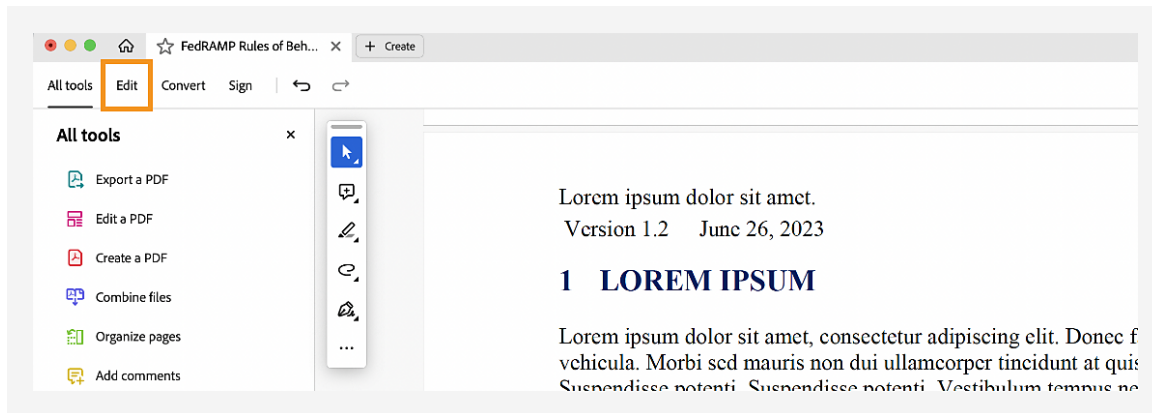


Learn Acrobat: Edit

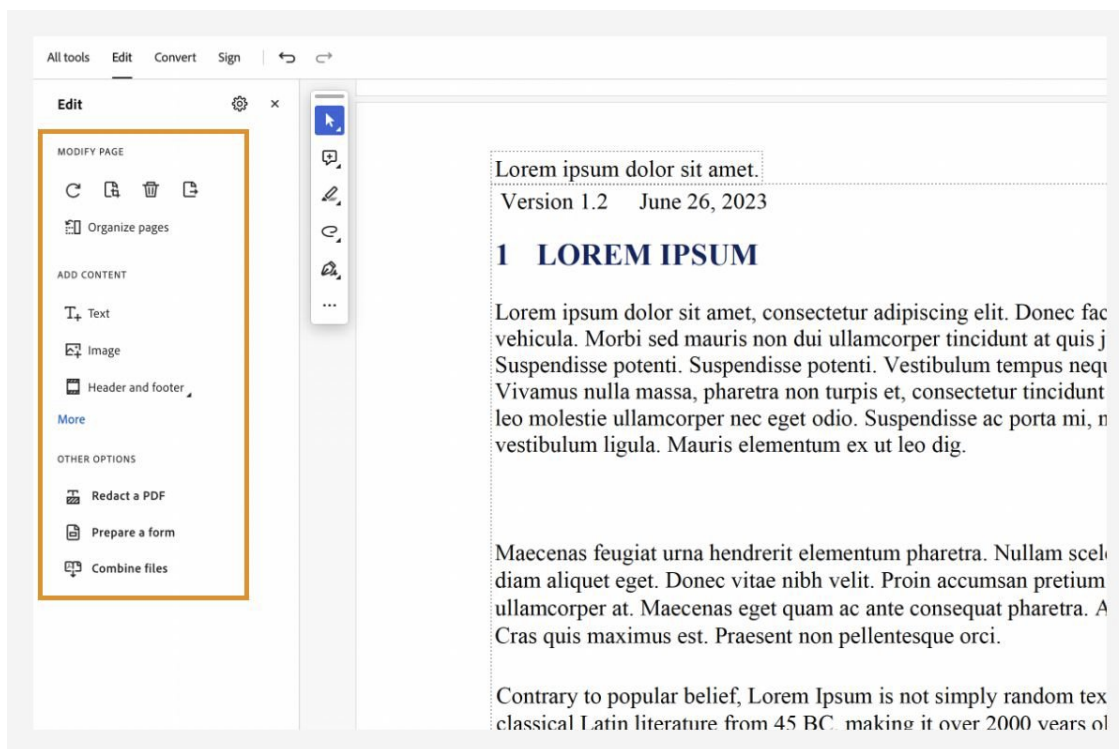
Adobe

Edit text in a PDF

Open the PDF you want to edit in Acrobat, and then select **Edit** in the global bar.



