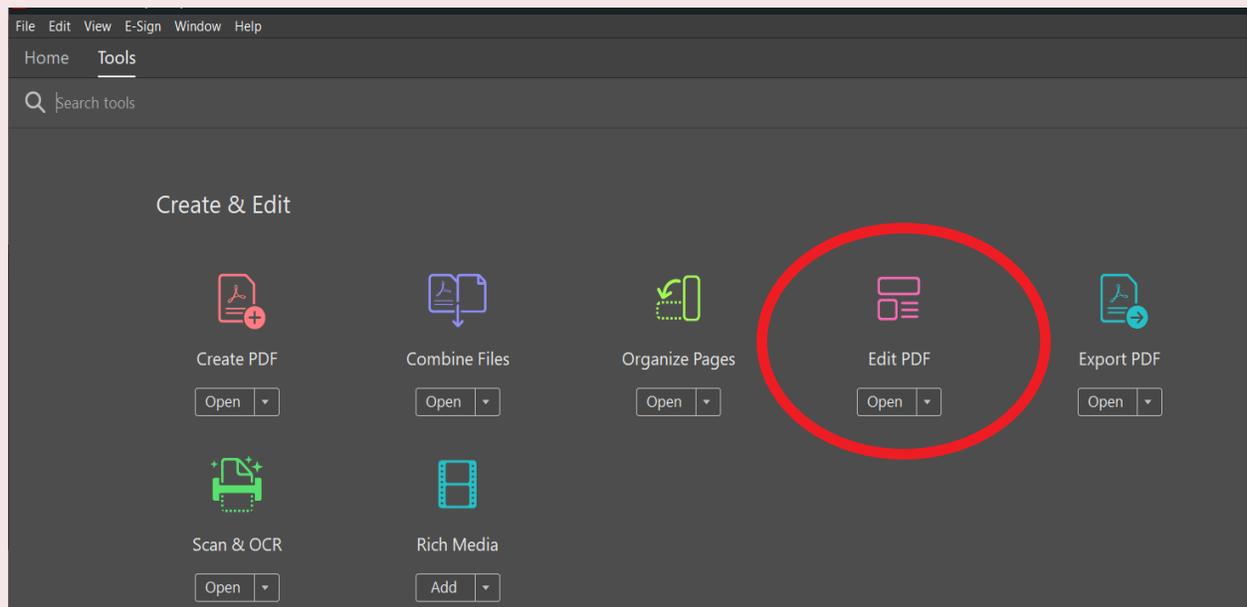
Editing an existing PDF

This section will teach you how to open and edit an existing PDF. To follow along with the steps shown in this tutorial, use the PDF available at [this link](#).

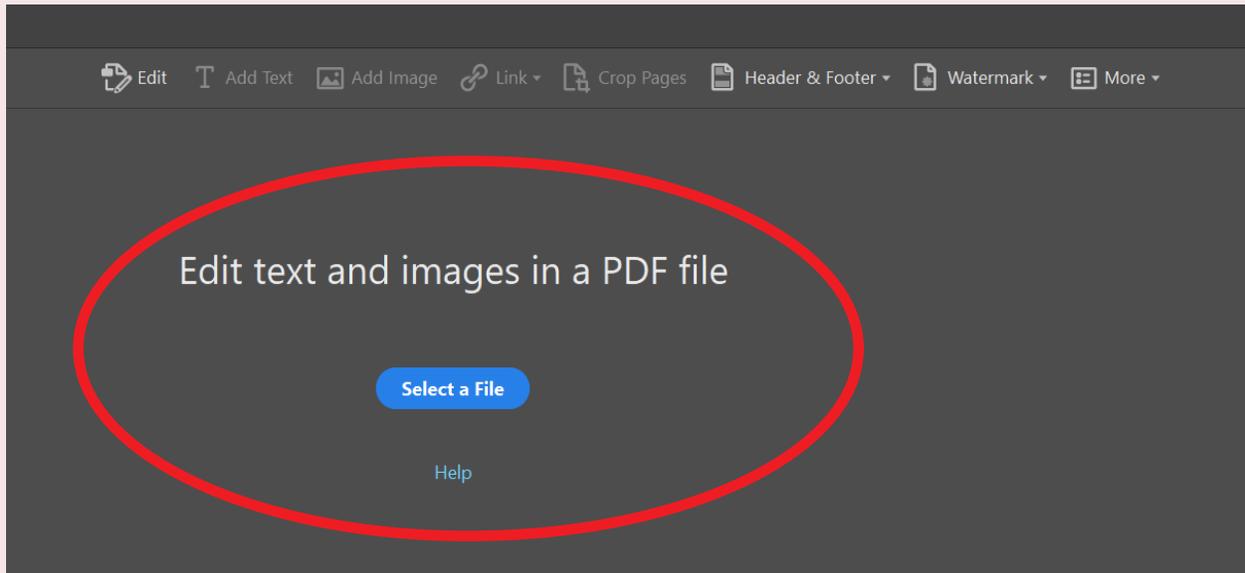
1. Open Adobe Acrobat and click **Tools** in the top-left corner of your screen.



