How to edit a PDF file

Acrobat/Adobe Reader



1 Once your PDF is open, click *Fill & Sign* on the top-right hand side:



Fill & Sign Comment

3 Click in the space provided and type your details:

Business Details							
Legal name	Your name here						
Trading name							
Postal address							
Telephone							



4 Once you have completely filled out the plan, click *File, Save As...* and save it again (e.g. BusinessName_Date_Complete)

File	Edit	View	Window	Help
2	<u>0</u> pen			Ctrl+O
8	<u>S</u> ave			Ctrl+S
	Save <u>A</u> s.			Shift+Ctrl+S



Add Text							
T Add Text	Tr	T	ţ≡	Ì≡	T - Helvetica	~ 12	~

