T4L Support Guides
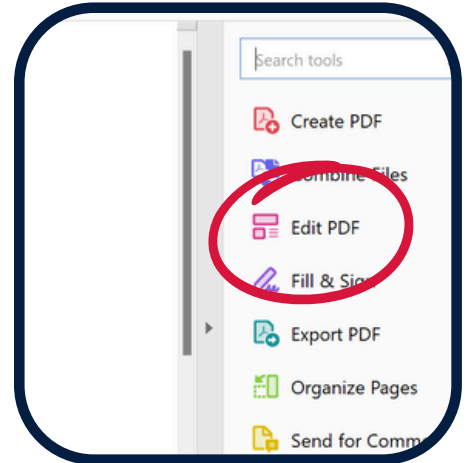## Adobe Acrobat Pro
Edit Text and Images

Step 1

Open the PDF file by double clicking on it.

Step 2

On the toolbar to the right select **edit PDF**. If no text is displayed look for the icon of pink boxes.

Search tools

- Create PDF
- Combine Files
- Edit PDF
- Fill & Sign
- Export PDF
- Organize Pages
- Send for Comm

Edit Text

Select and highlight text then make changes using the **format** menu on the right.

FORMAT

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Edit Images

Select an image to make changes using the **objects** menu to the right.

OBJECTS

Edit Using...

SCANNED DOCUMENTS

Settings
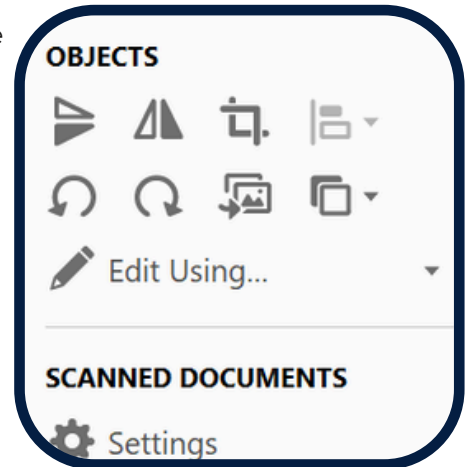
Add Text

Add new text boxes using the **add text** option in the top centre of the screen.

×   1 / 1

Add Text   Add Image
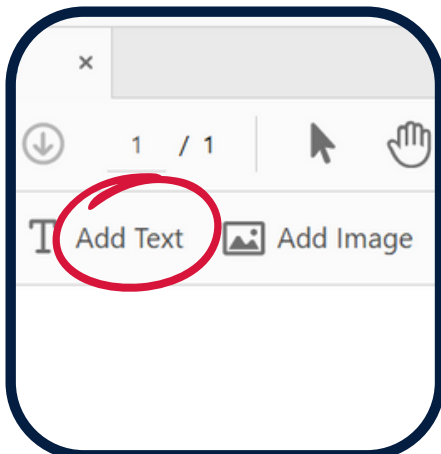
Add Images

Add new images using the **add image** option in the top centre of the screen.

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Add Text   Add Image

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