

# How to edit PDF files on your computer simply and easily

There are many simple and easy ways to edit PDF files on computers, such as using Word, Google Docs, online... to help users freely edit with simple, uncomplicated operations. Join TipsMake to find out how to easily and appropriately edit PDF files on PCs and laptops.

**On Mac there are built-in PDF file editing tools** , so what about on Windows? What are the ways **to edit PDF** on PC and which method is most commonly used?

## *Method 1: Edit PDF files online, no software required*

### *1. Notes when editing PDF files online*

#### **- If the PDF file is created from Text, Word File**

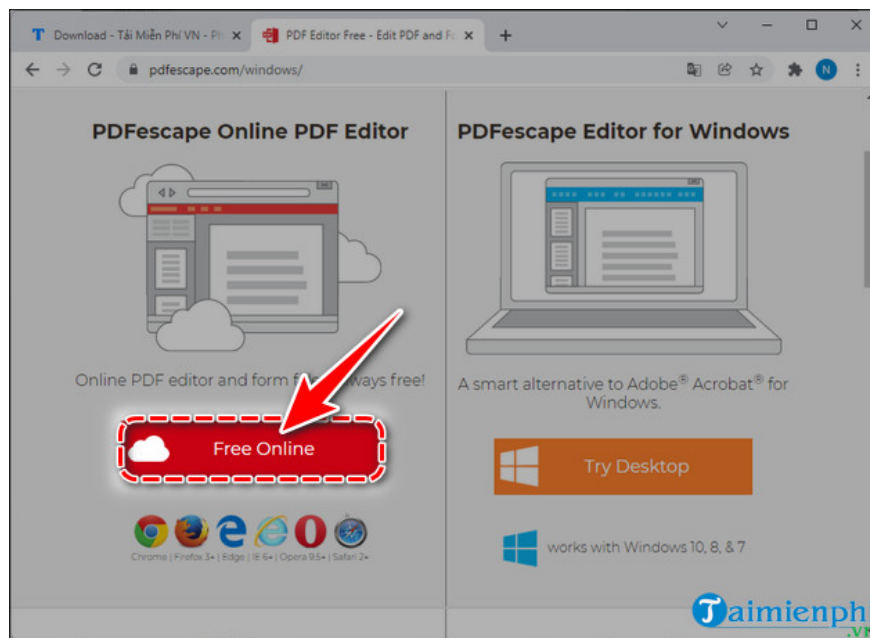
- + You need to carefully review the pdf file content on Word, Google Docs before editing
- + Online tools: Only delete, add text, add images on the old content background, not Can directly edit text like Word.

#### **- If the PDF file is created from an Image**

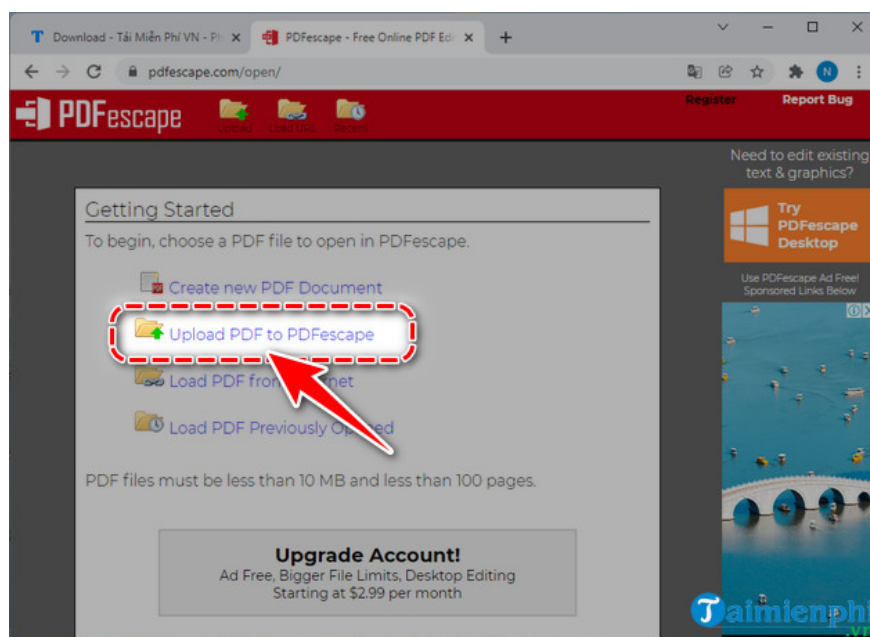
- + You cannot edit the text as usual.
- + Online tools: Can only delete and add image text and logos on old content, cannot directly edit text like Word

