

## Edit an added PDF document

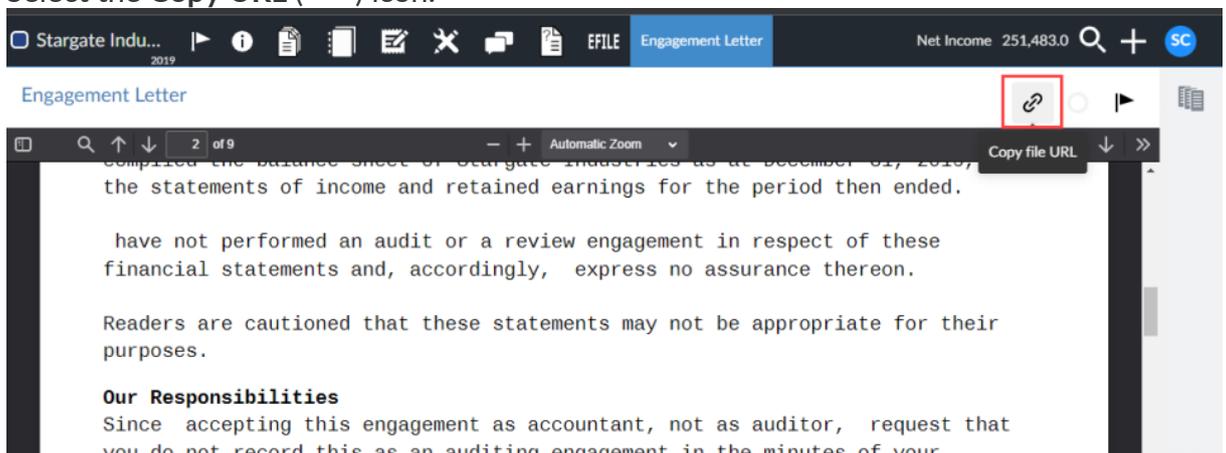
You can open PDF files that have been added to the engagement in Adobe Acrobat and edit them. Once you save the file, the edits you made will be synced to the file in your engagement.

**Note:** This feature is only available on Windows based operating systems. Mac OS and Linux users cannot use this feature.

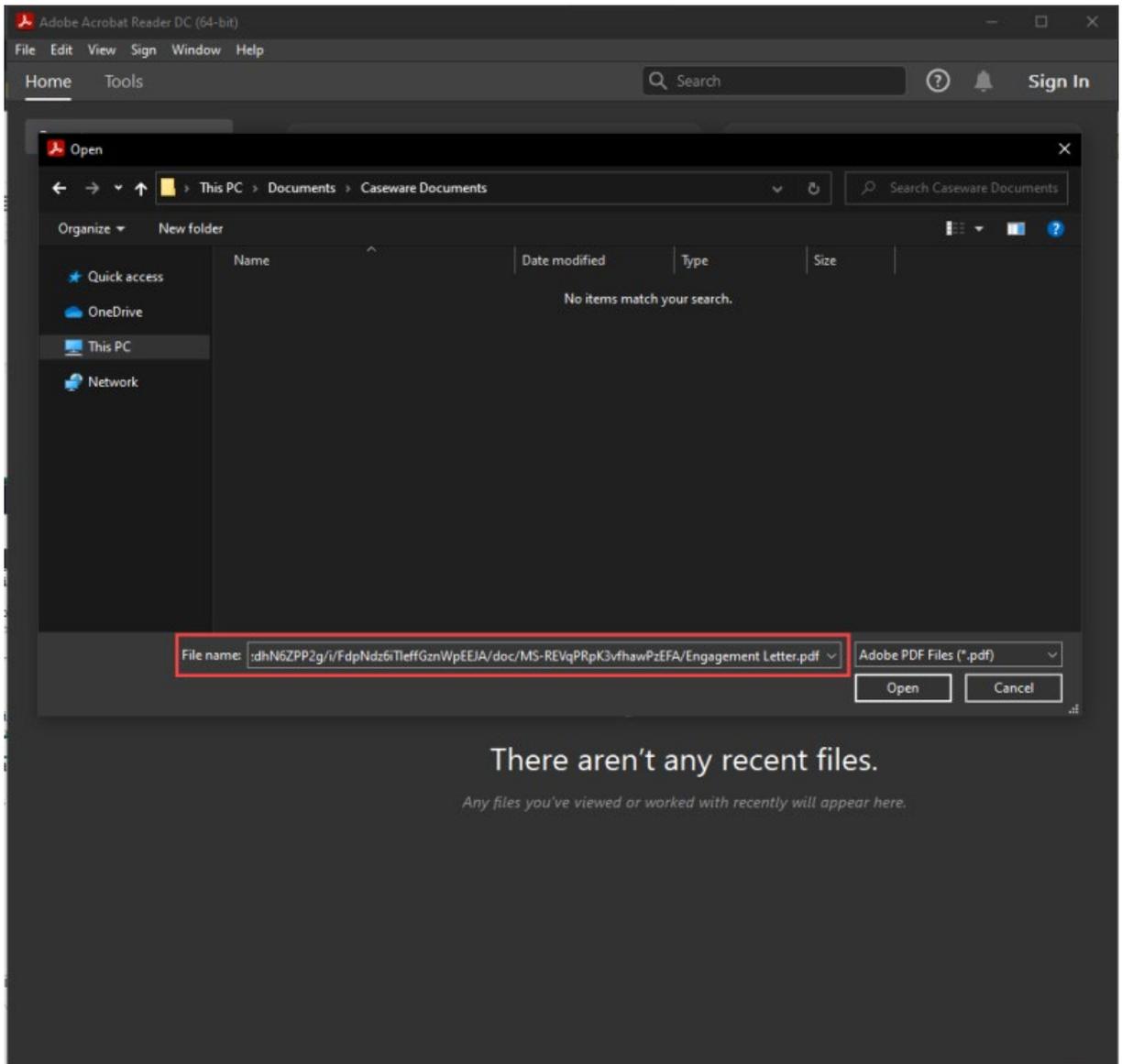
**Warning:** Ensure only one person is editing a PDF at a time. If more than one person is editing a PDF simultaneously, they may overwrite each other's changes.

