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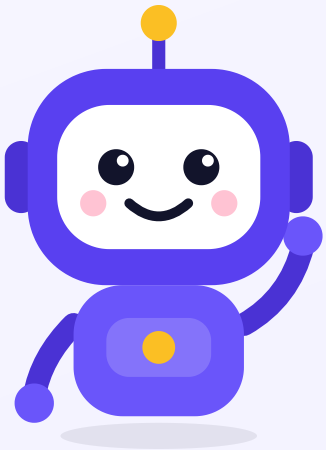
PDF Skills · Book 2

Convert PDF Like a Pro

Turn PDFs into Word, Excel or pictures and back again — without breaking the layout or losing your data

Total beginner · ages 13 and up | About 75 minutes | 10 chapters with quizzes | Free

Converting a file is like pouring a drink into a new cup. Pick the right cup, pour carefully, and check that nothing spilled!



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Convert PDF Like a Pro

Turn PDFs into Word, Excel or pictures and back again — without breaking the layout or losing your data

PDF Skills, Book 2 · First edition, November 2026

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What you will learn

- What converting means, and why it is easy one way and harder the other way
- How to turn Word files, Google Docs, photos and tables into PDFs
- How to turn a PDF into a Word file you can edit
- How to pull a table out of a PDF into Excel or Google Sheets
- How to save PDF pages as pictures, and pictures as a PDF
- How to pick a safe converter for private files

This is **Book 2** of the **PDF Skills** series. You will start from zero. If you read Book 1, How PDF Works, you already know text PDFs, scanned PDFs and OCR — this book builds on them.

Our honest promise

No converter is perfect. This book will not give you a magic button. It shows you how to pick the right tool and how to check the result, so small mistakes don't reach your teacher, boss or office. App buttons change often, so yours may look a little different.

Age note

This series is for ages 13 and up. Many tools in this book need no account. Some apps ask you to sign in, and each one has its own age rule — ask a parent before you install an app or upload personal documents.

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What you need

Item	Why
A computer or phone	To practice converting files
Two practice PDFs	One with mostly words, one with a table
About 15 minutes a day for 2 weeks	For the lessons and the 14-day plan

How to use this book

1. **Read one chapter at a time**
   Do the small exercise right away, while it is fresh.

2. **Convert copies only**
   Never practice on your only copy of an important file.

3. **Check your learning**
   Every chapter ends with key takeaways, 3 quiz questions with answers, and a practice task.

THE CONVERTING RULE IN ONE LINE

```
Check the PDF type + use the right tool + compare with the original + save as a new file
```

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CHAPTER 10 Real-Life Examples: Converting Made Easy

THE END Quick Summary

WHAT'S NEXT Your Next Learning Path

EXTRA Free ToolsKo Tools for This Book

EXTRA Words to Know (Glossary)

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CHAPTER 1

Why Converting Matters

A PDF is great for reading and sending. But sometimes you need to change the words, use the numbers, or post a page as a picture. That's when you convert.

Imagine your teacher sends a quiz as a PDF and asks you to fix one word and send it back. Or your boss sends a price list as a PDF and asks you to add up the numbers in Excel. You can't easily do either inside the PDF. You need to **convert** it first.

New word: convert

To **convert** a file means to change it from one type into another, like PDF into Word. It's like pouring juice from a bottle into a glass. The juice is the same, but the container is different — and if you pour too fast, some may spill.

People convert files every day: Word to PDF before sending, PDF to Word to edit, PDF to Excel to use the numbers, and PDF to pictures to post in a group chat. Knowing the right way saves hours of retyping.

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Converting myths

PICTURE 1 **Converting myths vs truths**

MYTH

What people think

- "Every converter gives a perfect copy."
- "You must pay to convert a PDF."
- "Any website is fine for any file."
- "A scanned PDF converts like any other."

TRUTH

What's really true

- Always compare the result with the original
- Word, Google Docs and free tools can convert
- Private files need a safe converter
- Scans need OCR first, then a careful check

Knowing the truth helps you convert faster and avoid embarrassing mistakes.

The big idea of this book

Converting is like pouring a drink into a new cup. Pick the right cup, pour from a copy, then check that nothing spilled.

A real-world example

Paolo needs to update last year's club report, but he only has the PDF. He used to retype all 6 pages, which took him a whole afternoon. This year he opens the PDF in Word, which turns it into an editable copy. He fixes the names and dates, compares it with the old PDF, fixes one table that moved, and saves a new PDF. It takes 30 minutes.

QUICK RECAP

Converting means changing a file from one type into another, like PDF into Word. People convert to edit words, use numbers, or share pages as pictures. No converter is perfect, so always compare the result with the original. Big idea: pick the right cup, pour from a copy, and check that nothing spilled.

