

T4L Support Guides

Adobe Express

Edit a PDF

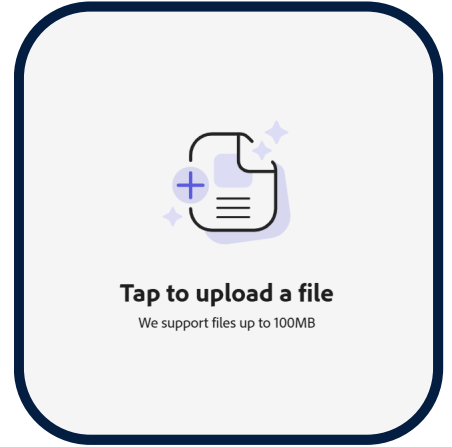
Step 1

Select **Edit** from the menu in the middle of your dashboard, and then **edit PDF**



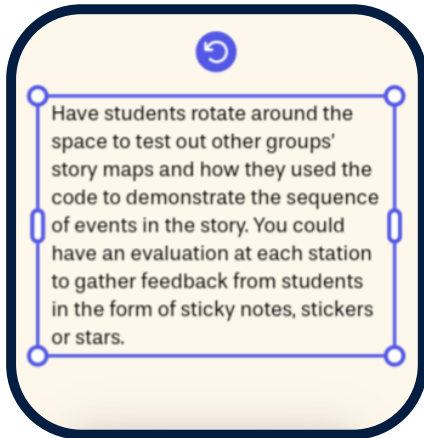
Step 2

Tap the window to open your file explorer. Locate your file and select **open**.



Step 3

Double-click in text boxes to edit the text within it.



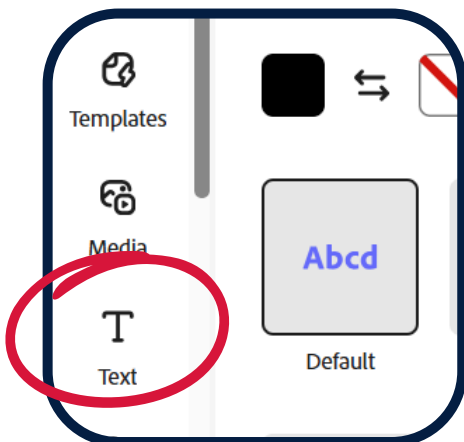
Step 4

Find more editing options in the left-hand menu.



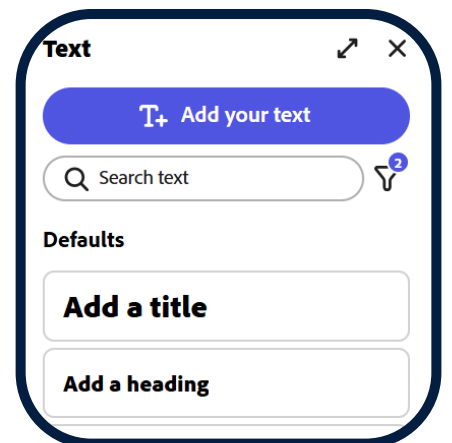
Step 5

To add new text, select the text tab in the far left menu.



Step 6

Select **add your text** and type into the new text box.



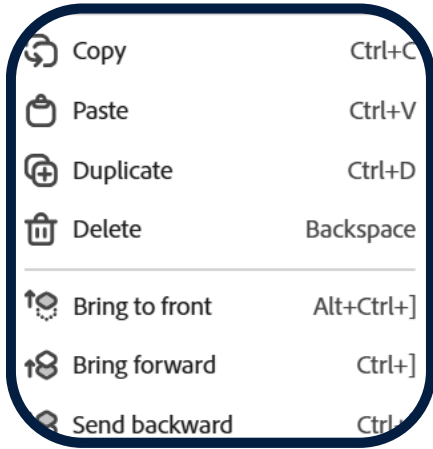
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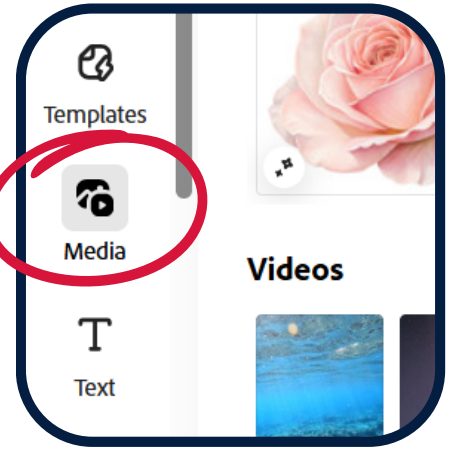
Step 7

Right-click images to edit, duplicate or layer.



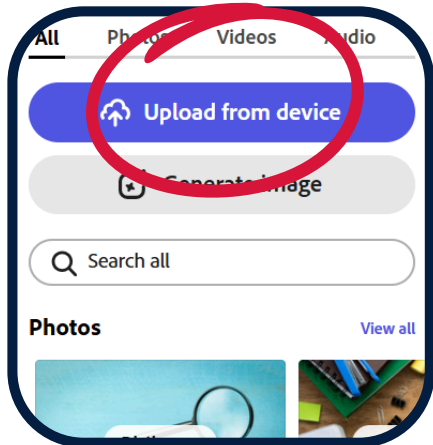
Step 8

To add new images, select the **media** tab on the far left menu.



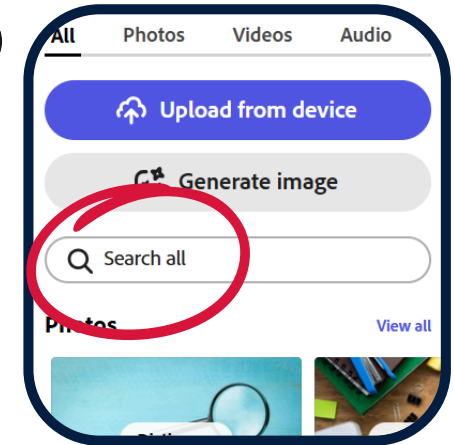
Step 9

Choose **upload from device** to add you own images.



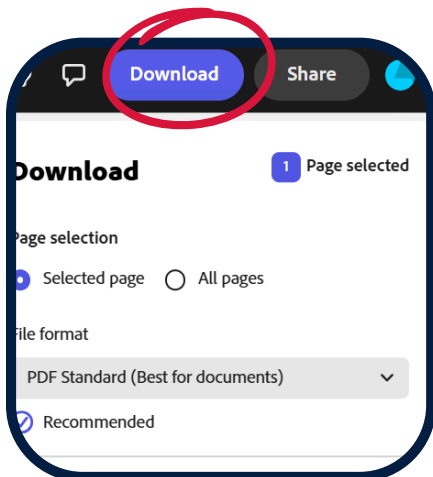
Step 10

Type in the search bar if you'd like to access Adobe Stock images.



Step 11

When finished, select **download** in the top right corner.



Step 12

Ensure the file format is set to PDF and select **download**.

