

How to convert PDF to Word using Foxit Reader and UniPDF

Foxit Reader and UniPDF are two popular tools for easily converting PDF to Word. Using the correct method helps preserve the layout and minimize formatting errors. Below are detailed instructions on how to do this using both software programs.

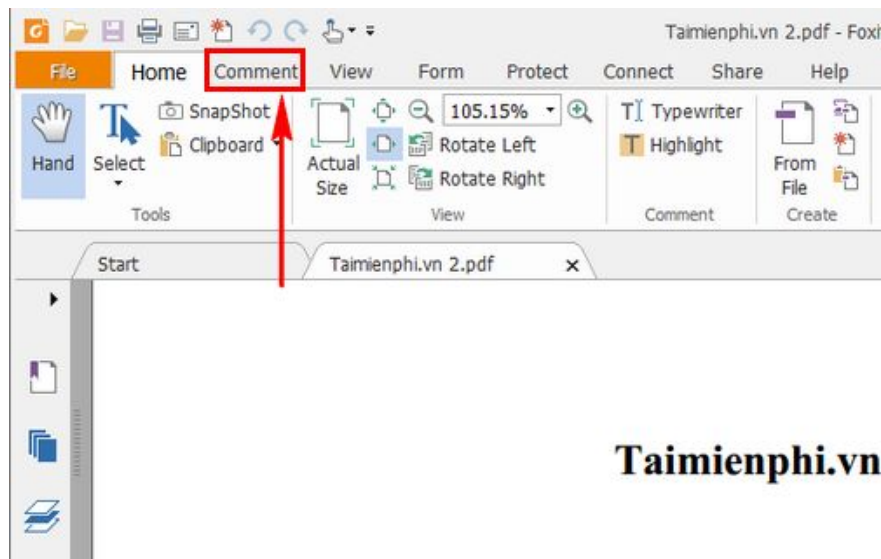
Foxit Reader and UniPDF support quick PDF to Word conversion, preserving text formatting. Below are detailed step-by-step instructions.

How to convert PDF to Word

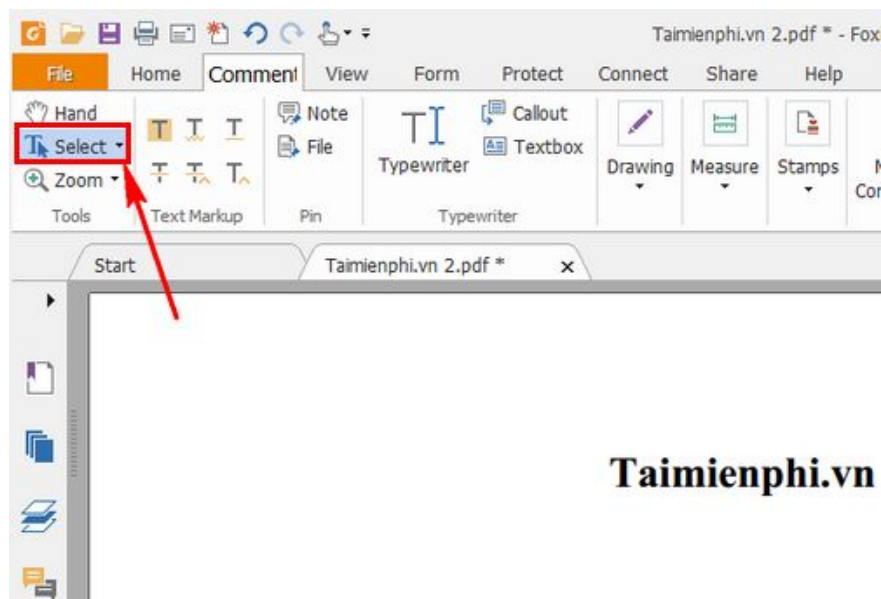
1. Use Foxit Reader

Step 1: Open Foxit Reader and have the PDF file you want to convert to Word open.