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TRY IT NOW

Find a file you wish you could edit

1. Look in your Downloads or Files app for a PDF you once wanted to change.
2. Write what you wanted to do: edit words, use numbers, or share it as a picture.
3. Keep this file. You will convert a copy of it later in the book.

Key takeaways

- Convert = change the file type.
- Converting saves retyping.
- No converter is perfect.
- Big idea: right cup, careful pour, check for spills.

Quiz: 3 quick questions

1. What does it mean to convert a file?

A To delete it
B To change it from one file type into another
C To print it

2. After converting a PDF to Word, what should you always do?

A Compare the result with the original
B Delete the original
C Send it right away

3. Do you always have to pay to convert a PDF?

A Yes, always
B Only on Sundays
C No — Word, Google Docs and free tools can convert

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Answers

1. **B. To change it from one file type into another** — Like pouring juice into a new glass: same juice, new container.
2. **A. Compare the result with the original** — Things like tables and spacing can move when you convert.
3. **C. No — Word, Google Docs and free tools can convert** — Many tools you already have can convert files for free.

PRACTICE TASK

Your converting list

Make a short list of files you deal with often (school, work, forms, receipts). Next to each, write which kind of converting you would need: to PDF, to Word, to Excel or to pictures. This tells you which lessons matter most to you.

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CHAPTER 2

Beginner Basics: File Types and Containers

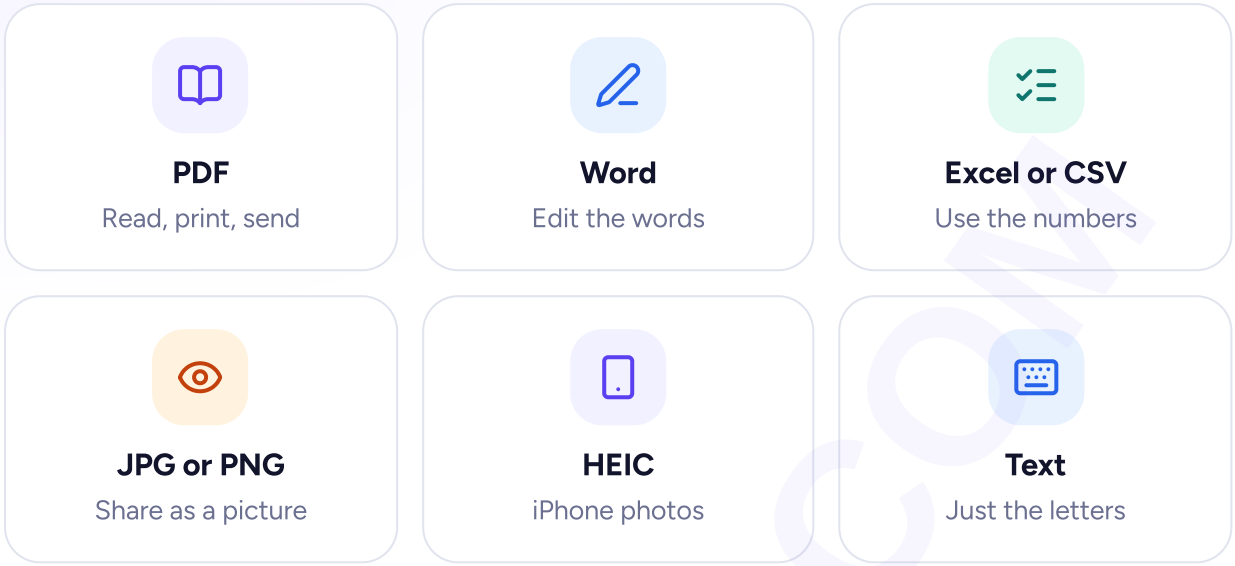
Every file type is a different container, made for a different job. Once you know the containers, you'll know which one to pour into.

File types you will use

File type	What it is for	Ends in
PDF	A finished page to read, print and send	.pdf
Word document	Writing you can still edit	.docx
Excel workbook	Tables and numbers you can calculate with	.xlsx
CSV	A plain table: rows of values split by commas	.csv
JPG (or JPEG)	Photos; small files	.jpg, .jpeg
PNG	Screenshots, drawings and sharp text	.png
HEIC	The photo type many iPhones save by default	.heic
Text file	Only plain letters, no styles	.txt

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PICTURE 2 **Which container for which job**



Choose the file type by the job you need to do next.

New word: editable

A file is **editable** when you can easily change it — add words, fix a number, move a picture. A Word file is editable. A PDF is mostly **finished**. Think of wet cement and dry cement: you can still shape wet cement, but dry cement keeps its shape.

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To PDF is easy; from PDF is harder

PICTURE 3 **Into a PDF vs out of a PDF**

INTO A PDF

Baking the cake

- Word, Docs or photos → PDF
- Usually looks right the first time
- Built into most apps
- Quick check is enough

OUT OF A PDF

Un-baking the cake

- PDF → Word, Excel or text
- Tables and spacing may move
- Scans need OCR first
- Always do a careful check

Making a PDF is like baking a cake. Getting the eggs and flour back out is much harder.

