

# Edit PDFs with Microsoft Word

## What

Edit PDF files using Microsoft Word.

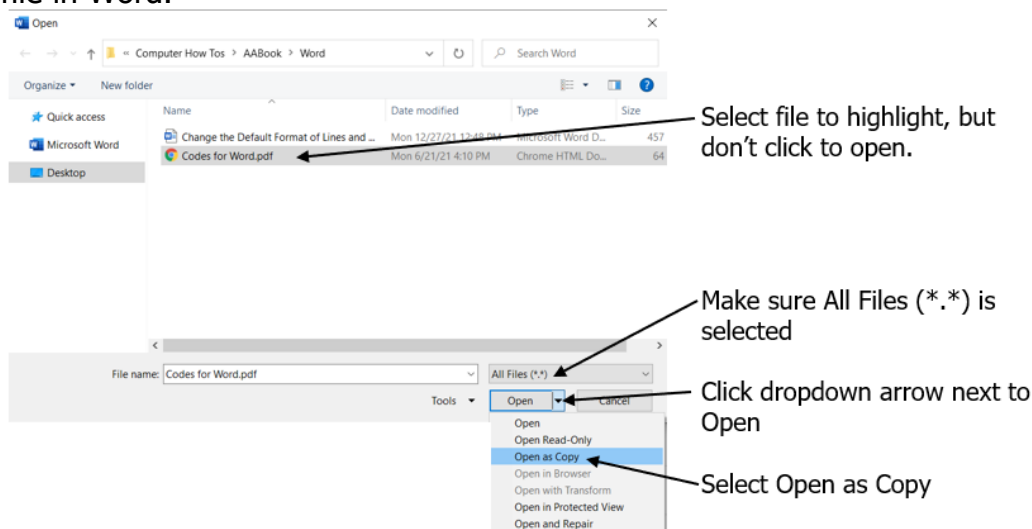
## Why

Applications that can edit PDF files are either expensive or limited in function and require learning a new app. Using Word that you already have and know how to use to edit PDF files when you need to makes the process easier.

