

# Several simple ways to convert PDF files to WORD files.

PDF and Word files are two extremely common file formats in everyday life. Although both are used to store documents, the biggest difference between these two types of files is that PDF files are very difficult to edit. Therefore, many users need to convert PDF files to Word so they can edit the document content.

Users often **convert PDF to Word** so they can easily edit the document content. To do this, TipsMake will introduce you to three of the simplest ways to convert PDF to Word.



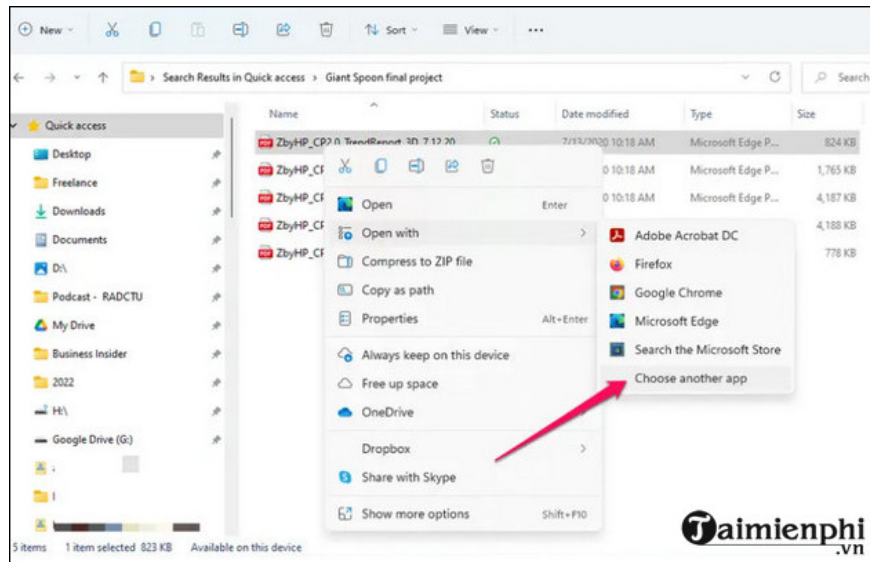
*How to convert PDF to Word file format easily and quickly.*

## ***Method 1: Using Microsoft Word***

As you know, Microsoft Word is the most popular word processing and editing software, along with the most basic tool for converting PDF to Word. This is because users still need this software to open the converted file.

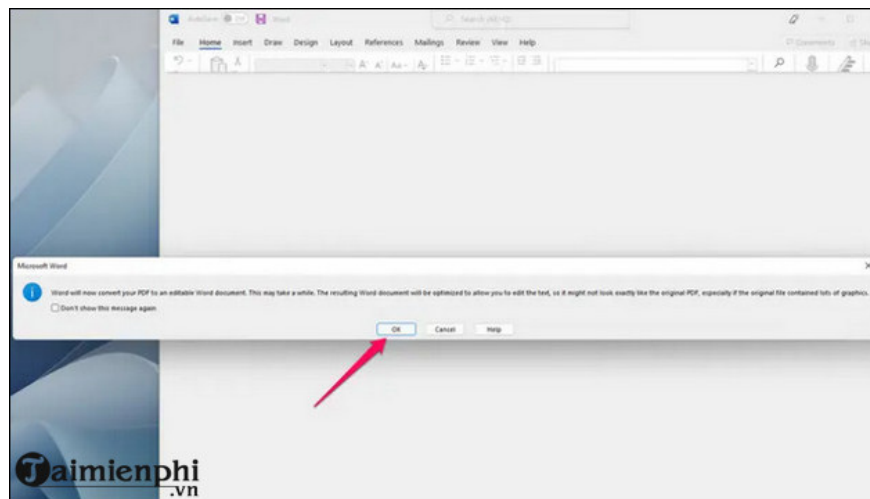
**Step 1 :** Identify the PDF file you want to convert.

**Step 2 :** Right-click on the file you want to convert and select **Open with** .



**Step 3 :** Select **Microsoft Word** . If you don't see this option, select **Choose another app > More apps > Word > OK**.

**Step 4 :** Word will run and a dialog box will appear, asking you to allow converting PDF to Word. Select **OK** .



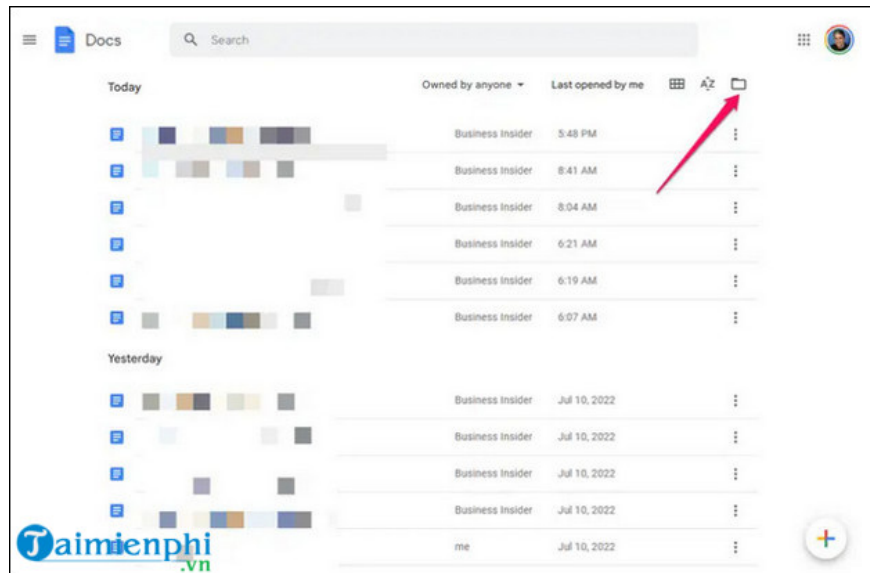
Depending on the file size, the conversion process will be fast or slow. After conversion, you can save the opened file with the .word extension.