Why is it harder? A PDF remembers **where** each letter sits on the page, but not always **which words make a sentence** or **which numbers belong in which column**. A converter has to guess. Most guesses are right; a few are not. That's why you check.

Example: same page, different jobs

A school sends a price list PDF for the school fair. Lea needs to **fix two prices** (convert to Word), her friend needs to **add up the totals** (convert to Excel), and the class adviser wants to **post it in the parents' group chat** (convert to a picture). Same page, three different containers.

QUICK RECAP

Each file type is a container for a job: PDF to read and send, Word to edit, Excel or CSV for numbers, JPG or PNG for pictures, HEIC for iPhone photos, text for plain letters. Editable files are like wet cement; PDFs are like dry cement. Making a PDF is like baking a cake; getting the parts back out is harder, so always check.

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TRY IT NOW

Name the containers

1. Open your Downloads folder or Files app.
2. Find one file of each type: .pdf, .docx, .jpg or .png.
3. Write next to each one what job it is good for.

Key takeaways

- Pick the file type by the next job.
- Word is editable; PDF is finished.
- Into PDF is easy.
- Out of PDF needs a careful check.

Quiz: 3 quick questions

1. You need to add up numbers from a PDF table. Which file type do you want?

A JPG
B Excel or CSV
C HEIC

2. Why is converting out of a PDF harder?

A The converter must guess sentences and columns
B PDFs have no words
C PDFs are always secret

3. Which file type do many iPhones use for photos?

A CSV
B TXT
C HEIC

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Answers

1. **B. Excel or CSV** — Excel and CSV are made for tables and numbers.
2. **A. The converter must guess sentences and columns** — A PDF remembers where letters sit, not always how they connect.
3. **C. HEIC** — Some websites don't accept HEIC, so you may need to turn it into JPG.

PRACTICE TASK

Container cards

Make six small cards: PDF, Word, Excel, CSV, JPG, PNG. On the back, write the job each one is best for and one example from your life. Test yourself tomorrow.

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CHAPTER 3 · LESSON 1

Turn Anything into a PDF

This is the easy direction. Most apps can already save a PDF — you just need to know where the button is.

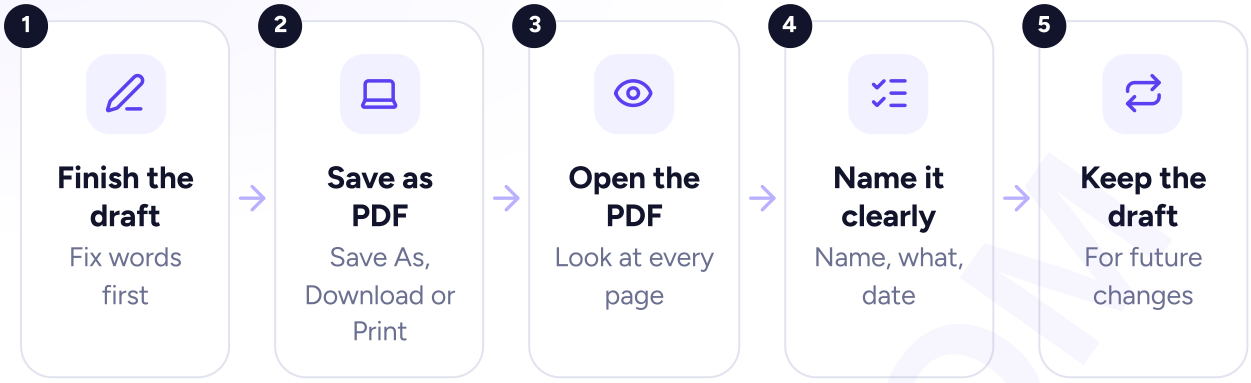
Where the button is

You have...	Do this (checked Nov 22, 2026)
A Word file	File → Save As → choose PDF as the file type (or use Word to PDF)
A Google Doc	File → Download → PDF Document (.pdf)
A web page or email	Print (Ctrl+P, or Cmd+P on a Mac) → choose “Save as PDF” or “Microsoft Print to PDF”
Several photos	Put them in order and use Images to PDF
iPhone photos (HEIC)	Turn them into JPG first with HEIC to JPG if a site won’t take them
A table from Excel or Sheets	Save or download as PDF, or paste the cells into CSV / Spreadsheet to PDF

Menus change. Look for words like Save as, Download, Export or Print.

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PICTURE 4 **Making a PDF in five steps**



Finish the draft, save it as a PDF, check every page, name it well, and keep the editable draft.

Keep the draft

Always keep the Word, Docs or Excel file you made the PDF from. If you need to change something next month, edit the draft and save a new PDF. That's far easier than converting the PDF back.

