



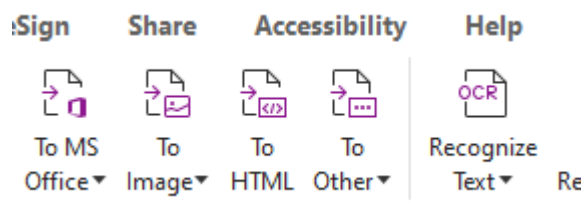
### Title: How to Convert a PDF to Another Format

#### Task:

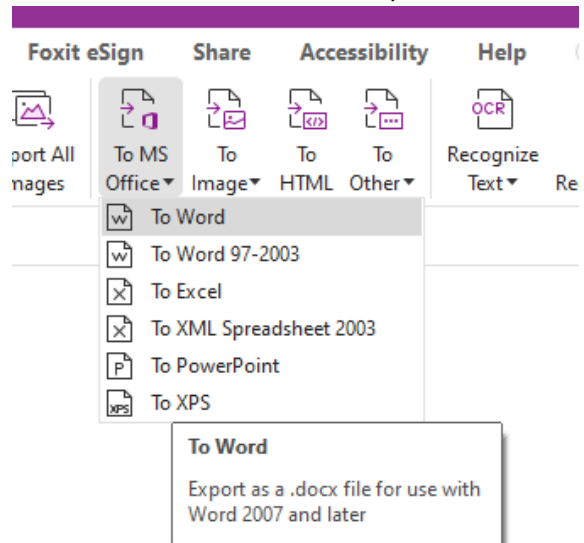
By following these instructions, you'll be able to convert a PDF to another file format such as a Microsoft Office file, an image file, or an HTML file. You can also select text and copy/paste into another file.

#### Instructions:

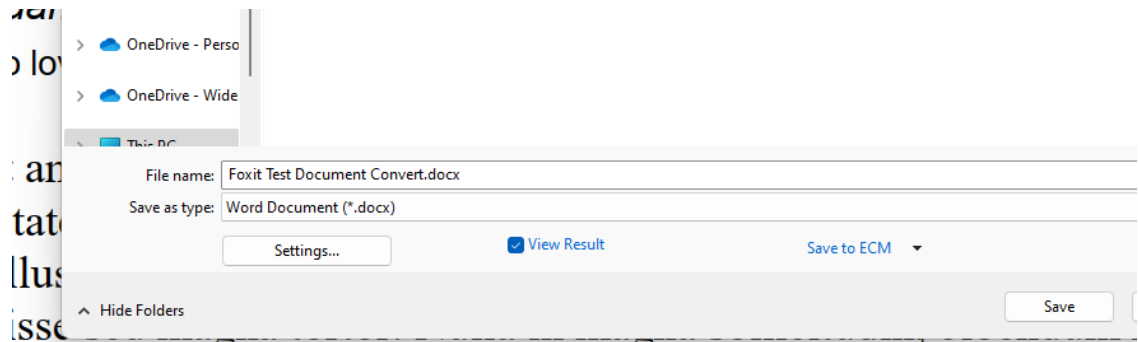
1. Open Foxit PDF Editor and open the PDF you wish to convert.
2. Click the Convert tab.
3. You are given several options.



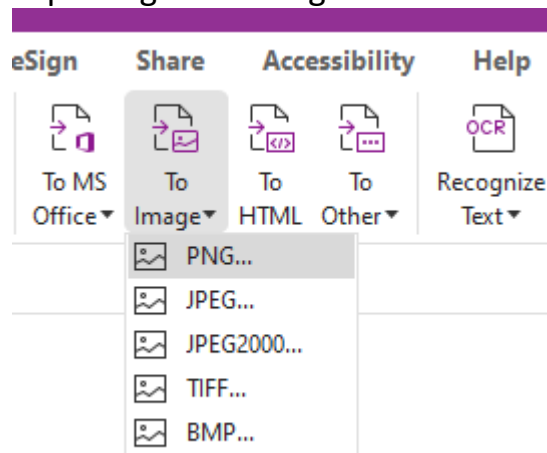
4. To convert to a Word file, click To MS Office and then click To Word.