## ***Method 2: Using Google Docs***

If you don't have **Word** , you can still convert a PDF to Word using Google Docs on Google Drive by following the steps below.

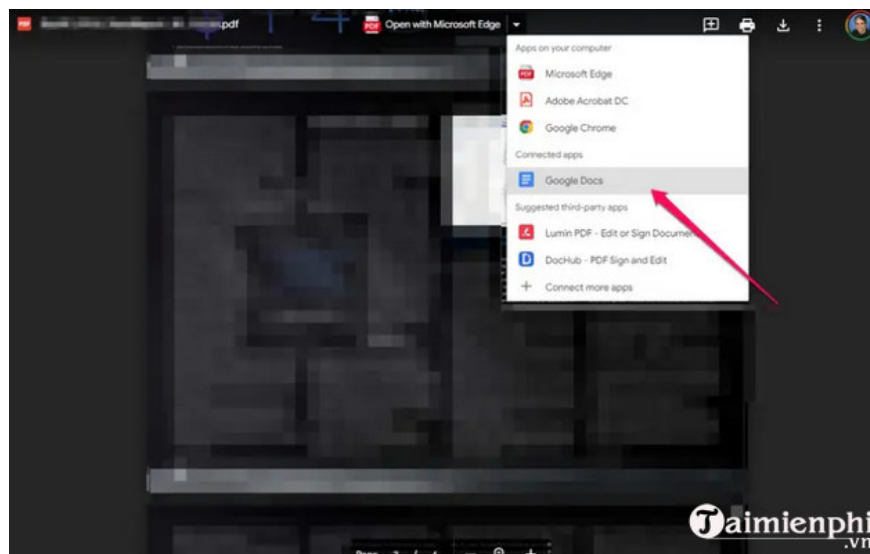
**Step 1 :** Open Google Docs in your browser.

**Step 2 :** Click on the **Open file picker** icon (shaped like a folder) at the top of the homepage.



**Step 3 :** In the new "Open a file" window that appears, select "Upload" and choose the file you want to convert. You can select it by choosing "Select a file from your device" and opening the folder containing the file, or simply drag and drop the file into the window.

**Step 4 :** The selected PDF file will then open in your browser, but it will be opened using Google Drive . At this point, you need to open it with Google Docs by selecting "Open with" > "Google Docs" .



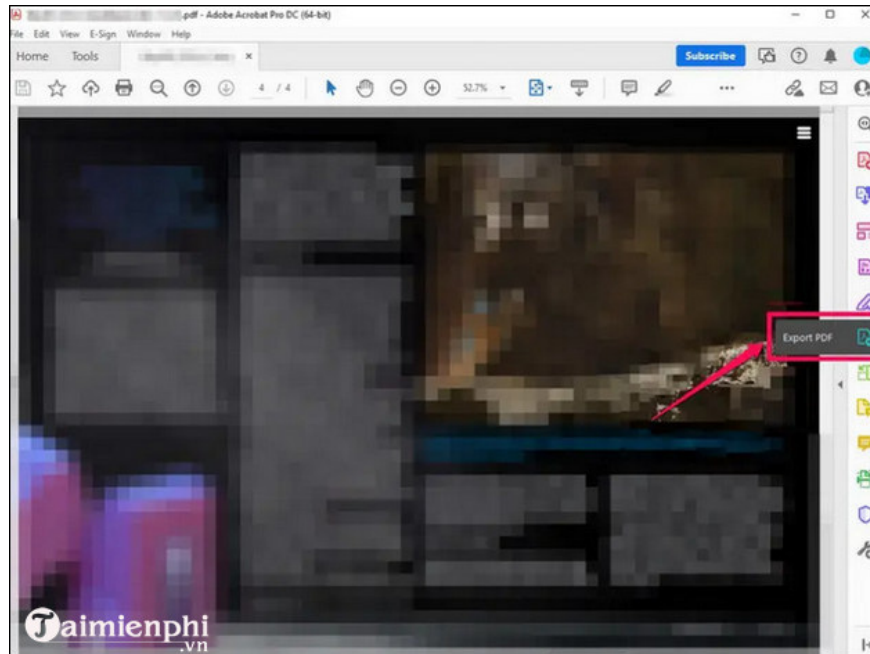
**Step 5 :** After opening with Google Docs , select **File > Download > Microsoft Word (.docx)** to save the file to your device as a Word document.

### ***Method 3: Using Adobe Acrobat***

If you have a licensed copy of Adobe Acrobat Pro DC , you can easily convert PDF files to Word documents with just a few clicks. However, you first need to install Adobe Acrobat on your computer.

**Step 1 :** Open **Adobe Acrobat** and open the PDF file you want to convert. There are two ways to open it: select **File > Open** > choose the file you want to open, or drag and drop the file into the application window.

**Step 2 :** In the **Tools** menu on the right, select **Export PDF** .



**Step 3 :** In the new window that appears, select **Microsoft Word Document (\*.docx)** from the **Convert To** menu . Then select **Export to Word** .

**Step 4 :** After the conversion is complete, click on **Exported Files** at the top of the window to find the converted file. Select **Save As** and choose a location to save this Word file.

In summary, TipsMake has introduced you to 3 effective ways to convert PDF files to Word. If you encounter any errors during the process, please leave a comment so that others can help resolve them.

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