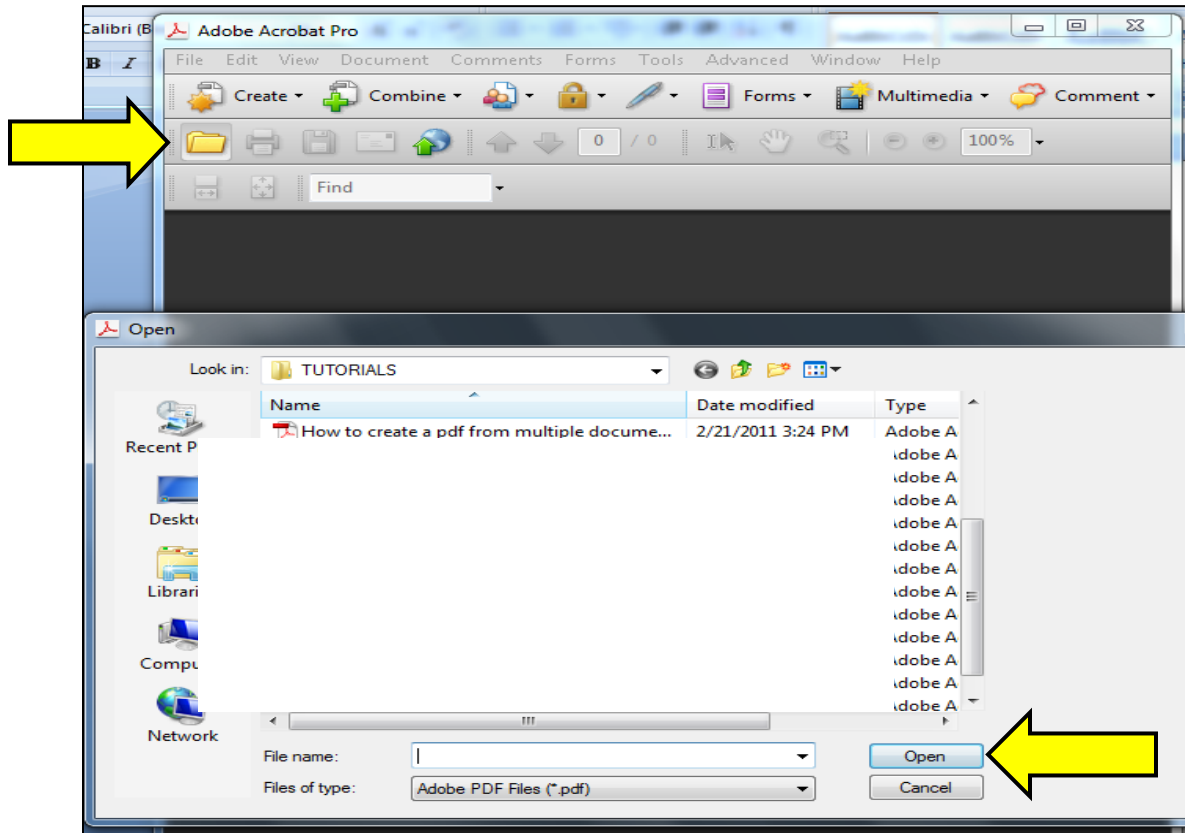


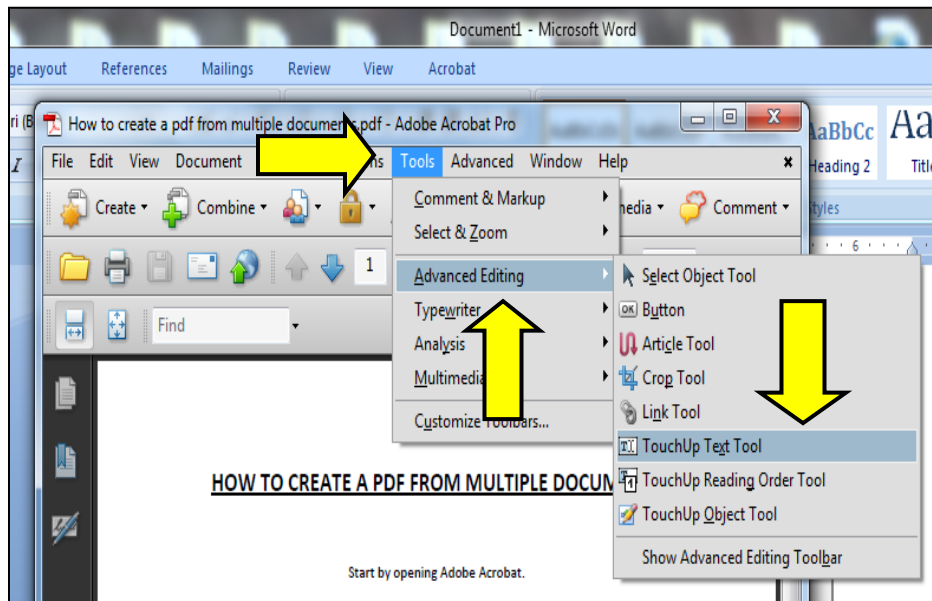
# HOW TO EDIT A PDF DOCUMENT

Start by opening Adobe Acrobat.

Click the **Folder Icon** button in the top left corner to open a file that you would like to edit.  
Once you've located it, click **Open**.



You should now be viewing your file. Click on **Tools**, scroll down to **Advanced Editing** and over to click on **Touchup Text Tool**.



You may now make changes to your document.

*Note: You will not be able to make changes to a scanned document, a secure document, or a document that was created by someone other than yourself.*

When you are finished making changes, **SAVE** your document.

Questions, call the IT Call Center at 870-460-1820.