## Text edits in pdf files

To ensure that the correct edits is transfered from the pdf file to the indesign file please use the correct tools in acrobat. Choose Tools > Comment to view the toolbar.

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Use this tool if you have comments to an image or text box.



Use this tool if you want layout changes to a word. E.g. If you want to unbold a bolded text, italic instead of regular etc. Only higlight the exact word(s) you wish the changes on.



Use this tool if you want to **delete** one or more words.



Use this tool if you want to **replace** one or more words with a different word. Please be precise when you highlight the words so you have the space before/after the words correct.



If you want a new sentence **added** please use this tool. Please be precise when placing the tool.

When you are using the Text tools in Adobe Acrobat, Indesign automatically incorporates the text edits directly in the document leaving no room for mistakes. Please check if the highlighted words are correctly marked before starting to type your changes.

