

Dear all,

Let me share a quick tech tip to help with a major hassle that you encounter on a regular basis. I am prompted to share this as I was queried on this a few times this week.

How to edit a PDF File without an Adobe Acrobat Editor -

1. **Open MS Word.**
2. In **Word**, Go to File > Open
3. Navigate to the **PDF** file that you'd like to **edit**.
4. **Word** will automatically convert the **PDF** into an editable **Word** document.
5. After editing Go to File > Save As and save the document in any format you like.

Here is a link to a video showing the same steps.

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

Alternately,

1. Navigate to the file in Explorer mode
2. Right click on file and select 'Open with' – **MS Word**
3. **Word** will automatically convert the **PDF** into an editable **Word** document.
4. After editing Go to File > Save As and save the document in any format you like.