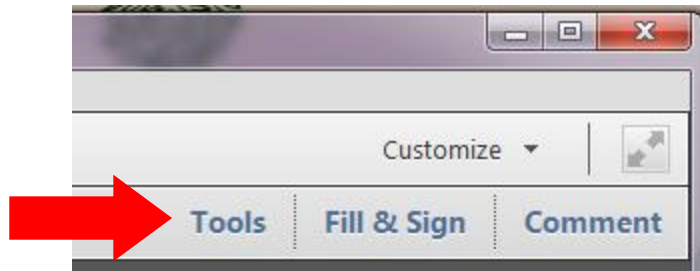
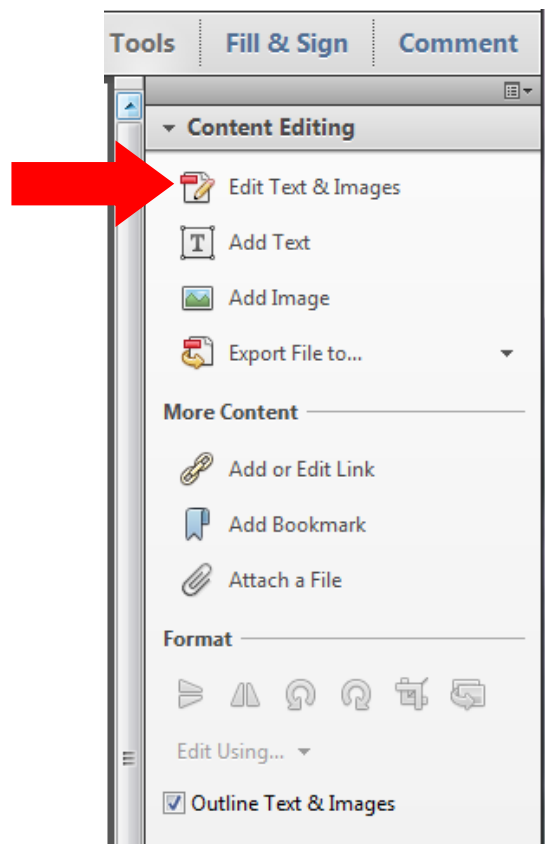


Editing text and images in a PDF file with Adobe Acrobat XI

1. Open the PDF in Adobe Acrobat XI.
2. Click on Tools in the upper right-hand corner.



3. Click on Edit Text and Images.



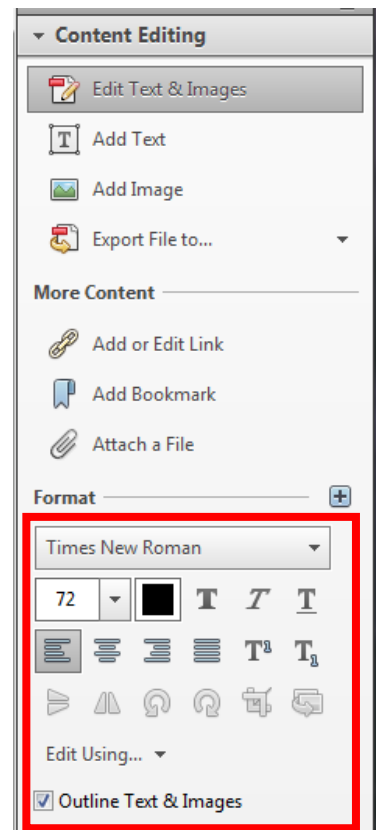
4. All of the content available for editing will be surrounded by a grey box which will turn blue when your cursor moves over it.

Editing text and images in a PDF file with Adobe Acrobat XI

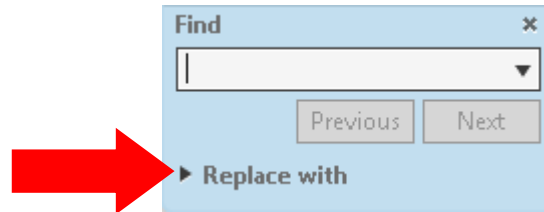


Editing Text

5. Click the text to edit it.
 - a. Start typing to change the actual text.
 - b. Click somewhere on the border and drag to change the text's location in the PDF.
 - c. To resize the text box, click on the appropriate corner/edge and drag to desired size.
 - d. All formatting options are located under the Format heading.
(Note: If text has been selected, the image formatting options are greyed-out)



6. To find or replace text, click edit in the top left-hand corner and then click find from the drop-down menu.
7. Start typing to locate certain words or phrases.
8. To replace text, open the “Replace with” section by clicking on the triangle.



9. Enter the text that you want to replace the unwanted text and click Replace.

Editing Images

10. Click on the image to edit it.
 - a. Click somewhere on the border and drag to change the image's location in the PDF.
 - b. To resize the image, click on the appropriate corner/edge and drag to desired size.
 - c. All formatting options are located under the Format heading.

(Note: If an image has been selected, the text formatting options are greyed-out)

 - i. If you would like to do further editing that Acrobat does not support, select Edit Using at the bottom of the formatting options.
 - ii. The available, photo-editing software will show up and you can choose which one to use or choose “Open with” to pick a software not listed.

