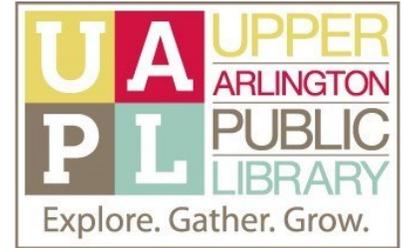
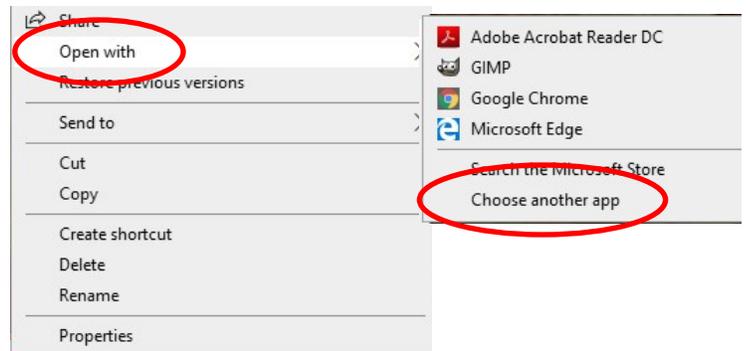


How to Edit a PDF in Word



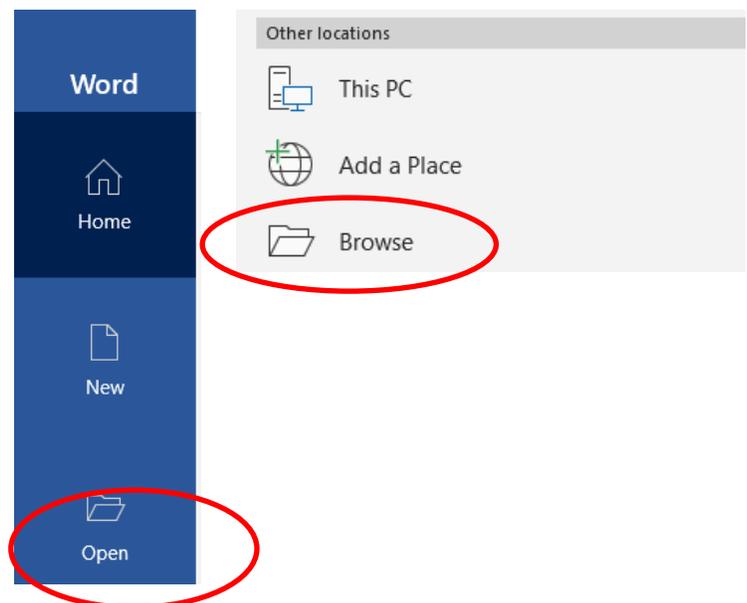
From the File Storage Location

1. Locate your PDF file on your computer or storage device.
2. Right-click on the icon of your PDF.
3. In the shortcut menu, select "Open With," and locate Microsoft Word from the list of available apps. If you do not see Word listed, click "Choose another app" and locate Word from the list.



From Microsoft Word

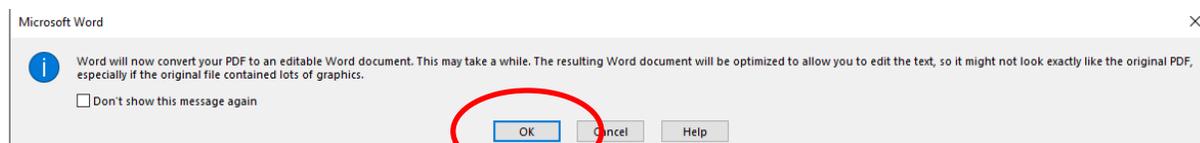
1. Open the Word application
2. Click "Open."
3. Click Browse to search for the PDF on your computer or external storage device.
4. When you locate your file, click to select it.
5. Click Open.



When you have selected and opened the file, Microsoft Word will prompt you with a reminder that the document may not perfectly resemble the original PDF.

To continue, click OK.

Your PDF will open in Microsoft Word, and you will be able to edit the document!



Additional Resources from Microsoft Support

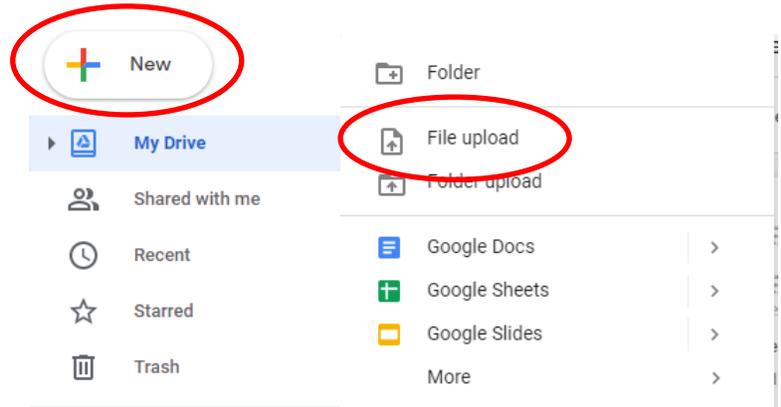
Edit a PDF: <https://support.microsoft.com/en-us/office/edit-a-pdf-b2d1d729-6b79-499a-bcdb-233379c2f63a>

