

Adobe Acrobat 7 Text Revisions



Edit, Add or Delete Small Segments of Text

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=Shortcut =Advice =Caution

Editing Text in PDF Files

Adobe Acrobat is an authoring application used to create PDF documents and provided tools for some editing and adding of features to PDF documents.

PDF (Portable Document Format) file: A file format created by Adobe Systems based on its PostScript® page description language.

Adobe Acrobat was not created as an editor. Use this program for minor corrections only. For the best results, go back to the original program (i.e. Word), fix the original and create a new PDF file. These suggestions below are for minor changes only.

All of the following can be done with a PDF document from inside Adobe Acrobat 7.

Summary

Editing Text

1. Display Advanced Editing Toolbar
2. Change Font Properties
3. Edit or Delete Text and Spaces
4. Add Text

Display the Advanced Editing Toolbar

Before you begin formatting, you must display the **Advanced Editing** toolbar.

1. From Adobe Acrobat, click **View > Toolbars > Advanced Editing**.

Change Font Properties

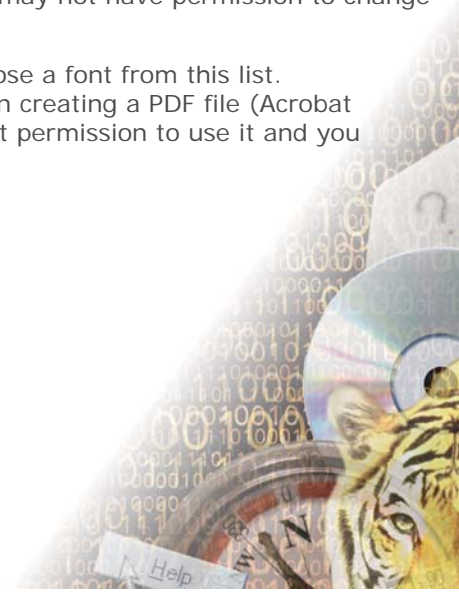


1. Click the **TouchUp Text Tool** button on the **Advanced Editing** toolbar.
2. Select the text you want to change.
3. Right-click on the text and select **Properties**.

Fonts listed above the horizontal line in this menu are used in the PDF file. If someone else created this PDF you may not have the fonts they used and may not have permission to change them.

Fonts listed below the line are on your system. You can choose a font from this list. However, you may not have permission to use all fonts when creating a PDF file (Acrobat will display an error at this point if you choose a font without permission to use it and you will have the opportunity to choose another font).

4. Change text size, color, word spacing, etc.
5. Click **OK**.



Edit or Delete Text and Spaces

1. Click the **TouchUp Text Tool** button.
2. Edit or delete text, spaces and add or delete new rows directly in the text.

Add Text

1. Click the **TouchUp Text Tool** button.
2. Hold down the **Control** key on the keyboard and mouse click on the document where you want to add text.
3. Choose the font type you want to use.
4. Click **OK**.
5. Type your text.
6. To finish, click on another part of the document.

