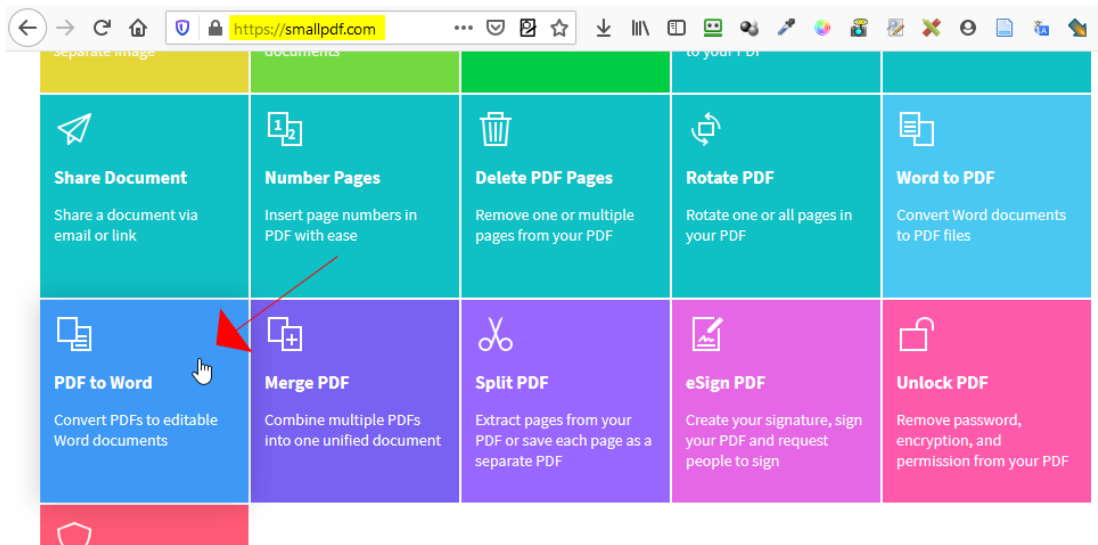# How to Convert PDFs to Word

Overview: The following document will provide step-by-step directions on how to convert a PDF file to a Word file using the online service smallpdf.com.
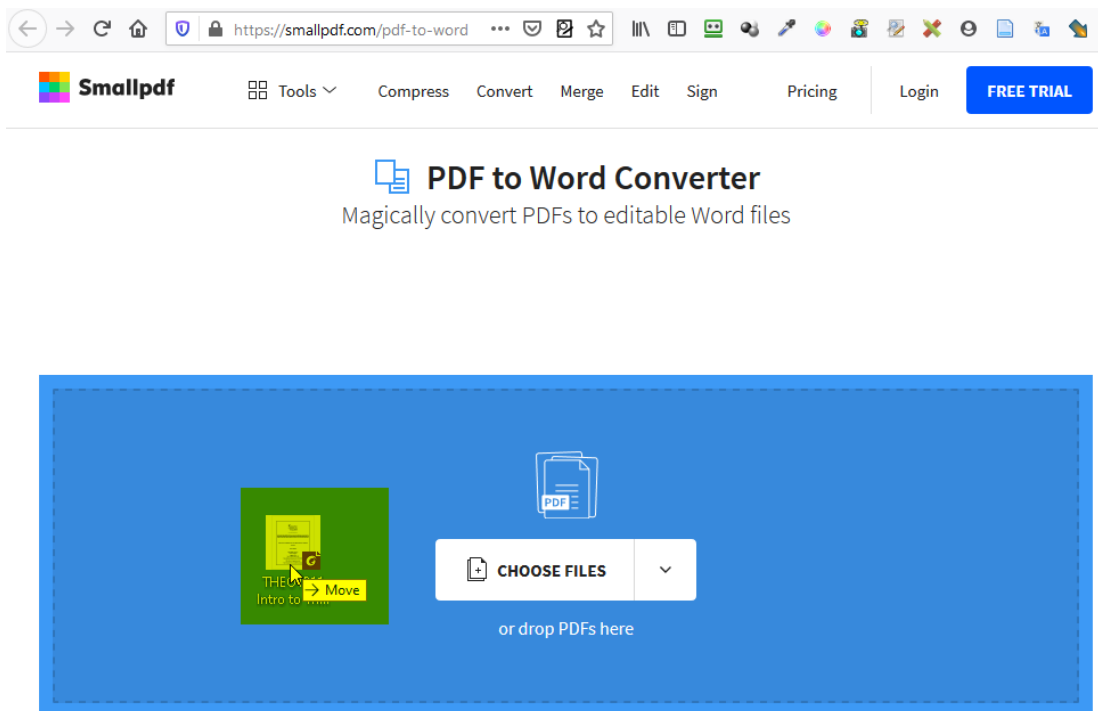
Step 1) Open a web browser and go to the following site:
https://smallpdf.com
Scroll to the *PDF to Word* section and click the tile.

