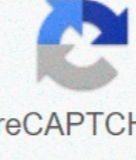


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How to convert a pdf file to word on mac

By Contributor Updated April 02, 2020 i 10'000 Hours/DigitalVision/GettyImages Most database, word processing and spreadsheet programs provide the option to save a document in another format for compatibility across platforms and applications. The CSV, or comma-delimited, format contains a series of data fields in quotation marks separated by commas. Data, specifically numbers containing leading zeroes such as those for ZIP codes, lose the original field formatting when converted into this file format. Convert any fields containing numbers into a text format before converting to a CSV file to ensure Mac applications (such as iWork Numbers) imports the correct sequence. Open the document containing data and select the categories that contain numerical values. For example, open an Excel spreadsheet and locate the columns that contain numbers, such as ZIP codes. Format these records as text entries, instead of numbers. For example, select the column in the Excel spreadsheet for ZIP codes and select "Text" format for the data. The numbers in those cells will shift from right-aligned to left-aligned. Save the document as a "Comma-delimited (.csv)" file format through the "Save As" function. Launch the target Mac application and select "Open" in the top menu bar. Select the desired .csv file and click the "Open" button. Follow the import wizard for the program to match the field formats for the .CSV file, if applicable. As you go through the Import wizard, confirm that the numerical values are preserved (especially those with leading zeroes). Last Updated on December 15, 2020 Technology has taken a vantage leap in providing solutions for man. Before now, technology used to appear complex and would require a great deal of expertise to handle solutions available. Today, we have technology applicable in the simplest human activities as smart products with intelligent algorithms powering them as they make error-free judgments and provide intelligent and analytic solutions.Does technology have all the answers?This article from Credit Suisse, tells us that technology does not have all the answers because it has been found to exhibit "similar biases," as humans. No one can discredit the impact of technology, but it is not totally free of human input and this is the reason we experience these biases in many areas we have technology holding foot. Creating technological solutions transparently!This article suggests that the process of creating technological solutions be made transparent and subject to contribution from many people who would end up as users of the product - male, female, young, old, learned, unlearned and all other preferences as we have them. It also underscores the importance of having women on product development teams. This approach is not sure to eliminate all forms of bias, but it is a good way to start in order to appraise the full benefits of technology. Technology as the connecting toolTechnology so far has been a major connecting tool amongst us humans. It is used and appreciated by all regardless of race, language and sex. In order to keep it less subjective to these arguments about human biases. I believe we should gather opinions on products and solutions before making them available to the public. This could be done by gathering input from intended target users and receiving feedback across the stages of production. "Recognizing the problem is a start...success will depend on inclusive technologies that meet this vast untapped market." This cannot be more apt especially at a time when we look up to technology for solutions. We should not muzzle our progress with technology by battling algorithm bias. The first way to avoid this battle is by reading this article here. Given how common the PDF and Word document file formats are, you'd think there would be an easy way to convert PDFs into Word docs. Unfortunately, that's not the case. The main benefit of turning a PDF into a Word file is that it makes it easy to edit and format in Microsoft Word. When you're done editing in Word, you can convert it to a PDF file using the Export function under the File tab. To convert your PDF to a Word file, you need some extra tools. Here are three ways to do it. The easiest and fastest way to convert a PDF to a Word file that you can open on your Mac is to use one of the many free, web-based converter tools. This example uses Smallpdf. Smallpdf's PDF to Word converter tool is free to use but the site offers more tools and features with its paid premium plans. Open smallpdf.com/pdf-to-word in a web browser on your Mac. Drag the PDF into the blue space on the web page or select Choose Files to locate the PDF and upload it. 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When the Acrobat Pro DC Installer window appears, enter your email and password and select Sign in. Use the drop-down lists to answer the questions. Select Continue when you're done. Select Start Installing. The installation may take several minutes. When the installation is complete, the Acrobat Pro DC application automatically opens. Select Open File to locate and select the PDF file you'd like to convert. In the vertical menu on the right of the PDF file, select Export PDF. On the next page, make sure that the Microsoft Word option is highlighted in blue. Optionally, select the gear icon to make adjustments to your DOCX settings. Then select Export. Use the next window to choose where you want to save the file on your Mac. Optionally, rename the file and select Save. Once the conversion is complete, the file automatically opens in Word. The final way to convert a PDF into a Word document involves using an application called Automator, which comes installed on all Mac computers. This application helps you automate certain tasks by creating workflows. Although it cannot convert PDF files directly to DOC or DOCX file formats, you can use Automator to save PDFs as rich text files, which you can then open in Word and then save as a Word file. The following instructions apply to Macs running macOS 10.4 or later. Open the Applications folder and select the Automator application icon. Select Workflow in the Choose a type for your document window and select Choose. In the vertical column farthest to the left of the window, choose Files & Folders. In the middle column, select Ask for Finder Items and drag it into the open space to the right. You'll see a new box appear. In the same screen, select PDFs in the column farthest to the left. In the middle column, select Extract PDF Text and drag it into the open space to the right, beneath the first box. Another box appears. In the Extract PDF Text box, select Rich Text instead of Plain Text for the Output. Select File > Save and give your newly created workflow a name in the drop-down window. Select Application instead of Workflow next to File Format. You can now save it anywhere on your Mac. Go to the folder where you just saved the workflow app and double-click it to open the folder. Double-click the robot icon with the name you assigned it. Select the PDF file and then select Choose. The PDF file is automatically converted and saved as a Rich Text document in the same folder where the original PDF file was saved. Right click on the newly created Rich Text document, hover your cursor over Open With and select Word. Once opened in Word, you can save the file as a standard Word file. Whenever you want to convert a PDF to a Word file, you can use the workflow application you created in the above steps. Consider keeping it on your computer so you don't have to create a new one every time you want to convert a PDF to a Word file. Thanks for letting us know! Tell us why! Using Microsoft Office for the Mac, you can easily convert your PowerPoint presentation to a Word document with a few clicks. The process creates an entirely new Word document separate from your PowerPoint presentation that can be updated and edited. The files will not be linked, so changes made on the Word document will not be reflected in the PowerPoint presentation and vice versa. Open the PowerPoint presentation that you want to convert to a Word document. Click on "File" on the menu bar at the very top of your window, then click "Send To" from the drop-down menu followed by Microsoft Word, which will appear to the right of the menu. A new Word document will appear on the screen. Review the Word document to make sure the information transfer from the presentation is correct. Make edits to the Word document, if desired, and save and close the Word document. You will need to name the Word document, as the file name of the PowerPoint presentation is not retained. The process of converting audio into text is called transcription and it can be very useful at certain times. Courtroom stenographers use transcription to log trial hearings and journalists transcribe their recorded interviews before selecting which quotes to use for publication. To convert an MP3 into words, you'll need a digital transcription program. These programs can be found at most electronic and computer stores and you can also download free programs online. Install a digital transcription program onto your computer. The more expensive programs tend to work better than cheaper programs, but that doesn't mean you can't find a free trial for download online. If you only need to convert a few MP3 files, look for a free trial that allows full functionality for a limited amount of time opposed to a trial version that allows limited functionality but indefinite usage. Make sure the program supports MP3 files. Launch your transcription software. Click on "File" and select "New." Browse through your computer files and select the MP3 you want to convert into words. Double-click on the file name to import it into the software. Click the "Transcribe" button. The MP3 will convert to text and you will see it on a text document within the program. The amount of time it takes for the MP3 to convert to text depends on the size of the file and the speed of your program. Highlight the text with your mouse cursor, then right-click on your mouse and select "Copy." Open a word processing program and right-click on your mouse and select "Paste." Read through your converted MP3 and edit anything that needs to be edited. It's highly unlikely that your transcriber converted your MP3 into text flawlessly. Save your file once you're done editing it. Don't expect the program to create a perfect transcription of your MP3, especially if you're using a free version. And the more expensive programs will actually have to be trained for a specific voice before it accurately transcribes anything. Any computer file can incur damage and become unreadable as the result of a hardware crash or software problem. Once a file has become unreadable, you will not be able to open the document to view or edit it in the usual way. To ensure that you don't lose the information in the document, you can try to recover the text from the unreadable file. Microsoft Word includes a useful tool that converts and recovers the text from damaged Word and non-Word files. You can access the conversion and recovery utility from the "Advanced" settings in Microsoft Word. Launch Microsoft Word. Click "File" in the top navigation menu then select "Options" from the context menu. Click the "Advanced" tab in the Options box. Click the check box beside "Confirm File Format Conversion on Open" to select and tick this option. Click the "OK" button. Click "File" in the top navigation menu, then select "Open" from the context menu. Select "Recover Text From any File" from the pull-down file type list at the bottom of the "Open" window. Find the unreadable file that you want to convert to Word. Click the document to highlight and select it. Click "Open." Microsoft Word will convert and recover the text so that you can read and edit it. Click "File" and select "Open" from the context menu. Select "Recover Text From any File" from the pull-down file type list at the bottom of the "Open" window. Find the unreadable file that you want to convert to Word. Click the document to highlight and select it. Click "Open." Microsoft Word will convert and recover the text so that you can read and edit it. Although the utility will convert and recover the text from any document or file, you will lose any formatting, style or embedded graphics. You can add these again once you've recovered and opened the file in Word.

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