

## **CONVERT A PDF FILE TO A WORD DOCUMENT**

To convert a PDF file to a word processing document, follow these steps:

1. Right-click on the target PDF file.
2. At the menu that opens, click on **Open with.**
3. Select the Word app that you have installed on your computer.
4. When the document opens, it will have a warning banner across the top. If the original PDF file came from a safe source, you may wish to open and edit it.