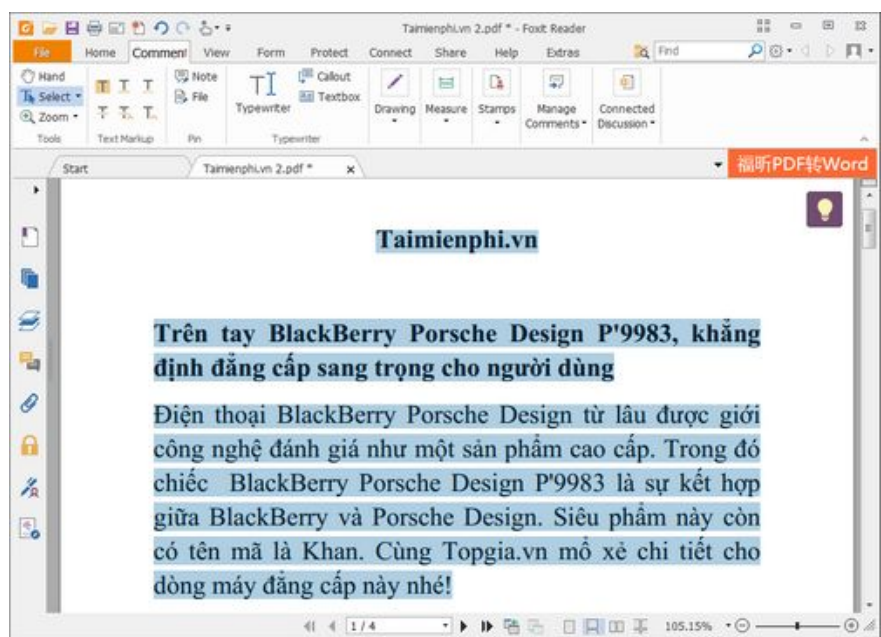
In the Foxit Reader interface, go to the **Comments section**.



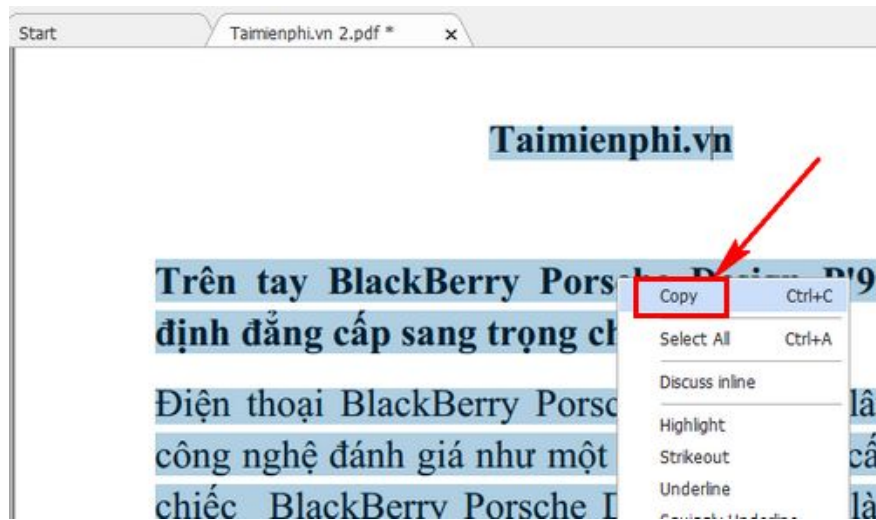
Step 2: Continue by pressing **Select**.



Step 3: You can drag your mouse to select the entire text or press **Ctrl + A** to quickly select text.



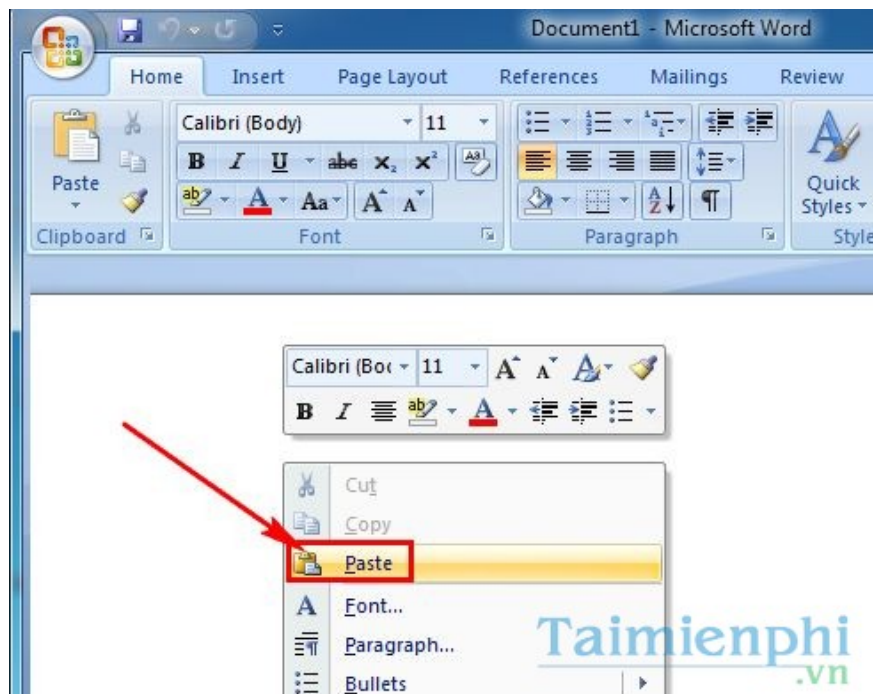
Press **Ctrl + C** to copy or right-click and select **Copy**.