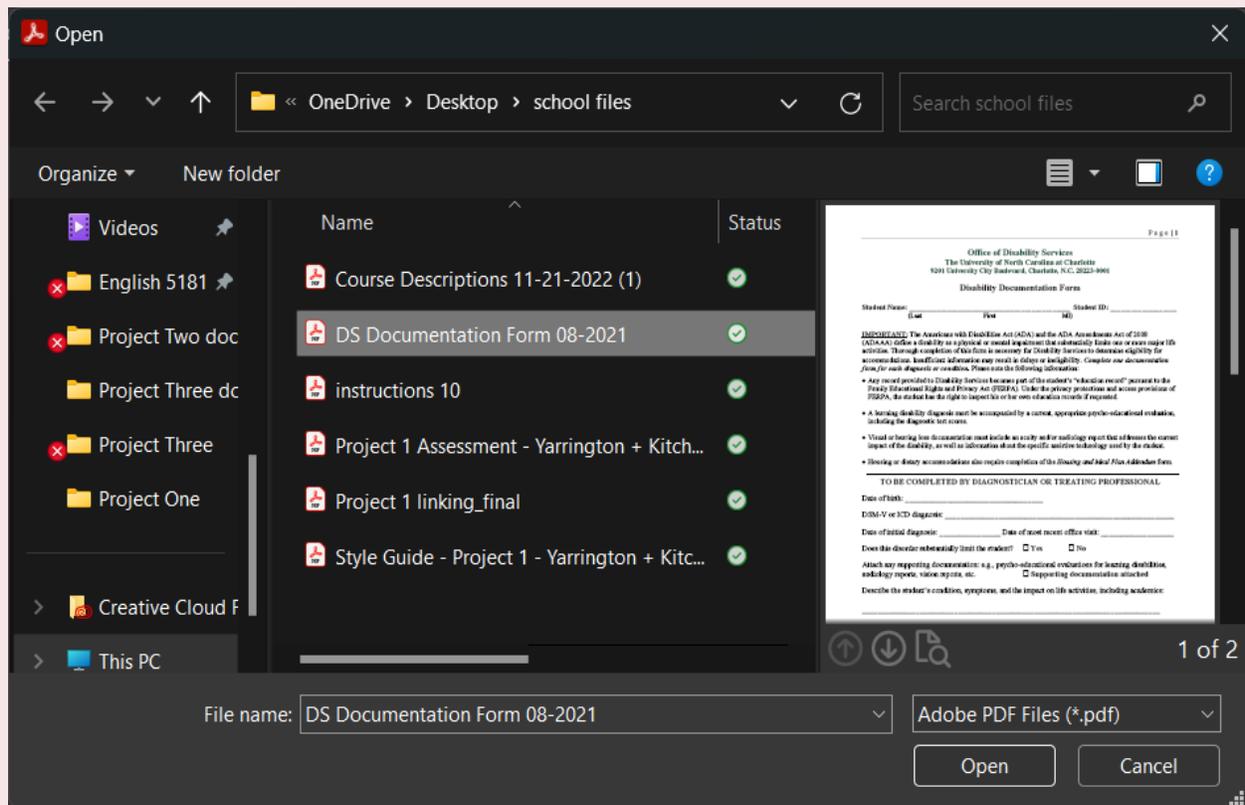
2. Choose **Edit PDF**.



