# Editing PDFs with Microsoft Office

Starting with Microsoft Office 2016, you are able to open PDFs in Word and they will automatically convert to a word format and be editable. Be aware that if you are editing a pdf that had form fields, those will not remain as that is an Adobe specific feature.

1. Open the PDF with Microsoft Word and you will be prompted with the below message.
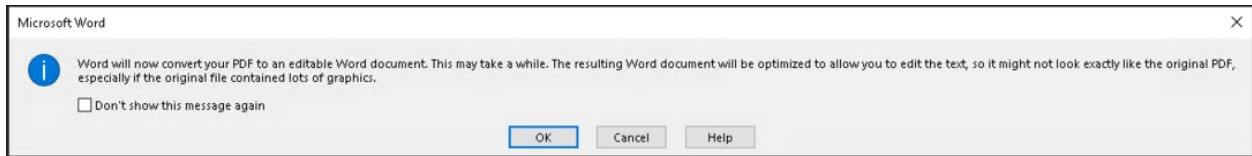
2. In a PDF everything is treated like an image. So if your PDF has a lot of images there may be issues with the conversion where things may be out of place, so you will want to examine the PDF to make sure everything looks right. Below I've put pictures of an example PDF and the conversion right after opening it in word. Notice how the check boxes are misplaced, there is extra space between the Name and Address fields, and the signature line is missing.

PDF Version   Word Version

3. The first thing you will need to do, to fix placement is take any images and send them out of the line with text. Word by default has images in line with text, which is what is causing our spacing issue in word. To fix this right-click the image, in our case the check box, click wrap text, and then behind text. That will fix the spacing issues for the image in word. I had to do that for both check boxes.

Right click → wrap text → send to back → Final Result
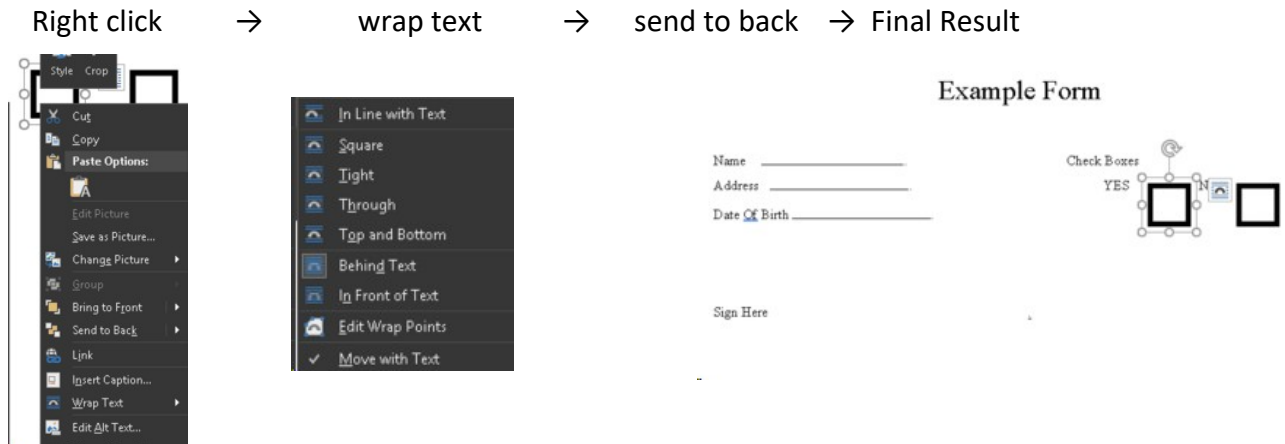
4. You can move and resize images, by clicking and dragging on the lines and dots, respectively, surrounding the picture when you click it. Editing text works the same way as a regular word document. After the conversion, if it isn't text it will be treated as a picture as seen with the check boxes and underlines.
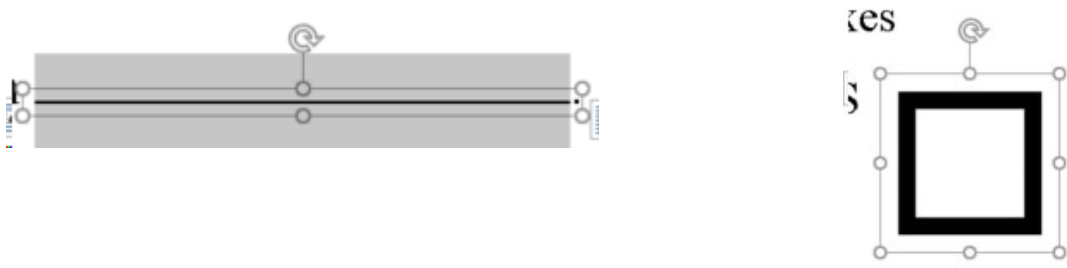
5. After editing you can save it as a word document, the same as you normally would, or export it back to a PDF. To export, click File at the top left, then export on the left and select create PDF.