### *2. How to edit PDF files online without installation*

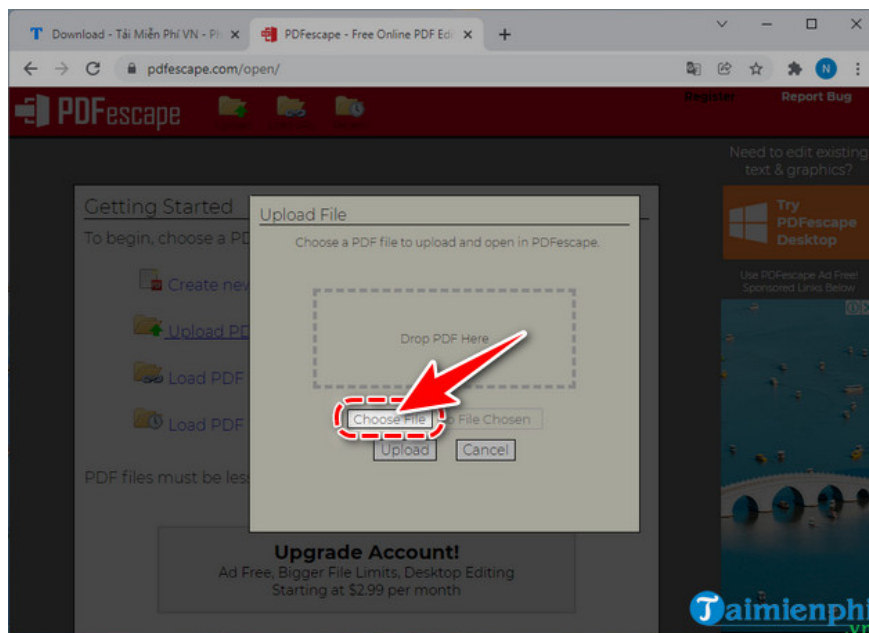
*Step 1:* Access the online PDF editing support tool **HERE** , in the **PDFescape Online PDF Editor** section, select the red **Free Online** .



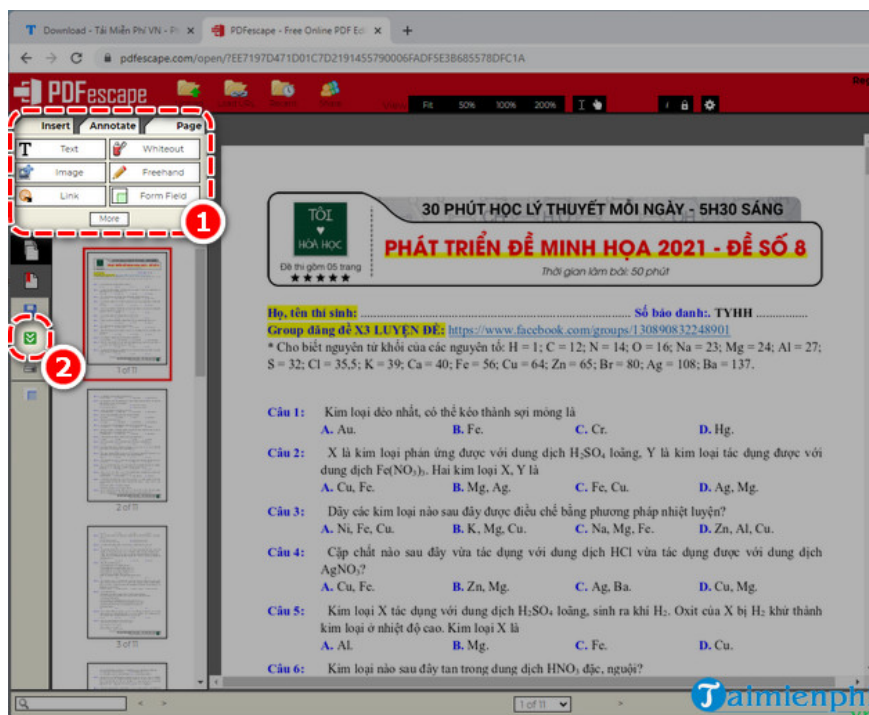
*Step 2:* Next, choose **Upload PDF to PDFescape** .