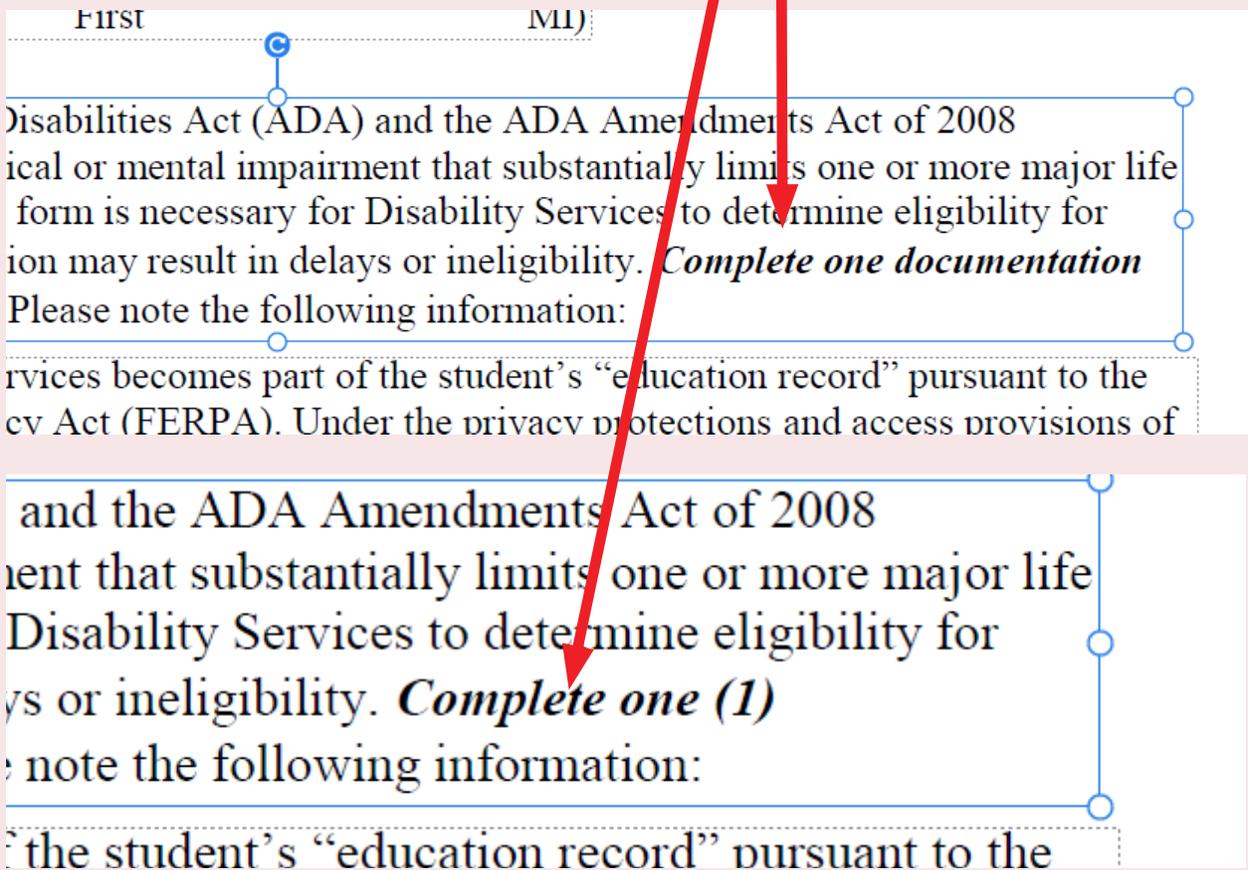
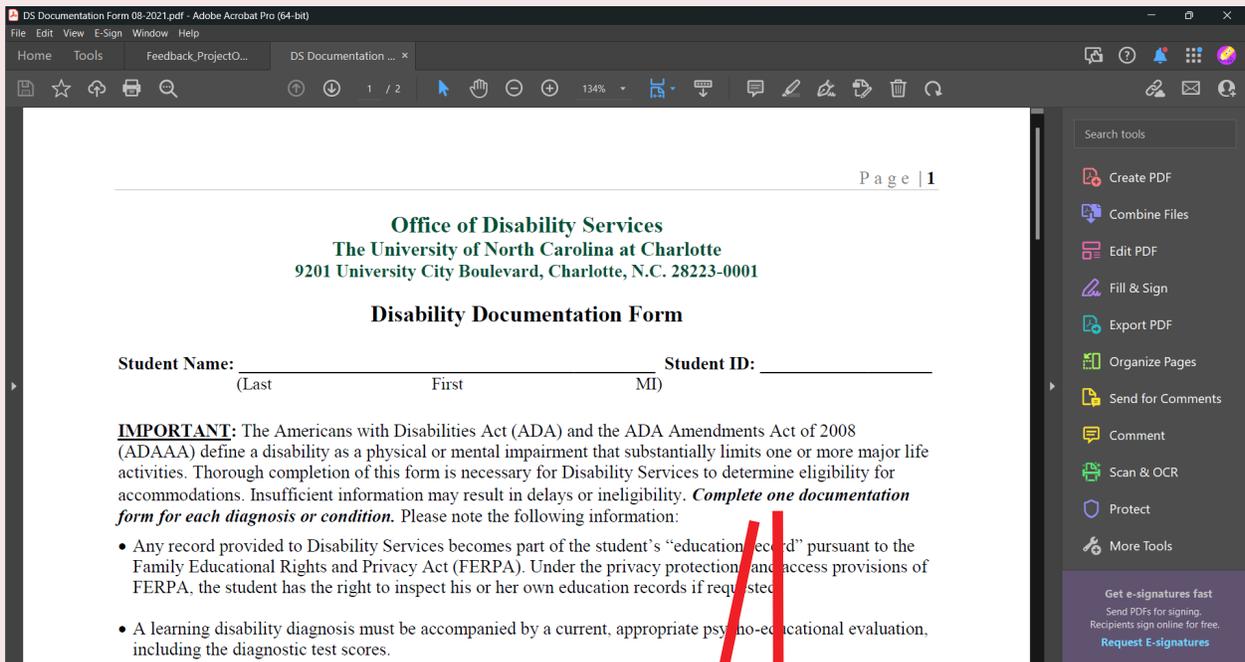
3. Click the blue button labeled **Select a File**. This will open a dialog box.



4. Select the PDF you want to edit.

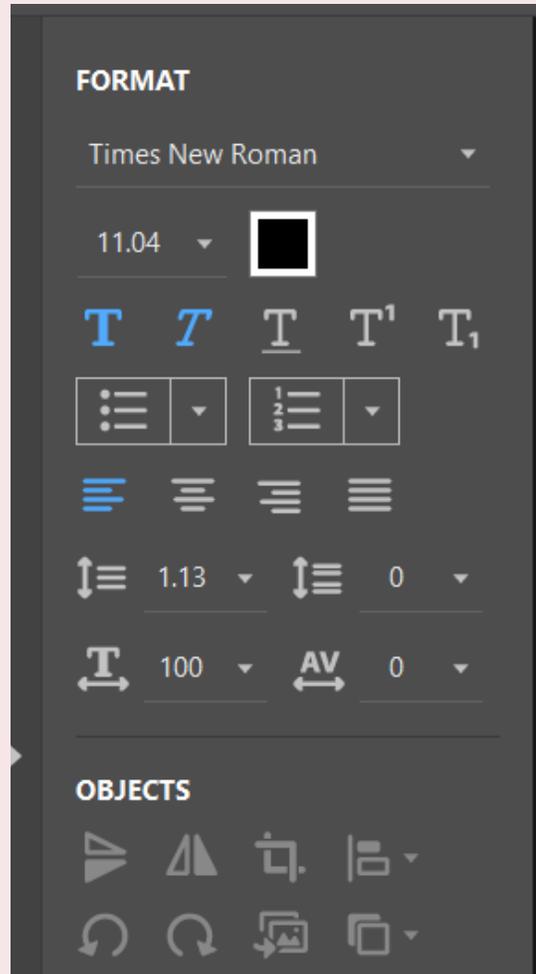


5. To edit text, click on an area you want to edit. (Areas of editable text will be outlined with a dotted line.) This will allow you to edit existing text



6. Formatting options will open in a toolbar on the right-hand side of the screen.

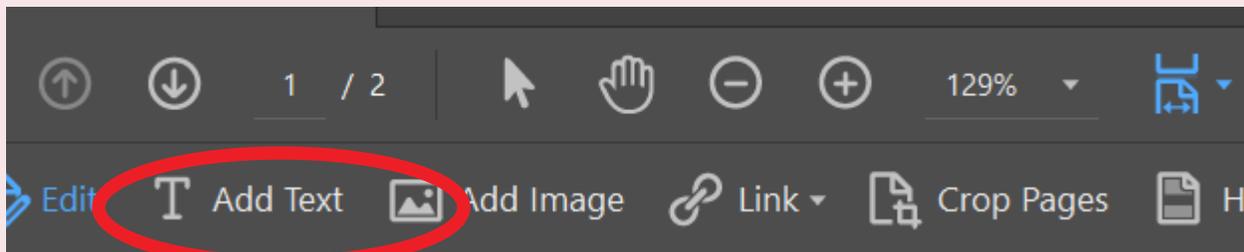
You can change the style, font, size, and other aspects of existing text. You can also insert new text to existing paragraphs by placing the cursor where you want new text to go.



