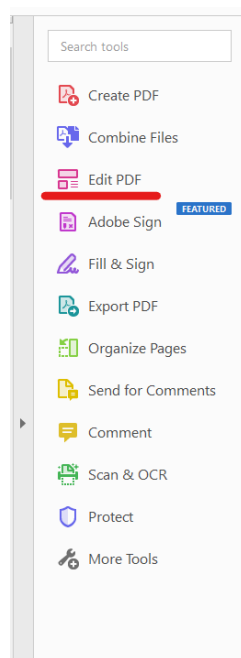


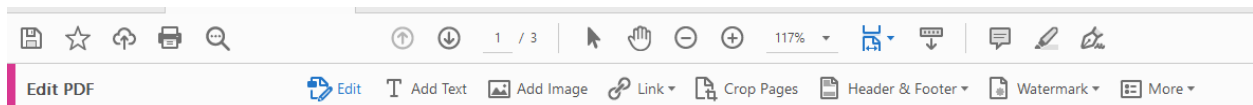
Using Adobe Acrobat Pro DC to Edit PDFs

DESKTOP USERS

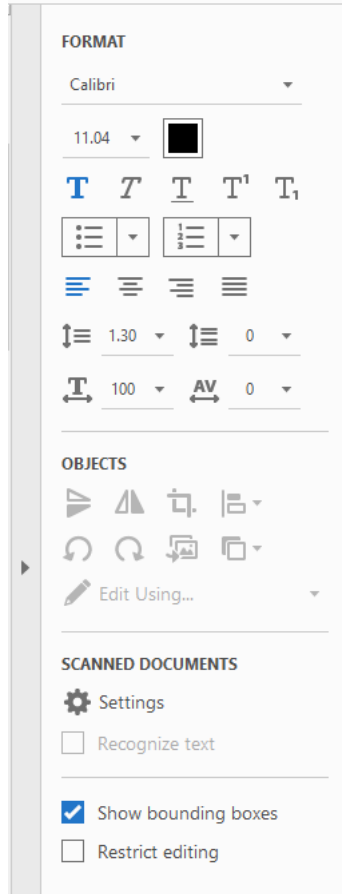
Open the PDF that you'd like to edit. If your device is opening in the PDF file in another program by default, you can either right-click on the file and choose 'Open with' and select 'Adobe' or, open Adobe first, then choose the file from your computer.



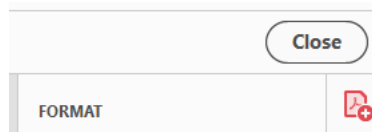
Once the PDF is open, choose 'Edit PDF' from the right-side menu.



The Edit screen brings up your editing toolbar at the top of the page where you can edit the text of the PDF, move paragraphs around, you can add your own text box, images, headers, footers, watermarks and more. Above that toolbar, you have options to add comments and highlight.



The right-side menu has now changed to all of your formatting options. You can change the font style, size, color... almost anything you can do in a basic word processing program is now available edit PDFs!



When you are done editing, click the Close button in the upper-right corner, above the Format menu.



To save the file and send it back to your teacher, click on the Save icon in the upper-left corner of the file and then choose where you would like to save it.

Upload the file to Spark from the location on your computer where the file was saved.