The PDF switches to the edit mode, and the Edit panel displays. If the PDF is generated from a scanned document, Acrobat automatically runs OCR to make the text and images editable.

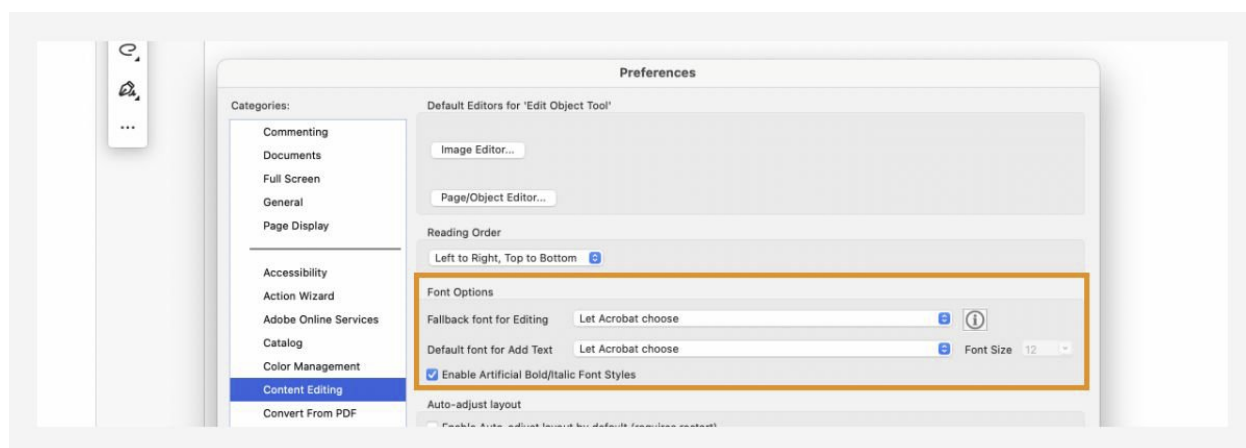


The Edit panel includes options to modify the page, add content, redact a PDF, and convert various documents to PDF forms. You can use the options in the Edit panel to replace, edit, or add text to a PDF. You can correct typos, change fonts and typeface size, adjust alignment, add superscripts or subscripts, and resize text or paragraphs.

Set the default font for adding and editing text

When you add text in a PDF, by default Acrobat chooses nearby font attributes for the new text. When you edit text, any font that isn't available on the system is substituted by a default fall-back font for the particular script. For example, *Minion Pro* is the default fall-back font for Roman script fonts. The substitution of unavailable fonts by default fonts can introduce inconsistency in the look and feel of text in a PDF document. To avoid inconsistency, choose a specific font for any text that is added or modified in the PDF document from Font Options under Content Editing.

1. From the hamburger menu ☰ (Windows) or the Acrobat menu (macOS), choose **Preferences**. The Preferences dialog box is displayed.
(Alternatively, you can press **Ctrl+K** keys on Windows® or **Command+K** keys on macOS.)
2. In the dialog box, select **Content Editing** under Categories to display Font Options.

