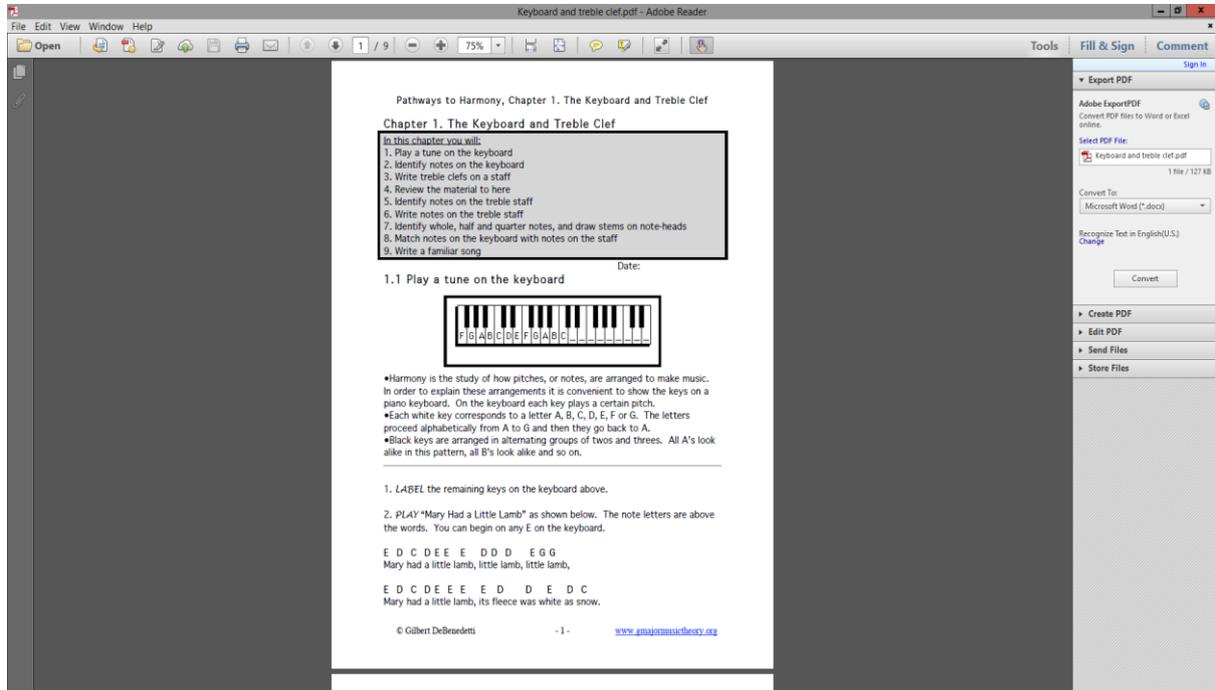ICT Support Guides: How to…
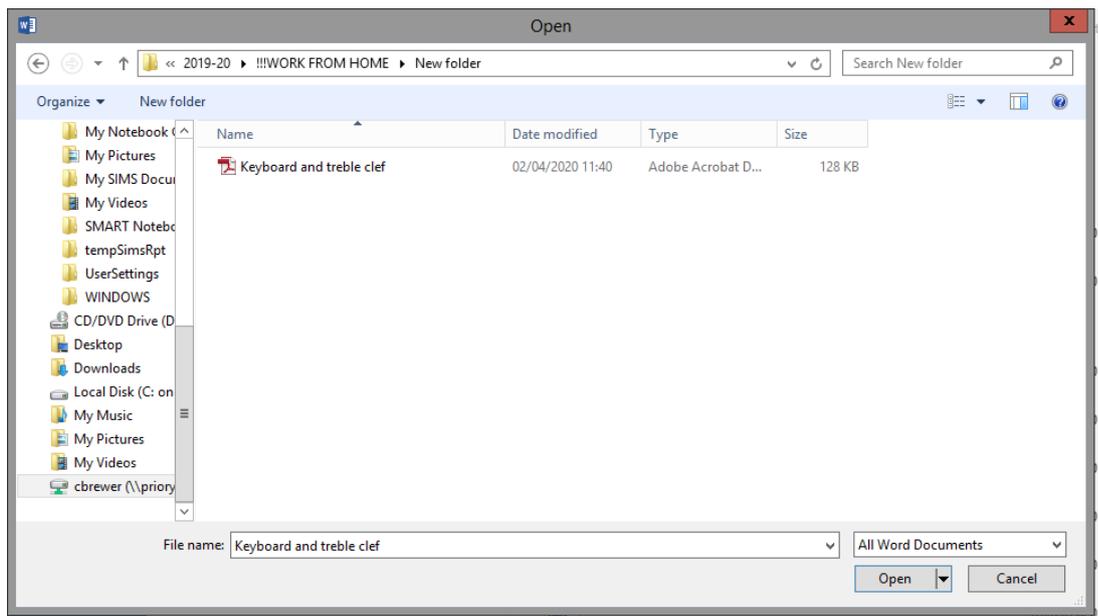
How to edit an existing pdf document in Word

