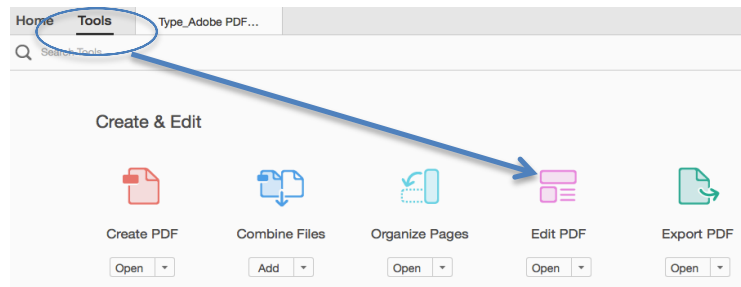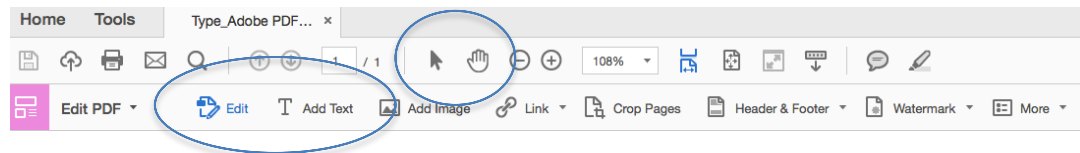## How to Type Anywhere on an Adobe PDF File

*Be sure that your files open in Adobe Acrobat.

1. **Open a PDF file in Adobe Acrobat Pro** (see handout for converting to Adobe Pro from Preview if needed)

2. **Go to the toolbar across the top of the application, select *Tools*, & *Edit PDF*:**

3. **Select "*Tools*" and Open "*Content Editing*"**

- To type **ANYWHERE** on a document, select the **"Add Text"** icon & then click where you want to type (There will be a formatting tool that opens under the "add Text" area on the right-you can change the color of the font, size, and more.

- To Edit a Text Box, select **"Edit" on the toolbar above.**

- To get out of the Content Editing Tools, go to the toolbar across the top and select the **"cursor" icon** or the **"hand" icon** (circled above)