*Step 3:* Click **Choose File** , **select the PDF files** you need to edit to upload them to the web.



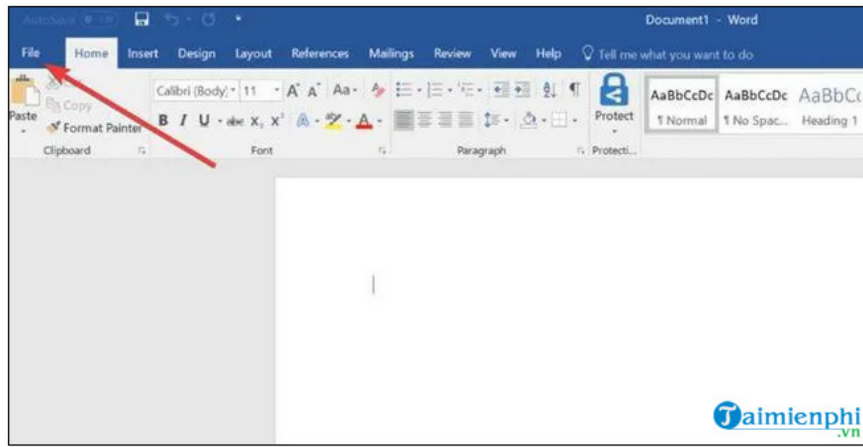
**Step 4:** Use the tools on the left (No. 1) including text , whiteout , images , freehand . to edit the selected PDF file. Click the Save & Download PDF arrow icon (No. 2) to download the edited PDF file to your computer.



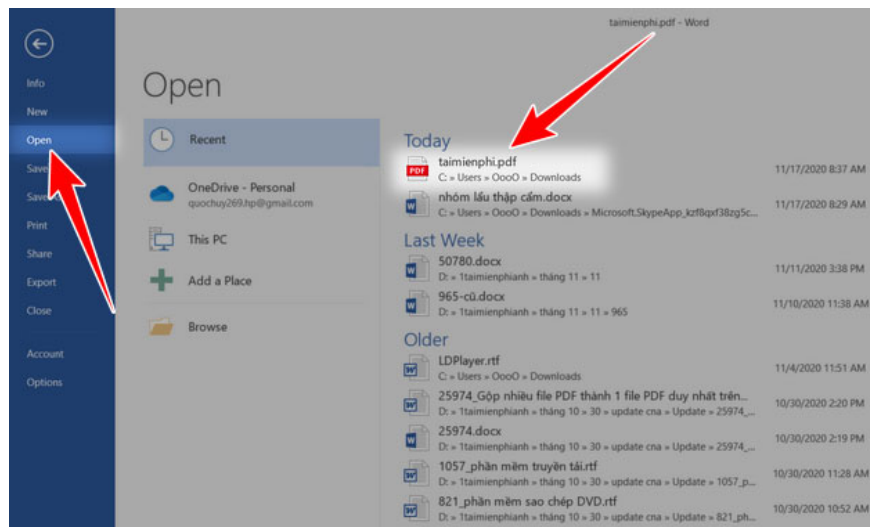
## ***Method 2: Edit PDF files with Word***

If you are using Microsoft Word 2013 or higher versions, you can use it to edit PDF files.

