

HOW TO EDIT YOUR PDF

You can easily just type onto our editable PDFs! Please follow the below instructions if you have questions or problems on how to edit your PDF.

***NOTE: Adobe Acrobat PDF reader is *REQUIRED* for you to make edits to your PDF. If you need to install that PDF reader it is free at <https://get.adobe.com/reader/>. Not using Adobe or using an old version of Adobe may cause various types of problems.**

1. BEFORE YOU START, SELECT “SAVE AS” FROM THE FILE MENU AND RENAME THE FILE SOMETHING SPECIFIC TO YOU. DO NOT MAKE EDITS AT THIS POINT AND DON’T DO A REGULAR “SAVE” BECUASE THAT WILL PREVENT THE FILE FROM SAVING OR PRINTING THE EDITS YOU ADD LATER.

2. ON THE NEW FILE THAT YOU JUST RENAMED, SELECT AN EDITABLE TEXT BOX WITHIN THE PDF.

3. START TYPING WHATEVER YOU WANT IN THE TEXT BOX.

4. WHEN FINISHED, DO A REGULAR “SAVE” ON THE RENAMED FILE. THE NEXT TIME YOU OPEN THE RENAMED FILE ALL OF YOUR EDITS AND CHANGES SHOLD BE THERE. EACH TIME YOU MAKE CHANGES TO THE FILE FROM THIS POINT ON JUST “SAVE”. THERE IS NO NEED TO “SAVE AS” ANYMORE.

***NOTE: only the predefined text boxes are editable. Other items in the PDF that are not text boxes are part of the design and are not editable.**

If you would like to change the font, font size, or font color then you can do that from the properties bar in Adobe. Below are instructions on how to access the properties bar.

***NOTE:** If you are changing font, font size or font color you need to make your changes BEFORE you type anything into your text box. *Each text box needs to be edited individually.*

1. SELECT AN EDITABLE TEXT BOX WITHIN THE PDF. (If you don’t select a text box FIRST you will not be able to pull up the properties bar.)

2. For Mac push “command” and “E” $\%E$ at the same time. For Windows push “Ctrl” and “E” at the same time. This will pull up the properties bar along the top of your Adobe screen. Follow the below steps 1-4 if you have trouble with the above shortcuts.

1. Once your PDF is open on your screen, click on “View.” (make sure a text box is selected BEFORE you start)
2. Hover over “Show/Hide.”
3. Hover over “Toolbar Items.”
4. Click on “Show Properties Bar.” This will bring up all your options so you can change fonts, font size, and colors. (See below Image of steps 1-4)

On the properties bar towards the far right is says “more”. Most of your edits can be made there.

Following these instructions will prevent nearly all problems you may encounter. If you have any questions or problems AFTER following all of these insturctions please email support@theredheadedhostess.com and we will try and help you troubleshoot your specific issue.

