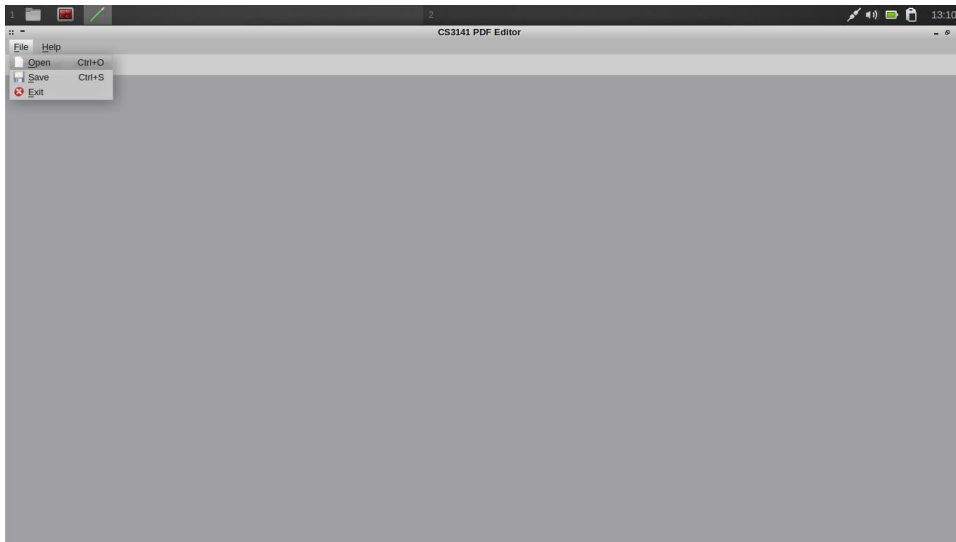


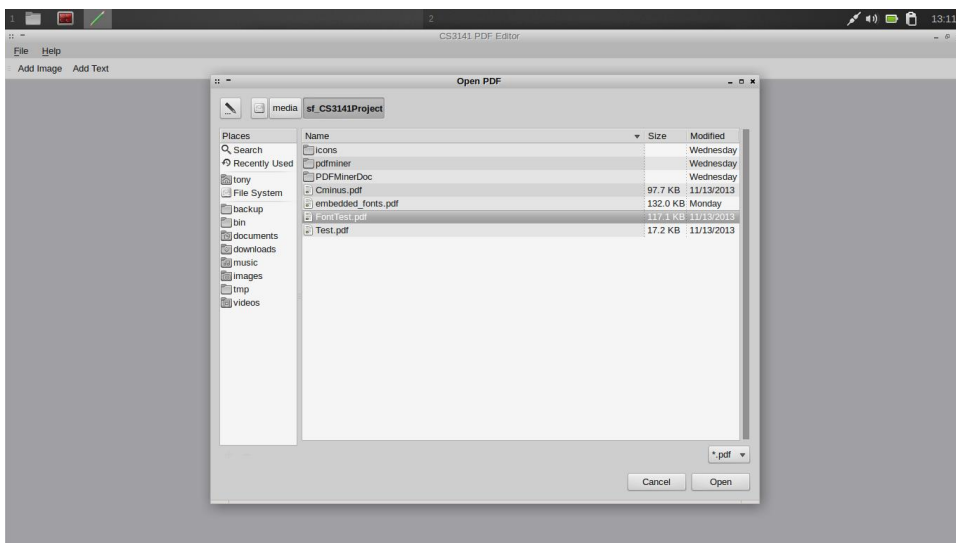
PDF Editor User Guide

Opening a PDF Document

- 1) Click “File” on the menubar
- 2) On the dropdown list, click the “Open” button



- 3) Once the file select window appears, select the file you would like to open and click the “Open” button at the bottom of the window



