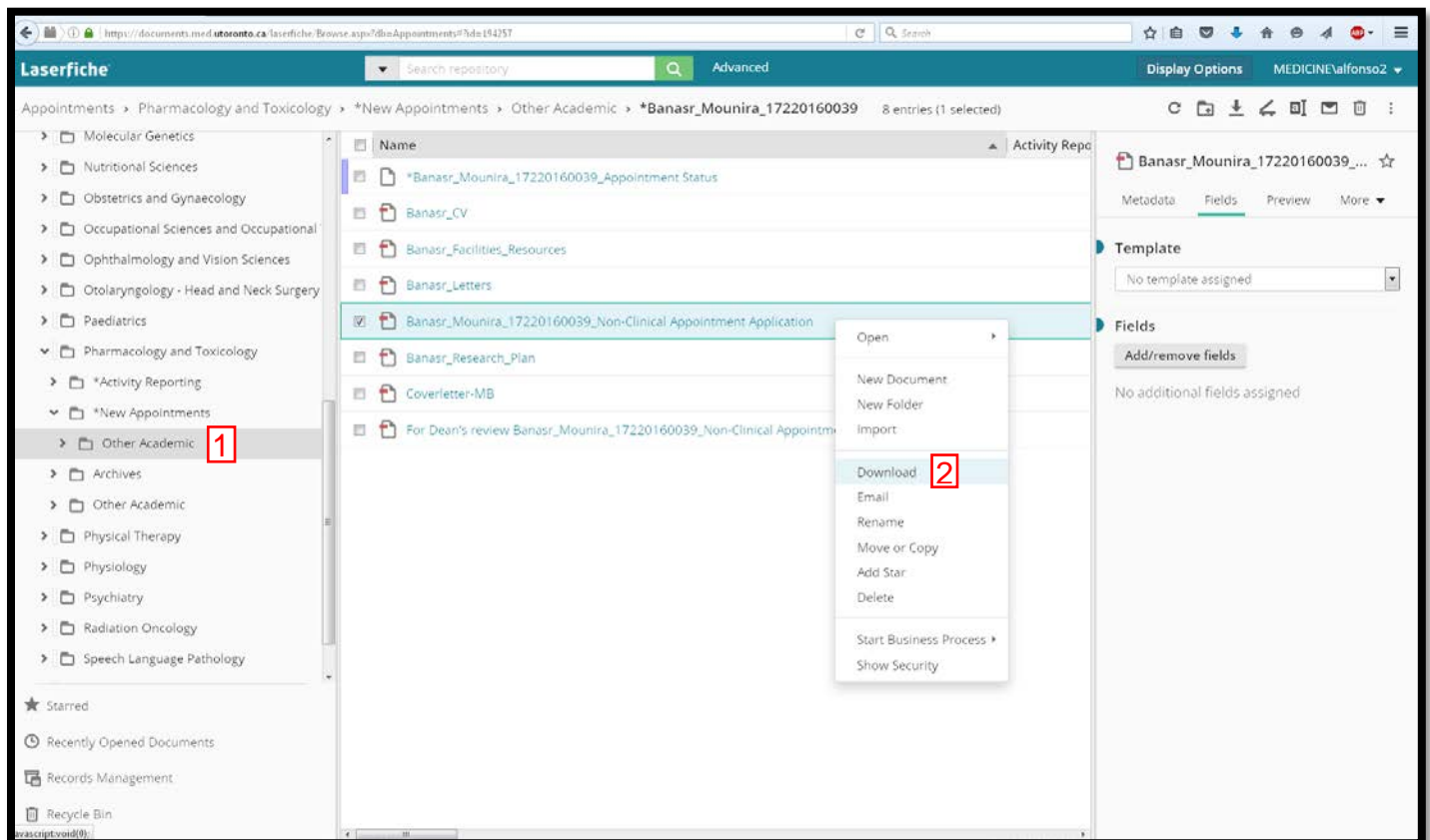


Editing PDF Documents in LaserFiche

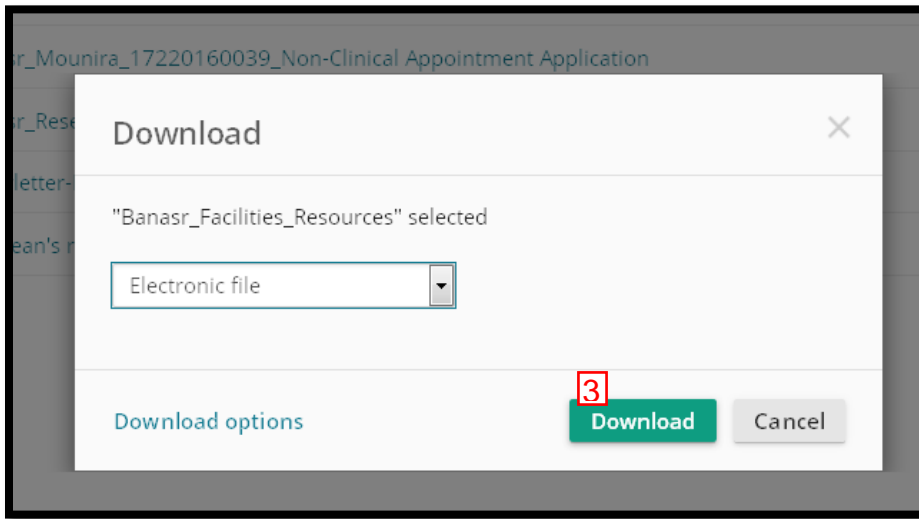
Issue: LaserFiche data in online application forms and activity reports is saved as data and is also applied to PDF templates to create PDF documents. If this data needs to be changed after the form has been submitted, it is easy to change the metadata, but the PDF documents need to be edited. They cannot, at