

Editing a PDF Using Adobe Reader

In order to edit a PDF using Adobe Reader, you will need Adobe Acrobat **Reader** DC. This program is sometimes called “Adobe Reader”, “Acrobat Reader”, or just “Reader” depending on the person you are talking to. Adobe Acrobat **Reader** DC is a free program, which you can download from Adobe here:

<https://get.adobe.com/reader/>.

Note: You **do not** need to use Adobe Acrobat Pro DC. That program is only free for a 7 day trial and is very expensive when the trial is over.

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Editing PDFs

***IMPORTANT:** If you need to fill in a PDF that is not a form, please see the “Filling In PDF Forms” information.

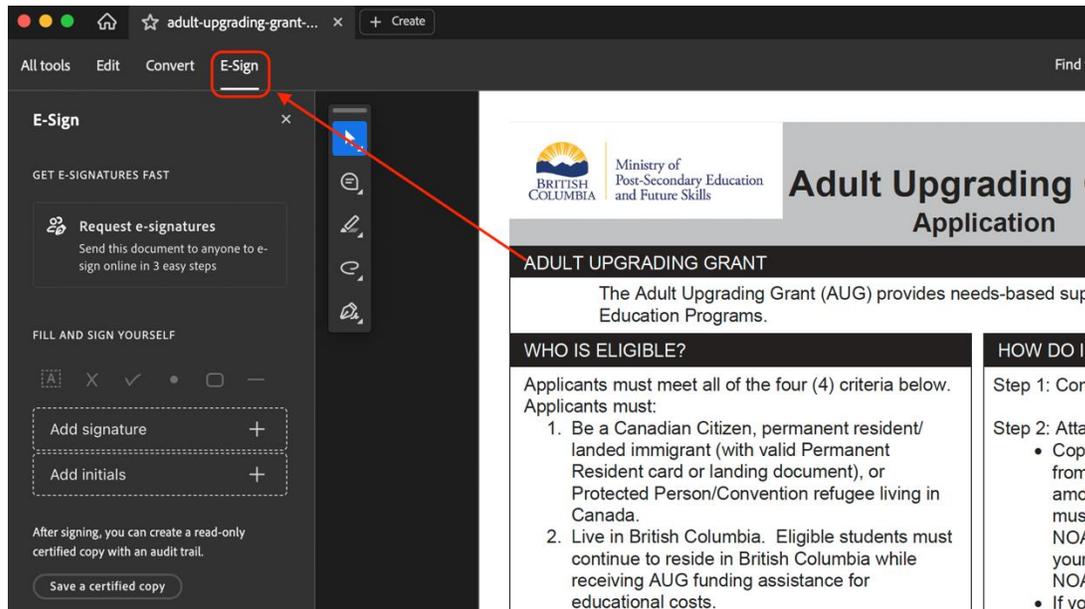
There is a video overview of how to use the app here:

<https://viu.video.yuja.com/V/Video?v=1159503&node=6428934&a=136522641>.

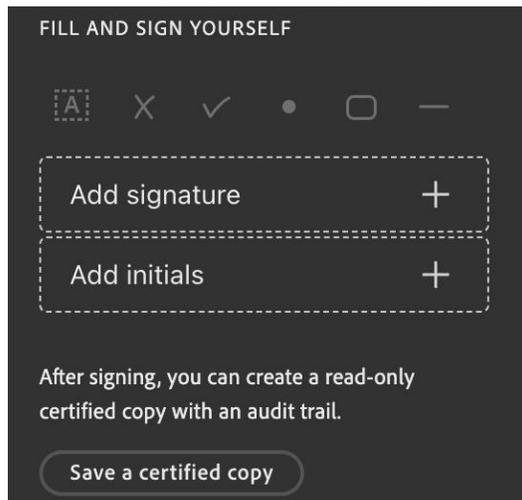
1. Open your PDF using Adobe Acrobat Reader by double clicking on the file, or right clicking on the file and choosing “Open With” and “Adobe Acrobat Reader DC”
2. Once the PDF has opened, find the place you want to write on the page

