

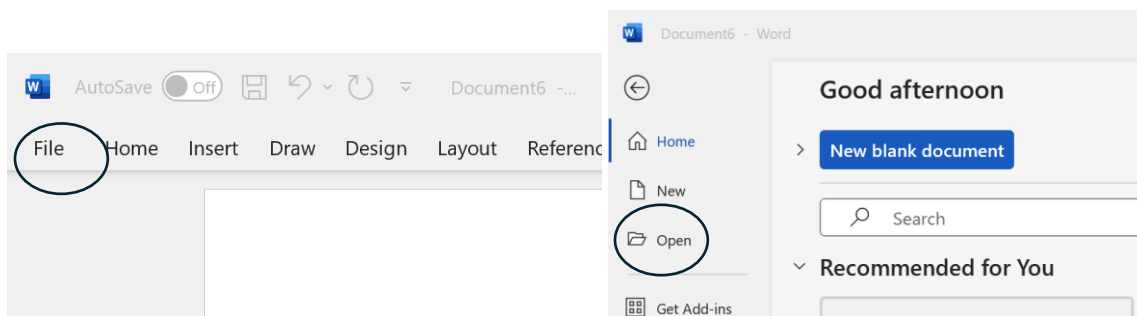
Note: If images are too small, please use zoom function at bottom right hand side of screen to increase document size.

### Document Accessibility:

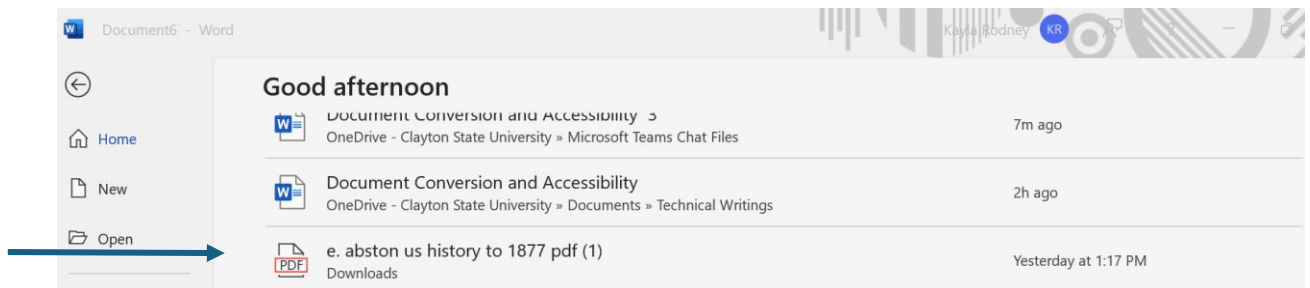
If you are converting a document for accessibility purposes, please see the guidelines and best practices for creating accessible and searchable documents for your students provided [here](#) by WebAIM. It is ideal to make sure all documents you create for your courses are accessible.

### Converting a PDF Into a Word Document:

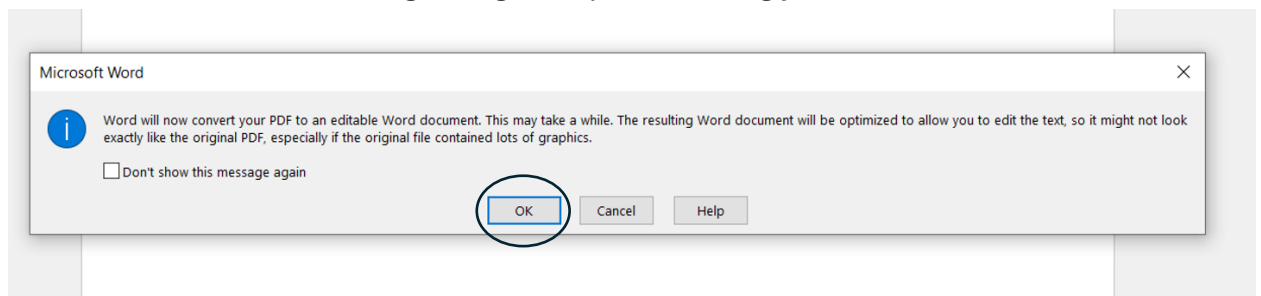
1. Open a blank Word document.
2. From your blank document, click “File” then “Open” on the Word document.



