Editing PDFs

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To: All Senior Teaching Staff <AllSeniorTeachingStaff@boothamschool.com>; All Junior Teaching Staff <AllJuniorTeachingStaff@boothamschool.com>

Good evening,

I've had alot of queries today relating to the ability to edit PDF documents.

If you are lucky enough to have Adobe Acrobat Pro on your laptop; this is possible with the Edit PDF toolbar within Adobe Acrobat.
It's worth noting that Adobe Acrobat is different to Adobe Reader which is the free, view-only non-editing version.

For those that don't have Adobe Acrobat installed; the alternative is to use Microsoft Word. Despite not being a native file format for MS Word, you can:

- Open MS Word
- Select Open from the menu
- Click Browse
- Locate the PDF file
- Click Open

You'll then be alerted to the fact MS Word is now going to try and convert to an editable document, click OK
Some users may also have a second alert to there being media within the document it cannot process and so it won't, that's fine, just click OK.
Once it has completed, you should have a version of the PDF document that you can now edit like any other word document.

A few things to note with the MS Word method:
 - This will work best mainly on documents that were originally word processed, not hand-written or scanned douments/images
 - The layout will change somewhat, this is an inevitability and cannot be avoided with this process
 - Remember that once you've finished, you can always save the document again as a PDF by changing the File Type during the save options.

There are other free online tools that you can try, but they are all comparable to either of the two methods above.

Kind regards,

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