Modular Documentation Project

Adobe Acrobat Pro DC Editing Features

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Editing text and images in a PDF file

Adobe Acrobat Pro DC allows you to edit a PDF directly in the file. If you need to fix a typo, replace an image, or delete a page from your documentation, Acrobat has editing or organizing tools which eliminate the need to track down source files and regenerate PDF files.

Note: You must have permission to edit the PDF file. Choose **File** > **Properties** to check the status. Click the **Security** tab; permissions are listed in the **Document Restrictions Summary**. If you are not allowed, obtain the password from the document owner.

To edit your PDF file, see the following information:

- Fixing typos and adding new text
- Replacing an image

Fixing typos and adding new text

Acrobat's editing tools eliminate the need to track down source files and regenerate PDF files. Fix typos and add new text directly in a PDF file by accessing the **Edit PDF** tool.

Fixing typos

1. Open a PDF file in Acrobat Pro DC, click **Tools** > **Edit PDF** > **Edit.**
   Text that can be modified will appear within a **bounding box**.
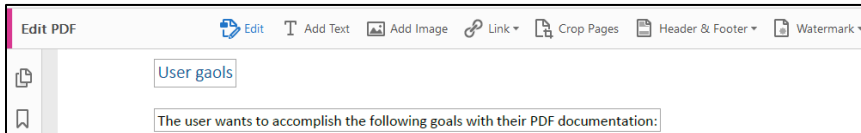
2. Locate the section of text to edit.
3. Insert your cursor within the text and make your correction. The font will remain the same as the original text.
   Note: If you would like to add additional text to the same **bounding box**, continue to type in new text, and the **bounding box** will increase in size.
4. To overwrite the original PDF file, click **File** > **Save**. Or **Save As** to create a new PDF.

Adding new text

1. Open a PDF file in Acrobat Pro DC, click **Tools** > **Edit PDF** > **Add Text**.
2. The **Add Text** cursor will be visible. Locate an area on the page to add new text.
3. Type new text. Acrobat will use the current default text font used on that page. See Changing and resizing fonts to modify fonts.
   Note: Be aware of the location of the **bounding box**, it may run into other text on the page.
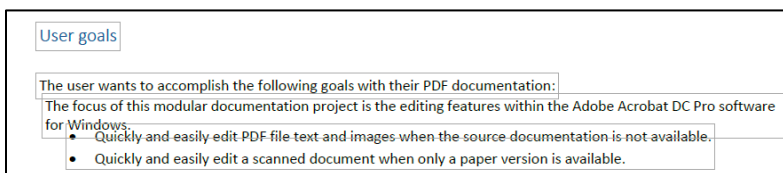

   To move, select the **bounding box** and use the 4-way arrow cursor to click and drag the text box.
4. To overwrite the original PDF file, click **File** > **Save**. Or **Save As** to create a new PDF.

Text formatting menu options

Modify the format of the edited text within the **Edit PDF** toolset. The **Format** options are located in the right pane. The following text formatting options are available.
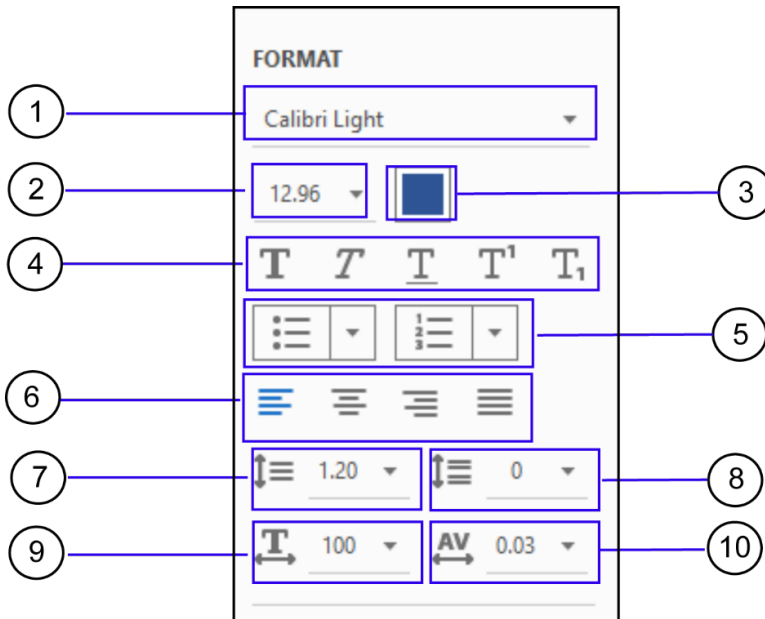
| 1	**Font** (only fonts installed on your system will be available)
2	**Font size**
3	**Font color**
4	**Text formatting options** (bold, italics, underline, superscript, subscript)
5	**List controls** (create a bulleted or numbered list)
6	**Text alignment** (left, center, right, justify)
7	**Line spacing** (increase spacing 1-3 lines within the highlighted **bounding box**)
8	**Paragraph spacing after** (add 0-100 pts of spacing within the highlighted **bounding box**)
9	**Horizontal scaling** (increase the size of text from 80%-120% within the highlighted **bounding box**)
10	**Character spacing** (modify the spacing between text characters -1 to 2 spaces)

Related topic
Fixing typos and adding new text

Replacing an image

Acrobat's editing tools eliminate the need to track down source files; this applies to source images as well. Replace an image directly in a PDF file by accessing the **Edit PDF** tool.

