Convert a PDF to a Word Document

(Adobe Acrobat Professional Required)

For the best results when converting PDF to Word, make sure the PDF document being converted to Word was originally created in Word prior to becoming a PDF document. Especially, if the document was accessible friendly when created as those settings will carry over when converted to PDF.

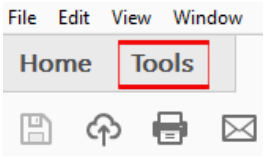
For PDF documents not created in Word, please be aware of formatting/text issues in the document after being converted to Word. If this happens, content will need to be modified in the converted Word document prior to publishing. This happens sometimes with scanned PDF documents or scanned documents that contain a lot of graphics (example: magazine pages). After the converted Word document is ready to be published, make sure it's compliant. For helpful visual instructions, see the handout: **Creating an Accessible Microsoft Word Document**

Note: If the document is locked, you will not be able to convert unless you know the password.

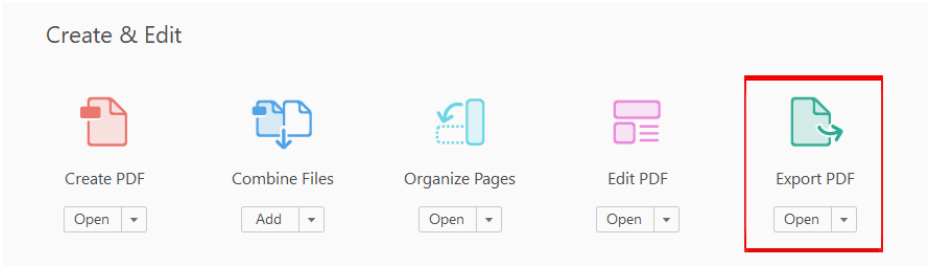
Convert PDF to Word

Step 1. Open the PDF in Adobe Acrobat Professional.

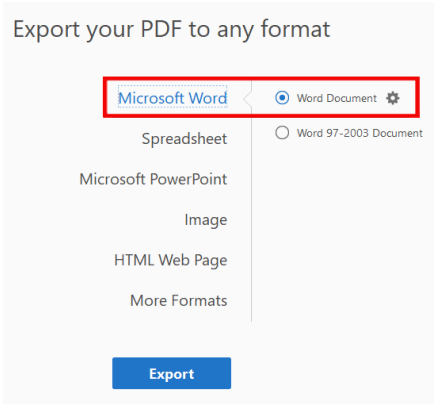
Step 2. From the top menu, select Tools as pictured below.



Step 3. Under the Create & Edit heading, select Export PDF as pictured below.



Step 4. Select Microsoft Word. Make sure Word Document is selected and select Export as pictured below.



Step 5. In the Save as dialog that appears, select a location on your computer where you want to save the file.

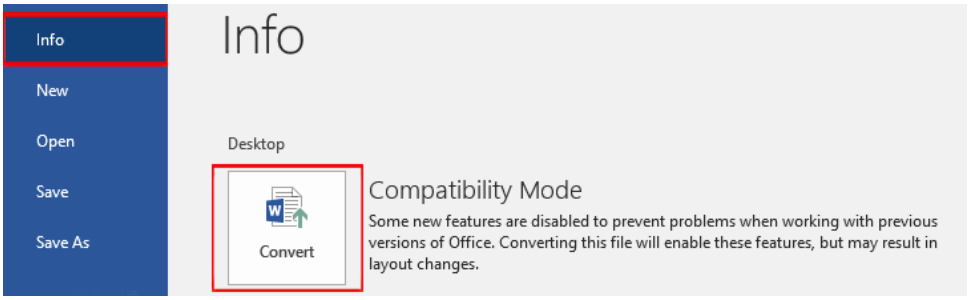
Step 6. Name your file. From the Save as type drop down, select Word Document (*.docx)

Step 7. Click Save. Some files may take a few minutes to convert.

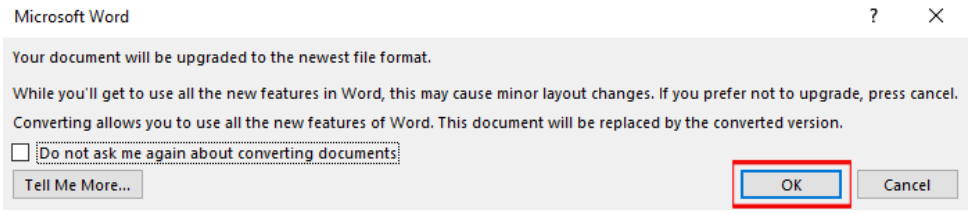
Compatibility Mode

After your document has converted to Word, it may have converted in Compatibility Mode. Nothing to be alarmed if this happens. Compatibility Mode temporarily disables new or enhanced Word features so that the document can still be edited in the current version of Word you are using. After you have made any necessary changes to the Word document, you can convert the Word document out of Compatibility Mode to regular mode. To complete this task, follow these steps:

Step 1. Go to File, select Info, and click Convert under Compatibility Mode as pictured below.



Step 2. A Microsoft Word dialog box will appear informing you that your document will be upgraded from Compatibility Mode to the newest version as pictured below. Click Ok.



Step 3. Save your changes and you are done.