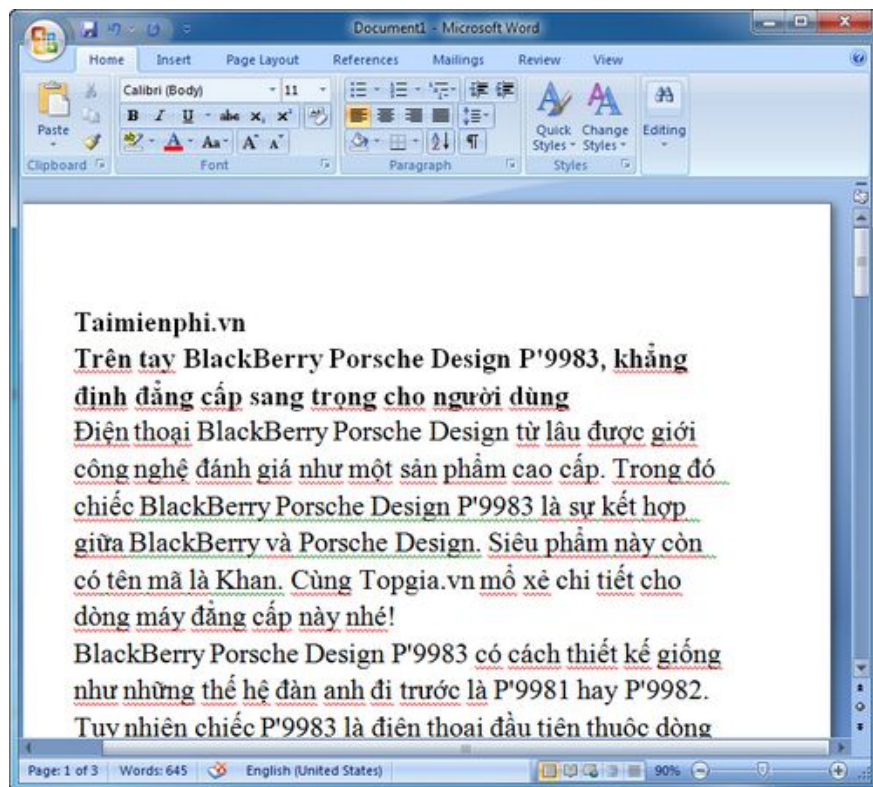
Step 4: Open Microsoft Word on your computer.



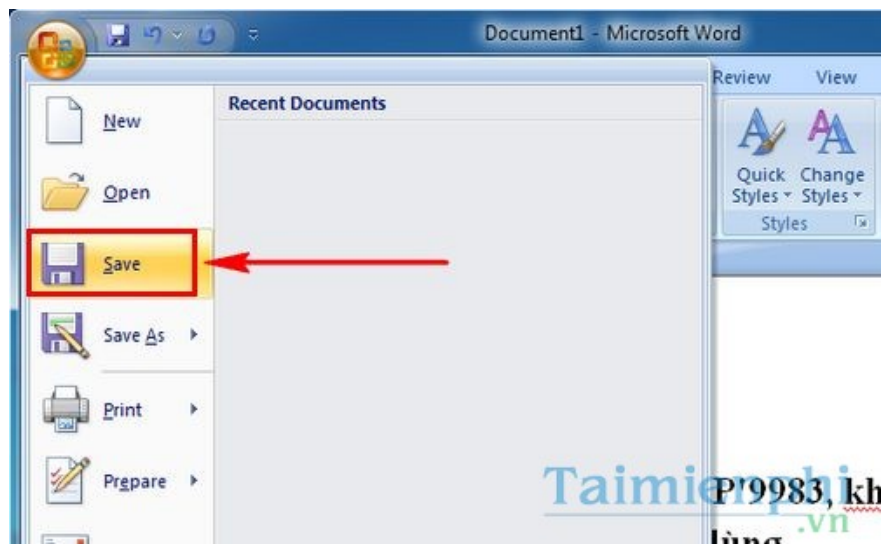
Right-click and **paste** , or press **Ctrl + V** to paste the entire copied PDF text here.



