

## How to Add Text to a PDF

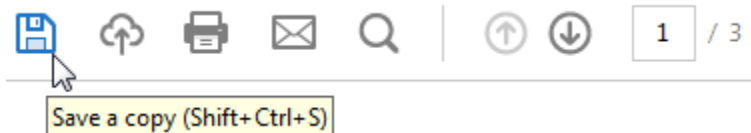
While it's not possible to remove or edit the text inside of a PDF, it is possible to **add** text to a PDF.

Some PDFs are **fillable**. This means that the PDF authors added special **form fields** to the PDF to make it really easy to fill out the form. To fill out these form fields, all you have to do is click inside the form field and start typing.

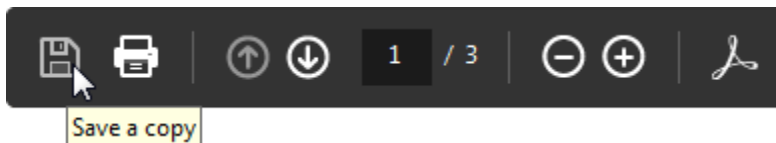
Not all PDFs are fillable, however. But it's still possible to "fill out" these PDFs by adding **text comments**. This a very cumbersome process that should only be recommended to technically able patrons.

The instructions below describe how to add text comments to a PDF.

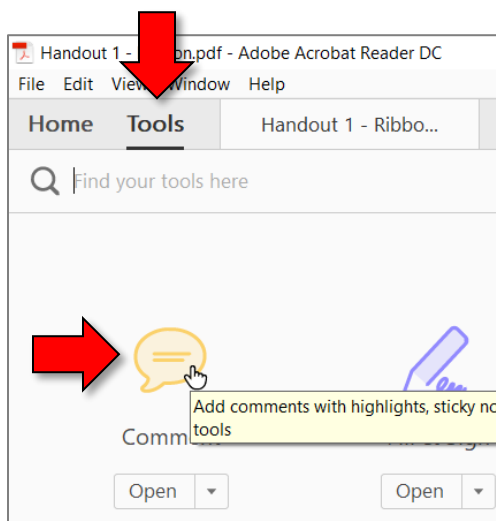
1. Open the PDF.
2. If you are viewing the PDF inside of a web browser, you will need to first save it to the Temporary Patron Drive and open it in Adobe Reader.
  - a. Click the "Save" button in the toolbar at the top of the screen and save it to the Temporary Patron Drive.



- b. **If you don't see a toolbar at the top of the screen**, move the mouse toward the bottom of the screen. A black toolbar should appear. Click the "Save" button and save it to the Temporary Patron Drive.



- c. Close the browser tab that has the PDF open.
    - d. Navigate to the Temporary Patron Drive and open the PDF that you just saved.
3. Click "Tools" at the top of the screen, then click Comment.



- The Comment Toolbar will appear at the top of the screen. Click the “**Add text comment**” button (pictured below). The icon looks like a plain letter “T” that doesn’t have any stars or shapes next to it.



- Point to someplace inside of the PDF document. Notice how the mouse cursor changes to indicate that you are in “add text comment mode”.

I A

- Click anywhere inside the document where you want to start adding text. A blinking cursor will appear. Start typing.

Name: I A      Name: John

- Note that the mouse cursor will remain in “add text comment mode” after you’ve added some text. Press the **Escape key** to get out of this mode.
- When the patron is done filling it out, make sure they save it if they need to email it to somebody. Click the “Save” button in the toolbar to do this. Note that a “Save As” dialog will appear, even though you’re just doing a normal save operation. This is just a weird thing Adobe Reader does. You can overwrite the original file.



## Moving Text Comments

- If you are currently typing text into a new text comment (i.e. if you see a blinking cursor), press the Escape key to get out of edit mode.
- Point to the text. A blue border will appear around the text.
- Point to the edge of the blue border to get a 4-headed move cursor.

Name: John

- Click and drag to reposition the text.

## Editing Text Comments

To edit an existing text comment, simply click inside of it. A blinking cursor will appear, indicating that you are in edit mode. To get out of edit mode, press Escape.

## Deleting Text Comments

1. If you are currently typing text into the text comment (i.e. if you see a blinking cursor), press the Escape key to get out of edit mode.
2. Right-click on the text and select "Delete" from the context menu.



## Changing the Font Size of Text Comments

1. Click on the text comment to select it.
2. A toolbar will appear at the top of the screen. Select a different font size by using font size drop down list.

