How to Edit Text in Adobe Illustrator

These instructions will help you edit existing text in Adobe Illustrator files

Tools:	Computer, Adobe Illustrator program, files in .ai format
Materials:	Any materials that will help you update dates and times
Conditions:	If the existing file uses fonts that are do not come with your computer, you will need to download and install these fonts to keep the design consistent.

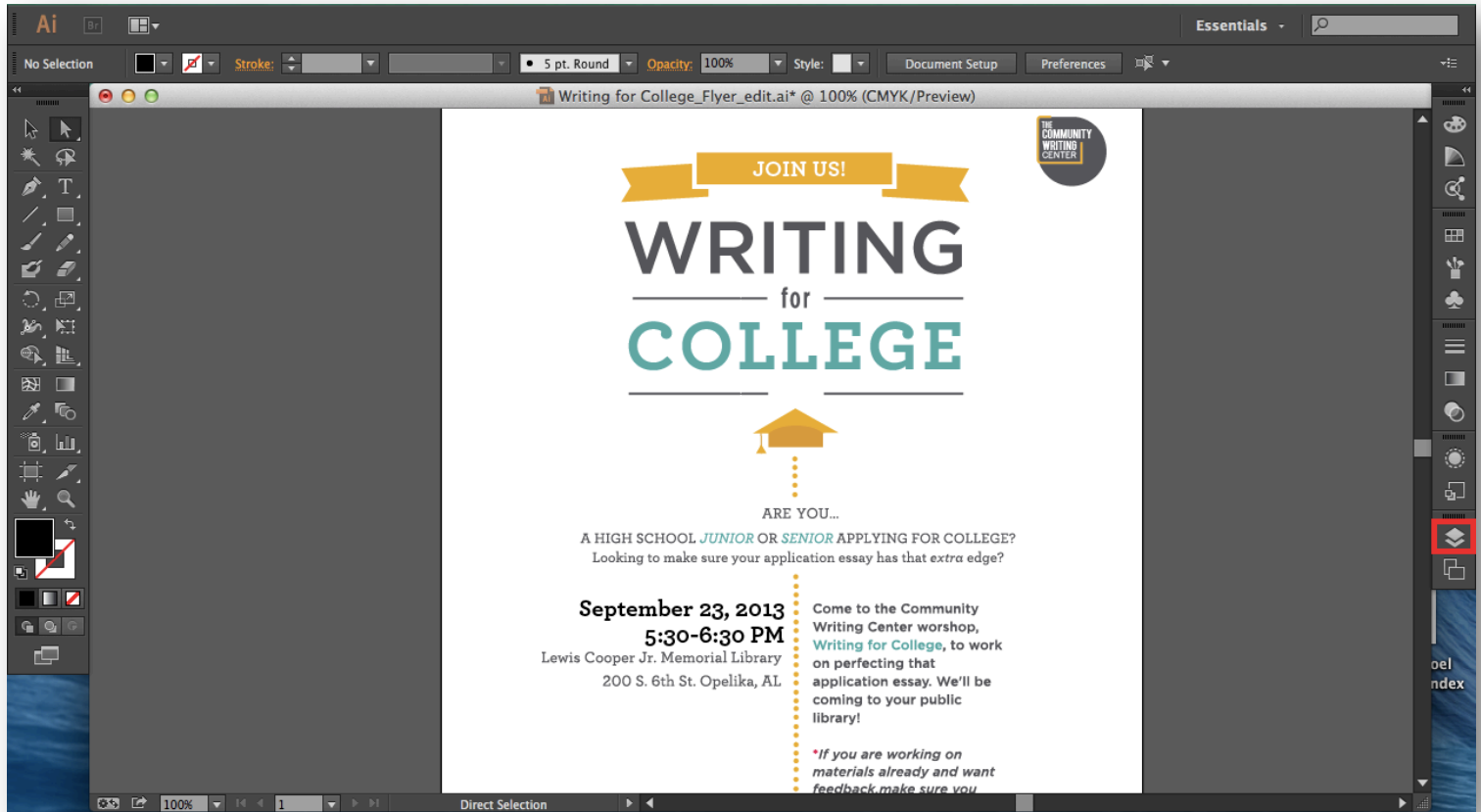1. Select the Layers button on the righthand toolbar **(Figure A)**.