## How

### Step 1

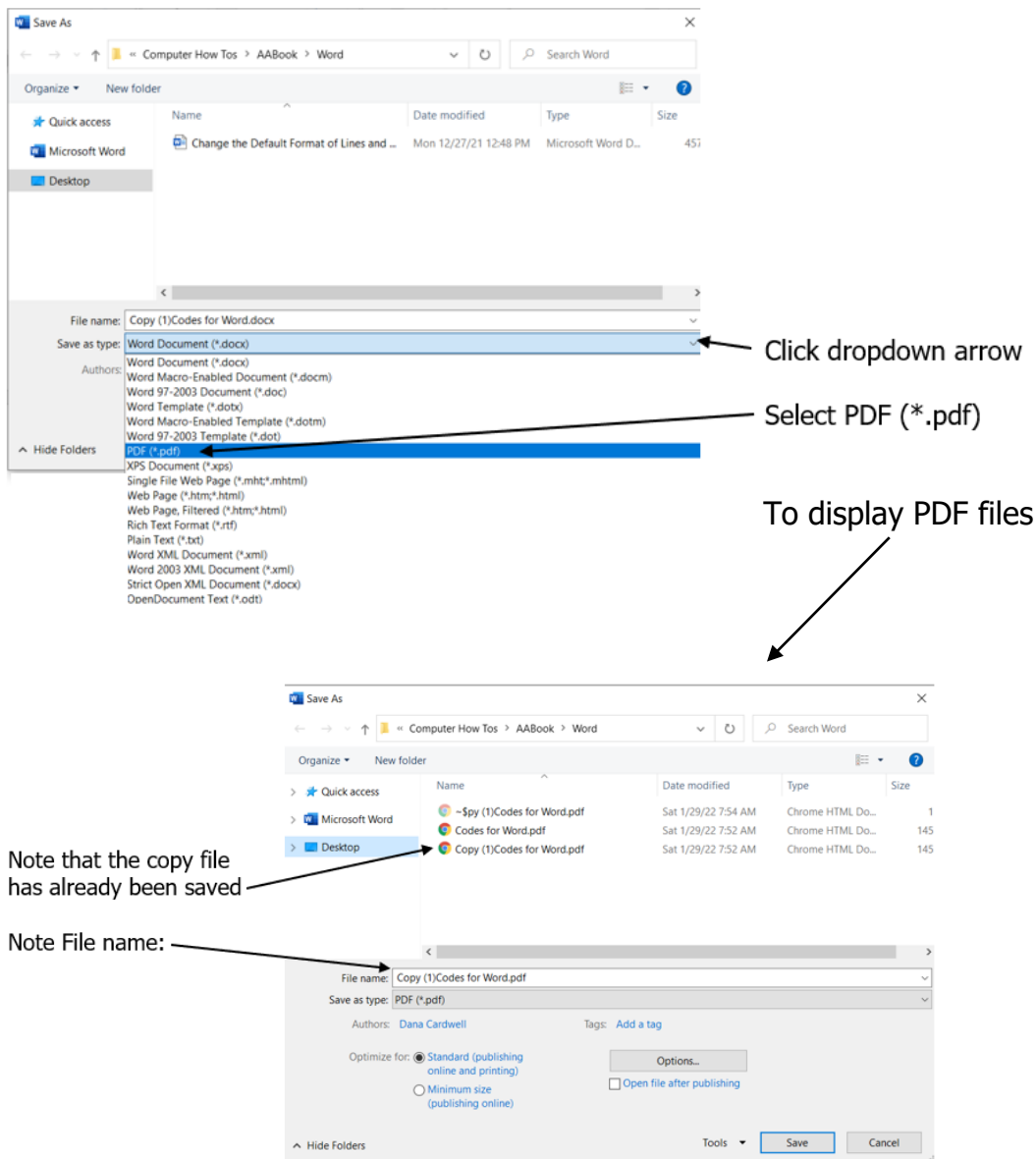
Open Word and select *File > Open*. From the Open menu select *Browse* which opens a File Explorer window to locate and select the file to open as shown below. Make sure *All Files (\*.\*)* is selected so the PDF file will display for selection. Hold the mouse pointer over name of the PDF file and right click, but do not click anything in the menu (this process selects the file without opening it). Click the dropdown arrow to the right of the *Open* box to show the options. Select *Open as Copy* which will open the PDF file in Word.



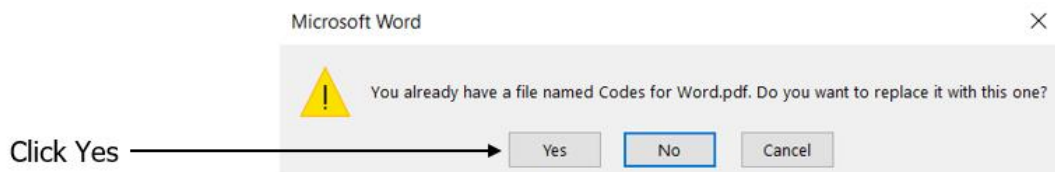
Note: If you open the PDF with the Open button which is also the default opening for clicking to open the file, Word will open the file as read only and will not let you save any edits. Opening as a copy will allow you to save your edits and you can replace the original file with the edited copy.

### Step 2

Make your edits to the PDF file. Click the *Save* icon (or *File > Save as*) to open the *Save as* window as shown below. It should open to the same folder the original PDF is stored. Click the dropdown arrow next to *Save as type:* and select PDF from the dropdown menu which will display the PDF files in that folder.



The *File name*: will automatically be *Copy(1)OriginalFileName* where *OriginalFileName* is the name of the file that this is a copy of and Word already saved the copy when the copy was opened so a *Copy(1)OriginalFileName* is already listed in the folder. Hold the mouse pointer over the name of the original PDF file which will highlight it and click. Windows will show the warning message that you already have a file by that name and if you want to replace it as shown below, which you click Yes.



Windows will replace the original PDF file with your edited version.

### Step 3

After saving the edited PDF over the original PDF the Copy will still be open in Word. Close the Copy without saving. You can keep the Copy which was saved before you made any edits or you can delete the Copy file.

## **Comments**

- Really complex PDF files with multiple graphics and interacting text may not display correctly when opened in Word. In my experience I rarely encounter these types of PDF files.