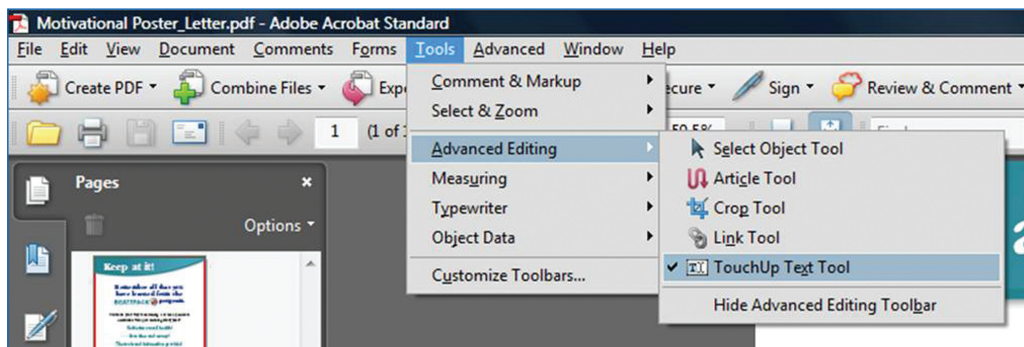




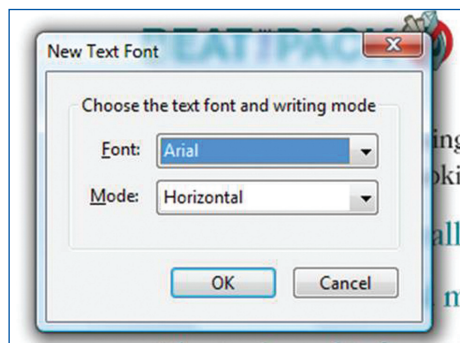
## Entering Text Into a PDF Using Adobe® Acrobat® Standard

The instructions below are applicable to Adobe Acrobat Standard. Adobe Acrobat Reader® does not have this feature.

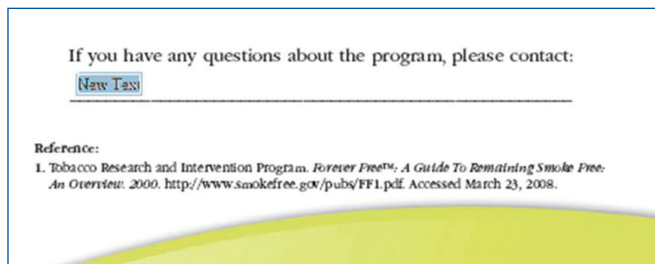
1. Once the PDF is open, go into the Tools menu, select “Advanced Editing,” and select “TouchUp Text Tool.” A check mark will appear next to it indicating it is activated.



2. In the PDF, place your cursor where you want to enter text. Hold down the Ctrl button on your keyboard and click your left mouse button at the same time.
3. The “New Text Font” box will appear. Select the desired font and click “OK.”

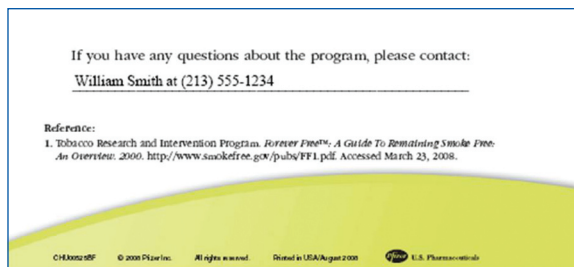


4. Once the font is selected, a box with the words “New Text” will appear.

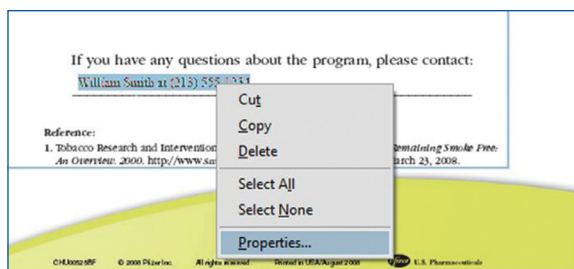




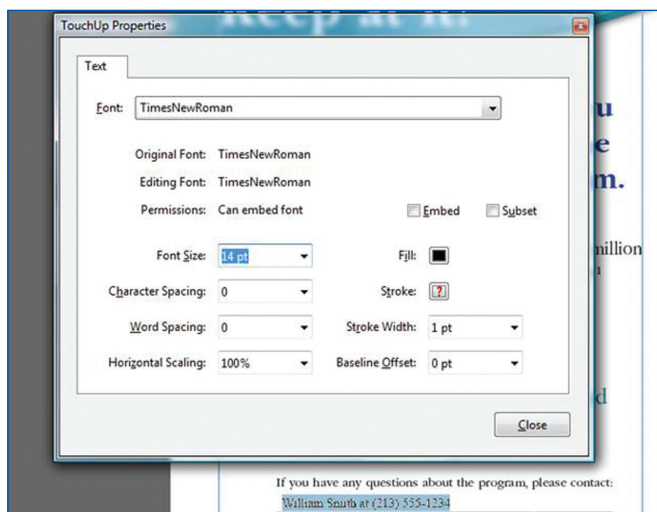
5. Type the appropriate information.



6. If you wish to change the font size, select the text and right click your mouse. From the menu that appears, select “Properties.”



7. The “TouchUp Properties” box will appear. Select the desired font size from the dropdown menu. Here, you may also change the font type and spacing. When finished, click “Close.”



8. Since the “TouchUp Text Tool” has already been selected, hold down the Ctrl button and click wherever the additional information should be entered. It is not necessary to go through the Tools menu every time you wish to enter text.

9. Save the document as appropriate. Your updates will be saved.

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