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By Jose Leiva Microsoft Word is a word processing program that is sold with Microsoft Office. Portable document format (PDF) is a universal type of file that can be read universally across every computer platform. Adding a PDF file to a Word file is a simple task that inserts the PDF file into your document as an image. This is a particularly handy feature when building reports that involve PDF files. Open Microsoft Word by clicking "Start," "All Programs," "Microsoft Office," "Microsoft Office," "Microsoft Word." Click the "Insert" tab at the top-left of the screen, between the "Home" and "Page Layout" tabs. Click "Object" on the top-right of the screen, within the "Text" section and below the "Date & Time" option. Click on the "Create from File" tab within the window that pops-up. Click "Browse" and browse through the files in your computer until you find the PDF that you want to add to your Word document. Select the desired file and click "Open." Click "OK" and the PDF file will be added to your Word document. (Image credit: Shutterstock) When you need to make changes to important documents, it pays to know how to convert a PDF to Word. PDFs aren't fully editable, but by converting one into a Word document, you can make all the amendments you want. There are plenty of software suites that can convert a PDF to Word, including some very advanced optical character recognition (OCR) applications. However, these usually require either an expensive one-off fee or a rolling subscription. In this guide, we'll show you how to turn PDFs into Word documents for free. Word can actually convert PDFs itself: in Windows 10, you just need to right-click the PDF file in Explorer, click "Open with" and select Word. However, this will likely produce very rough results, often with out-of-place text and missing images or backgrounds. Word also can't convert large PDFs with a lot of pages. Ideally, then, you should use a third-party conversion tool. We recommend iLovePDF (opens in new tab): it works entirely within your chosen browser, and while the free version can't make all visible text editable (if the text is part of an image, for example) the bulk of text will be. It also produces DOCX files that more closely resemble the original PDFs than Word's built-in conversion feature. Read on to find out how to convert a PDF to Word easily and for free. 1. Go to iLovePDF (opens in new tab) in your browser and click the "PDF to Word" section. (Image credit: Future) 2. Click "Select PDF files" then find the file you want to convert. Click it, then click "Open." (Image credit: Future) 3. You'll see a preview of your PDF file in the center with two conversion options on the right. Unless you've signed up for iLovePDF Premium, leave the "No OCR" option selected and click "Convert to Word." (Image credit: Future) 4. Wait a few moments while your PDF is converted into DOCX. 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