

T4L Support Guides

Adobe Acrobat Pro

Convert from PDF

PowerPoint, Excel, Word, Image and more

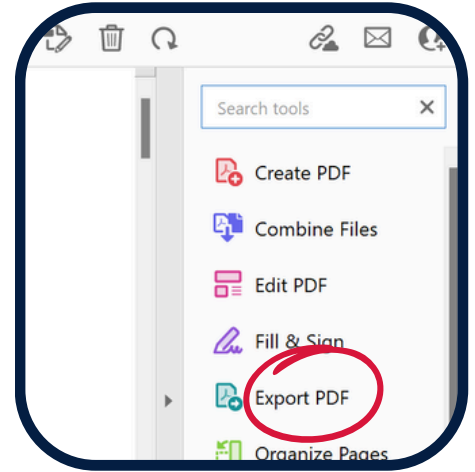
Step 1

Open the PDF file by double clicking on it



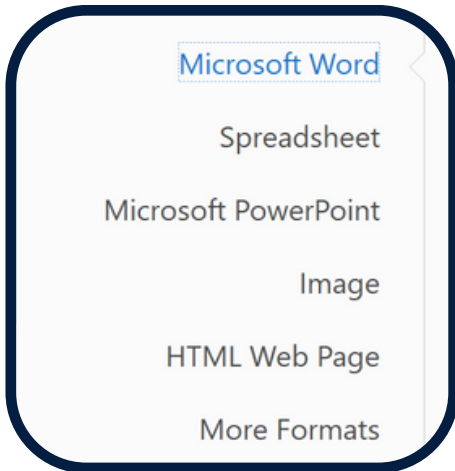
Step 2

On the toolbar to the right select **export PDF**. If no text is displayed look for the icon of green PDF file and a right arrow.



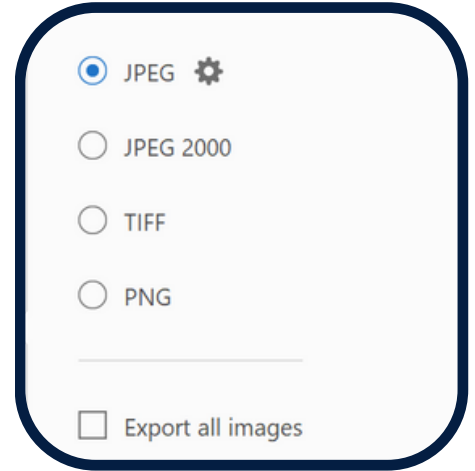
Step 3

From the left menu on the pop-up window select the type of document you'd like the PDF converted to.



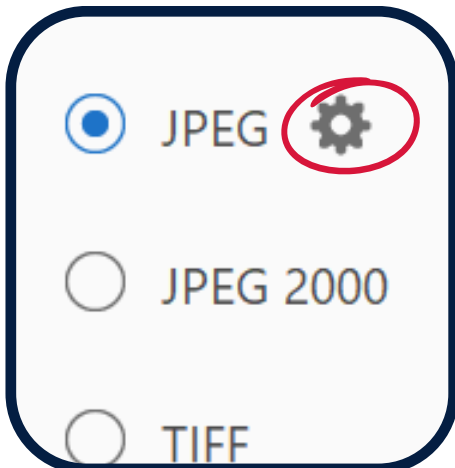
Step 4

From the right menu on the pop-up window select the type of file you'd like.



Step 5

If you see the settings cog you may need to give more specific directions.



Step 6

Select **export** at the bottom of the window.

