

HOW TO CONVERT A PDF INTO A WORD DOCUMENT:

You may want to make changes to a document YE has provided to make it more appropriate or useful for your classroom and/or students. How you do this will depend on what computer and programs you have on your computer. Below are options you can try.

OPTION 1:

- > Save the document to your desktop/computer.
- > Right click on the document name or icon. Hover over "Open with". Click on "Word".

OPTION 2:

- > Save the document to your desktop/computer.
- > Open Word. Click "Open Other Documents". Click "Browse". Select the document from your desktop/computer.
- > When the PDF opens in Word the format may be a little different than it was originally. You may have to adjust that when you make your content changes.