



Exporting PDF to Word

Karen McCall, M.Ed.

Sometimes, you'll want to take a PDF document and convert it to a Word document (or PowerPoint or other format). This can happen if you have a legacy PDF but don't have access to the original Word or Office document.

I've tried two methods of exporting PDF to Word, and the best tool to use in Adobe Acrobat Pro DC is the Export tool. I find it gives you better results than the File, Save As, Microsoft Word document. Not sure why, but there it is.

For this reason, I have the Export PDF tool in my Tools Task pane to the right of my document.

If you are using an update to Acrobat and are experiencing the new horrid user interface, you should be able to go to View, Disable or Show/Hide new Acrobat. The new user interface doesn't allow you only to have the tools you use on the Tools Task Pane and you can't organize the tools in an order meaningful to your workflow.

Steps to export a PDF to Word:

1. Activate the Export PDF tools on the Tools Task Pane.
2. The user interface changes. Your document is on the left and format options are on the right. Just under these two area is the

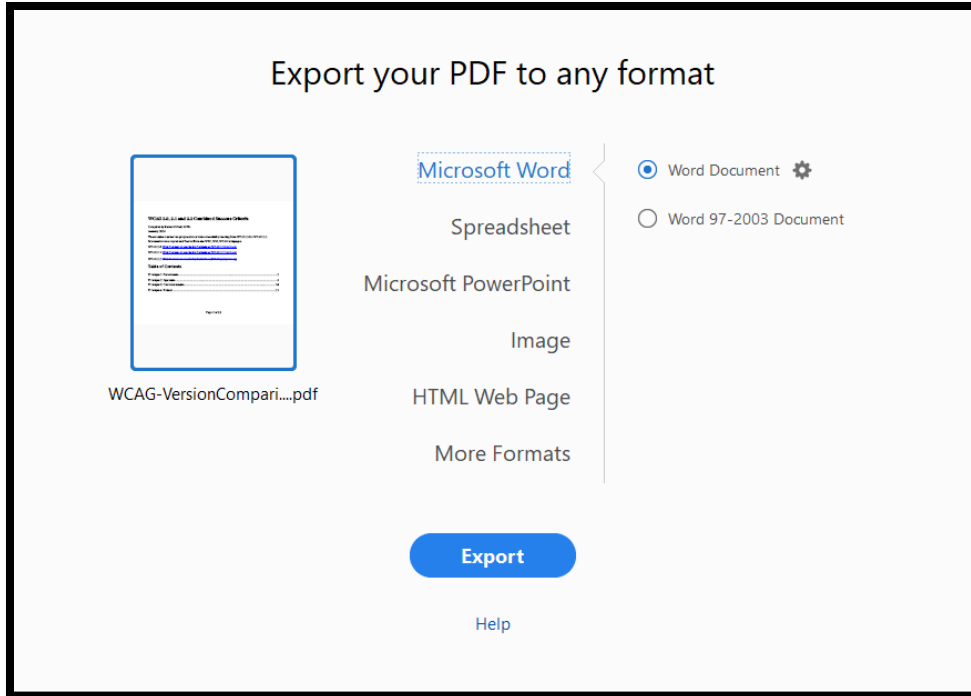


Figure 1 Export PDF to any format screen.

There are settings for how you want your Word document exported.

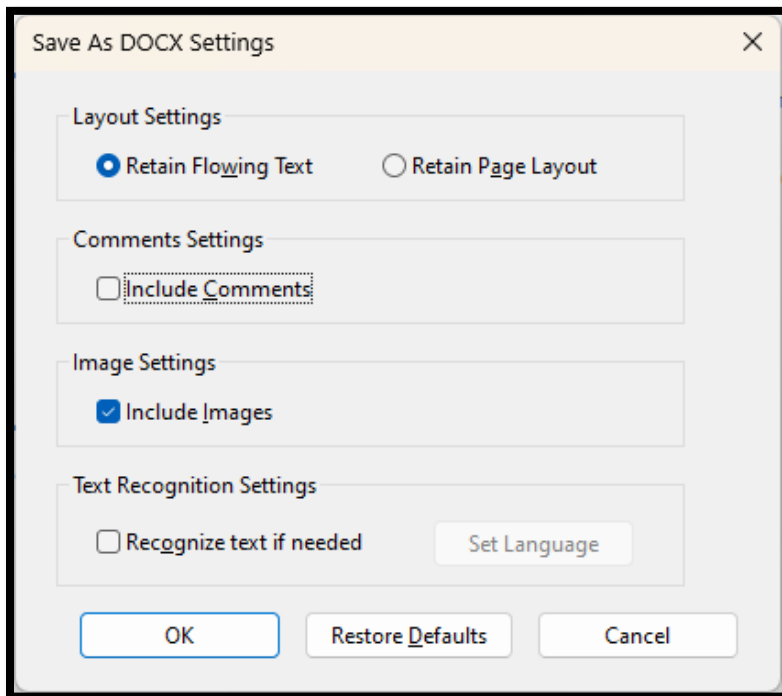


Figure 2 Save as DOCX Settings dialog.



You only need to set the settings once and they should stick. If you find that they don't, just reset them.

Once you have made any changes to the settings for exporting the PDF to Word, activate the Export button.

The document will open in Word and you'll be able to make any changes necessary, then convert it to tagged PDF again.