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How to change a pdf to a word document on windows 10

1 Open Office Lens. Tap the Office Lens app icon, which resembles a red and white app with a camera iris and the letter "L" in the center of the icon. 2 Allow Office Lens access to your phone. If this is your first time opening Office Lens, tap Allow or OK when prompted to allow Office Lens to access your phone's files. 3 Tap DOCUMENT. It's a tab at the bottom of the screen. 4 Point your phone's camera at a document. Position the document that you want to scan inside the camera's view. Make sure your document is well lit so the camera can pick up as much detail as possible. 5 Tap the "Capture" button. It's a red circle at the bottom of the screen. This will take a photo of the document's page. 6 Tap . It's in the bottom-right corner of the screen. You can scan more pages by tapping the camera with the plus icon at the bottom of the screen. 7 Tap Word. You'll find this option in the "SAVE TO" section of the "Export To" page. On Android, tap the box next to Word and then tap SAVE at the bottom of the screen. 8 Sign into your Microsoft account. If you haven't already, enter your Microsoft account email address and password. Once signed in, your Word document will be uploaded to your OneDrive account. This must be the account that you use to log into Microsoft Word as well. 9 Open Word on your computer. It's the blue app with a white document and the letter "W" in the icon. 10 Click Open Other Documents. It's on the left side of the window below the "Recent" section. On Mac, simply click the folder icon that says Open on the left-hand side of the window. 11 Click OneDrive - Personal. It's at the top of the window. This will open your OneDrive folder. If you don't see the OneDrive option, click + Add a Place, then click OneDrive and sign in with your Microsoft account. 12 Go to the Office Lens folder. Click on the "Documents" folder, then click the "Office Lens" folder. This is on the right pane of the window. 13 Double-click your Word document. This opens the Word document you scanned using Office Lens in Microsoft Word. Many times we may have an image (JPG format) with us, and we wish it could be edited. It could be an important document that you may want to edit and share it with someone. It could be for work purpose, for educational purpose, or for printing purpose. However, when you try editing the JPG image it will not be possible, because it does not come with that option. But, why would you create the same document all over again for some minor changes? To save your time, you can use MS Word to convert the JPG file to an editable format. Yes, that's possible. So, now, you don't have to look for free software to convert images to Word. You can do it within the Word document. Let's see how. Solution: Using MS Word Step 1: Copy the image which you want to convert to paste it on a blank Word file. For instance, we have saved the image on our Desktop. We right-clicked on it and clicked on Copy. Step 2: Open a blank MS Word document. Then on the blank Word document, press Ctrl + V keys together on the keyboard to paste the image. Now, click on the File tab on the upper left. Step 3: In the next window, click on Save As from the menu on the left. Now, on the right side of the pane, click on Browse. Step 4: This will open the This PC window, where you can select the location to save the converted document. For instance, we selected Desktop to save the converted document. Now, name the file as per your choice. For instance, we named it as Convert to pdf. Select Save as type field as PDF and click on the Save button. You can name it anything. Step 5: Now, in the same word document, go to the File tab again, select Open and then click on Browser. Step 6: In the File Explorer window that opens, click on the location shortcut on the left side, where you have saved the PDF document. On the right side of the pane, select the PDF document and click on the Open button. Step 7: A prompt will appear stating that your PDF will now be converted to an editable Word document. Press OK. Step 8: Now, wait for sometime till it converts the PDF to editable Word document. You can easily edit the document now and also compare the image and the document alongside. That's all. You are done converting the image to the editable Word document. You can freely edit now. I find passion in writing Tech articles around Windows PC and softwares How to convert a PDF to Word online How to convert a PDF to Word online Follow these easy steps to turn a PDF into a Microsoft Word document: Click the Select a file button above, or drag and drop a PDF into the drop zone. Select the PDF you want to convert to the DOCX file format. Watch Acrobat automatically convert the file. Sign in to download or share your converted document. It would be beneficial to rename a document when you manage a large amount of Word documents, and especially