HOW TO EDIT AN EDITABLE PDF?

*Be sure you are opening the file in Adobe Reader. If you use any other program, it may not be compatible with the editable features. You can download ADOBE READER free HERE:  http://get.adobe.com/reader/

You do NOT need to pay anything from Adobe to edit my products.

**Entering Text:**
1. Save the PDF file to your computer
2. Open the PDF file in Adobe Reader
3. Click in the highlighted text area
4. Type your text
5. Click outside the text box

Now, you will probably want to adjust the size of the text, choose your own font, and change font colors if you like. This is what you will do.

*You will be able to use any font that is currently saved on your computer. If you would like a different font, you can go to http://www.dafont.com for lots of options!

**Formatting Text:**
1. Highlight the text you would like to format
2. Select the “VIEW” menu
3. Select “SHOW/HIDE”
4. Select “TOOLBAR ITEMS”
5. Select “PROPERTIES BAR”
6. ***TROUBLE SHOOTING*** Double click inside the text field box. This should initiate a blinking cursor within the text field area allowing you to enter and format text.

**Positioning Text:**
1. In the PROPERTIES BAR, select “MORE”
2. Select the “PARAGRAPH” tab
3. To move the text, use the “ALIGNMENT,” “INDENTS,” and “SPACING” options.
4. To decrease spacing between lines when creating a multi-line text, hit SHIFT + ENTER to make a “soft return” (the first and second lines will have very little space between them.) Play around with the different alignment options to get a feel for what options you have!
HOW TO EDIT AN EDITABLE PDF ON YOUR MAC

1. Open the file in Adobe Acrobat Reader. (Do NOT try to edit in Chrome, Internet Explorer, Preview, Foxit, etc.) If you don’t have Adobe, you can download it for free HERE: http://get.adobe.com/reader/
   You may need to find the file in your Downloads folder, cmd+click, and select Open with...Adobe Acrobat Reader.
   *On a Mac, the default program to open PDF files is called Preview. This is NOT Adobe Reader and it frequently results in frustrated buyers. You will need to right-click and manually select to open the file with Adobe Reader.

2. Click in one of the editable text field. (They are usually highlighted in purple.)
   Edit text as needed. The second copy on each page will automatically update for you when you click out of the text field, so that you won’t have to edit twice.

3. If you need to edit the font, font size, or alignment, you may do this with the Properties Bar. Cmd + click in a blank area of the toolbar and select SHOW PROPERTIES BAR. When the box appears, you will see all the text properties.

4. If you see “No Current Selection” in the Properties Bar, the creator of the PDF didn’t enable rich text editing for those text fields.

FAQ’s

Do I need to purchase Adobe Acrobat to edit?
NO! In Adobe Reader, if you click the Edit PDF button on the right side, you will be prompted to purchase Adobe Acrobat Pro. Please know that you do NOT need to purchase this to edit a PDF.

Can I save my work to use again next year or to reprint for new students?
Unfortunately, you cannot save your files with this editing system. (Schoolgirl Style now uses editable Power Point files for this reason. * All of the collections created before 2015 use editable PDF files, while collections created after 2015 use Power Point.)

If you are having trouble editing your PDF’s, Melanie has created some earlier collections in Power Point as well. Please email her to see if your product is available in Power Point form and she can send this to you.

Can I delete, move, or change the clip art on the PDF?
No. The terms of use for all clip art requires it to be secured as a part of the background image and not editable by purchasers.

The edges of the page are being cut off when I print. How do I fix that?
In your PRINT settings, choose either Fit or Shrink to Fit, depending on your system.