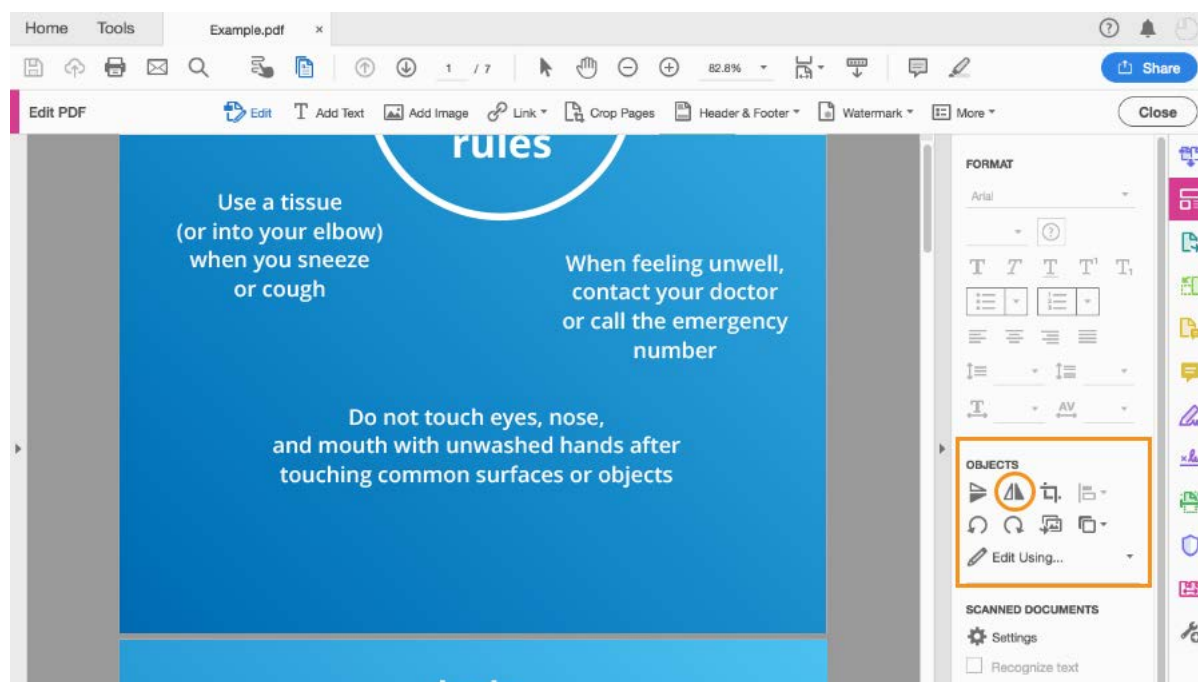


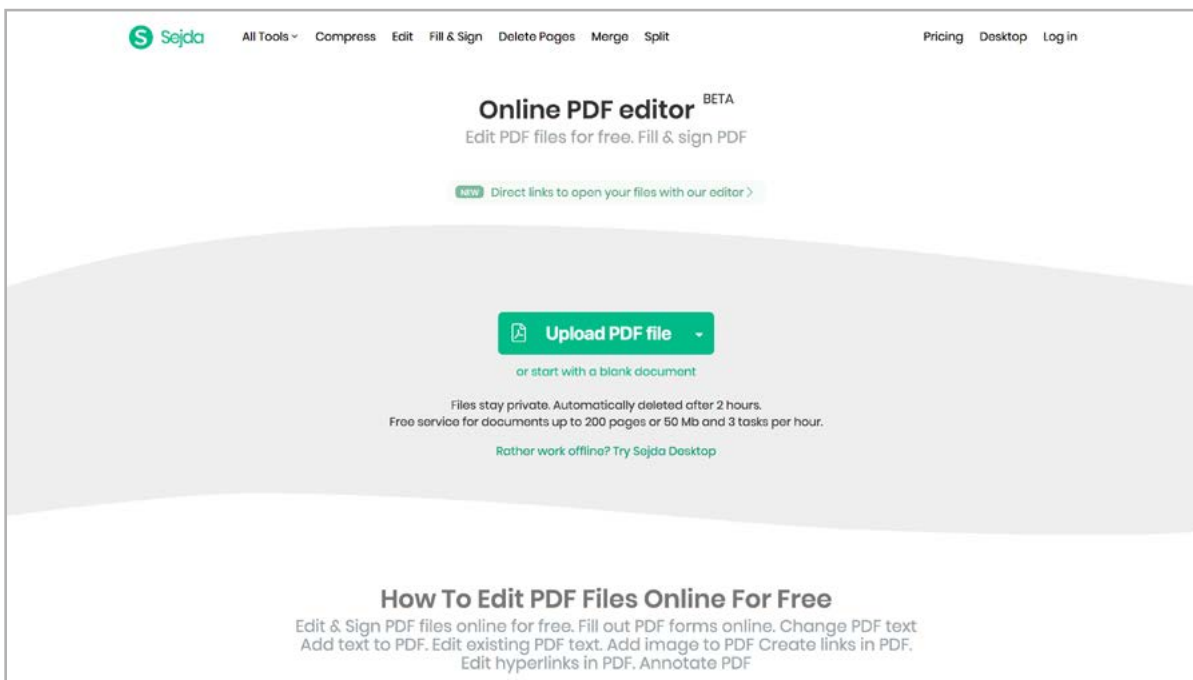
How to Edit a PDF [Easy Guide]

1. Open Adobe Acrobat.
2. In the top navigation, select File > Open ...
3. Select your PDF file from the document window.
4. When your file opens, select "Edit PDF" in the right-hand toolbar.
5. To edit text, first place your cursor on the text you'd like to edit.
6. Edit your text using the "Format" options at the top of the right-hand toolbar.
7. To edit images, first place your cursor on the image you'd like to edit.
8. Modify your image using the "Objects" options below the text options from step 6.



How to Edit a PDF Online

1. Identify the website of an online PDF editor, such as [Sejda](#).
2. Drag or upload your PDF to the website's homepage.
3. Wait for your document to appear.
4. From the top or side toolbar, select the type of edit or addition you'd like to make.
5. Place your cursor on the area of your document you'd like to modify, and start editing.
6. To edit existing text in Sejda, select "Text" from the toolbar, and place your cursor over the text you'd like to edit.
7. Save your changes and download your edited PDF.



The screenshot displays the Sejda website homepage. At the top left is the Sejda logo, followed by a navigation menu with items: All Tools, Compress, Edit, Fill & Sign, Delete Pages, Merge, and Split. On the top right are links for Pricing, Desktop, and Log in. The main heading is 'Online PDF editor' with 'BETA' in smaller text next to it. Below this is the tagline 'Edit PDF files for free. Fill & sign PDF'. A green button with a document icon and the text 'Upload PDF file' is prominently displayed, with the subtext 'or start with a blank document' underneath. Below the button, there is a note: 'Files stay private. Automatically deleted after 2 hours. Free service for documents up to 200 pages or 50 Mb and 3 tasks per hour.' and a link 'Rather work offline? Try Sejda Desktop'. At the bottom, there is a section titled 'How To Edit PDF Files Online For Free' with a list of capabilities: Edit & Sign PDF files online for free, Fill out PDF forms online, Change PDF text, Add text to PDF, Edit existing PDF text, Add image to PDF, Create links in PDF, Edit hyperlinks in PDF, and Annotate PDF.


How to Edit a PDF on a Mac

1. Double-click on your PDF file to open it.
2. Highlight all the existing text and copy it to your clipboard.
3. To extract an image from this PDF, hold down Command + Shift + 4.
4. Click and drag your cursor to fit the frame of the image you'd like to extract, then release.
5. Ensure these images have saved to your desktop.
6. Open your Mac's Pages app and paste the text from your clipboard into a blank document.
7. Edit this text, leaving spaces open to reinsert any missing images.
8. Drag any extracted images that saved to your desktop into your Pages document.
8. Move and format your images and text as needed.
9. Save your edited file as a PDF






How to Edit a PDF With Windows

1. Open Adobe Acrobat.
2. In the top navigation, select File > Open ...
3. Select your PDF file from the document window.
4. When your file opens, select "Export PDF" in the right-hand toolbar.
5. Select "Microsoft Word" as your export destination.
6. Click Export.
7. Edit your content as needed, then select File > Save As ...
8. Select PDF in the File Format dropdown menu, then click Save.




Drop Word File here
[Choose file](#)


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Just upload your file by clicking on the blue button or drag-and-drop your doc or docx file into the drop area. Then just wait until the conversion from word to PDF is complete and download the file.




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Easy converting!
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One hour after the conversion, your files will be deleted from our servers forever. If you want to know more please read our [privacy policy](#) below.



We support all platforms
We don't discriminate on platform and convert word docs to PDF whether you are using Windows, Mac or Linux.

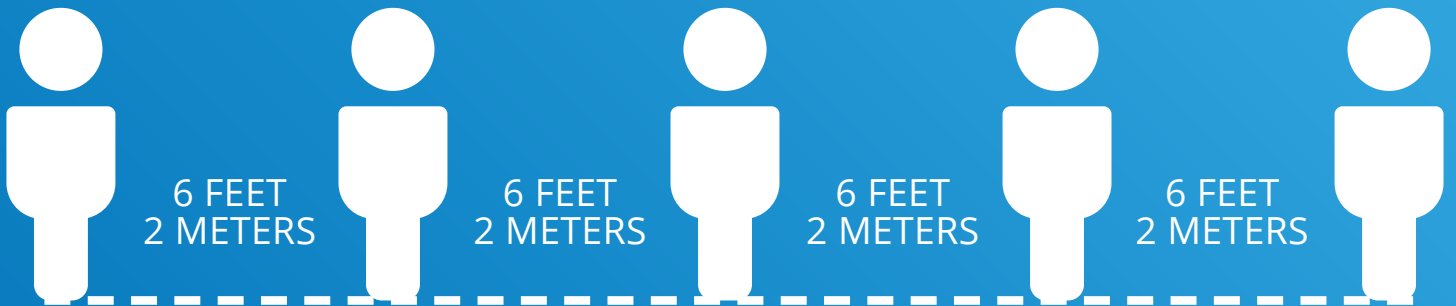
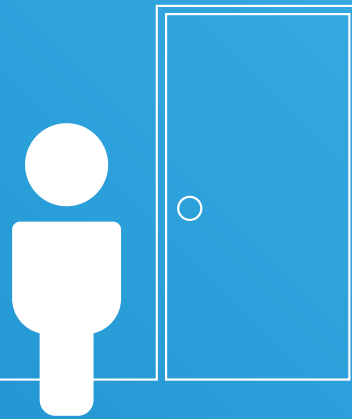


It all happens in the cloud
All file processing occurs on our own servers in the cloud and won't consume your own computer's capacity.

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Entra/esci **uno alla volta**

Enter/exit **one at a time**



Mantieni sempre la
distanza di sicurezza

Maintain **social distance**
between yourself and others

Controllo temperatura corporea

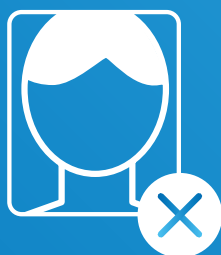
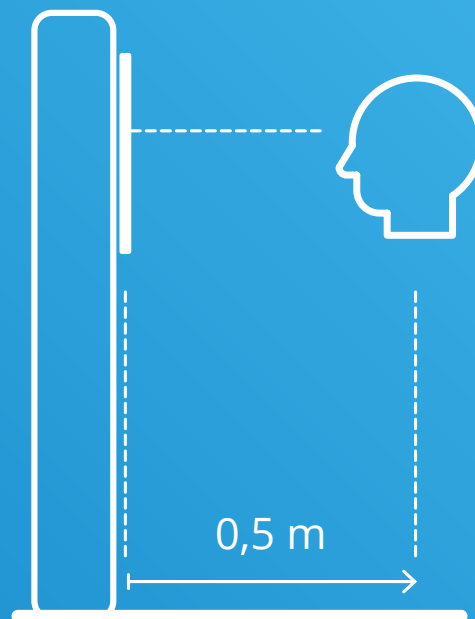
Body temperature control

•
Guarda nell'obiettivo
Look at the camera

•
Mantieni un'espressione naturale
Keep your expression naturally

•
Tieni il viso scoperto dai capelli
Do not make your hair cover your face

•
Assicurati che il viso sia al centro
e ben visibile nell'inquadratura
*Make sure your face is in the middle
of the collecting screen*



Segui le indicazioni fornite
dal dispositivo (thermal scanner)

Please follow the thermal
scanner instructions

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**Accesso consentito solo
con mascherina sul volto**

**Wear a mask, protect yourself
and those around you**



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distanza di sicurezza

Maintain **social distance**
between yourself and others

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Evita assembramenti

Reduce the number
of people **around you**



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Prima di uscire, utilizza
i prodotti per la **pulizia**

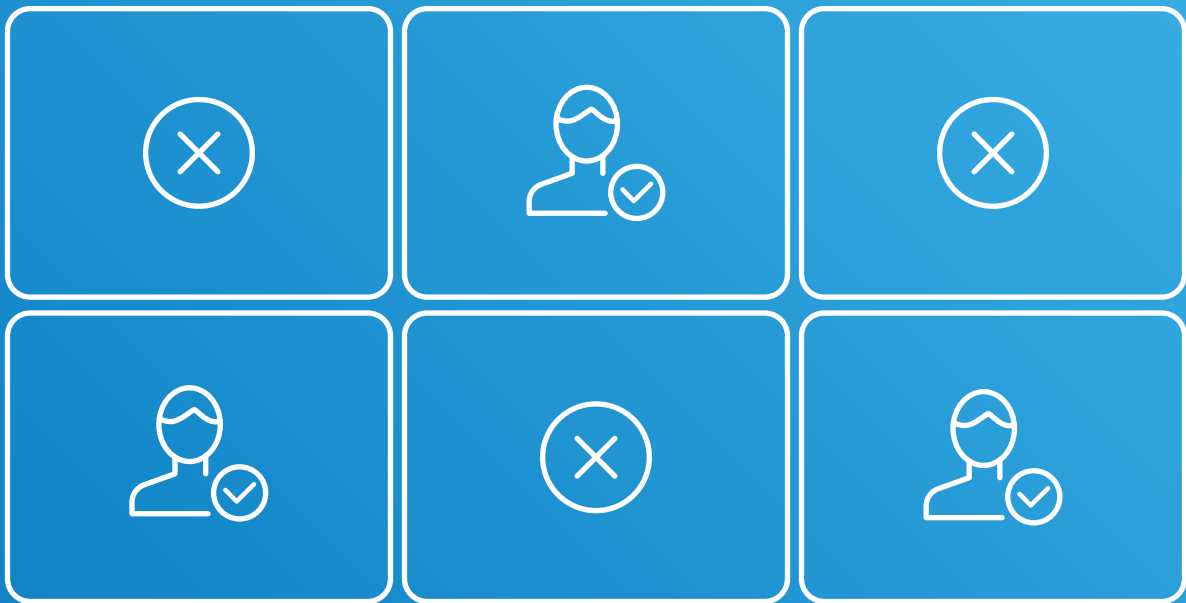
Clean surfaces after use



Riponi i **materiali usati**
(es. guanti, panno, mascherina)
negli appositi **contenitori**

Throw out trash
(i.e. gloves, masks, cleaning tissues)
in the **specific container**

Workspaces layout



Mantieni sempre la
distanza di sicurezza

Maintain **social distance**
between yourself and others

Il lavaggio delle mani è molto importante

Washing your hands often is very important

PRIMA DI / BEFORE

- Maneggiare o consumare
alimenti/bevande

Eating or drinking

- Medicare o toccare una ferita

Medicate or touch a wound

- Applicare o rimuovere le lenti
a contatto o altro sul viso
(es. il trucco)

*Putting on your contact lenses
or makeup*

- Usare i servizi igienici

Using toilets

- Toccare superficie comuni
(es. il tavolo di una sala riunioni
o della cucina)

*Touching common surfaces
(i.e. a meeting room desk
or a kitchen table)*



DOPO AVER / AFTER

- Tossito, starnutito
o soffiato il naso

Sneezing or coughing

- Maneggiato oggetti
o toccato superfici che anche
altri hanno usato

*Touching surfaces or objects
that may be frequently touched
by other people*

- Utilizzato i servizi igienici

Using toilets

- Utilizzato DPI
(es. guanti, mascherine)

Using gloves/masks

- Maneggiato denaro e/o ritirato
pacchi di corrieri

Touching money or parcels

In assenza di **acqua e sapone** ricorri ai gel **igienizzanti**

Use **hand sanitizers** if you don't have soap and water

Il lavaggio delle mani è molto importante

Washing your hands often is very important

PRIMA DI / BEFORE

- Maneggiare o consumare
alimenti/bevande

Eating or drinking

- Medicare o toccare una ferita

Medicate or touch a wound

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pacchi di corrieri

Touching money or parcels

In assenza di **acqua e sapone** ricorri ai gel **igienizzanti**

Use **hand sanitizers** if you don't have soap and water



- Lavati spesso le mani
Washing your hands often
- Evita abbracci e strette di mano
Avoid hugs and handshakes

- Evita l'uso promiscuo di bottiglie e stoviglie
Avoid promiscuous use of bottles and dishes
- Mantieni la distanza di sicurezza
Maintain social distance
- Se non ti senti bene contatta il tuo medico di base o il numero di emergenza
When feeling unwell, contact your doctor or call the emergency number
- Indossa la mascherina nei i luoghi chiusi o affollati
Wear a mask if you have people around you

- Non toccarti occhi, naso e bocca con le mani non lavate dopo aver toccato superfici o oggetti usati da altri
Do not touch eyes, nose, and mouth with unwashed hands after touching common surfaces or objects
- Starnutisci e tossisci coprendoti naso e bocca con un fazzoletto usa e getta, oppure usa la piega del gomito
Use a tissue (or into your elbow) when you sneeze or cough
- Pulisci con prodotti disinfettanti le superfici (soprattutto quelle comuni) dopo averle usate
Clean surfaces after use



**Norme igieniche
generali**

***Main hygienic
rules***

●
Lavati spesso le mani

Washing your hands often

●
Evita abbracci e strette di mano

Avoid hugs and handshakes

●
Evita l'uso promiscuo
di bottiglie e stoviglie

*Avoid promiscuous use
of bottles and dishes*

●
Mantieni una distanza interpersonale
di almeno un metro

Maintain social distance

●
Se non ti senti bene contatta
il tuo medico di base o il numero
di emergenza

*When feeling unwell, contact your doctor
or call the emergency number*

●
Indossa la mascherina
nei i luoghi chiusi o affollati

*Wear a mask if you have
people around you*

●
Non toccarti occhi, naso e bocca
con le mani non lavate dopo aver toccato
superfici o oggetti usati da altri

*Do not touch eyes, nose, and mouth
with unwashed hands after touching common
surfaces or objects*

●
Starnutisci e tossisci coprendoti naso
e bocca con un fazzoletto
usa e getta, oppure usa la piega
del gomito

*Use a tissue (or into your elbow)
when you sneeze or cough*

●
Pulisci con prodotti disinfettanti
le superfici (soprattutto quelle comuni)
dopo averle usate

Clean surfaces after use