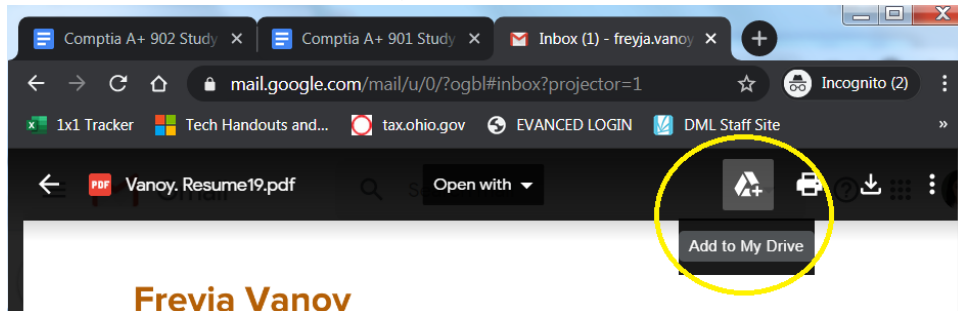# Editing a Text-Based PDF

Patrons who scan a hard copy of a document (such as a resume) may mention that they wish to make revisions to the document.
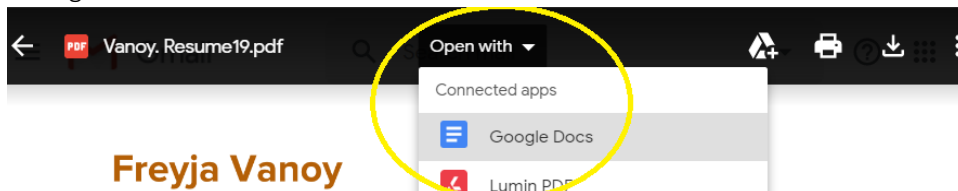
To do so, try the following options:

Google Account Method:

1. If the patron has a Gmail account (great if they used scan to email) save that document to their Drive. This can be done from the preview screen from within Gmail.


2. You should now be able to navigate to the center option that says, "Open With" and select "Google Docs"
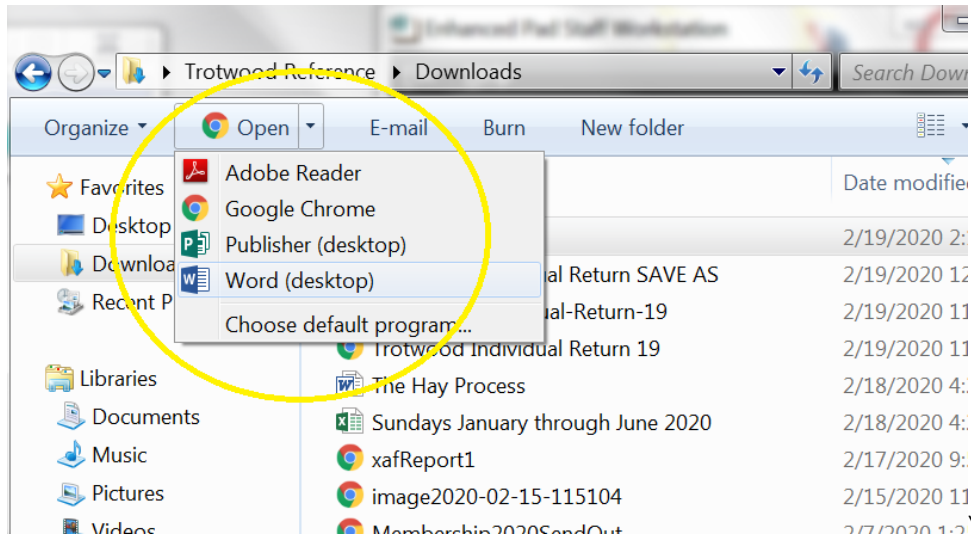

