M.E.O.C. Tech Worksheets

Converting a PDF Document to Microsoft Word

Have you ever gotten a PDF, (Portable Document Format), document that you wanted to edit? Have you scanned something which produces a PDF file and wanted to edit it? Have you created a PDF yourself but couldn't find the original document when you wanted to change something? Here is an online method to do the conversion.

1. Go to this site: http://www.pdftoword.com and find the Step 1, "Choose File", button on the left.
2. Click the button and it will open your file structure window. Navigate to where the PDF file you want to convert is located and Double-click on it.
3. Back on the website page, the name of the file will appear next to the button.
4. In Step 2, enter an email address where they can send your converted file to. (DO NOT check the, "Send news & special offers" box.)
5. Click the Step 3, "Convert to Word" blue button.
6. Shortly, you will receive an email, (with me it took 20 seconds to my MEOC address), containing your converted file.
7. Open the email and you'll see your file there as an attachment. Double-click the attachment and click the "Open" button.
8. Your file will open in Word ready for editing.
9. You will want to do a, "Save as" for this file, rename is if needed and choose a save location.
10. By the way, if you create a Word document and want to save it as a PDF, you can do so within Word. Simply click the Office Button or File then Save As and choose PDF.
11. Another way is to click "File/Save As" as you usually do then, in the, "Save As" window, in the, "Save as type:" section, click the drop-down arrow on the right and scroll to find PDF as one of the choices.