

# Tips for Editing PDF Documents

QUICK HELP

BASIC

EXPANDED

PROFESSIONAL

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**T**here's a lot to know about PDF editing. Here's a quick-reference roundup of the highlights.

**Version Alert:** The information below—especially about individual tools—is based on Adobe Acrobat Version 7.0 Standard. To mark changes in a PDF file, you'll need the full Adobe Acrobat program. Acrobat Reader is true to its name—it will let you view a file and print it, but little more.



- A file saved as a PDF will appear exactly as its creator intended it to, regardless of who reads it or what platform displays it. And except in very limited ways and under special circumstances, no one else can directly alter that file without special permissions, such as for filling in blanks in a form.
- The Acrobat tool most useful to editors is Highlight Text. The Note tool, the Text Box tool, and in Adobe Acrobat Professional 7.05+, the Typewriter Tool can also be handy.
- The Pencil tool, and other tools such as Insert Text At Cursor and Cross Out Text for Deletion, let you make marks similar to standard editing marks on hard copy, but they're difficult and time consuming to use.
- Acrobat tools don't toggle on and off as Word tools do. Instead, most tools remain selected until you select another one. If a tool *doesn't* stay selected and you want it to, you can keep it on by choosing Keep Tool Selected under View > Toolbars > Properties Bar.
- Use Show Comments List for an easy review of all your comments (and those of others) in a file.
- Use Print with Comments Summary to print comments only, or the current file *and* comments, in different layouts of your choice.



- Use Summarize Comments to create a new file that incorporates your comments as part of it (for further work) and shows you how your chosen print options will look. Use it, too, if you want to print only certain portions or elements of your file. You can also print from Summarize Comments once you've made your adjustments. Acrobat's Find feature is not as comprehensive as the Find feature in Word. The Search feature is more helpful.
- When returning your edited file, if you've used multiple tools, include in your cover note which tools you've used for what different purposes.
- When emailing your edited PDF file, click on Save As and answer yes to the prompt "Replace existing file?" This optimizes the file and reduces its size.

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*For more pointers on the basics and nice-to-know extras, choose the job aid **Tips for Editing PDF Documents—Basic**; for even more details, as well as screenshots and examples of the basics and beyond, choose the **Expanded** version. Both aids are based on The McGraw-Hill Desk Reference for Editors, Writers, and Proofreaders book and CD (McGraw-Hill, 2006, K.D. Sullivan and Merilee Eggleston). And for even more help in the world of words, see our entire set of easy-to-use [Job Aids for Effective Communication](#) that give you quick, clear guidance as you prepare anything from a memo to a manual to a web page.*

