

Create

Editing PDF Files

Use IT+

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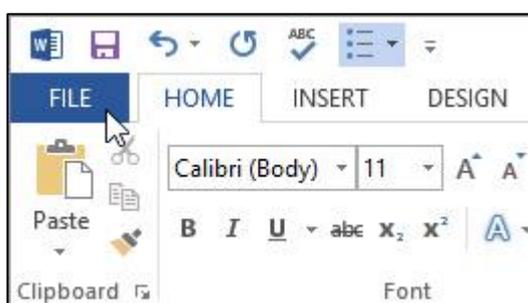
Introduction

A **PDF file** is a type of file that is designed to be **viewable on any computer**. It is useful when you want to send a document to someone and you're not sure whether that person has Microsoft Word. PDF files are designed for viewing rather than editing, so they are ideal for situations where you have a final version that does not need any changes. However, if you need to **edit a PDF file** for any reason, Word 2013 allows you to edit it by **converting it into a Word document**.

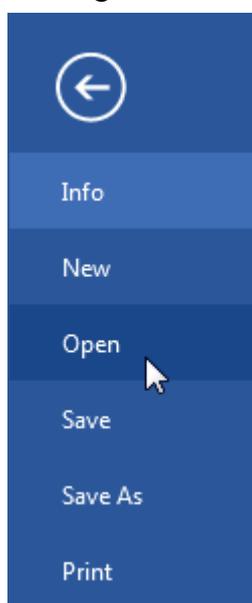
Converting a PDF file into a Word document may cause some graphics and content to look different or disappear altogether.

1 Edit a PDF file:

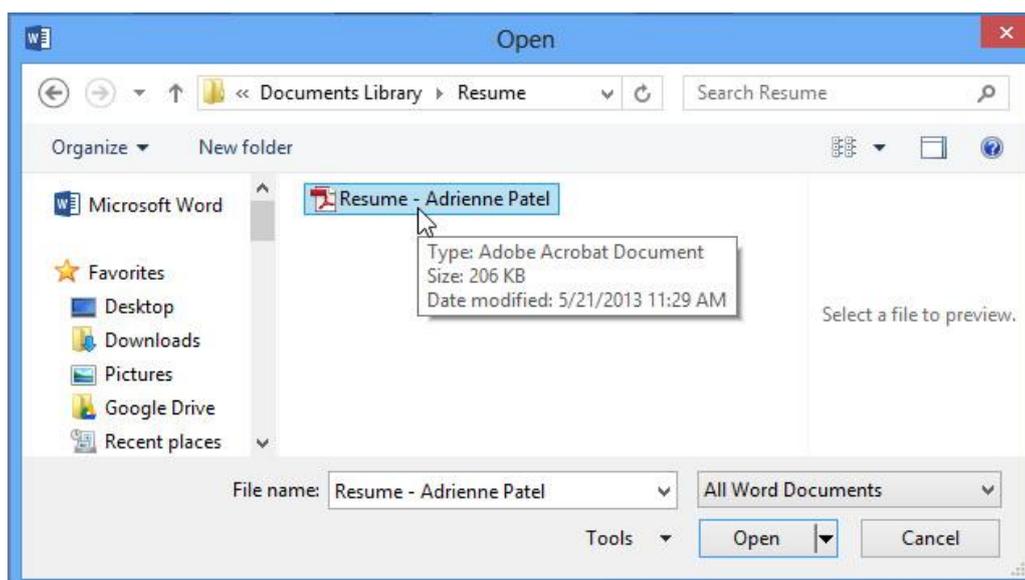
1. Select the **File** tab.



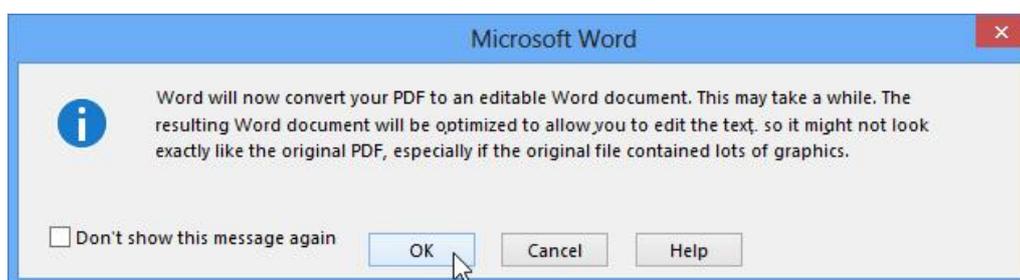
2. **Backstage view** will appear. Click **Open**.



