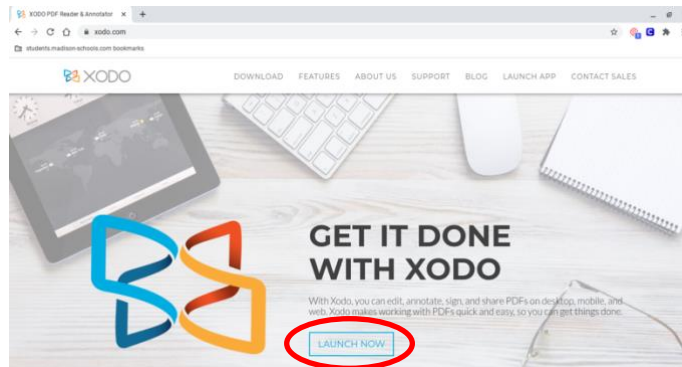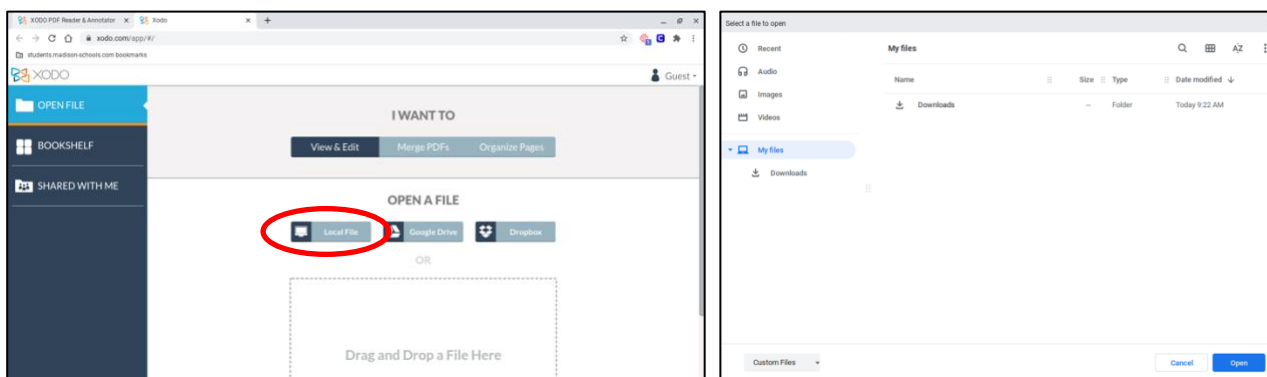# Xodo – Edit a PDF on a Chromebook
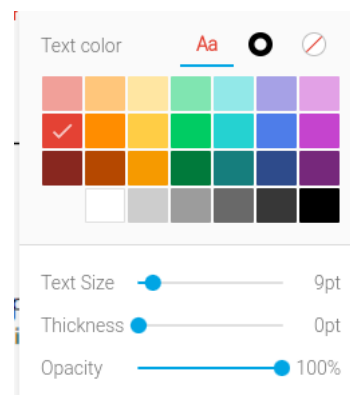
1. Navigate to xodo.com and click **Launch Now.**

2. Click on **Local File** and locate the saved PDF on your Chromebook. The file should be saved in **My files**. Check the **Downloads** folder there to locate the file.

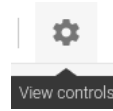3. After loading the document you will see the editing toolbar at the top.

4. To type in the document choose the **T** icon. Place the text box where you would like to type in the document. You can also edit the text **color, size, and thickness** by clicking on the **T** icon again for a drop-down menu.

5. There are many other menu options to use when editing the document. Hover over any of the icons to show the function.

6. When you are finished editing the document, click **Save** at the top left. Save the file to **My Files.**