You have now successfully converted the PDF to Word using Foxit Reader.



Click the **Microsoft icon** in the top left corner of Word and select **Save** to save the document.



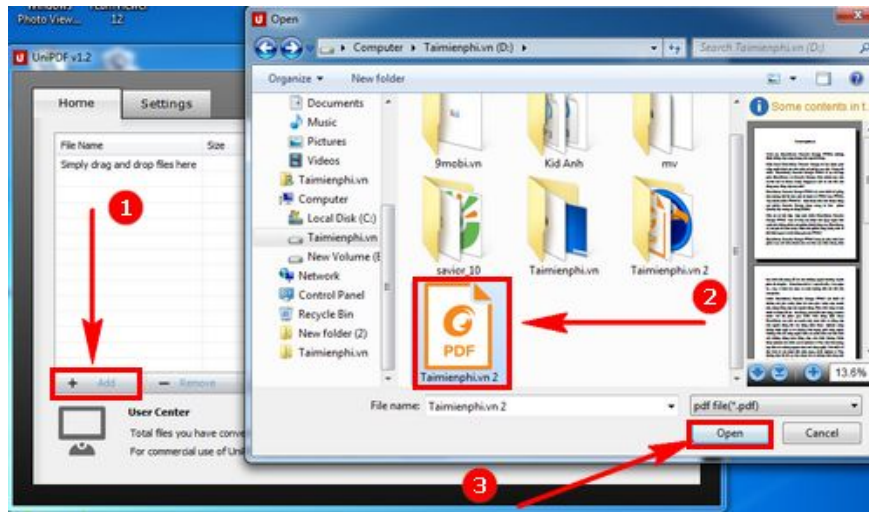
2. Using UniPDF

Step 1: Download and install UniPDF on your computer.

Then open UniPDF.

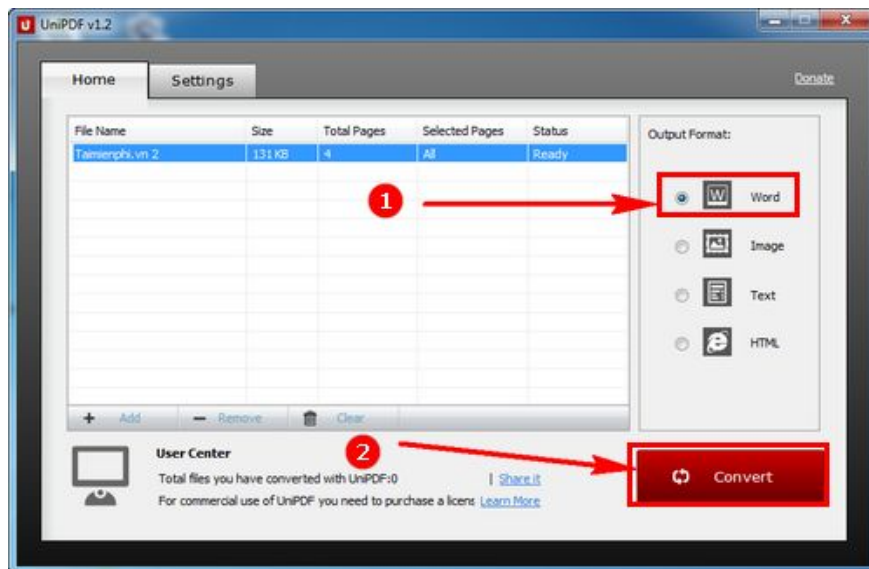


Step 2: In the UniPDF interface, click **Add** and **select the PDF file** you want to open. Then click **Open** .

