

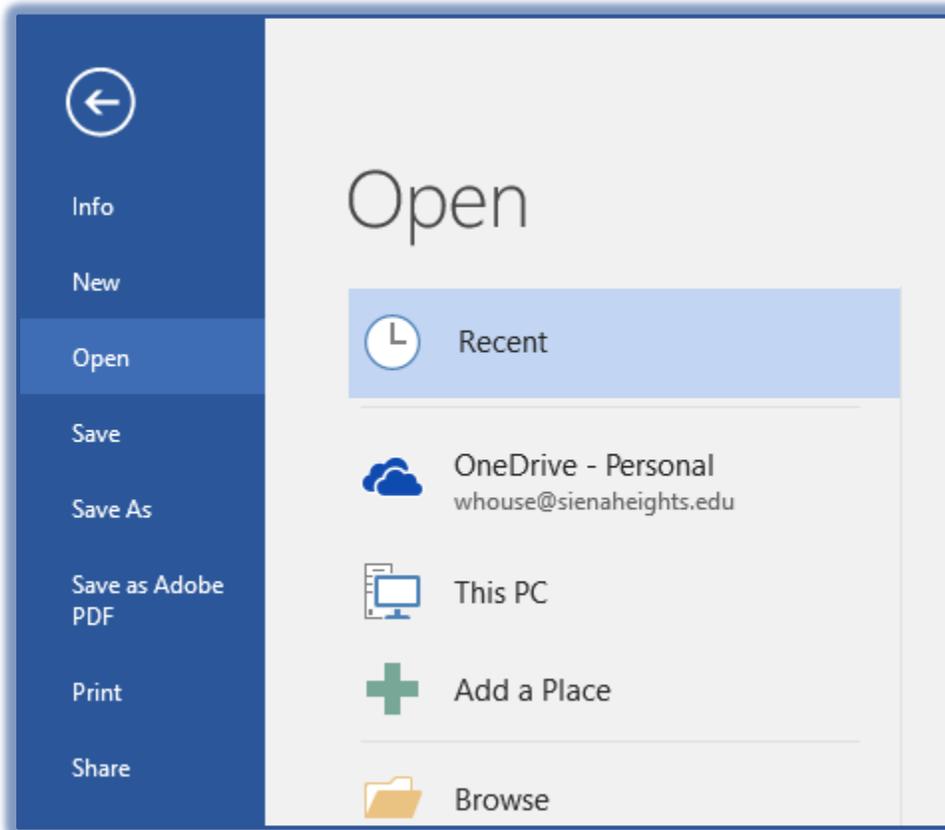
## Convert PDF to Word Document

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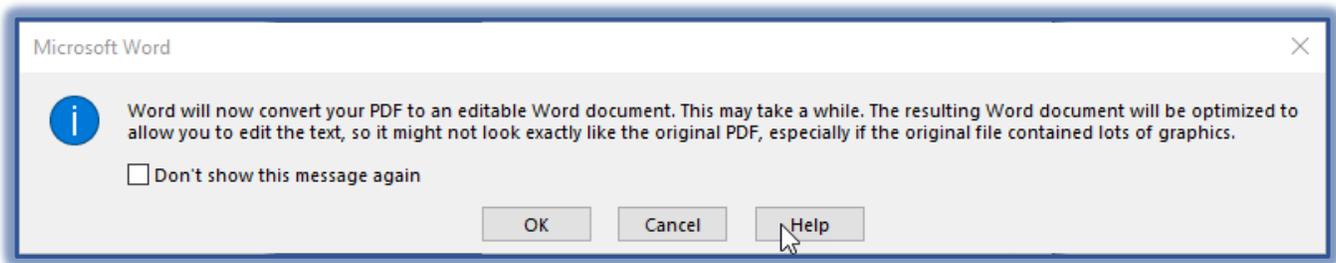
Word uses a program called PDF Reflow that allows you to open any PDF file and edit it in Word. It is only necessary to open the document and it will convert automatically as a Word 2016 document. The Word program must be open and the document opened into the Word program for this to work.

### CONVERT PDF

- ✦ Click the **File Tab**.
- ✦ Click **Open** on the left side of the window.
- ✦ The **Open** window will display (see illustration)



- ✦ Do one of the following:
  - ★ Click the **This PC** link if the PDF file is stored on the local drive.
  - ★ Click the **Browse** link if the PDF file is stored on the network or another device.
- ✦ The **Open** dialog box will display a list of available folders.
- ✦ Locate the folder where the **PDF file** is stored.
- ✦ Select the **PDF file** that is to be edited.
- ✦ Click the **Open** button.
- ✦ The message in the image below will display.
- ✦ Click **OK** to continue with the conversion.
- ✦ When the conversion is complete, make the necessary changes.
- ✦ Save the Word file as you would any other document.



### ELEMENTS THAT DON'T CONVERT WELL

This process does not handle some elements well. These elements are shown in the list below.

- † Tables with Cell Spacing
- † Page Colors
- † Page Borders
- † Tracked Changes
- † Frames
- † Footnotes Longer Than One Page
- † Endnotes
- † Audio, Video, and PDF Active Elements
- † PDF Bookmarks
- † PDF Tags
- † PDF Comments
- † Font Effects such as Glow or Shadow

### NOTES:

- † A copy of the PDF file is made during the conversion process.
- † The original PDF file is not changed.
- † This process works best with files that are mostly text.
- † Once the file is converted, it might not look exactly like the PDF file.
  - ★ The page might break at different places.
  - ★ A paragraph might be split into two paragraphs.
  - ★ Spacing between paragraphs might be different.
  - ★ If the PDF file contains mostly graphics or images, the whole page might show up as an image. In this case, the text cannot be edited.
  - ★ Occasionally Word doesn't detect an element, thus the Word version doesn't match the PDF file.
- † The reading order of the document will always be kept even if some formatting is different.
- † Scanned documents might not convert. They might just convert as images.