Figure A. Click the Layers button highlighted here with a red square.

2. Select the text layer that needs editing from the layer panel on the righthand side. **(Figure B)**. Selecting the text layer will result in the text being outlined by a thin red, movable textbox.
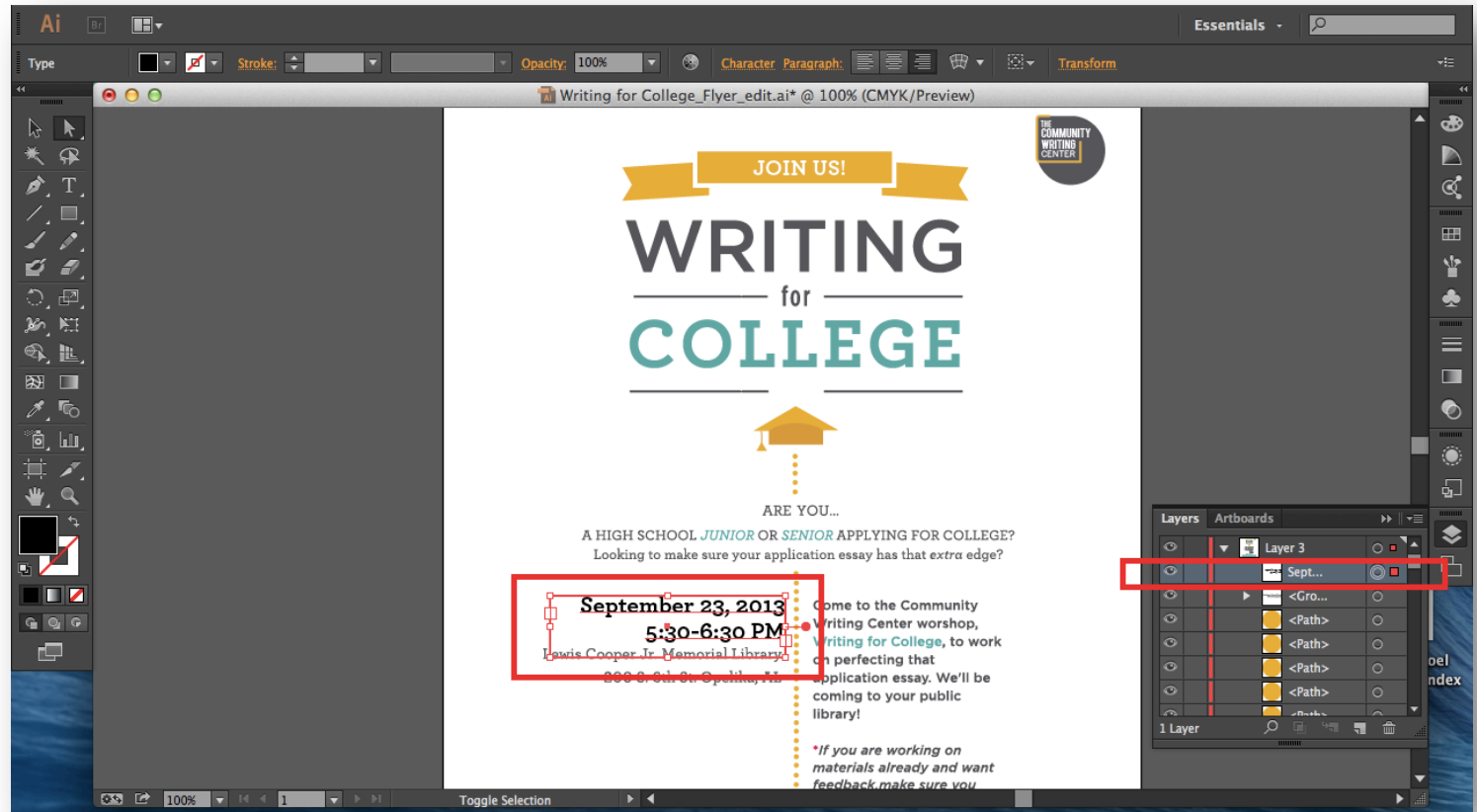

Figure B. In this example, the text layer on the righthand side in the layer is highlighted with a red box. Selecting this cause the text in the document to be outlined in a thin, red, movable textbox highlighted here with a redbox on the lower lefthand of the page.