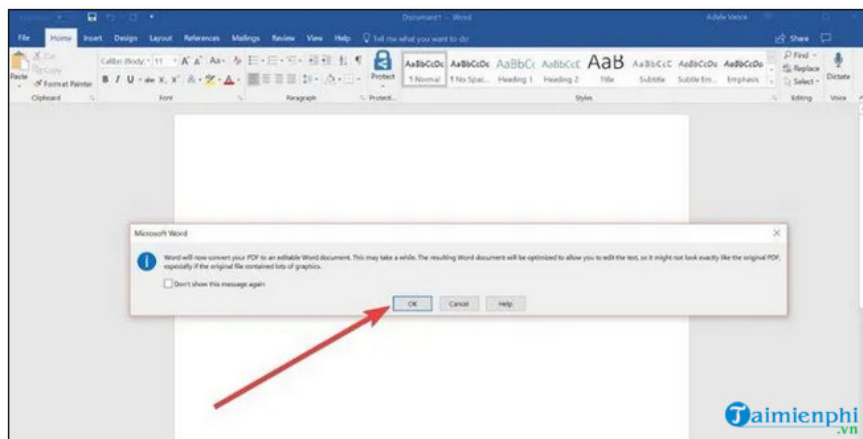
**Step 1:** First open the Word application that you installed on your computer, then find and click **File** .



**Step 2:** Click **Open** and select the PDF file you want to edit from the document window or you can select PDF files in the **Today** section (folders opened today).



**Step 3:** The screen will now display a message saying that Word converts the PDF document into an editable document, but does not change the original PDF file format. Click **OK** and make the changes you want.

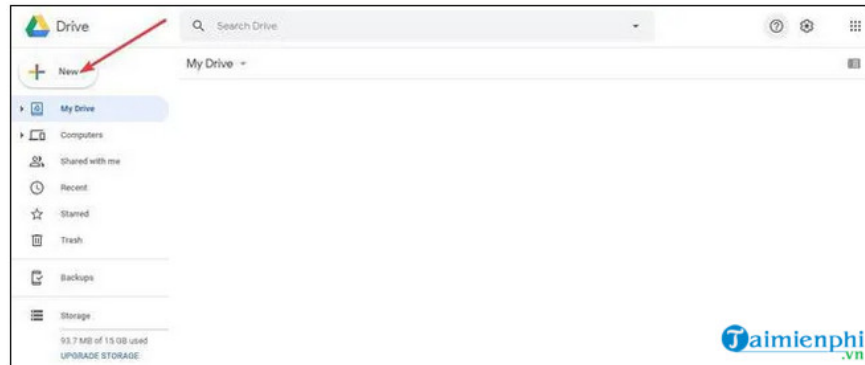


**Step 4:** Finally click **File** => **Save** to save the changes.

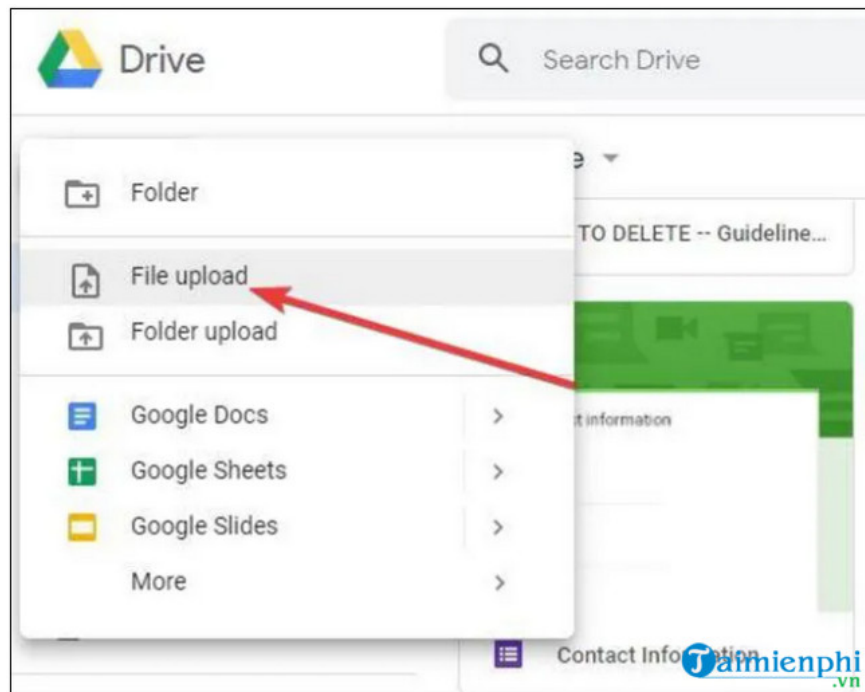
## ***Method 3: Edit PDF files with Google Docs***

The advantage of editing PDF on Google Docs is that the process is faster and easier to do:

**Step 1:** Sign in to Google Drive with your Google account. Next click **New** , there is a plus icon in the top left corner.

