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## How to edit a document in adobe acrobat

Using Acrobat's mobile-friendly tools, you can easily edit text on your PDF documents without switching between apps. This makes it simple to refine your PDFs for any situation - whether you're working from home or on-the-go. Editing graphics in a PDF is covered in another tutorial, and if you need to update scanned text, there's a separate guide for that too. I'm editing the text in this project as I need to present it to our key stakeholder for funding within my organization. To get started, I'm in the web version of Acrobat at [acrobat.adobecom](#) with the file open. From here, I select 'edit' from the toolbar - or on desktop, choose Edit from the global toolbar. This will toggle edit mode, and you'll see bounding boxes around the content to confirm. If these aren't visible, you can adjust settings in the left-hand panel to turn them on. It's also worth noting that you can customize your editing experience by enabling auto spelling checks or restricting access. Since spellcheck is turned on for me, I notice a red underline indicating a spelling error. A quick click into the text resolves this issue. When making changes, keep in mind that each paragraph is an independent text box and doesn't interfere with adjacent ones - you can also resize these boxes without affecting font size. However, remember that text reflow is limited to the current page unless auto-adjust layout is enabled. To refine your text further, use the controls on the left for fine adjustments or try more advanced options like line spacing, character spacing, and color. I'll go ahead and add italics in bold to this project name now. Just be aware that if a font isn't available on your system, substitutions may occur to maintain consistency across devices - best practice is to use embedded fonts or the ones already installed on your device. If you're unsure about font embedding, select 'menu' then 'document properties' (or Control+D on Windows and Command+D on Mac) and navigate to the font tab for more information. Another useful tool when editing text in a PDF is the Find and Replace feature - I'll be using it since we recently changed the project name from "inspiration for change" to "Catalyst for change". To do this, I can search for 'inspiration', select the three dots, choose replace text, and then swap out the old term with the new one. This will efficiently update all instances throughout the document. When adding new text in Acrobat, the program automatically selects nearby font attributes and substitutes unavailable fonts with default ones. These default font settings can be customized in the Content Editing preferences, accessible via the menu or keyboard shortcuts Control K on Windows or Command K on Mac. Additionally, enabling Auto Adjust Layout allows for automatic reflowing of content and layout adjustment across pages, similar to a word processor. However, its effectiveness depends on the document's layout. Acrobat also recognizes and adapts to formatting styles, such as bulleted lists, and warns about text overflow. For extensive text edits, Acrobat may suggest exporting the file for editing in a program like Word or updating the original file. The program includes undo and redo options in the toolbar. With its array of text editing tools, Acrobat makes updating PDFs efficient and straightforward.

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