How to Edit/White out a PDF

1. First, select the **Tools** drop-down from the main menu bar. Select **Edit PDF**, and click **Edit.**

2. You should now see all the text on your PDF document that can be changed inside a text box. These text boxes are separate from each other to not disrupt the flow of the rest of the document.

3. Now, select the box with the text in it you want to "white out" by clicking your cursor where you want to make your change. Select the entire chunk of text, and press **Delete/Backspace**.

4. If you want to replace the text with something else, you can do so by simply typing your new text into the same space where your old text was.

5. If you want to "white out" an entire text box, you can do so by selecting the entire thing and hitting **Delete/Backspace.**

6. Once your edits are complete, go to the Acrobat top bar and select **File**, then **Save As** to resave your edited PDF as a fixed-layout PDF.