3. Line up your cursor with the text to edit. Click, then press your backspace or delete button to remove text. After deleting the necessary text, type your edits **(Figure C)**.
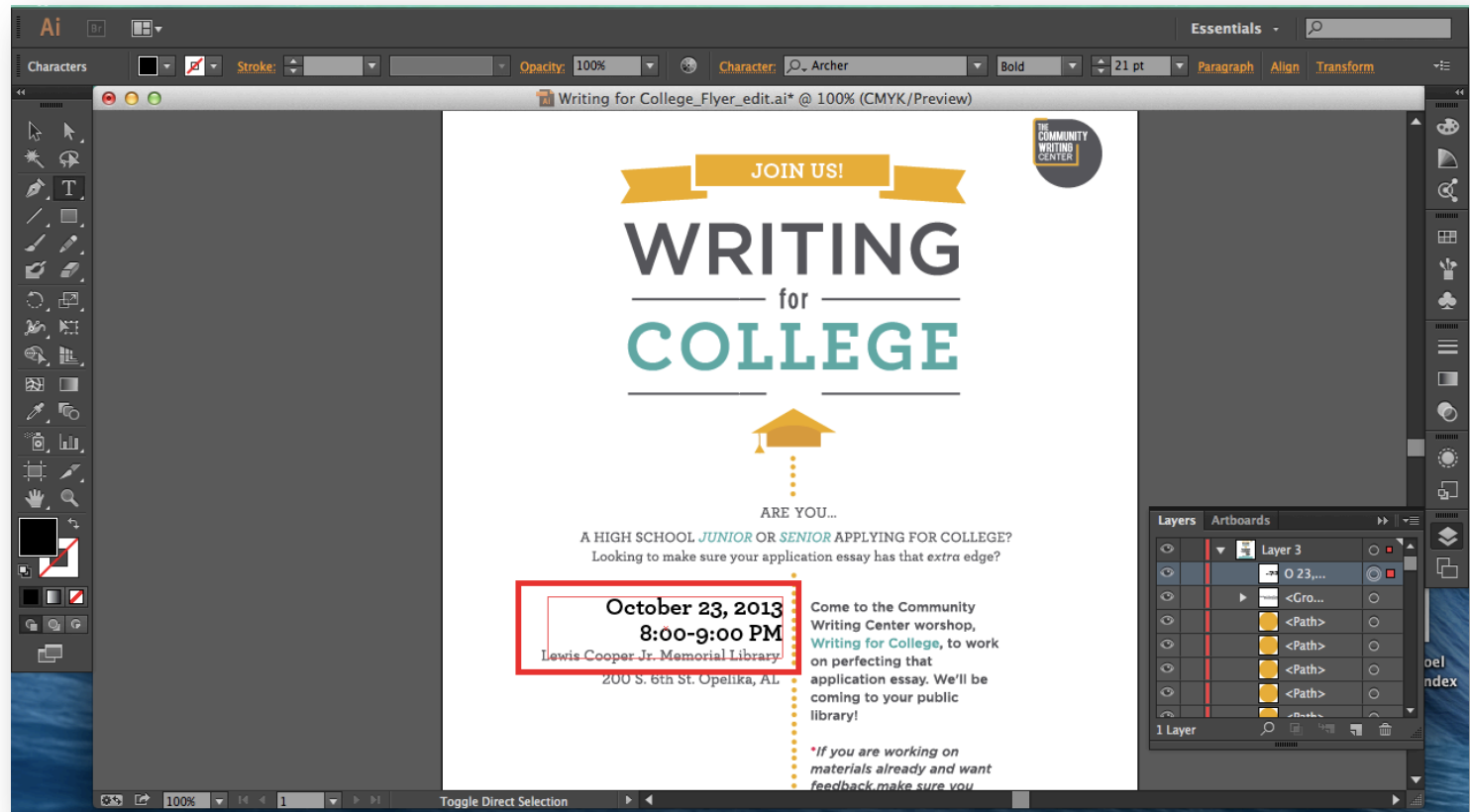

Figure C. In this example, the month and time were edited by clicking within the text box and deleting the previous text.

