hang a ribbon on the moon
PRINTABLES + IDEAS

Adding Text to Editable PDF Files

Tips & Troubleshooting

Customize editable PDF files with your text and share with others. NOTE: Please use Adobe Acrobat Reader (download for free here). Failure to use Adobe Acrobat Reader will result in broken or non-functioning PDF files.

STEP ONE: PREPARING THE FILES FOR USE

Before you can edit and print an editable PDF file, you must make sure you have done the following two steps:

1. Download the purchased files from your Etsy account or purchase email.

FROM PURCHASE EMAIL:
- Click in the link provided. You should be taken to the download page.
- Download all files included with your purchase.

FROM YOUR ETSY ACCOUNT:
- Log into your Etsy account.
- Click on “Your Account” (your icon in the upper right-hand corner.
- Select “Purchases and reviews from the menu.
- Scroll down to your purchase and click “Download files.”
- Make sure you download all files included with your purchase.

2. Unzip (decompress) the downloaded ZIP folders.

NOTE: FAILURE TO UNZIP THE DOWNLOADED ZIP FOLDERS WILL MAKE THE FILES INSIDE INVISIBLE OR NONFUNCTIONAL. YOU MUST COMPLETE THIS STEP IF YOU WANT TO USE THE FILES.

Windows:
- Right-click on the downloaded ZIP folder.
- Select “Extract All” from the menu that appears.
- Navigate to the location on your computer you want the files to be.
- Click “Extract.”

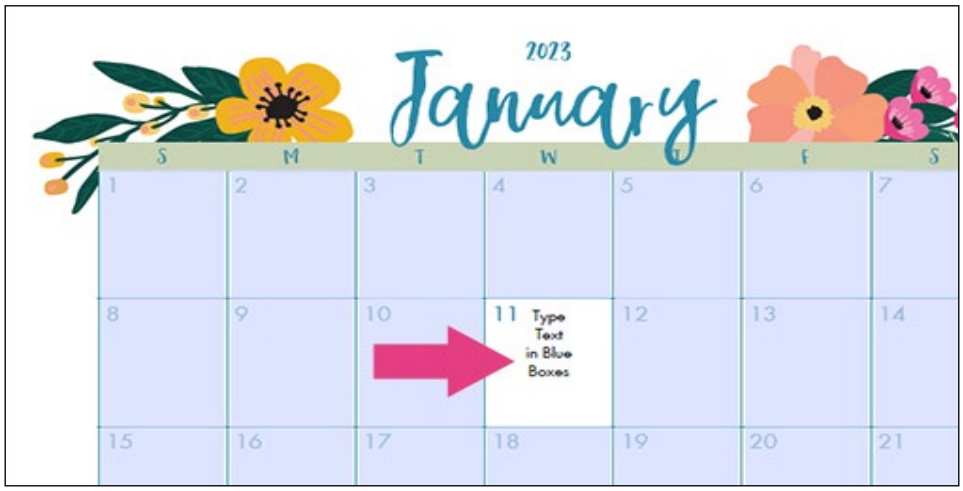
Mac:
- Double-click on the ZIP folder.

STEP TWO: EDITING THE PDF FILES

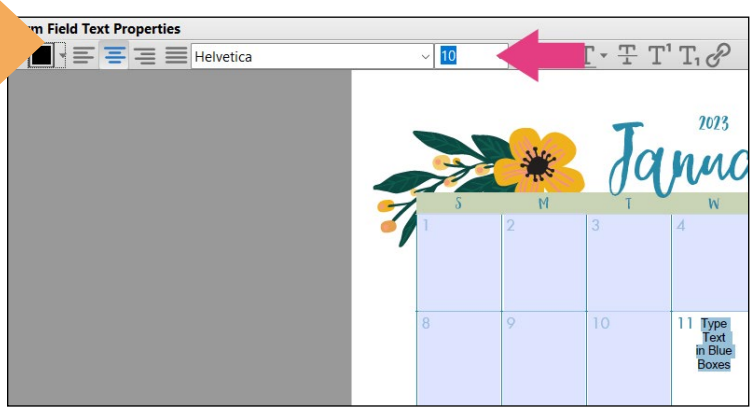
Now it's time to add your information to the editable PDF file.

NOTE: You will need to open the editable PDF file in the latest version of [Adobe Acrobat Reader](). Other PDF readers won't work with the editable fields. You can download this FREE program here: https://get.adobe.com/reader/.

1. Open Adobe Acrobat Reader.
2. Open the editable PDF file in Adobe Acrobat Reader. File>Open.
3. Add text to the text fields in the editable PDF file by clicking in a blue box and typing.
4. Page through the editable PDF file and make any changes you wish.
5. Save. File>Save.



TIP: To change the text font, color, alignment, or size: *Highlight the text to change, click CTRL or CMD +e. Wait a few seconds. Make changes in the pop-up box.*



NOTE: Some calendar files or calendar spaces in newsletters have the text set to auto-size as it is entered. This means the words get smaller the more text is added. Where this is the case, you CAN NOT change the text attributes like font, size, color, or alignment.

