

How to edit a PDF in Google Drive using Google Docs.



Learn how to make quick and simple edits to a PDF document by converting it to a Google Doc.

Need to make some quick tweaks to your file but wondering how to edit a PDF in Google Drive? Just like the best-laid plans, sometimes there's something amiss in your finished PDF document despite your best efforts. It may be a small typo here or an off-center image there that throws off your otherwise perfect document. But the good news is that you can easily use Google Drive to make quick tweaks and edits, and it only takes a few minutes.

Will I lose formatting when I edit a PDF in Google Docs?

Before you start, keep in mind that if your PDF has heavy formatting — think multiple tables, charts, and diagrams — you may find it difficult or



frustrating to edit. That's because the formatting doesn't always convert properly from PDFs to Google Docs. In this case, it's best to use a dedicated [PDF editor](#) to preserve the original integrity of your document as you make your edits. Plus, you can take advantage of additional tools and capabilities that let you mark up, add e-signatures, [convert PNG images](#), and more.

Benefits of learning how to edit a PDF in Google Docs.

Using PDFs has many benefits since they're one of the most shareable and secure file types and are used almost universally in professional settings. If you're working with PDFs, you'll inevitably have to edit them. Whether you're submitting a report to a client or simply sharing a document with a colleague, polishing or changing parts of your PDF is frequently necessary.

Learning how to edit a PDF in Google Docs can allow you to use the collaborative and cloud features of Google Docs on your PDFs. If you know how to edit a PDF in Google Drive, you can keep all of your files in one place and use the Google tools that you're familiar with.

Is editing a PDF in Google Drive the same as the Google PDF editor?

While you can find many PDF editors in the Google Play store, Google doesn't have its own PDF editing software that you can download. There is, however, a built-in PDF viewer on Chrome. With that viewer, you can annotate, highlight, draw on, sign, and fill PDFs. You can't edit existing text on the Google PDF editor, which is really just a built-in viewer in Chrome. If you want to edit PDFs in Google Docs or Google Drive, you'll need to convert them. Read on to learn how to edit a PDF in Google Docs using Google Drive.



How to edit a PDF in Google Drive in 3 easy steps.

Technically speaking, you can't directly edit a PDF file in Google Drive, but there's an easy solution — simply convert the PDF to a Google Docs format. Once your document is in this new format, you'll be able to edit text and images. You can convert the file back to a PDF for safekeeping when you finish. Here's how:

- 1 Upload the file to Google Drive. Click New > File Upload, and then select your file.
- 2 Open the PDF with Google Docs. Locate your PDF within Google Drive, then right-click and select Open With > Google Docs.
- 3 Edit your document. Once your file opens in Google Docs, you can now start to make edits. When you finish, navigate to File > Download > PDF. This will save and download your document as a new PDF.

If you run into formatting troubles, remember that it's easiest to preserve the formatting of your PDF if you use [PDF editing software](#).

More resources to work with PDFs and Google products.

There's more you can do with documents and PDFs using Google products. Here's a list of resources to get started:

- [Convert a PDF to Google Slides.](#)
- [Separate pages in Google Docs.](#)



- [Convert Google Slides to PowerPoint files.](#)
- [Add a signature in Google Docs.](#)

PDF editors like [Adobe Acrobat](#) and [Acrobat online services](#) are the perfect companion for anyone who wants to [view PDFs](#), [edit files](#), and share information fast. You can even add the [Adobe Reader Chrome extension](#) for easy access.

See everything you can do with Acrobat online services to showcase and share polished, error-free documents.

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