4. To verify or change the typeface of the edits you made, use the text menu seen in **Figure D**. Click the Character dropdown menu to alter typeface, if necessary.
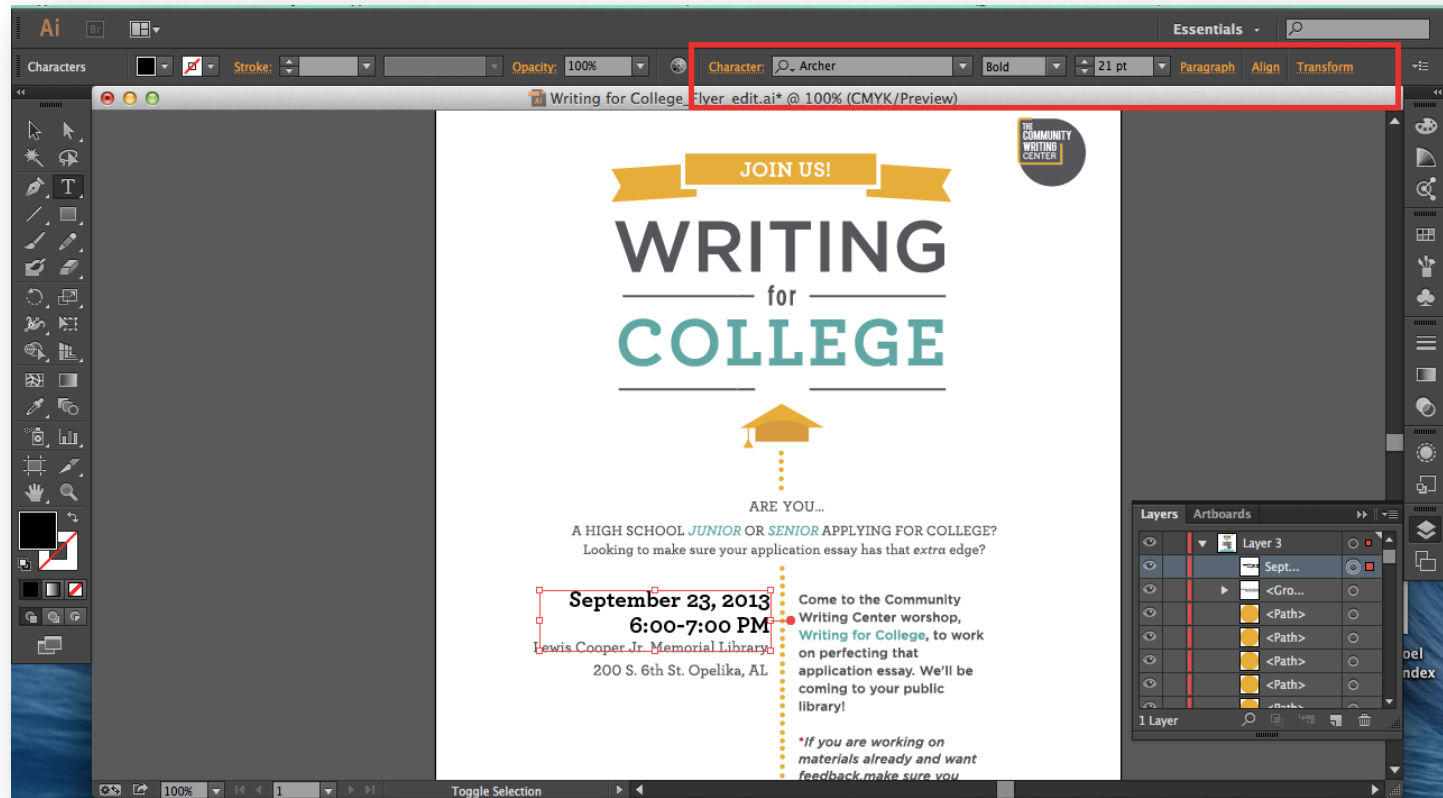

Figure D. In this example, the text menu is highlighted with a red box. Click the Character dropdown menu to alter typefac necessary.