this time, be edited in LaserFiche; rather they must be downloaded and opened in a PDF editor such as Adobe Acrobat. They can then be re-uploaded into LaserFiche.

To correct and/or edit information in a PDF document, log-on to [LaserFiche](#) and do the following:

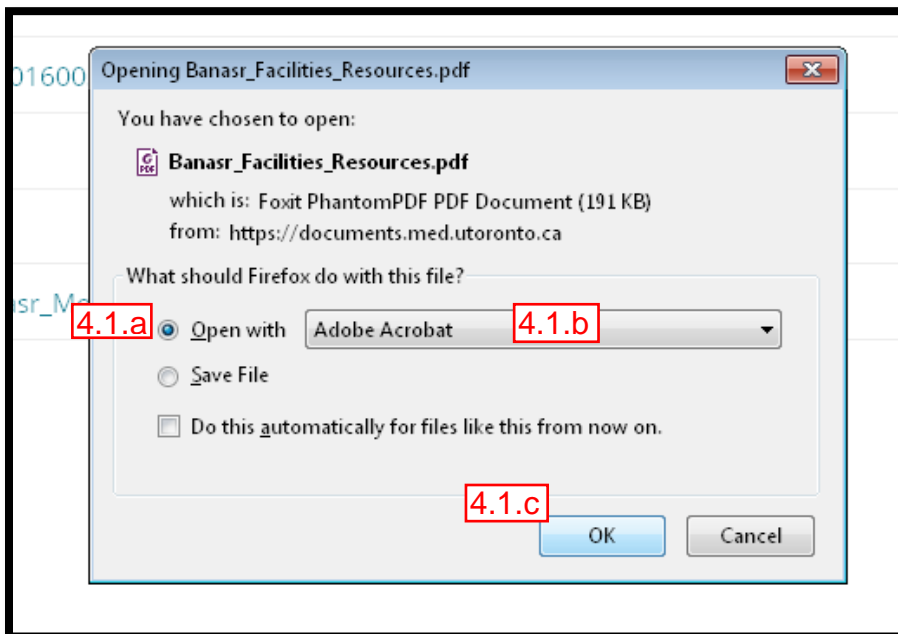
1. Open the folder that contains the document you want to edit
2. Right click on the document and click Download



