Convert a PDF document into Word

Windows enables you to convert a PDF document into Word should you need it. Note that some graphics and pictures do not always convert properly, but for most documents this works well enough to give you a Word document to make amendments on.

- 1. Open a blank Word document and click into File in top left.
- 2. Choose 'Open' from the list on the left.

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3. Select 'Browse' and click on your PDF document wherever it is stored.

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4. Choose 'Open' and a box will appear.

| Microsoft Word | × |
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| Word will now convert your PDF to an editable Word document. This may take a while. The resulting Word document will be optimized to allow you to edit the t might not look exactly like the original PDF, especially if the original file contained lots of graphics. | ext, so it |
| OK Cancel Help | |

5. Click OK and the document will convert and populate your open blank Word document ready for you to make changes and save.