Typing on a PDF

1. Open the editing tools by selecting the “E-Sign” option from the navigation menu



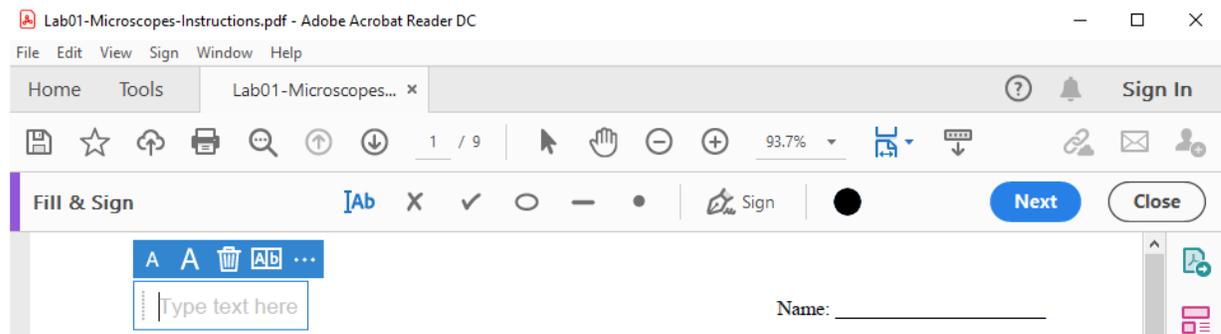
2. The “Fill & Sign” panel will open, if you see a pop-up to Add Signature or Add Initials, you can close it



3. To type on the document, click the “Add Text” button, it looks like this:



4. Your cursor / mouse will change to look like the icon: , then you can click anywhere on the document to begin typing

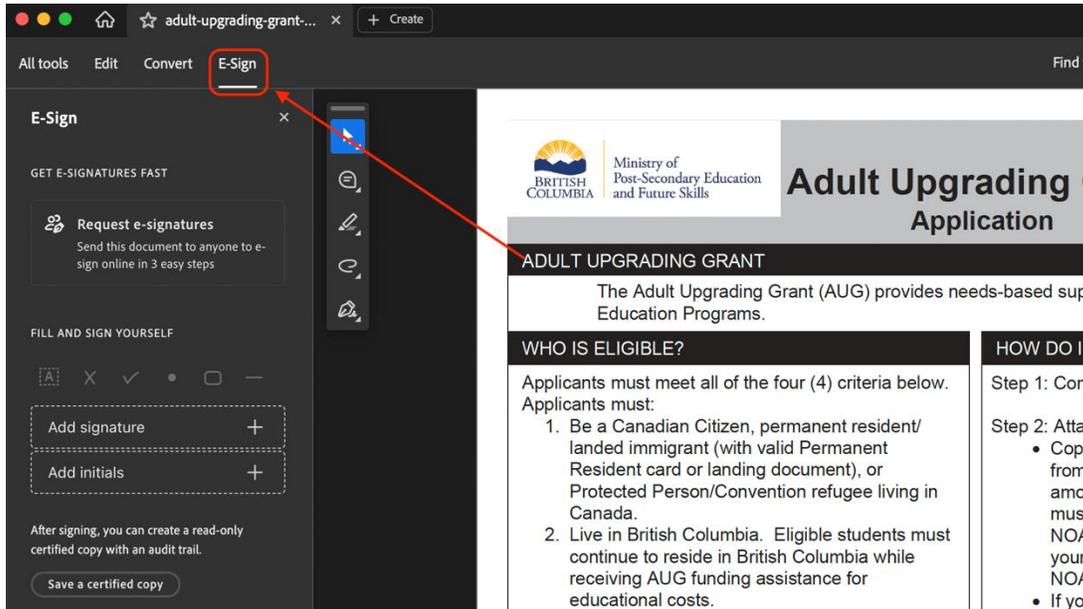


5. When you are done typing, click outside of the box that appeared to save your work
6. If you want to edit the text that you added, click on the text again
7. You can also use the trash can icon to delete any text you added