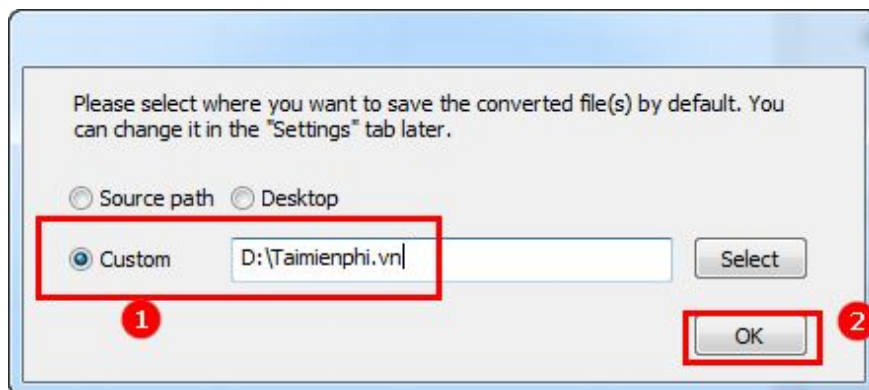


Step 3: Once you have successfully imported the PDF file, check the box next to Word .

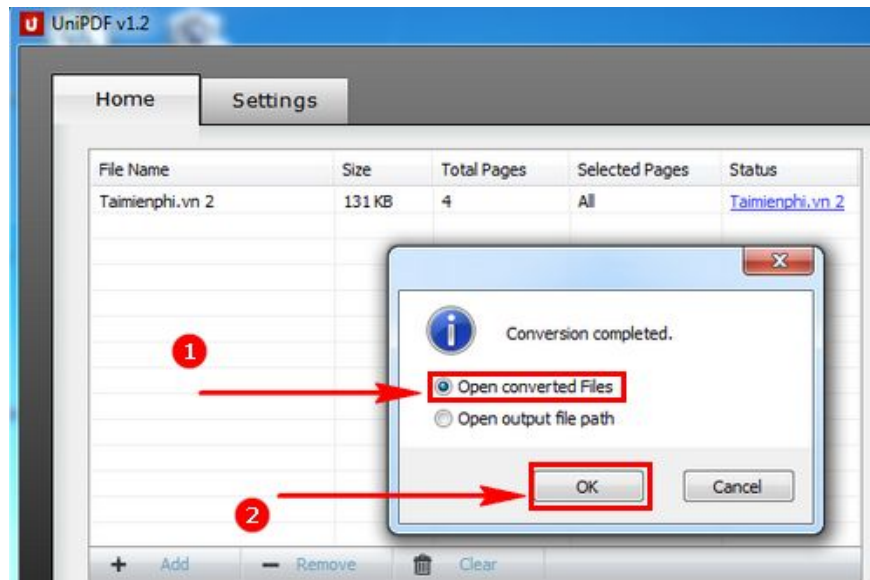
Finally, press **Convert** to start the conversion.



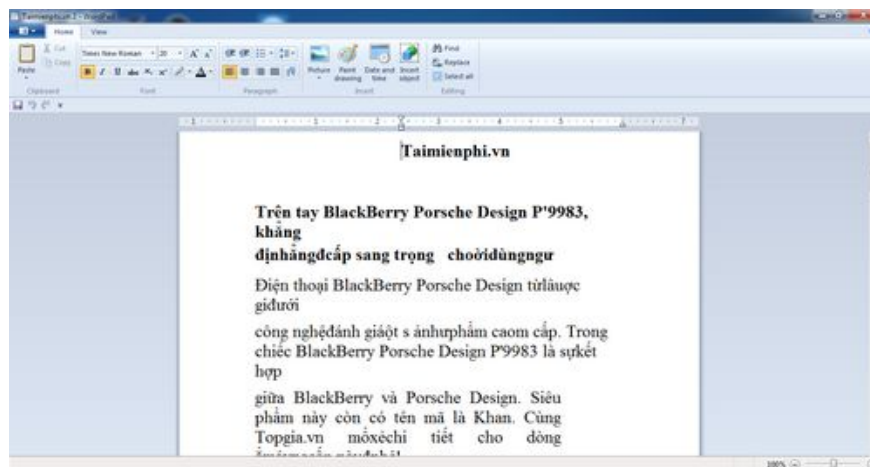
Step 4: Check the **Custom** box and choose the location to save the converted Word file. Press **OK** .



Click **OK** to open the Word file immediately.



And you can directly edit the content of the PDF file within the converted Word file.



Besides Foxit Reader and UniPDF, you can use Adobe Reader to quickly convert PDF to Word. This software supports preserving formatting, making the text easier to edit. If you frequently work with PDF documents, learning professional tools will help optimize your work efficiency.

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