# Revu Tutorial: PDF Text Editing

Revu's text editing features are great for last minute changes or for proofreading PDF documents. Advanced Text tools allow you to edit text in a PDF or markup text to be corrected on the native document.

To turn on the Advanced toolbar, go to *View/Tools/Advanced Text* or choose the various text editing options through the Document and Markup menus.
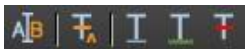
Edit Text

Use Edit Text to add, delete, replace, or customize existing text in a PDF. Turn on Edit Text by going to *Edit/Edit Text* or clicking the button from the Advanced Text toolbar. Images and other non-editable items will be grayed out in Edit Text mode.

To **Add text**, insert your cursor in the desired location and type in the text with your keyboard. Revu will automatically recognize and match the font, style and size, but you can use the Properties toolbar or panel to adjust these settings.

Delete text by selecting the text with your mouse cursor and pressing the **Delete** key.

To **Replace Text**, insert your mouse cursor and select the text to be replaced. Once you've selected the text to replace, simply type over it.

PDF text can be customized by selecting the text, then selecting font properties in the properties panel or drop down menus. Exit **Edit Text** mode by pressing **Esc** on your keyboard, by clicking the **Pan** icon or selecting any other markup.

Note: If you attempt to edit text in a PDF containing a font that is not on your computer, you'll receive a message prompting you to change the font. Select the text with the cursor or "Ctrl + A" and change it to any available font using the Properties toolbar or panel.

Review Text

Add markups on the PDF for edits without changing the text in the PDF. Turn on **Review Text** by going to *Markup/Review Text*, using keyboard shortcut "Shift + V", or clicking the icon on the Advanced Text toolbar.

Mark **Replacement Text** by selecting the text to be replaced. Begin typing the replacement text. Revu will track the replacement text in a pop-up note, marking the original text with a strikethrough line and adding an insertion point.

Example: Replacement
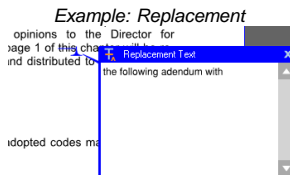
Designate **Inserted Text** by placing your cursor at the point where you want the new text to appear. Type in the text to be inserted. Revu will track this text in a pop-up note and will place an insertion point in the text.

Additional Advanced Text Options

Revu also includes Advanced Text markups so you can underline text, add a squiggly line to denote a misspelling or strikethrough to mark text for deletion. The Spell Check feature will automatically detect a spelling error with a red squiggly line after text has been entered. (Please refer to the Spell Check PDF tutorial for more information).
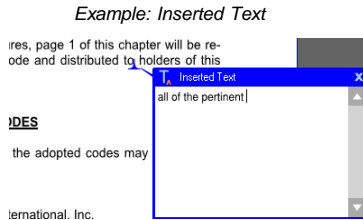
Example: Underline Text

Underline Text by going *to Markup/Underline Text*, using keyboard shortcut "U" or clicking the icon on the Advanced Text toolbar. Use your cursor to select text to be underlined. Text will be underlined after the left mouse button is released.

Access the **Squiggly Text** by going to *Markup/Squiggly Text*, entering in keyboard shortcut "Shift + U", or clicking the icon on the Advanced Text toolbar. Use the cursor to select the appropriate text. The squiggly line will be added as soon as the left mouse button is released.

Example: Squiggly Text

Example: Strikethrough Text

Strikethrough Text by going to *Markup/Strikethrough Text*, using keyboard shortcut "D" or clicking the icon on the Advanced Text toolbar. Select text to be deleted with the mouse cursor. The strikethrough line will be added after the left mouse button is released.