

## Editing PDF Documents with Adobe Acrobat Professional

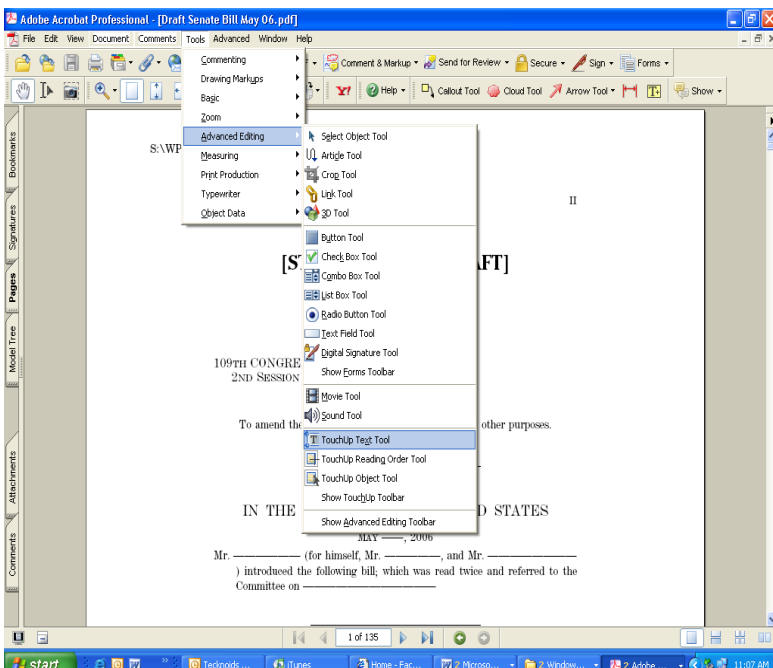
Using Adobe Acrobat Professional, under certain conditions you can perform *minor and limited editing to an existing PDF document* without converting the document to another form.

**PDF documents cannot be modified using Adobe when:**

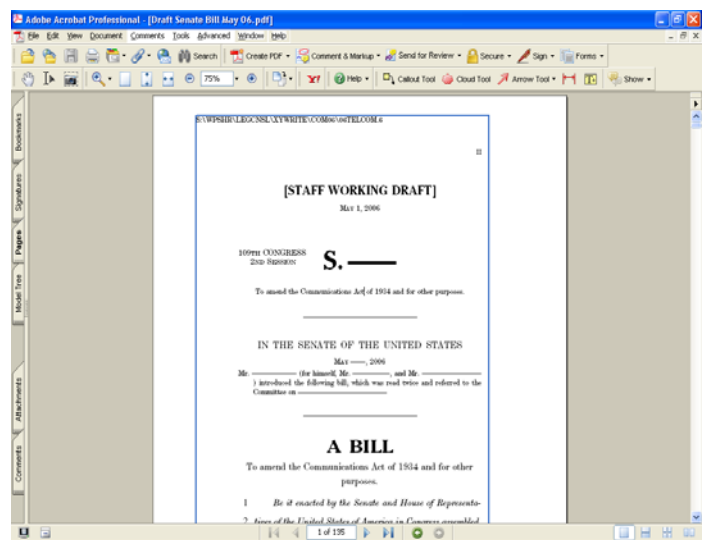
- Security features in the document prevent editing.
- Adobe recognizes the document as an image and not text.
- The fonts in the document are not installed on your computer.

### To edit a PDF using Adobe Acrobat:

1. Open the PDF document in **Adobe Acrobat**.
2. From the main menu bar click on **Tools**, select **Advanced Editing**, then select **TouchUp Text Tool**.



3. On the page that you wish to edit, double click on the text that you wish to edit. A blue border will appear around text.



**NOTE:** If the blue border appears around only a segment or section of text, double click in the area where there is not a border. If the border still does not appear, the text on that part of the page cannot be edited.

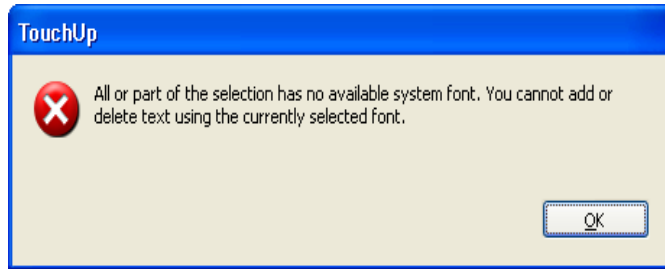
4. You may now begin to edit your document.

**NOTE:** If you try to edit and get the below error message, the fonts in the document are not installed on your computer and you cannot edit the document.

## Editing PDF Documents with Adobe Acrobat Professional



Information Technology Service Desk  
(305)284-3000  
help@law.miami.edu



5. After editing the document, click on **File**, then **Save As** to save the edited PDF document.