5. To move the text box, select the black arrow cursor. Then, click and hold the middle of the text box to move text. **(Figure D)**.
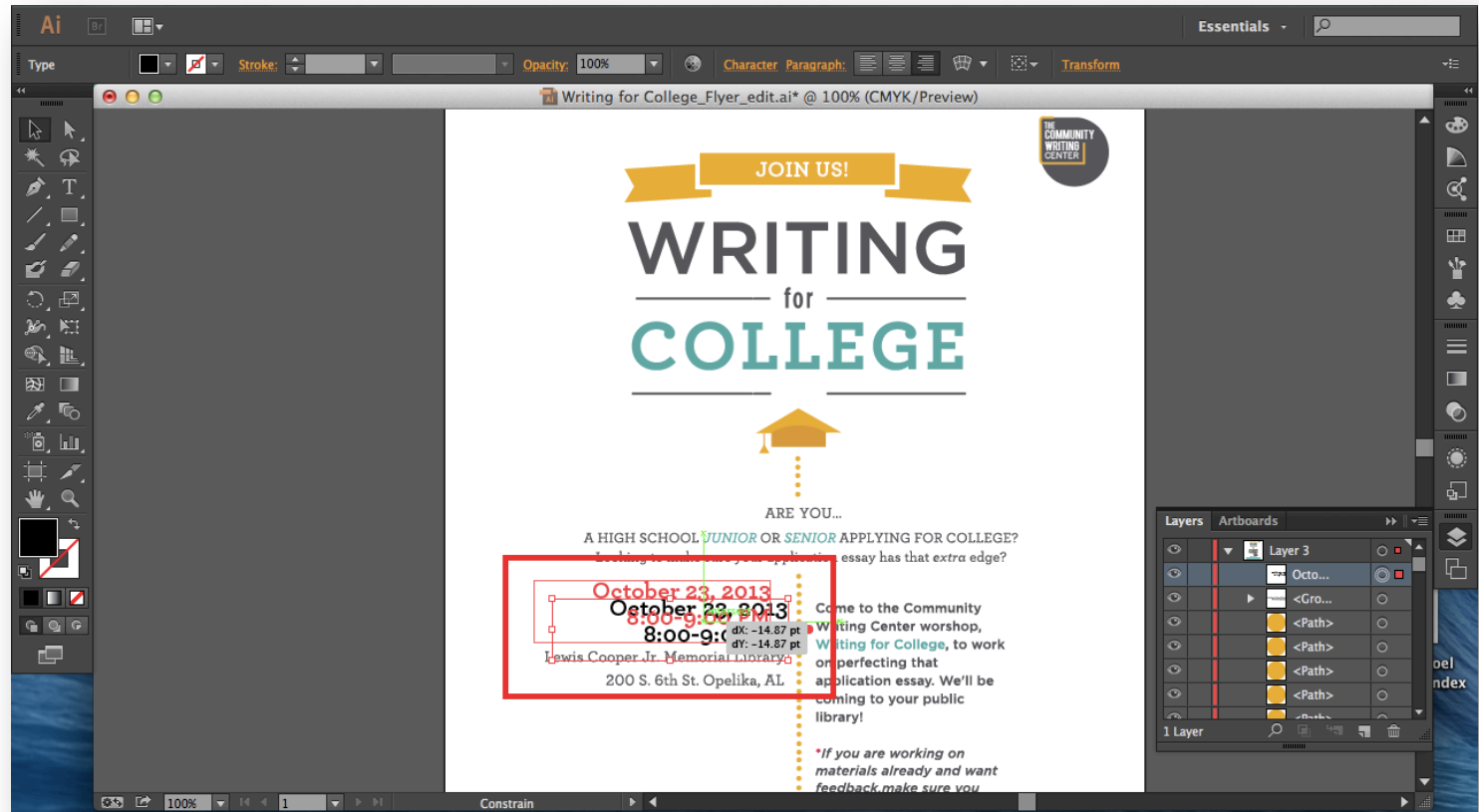

Figure E. In this example, the black arrow cursor is selected. Click and hold within the red textbox to move text.

