

Training for the Basics of Editing a PDF

Here is what we will cover today:

- Types of PDFS - Analog vs. Digital
- How to open Digital PDFs inside of Word
- Converting an Analog PDF to a Word Doc
- How to screensnip on your PC

Types of PDFs -

There are two types of PDFS - Analog and Digital

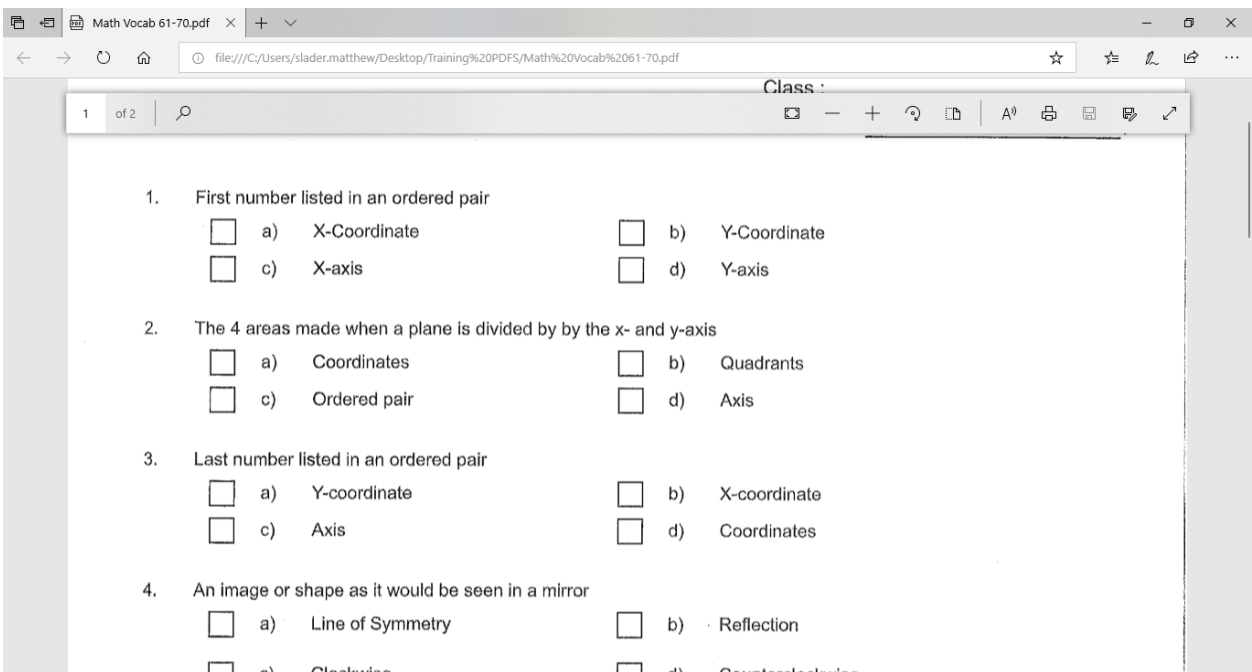
Digital - Will open in Word 2016 or newer without the need to convert

Analog - Will need to be converted, luckily 90% of the time Word 2016 will do that for you
However, you will notice that you are unable to directly edit the PDF – More on that in a minute

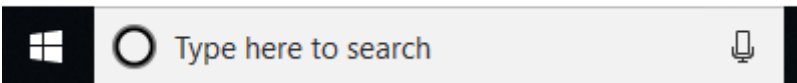
Copyrighted PDFs – These do not allow editing by default, so Word 2016 will not open them. If you wish to use the content in them, you must use the Snipping tool

The Snipping Tool

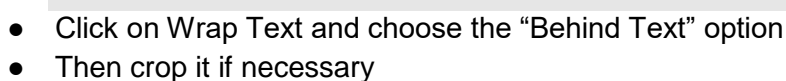
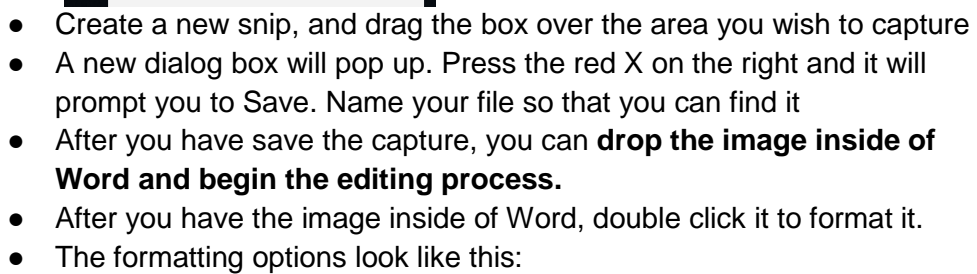
- Open the PDF that you wish to make changes to
- Zoom in so that you can clearly read the text



- Next press the windows key on your keyboard, or simply press the start button



- Then type: **snipping tool** and select the highlighted option



Here is two ways to effectively do that.

