

# Convert PDF files to Word and other formats with Adobe<sup>®</sup> Acrobat<sup>®</sup> XI

Export PDF files into fully editable Word, Excel, PowerPoint, or HTML documents.

## Convert a PDF file to Word

- In Acrobat, select File > Save As Other > Microsoft Word > Word Document. You can also click the Tools pane in the top right, open the Content Editing panel, click "Export file to..." and then select Microsoft Word Document.
- 2. Type a name for your file. Click Save.

# Convert a PDF file to Excel

- In Acrobat, select File > Save As Other > Spreadsheet > Microsoft Excel Workbook. You can also click the Tools pane in the top right, open the Content Editing panel, click "Export file to..." and then select Microsoft Excel Workbook.
- 2. Type a name for your file. Click Save.

#### Convert a PDF file to PowerPoint (Acrobat XI Pro only)

- In Acrobat, select File > Save As Other > Microsoft PowerPoint Presentation. You can also click the Tools pane in the top right, open the Content Editing panel, click "Export file to..." and then select Microsoft PowerPoint Presentation.
- 2. Type a name for your file. Click Save.

## Convert a PDF file to HTML

- 1. In Acrobat, select File > Save As Other > HTML.
- 2. Prior to saving your new file, click Settings on the right. You can choose to save your file as single HTML page or multiple HTML pages.
- 3. Click OK. Type a name for your file. Click Save.

*Tip: To open files hosted in SharePoint or Office 365, click the Open from Online Account button in the bottom left corner of the Open File dialog box. To save files hosted in SharePoint or Office 365, click the Save to Online Account button in the bottom left corner of the Open File dialog box.* 

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