**To edit a PDF document:**

1. Open a PDF file from the **Documents** page.
2. Select the **Copy URL** (  ) icon.

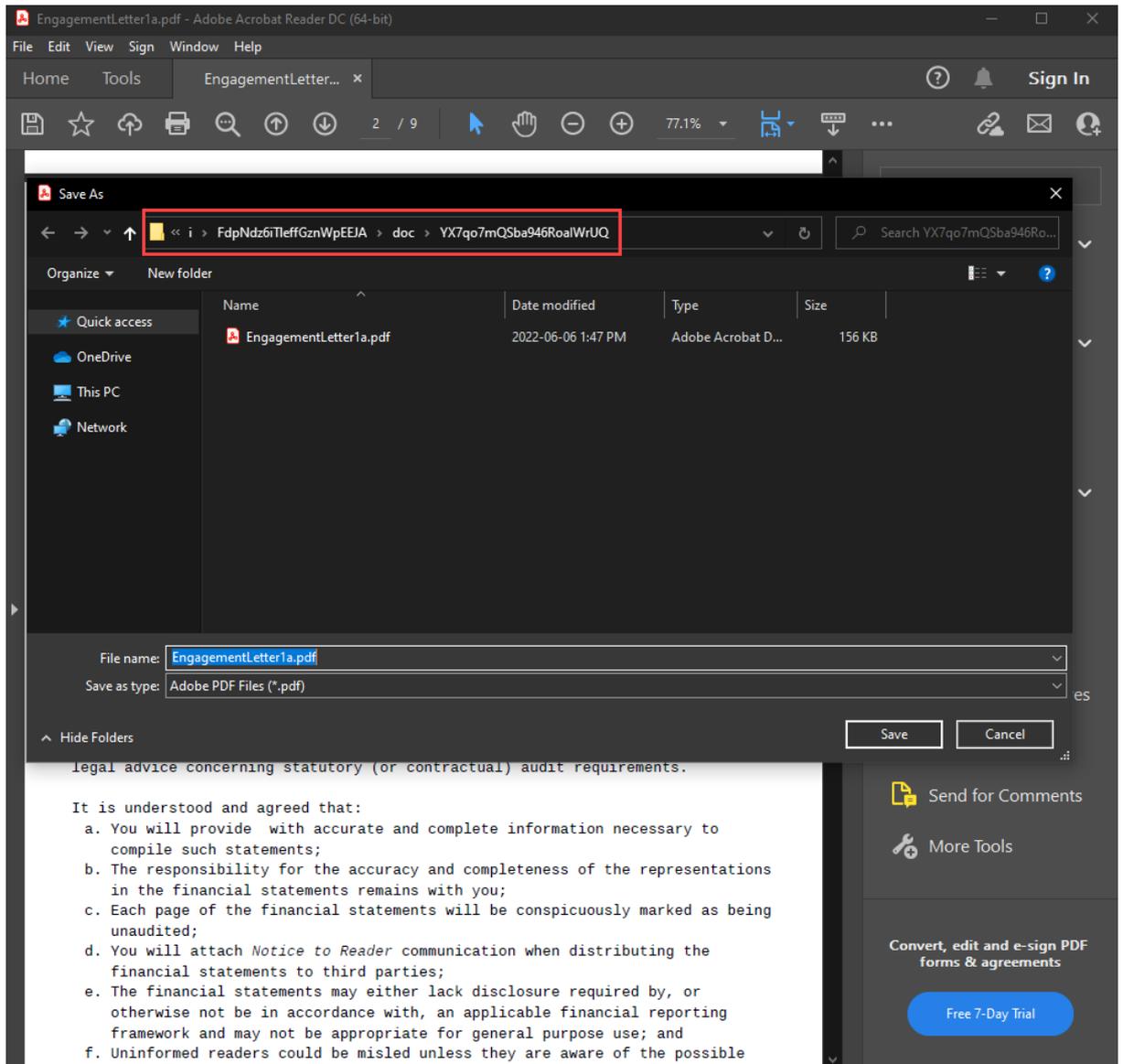


3. In the **Copy File URL** dialog, select the **Copy URL** button.
4. Open Adobe Acrobat.
5. Select **File | Open**.
6. In the Open dialog, paste the URL you copied in the **File name** field and select **Open**.



7. Make the required changes in Adobe Acrobat.
8. When you're ready to save, select **File | Save as** or **File | Save**. You can also press **CTRL + S**.
9. In the Save As dialog, confirm the file pathway matches the file URL.

**Note:** If the pathway does not match, your changes will not be synced to your engagement file. To ensure they match, you can copy the file URL again from your engagement file and paste it in the **File name** field.



#### 10. Select **Save**.

You can now continue making changes to the document while you have it open and the changes will automatically sync to your engagement file when you save.

If you close the document and then open it again to make further changes, you will have to repeat the steps above to ensure your changes are synced.