

Using Microsoft Word to Convert PDF's into Word Format

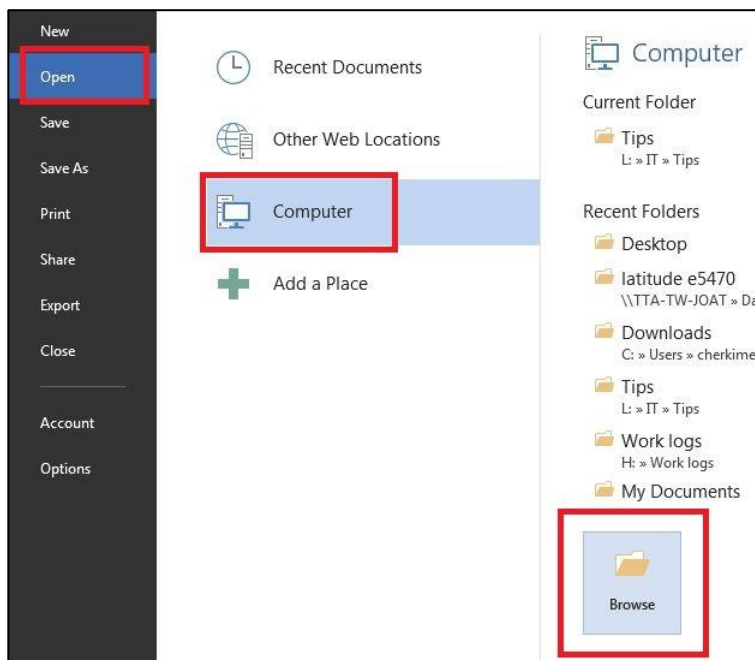
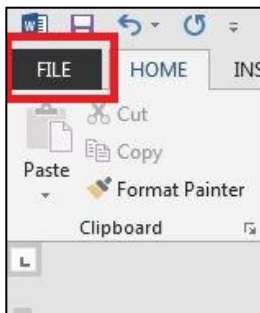
Explanation:

In the past, if you wanted to convert a PDF file into an editable Microsoft Word file, you needed a program called Adobe Acrobat installed. Although you can still use Adobe Acrobat, starting with Word 2013, Word now has the built-in ability to convert PDF files into an editable Word document.

Instructions:

Open the PDF like you would open any other document in Microsoft Word.

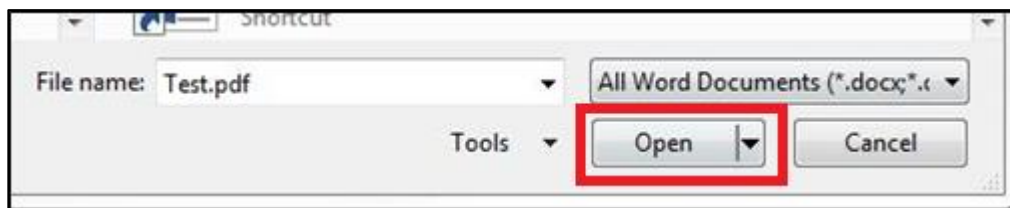
1. Open Microsoft Word.
2. Click **File**, then click **Open**, then click **Computer**, and then click **Browse** to find your file.



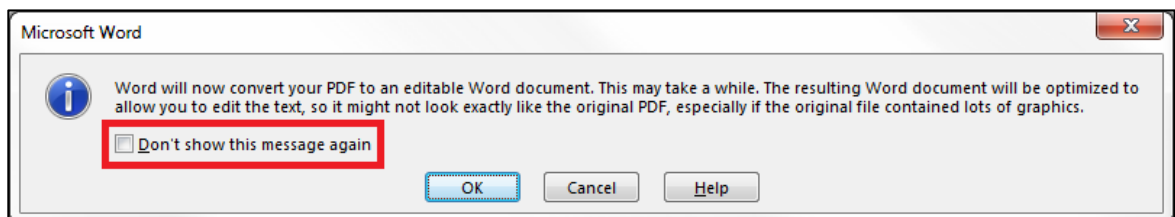
3. Find your PDF.



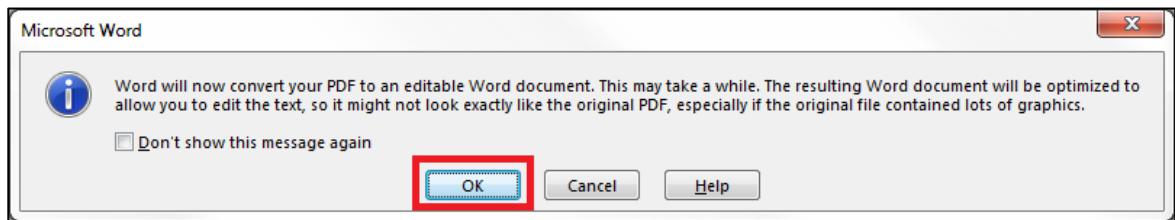
4. Click **Open**.



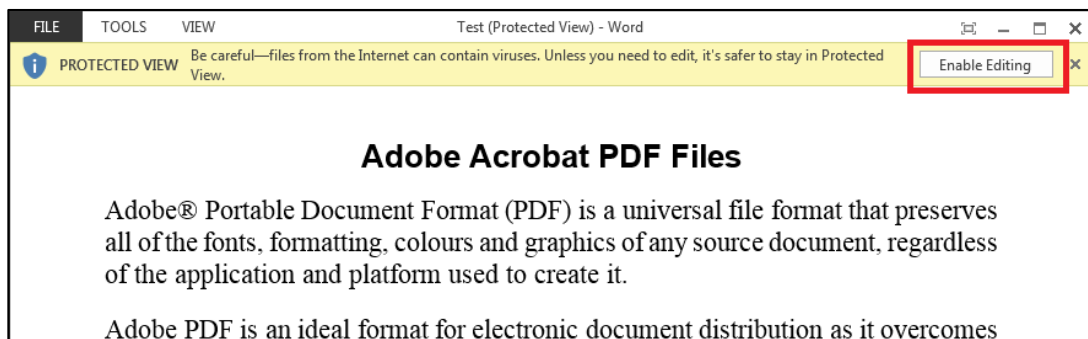
5. You will get a message telling you that Word will convert your PDF to an editable word document. Check **Don't show this message again**.



6. Click **OK**.



7. Click **Enable Editing**.



When you're done editing and go to save the document, Microsoft Word will automatically save it as a Word document.

Source: <https://support.office.com/en-us/article/Edit-PDF-content-in-Word-b2d1d729-6b79-499a-bcdb-233379c2f63a>