New word: HEIC

HEIC is a photo type many iPhones use to save space. It's like a vacuum-packed bag: it fits more in less room. But some websites and older computers can't open it. Converting it to **JPG** is like opening the bag so everyone can use what's inside. On an iPhone, Settings → Camera → Formats → **Most Compatible** makes the camera save JPG from the start.

Example: a project with photos

Nico has 5 photos of his science project on his iPhone. The school portal says "JPG or PDF only." He turns the HEIC photos into JPG, puts them in order with Images to PDF, opens the PDF to check that no photo is sideways, and names it Cruz-Nico-Science-Project.pdf. The portal accepts it.

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QUICK RECAP

Word: File → Save As → PDF. Google Docs: File → Download → PDF Document. Web pages and emails: Print → Save as PDF. Photos: Images to PDF. iPhone HEIC photos may need to become JPG first. Finish the draft, save as PDF, check every page, name it clearly, and keep the editable draft.

TRY IT NOW

Make a PDF two ways

1. Write three lines in Word or Google Docs.
2. Save it as a PDF using Save As or Download.
3. Then make a second PDF with Print → Save as PDF, and compare the two.

Key takeaways

- Most apps can save a PDF.
- Print → Save as PDF works almost anywhere.
- Turn HEIC into JPG when a site asks.
- Keep the editable draft.

Quiz: 3 quick questions

1. How do you make a PDF from a Google Doc?

A Take a screenshot

B File → Download → PDF Document

C Email it to yourself

2. A website won't accept your iPhone photos. What might help?

A Convert HEIC to JPG

B Make the photos bigger

C Rename them to .pdf

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3. Why keep the Word file after making the PDF?

A Word files are prettier

B It's required by law

C Editing the draft is easier than converting the PDF back

Answers

1. **B. File → Download → PDF Document** — Google Docs can download any document as a PDF.
2. **A. Convert HEIC to JPG** — Some sites don't open HEIC. JPG works almost everywhere.
3. **C. Editing the draft is easier than converting the PDF back** — Baking a new cake is easier than un-baking the old one.

PRACTICE TASK

Photos to one PDF

Take 3 photos of pages from a notebook. Put them in order and turn them into one PDF with Images to PDF. Open it, check that every page is straight and in order, and give it a clear name.

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CHAPTER 4 · LESSON 2

PDF to Word: Make It Editable

The most common job: you have a PDF, and you need to change the words. Here's how to do it without retyping.

Three free ways

Way	How (checked Nov 22, 2026)	Good to know
Microsoft Word	Open the PDF from inside Word (File → Open)	Word makes an editable copy and tries to match the layout. Best for mostly-text files.
Google Docs	In Google Drive, right-click the PDF → Open with → Google Docs	Files must be 2 MB or smaller. Lists, tables and columns may not come through.
ToolsKo PDF to Word	Choose your PDF, pick a mode, download the .docx	Runs on your device; files are not uploaded. "Keep exact look" mode is for scans.

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PICTURE 5 **S-U-R-I: the converting recipe**

S

See what kind of PDF it is

Select a word. Text PDF or scan? Scans need OCR first.

U

Use the right tool for the target

Words → Word or Docs. Tables → Excel. Pictures → PDF to JPG.

R

Review it side by side

Put the original and the new file next to each other. Check names, numbers and tables.

I

Improve and save as a new file

Fix what moved, then save with a new name, like Report-2026-edited.docx.

PUT TOGETHER:

Check the PDF type, use the right tool, compare side by side, then fix and save as a new file.

Named after “suri” — to examine. Use it every time you convert out of a PDF.

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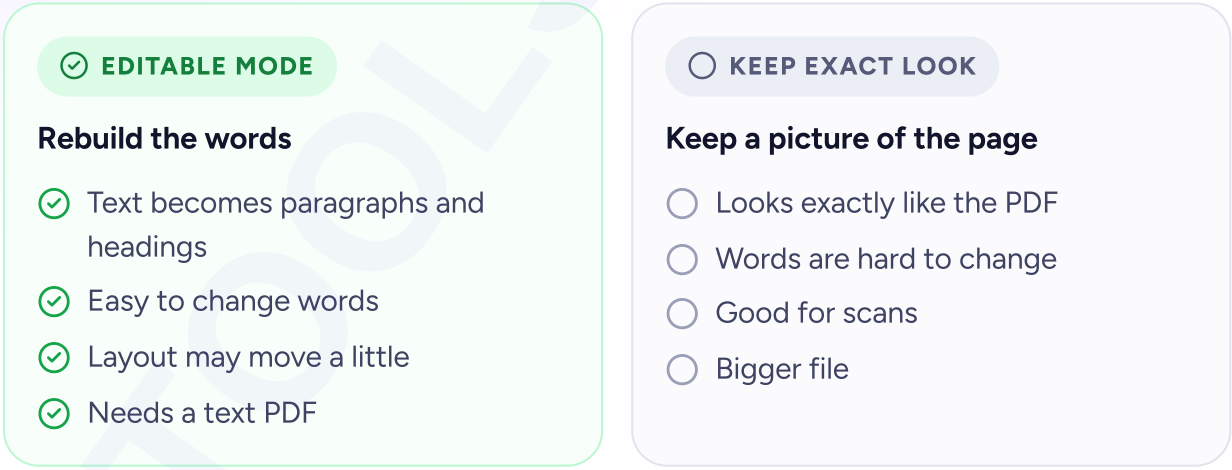
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What often moves when you convert

Part of the page	What may happen	What to check
Tables	Lines or spacing shift; cells split	Every row and column
Footnotes and page borders	They become normal text or disappear	Bottom of each page
Fancy fonts	A different font takes their place	Titles and headings
Charts and drawings	The whole page may turn into one picture	Can you still edit the words?
Scanned pages	No words at all, or misread letters	Run OCR first; check names and numbers

From Microsoft's own list of things that may not convert well (updated September 2026).

PICTURE 6 **Editable vs exact look**



Choose editable when you need to change words; choose exact look when the page must look the same.

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Example: fixing a club report

Remember Paolo? He used **S-U-R-I**. **S:** he selected a word — it was a text PDF. **U:** he opened it in Word. **R:** he put the old PDF and the new Word file side by side and saw that a table had moved. **I:** he fixed the table, saved Club-Report-2026.docx, and then saved a fresh PDF for sending.

QUICK RECAP

Word opens a PDF as an editable copy and tries to match the layout. Google Docs converts PDFs of 2 MB or smaller through Open with → Google Docs. ToolsKo PDF to Word runs on your device and has an editable mode and a "Keep exact look" mode. S-U-R-I: See what kind of PDF it is, Use the right tool, Review side by side, Improve and save as a new file. Tables, footnotes, fancy fonts and charts move most often.

TRY IT NOW

Convert and compare

1. Take a copy of a text PDF with one or two pages.
2. Convert it to Word with one of the three ways.
3. Put both side by side and write down two things that moved.

Key takeaways

- Word, Docs and ToolsKo can all convert.
- S-U-R-I every time.
- Tables and footnotes move most.
- Save the result as a new file.

Quiz: 3 quick questions

1. What does the R in S-U-R-I stand for?

A Rename the original
B Review it side by side with the original
C Restart the computer

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2. What is the size limit for converting a PDF in Google Docs?

A 2 MB or smaller

B No limit at all

C Exactly 50 pages

3. You have a scanned PDF and need it to look exactly the same in Word. Which mode fits?

A Editable mode

B Delete mode

C Keep exact look

Answers

1. **B. Review it side by side with the original** — Comparing side by side is how you catch what moved.
2. **A. 2 MB or smaller** — Google's help page says files should be 2 MB or smaller.
3. **C. Keep exact look** — A scan has no real words, so keeping a picture of each page works best.

PRACTICE TASK

The one-page fix

Find a one-page PDF (a flyer or a letter). Convert a copy to Word, change one name and one date, compare it with the original, then save a new PDF with a clear name. Time yourself — it should take less than 15 minutes.

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CHAPTER 5 · LESSON 3

PDF to Excel: Rescue the Numbers

Price lists, grades, bank statements and reports often hide their tables inside PDFs. Here's how to get the numbers out so you can sort and add them.

New word: CSV

CSV means **Comma-Separated Values**. It's the simplest kind of table: each row is one line, and commas split the columns, like "Pencil, 12, 10". It's like a lunch box with dividers: everything has its own space. Excel and Google Sheets open CSV files easily.

Ways to get a table out

Way	How (checked Nov 22, 2026)
Excel (Microsoft 365 on Windows)	Data → Get Data → From File → From PDF, pick the table, then Load. Not every Excel version has this button.
ToolsKo PDF to Excel (CSV)	Choose the PDF, download the CSV, open it in Excel or Google Sheets. Works best with simple tables with clear columns.
Copy and paste	For a tiny table, select it in a text PDF and paste into a sheet. Columns may land in one cell.

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PICTURE 7 **Getting a table out of a PDF**



Pull the table, open it in a sheet, and always check the totals against the original.

Example: the total that saves you

Joy converts a supplier's price list. The PDF says the total is **₱7,000** (₱1,250 + ₱980 + ₱2,400 + ₱615 + ₱1,755). In Excel, she adds the column and gets **₱4,602.40**. Something is wrong! She looks closer: the converter read "2,400" as "2.4". She fixes that one cell and the total becomes ₱7,000 — the same as the PDF.

Item	In the PDF	After converting	Fixed
Bond paper	₱1,250	₱1,250	₱1,250
Folders	₱980	₱980	₱980
Ink	₱2,400	₱2.40	₱2,400
Pens	₱615	₱615	₱615
Envelopes	₱1,755	₱1,755	₱1,755
Total	₱7,000	₱4,602.40	₱7,000

Made-up numbers. One wrong cell changed the total by ₱2,397.60.

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The total test

If the PDF shows a total, add the column yourself in the sheet and compare. If the totals match, your numbers are very likely right. If they don't, look for commas, periods, missing minus signs or numbers stuck in the wrong column.

Scanned tables

If the table is a scan, there are no real numbers inside. Run OCR first, then convert — and check every number, because OCR can read "5" as "S" or "0" as "O".

QUICK RECAP

CSV is a simple table where commas split the columns. Excel for Microsoft 365 on Windows can import PDF tables with Data → Get Data → From File → From PDF. ToolsKo PDF to Excel makes a CSV and works best with simple tables. Always do the total test: add the column and compare with the PDF. Scanned tables need OCR first and a check of every number.

TRY IT NOW

Rescue one table

1. Find a PDF with a small table (a price list or a schedule).
2. Convert a copy to Excel or CSV.
3. Add one column and compare the total with the PDF.

Key takeaways

- CSV is a simple table.
- Excel and ToolsKo can pull tables out.
- Always do the total test.
- Scanned tables need OCR and a full check.

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Quiz: 3 quick questions

1. What does CSV stand for?

A Comma-Separated Values
B Copy Saved Version
C Clear Sheet View

2. Your converted total doesn't match the PDF. What should you do?

A Ignore it
B Look for misread cells, like 2,400 read as 2.4
C Delete the sheet

3. Why check every number in a scanned table?

A Scans have extra numbers
B Excel can't open scans
C OCR can misread numbers and letters

Answers

1. **A. Comma-Separated Values** — Commas split the columns in each row.
2. **B. Look for misread cells, like 2,400 read as 2.4** — A different total is a sign that one or more cells went wrong.
3. **C. OCR can misread numbers and letters** — OCR may read 5 as S or 0 as O.

PRACTICE TASK

Your price list

Make a simple 5-item price list in Word, save it as a PDF, then convert the PDF back to Excel or CSV. Do the total test. Write down anything that changed on the way.

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CHAPTER 6 · LESSON 4

PDF to Pictures and Back

Sometimes a page needs to be a picture: for a group chat, a slide or a social post. And sometimes pictures need to become one PDF.

Pages into pictures

You want...	Use
Each page as its own picture	PDF to JPG / PNG — every page becomes one image (a 12-page PDF gives 12 pictures)
All pages as one tall picture	PDF to One Long Image — great for scrolling in chat apps (up to 50 pages)
Just part of one page	Screenshot it, then use Image Cropper
Pictures back into one PDF	Images to PDF — put them in order first

PICTURE 8 **JPG vs PNG**

JPG

Best for photos

- Smaller files
- Great for photos and scans
- Small text can look fuzzy
- Good for chat and email

PNG

Best for text and drawings

- Sharp letters and lines
- Great for screenshots and charts
- Bigger files
- Good for slides and printing

Photos → JPG. Pages full of words, charts or drawings → PNG.

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New word: resolution (DPI)

Resolution is how many tiny dots (pixels) make up a picture. **DPI** means **dots per inch**. More dots = sharper picture, but a bigger file. It's like a mosaic: more small tiles show more detail. An A4 page at **150 DPI** is about 1,240 × 1,754 pixels — fine for a screen. At **300 DPI** it's about 2,480 × 3,508 pixels — better for printing.

Example: posting a schedule

Ms. Reyes, a class adviser, has a 2-page exam schedule PDF. Parents in the group chat say PDFs are hard to open on their phones. She uses **PDF to One Long Image** and posts one tall picture that parents can scroll. She still attaches the PDF, because in a picture the words stop being real text: nobody can search, copy or fill them.

QUICK RECAP

PDF to JPG / PNG turns each page into one picture; PDF to One Long Image stacks pages into one tall picture for chat apps. JPG is best for photos; PNG is best for text, charts and drawings. Resolution (DPI) is how many dots make a picture: 150 DPI for screens, 300 DPI for printing. Pictures lose real text, so keep the PDF too.

TRY IT NOW

Page to picture

1. Take a copy of a one-page PDF.
2. Save it once as JPG and once as PNG.
3. Zoom in on small words in each. Which looks sharper? Which file is smaller?

Key takeaways

- Each page can become a picture.
- Photos → JPG; words and charts → PNG.
- More DPI = sharper but bigger.

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Pictures lose real text — keep the PDF.

