

Two Adobe PDF Editing Tools

Introduction

Once a word-processed document is converted, there are modifications that can be made in the PDF version of the document. Keep in mind that Adobe is **not** a word-processor and generally only minor edits are possible. The following two tools are very helpful in this.

Touch-up Text Tool

This is an **Advanced Editing** tool that looks like a white rectangle with a capital “T” (possibly with an “I” beam).



With the Touch-up Text Tool selected, you can click in the document where you want to modify text. For example, you may realize the case number needs the judge’s initials. Click at the end of the case number and type the initials. NOTE: Adobe often displays a “font message” indicating it will attempt to match the font; click OK.

Because only minor edits are generally possible, there may be times when revisions affect the formatting in unacceptable ways. Often these can be worked out with a little extra effort and experimentation.

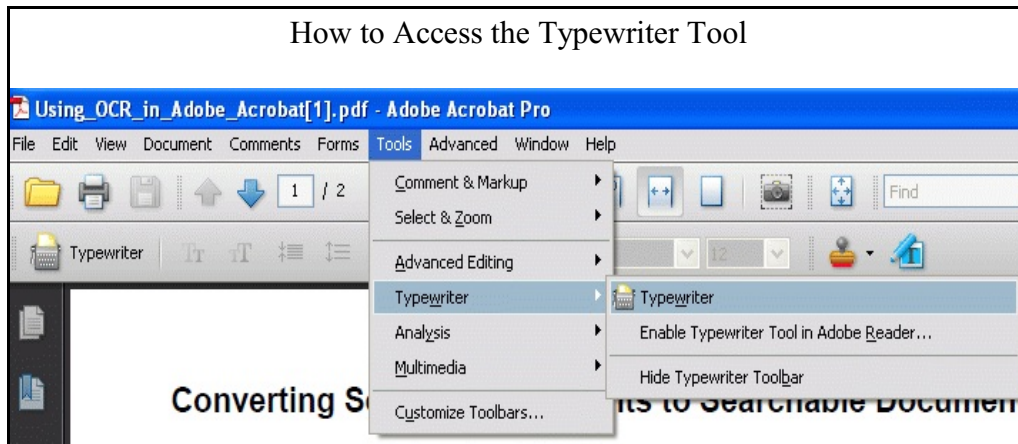
Typewriter Tool

This tool will generally work on text or scanned PDF documents. It is somewhat equivalent to adding a text box to the document. For example, it could be used to add a name to a scanned document, e.g., Exhibit A - Deposition of John Smith. It could also be used to add links within a PDF.

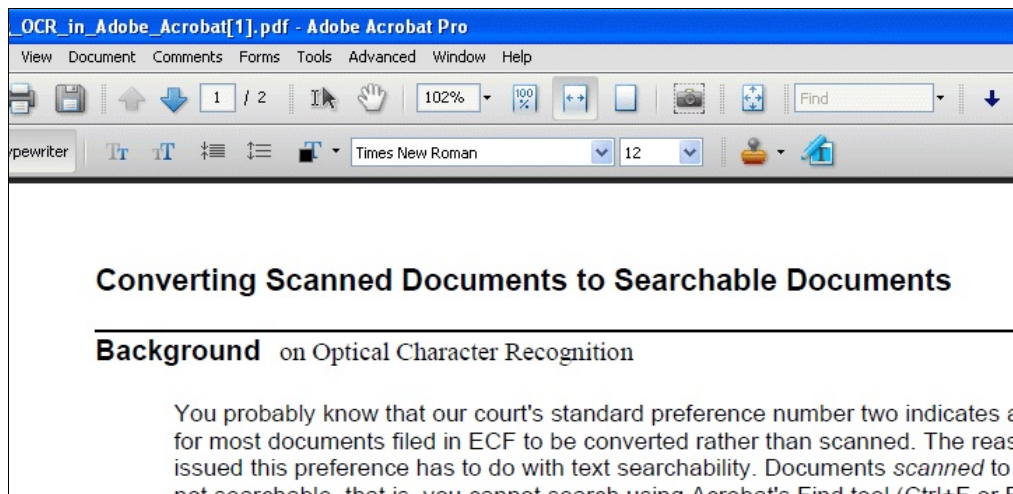


Typewriter Tool

How to Access the Typewriter Tool



Activate the Typewriter Tool and click in the document where you want to insert text. Additional tools may become available for font and font size adjustments. When done, click the hand tool to de-activate the Typewriter Tool.



Using the Typewriter Tool, the text “on Optical Character Recognition” was added to this PDF document. The font and/or font size can be changed from the toolbar if desired.