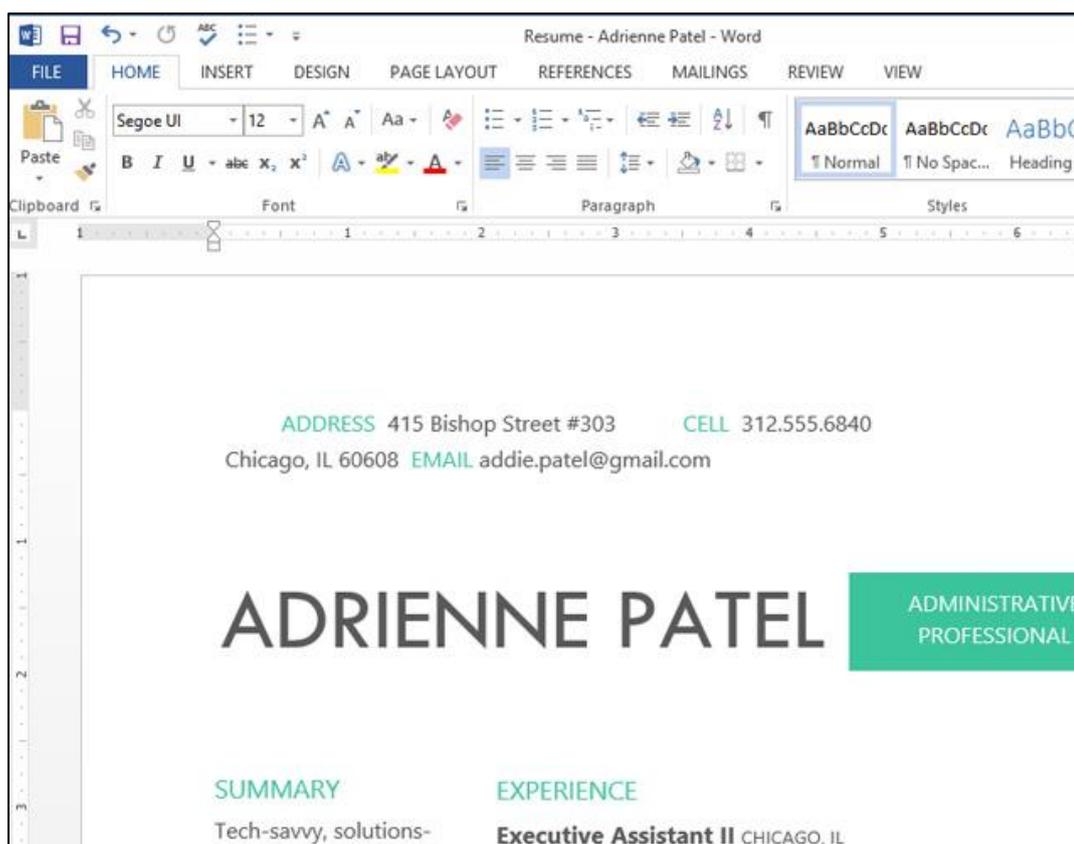
3. Locate and open the **PDF file** you want to edit.



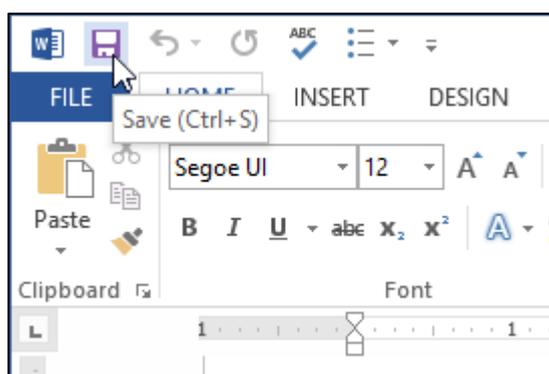
4. A dialog box will appear confirming whether you want to convert the PDF file into a Word document. Click **OK**.



