1.3 Arranging Text and Images in Acrobat

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The Edit PDF Tool

Once a PDF document is open in Adobe Acrobat, most basic changes made to text and images within the document will be done with the **Edit PDF** tool. This tool will already be in the **Quick Access Toolbar** (found on the right edge of the application window) but can also be opened from the **Tools** page. In this module, we will be working with the **Edit PDF** toolbars to arrange PDF text and images.

Text Editing in Acrobat

Adding Text

After opening the **Edit PDF** tool, text can be directly added to an existing document from the 'Add Text' option in the **Edit PDF** toolbar above the document viewing window. With 'Add Text' selected, click and drag within the existing document to create a new text window. Text can now be entered and formatted in this new window.

Editing Text

Existing text can be edited with the 'Edit' option of the top **Edit PDF** toolbar. With 'Edit' selected, select within an automatically identified text box. The 'Format' section, found on the righthand **Edit PDF** toolbar, contains standard format and alignment options for editing text.

Special Features in the Edit PDF 'Format' Section Include:

- Line spacing.

- Paragraph spacing.

- Horizontal text scaling (for reducing and enlarging the width of text only).

- And character spacing (for adjusting the letter spacing within words).

Image Editing in Acrobat

Adding Images

While the **Edit PDF** tool is open, images can also be added to the document from the 'Add Image' option in the top **Edit PDF** toolbar. Selecting 'Add Image' will prompt an 'Open' window. Open an image file from this menu and then select an area within the PDF document to place the image.

Editing Images

Once an image is selected, editing features are available in the 'Objects' section of the righthand **Edit PDF** toolbar. Basic image transform, crop and rotation options can be accessed here.

Special Features in the Edit PDF 'Objects' Section Include:

- Align objects (for vertically or horizontally aligning multiple images).

- Arrange objects (for superimposing an image or elements over an image).

- Replace image (which allows a new image to be opened in place of an existing image).

- And the 'Edit Using…' dropdown menu (for opening external image editing software, such as Microsoft Paint).

Working with Scanned Documents

Optical Character Recognition in Acrobat

When a scanned or image-based document is opened as a PDF in Adobe Acrobat, text and image elements cannot be changed until the program applies optical character recognition software to the document. This process will often be configured to automatically convert the PDF to editable text and objects if the **Edit PDF** tool is opened.

If Acrobat Does Not Automatically Convert the Scanned Document:

1. Navigate to the 'Scanned Documents' section, located in the righthand toolbar of the **Edit PDF tool**, and select the checkbox for 'Recognize text'.

2. A 'Save' warning will appear for existing document edits. Select 'OK'.

Text and figure elements of the document can now be edited and arranged with the **Edit PDF** tool.

Scanned Document Options

Within the 'Scanned Documents' section of the **Edit PDF** tool, a 'Settings' menu is available for text recognition. Opening this menu offers recognized text language options as well as the 'Use available system font' checkbox, which can be selected to replace recognized fonts with an existing font. This feature can be useful if an image-based document is of low quality or does not display certain characters that users attempt to input during text edits.

Arranging Special Text Elements

Links

All hyperlinks within a PDF can be viewed, added, altered and removed through the 'Link' dropdown menu in the **Edit PDF** top toolbar. The option, 'Auto-Create Web Links from URLs', will convert any unlinked URLs into linked inputs. Specify the page range in the upcoming dialogue window and select 'OK' to auto-convert links.

Headers & Footers

If the working document has existing headers or footers, these elements can be edited by opening the 'Header & Footer' dropdown menu in the top **Edit PDF** toolbar and then selecting 'Update'. To add headers and footers, select 'Add'. An add 'Header and Footer' menu will appear, where users can adjust the text appearance, margin spacing and header or footer location. Select 'OK' to apply any changes.

Additional Special Elements

Other editing features exist in the top toolbar of the **Edit PDF** tool. These may be utilized to improve document presentation or accessibility.

More PDF Editing Options That Affect Document Readability Include:

- Watermark (for editing, hiding or removing watermarks for all pages within a document).

- Background (for adding and removing document backgrounds, which is a useful feature for imperfect or grainy scanned documents).

- And article boxes (which allow the reading order and details to be set for sequenced articles in multi-column text).

Conclusion

In this module, we've covered the basics behind editing and adding to a PDF document. We've explored how to edit text, images and special elements both in text-based and image-based files. The next module will continue on editing processes and cover forms in Acrobat.