Quiz: 3 quick questions

1. Which picture type keeps small text sharpest?

A JPG

B HEIC

C PNG

2. A 12-page PDF goes through PDF to JPG. How many pictures do you get?

A 12

B 1

C 24

3. What happens to the words when a page becomes a picture?

A They get bigger

B They can't be searched or copied anymore

C They turn into a table

Answers

1. **C. PNG** — PNG keeps letters and lines crisp.
2. **A. 12** — Each page becomes one picture.
3. **B. They can't be searched or copied anymore** — A picture is only dots, not real letters.

PRACTICE TASK

A chat-friendly page

Pick a short PDF, like a schedule or a notice. Turn it into one long image and send it to yourself in a chat app. Check that you can read it on your phone without zooming too much.

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CHAPTER 7 · LESSON 5

Convert Scans and Private Files Safely

Where does your file go when you convert it? For a flyer, it doesn't matter much. For an ID or a bank statement, it matters a lot.

Three kinds of converters

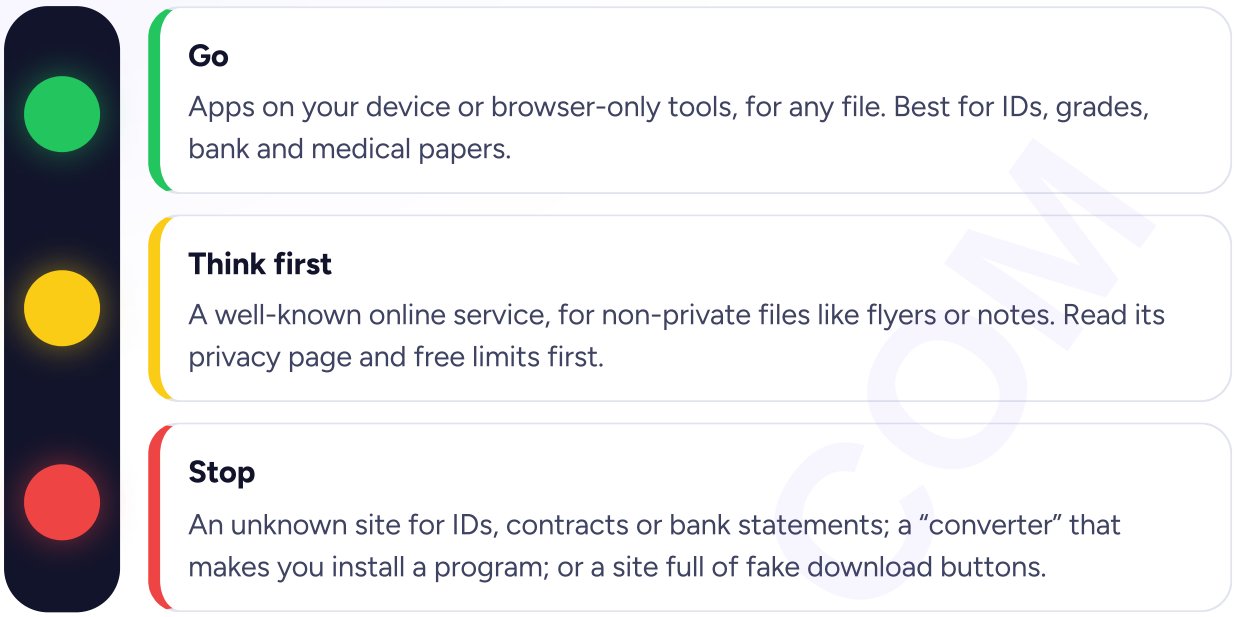
Kind	Where your file goes	Example
Apps on your device	Stays on your phone or computer	Word, Excel, Print to PDF, phone scanners
Browser-only tools	Processed inside your browser, not uploaded	ToolsKo PDF tools say: files are processed on your device and never uploaded
Online upload services	Sent to the company's servers	Adobe's free online tools upload files to Adobe cloud storage (Adobe FAQ)

New word: upload

To **upload** means to send a file from your device to someone else's computer on the internet (a server). It's like handing your notebook to a stranger to photocopy it for you. A good shop gives it back and throws away the copy — but you can't watch them do it.

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PICTURE 9 **Converter traffic light**



Match the converter to how private the file is.

In the Philippines, the **Data Privacy Act (RA 10173)** protects personal data, and the National Privacy Commission handles complaints. But the safest data is data you never send. When a file has your ID number, address, grades or money details, convert it on your device.

Converting a scan, step by step

PICTURE 10 **Scan to editable file**



A scan is a picture. Read the letters with OCR first, then convert, then check every name and number.

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Too big to convert?

Google Docs only converts files of 2 MB or smaller. A 10-page scan at about 400 KB a page is about 4 MB — too big. Split it with Split PDF into parts of 4, 3 and 3 pages (about 1.6 MB, 1.2 MB and 1.2 MB), or use a tool without that limit.

Example: a private document

Ella needs her scanned report card as a Word file to copy her grades into a scholarship form. A random site promises “free instant conversion.” She stops: it’s a private file. Instead, she uses a browser-only OCR tool, converts it on her laptop, and checks every grade against the paper card.