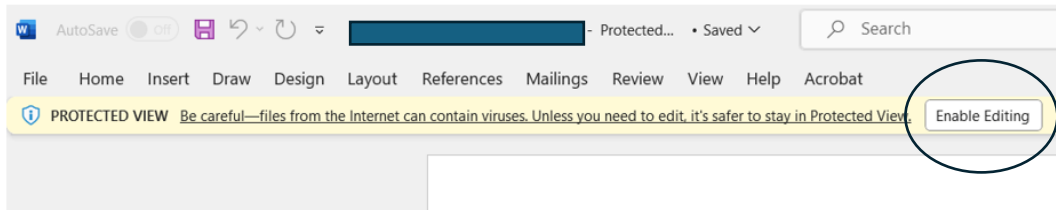
3. From this screen, select the PDF you would like to convert into a word document.



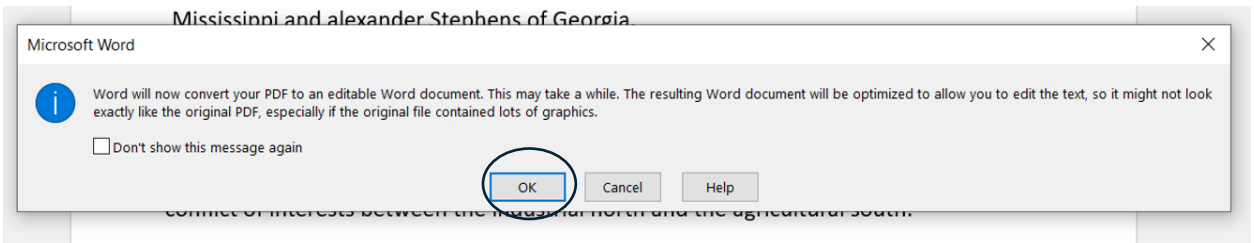
4. You will then see the following dialog box upon selecting your PDF. Press “Ok”:



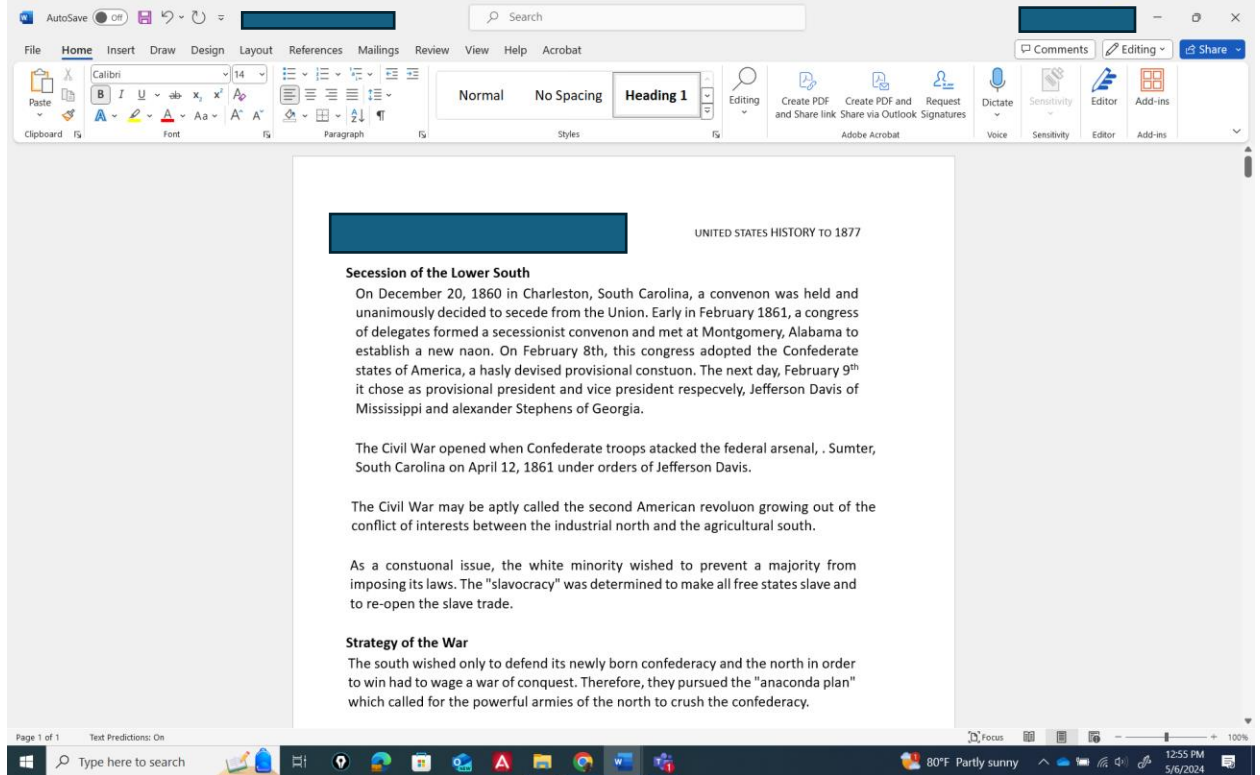
5. Your new word document will open in “Protected View”. To have full access to your new document, you will need to enable editing. Select “Enable Editing” from the middle of the yellow bar seen at the top of the document:



