# Adobe Acrobat: How to edit a PDF

1. Open the PDF that you would like to edit in Adobe Acrobat.

2. Select the "Tools" menu option at the top right of the window. The Tools menu will open on the right of the screen. This window includes several categories starting with "Content Editing".

3. **Edit Text & Images.** This function separates the text and images into separate fields so you can select any specific image or text and make any desired changes (shown on second photo.)

4. **Add Text.** This tool allows you to insert a text box into the pdf and add text. (Options for formatting text are shown in second photo.)

5. **Add Image.** This allows you to insert a photo into the current PDF. You can also manipulate the image in several ways including: flip vertical, flip horizontal, rotate and crop.

6. **Export File to…** This allows you to export the file to a Word document, PowerPoint presentation, Excel worksheet, or to a different file type.

7. **Add or Edit Link.** Allows you to insert or edit a current hyperlink.

8. **Add Bookmark.** You can place bookmarks where needed throughout the PDF. This is especially useful with long documents or manuals.

9. **Attach File.** This allows you to attach files to a PDF. When moving files from one computer to another, the attached files and PDF can be moved as one PDF file which helps keep important files together.
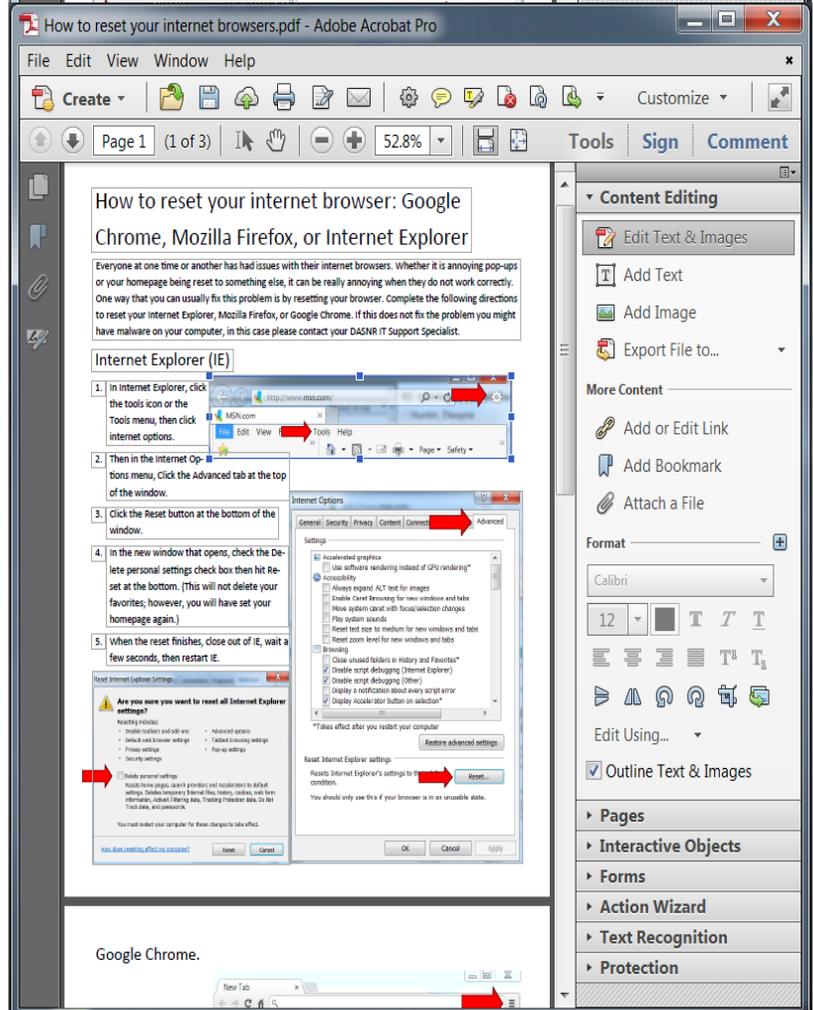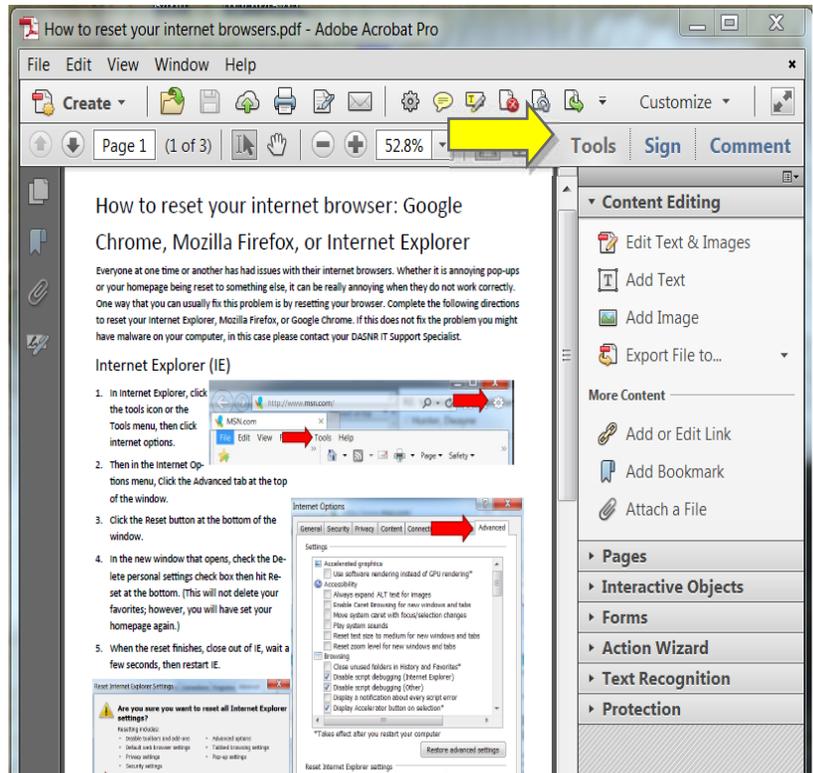
The "Pages" menu allows you to manipulate the PDF in several different ways

1. **Page Thumbnails.** This shows thumbnails of each page of the PDF on the left side of the screen.

2. **Rotate.** This allows you to rotate all or select pages of the PDF 90 or 180 degrees.

3. **Delete.** The delete feature allows you to choose one or multiple pages to remove from the PDF.

4. **Extract.** Allows you to move one or multiple pages of the PDF to another file. You can also choose to delete pages from the original file or save all of the pages you are extracting into separate files.

5. **Replace.** With this function, you can choose a page of a different file and use that page to replace a page on the current opened PDF.

6. **Insert from File.** Allows you to insert pages from another file into the current open PDF

7. **More Insert Options.** This allows you to insert items from the clipboard, from a scanner, and multiple other sources.

8. **Combine Files into PDF.** This opens a new window and lets you select multiple PDF files to combine into one PDF.

9. **Edit Page Design.** This section allows you modify the pdf in multiple ways including: Header & Footer, Background, Watermark, and Bates Numbering.

10. **Interactive Objects.** This section allows you to add multiple advanced objects including: buttons, videos, music, 3D objects and other items.

More information about Acrobat is available on Adobe's website.

If you have questions, please contact your support specialist.