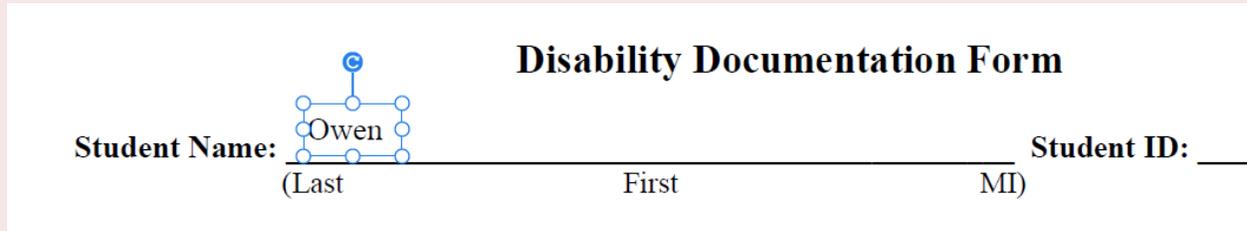
Inserting a new text area

This section will teach you how to insert new text areas to your PDF. This may be helpful when updating old documents or filing out digital documents that don't already have editable fields.

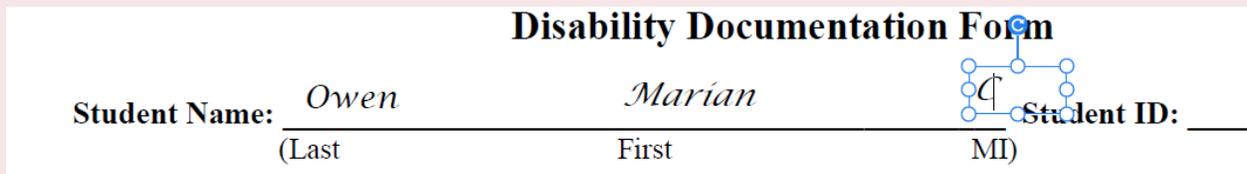
1. Go to the **Add Text** section of the toolbar at the top of the screen. This is different from the formatting toolbar.



2. Double-click to create a cursor in the spot you want to add text; then type to add text to the document.



3. You may need to change the style, font, size and other aspects of the text to match the rest of your PDF, or to differentiate new text from old. Use the Format toolbar on the right to change text attributes.



Inserting a new image

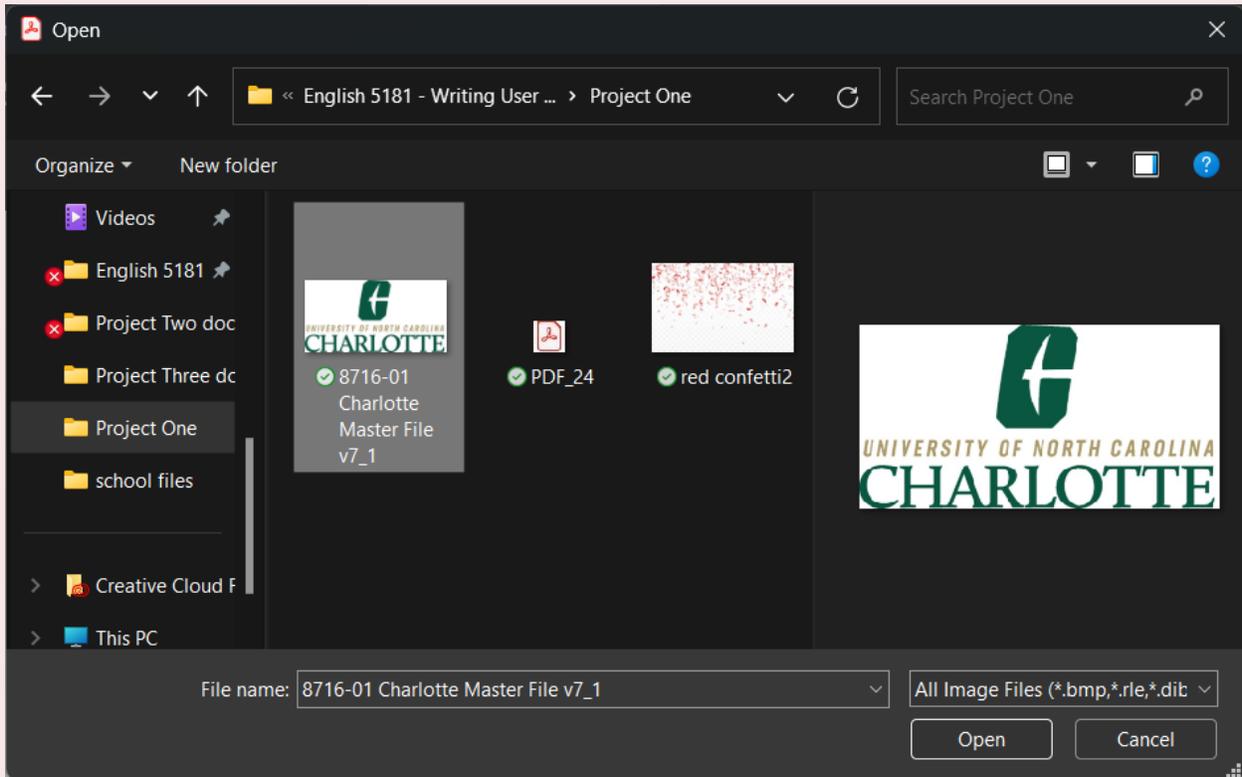
When editing a PDF, you may need to insert images. Perhaps you are updating an old document and need a more recent image. Or perhaps you want to insert an image to show a teammate a change you want to make. You can do this easily in just a few steps. To follow along with this tutorial, you'll need the Primary Mark logo from [this link](#).