6. Another dialog box will pop up saying, “Word will now convert your PDF into an editable word document.” Press “Ok”:



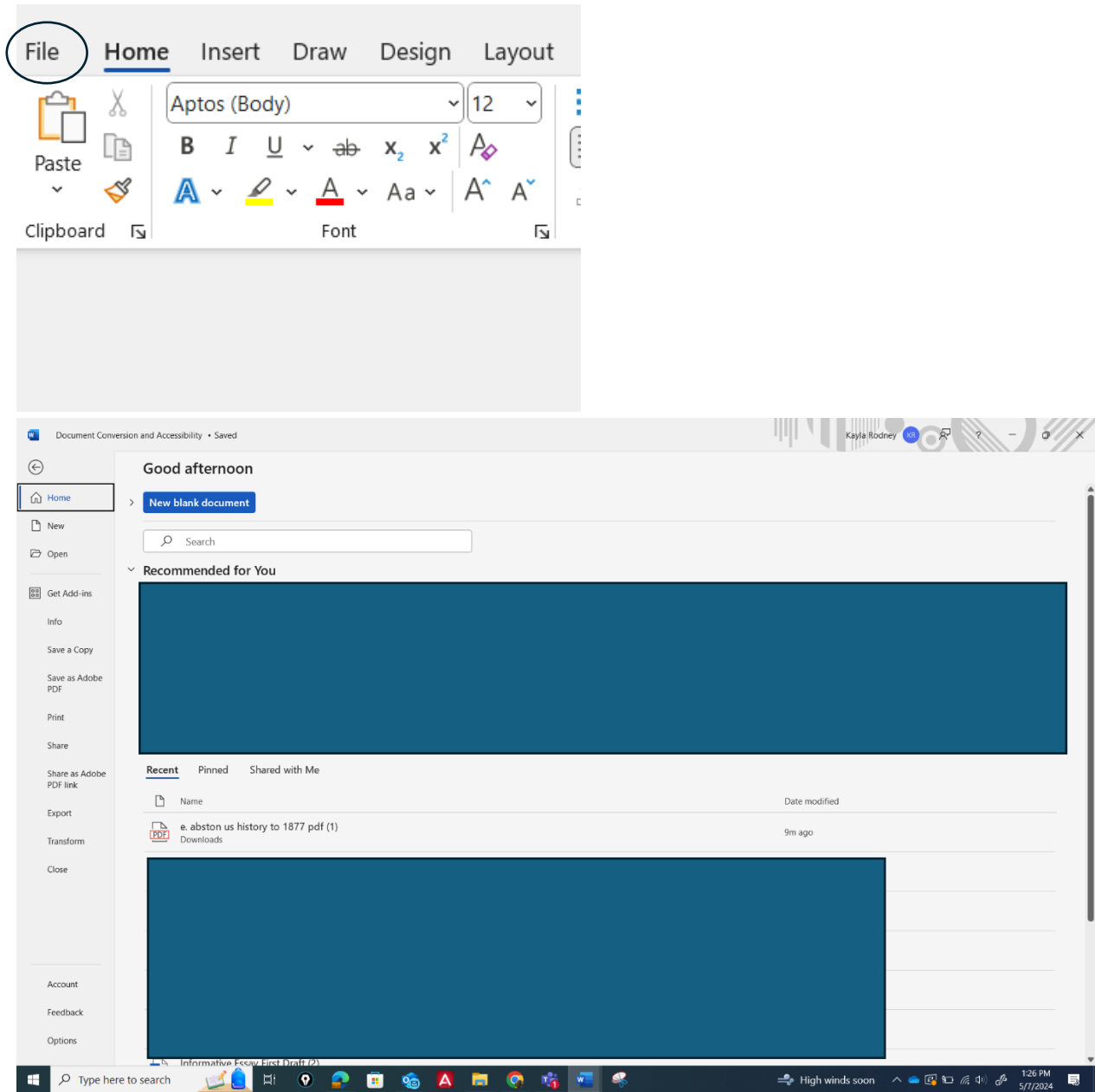
7. After pressing “Ok” in the previous step, you should now be able to edit your new word document:



