

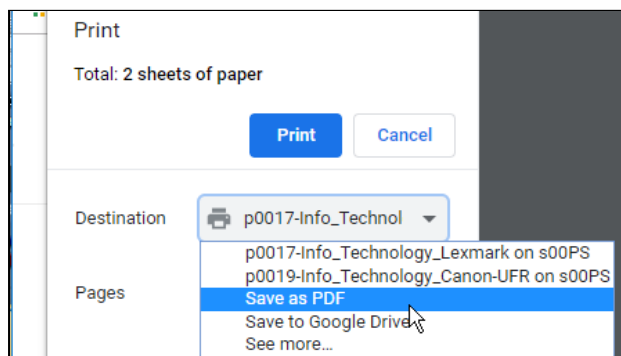
## Editing PDFs with Adobe Acrobat DC

### What is a PDF?

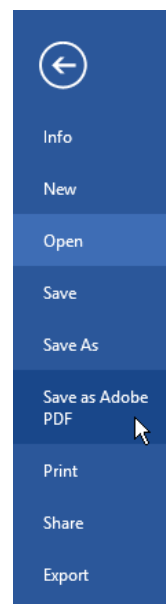
PDF stands for Portable Document Format. PDFs can be opened on any electronic device, and they retain all the text layout and images of the original document (typically created with Microsoft Office, G Suite, etc.) Essentially PDFs are printed documents saved in an electronic format.

### How are PDFs created?

PDFs can be created through the print dialog box of many applications, including Google Chrome.



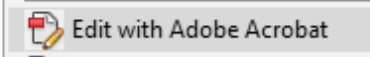
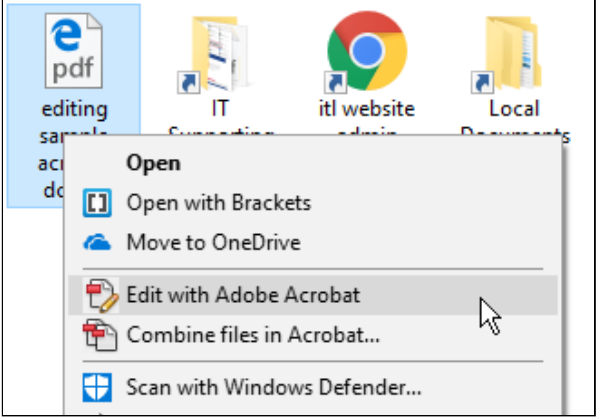
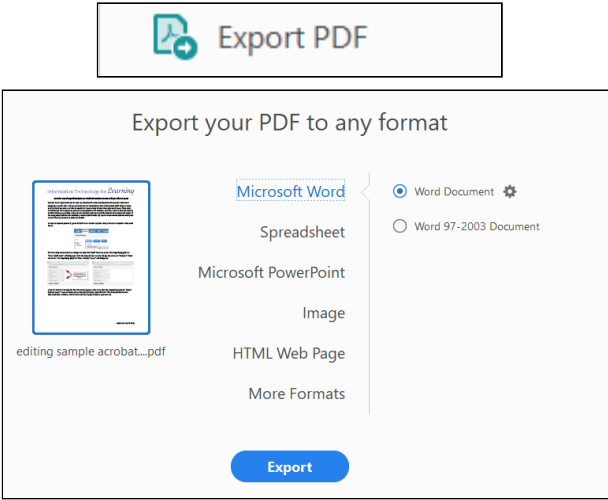
If Adobe Acrobat DC is installed on a computer (as it is on all PCs in SD61) there is a separate Acrobat tab in Microsoft Office applications where PDFs can be created. There is also an option to *Save as Adobe PDF* listed under the File tab (aka Backstage View).

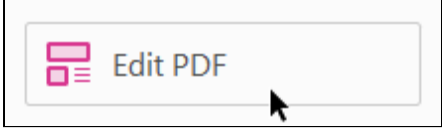
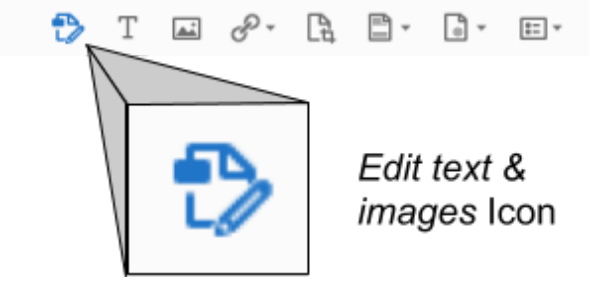
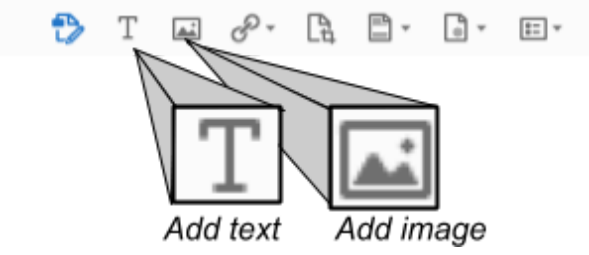