STEP THREE: PRINTING YOUR PDF

Note: The blue part of the text boxes doesn't print, only your text in the boxes will print.

1. Load printer with paper.
2. Open your desired editable PDF file in Adobe Acrobat Reader.
3. Ensure all of your text edits are correct.
4. To print, select File>Print.
5. The print dialog box will open.
6. In the "Page Size & Handling" area, make sure "actual size" is selected.
7. For best results, print on your printer's highest quality setting.
8. Click Print.

STEP FOUR: SHARING YOUR PDF

Share your completed PDF file electronically two ways: without the text fields locked and with the text fields locked.

Sharing without locking the text fields:

Optional: REMOVING VISIBILITY OF BLUE BOXES (TEXT REMAINS)

- To remove visibility of blue text boxes, open the editable PDF file in Adobe Reader.
- Click on EDIT>PREFERENCES.
- Click on FORMS in the box that appears.
- In the HIGHLIGHT COLOR, section, UNCHECK the box that says "Show Border Hover Color for Fields."

Make sure you and those you email/text these files to use the latest version of Adobe Acrobat Reader. If they aren't using this app, they will have problems seeing your edits.

Sharing with locked text fields:

NEW! Editable PDF files can now be converted for FREE into JPEG files which can be texted, emailed, shared, and uploaded to Facebook, Instagram, and other media apps.

1. Add your text to the editable PDf file using Adobe Acrobat Reader.
2. Save your final file.
3. Open a web browser and go here: https://acrobat.adobe.com/link/acrobat/pdf-to-image.
4. You may need to create a FREE Adobe account. Follow the directions to do so.
5. When uploading your editable PDF, select Convert PDF to JPEG, If you will be printing your file after conversion, make sure you have "Max" or "High" image quality.
6. Share your converted file.

TROUBLESHOOTING EDITABLE PDF FILES

PROBLEM: My PDF file won't open or I can't get my PDF file to work.

SOLUTIONS:

- Make sure you have decompressed (unzipped) the downloaded ZIP folder that contains the editable PDF. Failure to decompress the ZIP folder will cause issues reading and seeing the files inside.
- Ensure you are opening the editable PDF file in Adobe Acrobat Reader. Many browsers and computers use a different default PDF viewer and these don't work correctly with editable PDF files.

PROBLEM: I want to turn off the blue text boxes.

SOLUTION: When disabling the blue text boxes, your text will remain and the file will still be editable. NOTE: Blue boxes do not print.

- To remove visibility of blue text boxes, open the editable PDF file in Adobe Acrobat Reader.
- Click on EDIT>PREFERENCES.
- Click on FORMS in the box that appears.
- In the HIGHLIGHT COLOR, section, UNCHECK the box that says "Show Border Hover Color for Fields."

PROBLEM: I want to email, share, or post the editable PDF file with others. When they open the file, the can't see my edits.

SOLUTION:

- Make sure you and those you email/text these files to use Adobe Acrobat Reader. Some systems have default PDF viewers that don't have the functionality of Adobe Reader.
- Make sure you have the latest version of Adobe Acrobat Reader.

PROBLEM: I want to share my editable PDF file with the text fields locked and not editable for others.

SOLUTION:

- Add your text to the editable PDf file using Adobe Acrobat Reader.
- Save your final file.
- Open a web browser and go here: https://acrobat.adobe.com/link/acrobat/pdf-to-image.
- You may need to create a FREE Adobe account. Follow the directions to do so.
- When uploading your editable PDF, select Convert PDF to JPEG, If you will be printing your file after conversion, make sure you have "Max" or "High" image quality.
- Follow instructions for converting your file to JPEG.

PROBLEM: There are little "+" signs in my text boxes when I print my file.

SOLUTION:

- If you see overflow text indicators (little + signs near your text boxes) when you print, open Adobe Reader and go to EDIT>PREFERENCES>FORMS. UNCHECK the "Show text field overflow indicator" box. Click OK.

PROBLEM: When printing my editable PDF, the page sizing is off. It is not the right size.

SOLUTION:

- Make sure "Actual Size" is selected in the "Page Size and Handling" area of the Print dialog box so everything will be lined up and sized correctly.

PROBLEM: I want to print my editable PDF on both sides of the page (duplex printing).

SOLUTION:

- When printing double-sided items, do a test print to make sure you know how to load the paper for printing the back side or so that you have the proper settings for duplex printing (if applicable).
- If allowed by your printer, print editable PDF files using the duplex (double-side printing) option. Follow your printer's instructions or check out these instructions for using Adobe Reader for double-sided printing.

PROBLEM: My printed file looks low-quality.

SOLTUION:

- Use your printer's highest-quality setting for best results.

TIP: Please email me (neisha@hangaribbononthemoon.com) or contact me via Etsy if you have concerns about your files. I am happy to help in any way!