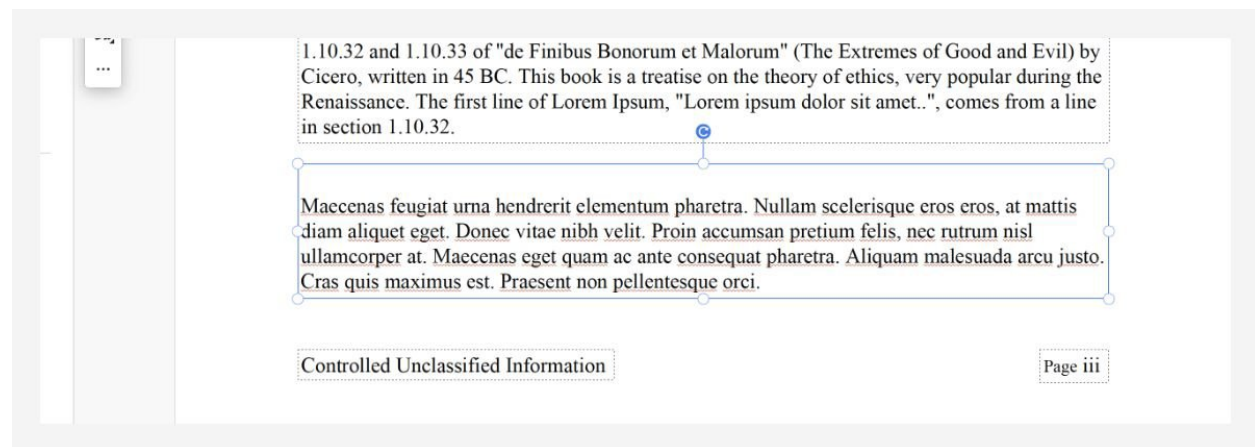


3. Select an appropriate font in the drop-down lists:
 1. Fallback font for Editing.
 2. Default font for Add Text and Font Size.
4. Select OK to save the changes and close the Preferences dialog box.

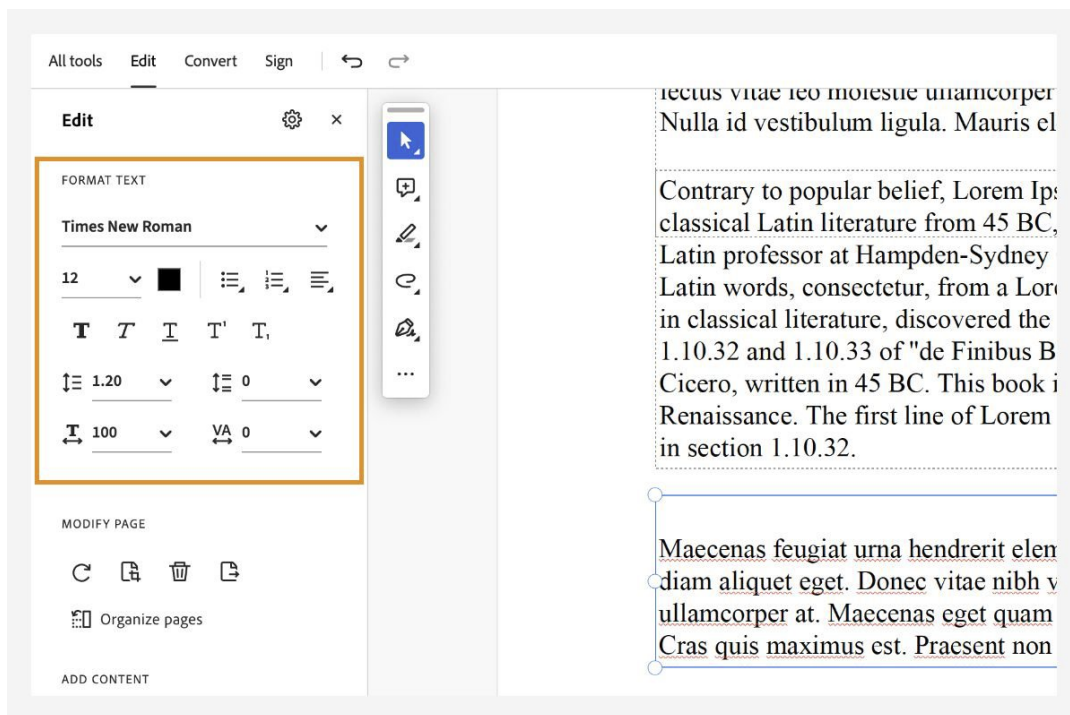
Change, replace, or delete text

When you edit text, the text in the paragraph reflows within its text box to accommodate the changes. Each text box is independent, and inserting text in one text block doesn't push down an adjacent text box or reflow to the next page.