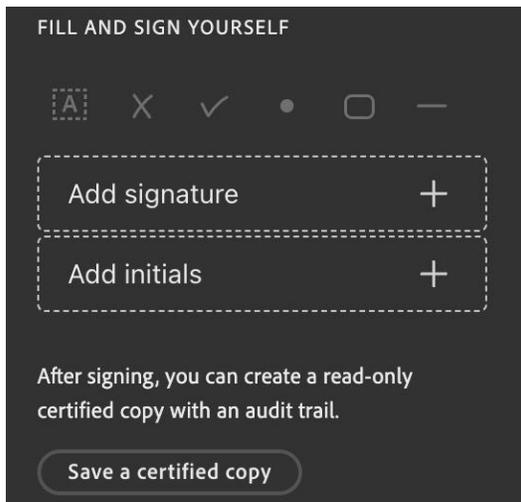


Underlining Text and Drawing Other Symbols

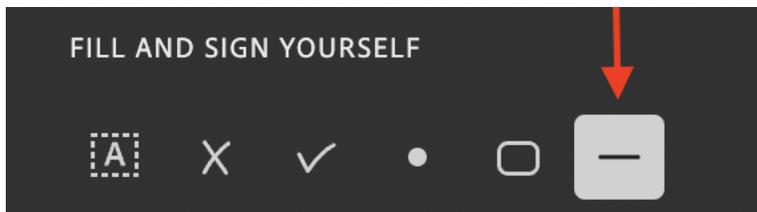
1. Open the editing tools by selecting the “E-Sign” option from the navigation menu



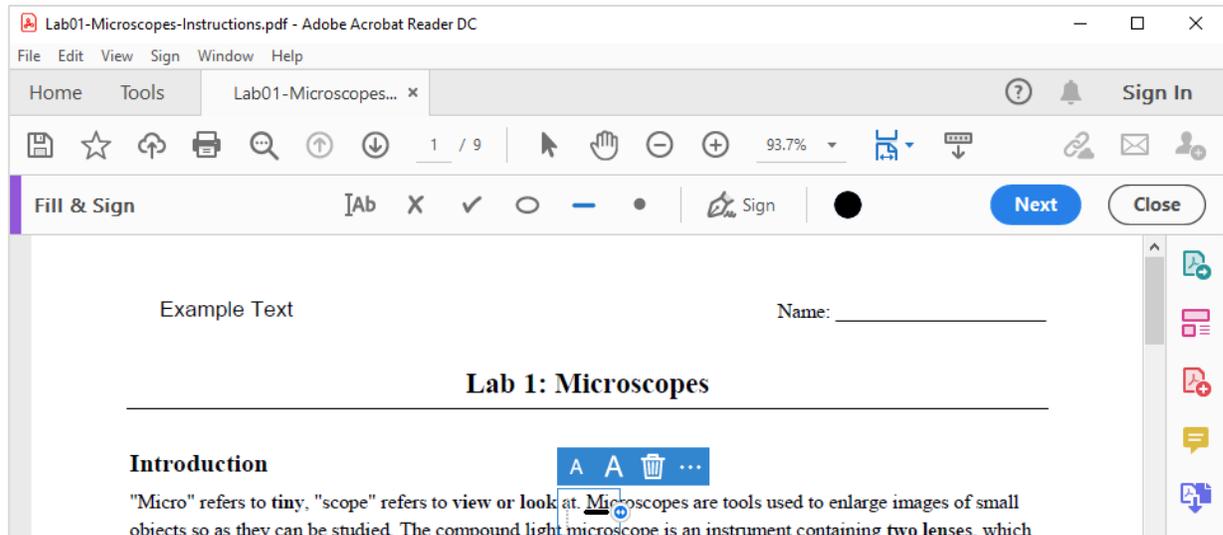
2. The “Fill & Sign” panel will open, if you see a pop-up to Add Signature or Add Initials, you can close it



3. To underline text, click on the “Add a line” button, it looks like this:



- You cursor / mouse will change to look like the icon, then you can click anywhere on the document to underline text



- Use the blue circle on the right side of your line to make it longer or shorter



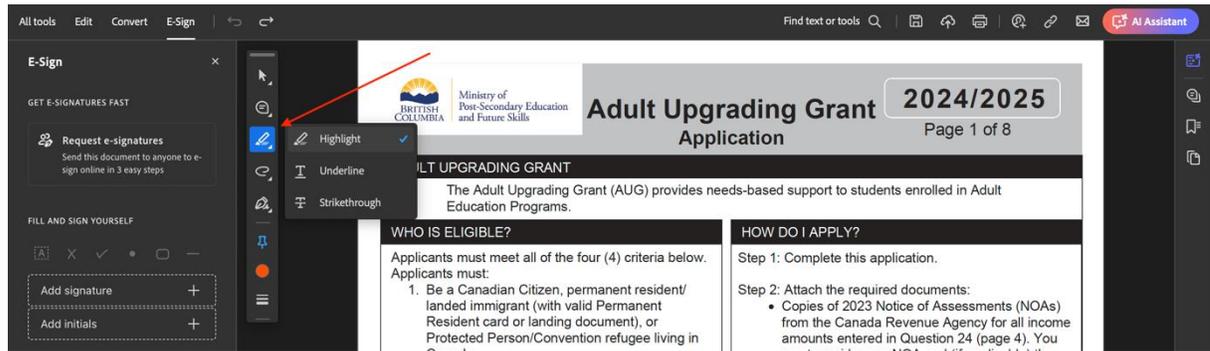
- If you want to edit the line that you added, click on the line again
- You can also use the trash can icon to delete any lines you added



