

Start by downloading/saving the attachment to your desktop.
Open the PDF and follow the instructions below:

Preview

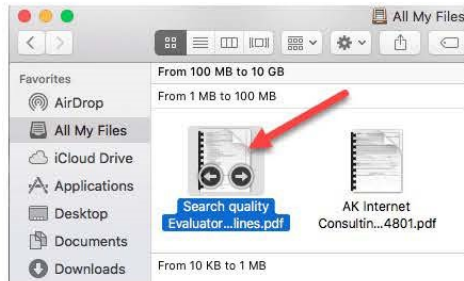
We can't move forward without mentioning Preview. This pre-installed program comes with every Mac and is the default PDF editor. It does the most basic things except edit text.

So if all there is to do is rearrange pages or insert annotations (**Tools > Annotate**), Preview might be enough.

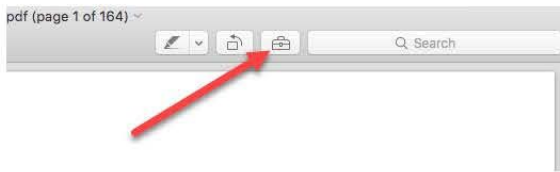
Editing a PDF

To edit PDF documents, you will need to access the editing feature of Preview.

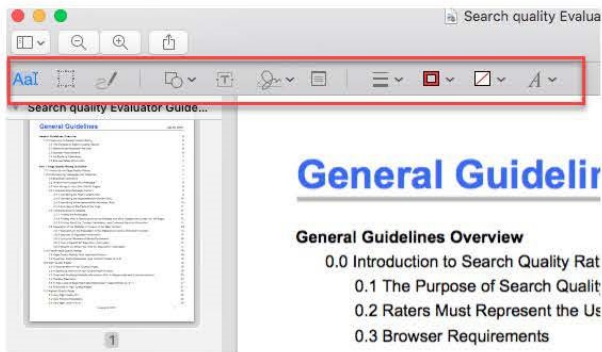
1. Open the PDF you want to edit.



Click the **Edit** button in Preview.



Select one of the editing options from the toolbar such as add text or shapes.



Other Features

There's a feature that lets users rearrange the pages in any order they wish. This can be done through the sidebar. Those who don't have the sidebar on by default can enable it from the **View** menu.

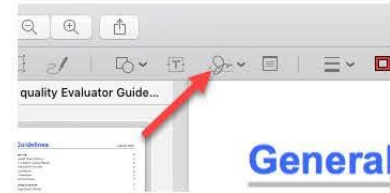
But what if you really need to make edits to the text? What can you do? While not an ideal solution, you can create a white box to cover the unwanted copy. Then you can simply add your text and place it on top of the box.

Inserting a Signature

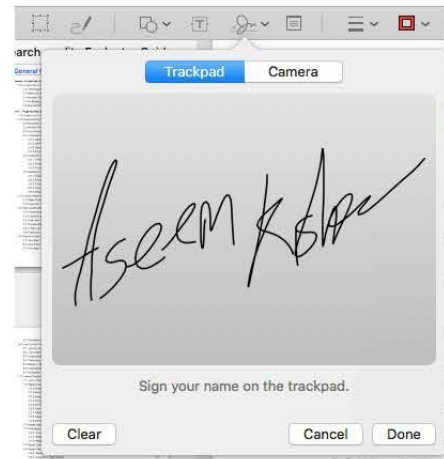
Adding a signature is also possible if your Mac has iSight or a trackpad connected to it. The freehand drawing tool can also be used to insert shapes—or a signature—straight onto the PDF.

If you already have a signature saved on your computer, adding it to the PDF is even easier.

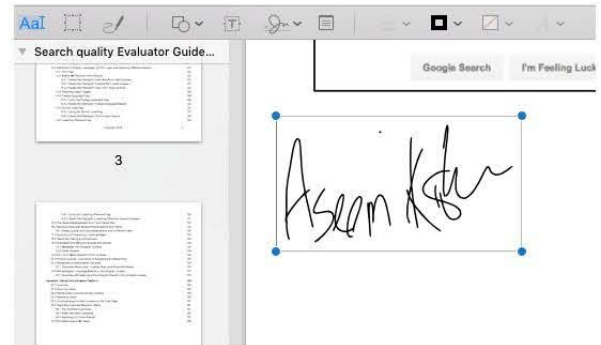
Click **Sign** in the Edit toolbar.



Select a signature from the drop-down list or add a new one.



Position the signature where it needs to be in the document.



Save the PDF, reattach to an email and return to the sender.