## **CloudPC PDF to Word Conversion**

- Open CloudPC
  - a. If you don't use CloudPC often, please check the documentation here.
- 2. Add Word 2013 to your virtual desktop using the Search box at the top right if you do not see it (see Using CloudPC for more information)
- 3. Launch Word 2013
- 4. Go to File > Open
- 5. Choose Computer, then Browse
- 6. Click This PC on the left and look to your network drives or Local Disk (which is your local physical computer), depending on where the file you need is saved
  - a. You may be prompted to grant permission for the program to access your files; please grant it
- 7. Find and open the PDF file you need to convert
- 8. Word will tell you it is going to convert your PDF to an editable Word document. Note, it really will take a while! Click OK.
- 9. Take note of whether the file converted to images or actual text.
  - a. If text, you're all set and should go to step 10.
  - b. If pictures, this PDF is too complicated for Word to convert.
- 10. File > Save As > make sure it's set to .docx > Save