HOW TO INSERT A PDF TO A MS WORD DOCUMENT (OPTION 1)

- 1. Open up your word document
- 2. Click on INSERT tab
- 3. Click on drop down arrow next to Object
- 4. Select TEXT FROM FILE
- 5. Window Pops up- Find and select your PDF and click on insert
- 6. Another window pops up click on OK



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HOW TO INSERT A PDF TO A MS WORD DOCUMENT (OPTION 2)

- 1. Follow Steps 1-3 in Option 1
- 2. Click on the word Object
- 3. Select the Create from File tab
- 4. Click on Browse
- 5. Click on Insert
- 6. Click on OK

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