1. Open a PDF file in Acrobat Pro DC, click **Tools** > **Edit PDF** > **Edit.**
2. Click on the image to replace. The **Objects** editing options in the right pane are now accessible.
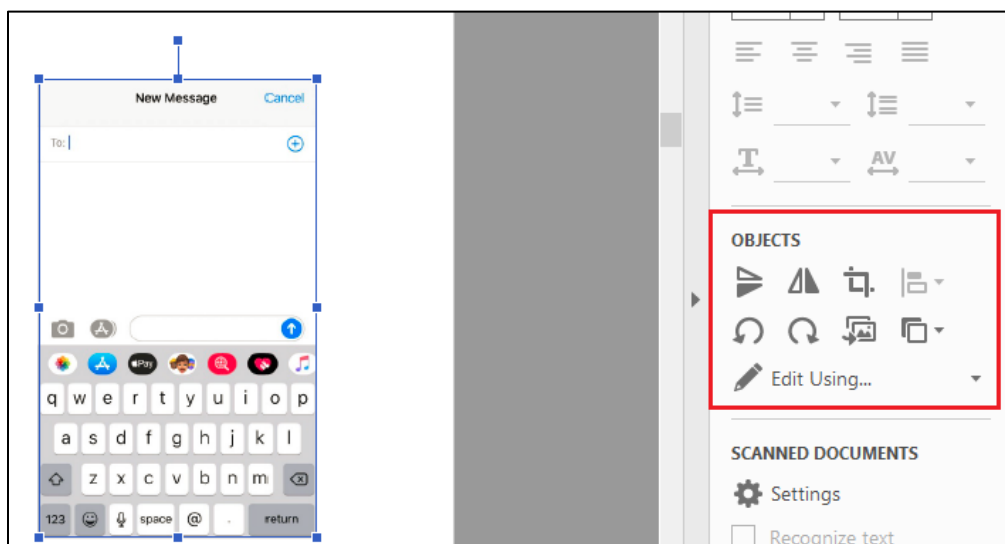

3. Click on the **Replace Image** icon 📷.
4. Locate the replacement image in the **Open** dialog box. Click **Open**.
   The new image will replace the original image in the same **bounding box**, and the new image will be the same size as the original.
5. Click **Save**.

Scanning a paper document to PDF

If you need to edit a document and do not have the source file, scan your document directly from a scanner and save it to your PC, or scan the document through Acrobat and **Save As** a PDF file. The following instructions will explain the process of scanning using Acrobat.

Note: You must have access to a scanner to scan your document.

1. Click **Tools** > **Create PDF** > **Scanner**.
2. Select your scanner from the pull-down menu. Under **Scan using** the **Default Settings** radio button is automatically selected.
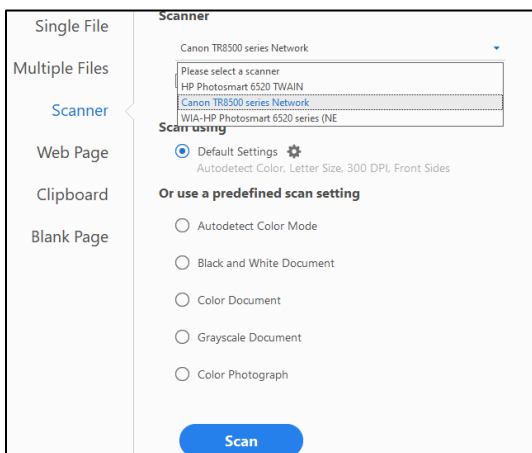
Use the default scan settings or predefine them. Select the **Settings** ⚙ icon to review the default settings. The default scan settings include:

- **Color Mode**-Auto detect
- **Resolution**-300 DPI
- **Output**-Create New PDF

The default scan settings are used for these instructions.

Note: Acrobat uses the optical character recognition (OCR) system. It converts scanned files and image files into editable documents. For more information, see Optical character recognition (OCR).

3. Make sure your document is positioned correctly in the scanner. Click **Scan**.
   The **Prompt to Scan More Pages** dialog box may appear. Select the appropriate option: **Scan More Pages**, **Scan Reverse Sides**, or **Scan Is Complete**. Click **OK.**
4. Once created, the PDF file will automatically open. Save the file or start editing the file. See Editing a scanned document for more information.

Related topic
Optical character recognition (OCR)

Optical character recognition (OCR)

Adobe Acrobat Pro DC uses the optical character recognition (OCR) system to convert scanned text and image files into editable documents. If you have a paper document, for example, a business proposal and scan the document, it becomes a raster image. The scanned file is not editable at this point; it becomes editable once you open it in Acrobat.

When you open a scanned file in Acrobat, OCR will automatically run in the background of the software and transform the data into an editable format. OCR software processes the information by locating and recognizing characters. Acrobat converts the information found in the scan to text and will match the formatting and layout of the original document. Acrobat can match the original font if found on your system.

Related topic
Scanning a paper document to PDF