1. Select **Edit** in the global bar.
2. Select the text that you want to edit. The text-box turns blue upon selection, and a rotation handle appears at the top of the selected text-box.



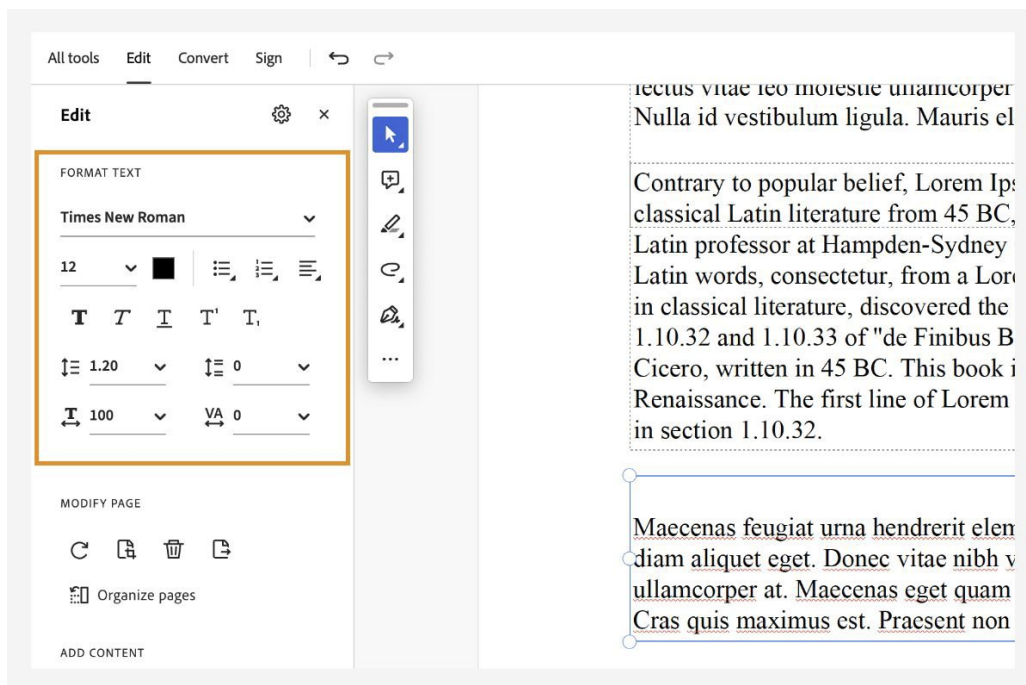
3. Edit the text by doing one of the following:
 1. Type new text to replace the selected text, or press Delete to remove it.
 2. To rotate the text box, use the rotation handle at the top of the selected text box.
 3. Manage list items using the list controls (bulleted and numbered) in the left Format panel. You can create lists and, conversely, convert a list item to a paragraph or change list types.
 4. Select a font, font size, or other formatting options in the left Format panel. You can also try the advanced format options, such as line spacing, character spacing, horizontal scaling, stroke width, and color.



4. Select any area outside the selection to deselect it, and start over.

Format text

1. Select **Edit** in the global bar.
2. Select the text that you want to change.
3. In the **Format Text** section on the left panel, select a font, font size, bold, or other formatting options. You can also try the advanced format options, such as line spacing, character spacing, horizontal scaling, stroke width, and color.



Formatting options on the left pane

- **Bold** : Bolds the text.
- **Italic** : Makes the text italic.
- **Underline**: Underlines the text.
- **Superscript** : Converts the selected text into superscript.
- **Subscript**: Converts the selected text into subscript.

4. Select outside the selection to deselect it and start over.

Add new text


You can add or insert new text into a PDF using any of the fonts installed on the system.

1. Select **Edit** in the global bar. Then, from the Edit panel, select **Text** under **Add Content**.
2. Drag to define the width of the text block that you want to add.
3. The Add text tool intelligently detects the following text properties of text close to the point of click:
 - Font name, size, and color

- Character, paragraph, and line spacing
- Horizontal scaling

These text properties are automatically applied to the text that you add at the point of click.

