

T4L Support Guides

Adobe Acrobat Pro

*Requires Creative Cloud Licence

Convert from PDF

PowerPoint, Excel, Word, Image and more

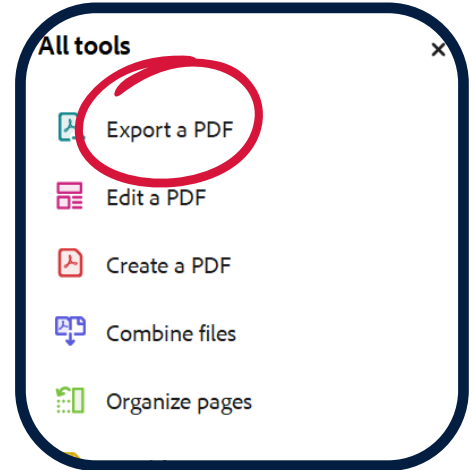
Step 1

Open the PDF file by double clicking on it.



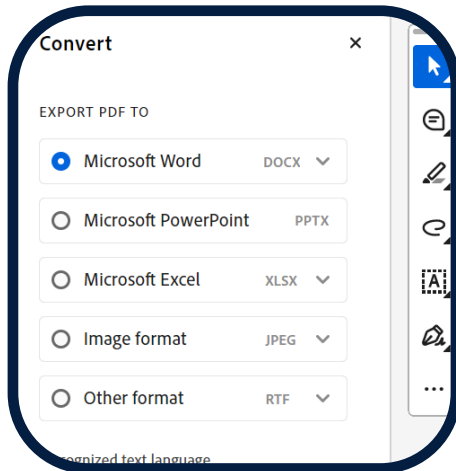
Step 2

From the **all tools** menu, select **export a PDF**. If no text is displayed look for the icon of green PDF file and a right arrow.



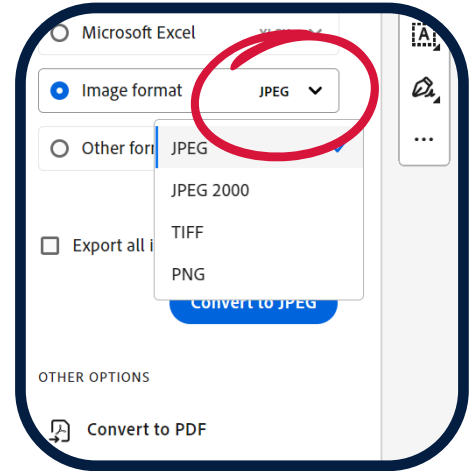
Step 3

From the **convert** menu select the type of document you'd like the PDF to be converted to.



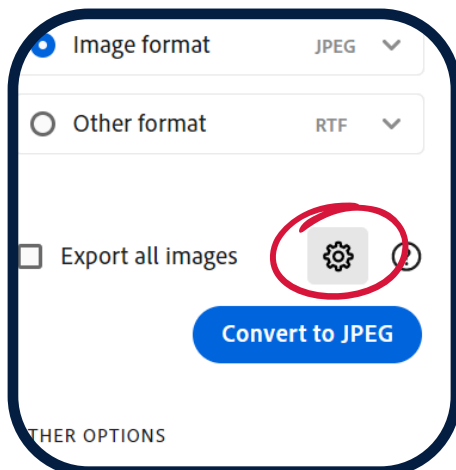
Step 4

The drop-down arrow next to the file type will show you more options.



Step 5

The settings cog may give you more specific choices.



Step 6

Select the **convert to** button at the bottom of the window.