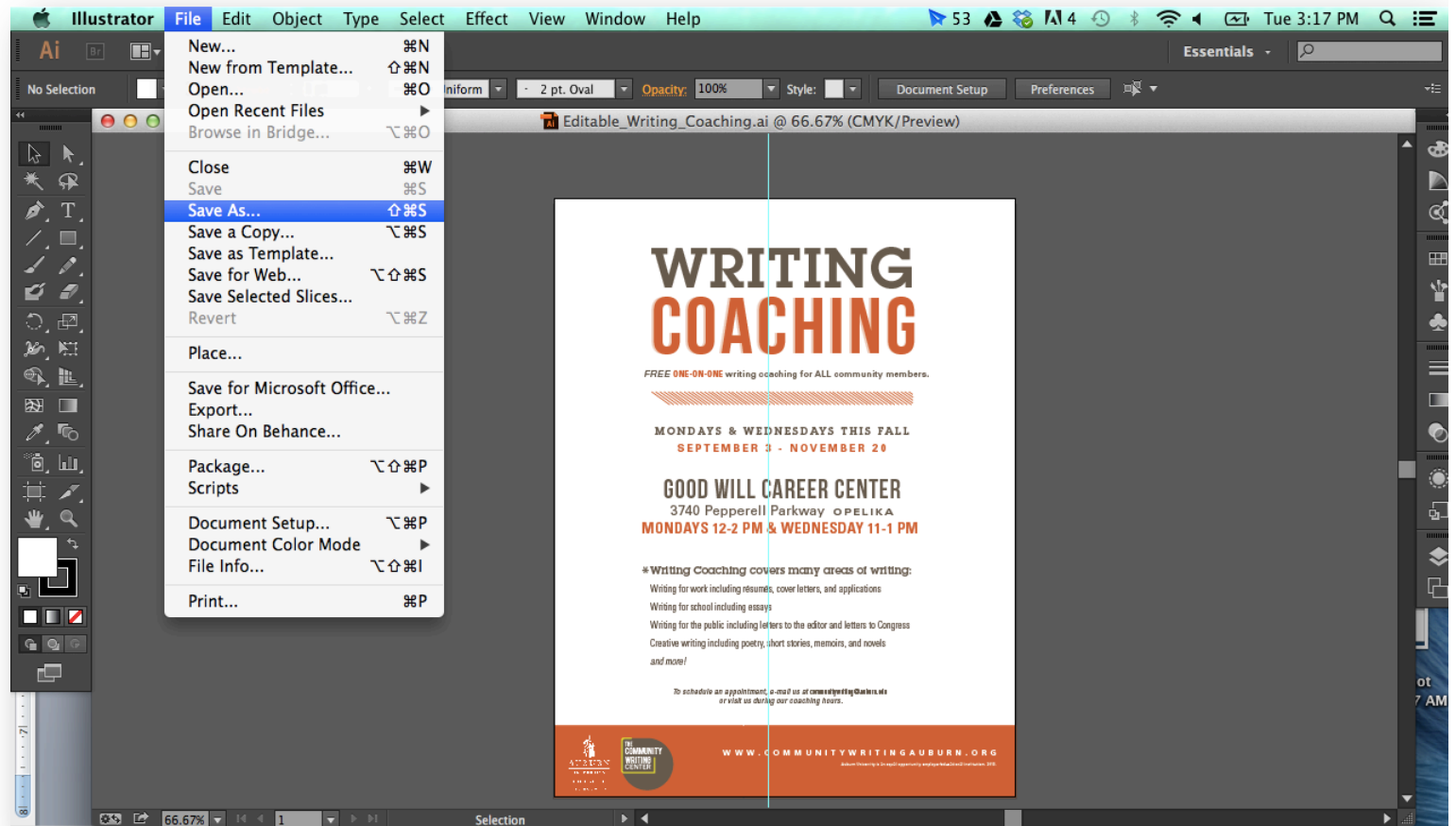6. Click File, then Save As from the top toolbar **(Figure E).**