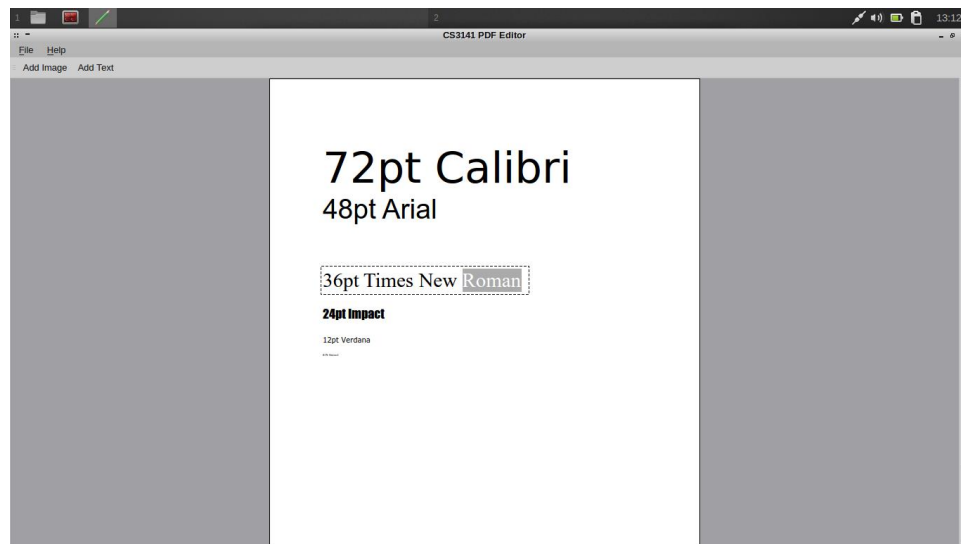
- 4) The file is opened and ready to for editing



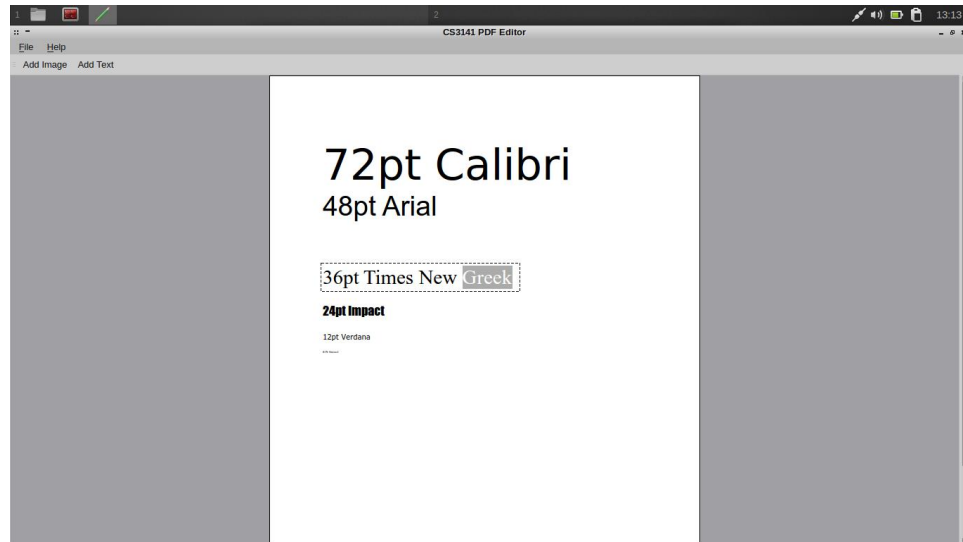
Editing a File

Editing Text (Available on first edit ONLY)

- 1) Click on the portion of the text you would like to edit
- 2) Select the text to be edited

