

How To Edit A Document

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To add new text to a document, click the icon with an "A" next to lines at the top of the page. Click where you want to add text and start typing. Click and drag to create a text box of a defined size. Use the format options in the menu bar to the right to edit the text format.

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Go to File > Open. Select the Edit PDF tool in the right pane. Click on the text or image you'd like to edit. Acrobat will display all the editing tools you'll need to format your text.

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