Opening PDFs in Word: <https://support.microsoft.com/en-us/office/opening-pdfs-in-word-1d1d2acc-afa0-46ef-891d-b76bcd83d9c8>

How to Edit a PDF in Google Docs

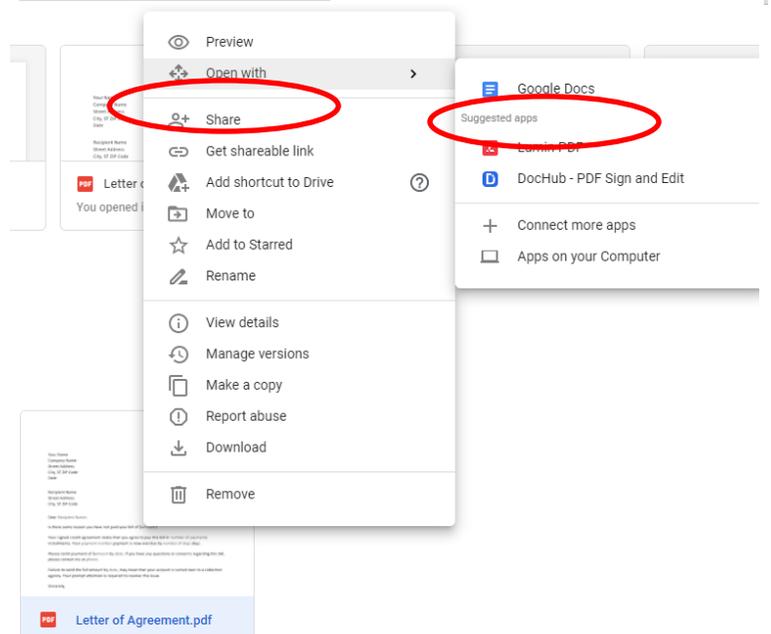
Open Your File in Google Drive

1. Sign in to your Google Drive account (at <https://drive.google.com/>)
2. Once you are signed in, click on the “New” button
3. Select “File Upload.”
4. Locate the PDF file on your computer and click “Open” to add it to Google Drive.



Open Your File with Google Docs

1. Once your file is uploaded in Google Docs, right-click on the file.
2. Select “Open with” from the shortcut menu.
3. Select “Google Docs.”

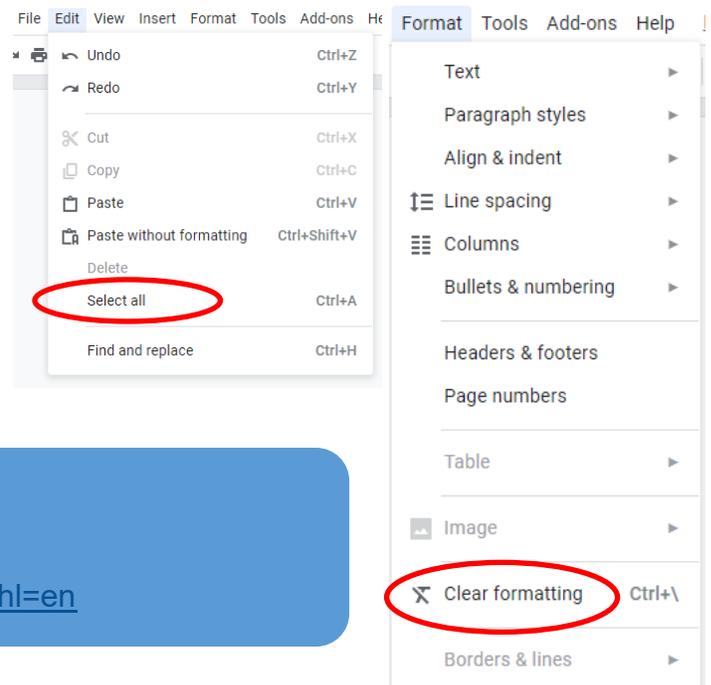


Your file will open in Google Docs, and is ready to be edited!

Clear Formatting in Google Docs

If you need to remove the formatting from a PDF you have opened in Google Docs:

1. Click the Edit button, and select “Select All” from the menu. You can also use Ctrl + A on your keyboard.
2. Click the Format button, then select “Clear Formatting” from the menu.



Additional Resources from Google Support

Convert PDF and Photo Files to Text:

<https://support.google.com/drive/answer/176692?hl=en>