

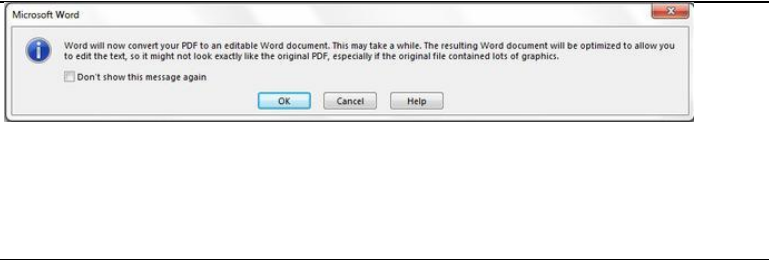

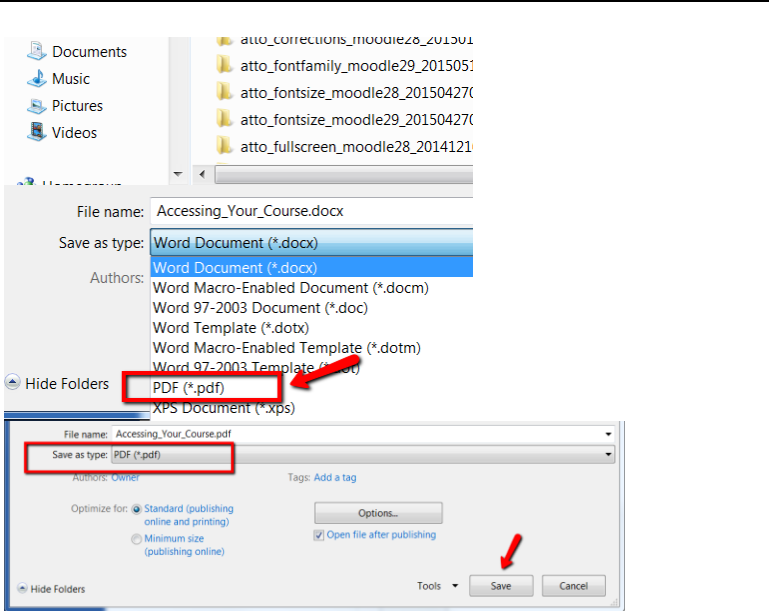


How to edit PDF file in Word 2013?

Word 2013 is the first version that allows you to open a PDF, edit it, and resave it as a PDF. Previously, if you want to edit PDF file, that would require Adobe Acrobat X Pro or some other pricey utility. Now, Word 2013 lets you open a PDF the same as if you were opening a word file, make changes to it, then save it again back to PDF format.

To open a PDF file using Word 2013, do the following:

<p>1. Open Word 2013.</p>	
<p>2. Click the File menu and choose Open from the left pane.</p>	
<p>3. Select a PDF file you want to edit, and double-click it. You will get a prompt that Word will convert the PDF and that the fonts may not match. Click OK.</p>	
<p>4. Your document will open, if Word displays the Protected View bar at the top of the document, click Enable.</p>	
<p>1. After editing the file, you can save the file as a Word document or as a PDF file. Click the File tab and choose Save As. Choose a location for the new file. When Word displays the Save As dialog, you'll notice that it has default to its format. From the Save As Type drop-down, choose PDF, click Save</p>	

Notes: Comments and questions, contact sunf@eckerd.edu