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By Jose Leiva, Microsoft Word is a word processor that is sold with Microsoft Office Portable Document Format (PDF) as a universal type of file that is generally readable across all computer platforms. Adding a PDF file to a Word file is a simple task that inserts a PDF file into your document as an image. This is a particularly useful feature when creating reports related to PDF files. Click Objects at the top right of the screen, within the Messages section, and below the Date and Time options. Click the Create from File tab within the window that appears. Click Browse and browse to the files on your computer until you find the PDF you want to add to your Word document. Select the desired file and click Ok click OK, and the PDF file will be added to your Word document by Susan Reynolds, the only way you can edit the portable document format (PDF) in Microsoft Word is to use a third-party software program to convert it to a Word document, work by reading the text in PDF and extracting it to a Word file so that you can delete, edit and add text to some PDF files locked to edit, so you can't change these documents to Word. Click Convert to Word at the top right of the menu. Use the Insert feature Add a page number by going to Insert, and then clicking Page Number. Add a header by going to Insert and clicking Headers. The Insert feature can also be used to add a cover page of a photo or clip art to File, select Save As, and select a PDF from the drop-down menu. The file will be reverted to PDF with simplified in the 1990s, Mac software was more and more difficult to find. Specialty software stores focused on higher computer software requirements at big-box retailers even stopped mac software operations from then Apple created the Apple Store which eventually gave Mac users a place to get the software but that has changed too, as accessories for the iPod, iPhone and iPad took over Apple's limited storage space. Things looked bad until late 2010, when Apple took the wrap off the Mac App Store. Your Apple ID — and allows Mac users to safely and securely download verified applications for Mac from certified developers. The results have been spectacular - millions of Mac users can now access the Mac App Store, which has been included in copies of the operating system since OS X Lion was released, giving developers access to a base of Mac customers they have never had access to before now. You can insert a PDF into Microsoft Word as an embedded object or as a clickable object. The embedded method will display the first page of the PDF but do not connect to the original Word document. The linked object appears as the first page of the PDF and is linked to the original Word file. You can choose to display it as an icon instead. This article describes how to insert a PDF into a Word document as an embedded object, as a linked object, or as text only. These instructions apply to Word 2019, Word 2016, Word 2013, Word 2010, and Word for Microsoft 365. To insert your PDF this way, follow these steps: Place the cursor in the Word document where you want to insert the PDF as an object. Select the Insert tab, click the object icon in the Message group, and then select Objects from the drop-down menu. Click the Create from File tab in the dialog box that appears. Select Browse, locate the PDF file, and then click OK to embed the file in the document. You can choose to display icons instead of preview. Any option to open a PDF file when selected, any changes to the original PDF file will be reflected in the Word document. Select the Insert tab, click the object icon in the Message group, and then select Objects from the drop-down menu. Select the Create from File tab, select Browse, and search for PDF files. Select Show as Icon to insert an icon that represents the file instead of a preview. Select Change icon. If you want to display another icon for a PDF file, select Browse to find the icon that you want to use, and then select OK to add a PDF to the Word document. In a Word Word document, convert PDF to an editable text document. The result may not be the same as the original PDF, especially if the file contains graphic or text formatting. Place the cursor in the Word document where you want to insert text from the PDF file. After Word converts PDF to text, it appears in the document. Copying text from a PDF file and pasting it into a document is a straightforward way to insert text into Word. Open the PDF file, right-click the document in the main window and select Select Tools from the menu that appears. Drag to select the text you want to copy. Right-click the selection, and then select Open. Open the word document, place the cursor in the Word document where you want to paste the text from the PDF file, paste the copied text from the PDF file into the Word document, paste it from the PDF, sometimes import the artifact, as well as the embedded line break, especially for the longer paste, you may need to customize the resulting text in Word to make sure it is correct. Convert a PDF to a static image and insert it into a Word document. Use the tool to convert a PDF file to a JPG file, or, if the PDF is a single page, use the Windows section wrapping tool to capture the contents of the file and save it as JPG. Open the Word document and place the cursor in the document where you want to insert the image. Select the Insert tab, then select this device from the drop-down menu. Open where you saved the JPG version of the PDF file, and then select Insert all devices. Whether it's a smartphone or a desktop computer Learn more about the Microsoft Store, also known as the Windows App Store, which lets you choose from thousands of apps to use on your Windows device. The instructions in this article apply to Windows 10 and Windows 8. At that point, start browsing, searching, and installing the apps you want. Here's how to use the Windows App Store on your PC: Select Start and select Microsoft Store. The Store method takes advantage of the user interface that was introduced in Windows 8, so you'll notice that it's designed with visual tiles that make apps, games, movies, and other content clear. You can go around the store by swiping your touchscreen, scrolling your mouse wheel or clicking and dragging the slider at the bottom of the window, poke around, and you'll find its apps are reasonably placed by categories. Video - Apps for listening and viewing, such as Slac Radioker and Movie Maker Pro. You'll be taken to a page that lists all apps in that category, and you can select sort criteria from the drop-down list at the top of the category page. If you're not interested in seeing everything that categories have to offer and would rather only see the most popular or new apps, the store will have a customizable view accessible when you scroll through the main categories, such as popular free apps, trending and collections, and browsing is fun and a great way to find new apps to try out, but if you're specific in mind. Type the name of the app or keyword that describes the type of app you want in the search box on the store's main page, and then press Enter as you type. If you see what you need in the recommendations, you can choose. Once you've found the app you want, download it to your computer to start using it. Select an app to learn more about the app. At the bottom of the page you'll find information about what's new in this version, including system requirements. Features and additional information If you want what you see, select Get to download the app when the installation is complete. When you start using windows apps, you'll need to make sure you're up to date to make sure you get the best performance and the latest features. The Windows App Store automatically checks for updates to installed apps and alerts you if you find an app. Open App Store and select three dots in the upper-right corner of the screen. In the menu that appears, select Download & Update The Download and Updates screen lists all installed apps and the date they were last modified. In this case, the fix may refer to an update or installation. To check for updates, select Get updates in the upper-right corner of the Windows App Store screen, check all your apps and download any updates available. Even if many of these apps are designed for touch-screen mobile use, they'll be used automatically. You'll find it works great in most desktop environments. Take the time to see what's out there, there's an impressive supply of games and utilities, a lot that won't cost you anything. It's okay.

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