- File Home Insert Design Layout References Mailings Review View
- Cut Copy Paste Format Painter
- Calibri (Body) 11 A A Aa A
- B I U abc x₂ x² A ab A
- Paragraph

- Document1 - Word

Design Layout References Mailings Review View **Format** Tell me what you want to do...

Edit Shape ▾
Draw Text Box

Shape Styles

Shape Fill ▾
Shape Outline ▾
Shape Effects ▾

WordArt Styles

Text Direction ▾
Align Text ▾
Create Link

Position ▾
Wrap Text ▾
Bring Forward
Send Backward
Selection Pane

Arrange

1. First number listed in an ordered pair

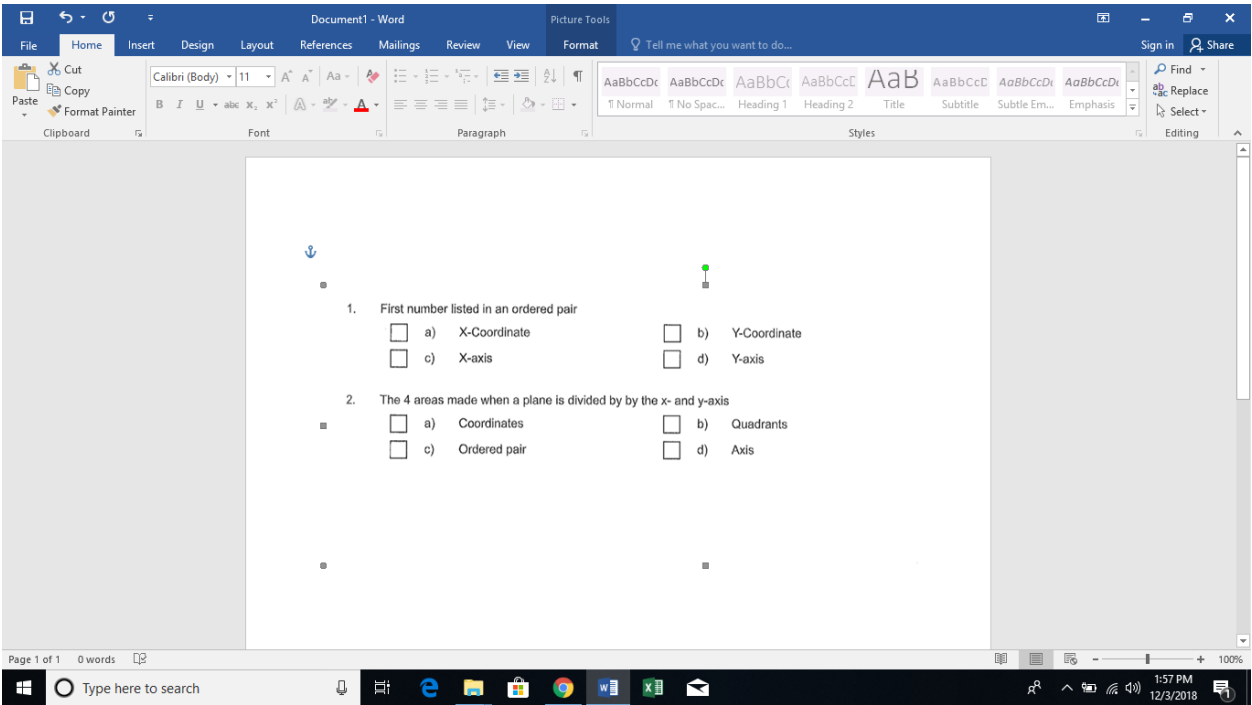
☐ a) X-Coordinate

☐ b) Y-Coordinate

☐ c) X-axis

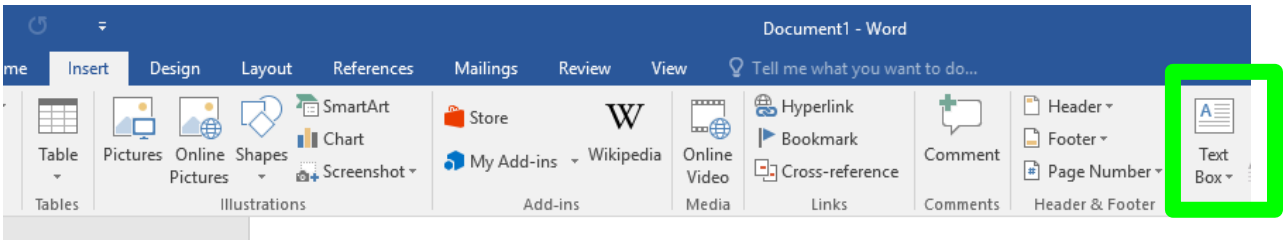
☐ d) Y-axis

- Now move that shape over any area that you wish to get rid of (In this example I removed the last question) See below



If you wish to change wording of a question or an answer, use this method

- Instead of inserting a shape, insert a text box (located on the insert tab)
- Change the Shape Outline to white (Same as you would with a shape)



- Type in the words you wish to change, and move the text box over the area you are fixing. (In this example I changed answer 'B' to say origin instead of Y-Coordinate)