3. The converted document will appear in a new tab. Formatting may be affected, but the text is at least editable, and that's often a better place to start.
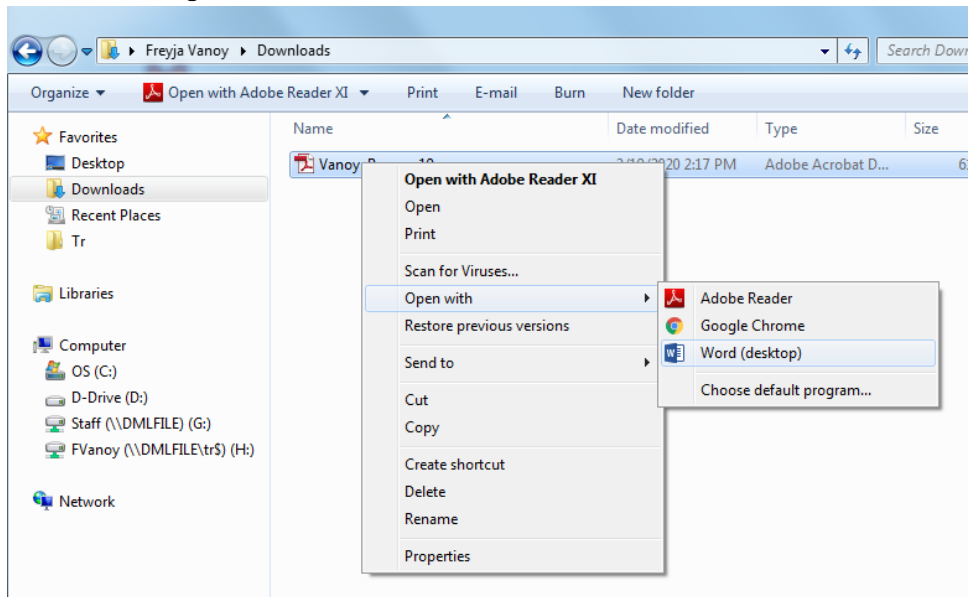
Microsoft Word Conversion Method:

1. Ensure that the PDF in need of conversion is downloaded to the device.
2. Locate the PDF in the file explorer. Select it, then select **open with** at the top of the window, then choose **Word**.
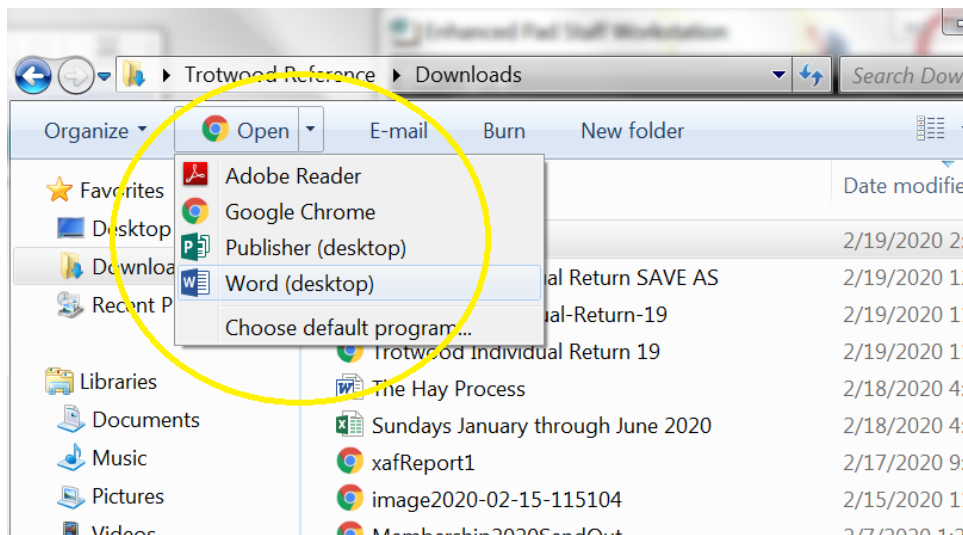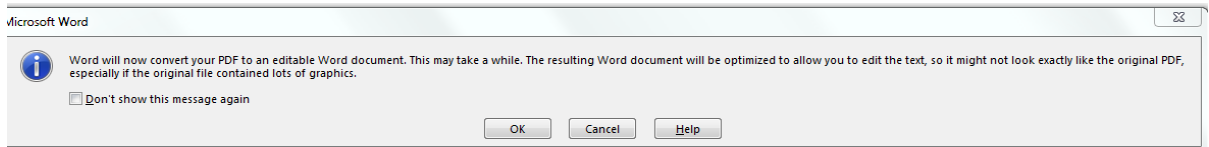
You also have the option to **right click the file**, then select the same options.

3. Word will now ask for permission to convert the file. You'll need to press OK to continue.

4. The file will be converted and has about a 50/50 shot in my experience of generating text vs. Text as graphics. Can't hurt to try though!

Website Upload Method:

1. Mariah shared a PDF converter online that has proven successful. Simply download the PDF, navigate to the webpage. Upload the file, then click download for the converted Word format.
https://www.pdftowordconverter.org/
https://pdf2wordconverter.com/