SCE Service Center of Excellence

Adding Text to a PDF Using Adobe Acrobat

A Portable Document Format (PDF) may require a you to add text such as a date, check mark or comment. Text can be added to a PDF using the free version of Adobe Acrobat Reader or using Adobe Acrobat Document Cloud (DC). You can download Adobe Acrobat Reader for free from the UNC-Chapel Hill Software Distribution page.

Opening a PDF in Adobe Acrobat

Follow these steps to open a document in either Adobe Acrobat Reader or Adobe Acrobat DC:

1. Open your Adobe Acrobat Reader or Adobe Acrobat DC application.

2. Select **Open File** from the list of options**.**
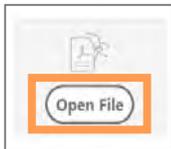
3. Find and select the file you wish to open.

   Result: The selected file opens in Adobe Acrobat.

Adding a Text Box to a PDF

Follow these steps to add text to a PDF in Adobe Acrobat:

1. Select **Fill & Sign** from the tools listed on the right side of the screen.
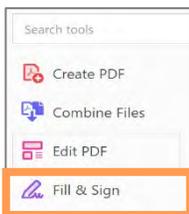
   Note: If using Adobe Acrobat Reader, the *Who needs to fill and sign?* a pop-up window will appear.

2. Click the **Fill and sign** button.

   Result: Your cursor will change to ⁅Ab⁆ while hovering over the PDF.

3. Move the ⁅Ab⁆ cursor to the location on the PDF where you wish to add a text box.

4. Left click your mouse.

5. Type text into the text box field
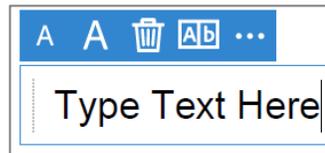
6. Left click outside of the text box to set the position of the text on the document.

   Note: To add additional text, repeat steps 3 through 5 for each text box you want to add.

7. Click **Save** under the file tab to save the document with the added text.

Text Box Options in Adobe Acrobat

Once you have inserted a text box onto a PDF, Adobe Acrobat provides displays options to edit the text box content.

⋯	Toggles between text box options.
A	Decreases size of text.
A	Increases size of text.
🗑	Deletes text.
Ab	Creates cells for each typed letter.

You can also insert any of the symbols below on a PDF using the Adobe Acrobat text box options. These options are also located in the toolbar at the top of your document as seen below.

Continuous Improvement, Staff Development and Engagement @ the Service Center of Excellence, UNC Division of Finance and Operations

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