Problem…
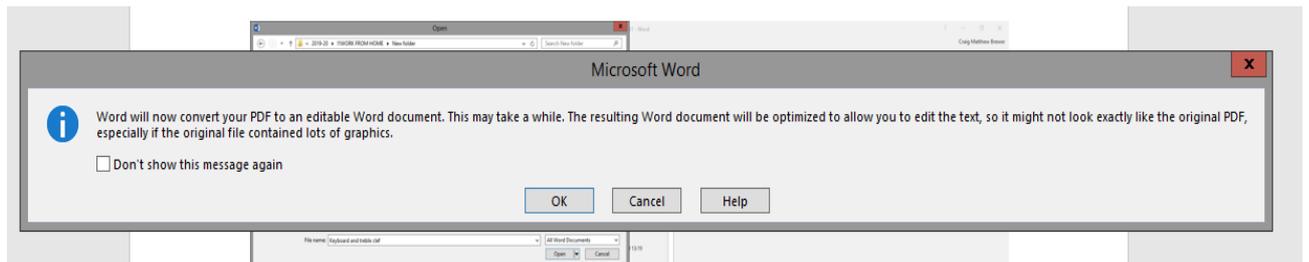

You download a pdf document from Sharepoint & then you can't seem to type on it
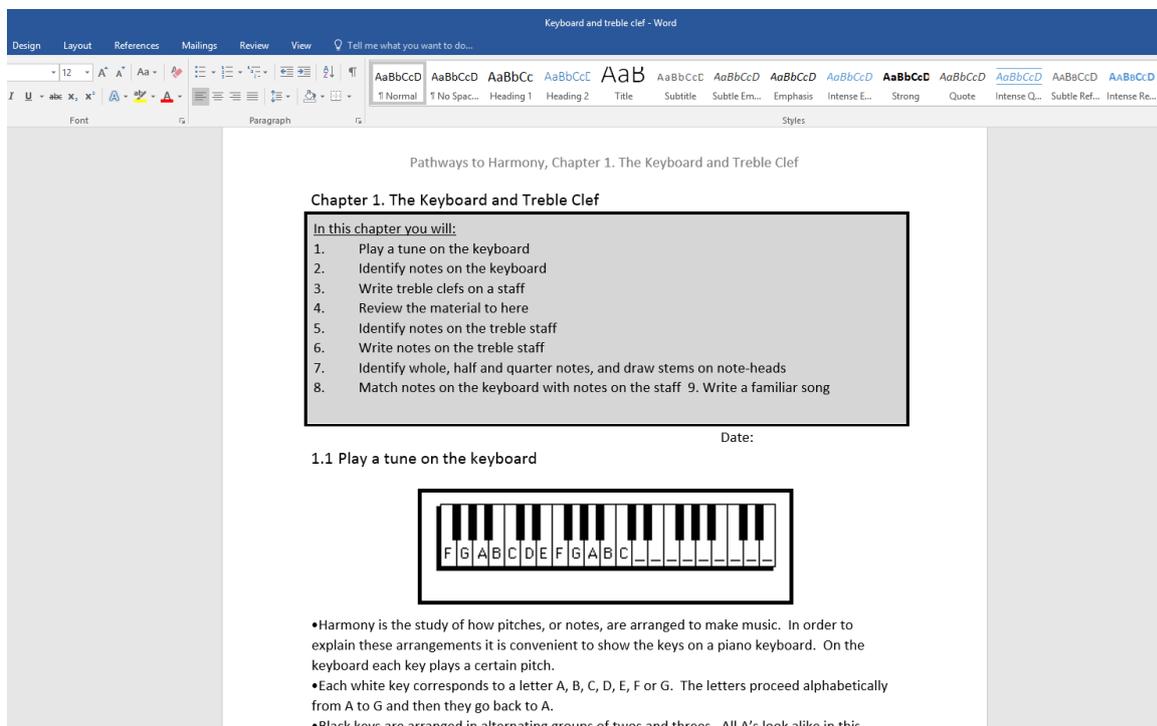
Solution…

Open Word and locate the pdf file you want to open and edit / type on

You will see a pop-up message, saying that 'Word will now convert the pdf to an editable word document…'

Click OK

You can now type onto this word document, save it and share your completed work with your teacher.

Good luck

Mr Brewer