# How Can I Edit PDFs?

Special software is needed to edit PDFs. If your computer is set to open PDFs in a browser window you may not have any other options other than copying and pasting the contents of a PDF into a Word or Google Document for editing. However, the formatting is lost and you have to start from scratch to rebuild the document.

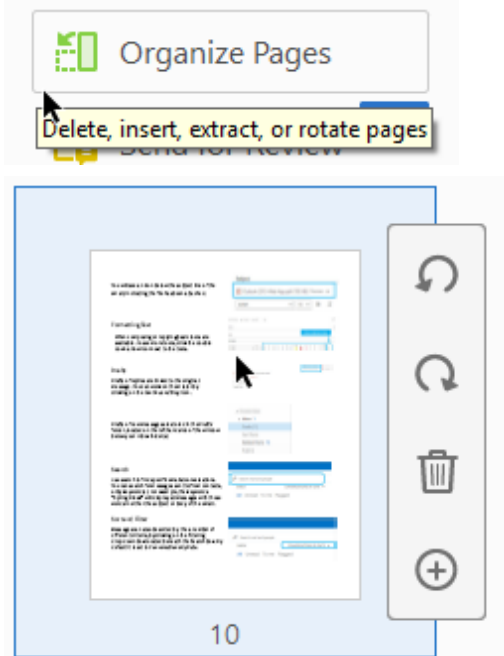
SD61 computers have the Adobe Acrobat DC (Document Cloud) PDF installed by default. Acrobat DC has several tools that you can use to make edits, without changing the layout of the document. You can edit PDFs in Acrobat DC by following these steps:

<p>Open the document with <b>Acrobat DC.</b></p> <ol style="list-style-type: none"><li>Locate the document on your computer.</li><li>Right-click the document.</li><li>Select <i>Edit with Adobe Acrobat</i></li></ol> 	
<p>Exporting PDFs</p> <p>With the document open click the <i>Export PDF</i> button on the right-hand side. A window will open allowing you export the document to Word, or another format, for easy editing.</p>	

<p><b>Edit Images &amp; Text:</b></p> <p>When the document is open click the <i>Edit PDF</i> button on the right-hand side to open the editing tools.</p>	
<p><b>Editing Existing Content</b></p> <p>Above the open document are several icons that allow you to edit different aspects of the document. Make sure the <i>Edit text &amp; images</i> icon is selected. You can now modify the text and images present in the document.</p>	
<p><b>Note:</b> If the document uses fonts that are not installed on your computer these fonts will be substituted. If consistency is important may need to change all of the fonts in the document to match ones that are on your system.</p>	
<p><b>Adding New Content</b></p> <p>Use the <i>Add text</i> icon to add a new text box. Use the <i>Add image</i> icon to import a picture into the document.</p>	

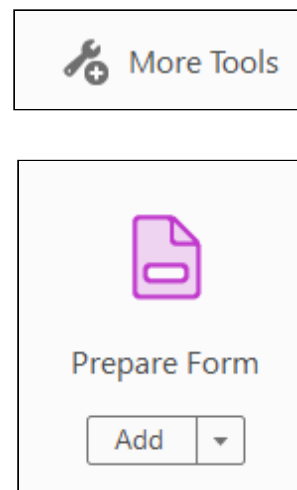
## Adding, Removing & Reordering Pages

In the *Organize Pages* section you can reorder pages by clicking and dragging them. You can add or subtract pages by hovering over an existing page and then using the plus icon to add or the trash icon delete. Use the arrow icons to rotate the pages clockwise/counter-clockwise.



## Preparing Forms

If you need to create a form that people can complete and return you can use the *Prepare Form* function, found under the *More Tools* heading. Visit [this link](#) to learn more about creating forms with Acrobat DC.



A complete guide to using Acrobat DC is available from Adobe. Visit this link:  
<https://helpx.adobe.com/support/acrobat.html>