Figure E. Click File>Save As

7. To save as editable Adobe Illustrator file: click save **(Figure F).**

To save as printable PDF: click the Format dropdown menu and select Adobe PDF **(Figure G).** Click save.
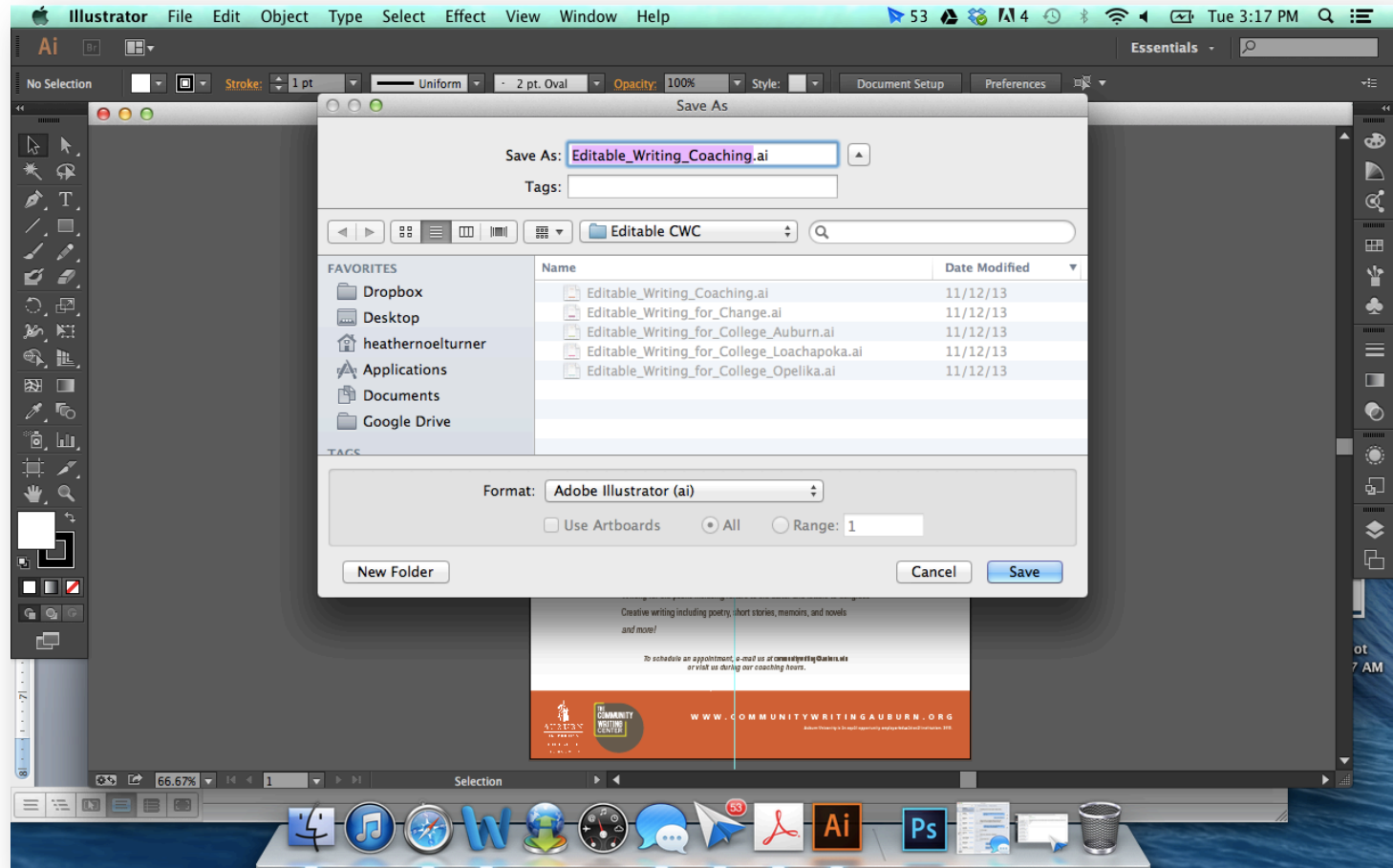