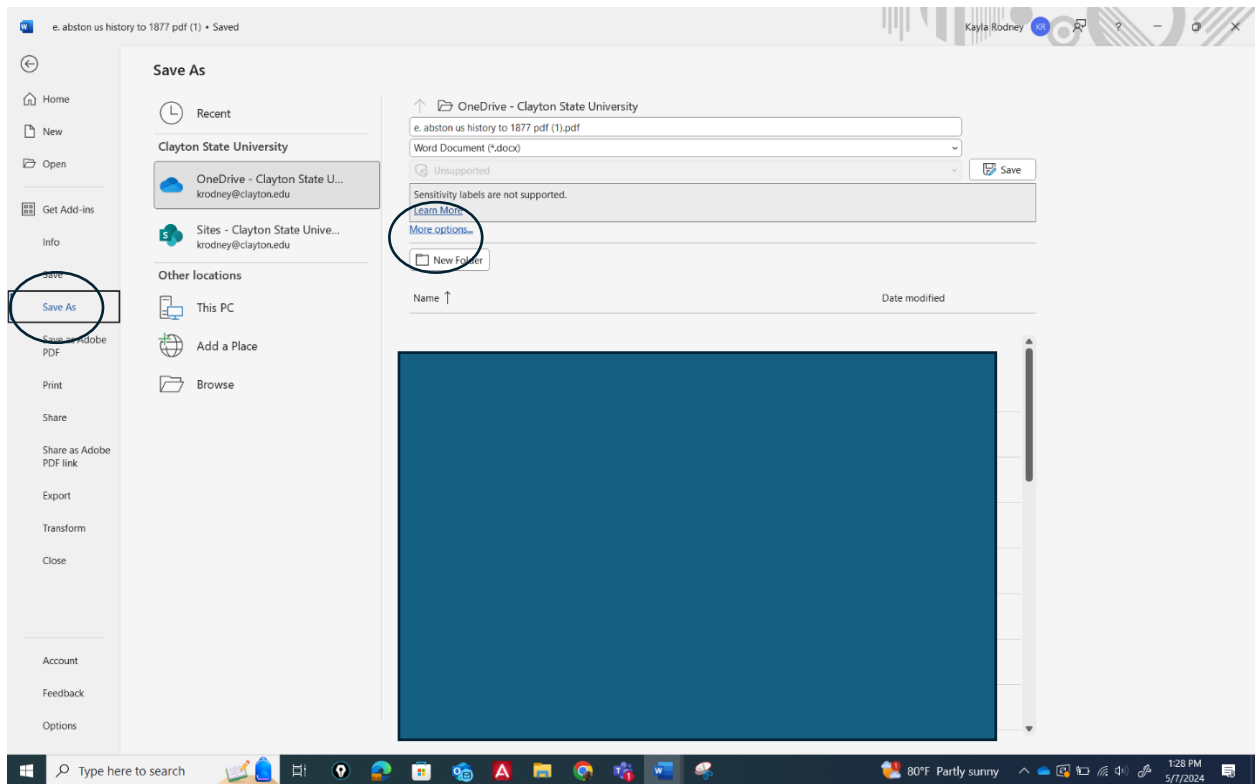
If this is all you were looking to do, you can stop at this step.