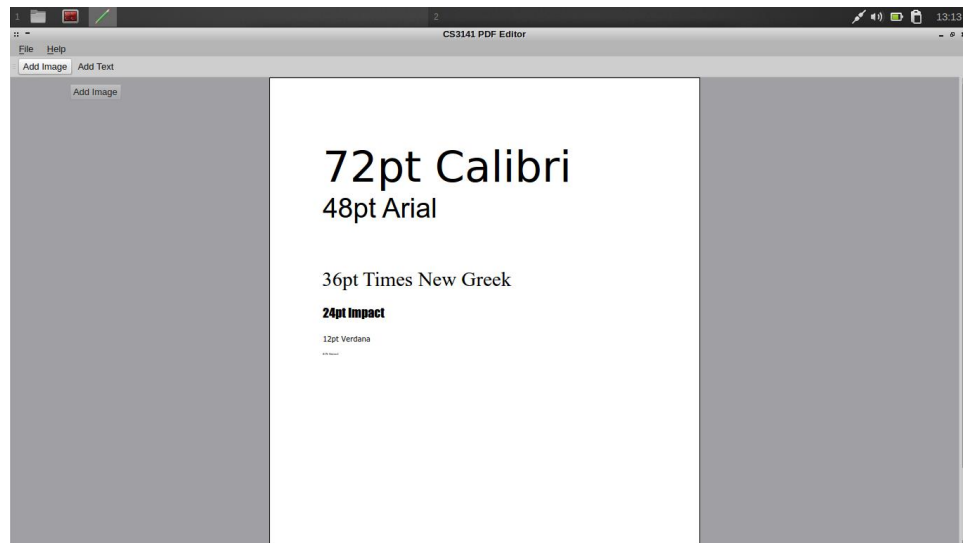


- 3) Cut, Copy, Paste, Delete, or add your own text to the document

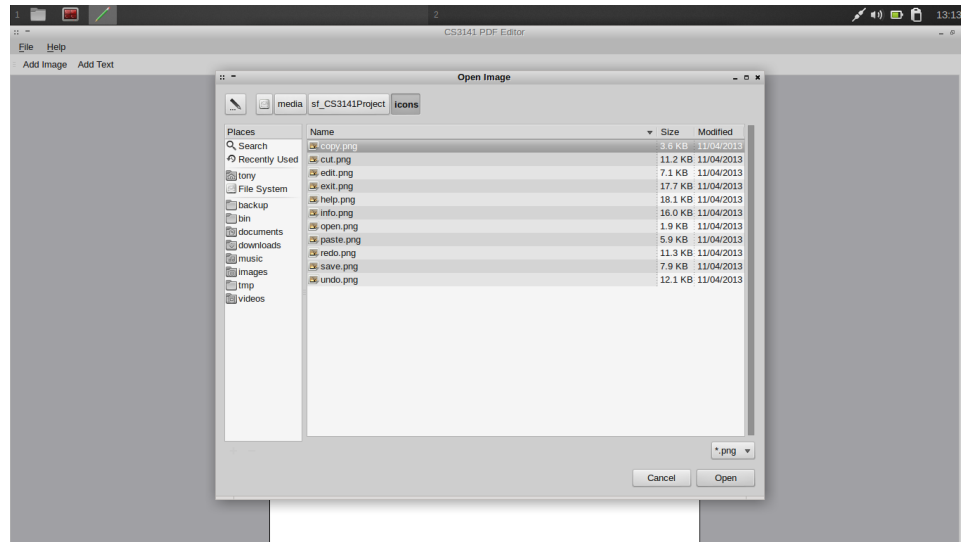


Adding an Image

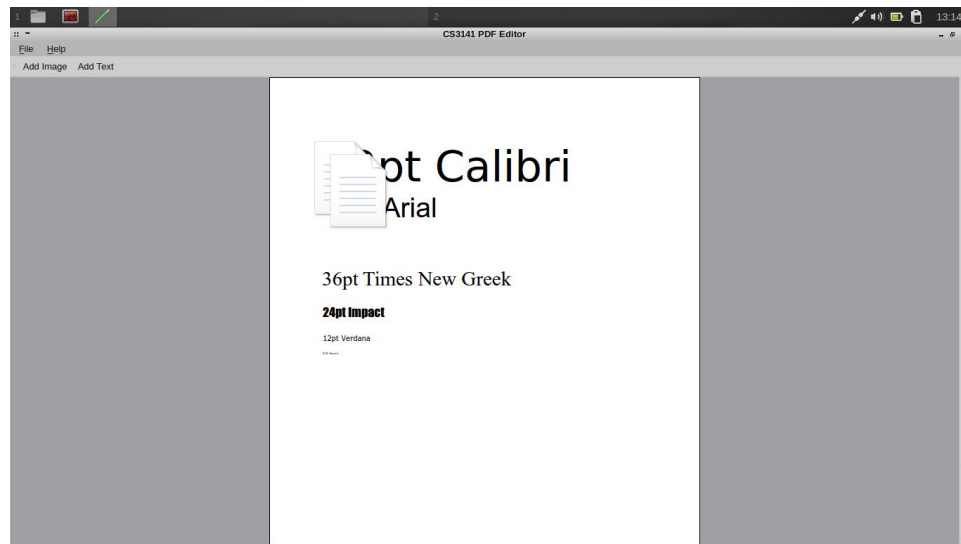
- 1) Click the "Add Image" button on the toolbar



- 2) Select the image you would like to add in the file select window and click the “Open” button at the bottom (only .png images are able to be added)

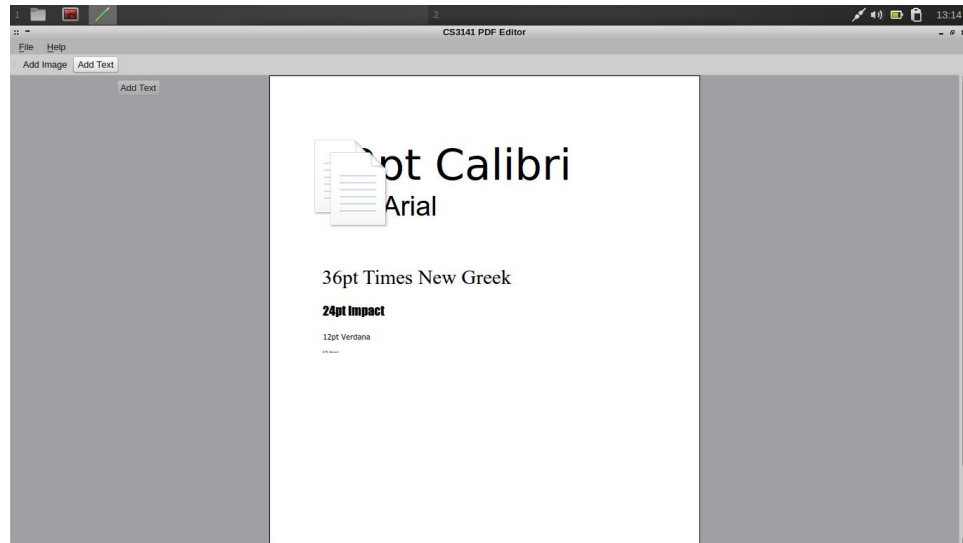


- 3) The image will appear in the top left corner of the page and can be placed anywhere in the document

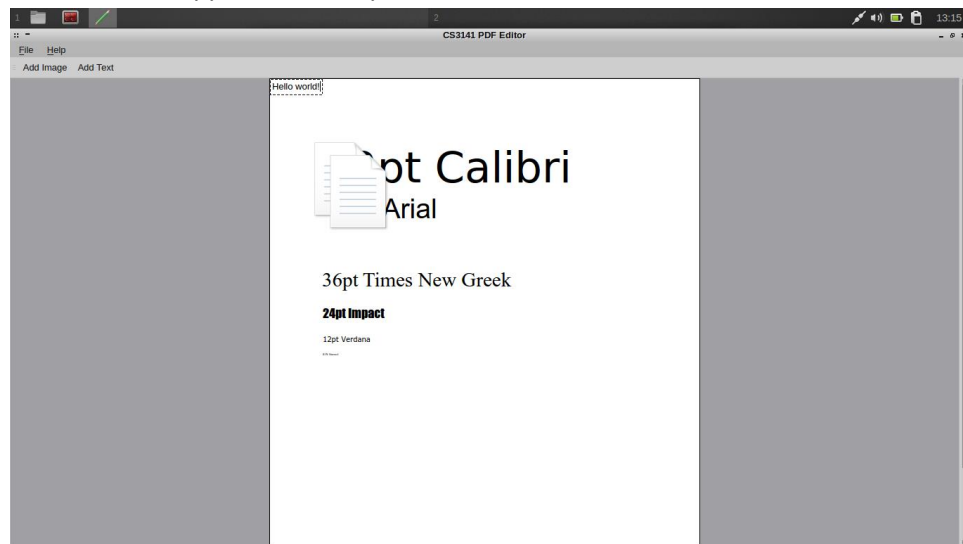


Adding Text

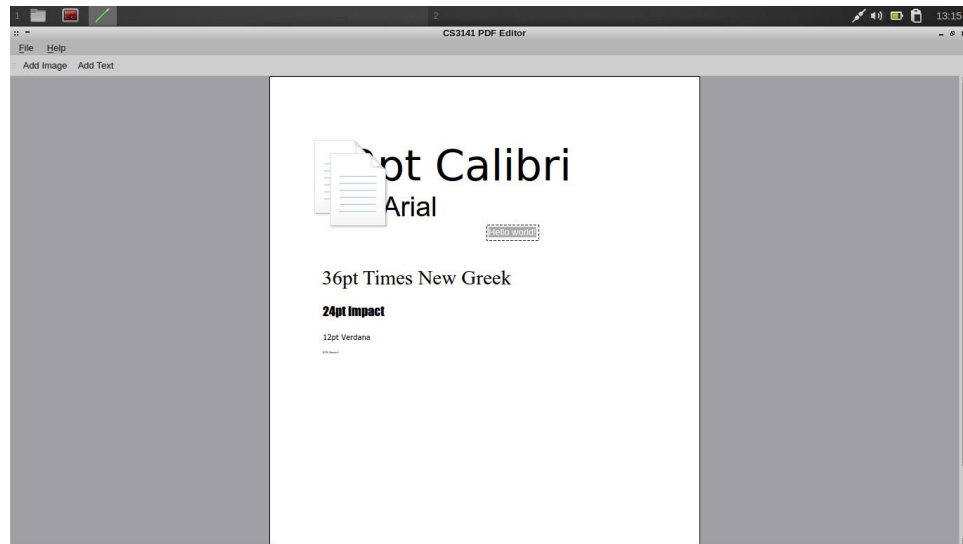
- 1) Click the “Add Text” button on the toolbar



