



ADOBE READER

ADD TEXT TO A FORM USING THE TYPEWRITER TOOL

Use the -- **TYPEWRITER TOOL** -- to type text on a PDF page.

- 1) Choose Tools > Typewriter > Show Typewriter Toolbar, and then click the Typewriter button.
- 2) Click where you want to type, and then begin typing. Press Enter to add a second line.
- 3) To change the text size, select the text, and click the Decrease Text Size button or the Increase Text Size button in the Typewriter toolbar.
- 4) To change the line spacing (leading), select the text, and click the Decrease Line Spacing button or the Increase Line Spacing button.
- 5) To move or resize Typewriter text block, select the Select tool, click a Typewriter text block, and drag the text block or one of its corners.
- 6) To edit the text again, select the Typewriter tool, and then double-click in the Typewriter text.

EMAIL COMPLETED FORM TO:

tax_assessor@co.durham.nc.us