1. Go to the upper toolbar labeled **Edit PDF**.

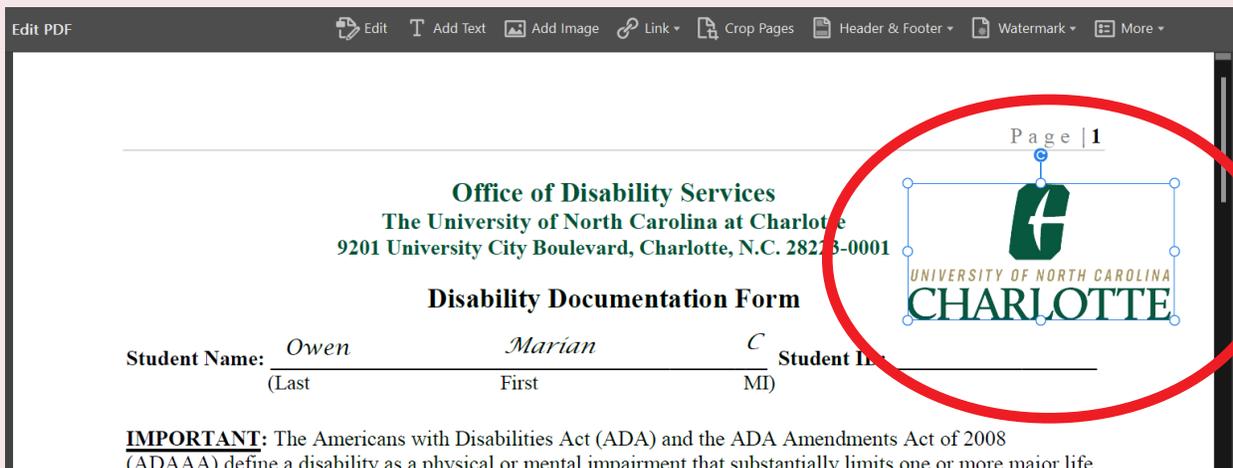


2. Click **Add Image**.

3. Choose an image file from your computer.



4. The image will be placed in the center of your page. Drag the image to the location desired in the document. In the next section, you will learn how to resize, crop, or rotate an image if necessary.



Editing an image

You may need to edit an existing image or an image you have added to your document. You can resize, crop, or rotate an image.

1. Click an image in your document that you want to edit.

Page | 1

Office of Disability Services
The University of North Carolina at Charlotte
9201 University City Boulevard, Charlotte, N.C. 28223-0001

Disability Documentation Form

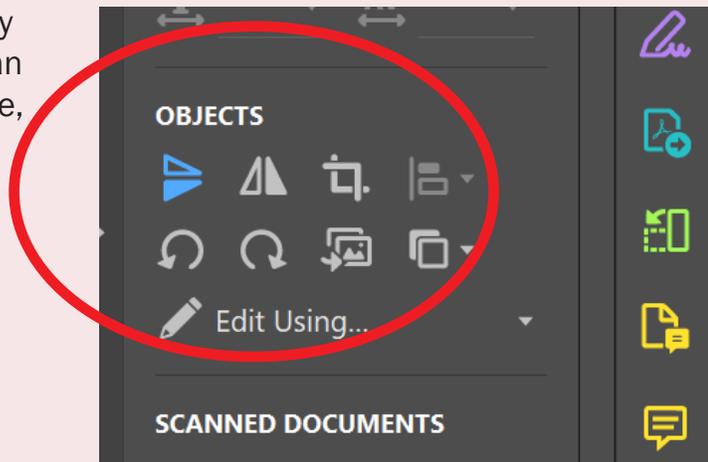
name: Owen Marian C Student ID: _____
(Last First MI)