- 2) A textbox will appear in the top left corner of the document where text can be added



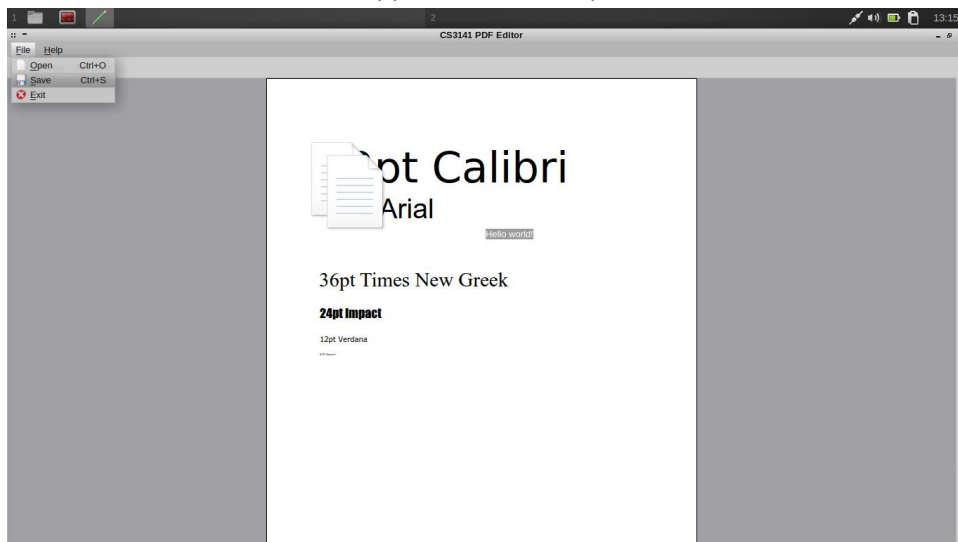
- 3) The text can be moved to any part of the document



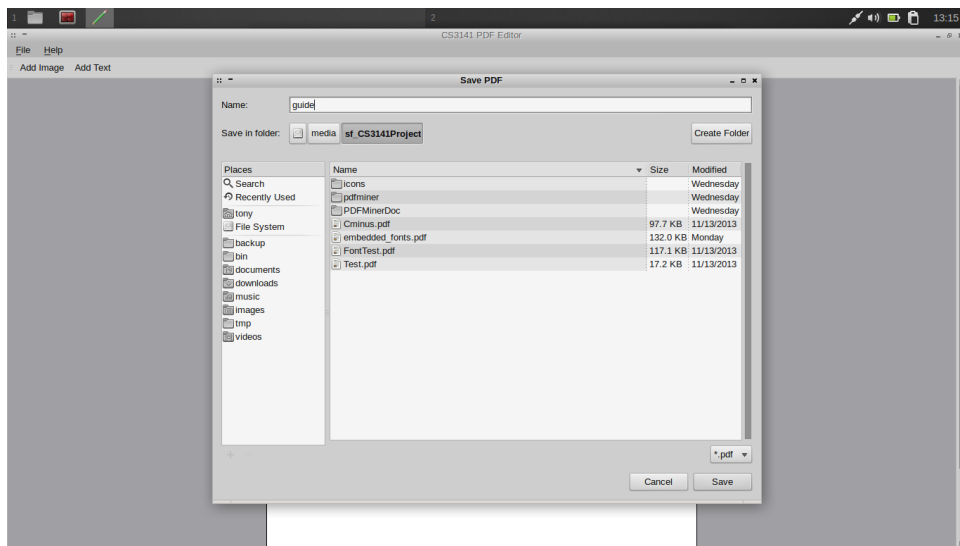
- 4) To remove text and images, move the item into the grey area outside of the document

Saving the Document

- 1) Click the "File" button on the menubar
- 2) Select the "Save" button that appears on the dropdown menu



- 3) When the file dialog appears, type the name of the new document in the box at the top of the window



- 4) Click the “Save” button at the bottom of the window to save the edited document