GSD. Word – How to Convert a PDF file into a Word document

General Information:

Possible symptoms/errors:

How to Convert a PDF file into a Word document

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

PDF file is not meant to be converted back to text format which is why it is not normally supported except for limited functionality. To work around this issue, user can open a PDF file from a Word document. To edit a PDF, simply open it in Word. This article shows a guide on how it is possible to open and edit a PDF file in Microsoft Word.

Note: The converted document might not have a perfect page-to-page correspondence with the original file.

Details:

1. Advise the user to open Word then go to File and select Open.

2. Ask them to find the PDF and open it (user might have to select Browse and find and select the PDF in a folder).

3. Word tells the user that it is going to make a copy of the PDF and convert its contents into a format that Word can display. The original PDF won't be changed at all. Ask the user to select OK.

4. Selected PDF file now opens in Word.

Note: The converted document might not have a perfect page-to-page correspondence with the original. For example, lines and pages may break at different locations.

5. If this article did not resolve the issue, send an e-mail from ServiceNow ticket to One365Support@freseniusmedicalcare.com.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A