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By Suvro Banerji Adobe documents, also known as PDF files, are commonly used for text documents, diagrams and graphics. However, not all computer users have Adobe Reader, which is required to open PDFs. To ensure compatibility with other users when sharing a document, it may be useful to convert a PDF to a Word document. This process is also useful if the user has to edit the PDF without buying a PDF editing program, such as Adobe Acrobat. The PDF-to-Word online conversion tool is a free utility that allows the user to upload any PDF file to your computer's local hard disk and convert it to a Word document file. It then sends the converted document to the e-mail address that is submitted. One of the advantages of this tool is that it is designed to convert and accurately recalculate all document contents when converting. In other words, the format remains the same. Sign in to the PDF Word website (from the references below the link). Click Select File under Step 1. 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The upgrade works only with Word 2003 Service Pack 2 and later. If you want, connect to Windows Explorer and associate the WPS file format with Word. This allows you to open .wps files in Word in the future just double-click them. In Word 7 or Vista, click start, and then select Control Panel. Select Default programs, select Associate file type or protocol with program, and then follow the prompts on the screen. In Windows XP, right-click the WPS file, and then select Open with, and then select Choose a program. Select Word, and then select the Always use the selected program to open this type of file check box. Use the Free Microsoft Word Viewer utility to view .wps files in Works 6 and 7. However, the viewer does not convert the file to any other format. If some formatting changes are acceptable, consider copying the contents of a WPS file from Word Viewer and pasting them into Word. If the wps file format isn't important, use the Restore text from any file option in Word. 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If you want to convert Word .doc files to HTML, start with Microsoft Word. Word is not the ideal way to create HTML documents and create Web pages from the beginning. It does not include useful features and an encoding environment that is found in HTML editor programs. Notepad++ is a simple text editor that provides some HTML features that make it easier to build website pages than convert documents to Html in Word. To quickly convert a Word document to HTML or Web Page format: Open the Word document that you want to convert to HTML. Or, open a new blank document and enter the text you want to convert to HTML. To save the document on the File menu, select Save As or Save Copy. Select the location where you want to save the .91 file. In the Enter file name text box, enter a document name here. Select the Save as Type drop-down arrow and select Web page (*.htm; *.html). Select Save. Word is a convenient way to convert pages when you need them quickly on a website, but it's not the best long-term solution for online publishing. When used as a Web page editor, Word adds strange styles and tags to HTML code. These tags affect how purely your site is, how it works on mobile devices and how quickly it's downloaded. Alternatively, create a document in Word, save the file with a .doc or .docx extension, upload the .doc file to your website, and set up a download link on the website so that visitors can download the file. Most web editors have the ability to convert Word documents to HTML. For example, Dreamweaver converts DOC files to HTML in a few steps. And Dreamweaver removes the strange styles that Word created html adds. When you use the Web Editor to convert Word documents to HTML format, the pages do not look like a Word document. The Word document looks like a Web page. 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The Paste Special option in Word copies the contents of the document and then pastes it as a picture. Open the Word document and select the text you want to convert to JPG. To select all the contents of the document, select any section of the document and press Ctrl+C to copy the selected text. On the Home tab, in the Clipboard group, select the drop-down arrow and select Paste Special. Select Picture (enhanced metafile), and then click OK. The contents of the document are added as a picture. Right-click the picture and select Save as Picture. Select the location where you want to save the file. Enter a name for the picture file, and in the Save as type box, select jpg. Select Save. If the Word file you want to convert to a picture occupies less than one full page, use the Windows Snipping Tool to create a .jpg file from it. Open the Word document and select the text you want to convert to JPG. To open a document in Print Preview view, click File > Print, or press Ctrl+P. 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