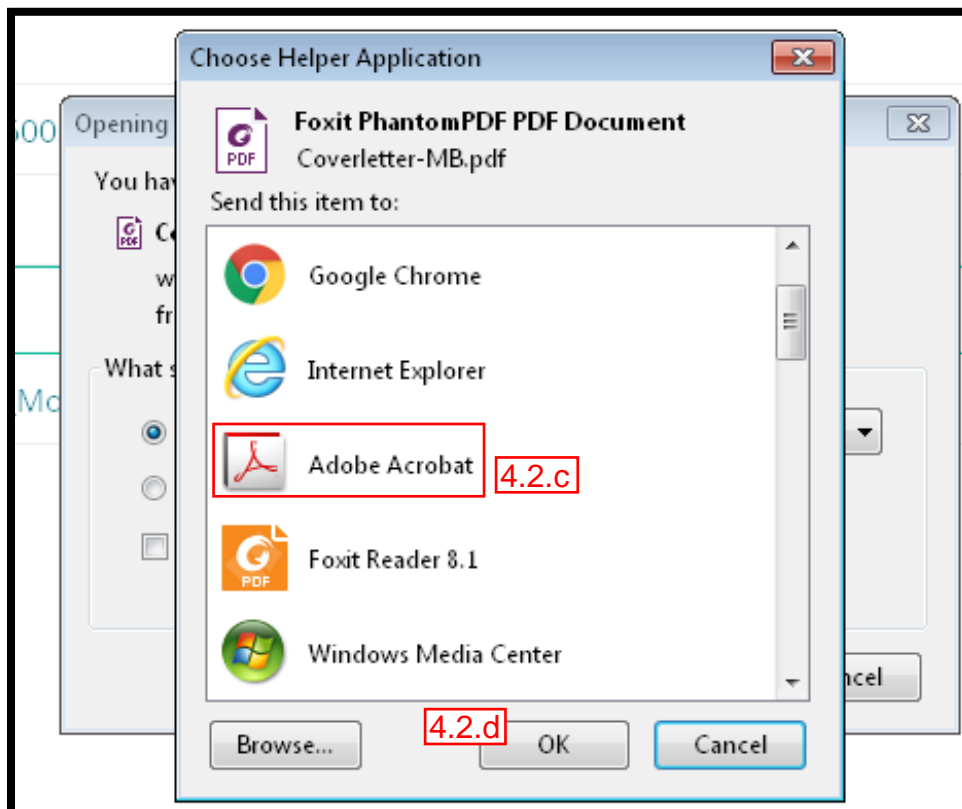
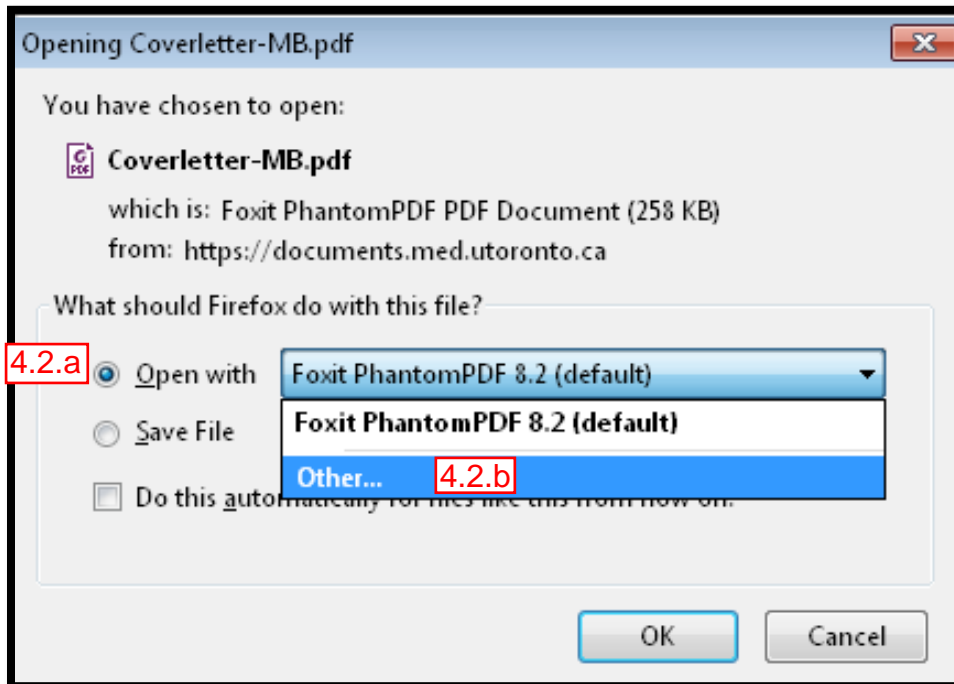
3. A window will pop-up, click Download



