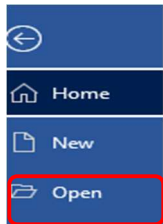


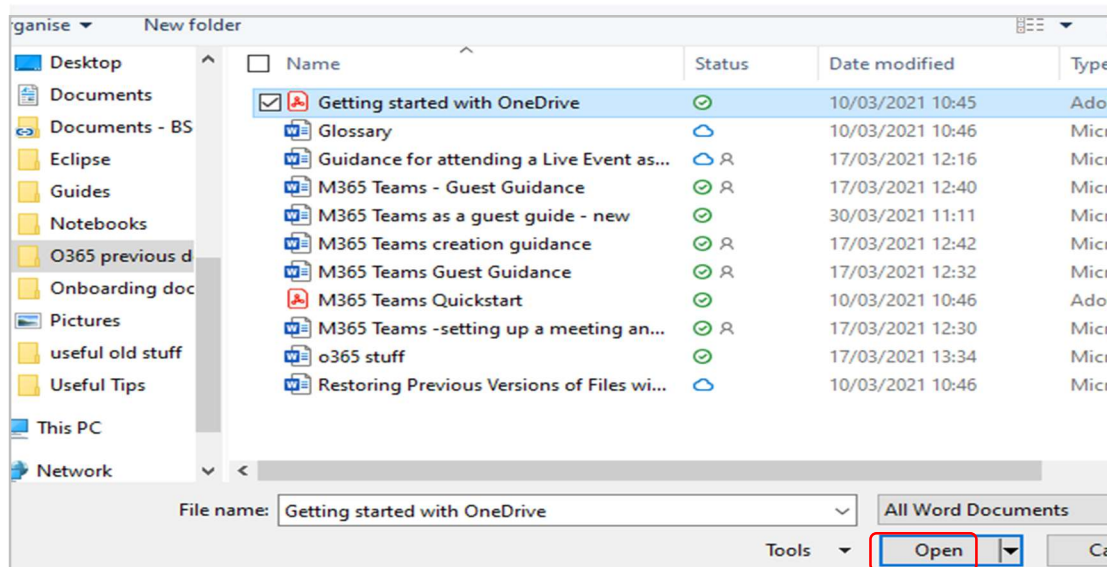
Convert a PDF document into Word

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.

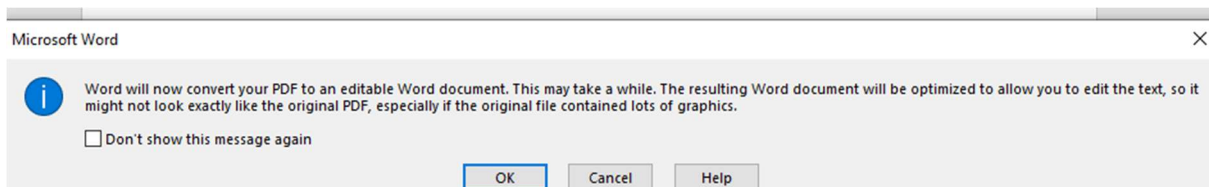
1. Open a blank Word document and click into File in top left.
2. Choose 'Open' from the list on the left.



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



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



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