



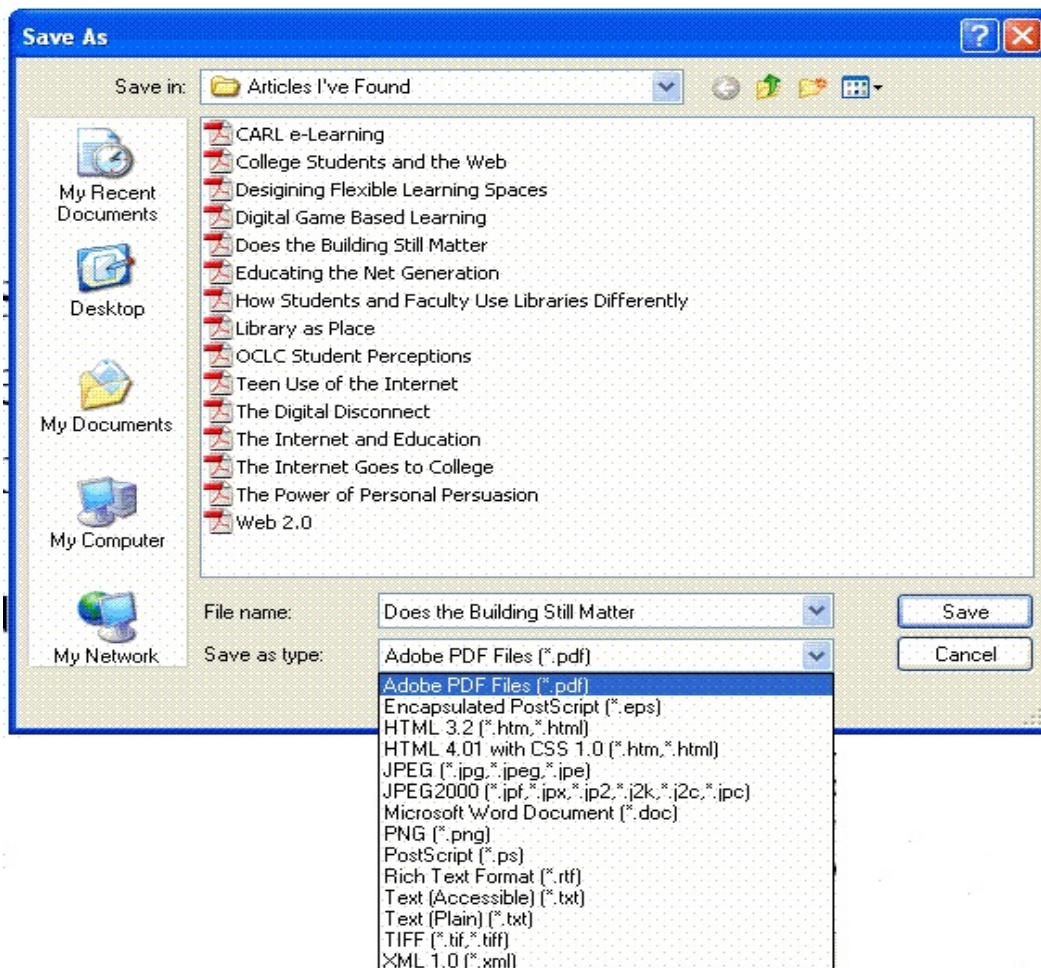
West Virginia University George R. Farmer, Jr. Law Library

How to Convert a PDF Document to a Word Processing Document

NOTE: Not all PDF documents are capable of conversion. For example, documents scanned through the digital sender can not be converted from a PDF to a Word processing document because it is scanned into an image format.

Be sure to have the PDF document you want to convert saved to your computer. Open the PDF document in Adobe Acrobat Professional 7.0 (not the Adobe Plug-In that allows you to see the document in the Internet browser), you can then choose FILE then SAVE AS.

From the SAVE AS box, you should see the FILE NAME, and underneath that is the SAVE AS TYPE pulldown menu.



From this menu, you should choose MICROSOFT WORD DOCUMENT (*.doc) to edit the document in Word. After save the file in the Word format, simply open it in Word. *(Note: You will lose some of the formatting with this conversion.)*

To edit the document in WordPerfect, you should choose TEXT (PLAIN) (*.txt) and then click the OK button on the CONVERT FILE FORMAT box for ANSI WINDOWS TEXT when you open it in WordPerfect. *(Note: You will lose all formatting with this conversion.)*

NOTE: In either conversion, you will lose some of the formatting, but the PDF to Word is the "cleanest" conversion.

If you have questions, please ask a member of the library staff for assistance.