

Convert Document to (.txt) File

Convert Word Document:

- Open the Word Document.
- File > Save As Adobe PDF.
- Then convert PDF to .txt file using the steps below.

Convert PDF Document to .txt file:

- Open the PDF in Adobe Acrobat Pro.
- Click on Tools > Enhance Scans > Recognize Text > In This File > Recognize Text.
- The file will scan to recognize the text.
- Once OCR edit scan is complete choose File > Export > Text – Accessible. This will convert the file to .txt.
- When the Save file box appears give the file a name and specify a location. Click Save.
- Open the .txt file just created and make any necessary changes. Be sure to leave one blank line between creditors and remove any unnecessary characters.
- Save the file.