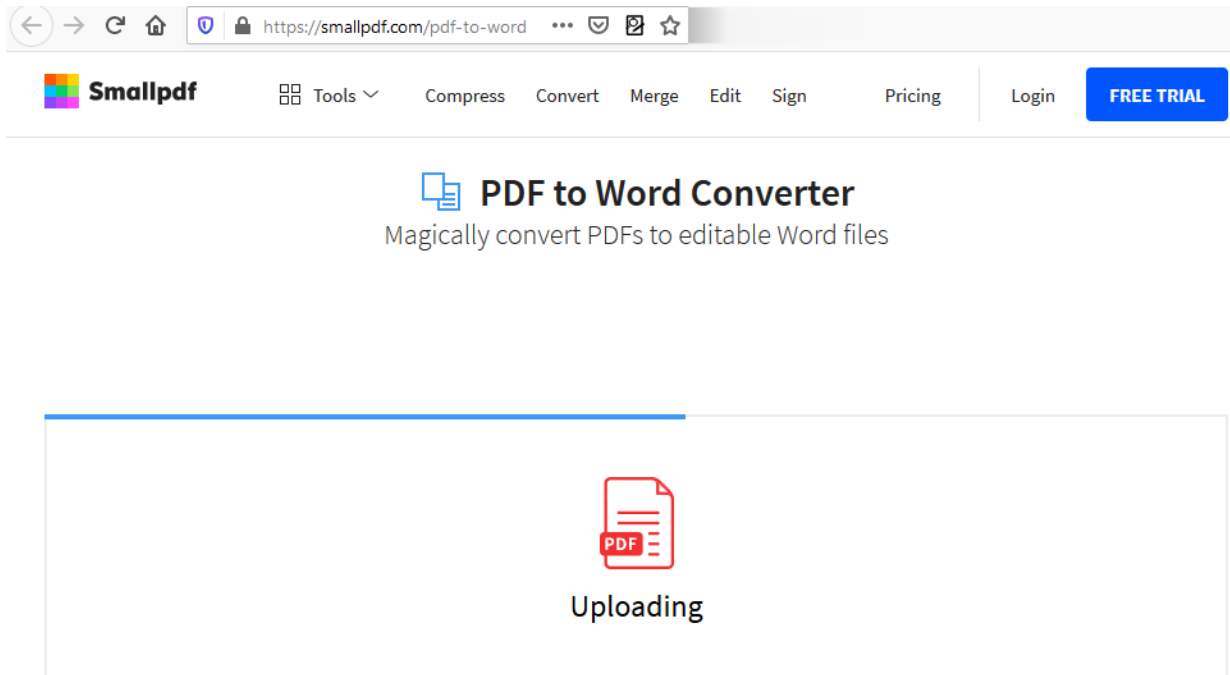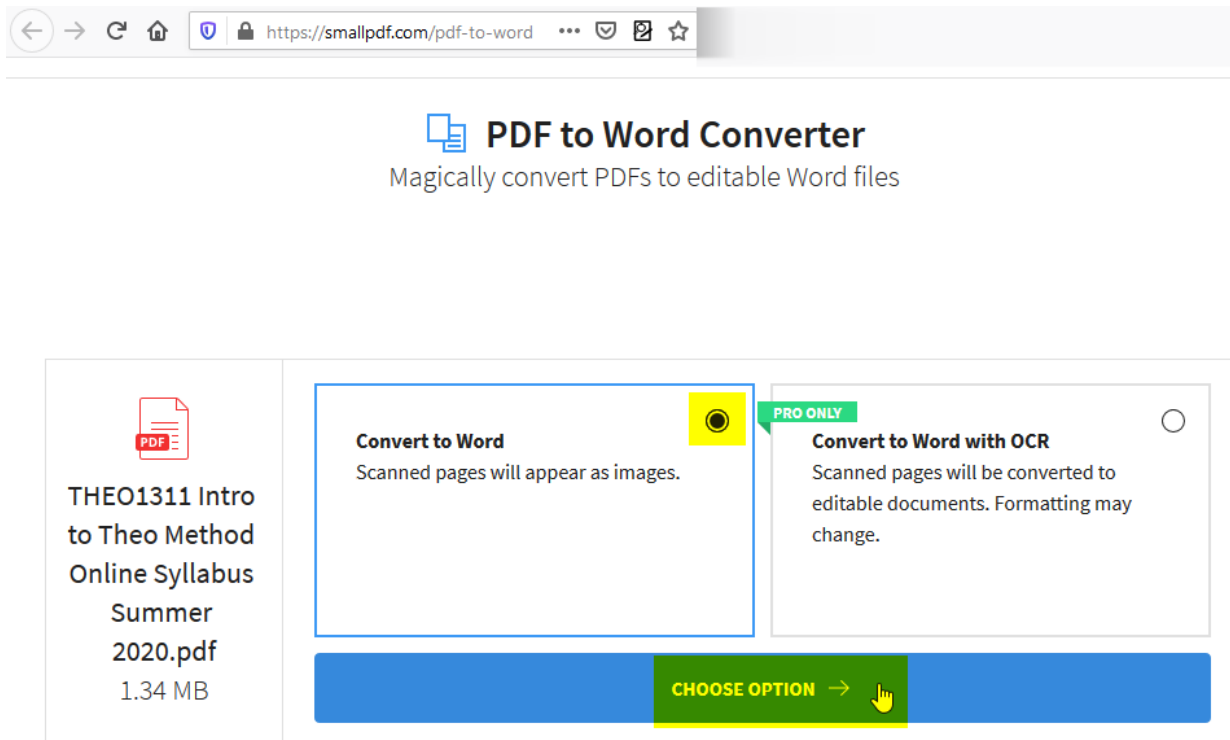**Step 2)** Drag and drop the PDF to the blue section.

