

Adobe Acrobat: How to convert a PDF into a Word Document.

1. Open the PDF you would like to convert in Adobe Acrobat.
2. Click “File”, “Save As Other”, “Microsoft Word”, and then “Word Document.”
3. Choose the location where you would like the file to be saved.
4. Name the PDF file.
5. Click “Save”.
6. After a moment, you will be able to open the new Word document.

PDF files may have problems when converting to a Word document. You should plan on carefully looking over and correcting errors that may occur during the conversion process. Also Acrobat is capable of converting PDF's into spreadsheets, PowerPoint presentations, and several types of image files using the same “Save As Other” command.