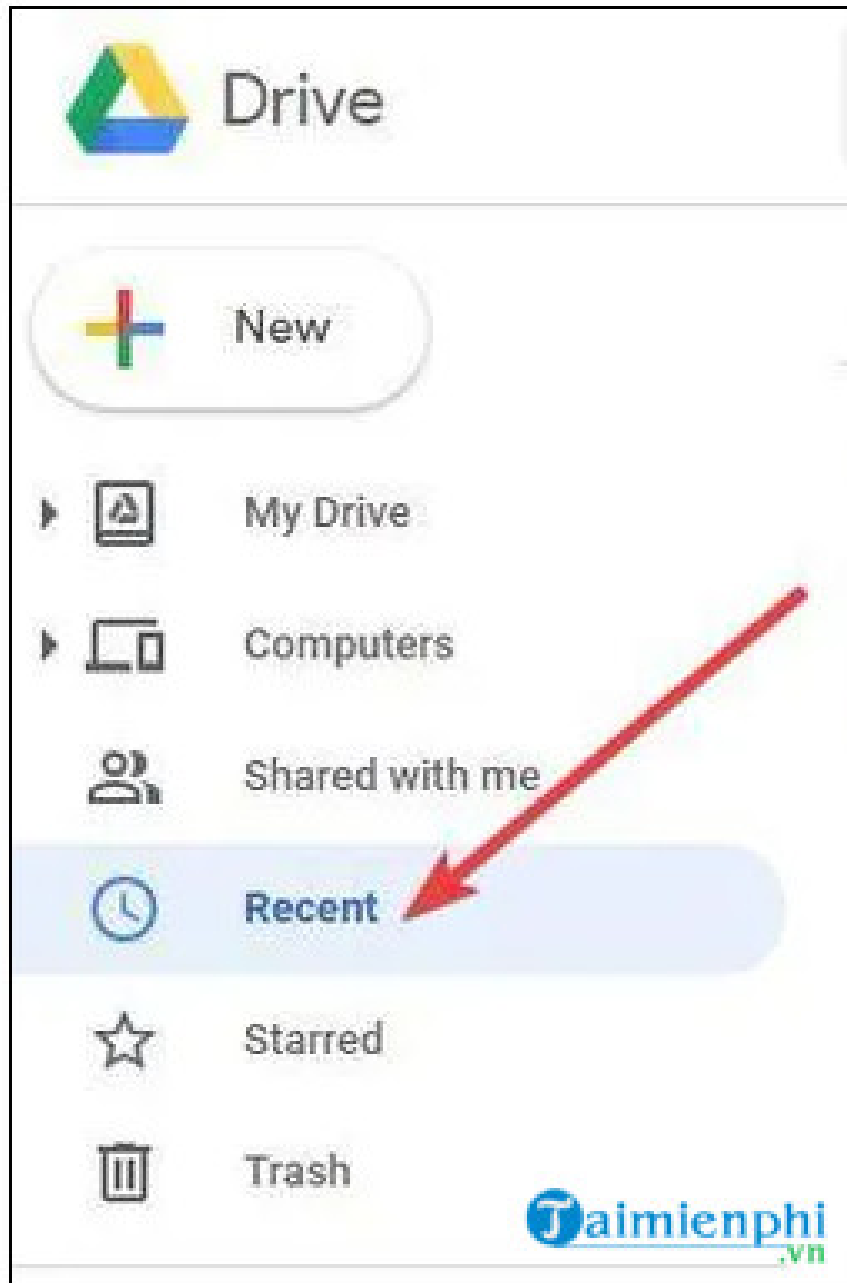


**Step 2:** Select **File Upload** (upload file).

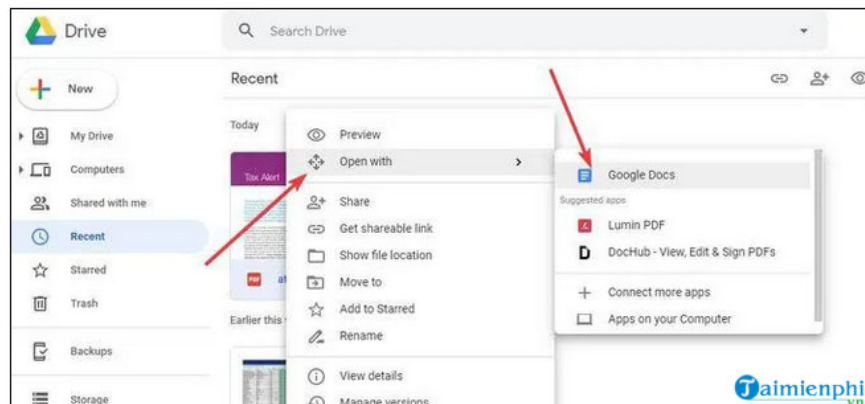


**Step 3:** Next find the PDF file you want to edit, then click **Open**.

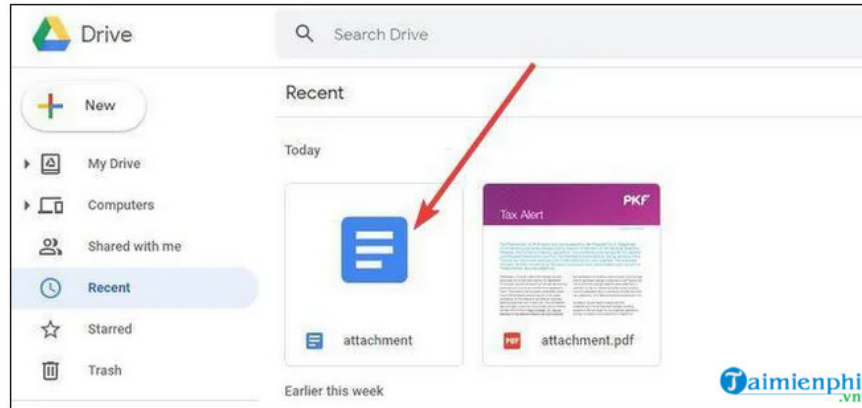
- After the file upload process is completed, click **Recent** in the left pane and find the PDF file you just uploaded.



**Step 4:** Right-click the file, select **Open With** => **Google Docs** (Google documents).



