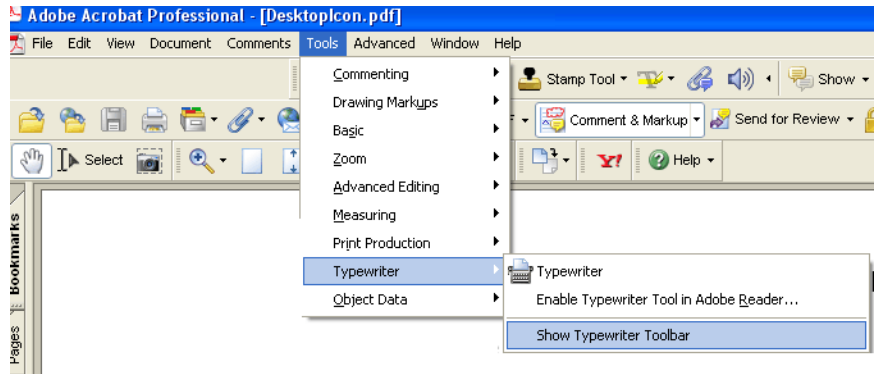
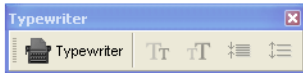


Adobe Acrobat: Using the Typewriter Tool¹

Adobe Acrobat Professional Version 7.0.9 has a typewriter tool that makes adding information to .pdf documents much easier. This document will show you the easy steps required so that you can use this tool.

After opening a document in Adobe Acrobat Professional, click on Tools on the upper menu bar, then typewriter, and show Typewriter Toolbar.

A new tool will appear, and you can move it to a convenient location.



When you want to use the typewriter, you can click on the Typewriter icon, and your cursor will begin looking like a blinking L with the letter A in it. Click your cursor in the place where you want to begin typing, and type. The icons to the right of the typewriter can be used to change the size of the font or the line spacing.



Type, change font size.

After creating a .pdf document using Adobe Acrobat, I am now using the typewriter tool to finish up. The tool is nice for note-taking, but it is especially nice when filling out forms.

Now I will show you a bigger font.
I had to increase the line spacing so
that all of the letters would show.

Comments created by a the typewriter tool are in little text boxes that can be moved and deleted.

All done.

¹Prepared by Patty Glynn, University of Washington, C:\all\help\helpnew\adobeTypeWriter.wpd, May 22, 2007.