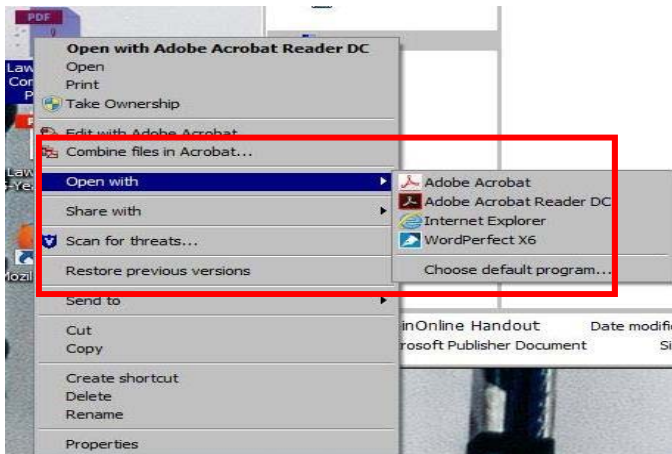




## Converting Documents in Adobe Pro DC

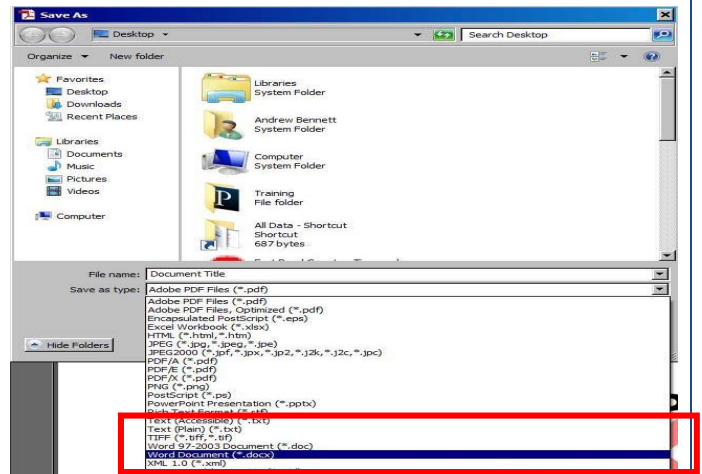
### Opening a PDF Document

To open a PDF document in Adobe Professional, simply right click on the document and select "Open with" and then "Adobe Acrobat."



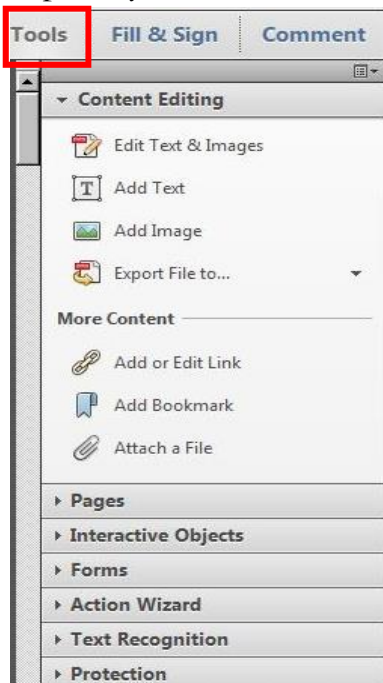
### Converting to a Word Document

Click on "File" and then "Save as." Select either .docx or .doc. To convert it back to PDF, when in Word, select "Save as Adobe PDF" after clicking "File."



### Basic Tools

By click on Tools, it opens the functionality of the Acrobat. From here, click on the type of option you want and then the function.



### Printing and Saving a Document

To print a document, select the print icon in the center of the page. To save, select "File" and "Save as." Select a title and then where to save the document.

