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1- Open your PDF in Adobe Reader 2- Select "View" menu 3- Select "Toolbars" 4- Select "Properties Bar"
You can do all your text formatting from the Properties Bar. You can also format text in other applications (ie MS Word) and copy/paste it into the text box.
*** If you see a Plus Sign in the bottom right corner of the text box in the PDF after you have entered your text, that means the text is not fitting in the space properly.
DO NOT PRINT if the Plus Sign is showing. The Plus Sign will print on your finished sheet! Try reducing the font size or deleting any returns after the last line of your text. Play around a bit and see what works best.

	
	
	