Step 3)   The file will be uploaded for conversion.

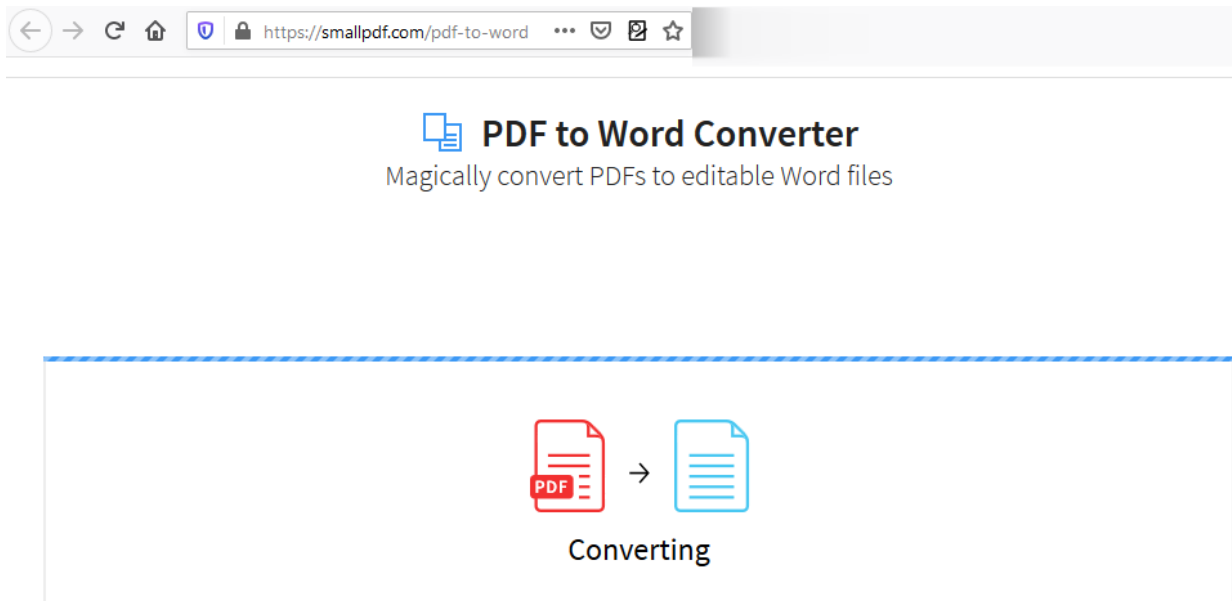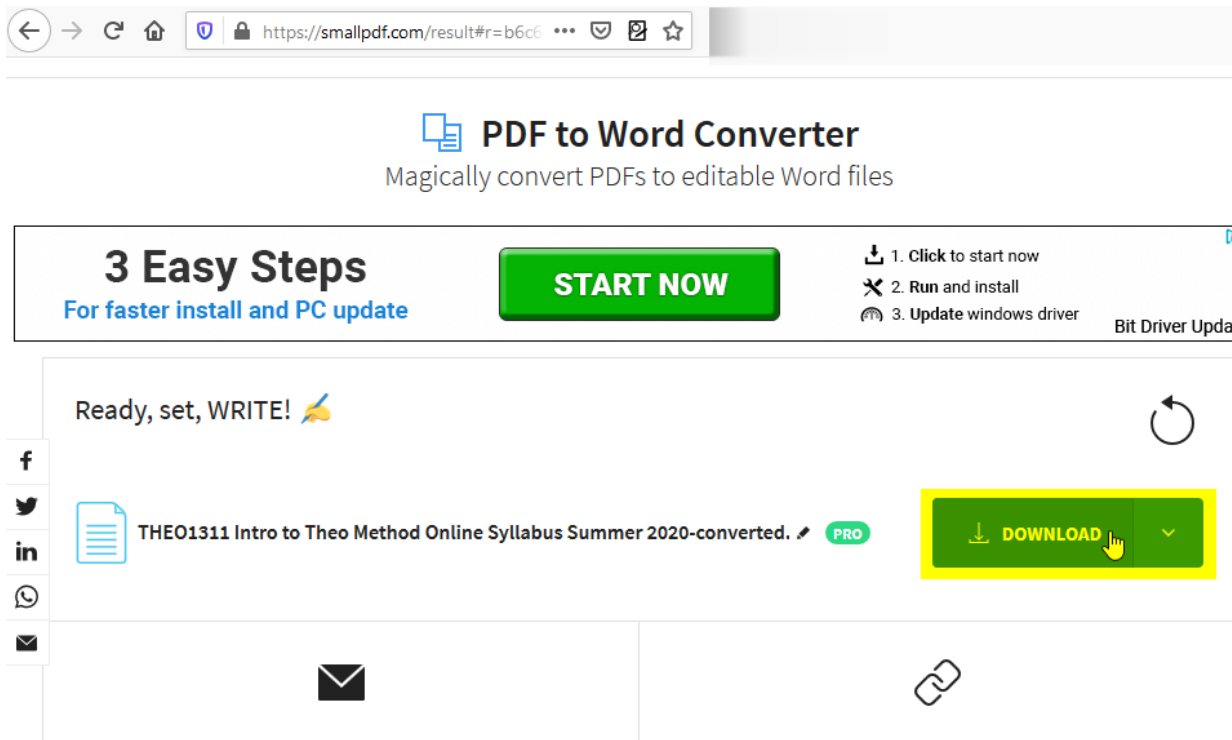**Step 4)**   Click the *Convert to Word* radio button and then click *Choose Option*.

