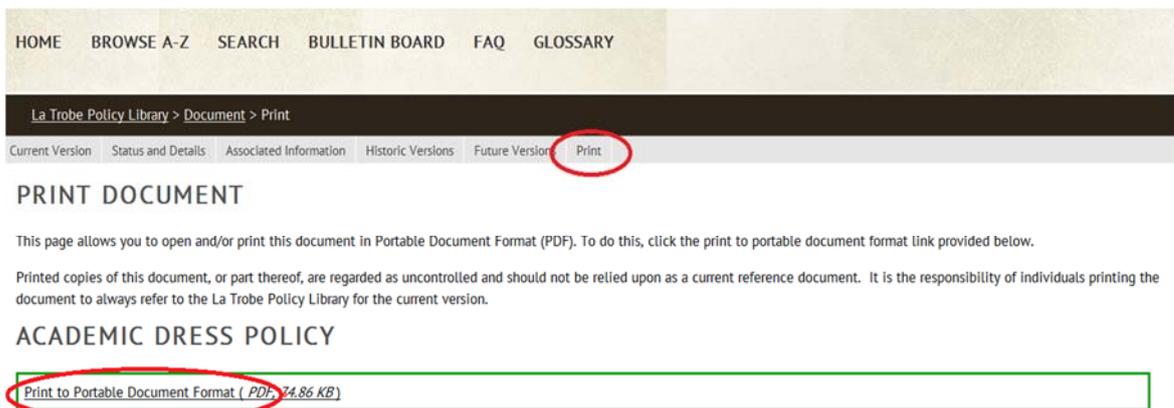


How to convert a PDF file to Word (for PC users)

1. Go to Policies website - <http://www.latrobe.edu.au/policies>
2. Open a Document from the tab A-Z
3. Select the Policy document you require
4. Once Document is opened, select the **PRINT** tab (refer to image below – circle in **RED**)
5. On the Print Document menu, select the *Print to Portable Document Format* (refer to image below – circle in **RED**)
6. Open the Document



HOME BROWSE A-Z SEARCH BULLETIN BOARD FAQ GLOSSARY

La Trobe Policy Library > Document > Print

Current Version Status and Details Associated Information Historic Versions Future Versions **Print**

PRINT DOCUMENT

This page allows you to open and/or print this document in Portable Document Format (PDF). To do this, click the print to portable document format link provided below.

Printed copies of this document, or part thereof, are regarded as uncontrolled and should not be relied upon as a current reference document. It is the responsibility of individuals printing the document to always refer to the La Trobe Policy Library for the current version.

ACADEMIC DRESS POLICY

Print to Portable Document Format (PDF: 74.86 KB)

7. Once the PDF Document is opened, save the PDF to your Desktop

Note: i) If you have Acrobat Pro installed, click the Save icon on the toolbar
ii) If you only have Acrobat Reader, click File – Save As

8. Right click the PDF document you saved on your Desktop and select “Open With Word”

Note: A Message will appear as follows

Word will now convert your PDF to an editable Word document ..

9. Press OK. Your document will now open up in Word
10. Ensure “Track Changes” is turned on before making any changes
To do that, go to REVIEW tab and select Track Changes
11. Name the Word file and save it in a desired location.