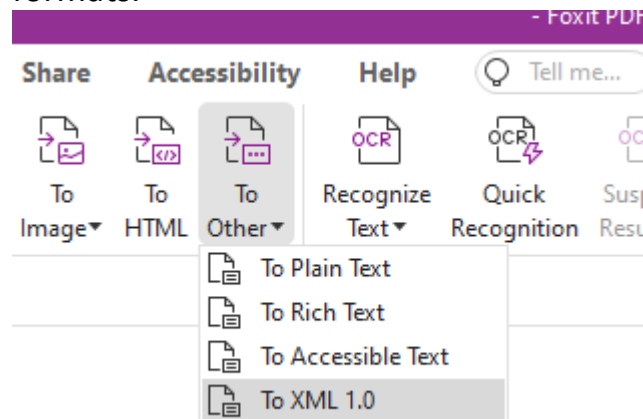
5. Select a location to save and enter a name for the file; click Save.



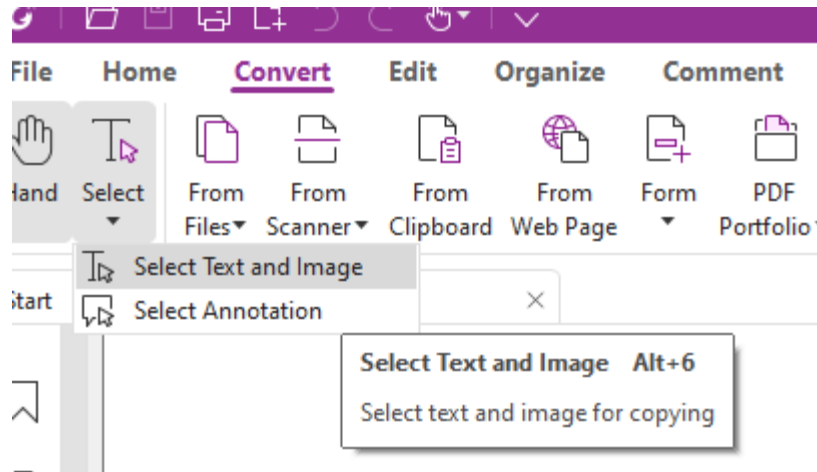
6. Word will open and display your new file.
7. Foxit also allows converting to Excel or PowerPoint files.
8. Exporting to an image format allows for several options.



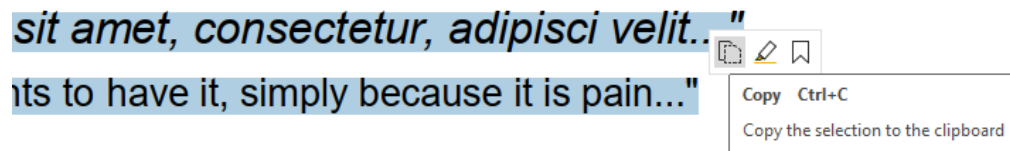
9. Other conversion options include HTML, Plain Text, and Rich Text formats.



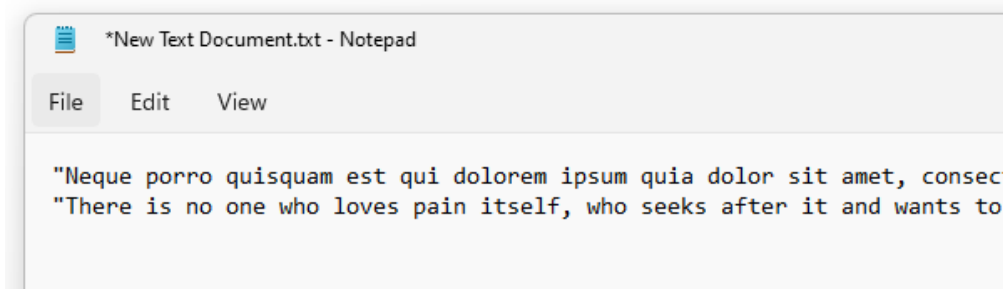
10. Finally, Foxit allows you to use the standard Windows copy and paste feature.
11. Click Select and click Select Text and Image.



12. Select the text or image to copy and then click the copy icon.



13. The selection can be pasted into another file.



Video Link:

[How to convert pdf to word | Jpg | PPT | Excel | Windows | Mac | Foxit](#)

Outcome:

Hopefully this information has been useful. If not, or you still have questions, please don't hesitate to contact CWLaw Client Experience.