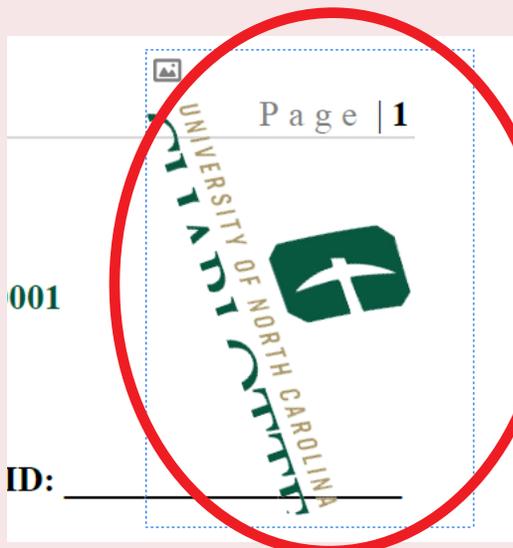
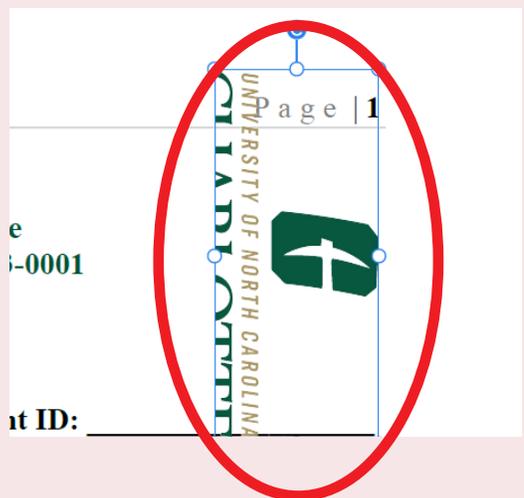
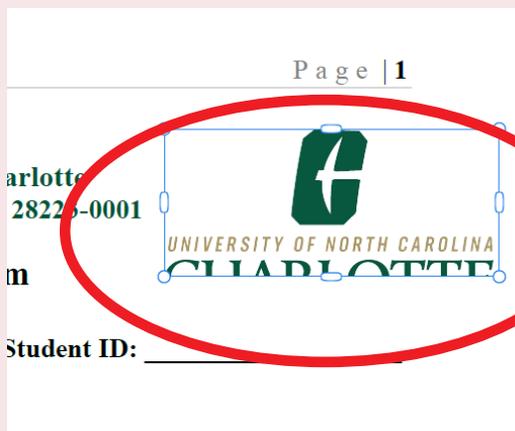
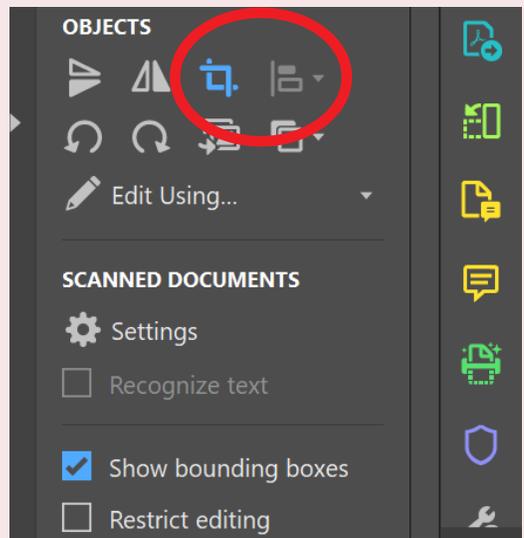
UNIVERSITY OF NORTH CAROLINA
CHARLOTTE

NT: The Americans with Disabilities Act (ADA) and the ADA Amendments Act of 2008 define a disability as a physical or mental impairment that substantially limits one or more major life

2. The toolbar will display a variety of options. You can then drag an image to a different area, rotate, and resize the image.



3. Choose the crop image symbol from your toolbar to crop an image.
4. Crop the image by clicking on one of the corners or small side buttons and dragging. (Step 1, below left)
5. To rotate, click the image. Then click the rotate tool to turn the image in 90-degree increments. You can rotate either clockwise or counterclockwise. (Step 2, below right)
6. To rotate in 1-degree increments, hover over any corner of an image, then click and drag either clockwise or counterclockwise.



Adding, editing and deleting comments

When teams are working together on a document, you may need to use the comment feature to share feedback. You can leave comments, reply to others' comments, and delete comments once a matter has been resolved.

1. Select the comment icon located at the top of the page.



2. Select where on the page you want to leave your comment and click on that spot. This will then open up a text box that will allow you to type out your comment.

- Click **Post** to upload your comment.

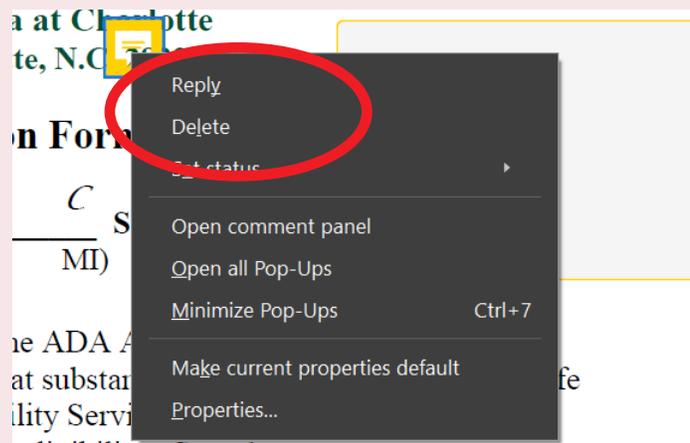
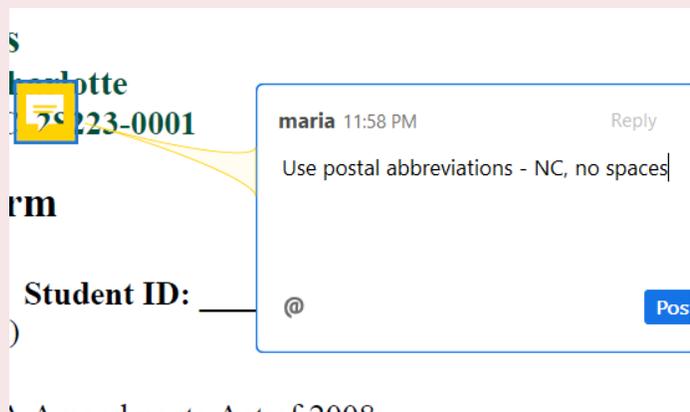
3. Double-click the yellow comment icon within the document. This will re-open the text box so you can edit.

- Click **Post** again to reupload your comment.

4. To reply to a comment, right-click on the yellow comment icon and select **Reply**.

- Click **Post** when finished.

