

Different Ways To Edit A PDF

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In brief

You can edit a PDF using Microsoft Word (2013 or later), Google Docs, Adobe Acrobat, or Foxit PDF Editor. Each tool lets you open a PDF, make changes like adding or modifying text and images, and save the file back to PDF format.

The PDF file format makes it easier for people to transfer documents without printing them. Before now, only software like Microsoft Word and WPS Office helped in creating files before being converted to PDF. So, editing them was difficult, especially if you are not the original file owner. That is, you could only view the files with a specific PDF reader and can't do things like adding new text, deleting parts of the PDF document, or changing its structure. But the good news is that there are now many ways you can edit the PDF document. For example, it is now easy to add text, images, and many other things. One of the best ways to add text to a PDF file is by using Foxit PDF Editor. You'll find more information about this software and other software you can use to edit your PDF in the following. Before then, it's worthy of note that the PDF file you want to edit must not have any restrictions preventing modifications. Listed below are different ways you can edit a PDF document:

By Using Microsoft Word

Using MS Word is one of the easiest ways to edit PDFs, especially if the version of your Microsoft Word app is 2013 or later. However, due to the differences between the two formats, some information may be lost during conversion, including font styles and form-filling capabilities. Here is how you can use Microsoft Word to edit a PDF document: Step 1: Launch the Microsoft Word application. Step 2: Click on File > Open to choose the PDF file you want to edit. The file will open as a document in the MS Word app. However, you might lose the original document format - especially fonts, if they are not available in the list of fonts in Microsoft Word. Step 3: After making the desired changes, click File > Save to return the document to PDF format.

By using Google Docs

Google Docs is a swift and easy-to-use software for making changes to PDF documents. Follow these instructions to edit a PDF document in Google Docs: Step 1: Open Google Drive with your Google account. Step 2: On the upper left side, select New. Step 3: Click on 'Upload a File.' Step 4: Find the PDF document you wish to edit and open it. Another option is to right-click on the PDF file on your PC, hover your cursor on 'Open With,' and select Google Docs if the app is already installed. Step 5: After editing the document, save and download it as a PDF.

By using Adobe Acrobat

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Final Words

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Frequently Asked Questions (FAQs)

Can I Edit A PDF File?

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Which Alternative Software Can I Use To Edit PDF Aside From Adobe Acrobat?

Aside from Adobe Acrobat - a widely known PDF editing tool- Foxit PDF Editor offers the same features as Adobe Acrobat.

References

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