

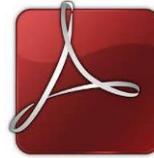
June 15<sup>th</sup>, 2015

## Converting a PDF to a Word document

Note: In order to do the first option provided below your computer will need to be running Adobe Professional. If you do not have Adobe Professional, please go to the second option. Adobe Reader will not allow you to convert to a word document without a paid subscription to their online services. To know the difference between Adobe Professional and Adobe Reader, please refer to the examples below:



Adobe Professional



Adobe Reader

### Adobe Professional Conversion (Option 1)

1. Open the PDF that you wish to convert to a Word document in Adobe Professional
2. Go to File
3. Choose Save As Other and notice an additional box will appear
4. Choose Microsoft Word > Word Document

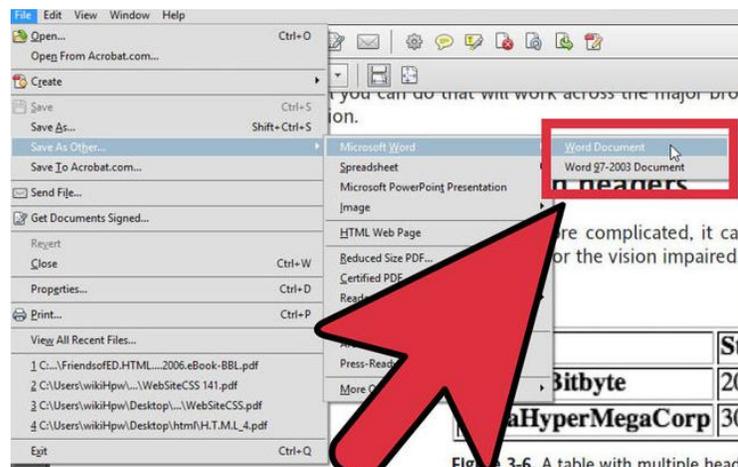


Figure 3-6. A table with multiple heads

5. Allow the program to process your file

d, it can be harder to clearly associate your  
paired. For instance, in Figure 3-6, each data

	Staff	Managers
	20	1
orp	3000	1000

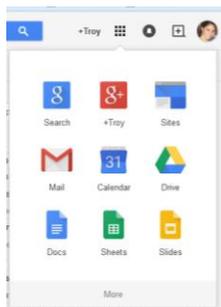
able headers on both rows and columns



6. The document will finish and the new word file will be placed in the same folder or area on your computer where the original pdf document was opened from.

### Google Doc Conversion (Option 2)

1. Sign into your Google email
2. Choose the icon in the top right hand corner that contains 8 small squares

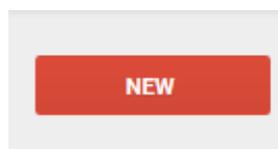


3. Choose the Drive icon in the dialogue box



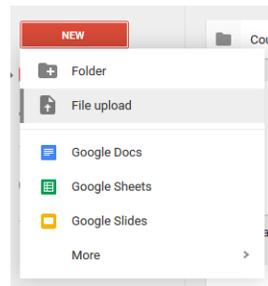
Drive

4. Choose New



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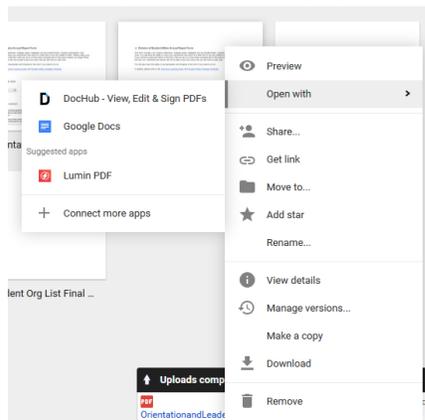
5. Choose File Upload



6. Navigate to the PDF document that you wish to convert to a word document and choose Open

7. The PDF will not be shown as an icon in your Drive screen

8. Right click the document that you just uploaded and say Open with Google Docs



9. The PDF will now be converted into a word document. Depending on the complexity of the PDF document, most of the items will convert. There may possibly be a few that Google will not be able to convert, please review your document in detail to confirm all items are correct.