5. To delete a comment, right-click on the yellow comment icon and select **Delete**.

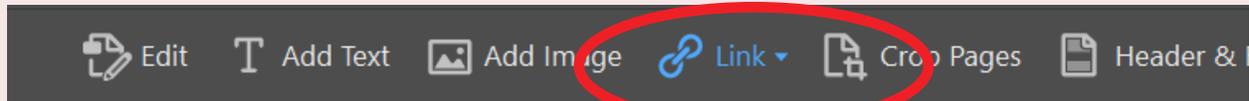


Inserting a link

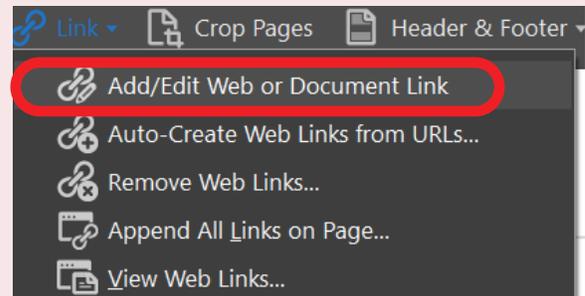
Adding links to a PDF can help you navigate the document or send readers to outside resources or documents.

Before you begin: Decide what type of link you will need. There are many different options. This guide will cover the four most commonly used types.

1. From the editing toolbar, click the **Link** button.



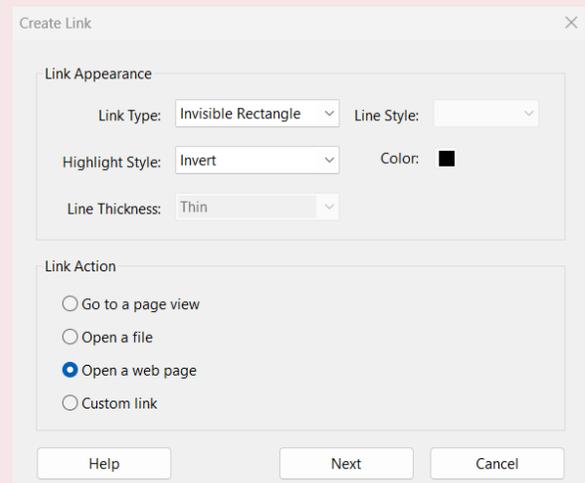
2. Choose **Add/Edit Web or Document Link**.



3. Click and drag to draw a rectangle where you want the link to appear on the page. It will appear as a highlighted section.

The Americans with Disabilities Act requires that a disability as a physical or mental impairment that substantially hinders the full and complete completion of this form is necessary. Insufficient information may result in the form being returned to you without processing.

4. A dialog box will appear allowing you to customize the appearance of your link. Under **Link Appearance**, you can make the rectangle visible or invisible, customize the border with **Line Style**, or highlight the link.



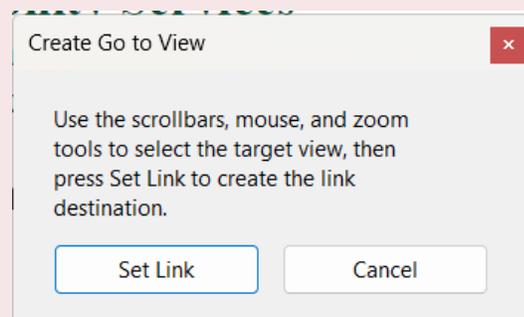
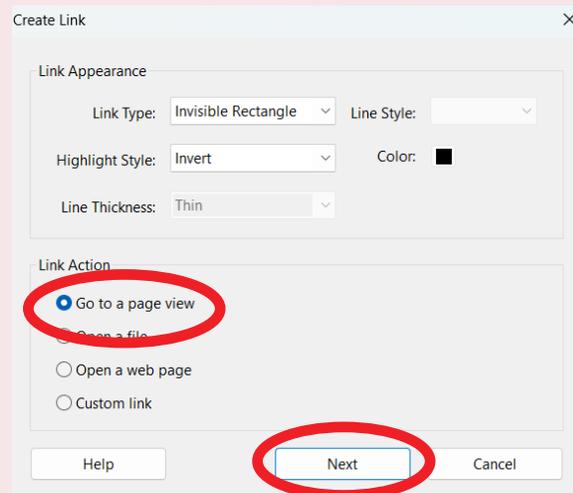
5. In the dialog box, choose the appropriate link action from the **Link Action** menu. There are four different options for inserting a link. You can choose **one** of the following actions that you want your link to perform:

- Jump to a new page
- Open a file
- Open a web page
- Create a custom link

Note: Only choose one option per link.
To make the link live, you must close the Editing menu.

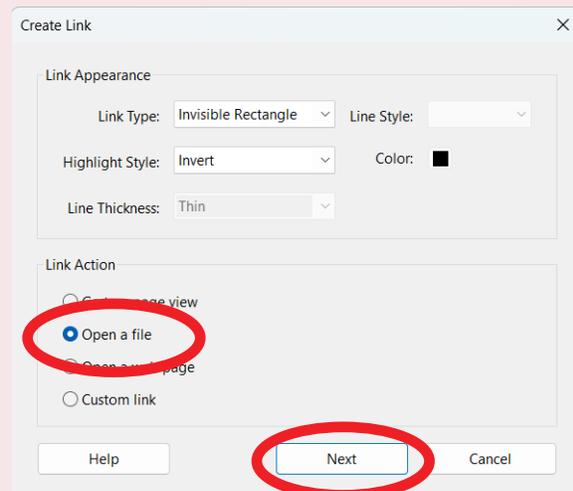
Go to a page view: This option is used to link to another page within the document itself. To choose this option:

1. Click **Next**.
2. A new dialog box will pop up, prompting you to choose a destination view within the document.
3. Specify where you want the new link to open and click **OK**.
4. The link will be live after you click **Close Edit PDF** in the top right