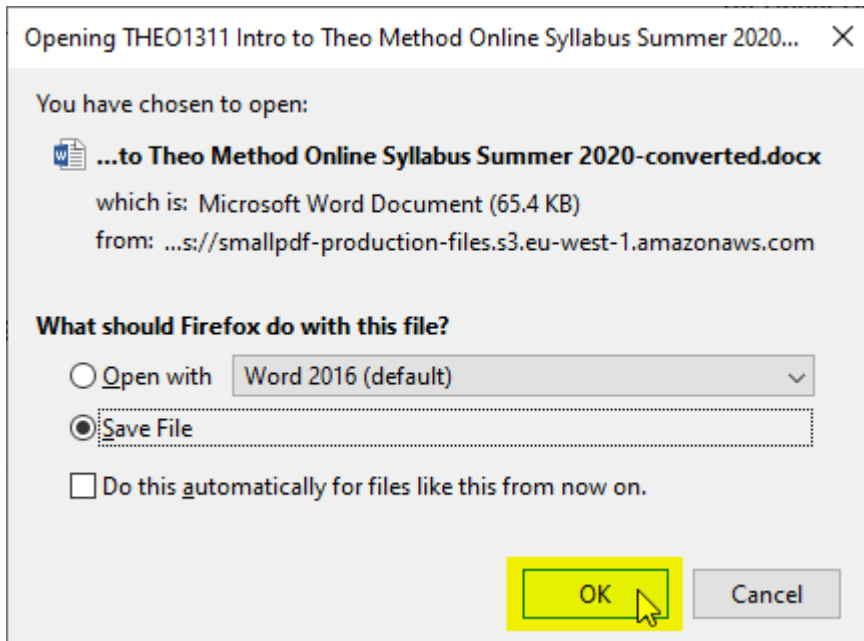**Step 5)**   The PDF will be converted to a Word document.

Step 6)   Click the *Download* button.

Step 7)   Click the *Save File* radio button then click the *OK* button.

Step 8)   Click the icon in your browser to open your *Downloads* folder. Or navigate using the computer's file manager to your *Downloads* folder. The Word file will be ready for you to edit and use.