when you rename logically and simply, those word documents are good to identify, edit and organize. This tutorial will introduce ways to rename documents for you. Rename Word document by right click after saving Rename Word document by Save As Rename Word documents by Office Tab Rename Word document by right click after saving Read more Free download Go to the folder you save the document to right click on the document and select Rename in the Menu context. See screenshot: Rename Word document by Save As Kutools for Word, a handy add-in, includes groups of tools to ease your work and enhance your ability of processing word document. Free Trial for 45 days! Get It Now! Step 1. Click in Word 2007 or in Word 2010/2013, and select Save As. Step 2. Choose the folder you want to save to and rename it on the File name text box, click Save button. See screenshot: Note: 1. Select the type you need from Save as type drop-down list. 2. It will rebuild a new document after renaming the document. Rename Word documents by Office Tab. If you install Office Tab in your computer, it will be easy and quick to rename documents by right click on the document tab. See screenshot: Use Tabbed Document Interface in Office 2003/2007/2010/2013/2016/2019. Using tabs in Word, Excel, PowerPoint, Publisher, Access, Project and Visio; Easy to switch back and forth between files in Microsoft Office 2003/2007/2010/2013/2016/2019; Compatible with Windows XP, Windows Vista, Windows 7 / 8 / 10, Windows Server 2003 and 2008, Citrix System and Windows Terminal (Remote Desktop) Server; Free trial without feature limitation in 30 days! READ MORE | FREE DOWNLOAD | BUY NOW There are times when you need to create a form where others can fill out. It is important to mention that creating just a form can be easy, but the main challenge comes with creating a fillable Word document. Knowing how to make a Word document fillable, you need to read up the steps required before you start the process. Fortunately, everything you need to know on how to create a fillable PDF in Word is right here. How to Make a Word Document Fillable In order to make a Word document fillable, you are likely going to start with a template and then add content control. Content-control encompasses a lot of areas like drop-down lists, text boxes, checkboxes, and even databases. The following is a summary of the steps involved. Step 1: Show Developer tab. To do this, click on "File" tab > "Options" > "Customize Ribbon". Then under the "Customize Ribbon", select the "Developer" checkbox and click "OK". Step 2: Open a Word document and you will be able to make the Word document fillable. Go to the "Developer" tab and then "Design Mode", and you can then insert the controls that you want. It could be a text control where users will be able to enter texts, insert a combo or drop-down list, a date picker, or a checkbox. Step 3: Set or change "Properties" to "Content Control Properties". Here, you can add title, tag, or change the color. Step 4: You can add protection to the form by using the "Restrict Editing". Open form then click "Home" > "Select" > "Select All". Then click on "Developer" > "Restrict Editing". With these steps above, you have succeeded in making a fillable word document. If you want to test what you have done before distributing it. You can open the form and have it filled out like the user will do and see if it actually works. You can save it in the end. How to Create a Form in PDF Documents PDFelement boasts of topnotch features like editing as easy as it is in word, converting to and from PDF formats, annotating PDFs, digital signature application, redaction, merge and split, and many more. It is a complete PDF solution that provides all the capabilities that you need for your PDF handling. Step 1. Open PDF document First, open the form document in PDFelement but you have to use the "Open File" button to upload it to the program. Step 2. Create a Fillable Form Go to the "Form" tab, there are several tools help you create a fillable PDF form you want, such as "Add text field," "Add check box," "Add radio button," or "Add combo box," etc. Step 3. Edit the created fillable PDF File After adding PDF form fields, click the "Preview" switch icon on the top right and you can fill in the fillable form. Step 4. Save the PDF file Once done, click the "Save" to save the file or tap on "File" > "Share" > "Wondershare Cloud" to share this file to Wondershare Document Cloud, allowing you to access and download the document at any device. Advantages of PDF Format We have seen how to make a word document fillable but you may also decide to make your PDF document fillable instead of word. For this reason, it is important to know how it can be done in PDF. For the avoidance of doubt, it is important to state here that PDF is the most popular file format for anyone sharing documents online. It is used by businesses, corporate organizations, government officials, and