"DJ, I need to edit this document that is saved as a PDF. How do I do this?"

So, here's the thing about PDF files: generally, they are <u>meant to be a "final draft" of a document</u>. I generally don't make my file a PDF until it is finished and I'm ready to send it out, and do NOT want people to make edits to it.

If your document is still in rough draft form, or you want someone to easily make edits, I would recommend sending them the original Word document.

The easiest way to edit your PDFs therefore is to convert them back into Word documents (or Excel spreadsheets, PowerPoint presentations, etc.) and edit them that way.

There are a few different ways you can go about doing this.

Use Adobe Acrobat Pro

This is paid software that not everyone will have access to. If you are fortunate enough to have access to this premium software, editing PDFs will be rather easy for you to do.

- Open Adobe Acrobat Pro
- Open the PDF you are looking to edit.
- On the right-hand side of your document, you have a few options. You can "Edit PDF" to make changes directly within the PDF. You can "Fill & Sign" if it's just a quick fill-in you need to do. Or, you can "Export PDF" to export the PDF into a Word document.

Use Word to Convert Your PDF

This doesn't always work super well but if it's a smaller document, it could work well.

- Open Word.
- Go to File – Open.
- Navigate to your saved PDF.
- Word will open your PDF directly into Word.

This isn't perfect and may require some manual adjustments.