**Step 5:** Now a new editable document file will be created and displayed on the screen.



**Step 6:** Double click on the file and make changes. Once completed, you can choose to download the file as PDF or share it with other users.

### ***Method 4: Edit PDF with Adobe Acrobat***

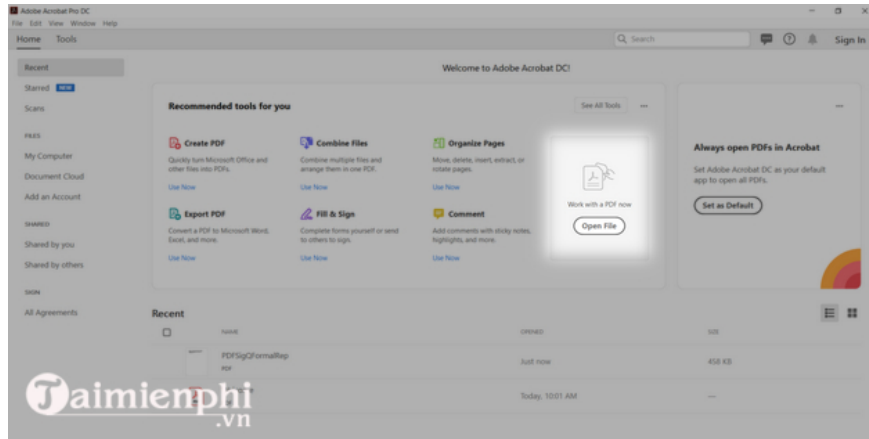
Adobe Acrobat is one of the most effective PDF file editing tools today. In addition to editing PDF on Windows, you can use Adobe Acrobat to edit files on Mac.

Follow the steps below to edit PDF files:

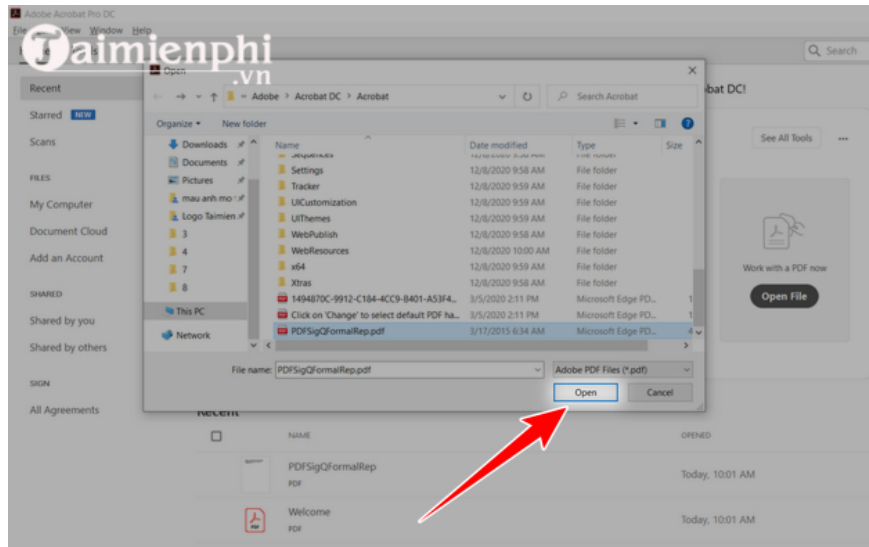
**Tip:** If you have not installed Adobe Acrobat, you can visit [here](#) to download the software to your computer and install it.



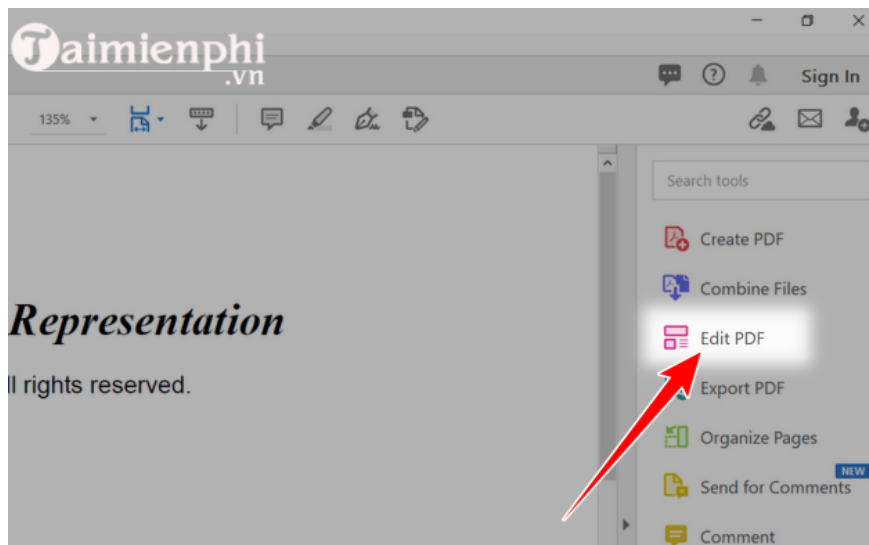
**Step 1:** First open **Adobe Acrobat** , then find and click **Open File** .



**Step 2:** Next find and select the **PDF file** you want to edit then select **Open** to open the file on the application.



**Step 3:** Then in the right pane select **Edit PDF** to edit the file.



**Step 4:** Click to select the text or image you want to edit. Acrobat will now display all the editing tools that users can use to format their document.

**Step 5:** After making the modifications, finally save the PDF file to complete the process.

## ***Method 5: Edit PDF with other software***

In addition to the above methods, you can use specialized third-party software to edit PDF documents.

Visit [here](#) to learn more about the best PDF editing software today.

In case for some reason you do not want to install third-party software, online PDF editing tools will be the perfect choice for you.

Above, TipsMake has just introduced you to 4 ways to edit PDF files. In addition, readers can refer to some articles available on TipsMake to learn more about how to create, merge, split and edit PDF on Mac.

You finished reading the article "**How to edit PDF files on your computer simply and easily**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.