You can change the text properties using the options under **Format** in the left pane.

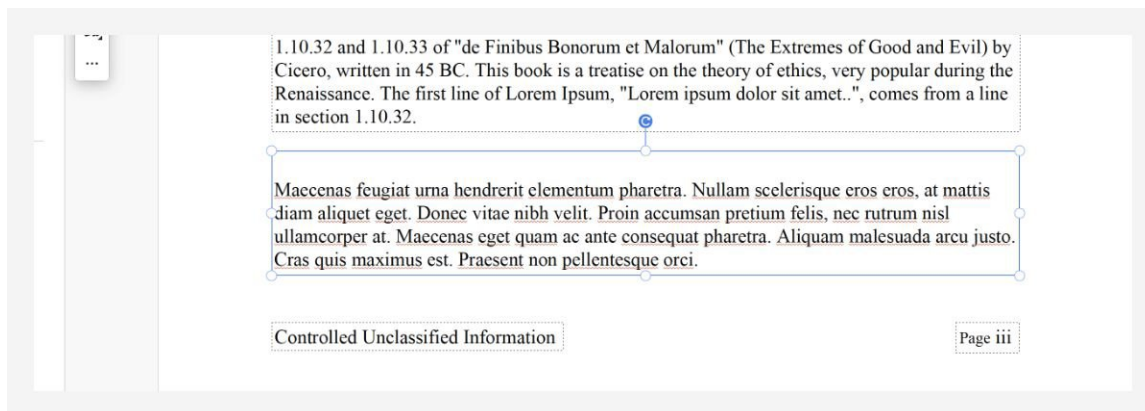
4. Type the text.
5. To resize the text box, drag a selection handle.
6. To move the text box, place the pointer over the line of the bounding box (avoid the selection handles). When the cursor changes to **Move** pointer , drag the box to the new location. To maintain alignment with the other list items, press Shift as you drag.

Move, rotate, or resize a text box


You can move or rotate text boxes on a page. The **Edit** tool outlines each text box, so it's clear what text is affected. Edits are confined to the page. You can't drag a text block to another page, or move or rotate individual characters or words within a text box. However, you can copy text boxes and paste them on another page.

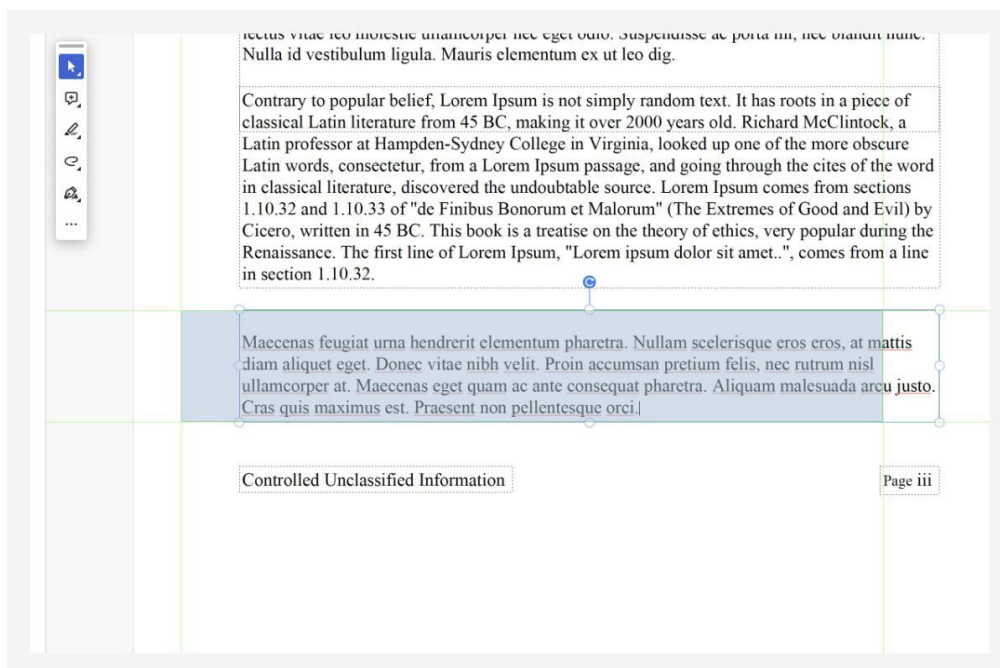
Resizing a text box causes the text to reflow within the new text box boundaries. It doesn't change the size of the text. As with other text edits, resizing is limited to the current page. Text doesn't flow to the next page.


