

Editing Text in PDF Documents

You can perform last-minute corrections to PDF documents using the **Touchup 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.

Acrobat offers the following features for touching up text:

- **Ctrl-click** (Windows) or **Option-click** (Mac OS) creates a new empty line of text at the location where you clicked in the document. This feature is for horizontal text only.
- A single level of **Undo** is now available with touchup text.
- The **Embed** check box allows you to quickly remove embedding from any embedded font by selecting it.
- The Touchup Text tool edits text on rotated lines in the same way as it edits text on horizontal lines.
- The Touchup 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.

While you can use the touchup 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 touchup text tool for minor text edits in a PDF document. For extensive revisions, you should edit the document in its original format of the creation program and then regenerate the PDF document. You may choose to regenerate only the corrected pages and insert them into the document that needs to be corrected. You can delete, insert, extract or replace specific pages in the PDF document by using the **Document** dropdown menu as described in the [“Working with Pages Commands”](#) topic described in Using Adobe Acrobat.

To use the touchup text tool:

1. Select the **Touchup Text Tool** from the **Tools** drop-down menu.
2. Select the text you want to change, one line at a time. **Note:** Cut, Copy, and Paste commands work on touchup text selections. The **Select All** command selects all characters in the currently active line.
3. 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.
4. Set the appearance of the text:
 - 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.
 - Enter a size in the **Point Size** box.

- Choose a fill color from the pop-up menu, or click **More Colors** to bring up the **Custom Color** dialog box.
 - Choose an outline color, or click **More Colors** to bring up the **Custom Color** dialog box from which you can choose a color.
5. Set the **Scale**, **Baseline shift**, **Tracking**, and **Spacing** options:
 - 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.
 - Enter a value to offset the text from the baseline in the offset box. The baseline is the line on which the type rests.
 - Enter a value to set tracking in the tracking box. **Tracking** inserts uniform spacing between more than two characters in selected text.
 - 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.
 6. Set the text alignment options:
 - Select the alignment icon for left justified, right justified, center justified, or uniformly justified.
 - Enter a point value in the indent right box, or indent left box to move the line a specified amount to the left or right. Type your corrections.

You can automatically fit new text into a specified space within a text line by using the **Fit Text to Selection** command. To fit type into a text selection area:

1. Select the **Touchup Text Tool**, and select a line of text.
2. On Windows, choose **Fit Text to Selection** from the context menu; on Mac OS, choose **Tools > Touchup > Fit Text to Selection**.
3. Type in the new text. The new text will stretch or condense to fit the area of the originally selected text without disturbing the spacing of the other text on the line.

To shift a line horizontally:

1. Select the **Touchup Text Tool**, and select the line of text you want to modify.
2. Choose **Tools > Touch Up > Show Line Markers** (default selection). Selecting this command again toggles it off or on, depending on the current state.
3. Drag the markers to the left or right.

You can also adjust the margins of a line using the **Text Attributes** dialog box. Margin values in the **Text Attributes** dialog box are relative to the page boundaries. The line markers that appear depend on the selected alignment mode.