Open a file: This option will open a file from your device. To choose this option:

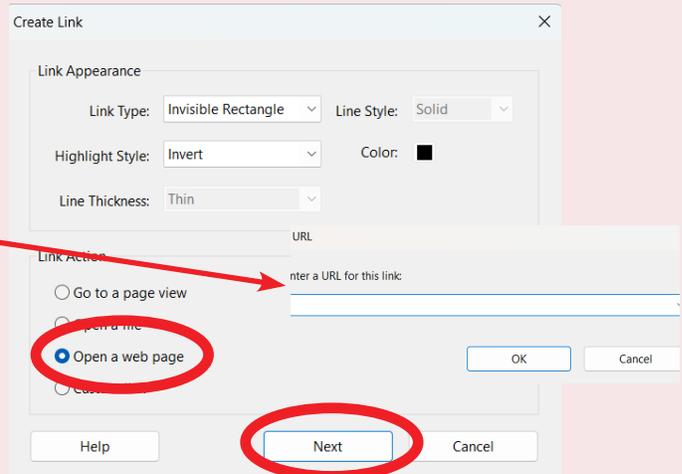
1. Click **Next**.
2. A new dialog box will pop up, prompting you to choose a file from your device. Click the file you want to use.
3. Click **Open**.
4. The link will be live after you click **Close Edit PDF** in the top right corner.



Note: The link box will be empty unless you place it around existing text or image. You may layer an additional text box on top of the link box.

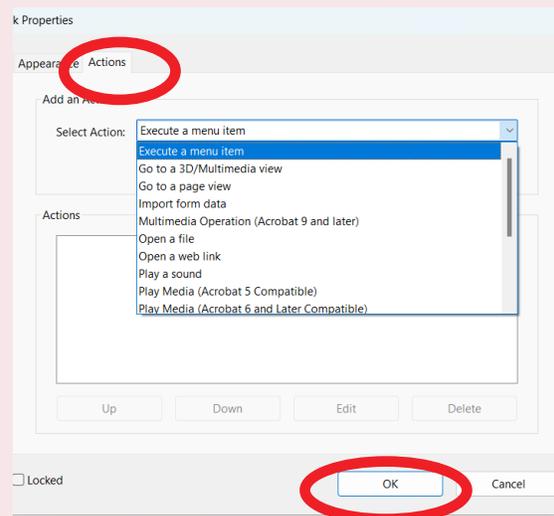
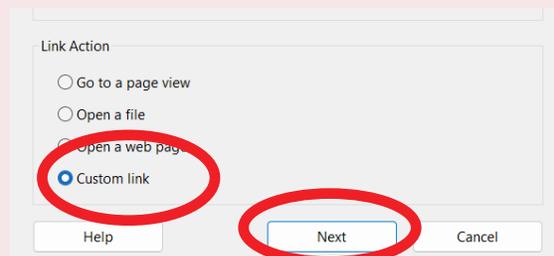
Open a web page: This option is used to link to a web page that will open in a pop up window. To choose this option:

1. Click **Next**.
2. A new dialog box will pop up, prompting you to enter the URL.
3. Click **OK** once you have entered the URL.
4. The link will be live after you click **Close Edit PDF** in the top right corner.



Create a custom link: This option is used to link to another page within the document itself. To choose this option:

1. Click **Next**.
2. A new dialog box will pop up. Select the **Actions** tab.
3. Choose the action you want the link to perform and click **OK**.
4. The link will be live after you click **Close Edit PDF** in the top right corner.



Congratulations!

You made it to the end of the tutorial!

Now you know how to:

- Open and edit an existing PDF in Adobe Acrobat
- Insert new text and images
- Edit images
- Add, edit and delete comments on a document
- Insert four types of links into a document

For more information and helpful tutorials, visit

<https://helpx.adobe.com/acrobat/tutorials.html>

Style Sheet

Page attributes

Size: 8.5" x 11"

Orientation: Portrait

Border: 1 pt, black, solid line, Fancy corner at 0.1667" on all sides, shaded within frame (CMYK 2%, 10%, 5%, 0%)

Margins: 0.5" from page edge to borderline on all sides; 0.5" from borderline to text on all sides

Page numbers: Franklin Gothic Book, 12 pts, centered 0.16" inside margins

Columns:

Text

Page 1 headers: Franklin Gothic Heavy, italic, 22 pts, CMYK 0%, 85%, 68%, 0%

Topic headers: Franklin Gothic Demi Condensed, 17 pts, CMYK 0%, 85%, 68%, 0%

Body text: Franklin Gothic Book, 13 pts

Emphasized text: Franklin Gothic Heavy, 13 pts

Images

Spotlight circles: 4 pts, CMYK 0%, 99%, 97%, 0%

Spacing: 0.25" margins around images on all sides

Vocabulary and style

Associated Press style

No serial comma

U.S. spelling

"dialog box" (not "dialogue box")

Venti sam idi delibus quatatur?

Nuscima gniminiati officab

Inimint faccab imus maiorem coreperis aut a si di dusant et el invendebis quatiatem id quo con nimilig natendem qui berro modia nullorit dolupis magnihillis dusdamus.

Es doloritium volorum nullabo. **Ferum**, sollecus nonsequam dolendae laborerit volore maxim voluptat.

Aquasperio qui a nis et qui blaut adi quissim dolenis estrum sus estinustor sinvere pratiur arciendis ate non nimaio quame prat fugitam facea dunt adis aut verrumquas simus vitatia nditio. **Nam quunt**, omnis a quiditiae vellupta vellese ctaecum, secto corume nem enient quat, coreribus.

Ligento et quis sum in et, omnist dolorer spedic.