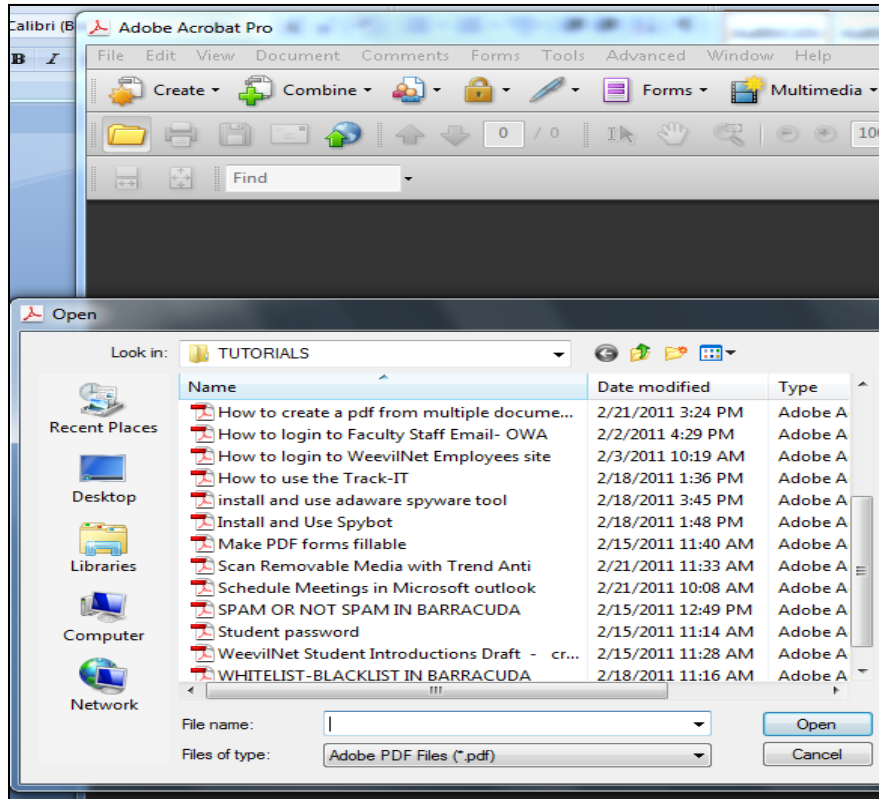


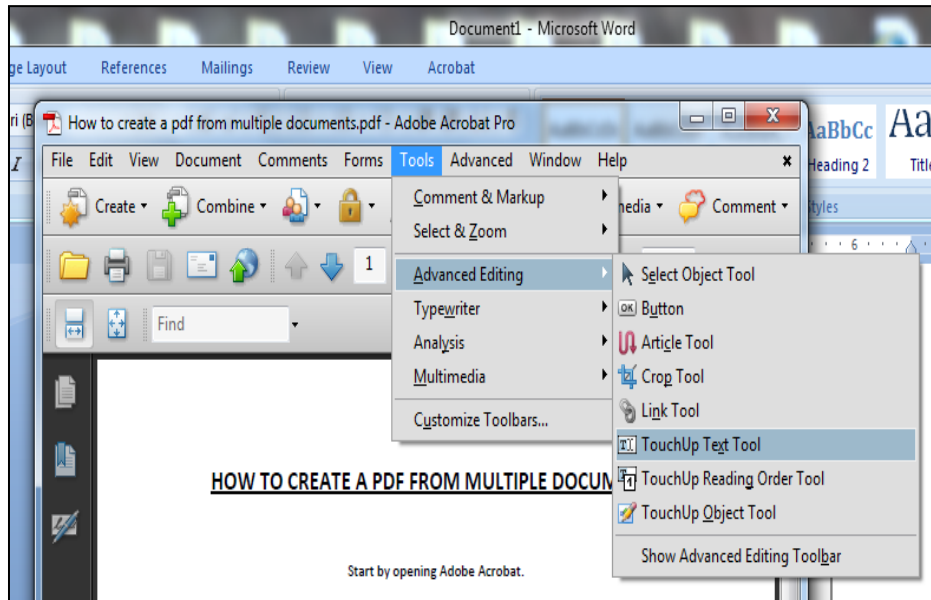
HOW TO EDIT A PDF DOCUMENT

1. Open Adobe Acrobat.
2. 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 PDF document.

3. Click on **Tools**, scroll down to **Advanced Editing** and over to click on **Touchup Text Tool**.



4. 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.

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

Questions, call the IT department 460-1036.