even individuals. The advantages of PDF document format are over all other file formats cannot be overemphasized. In the first instance, a lot of people look to use PDF for the very fact that it is the most secure file format. By security, we mean that PDF cannot be easily compromised. This is because there are a lot of options that tend to guarantee the security of PDF. For instance, you can prevent unauthorized use or access to a PDF file. You can do this by putting a password that will lock it out from being accessed unless the person to access it has a password to open it. PDFs can only be edited through the use of PDF editors. PDFelement is one of such editors that can help take total control of your PDF. PDFelement with respect to its price and features is the perfect alternative to Adobe. This is why many professionals, businesses, and individuals are now patronizing PDFelement. It is easy to use software with a user-friendly interface and does not require that the user is technically inclined. Free Download or Buy PDFelement right now! Buy PDFelement right now! Buy PDFelement right now! Buy PDFelement right now! Usually, Windows 10 sets a program to open one type of file. However, a file can always be opened by more than one program. You may want to use another program to open a file. Do you know how to change what program opens a file on Windows 10 (that is how to change file associations on Windows 10)? This post from MiniTool Software will show you a guide. File association is a computing term. It always associates a file with an application capable of opening that file. Usually, a file association associates a class of files, which are usually determined by their filename extension like .txt, with a corresponding application like a text editor. That is, a file will be opened using the default or your specified program and it is determined by the file's extension. For example, if a .jpg file is set to be opened with Paint, all .jpg files will associate with Paint. If you want to open the file using another program, you need to change Windows 10 file associations on Windows 10. Here comes the main point of this post: how to change what program opens a file Windows 10? It is not a difficult job. We will tell you how to associate files on Windows 10 in the following contents. Read also: How to Show File Extensions in Windows 10? Change One File Type How to change file associations on Windows 10 for only one file type? You can follow this simple guide: 1. Right-click on a file of the type you want to change its file association and then go to Open with > another app > More apps. Tip: If you can't find the app you want to associate files, you can click Look for another app on this PC to find more options. 2. Select the app you want to associate with the file type. 3. Click OK to save the change. Next time, when you open that type of file, it will be opened with the newly specified app. Change All or Any Types If you want to change all or any types of file associations on Windows 10, you need to make some changes in Settings like this: 1. Click Start. 2. Go to Settings > Apps > Default apps. 3. Scroll down and click Choose default applications by file type. 4. Find the file extension that you want to change its default application and then click Choose a default. If there is a default application, you can just click the app to continue. 5. Select the application you want to use from the pop-out interface. If you find your needed application, you can click Look for an app in the Microsoft Store to get your needed one. Next time, Windows will use your specified applications to open different types of files. How to Change File Associations on Windows 8.1/8/7? Some of you are still using Windows 8.1/8/7, the way to change file associations is different: Open Control Panel. If you are using Windows 8/8.1, you can press Win+X to directly open it. If you are using Windows 7, you can access it through the Start > Go to Programs > Default Programs > Associate a file type or protocol with a program. After entering the Set Associations tool, you can scroll down and select the file extension you want to change the default program for. Click Change program that is on the top right side of the table. Select the program you want to use to open that type of file. Here, you can click Other Programs to see more options. Click OK to save the change. Bottom Line How to change what program opens a file on Windows 10? After reading this post, you can get what you want to know. Should you have any related issues, you can let us know in the comment. Stella Follow us Position: Columnist Stella has been working in MiniTool Software as an English Editor for more than 4 years. Her articles mainly cover the fields of data recovery including storage media data recovery and phone data recovery, YouTube videos download, partition management, and video conversions.

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