1. Select **Edit** in the global bar. Then, from the Edit panel, select **Text** under **Add Content**.
2. Select the text box that you want to move, rotate, or resize.



3. Do any of the following:

1. **Move:** Place the pointer over the line of the bounding box (avoid the selection handles). When the cursor changes to **Move** pointer , drag the box to the desired location. Hold down the Shift key as you drag to constrain the movement vertically or horizontally.



2. **Rotate:** Click and hold the **Rotation** pointer , drag in the direction you want it to rotate.
3. **Resize:** Place the pointer over any of the circular selection handles, and drag

the handle to resize the text block.

Add or edit lists

You can add items to a numbered or bulleted list, create list items, convert a paragraph to a list item, and conversely. You can also change list types.

1. Select **Edit** in the global bar. Then, from the Edit panel, select **Text** under **Add Content**.
2. To add or remove items from a numbered or bulleted list:
 - Note: You can add or remove items to the list at all nested levels using the same familiar controls that you use in Microsoft® Office. For example, press **Enter** at the end of a list item to insert a new row. Press **Backspace** to remove the new row and position the cursor back to the end of the previous list item.

To create a numbered or bulleted list:

1. Place the cursor in the document at the location where you want to add a list.
2. Choose the appropriate list type under **Format Text**.

To convert an existing paragraph to a list item:

- Place the cursor in the paragraph, and then choose the appropriate list type under **Format Text**.

To convert an existing list item to a paragraph:

1. Select all items in the list. The appropriate list type is highlighted under **Format Text**.
2. Click the highlighted list type.

To convert from one list type to another:

1. Place the cursor in the list item or select all items.
2. Choose the appropriate list type under **Format Text**.

Change font color

1. Select **Edit** in the global bar.

2. Select the text that you want to change.
3. In the **Format Text** section on the Edit panel, select Font color next to Font size.
4. **For Windows:** You see a color panel for Windows to choose the color you want. Select the color you want your text to change into.

For macOS: You see a Color dialog box with options to change the font color. You can select the color you want and then close the dialog box to change the font color.

Change font

1. Select **Edit** in the global bar. Then, from the Edit panel, select **Text** under **Add Content**.
2. Select the text that you want to change.
3. In the **Format Text** section on the Edit panel, from the Font drop-down menu, select the Font you want for the selected text.

Change font size

1. Select **Edit** in the global bar. Then, from the Edit panel, select **Text** under **Add Content**.
2. Select the text that you want to change.
3. In the **Format Text** section on the Edit panel, from the Font size menu, select the font size you want for the selected text.

Redo text in Acrobat

1. Open the PDF in which you want to redo the text.
2. (Windows) Select the hamburger menu in the upper left. Then select **Undo, Redo & more > Redo**.

(macOS) Select Edit in the upper left. Then select **Undo, Redo and More > Redo**.

Undo text in Acrobat

1. Open the PDF in which you want to redo the text.
2. (Windows) Select the hamburger menu in the upper left. Then select **Undo, Redo & more > Undo**.

(macOS) Select Edit in the upper left. Then select **Undo, Redo and More > Undo**.

Change paragraph spacing

You can change paragraph spacing in Acrobat using format text options:

1. Select **Edit** from the global bar in the upper left.
2. Select the text for which you want to modify the paragraph spacing.
3. From the FORMAT TEXT panel, select **Paragraph spacing after** drop-down menu and then select the value to adjust spacing as needed.

Edit images or objects in a PDF

About editing text and images

Adobe Acrobat provides powerful tools and capabilities for editing PDF images and text.

You might encounter formatting challenges that require manual adjustments. Acrobat's image-editing capabilities are limited, and using high-resolution images can lead to performance issues due to larger file sizes. To address this, improve images using other tools before adding them to PDF documents.

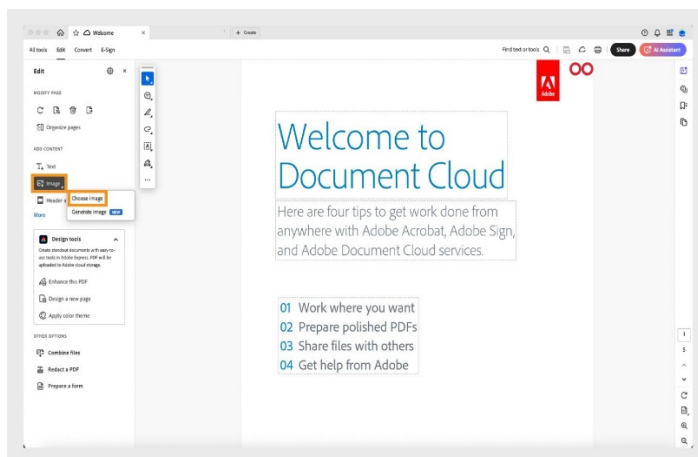
If the original font isn't available, font substitutions may occur, altering the text's appearance. To maintain consistency across devices, we suggest you use the available fonts or embed them within the PDF.

You can also enhance document accessibility using Acrobat's features, such as adding alternative text for images and proper content tagging.

Refer to the following topics to learn how to add, resize, move, or replace images and objects in a PDF using Acrobat.

Add images in a PDF

1. Open the PDF in Acrobat. Select **Edit a PDF** from the **All tools** menu and then select **Image**.
2. From the drop-down menu, select **Choose image** to select an image from your device or Select **Generate image** to generate an image from text.











Note:

To learn how to generate images from text, go to [Generate unique AI images from text](#).


3. In the dialog, select the image file you want to insert.
4. Select where you want to insert the image or select drag to resize it as you insert.
A copy of the image file appears on the page, with the same resolution as the original file.
5. Once the image is added, you can take any of the following actions:
 - To move the image, hover over the image, press and hold the move icon, and then drag the image to the desired location.
 - To resize the image, select the image, hold the resize corner handles, and then drag the handles in or out to reduce or enlarge the image size.

Modify images in a PDF

To modify images in a PDF, select **Edit** from the global bar. Select the image you want to modify, then from the **Edit** panel, under **Adjust Objects**, select one of the following tools:

