



Advanced Adobe Acrobat (PDF)

2001 FDI Track D-Intermediate web
Course Development

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Notes on Editing Text in an Acrobat file (PDF)

You can perform last-minute corrections to PDF documents using the **Touch-up Text Tool**. You can choose from a variety of properties to apply to selected text, including **font size, embedding, color scale, baseline shift, tracking, word spacing, and line alignment**.

About the Touch-Up Text Tool

Acrobat offers the following features for touching up text:

- 1) **Ctrl-click** (Windows) or **Option-click** (Mac) creates a new empty line of text at the location where you clicked in the document.
NOTE: This feature is for horizontal text only.
- 2) A single level of Undo is available with Touch-up text.
- 3) The **Embed check box** allows you to quickly remove embedding from any embedded font by selecting it.
- 4) The **Touch-up Text Tool** edits text on rotated lines in the same way as it edits text on horizontal lines.
- 5) The **Touch-up Text Tool** edits text using vertical fonts in the same way as it edits text using horizontal fonts. The baseline shift for vertical fonts is left and right, instead of up and down for horizontal fonts.

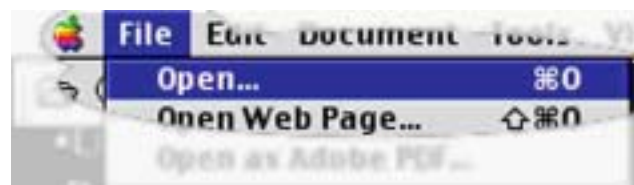
Editing text using the Touch-Up Text Tool

While you can use the **Touch-up Text Tool** to edit text, you can only do so one line at a time. As a result, editing large sections of text can be a slow and laborious task. In general, you should reserve use of the Touch-up text tool for minor text edits in a PDF document. For extensive revisions, you should edit the document in the original document creation program and then regenerate the PDF file.

You may choose to regenerate only the corrected pages and insert these corrected PDF pages into the document that needs to be corrected.

Steps taken to edit text in your Acrobat PDF File

- 1) Open Acrobat 5.0
- 2) Go to **File** and scroll down to **Open..**
- 3) Select the **Touch-Up Text Tool**
- 4) Select the text you want to change, one line at a time.
Note: Cut, Copy, and Paste commands work on Touch-up text selections. The Select All command selects all characters in the currently active line.
- 5) Type in the corrected text, or choose Tools > Touch-up > Text Attributes to change the properties of the selected text. If you change the text attributes when more than one line of text is selected, only the first line of text is changed.





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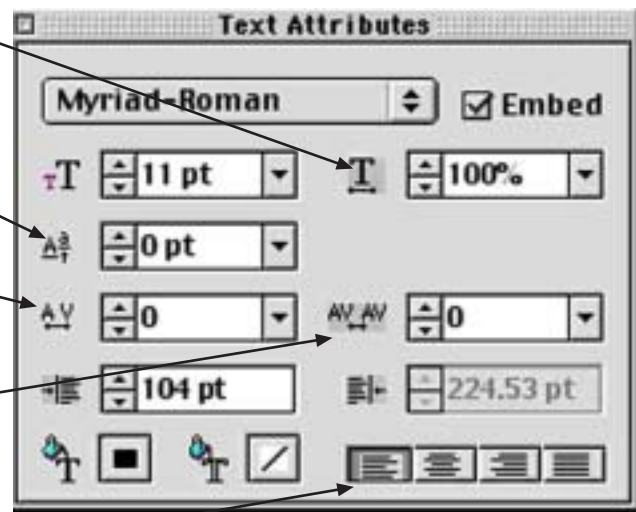
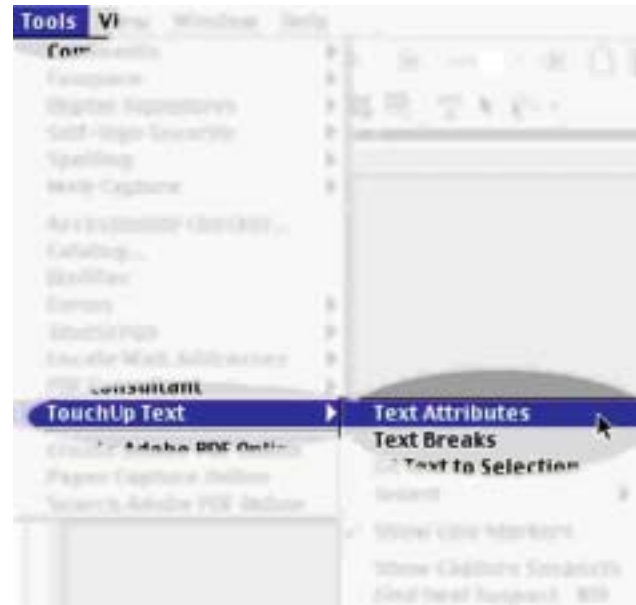
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- 5) Type in the corrected text, or choose **Tools** > **Touch Up** > **Text Attributes** to change the properties of the selected text. If you change the text attributes when more than one line of text is selected, only the first line of text is changed.

- 6) Set the appearance of the text:
- A) Select a font from the **Font** menu. You can select any font installed on your system or any font that has been fully embedded in the PDF document.
 - B) Enter a size in the **point size box**.
 - C) Choose a fill color from the pop-up menu, or click **More Colors** to bring up the **Custom Color** dialog box.

- 7) Set the **Scale**, **Baseline shift**, **Tracking**, **Spacing options** and **alignment options**:

- A) Enter a value to change the horizontal scale in the horizontal scale box . The horizontal scale specifies the proportion between the height and the width of the type.
- B) Enter a value to offset the text from the baseline in the offset box . The baseline is the line on which the type rests.
- C) Enter a value to set tracking in the tracking box . Tracking inserts uniform spacing between more than two characters in selected text.
- D) Enter a value to set word spacing in the word spacing box . Word spacing inserts uniform spacing between two or more words in selected text.
- E) Choose the Alignment option that you desire from the choices in the boxes



- 8) Type your corrections.

NOTE: For legal reasons, you must have purchased a font and have it installed on your system to be able to revise text using that font.