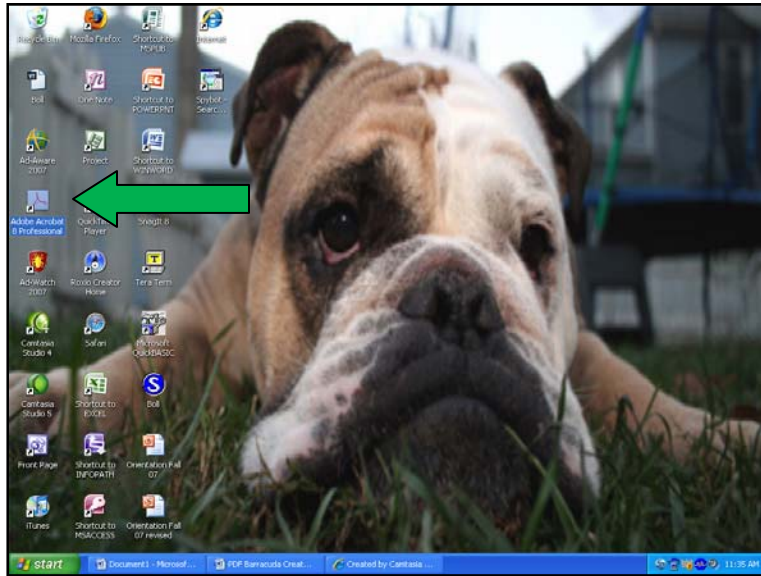
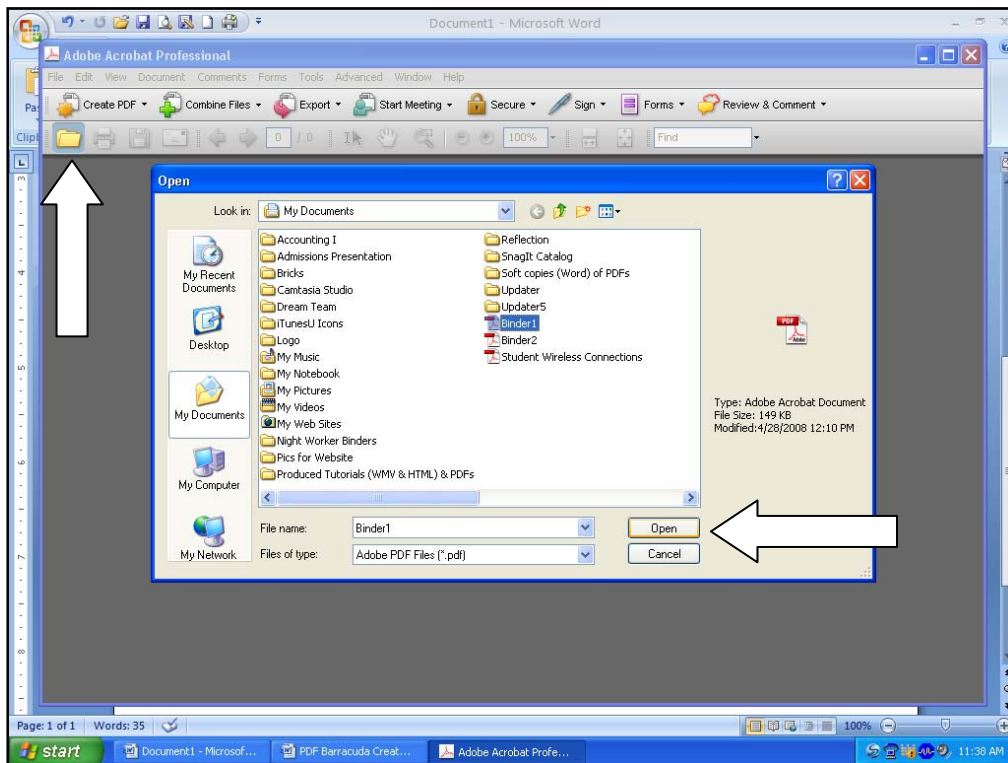


