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If you click Yes, Acrobat will identify the possible text field, and then insert the field automatically. Click No to manually insert a text field. Click the Add New Field option in the right sidebar menu, then click the Text Field option from the New Field menu. Delete your placeholder text and click inside the PDF document where the field will appear. Next, drag the cursor to widen the field to the desired length. Click outside the text field to open the Properties dialog box. Type a name for the new field, and then click the All Properties link to change additional properties. You can adjust and customize the border and fill color for the specified fields. After you create a document, make a copy for distribution. Always save master files separately to maintain and original document. Use a copy for your website or to send email between users. When sending to users, add instructions to use to make sure they add text and save changes before sending it back. Overall, manage document documents it's pretty easy. However, you need an organizational system to manage completed documents, especially when working in bulk. Date folders and labels to organize as needed. You can separate by each or batch by date and document type. This tutorial shows you how to work with the Edit PDF feature in Acrobat 9. See what the new Acrobat DC can do for you. Download the new Acrobat free trial. In this tutorial, learn how to use Acrobat 9 to add text to a PDF file and organize the text and boxes where the text is located. Bonus tips explain how to make sure that the added text is always printed. Let's say you're in Acrobat and you need to add text to a PDF, maybe in the margins or below the image or to fill in a static form field, and you want that text to appear in the printout, just like any other text. Original files exported to PDF are not available; all you have is the PDF itself. Which tool did you switch to? A lot of people would say a Typewriter tool, and that's a good answer. You can access it in Acrobat 7-9 by going to the Typewriter toolbar (See > Toolbar > Typewriter) or from the Tools menu. Click the Typewriter icon in the toolbar and you can click anywhere on the PDF page and start typing. The problem is that the Typewriter tool is clunky. The text you type won't wrap automatically to the next line, for example -- you must press the Return/Enter key to stop your text from continuing past the edge of the page. In addition, you are limited to the default fonts of your system. You can change the size, line spacing, and style of text with the Properties toolbar (Command/Ctrl-E), but there's no way to change the typeface itself. Text Tools Better Next time you need to add text to a PDF in Acrobat Pro, try the Text Box tool. This is part of the Comments group, so go to Viewing > Toolbar > &amp; Markup to access it. Unlike most other comment tools, the text you enter in the Text Box remains visible at all times; does not close to icons such as pop-up notes. (However, like all comments, you can choose to Hide them, which may be useful.) Select the Text Box icon on the Comments & Markup toolbar and use to drag boxes (text frames) on a page, as you would in a page layout program. Release the mouse button and the text insertion cursor flashes in it, ready for you to start typing. The text wraps as soon as the cursor hits the edge of the frame. The initial appearance of the text and the box itself may not be what you want, but I will tell you how easy they are to change, and how to set your own default appearance for it. Change Box To adjust the position of the box, click it with the Text Box or Hand tool. The frame itself highlights, which means you drag a frame around a page or drag one of its handles to resize it. The default style for Text Box frames is a one-point red stroke, which makes sense if this is the actual comment that we want reviewers to notice. For our purposes, we do not any border that surrounds the text box. To change it, right-click the edge of the box (highlight the box first if necessary) and choose Properties from the context menu. In a dialog box, change the line style to No Border so that the red line disappears. Note You can choose the fill color for the box (White is the default) -- I usually change this to No Color so that my box doesn't accidentally cover the existing text -- and even Opacity. I will leave it at 100% opacity, because the settings affect the text as well as the content. To make this setting the default view for all text boxes that you want to add to your document, turn on the check box next to Make Default Properties at the bottom of the dialog box. Change Text Text You enter in a text box is easy to modify, but you must select it first. If you've moved out of text editing mode, just double-click on the text with the Text Box tool to jump back in. Drag up the text to select it and open the Properties toolbar (from the View > Toolbar menu, or press Command/Ctrl-E). Now you can change the color of the selected text, horizontal alignment, typography, and style (bold, italic, underline, etc.). You can mix the formatting in a text box and the same changes will be applied only to the characters you choose. This font is embedded in a PDF, by the way, so go ahead and add some text in Bickham Script if you want! Even users with Adobe Reader will see text as you enter it. To make modified text the default format for all future Text Boxes in this PDF, you need to select the box with the Text Box tool (so that the frame highlights), right-click on it, and select Make Current Property Default from the context menu. Paste in Text Box Here's one of the last neat tricks: If you select some PDF text with the Select Regular Text tool (to the left of the Hand tool), copy it (Edit > Copy), and paste it, it automatically comes in as an editable Text Box. You can even copy/paste from one PDF to another, a neat way to take multiple content from one PDF and add it to another. Make sure the PDF Text Box Comments Are Printed Recently, I added some language to the contract that the vendor sent me as a PDF. The Text Box tool works amazingly to add what I want to include, in the right place and in the right fonts. I saved my changes, but before I closed the file and emailed the revised contract back to them, I printed out a copy for my notes. I grabbed the page from the laser printer and looked around. Ack! Where are my edits? The printout does not include it. That's the original contract they sent me. I checked my settings in the Acrobat Print dialog box and Problem. I've set it to print Document Only from the dropdown menu. Acrobat did not print any additional text that I entered with the Text Box tool because it was considered a comment. To get the printout I want, I need to select Documents and Markup from the menu instead. I did it, and when I made a new one my Text Box addition is there. Okay, so now I know how to make sure my new contract language appears in the printout, but how can I make sure the vendor I sent the file to know? This is not something you can set up and save in Acrobat, as you can with the scale of the initial view of the PDF. I plan on returning it to them as a PDF attachment. (Yes, I can always put my nice prints in envelopes and send them to them, but -- puh-leeze!) When my vendor admin opens an attachment in Reader or Acrobat to print it, will they remember the accompanying instructions for me to specify Documents and Markup in the Acrobat Print or Reader dialog box? I don't think so. And this is a contract... it is very important that my editing always appears. Solution: Burn Here is what I found. To convert a Text Box comment to the actual type embedded in a PDF, you must print the PDF from within Acrobat to an Adobe PDF virtual printer. (This is also known as PDF refrying). A virtual printer is installed automatically when you install the latest version of Adobe Acrobat. It's easy to do. Go to the dialog box > Print Files and select Adobe PDF 8.0 (or any version you have installed) from the Printer drop-down list. When you click OK, you'll get an Open/Save dialog box where you can name the PDF and choose where to save it. It should open automatically in Acrobat when it is done. To test that your Text Box text has been burned to a new PDF, press Command-Shift-8 (Ctrl-Shift-8 in Windows), the shortcut for Hide Comments. Your text must remain visible, nothing has to change. To show more comments, press Command/Ctrl-8. Nothing else I'm trying to work with, by the way -- OS X's Save as PDF, PDF Optimizer, exporting to PDF/X-1a, and so on. Either they can't generate PDFs at all, or comments remain as comments. It's likely that exporting to PostScript and then distillation will work (I think), but once I find that printing to PDF does the trick, I'm happy. Note: I do not recommend refrying the ready-to-press PDF that you would send to a commercial printer. However, it doesn't matter for other PDFs, which you use as final documents. Reprinted with permission by Anne-Marie HerGeekness Concepcion, author of the Acrobat 9 Professional Tips and Tricks video tutorial. Looking for more help with How to Edit a PDF? See guidance on how to edit interactively. Ask questions in our forum. You can leave a comment below for the author of this tutorial. Tutorials.

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