

# How to import and edit PDF files in Canva

In fact, you don't need specialized software to edit PDFs. Just using Canva is enough. Here's how to import and edit PDF files in Canva.

Although popular and easy to edit, document formatting in Word can be inconsistent across different devices. Therefore, the PDF format is now gradually replacing Word. It does not change the text format when you view it on multiple devices, and is highly secure. However, editing PDF is not easy, so you have to rely on third-party helper software. Here's **how to edit PDF files with Canva** .

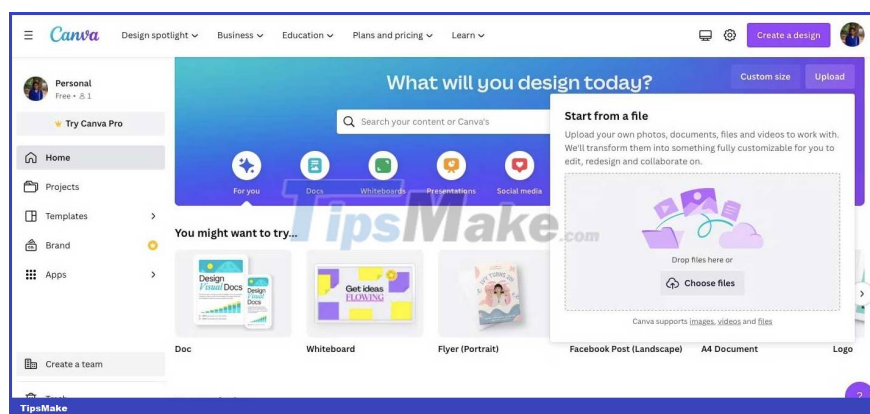
## How to import PDF files in Canva

You can use many PDF editing tools, but Canva is the most useful because they allow you to do this very quickly. With an array of graphic elements and a variety of free Canva font styles, you have everything in Canva to handle PDF content.

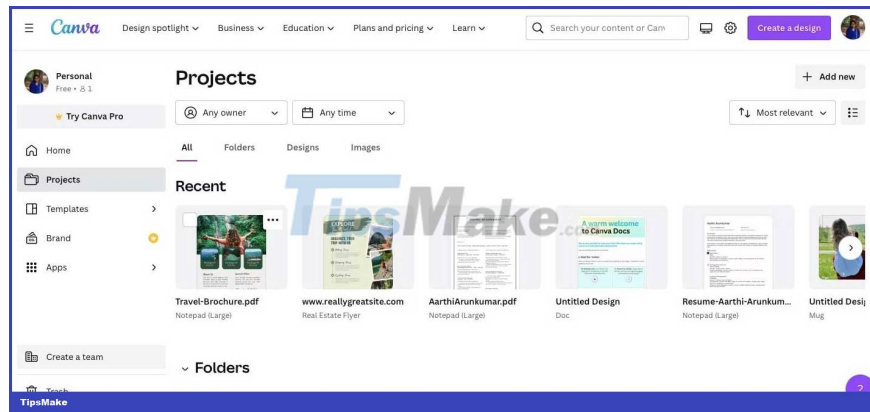
If you only need occasional PDF editing, Canva is everything you need. For this to work, you first need to import the file into Canva. You have 3 ways of doing this.

### Way 1

Go to the Canva homepage and log in to your account. You can find the Upload button in the top right corner. Click on it and press **Choose files** . Next, browse the folder to select the PDF file from your computer.



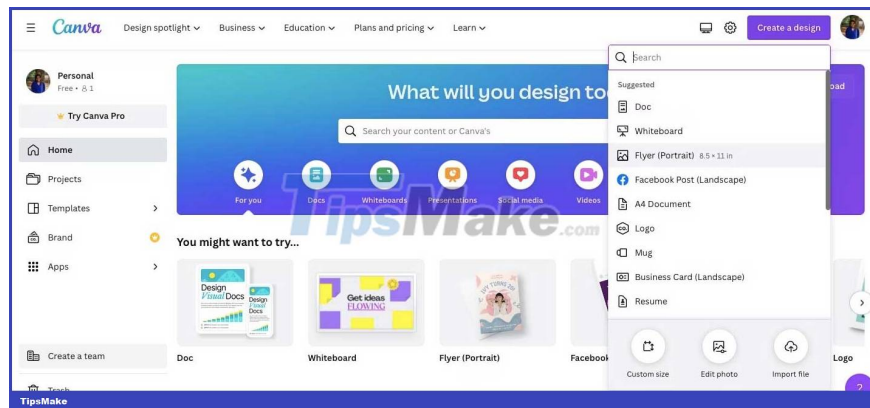
Your file will be saved as a project. Click on **Projects** on the left to access the file.