# How to Edit a PDF Document

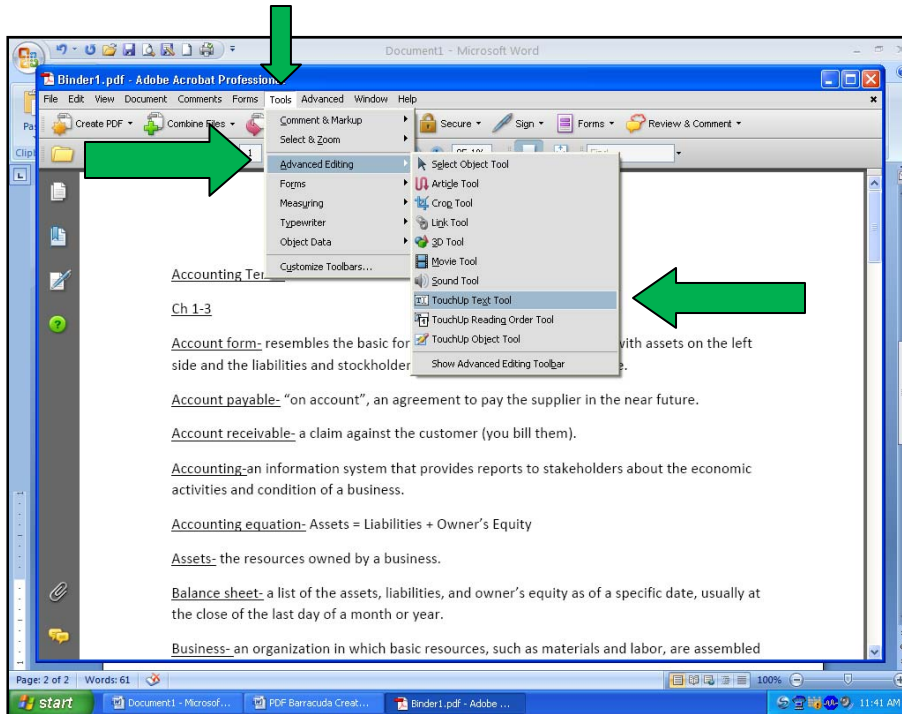
Open Adobe Acrobat Professional.



Click on the Folder icon button to open a file that you would like to edit. Once you've located it, click on the Open button.



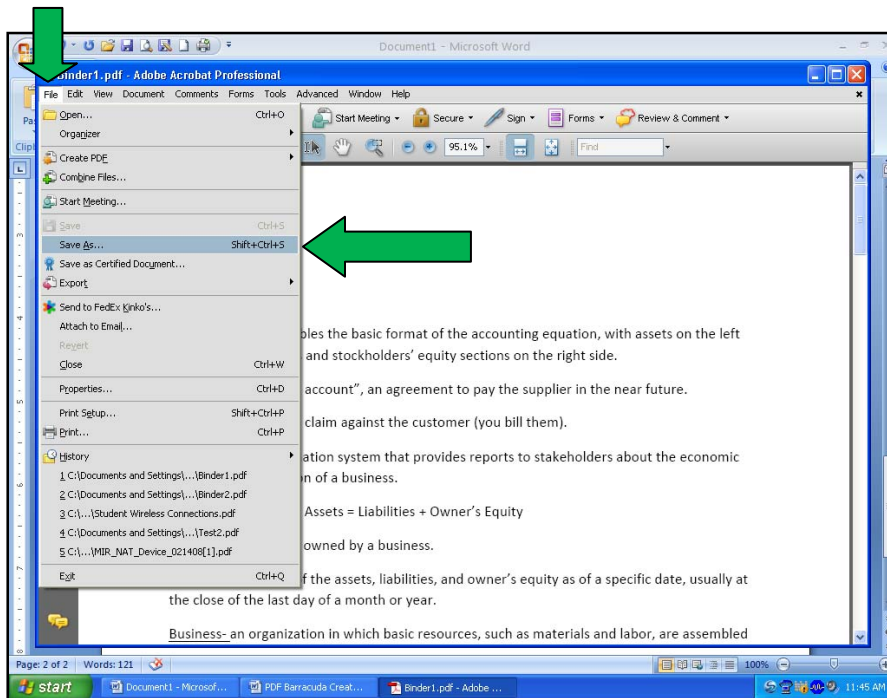
You should now be viewing your file. Click on the **Tools** button, scroll down to **Advanced Editing** and over to click on the **Touchup Text Tool**.



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, click on the **File** button at the top left of your screen, scroll down and click on **Save As**. You may then close the program.



You have successfully completed this online tutorial.

Questions? Call: 870-460-1820