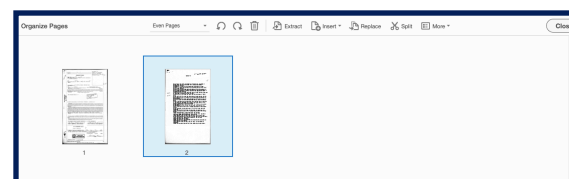
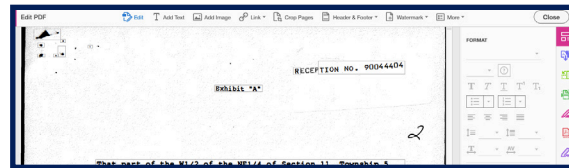
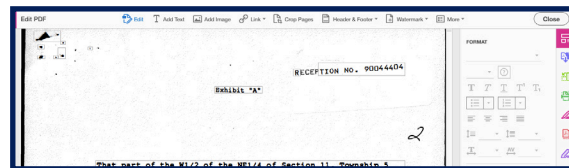
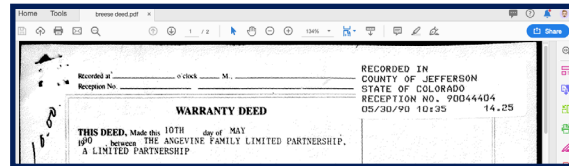


This is just a quick instructional guide on how to edit a PDF. Whether you are changing an old invoice or pulling the exhibit from a deed editing a PDF is vital to those processes! You can also watch this guide here: joneslawcolorado.com/dashboard

Steps to Follow

- Open the pdf you want to modify in adobe acrobat. From here you can edit the PDF and much more!
- Click edit PDF on the right hand side of the screen and wait for the document to load.
- Delete extraneous details by selecting them and clicking delete on your keyboard.
- To remove a page from the PDF, click organize pages, select the page, and click extract.
- That's that! Good job!



Concluding Thoughts

Adobe Acrobat has a number of incredible powerful tools that we pay for and should use more often! However, it's important to remember PDFs are made to be static, unchanging documents and as a result when editing a PDF at times it can be difficult or frustrating to change details in the document. Try playing around with it and don't give up!