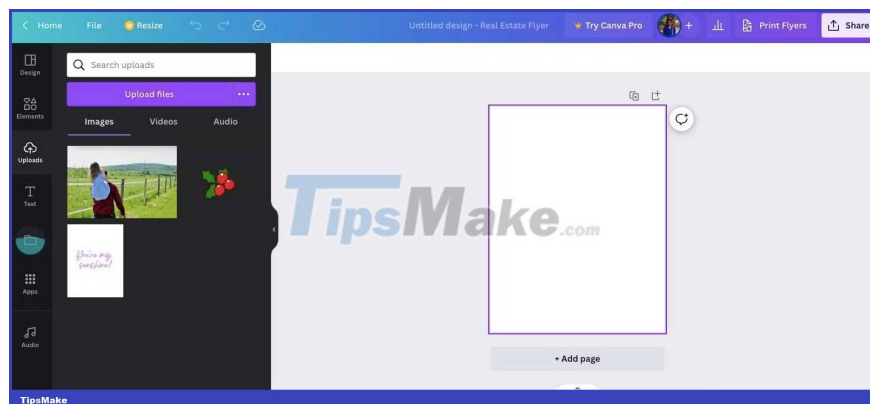
Your file will open in the Canva workspace.

## Way 2

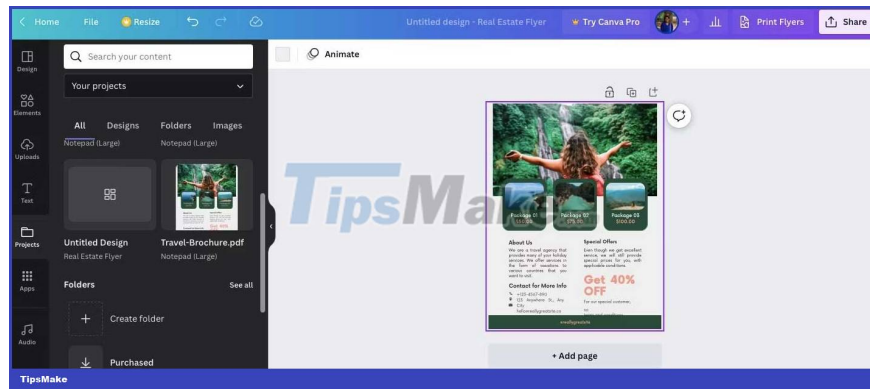
Log into Canva and click **Create a design** in the top right corner. Select **Flyer (Portrait)**.



Once in the workspace, go to **Upload** > click **Upload files**. Then find the PDF document to upload.



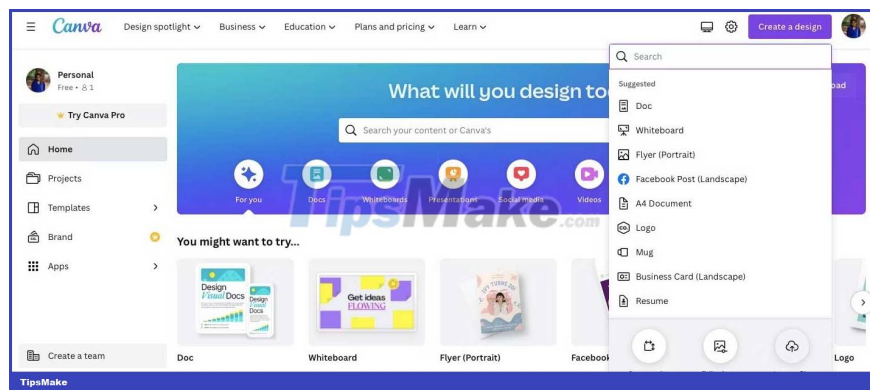
PDF will upload the project folder. **Click on the Projects** folder on the left. Then drag the PDF into your design.



You can now start editing the PDF.

### Way 3

Click **Create a design** in the top right corner. Next, click the **Import file** button in the lower right corner and select the PDF file.