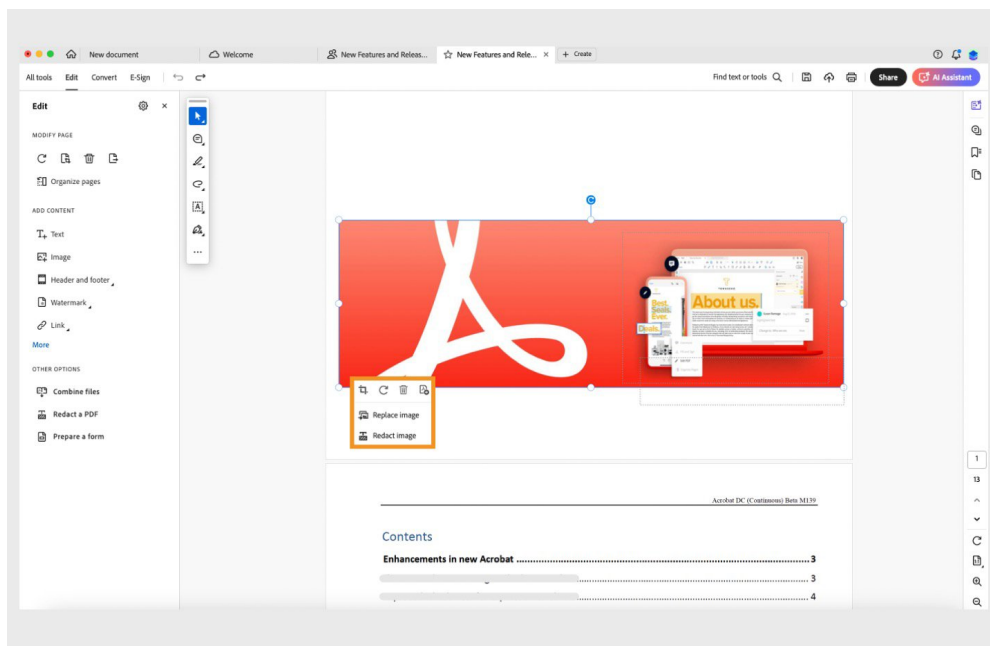
-  Flip Vertical: Flips the image vertically, on the horizontal axis.
-  Flip Horizontal: Flips the image horizontally, on the vertical axis.
-  Rotate left: Rotates the selected image 90° in the counterclockwise direction.
-  Rotate right: Rotates the selected image 90° in the clockwise direction.
-  Crop image: Crops or clips the selected image. Drag a selection handle to [crop the image](#).
-  Replace image: From the drop-down menu, select **Choose image** to select an image from your device or Select **Generate image** to an image from text.
-  Align objects: To align multiple objects on a side - left, vertical center, right, top, horizontal, center, and bottom.
When you align objects relative to each other by their edges, one of the objects remains stationary. For example, the left option aligns the left edges of the selected objects with the leftmost object.
-  Arrange objects: To move an image or object in front of or behind other elements. You can push an item forward or back on just one level. Alternatively, you can send it to the front or back of the stacking order of elements on the page.

Note:

Place the pointer just outside a selection handle to rotate the selected image manually. When the cursor changes to the rotation pointer  , drag in the direction you want it to turn.

Delete images from a PDF

1. Open the PDF document in Adobe Acrobat. Select **Edit** from the global bar.
2. Select the image you want to delete, and a contextual menu opens. Select **Delete** from the contextual menu.



Alternatively, you can also select the image and press **Delete**.

Add Objects to PDF

1. Open a PDF, and then from the *All tools* menu, select **Edit a PDF**.
.From the left panel, select **More** from under *Add Content* to expand the menu and select a desired tool.
2. To add a button:
 1. From the left menu, select **Button**.
 2. Once the button coordinates appear, move the mouse to a desired location and place the button.
 3. In the dialog that appears, provide a name to the button.
 4. To change the properties of the button, double-click the button and then select in the dialog that appears, set the properties as desired.
3. To add a video:

1. From the left menu, select **Video**.
2. Drag your cursor on the document where you want to add the video.
3. In the *Insert Video* dialog that appears, browse and select the video file that you want to add.
4. Select **OK**.
4. To add sound to the PDF:
 1. From the left menu, select **Sound**.
 2. Drag the cursor over the text or image that you want to add sound to.
 3. In the *Insert Sound* dialog that appears, browse and select the audio file that you want to add.
 4. Select **OK**.
5. To add 3D Media to the video:
 1. From the left menu, select **3D Media**.
 2. Once the button coordinates appear, move the mouse to a desired location and place the button.
 3. In the dialog that appears, browse and select the file.
 4. Select **Ok**.

Edit an image outside Acrobat

You can edit an image or graphic using another application, such as Photoshop, Illustrator, or Microsoft® Paint. When you save the image or graphic, Acrobat automatically updates the PDF with the changes. The applications that appear in the **Edit using** menu depend upon what you've installed and the type of image or graphic you've selected. Optionally, you can specify the application you want to use.

1. Open the PDF in Acrobat, choose **Edit**, and then select the image or object.

Note: Select multiple items if you want to edit them together in the same file. To edit all the images and objects on the page, choose **Select All** from the context menu.

2. Under **Adjust Objects** in the Edit panel, select **Edit using**, and then choose an editor. To choose a different editor than offered on the menu, select **Open with**, find the app, and the app and select **Open**.

Note: If a message asks whether to convert to ICC profiles, choose **Don't Convert**. If the image window displays a checkerboard pattern when it opens, the image data couldn't be read.