

# Different Ways To Edit A PDF

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### In brief

You can edit a PDF using Microsoft Word (2013 or later), Google Docs, Adobe Acrobat, or Foxit PDF Editor. Each tool lets you open a PDF, make changes like adding or modifying text and images, and save the file back to PDF format.

The PDF file format makes it easier for people to transfer documents without printing them. Before now, only software like Microsoft Word and WPS Office helped in creating files before being converted to PDF. So, editing them was very difficult, especially if you are not the original file owner.

That is, you could only view the files with a specific PDF reader and can't do things like adding new text, deleting parts of the PDF document, or changing its structure.

But the good news is that there are now many ways you can edit the PDF document. For example, it is now very easy to add text, images, and many other things.

One of the best ways to add text to a PDF file is by using Foxit PDF Editor. You'll find more information about this software and other software you can use to edit your PDF in the following.

Before then, it's worthy of note that the PDF file you want to edit must not have any restrictions preventing modifications.

Listed below are different ways you can edit a PDF document:

### By Using Microsoft Word

Using MS Word is one of the easiest ways to edit PDFs, especially if the version of your Microsoft Word app is 2013 or later. However, due to the differences between the two formats, some information may be lost during conversion, including font styles and form-filling capabilities.

Here is how you can use Microsoft Word to edit a PDF document:

Step 1: Launch the Microsoft Word application.

Step 2: Click on File > Open to choose the PDF file you want to edit.

The file will open as a document in the MS Word app. However, you might lose the original document format - especially fonts, if they are not available in the list of fonts in Microsoft Word.

Step 3: After making the desired changes, click File > Save to return the document to PDF format.

### By using Google Docs

Google Docs is a swift and easy-to-use software for making changes to PDF documents.

Follow these instructions to edit a PDF document in Google Docs:

Step 1: Open Google Drive with your Google account.

Step 2: On the upper left side, select New.

Step 3: Click on 'Upload a File.'

Step 4: Find the PDF document you wish to edit and open it. Another option is to right-click on the PDF file on your PC, hover your cursor on 'Open With,' and select Google Docs if the app is already installed.

Step 5: After editing the document, save and download it as a PDF.

## **By using Adobe Acrobat**

Adobe Acrobat from Adobe Inc. is the most popular tool for editing PDFs. You can access it easily through the web by buying the Standard or Pro editions of the software, just like most of Adobe's products.

Another alternative is to apply for the 7-day free trial if you don't want to pay for it.

Listed below are the steps to follow when you want to use Adobe Acrobat to edit a PDF document:

Step 1: Launch the Adobe Acrobat application.

Step 2: Click on File > Open.

Step 3: Select the 'Edit PDF' tool on the right side of the Adobe Acrobat interface.

Step 4: Select the text you want to edit. Then, you can style your text using the editing tools that the software will show you.

Tip: You cannot modify the text in the PDF file if the font you intend to use is not installed in your system. Only the font size and color can be altered for already existing fonts.

Step 5: When you are done making the changes, save the document.

Note: Having Adobe Acrobat DC memberships gives you access to editing PDFs on iOS and Android mobile phones.

## **By Using Foxit PDF Editor**

Foxit has proven itself as a powerful PDF editor. In addition, the program offers very useful features that go beyond a simple document reader.

Editing PDF documents is straightforward with this program, and its possibilities are innumerable: from underlining to including images or text. It can even become a document signature manager.

Also, Foxit is very intuitive, with an interface similar to Word. This PDF editor tool offers the same and even better functionality than most other PDF editors.

Some of the other PDF Editors cannot transform a PDF file properly because they're not as feature-rich as Foxit PDF Editor. And using them will only leave you with a strange layout and mistranslated text.

Foxit Editor is one of the best available online software you can use for PDF files. It can work on your web browser or install the PC version.

To use the Foxit PDF Editor to edit a PDF document, follow these steps:

Step 1: Go to the Foxit PDF Editor website, purchase the PDF editor tool, or download the free trial version.

Step 2: After downloading the software, launch it and upload the PDF document you wish to modify.

Step 3: Make the changes and save. Then download the file to your PC again for use.

Your document will be made available in an adjustable format. Similar to Acrobat, the Foxit PDF Editor provides a series of modification options so you can structure your text with fonts of various sizes and colors.

Using the Foxit PDF Editor tool is an excellent approach to use when you want to edit PDF documents. Before purchasing, you can download the tool's trial version to test the features and functionality.

## **Final Words**

The days when people cannot make changes to PDF files are over - thanks to PDF editing tools. You can use Google Docs, Adobe Acrobat, Microsoft Word, or the Foxit PDF Editor to edit a PDF document.

To use the Foxit PDF Editor tool, download the free trial version or purchase the software to make the changes you want on a PDF anytime and anywhere.

## **Frequently Asked Questions (FAQs)**

### **Can I Edit A PDF File?**

Editing PDF files is possible with PDF editing tools like the Foxit PDF Editor. Just launch the software and open the PDF file you wish to edit, and go ahead to make the changes you want.

### **Which Alternative Software Can I Use To Edit PDF Aside From Adobe Acrobat?**

Aside from Adobe Acrobat - a widely known PDF editing tool- Foxit PDF Editor offers the same features as Adobe Acrobat.

## **References**

1. foxit.com - pdf-editor - <https://www.foxit.com/pdf-editor/>