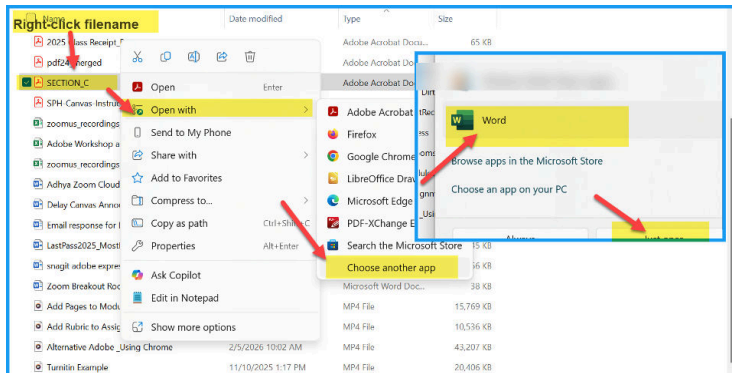


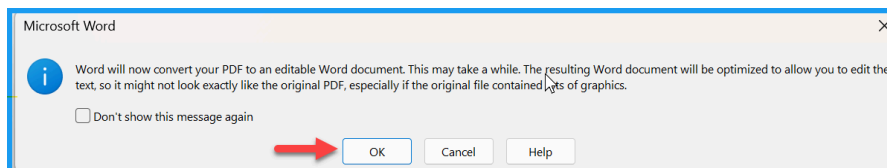
Use Word to edit PDFs

You can use Word to actually get some editing done on a PDF without Acrobat Pro.

Step 1: Find the PDF and right-click. You'll have some options that drop down, and one of them is 'Open with.' You should see Word, and if you don't see Word listed, go down and select 'Choose another app', select **Word (just once)**.



Step 2: Open with Word. When it tries to open a PDF, Word will come up and just inform you that it's going to convert your PDF to a Word document. So click 'OK,'. Word will try and maintain most of the formatting of the text.



We can now edit this document. So, here if you don't want a certain word, and need to change the date, select to delete this. Can delete the names or insert pictures and all changes are done.

Step 3: Save to PDF. Go to 'File' and 'Print.' It's going to open up the print options, but you don't want to print to a printer. I'm going to scroll down and I want to select '**Microsoft Print to PDF** to PDF'.

