

**WCS Bookkeepers’ Blogs**

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# Current Forum questions:

How do I convert an email attachment into a Word document that I can edit?

# Solutions: Collapse this imageExpand this image

Hello All…happy end of school year!!! I was presented with a dilemma that I think we have all faced. How to convert an email attachment that you cannot edit into a Word document that you can edit. After some head scratching, I came to a solution. **I hope this helps!**

* Open document from email
* Click the printer icon in the upper right hand corner
* Click the “change” button
* Select Save as PDF
* Click Save
* Rename the file (if you need to) and select the location that you want to save the file to
* Open the document
* Click file in the upper left hand corner
* Click “Save as Other”
* Click Microsoft Word (allow a few seconds for the conversion)
* Save file to the desired location

**Happy Summer Everyone!!!!Collapse this imageExpand this image**



## **Additional Comments**: