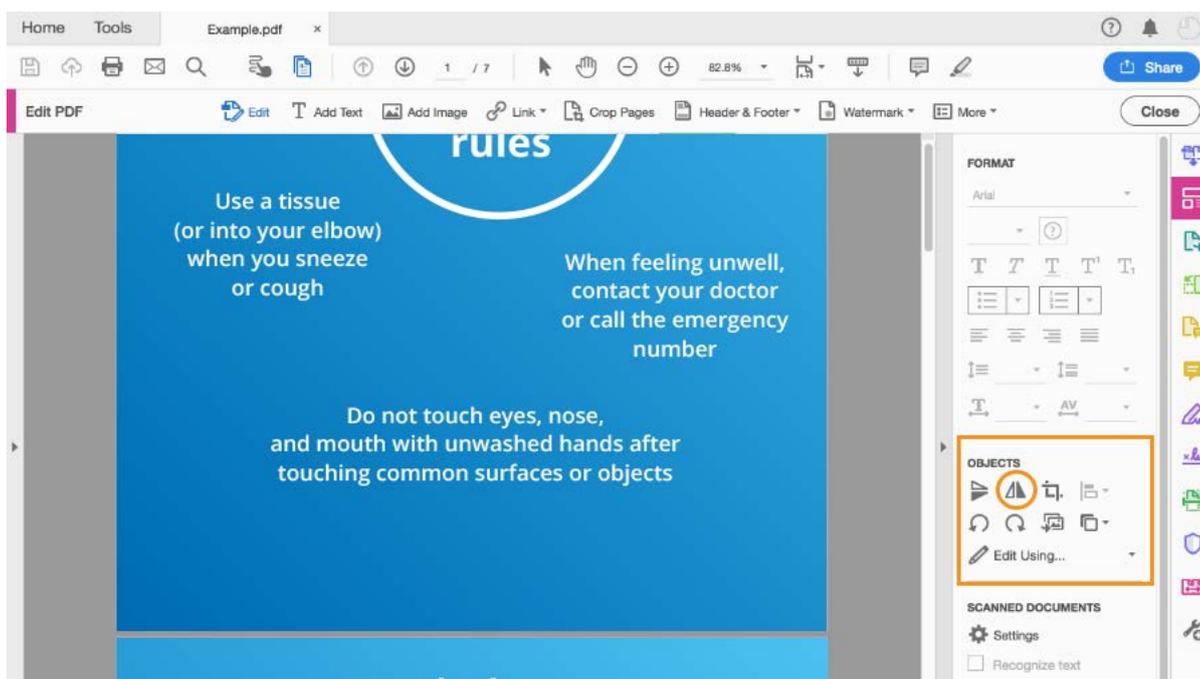


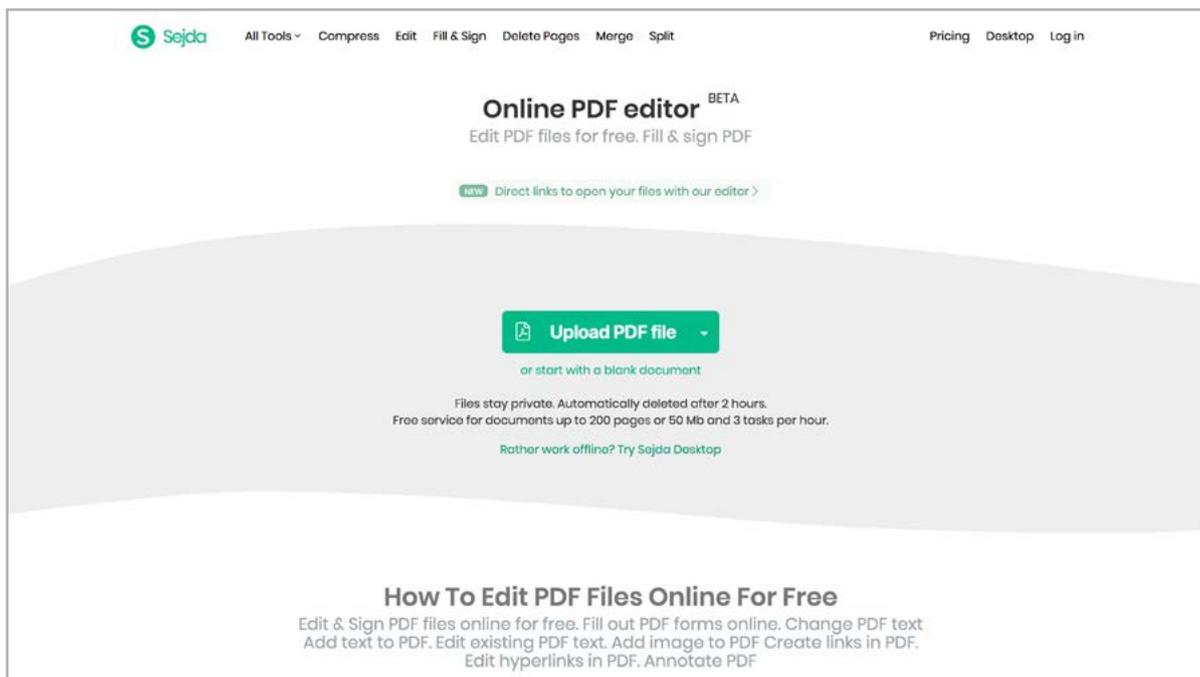
## How to Edit a PDF [Easy Guide]

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 shows the homepage of the Sejda Online PDF editor. At the top left is the Sejda logo. The navigation menu includes "All Tools" (with a dropdown arrow), "Compress", "Edit", "Fill & Sign", "Delete Pages", "Merge", and "Split". On the top right, there 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 says "Upload PDF file" and has a dropdown arrow. Below the button, it says "or start with a blank document". A small green box with "NEW" in white text is followed by the text "Direct links to open your files with our editor >". Below this is a large grey curved banner. Underneath the banner, there is text: "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 of the page, there is a section titled "How To Edit PDF Files Online For Free" with a list of features: "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. 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](#)

 FROM DROPBOX  
 FROM GOOGLE DRIVE



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**It all happens in the cloud**  
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Washing your  
hands often

Wear a mask  
if you have people  
around you

Clean  
surfaces  
after use

Maintain  
social  
distance

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

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

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



**Main  
hygienic  
rules**

# Washing your hands often is very important

## BEFORE

Eating or drinking

Medicating a wound

Putting on your  
contact lenses  
or makeup

Using toilets

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



## AFTER

Eating or drinking

Sneezing or  
coughing

Using gloves/masks

Using toilets

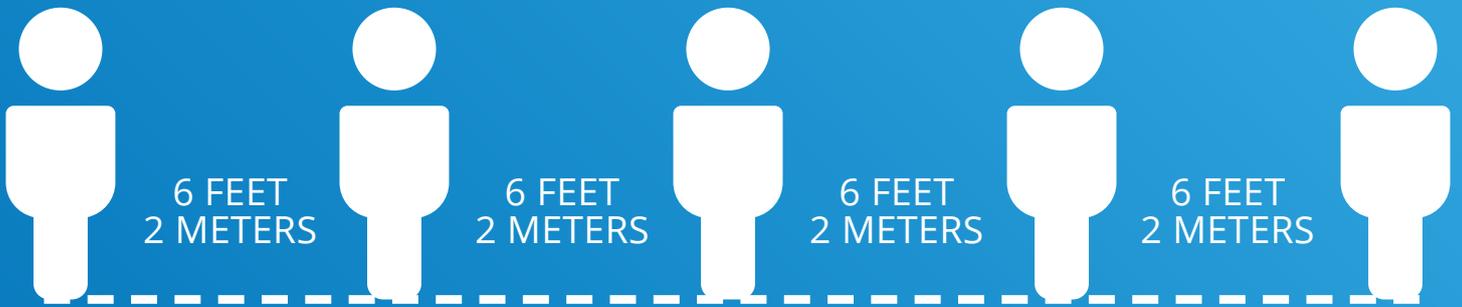
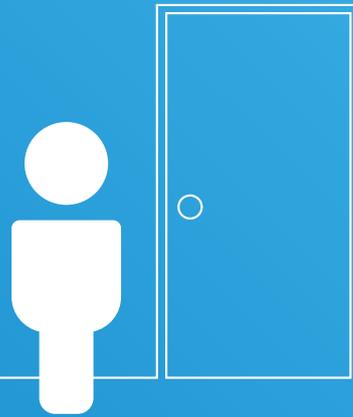
Touching money or  
parcels

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

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

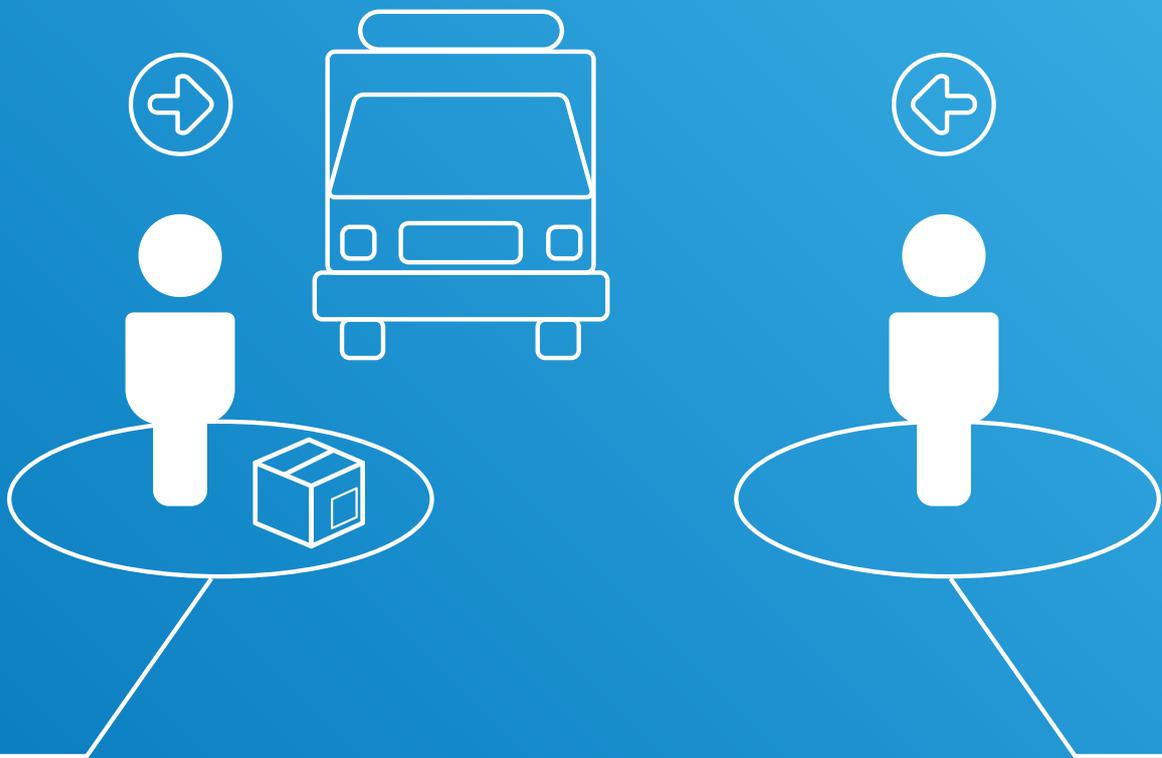
docebo

Enter/exit **one at a time**



Maintain **social distance**  
between yourself and others

# Observe the **way in/out** instructions



Maintain **social distance**  
between yourself and others

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# Body temperature control



Please follow the thermal  
scanner instructions

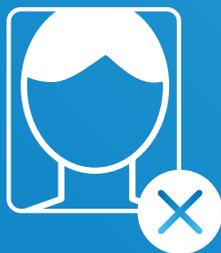
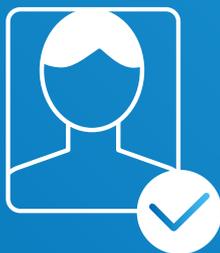
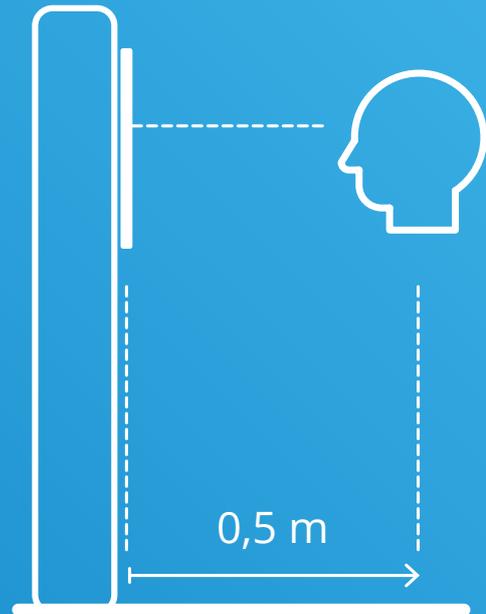
# Body temperature control

Look at the camera

Keep your expression naturally

Do not make your hair cover your face

Make sure your face is in the middle of the collecting screen



Please follow the thermal scanner instructions

docebo

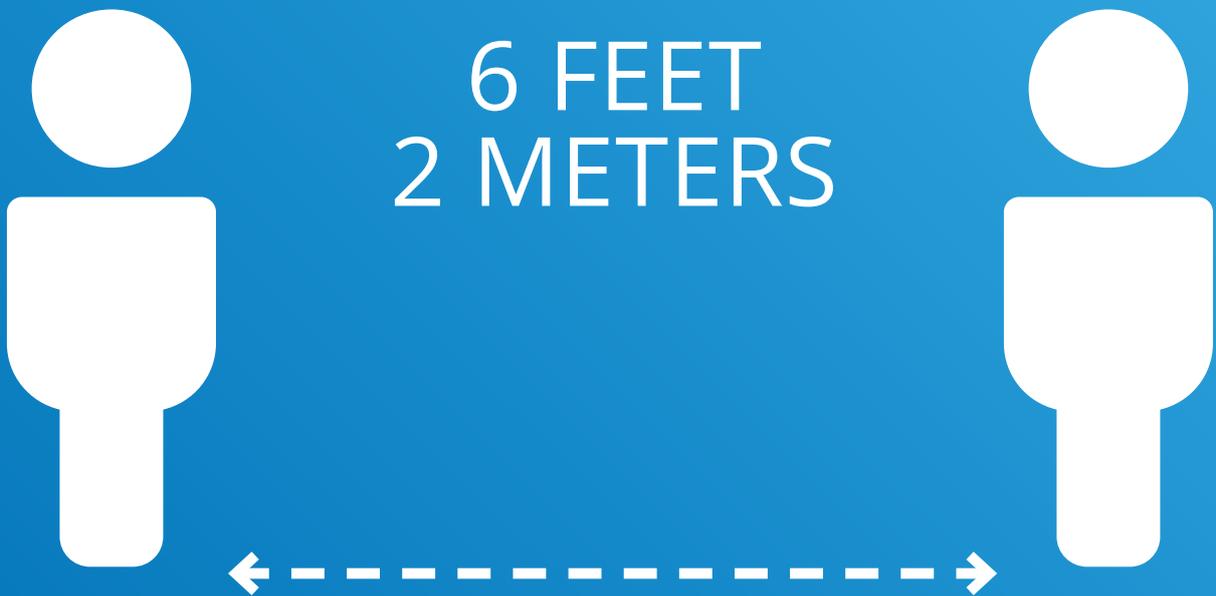
**Wear a mask,** protect yourself  
and those around you



Maintain **social distance**  
between yourself and others

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Maintain **social distance**  
between yourself and others



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Reduce the number  
of people **around you**



Maintain **social distance**  
between yourself and others

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**Clean surfaces after use**

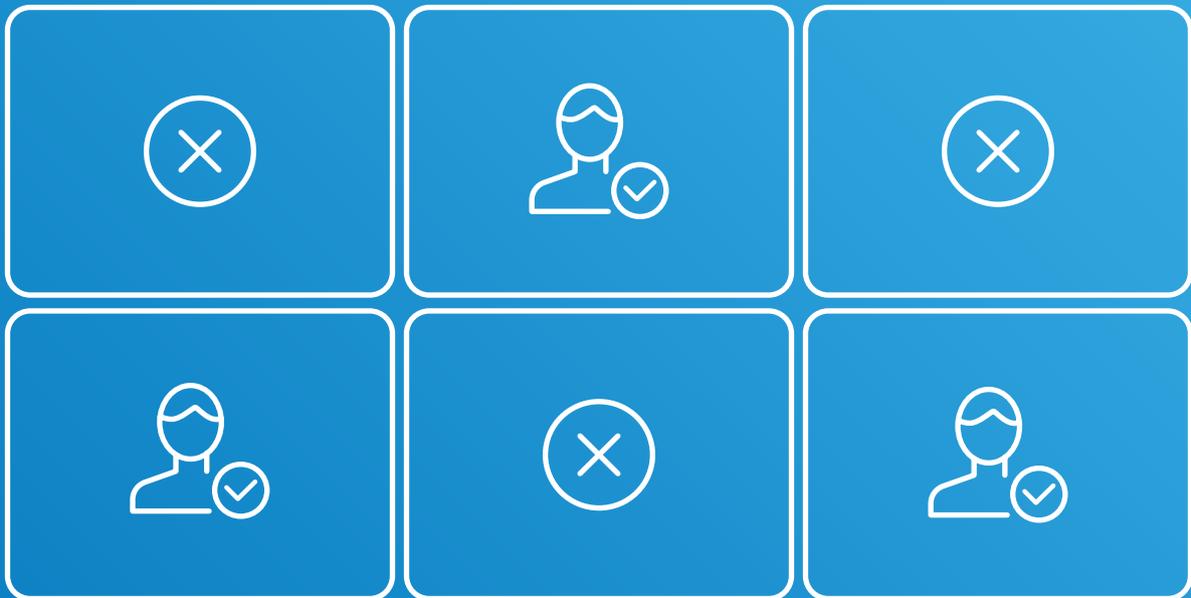


**Throw out trash**

(i.e. gloves, masks, cleaning tissues)

in the **specific container**

# Workspaces layout



Maintain **social distance**  
between yourself and others