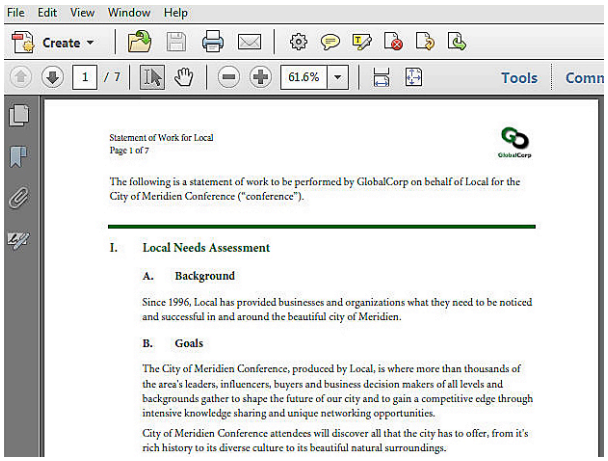
Save PDF files as Word documents

You can save a PDF file as a Word document, even if the file was originally created in a different application.

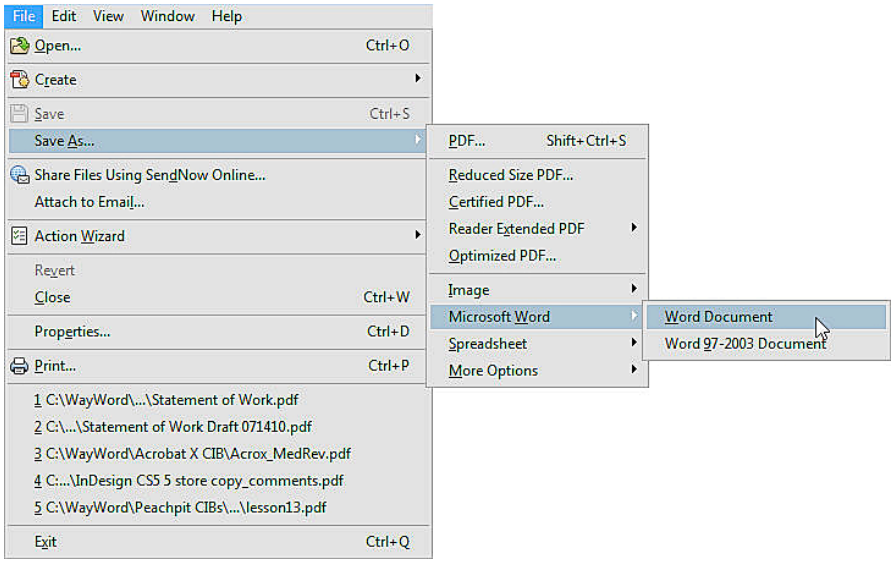
1. Open the PDF file in Acrobat.

Open the PDF file you want to save.



2. Choose File > Save As > Microsoft Word > Word Document.

The Word Document command saves the file in DOCX format, for use in Word 2007 or 2010. If you're using earlier versions of Word, choose File > Save As > Microsoft Word > Word 97-2003 Document to save a DOC file.

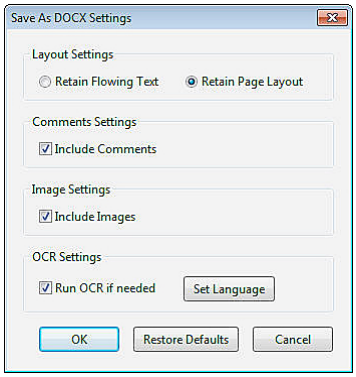


Tip: If you want to save only part of a PDF file as a Word document, select the part you want to save and then right-click (Windows) or Control-click (Mac OS), choose Export Selection As, and then choose Word Document from the Save As Type or Format menu.

3. Specify settings, and then save the file.

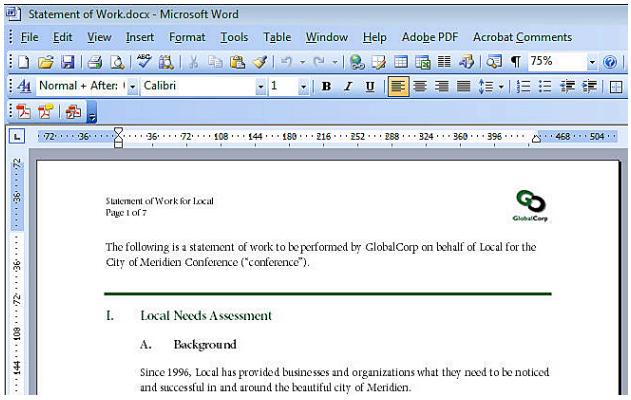
In the Save As dialog box, click Settings. Select Retain Flowing Text or Retain Page Layout, depending on your priority. You can select options to include comments, images, run OCR (optical character recognition), and specify the language setting for OCR. Click OK to close the dialog box, and then click Save to save the file.

Acrobat displays the status of the conversion process as it works. When you save complex PDF documents, the conversion to Word may take longer.



4. Evaluate the document in Word.

Open the saved document in Microsoft Word, and scroll through it to confirm that text and images have been converted appropriately. In most cases, Acrobat saves PDF files as Word documents with impressive integrity. However, depending on the way the document was created and originally encoded, you may need to adjust spacing or make minor corrections.



Next Steps:

- Create PDF files using Adobe Acrobat PDFMaker
- Export comments to a Word document

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