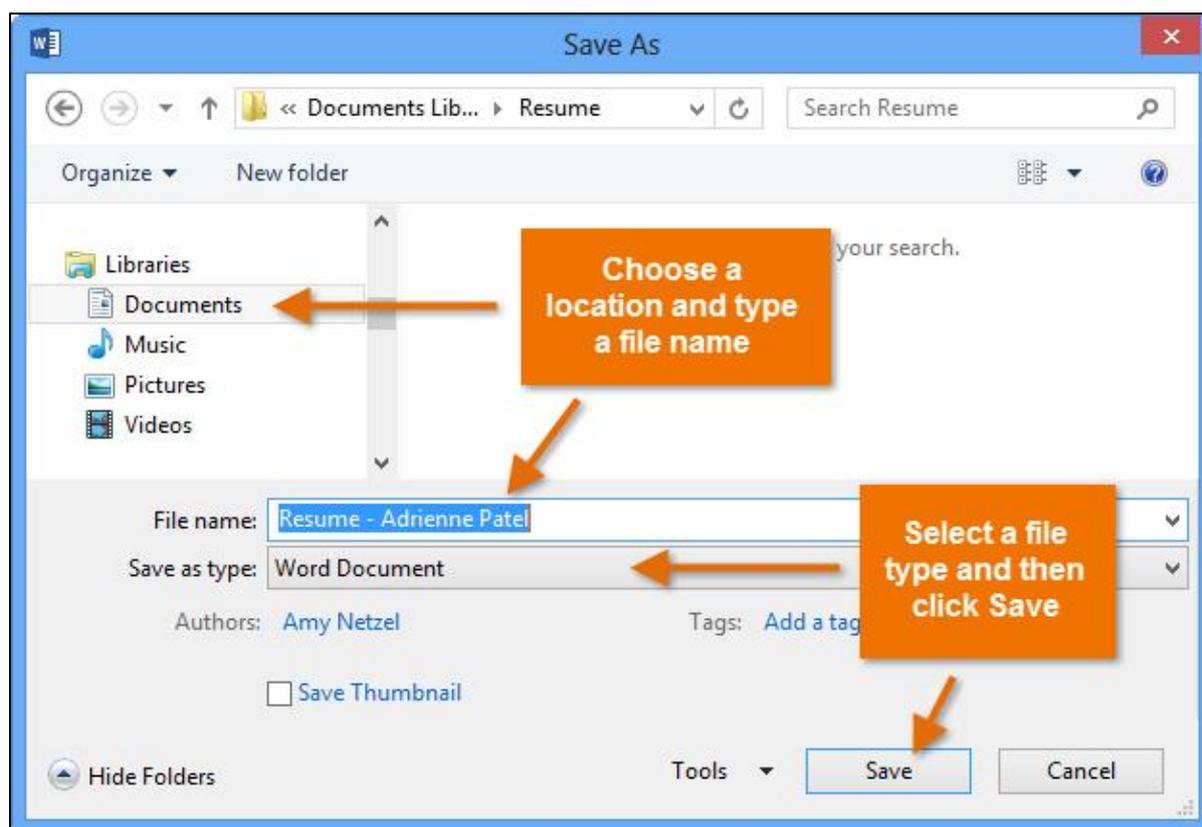
5. If the PDF file has content that Word is unable to convert, another dialog box may appear. Click **OK**.
6. The PDF file will appear in the Word window as an editable document. You can now make any changes you want.



- When you're ready to save, locate and select the **Save** command on the **Quick Access toolbar**.



- The **Save As** dialog box will appear. Select the **location** where you want to save the document. If you want, enter a new **file name**.
- Click the **Save as type:** drop-down box, then select a **file type**. You can choose to save the document as a **Word Document** or as a **PDF** file.
- Click **Save**.



2 Which file type should you choose?

After you finish converting and editing your PDF file, you'll need to decide whether to save it as a PDF file or a Word document. Depending on your situation, one option may work better than the other:

- **PDF:** If you don't want to make any more changes to the document—or if you want to ensure that the file can be opened on any computer—save it as a PDF file.
- **Word document:** If you want to continue making changes to the document—or if other people need to edit it—save it as a Word document. You can always save it as a PDF file when you're done making changes.