Schoolgirl Style

How To Edit an Editable PDF

***Be sure you are opening the file in Adobe Reader. If you use any other program, it may not be compatible with editable features. You can download ADOBE READER free HERE.

You do NOT need to pay anything to Adobe to edit my products.

ENTERING TEXT

1. Save the PDF file to your computer.
2. Open the PDF file in Adobe Reader.
3. Click in the highlighted text area.
4. Type your text.
5. Click outside the text box.

Now, you will probably want to adjust the size of the text, choose your own font, and change font colors if you like. This is what you will do…

You will be able to use any font that is currently saved on your computer. If you would like a different font, you can go to http://www.dafont.com for lots of options!

FORMATTING TEXT

1. Highlight the text you would like to format.
2. Select the "VIEW" menu.
3. Select "SHOW/HIDE."
4. Select "TOOLBAR ITEMS."
5. Select "PROPERTIES BAR."
6. ***TROUBLE SHOOTING*** Double click inside the text field box. This should initiate a blinking cursor whitin the text field area allowing you to enter and format text.

POSITIONING TEXT

1. In the PROPERTIES BAR, select "MORE".
2. Select the "PARAGRAPH" tab.
3. To move the text, use the "ALIGNMENT," "INDENTS," and "SPACING" options.
4. To decrease spacing between lines when creating a multi-line text, hit SHIFT + ENTER to make a "soft return" (the first and second lines will have very little space between them.) Play around with the different alignment options to get a feel for what options you have!