

# Convert a PDF to a Word document using Adobe Acrobat Pro

Adobe Acrobat Pro is the paid professional version of the free Adobe Reader program you may have on your own computer to view PDFs. Acrobat Pro has advanced features like conversion.

## 1) Overview

### 2) Convert a PDF to a Word document

#### 1) Overview

Portable Document Format (PDF) files are designed to be viewable on most any device. PDFs can include text, pictures, fillable forms and more. These files are easy to view, but the tradeoff is that they are difficult to modify. For this reason, PDFs are often used for documents such as cover letters and resumes that should not be modified. Yet scanners and photocopiers often save documents as PDF that you might want to edit later.

PDFs can be converted back to document formats editable in programs like Microsoft Word, but because of the complexity of the PDF format, your mileage may vary. Once you get a PDF into an editable text document format, you can fix any mistakes the conversion process created.

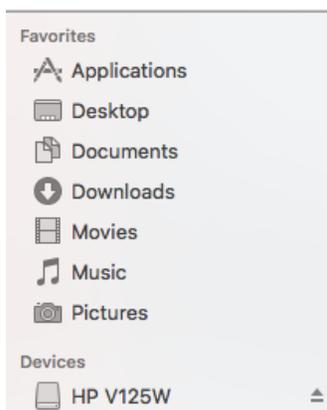
#### 2) Convert a PDF to a Word document

Word documents can be edited and saved in other file formats. You'll need to have saved the PDF you want to convert to a folder such as **Documents**, **Desktop**, or **Downloads**, or have it ready on a flash drive before starting the conversion process.

1. Single click the Finder icon to start locating the PDF you want to convert.



2. Use the **Favorites** section on the left side of **Finder** to navigate to the location you have your PDF saved. If you have plugged in a flash drive or hard drive, it will be listed under **Devices**.



- Once you have found the PDF you want to edit, double click it. On our Digital Media Lab computers, it will open up in **Adobe Acrobat Pro** by default.
- A list of shortcuts on the right should appear. Click on **Export PDF**.

The screenshot shows the Adobe Acrobat Pro interface. The main window displays a PDF document titled "Basic 3D Design" with the following content:

**0. Create a Tinkercad account and Create a new design**

- On one of the library Macs, single left click one of the icons for Safari, Chrome, or Firefox web browsers in the bottom bar.
- On one of the library PCs, single left click one of the icons for Internet Explorer or Google Chrome in the bottom bar.

Below the instructions are two images: a Mac desktop with browser icons highlighted in red, and a Windows desktop with browser icons highlighted in red. A third image shows a browser address bar with "www.eapl.org" highlighted in red. Below these images are "SIGN IN" and "SIGN UP" buttons.

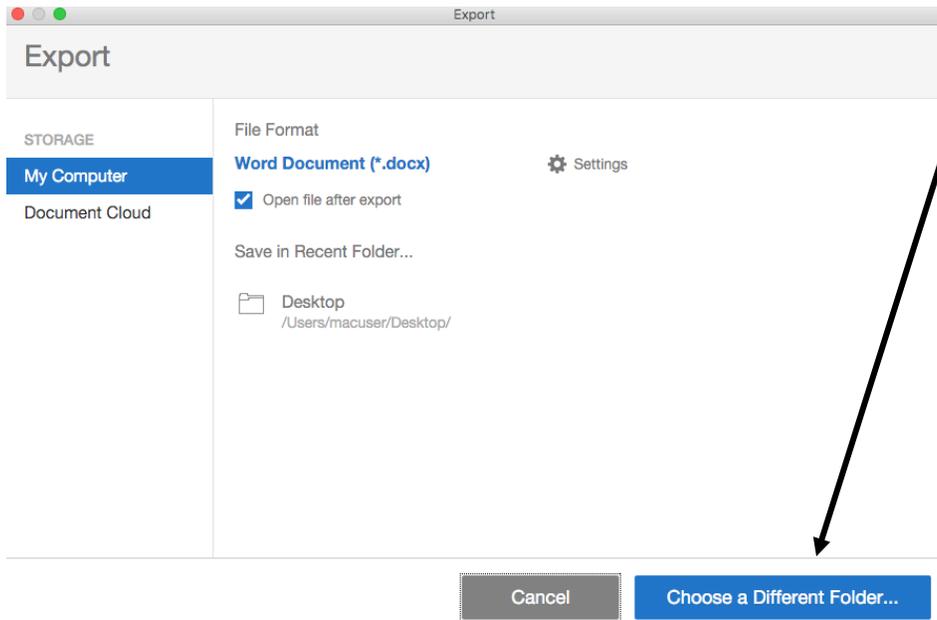
The right sidebar contains a "Search Tools..." search bar and a list of tools: Create PDF, Edit PDF, Export PDF, Comment, Organize Pages, Enhance Scans, Protect, Fill & Sign, Prepare Form, Send for Signature, and Send & Track. An arrow points from the "Export PDF" tool in the sidebar to the "Export PDF" step in the document's instructions.

- Next, a screen will appear asking you what format you want to export it in. We recommend choosing **Microsoft Word**. (The format you have selected is highlighted in blue.) To the right of **Microsoft Word**, there are two options of **Word** file formats, the current *Word Document* format, or the older *Word 97-2003 Document* file format that you can click to select if you're concerned about compatibility issues. Click **Export** once you've selected the option you want.

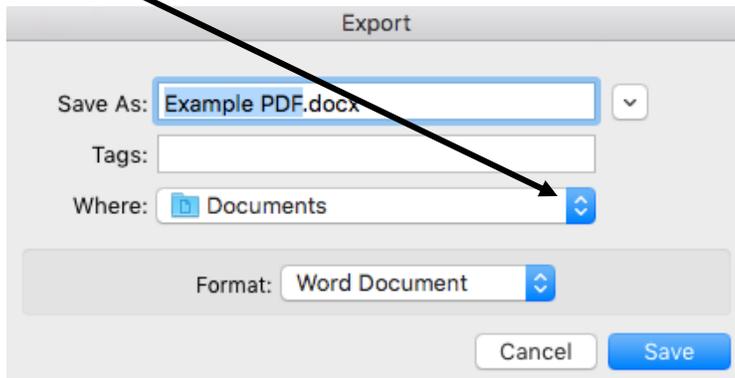
### Export your PDF to any format

The screenshot shows the "Export your PDF to any format" dialog box. The "Microsoft Word" option is selected and highlighted in blue. To its right, the "Word Document" format is selected with a radio button. Other options include Spreadsheet, Microsoft PowerPoint, Image, HTML Web Page, and More Formats. An "Export" button is located at the bottom right of the dialog.

- Once you've picked your file format, Acrobat Pro needs to know where to save the conversion result. We recommend leaving **Open file after export** checked so that you can immediately see if the conversion process worked. The quality of conversion varies depending upon what is in the particular PDF file. We recommend saving to an easy location like the **Documents folder**, **Desktop**, or your flash drive or hard drive. There may be options listed below **Save in Recent Folder...** or if not, click **Choose a Different Folder**.



If you had to choose a different folder, click the blue up and down arrows to the right of **Where** to select a location.



- Click **Save** and Acrobat Pro will convert the PDF to a Word document for you as best it can and open the product up for you. The converted file will likely not be perfect, but since it is a Word document now, you can fix it yourself.