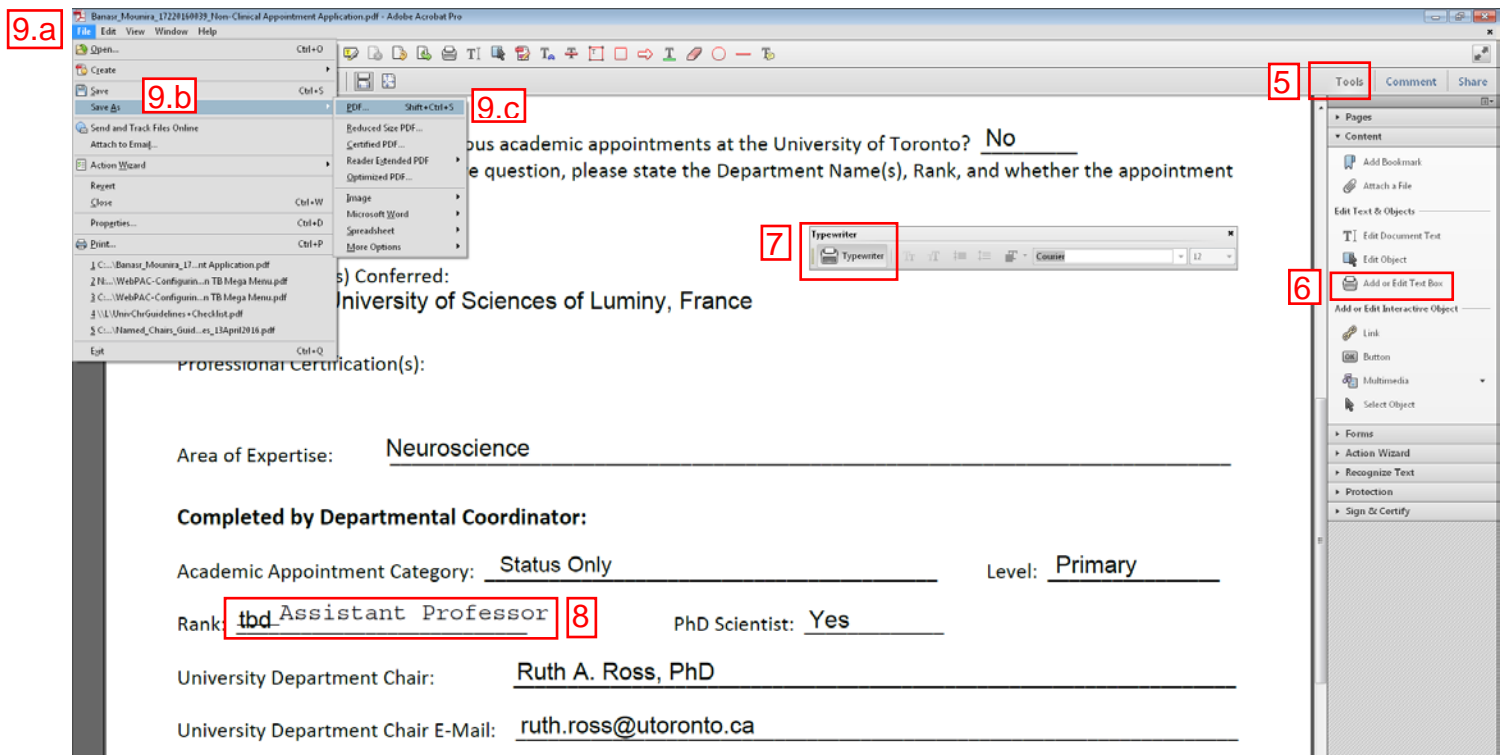
- 4.1. Another window will pop-up, giving you options whether Open or Save the file.
- Click the radio button "Open With"
 - Choose Adobe Acrobat from the list
 - Click OK



- 4.2. If Adobe is not your default PDF viewer
- Click the radio button “Open With”
 - Choose “Other...” from the list
 - Choose Adobe Acrobat from the new list that will appear
 - Click OK



5. The document will open in Adobe Acrobat. Click on Tools
6. Click on “Add or Edit Text Box
7. Click on “Typewriter”
8. With the typewriter active, cross out the text that is incorrect by putting a series of hyphens through it. Then type in the new words you want to add beside it. There is no way to erase the original text.
9. Once you finished editing, save your document
 - a. Click on File
 - b. Click Save As
 - c. Choose PDF



10. Your edited document is ready for re-upload.
11. Back in LaserFiche, make sure the folder you wish to add the document to is highlighted, and click the upload icon (up arrow) in the menu bar at the top right. Use the Upload wizard to upload the document. Be sure not to add any templates to documents.

If you have any questions, please email discovery.commons@utoronto.ca.