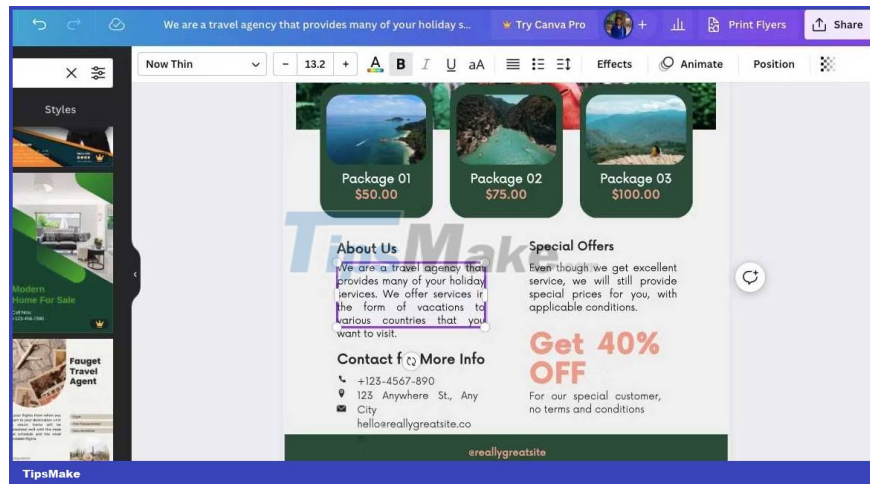


You will see a warning, **Importing your file** with the **View** button . Click it to see the PDF.

You can find the PDF file in the **Projects** folder of the workspace.

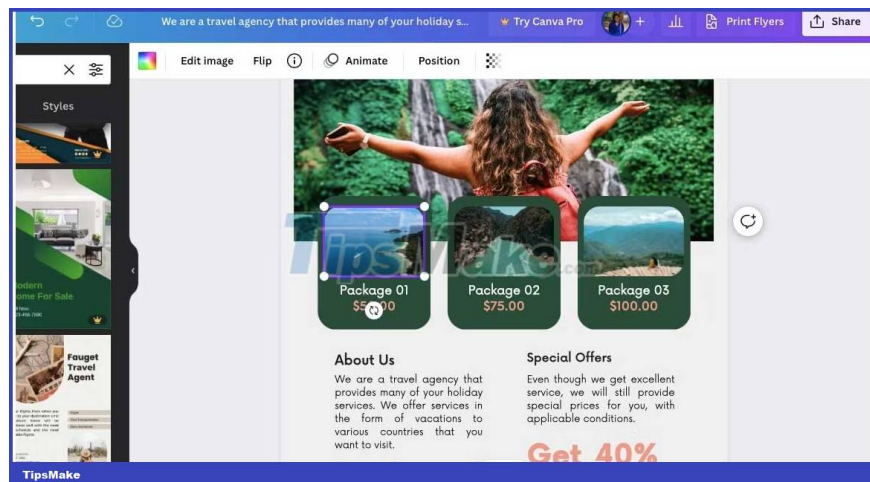
## How to edit PDF files in Canva

After importing the file, you can simply start editing it as you would with any other Canva design. For example, if you want to edit text, Canva shows the text in the text box. You can add or remove text and move them around the page to see different images.

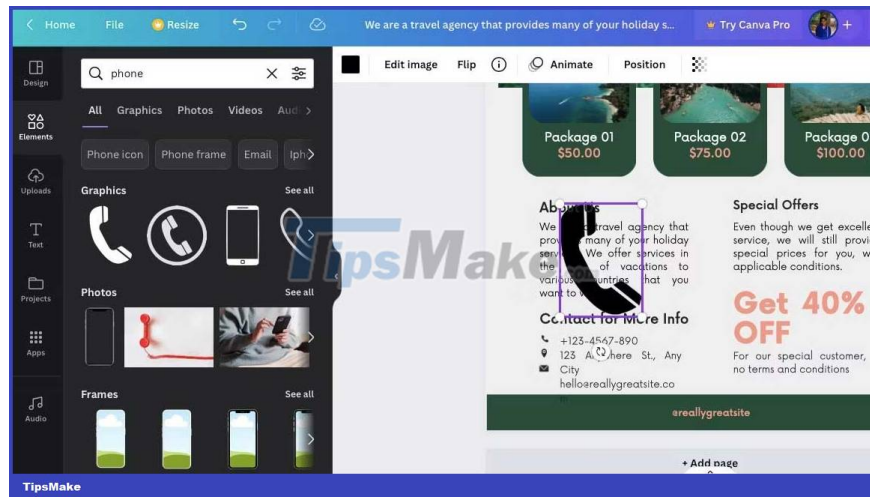


You can also change the font, style, color, and spacing using the toolbar at the top of the workspace. If you're going to change the font, make sure you use one of the familiar fonts. Otherwise, you may get an error when you want to edit the document in another application.

In addition to text, you can edit images and other elements in the PDF. They appear as individual components, so removing or replacing them is easy.



To add different design elements, click the **Elements** tab on the left and find the desired element using the **Search elements** toolbar . Drag them into the PDF and adjust the size.



If you want to add more details, use the **Add page** button below the document. You can add similar colors and design elements to keep the PDF seamless.

Once done, simply export the file as a PDF. Go to **Share > Download > PDF Standard** .

Above is **how to edit PDF files with Canva** . As you can see, it's not too difficult, is it?

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