Saving a Word Document as a PDF:

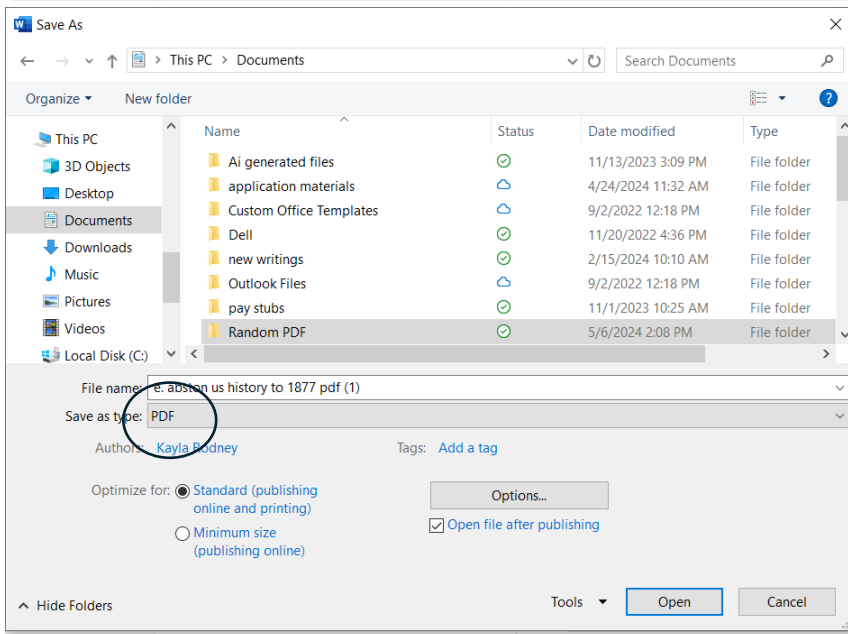
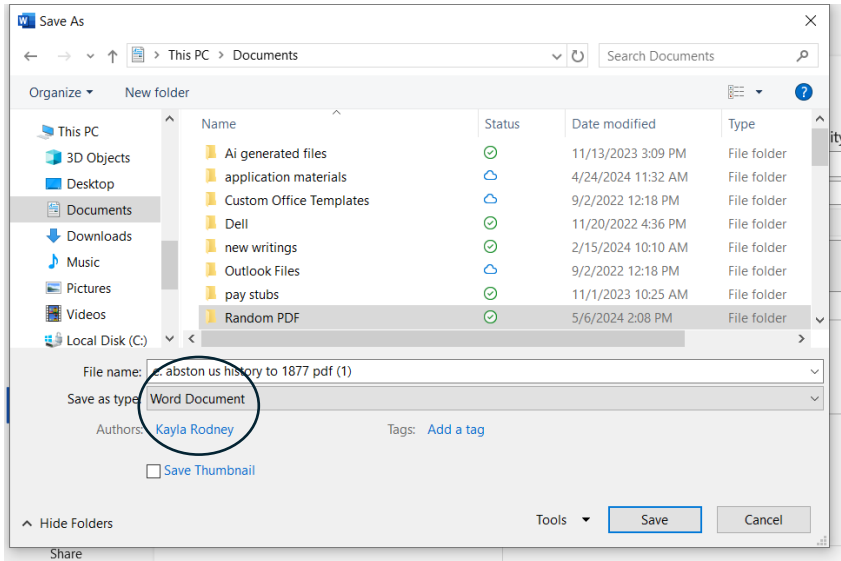
1. To save a Word document as a PDF, you will first click on the “File” button which will bring you to the following screen:



2. You will then press “Save As” which will bring you to the below screen. On this screen, select “More Options”:



3. Upon selecting “More Options” the following window will open on the screen prompting you to determine where and how to save your document. Where it says, “Save as type” click the down arrow and change the file type to “PDF”. Press “Save”:



4. You should now be able to find your PDF document in the chosen file location:

