

Managing Document Conversions and Edits

TEACHERS COLLEGE INSTITUTIONAL REVIEW BOARD

This guide aims to streamline your document management, facilitating efficient conversion and collaborative editing for your research work and completion of IRB submissions and revisions.

1. Converting PDFs to Editable Word Documents (Using Adobe Acrobat)

- **Process:**
 1. Open the PDF in Adobe Acrobat and select “*Export PDF*”.
 2. Choose *Microsoft Word* as your export format, and then choose “*Word Document*.”
 3. Click “*Export*”.
 - If your PDF contains scanned text, the Acrobat Word converter will run text recognition automatically.
 4. Save your new Word file:
 - Name your converted file, choose DOC or DOCX file format, and click the “*Save*” button.
- **Output:** Converts PDFs to Word while retaining original formatting.
- **Accessibility:** Available on both desktop and mobile platforms.

2. Tracking and Reviewing Changes in Word Documents (Using Microsoft Word)

- **Enabling Track Changes:** Found under the Review tab.
 - Go to **Review > Track Changes**.
- **Reviewing Edits:** Changes appear in different colors for easy identification.
- **Accepting/Rejecting Changes:** Options to accept or reject edits individually or in bulk.
- **Security:** Option to lock Track Changes with a password.
- **Versatility:** Functional across desktop, web, and mobile versions of Word.

For more comprehensive details, refer to the specific guides on [Adobe's PDF-to-Word conversion](#) and [Microsoft's Track Changes feature](#).