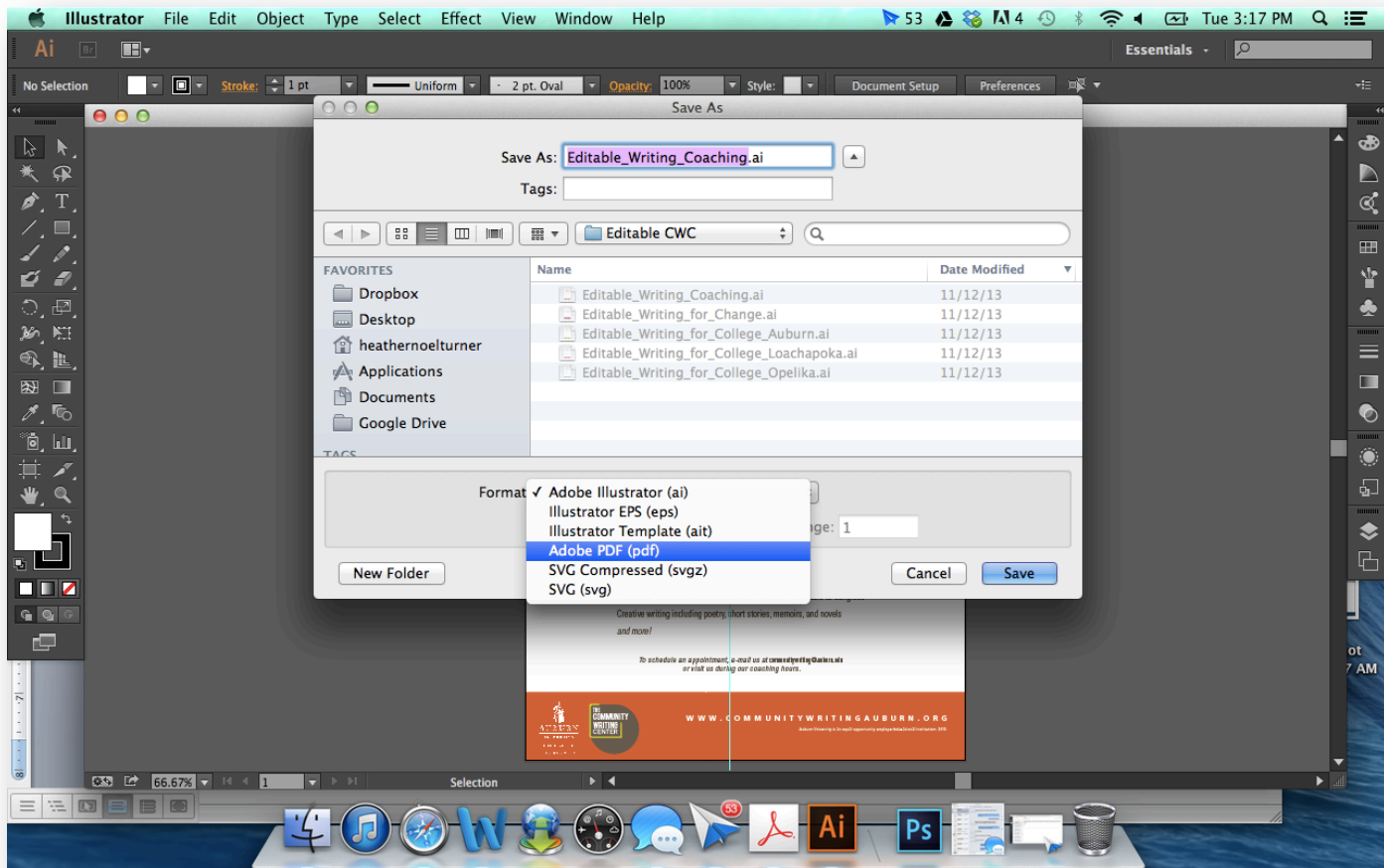**Figure F**. To save as Adobe Illustrator file, click save.

Figure G. To save as PDF, click the Format dropdown menu and select Adobe PDF. Click save.

These instructions should help you to edit text on existing Adobe Illustrator files. You should now have edited Adobe Illustrator files and printable Pl