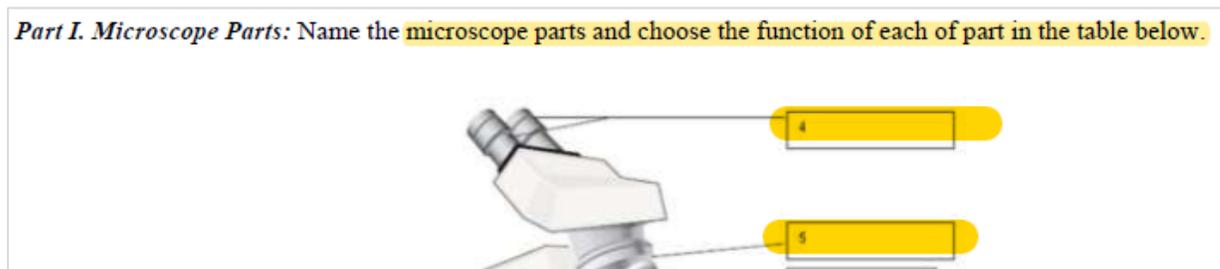
- You can also use the , , or  the same way you used the line to add other shapes to the document

Highlighting on the PDF

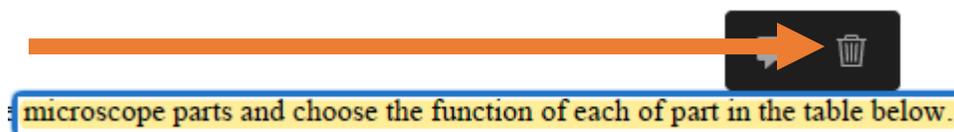
1. Open the highlighting tool by selecting the highlighter icon (you may also need to select the ellipse "...") and then select "Highlight")



2. Your mouse will either change to look like a highlighter pen or a circle
3. Click and drag over text or over an image to highlight in yellow

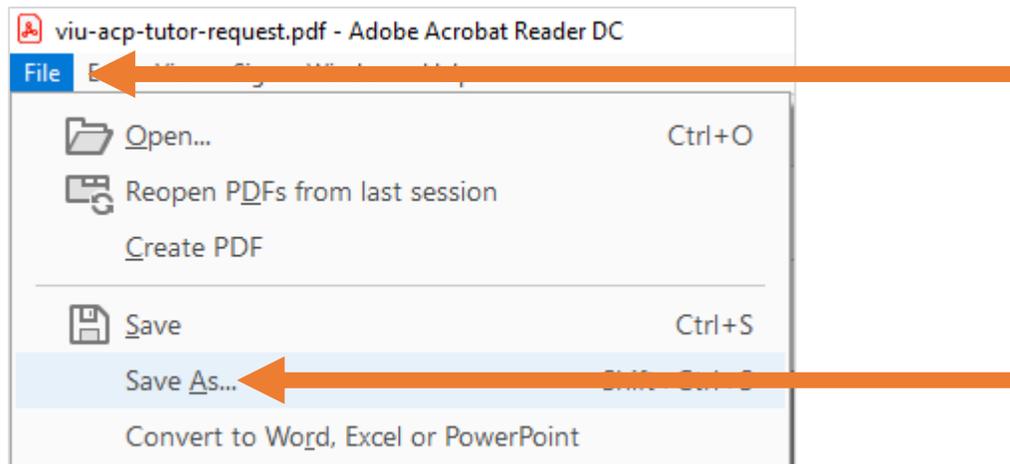


4. If you want to edit the highlighting, click on the highlighted line
5. You can delete your highlighting by clicking the trash can icon



Saving Your Edits

1. When you are done editing the PDF, click “File” and select “Save As”



2. Select where you would like to save the file
3. Give your file a name
4. Click “Save”
5. You can now close Adobe Acrobat Reader DC, and attached your file to an email or submit it to a VIULearn assignment folder.