QUICK RECAP

Converters work on your device, inside your browser, or by uploading your file to a server. Upload means sending your file to someone else’s computer. Use the traffic light: device and browser-only tools for any file; known online services only for non-private files; stop at unknown sites for private files or any converter that makes you install a program. For scans: test, OCR, convert, then check closely.

TRY IT NOW

Sort your converters

1. List the converters you have used before.
2. Mark each one green, yellow or red.
3. For your most private file type, pick one green converter to use from now on.

Key takeaways

- Know where your file goes.
- Private files stay on your device.
- Never install a program just to convert.
- Scans: OCR first, then check.

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Quiz: 3 quick questions

1. What does upload mean?

A Sending your file to another computer on the internet
B Printing a file
C Renaming a file

2. You need to convert a scan of your ID. Which is the safest choice?

A Any free website
B A tool that works on your device or in your browser without uploading
C Post it in a group chat and ask for help

3. A converter site says you must install a program first. What light is that?

A Green
B Yellow
C Red

Answers

1. **A. Sending your file to another computer on the internet** — Your file leaves your device and goes to a server.
2. **B. A tool that works on your device or in your browser without uploading** — Private files are safest when they never leave your device.
3. **C. Red** — Programs from unknown sites can carry harmful software.

PRACTICE TASK

Your safe converter kit

Write a short list of three converters you trust: one for making PDFs, one for PDF to Word, and one for PDF to pictures. Next to each, write if it works on your device, in your browser, or by uploading.

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CHAPTER 8

Your 14-Day Converting Plan

About 15 minutes a day for two weeks. By day 14, you'll convert files in every direction and catch mistakes before anyone else does.

Start any day. Use practice files or copies — never your only copy of an important document.

PICTURE 11 **The 14-day converting plan**



Into PDF, out to Word, out to Excel, pictures, then scans and safety — one small skill a day.

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Day	Task (about 15 minutes)	Done?
1	Save a Word file or Google Doc as a PDF.	☐
2	Print a web page to PDF.	☐
3	Turn 3 photos into one PDF (HEIC to JPG first if needed).	☐
4	Test 3 PDFs: text or scan?	☐
5	Convert a text PDF to Word and compare side by side.	☐
6	Fix what moved and save it as a new file.	☐
7	Convert a PDF table to Excel or CSV.	☐
8	Do the total test on your table.	☐
9	Make a price list PDF and convert it back; note the changes.	☐
10	Save one page as JPG and as PNG; compare sharpness.	☐
11	Turn a short PDF into one long image for chat.	☐
12	Run OCR on a scan, convert it, and check names and numbers.	☐
13	Sort your converters into green, yellow and red.	☐
14	Teach someone S-U-R-I with one real file.	☐

Bonus exercises

1 **Round-trip test**

Convert Word → PDF → Word and see what changed. It shows you which parts break most.

2 **Help someone**

Help a parent turn their phone photos of documents into one neat PDF.

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3 **Compare two versions**

Use Compare Two PDFs to spot changes between an old and a new PDF.

4 **Read the next book**

Book 3, Compress PDF Guide, shows how to make big PDFs small enough to email or upload.

Checking is the real skill

Anyone can press a Convert button. The pro move is the side-by-side check. That's what makes your files right the first time.

QUICK RECAP

Days 1–3: make PDFs from documents, web pages and photos. Days 4–6: convert to Word, compare and fix. Days 7–9: pull tables into Excel and do the total test. Days 10–11: pages to JPG, PNG and one long image. Days 12–14: OCR a scan, sort converters by the traffic light, and teach S-U-R-I.

TRY IT NOW

Start today

1. Copy the 14-day table.
2. Do Day 1 now.
3. Set a daily reminder on your phone.

Key takeaways

- One small skill a day.
- Practice on copies.
- Check every result.
- Finish by teaching someone.

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Quiz: 3 quick questions

1. What do you practice on day 8?

A The total test on your table
B Printing a web page
C Making a long image

2. What is a round-trip test?

A Driving to a computer shop
B Converting Word → PDF → Word to see what changes
C Sending a file to yourself twice

3. What is the real pro skill in converting?

A Pressing Convert very fast
B Buying the most expensive app
C Checking the result side by side

Answers

1. **A. The total test on your table** — Days 7–9 are about tables and checking numbers.
2. **B. Converting Word → PDF → Word to see what changes** — It shows which parts of your file break when converted.
3. **C. Checking the result side by side** — Checking catches mistakes before anyone else sees them.

PRACTICE TASK

Complete the 14 days

Follow the plan and tick each box. On day 14, write the converting job you do most and the exact steps you will use from now on.

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CHAPTER 9

Common Converting Mistakes (and Easy Fixes)

Most converting problems come from rushing. A few calm habits fix almost all of them.

PICTURE 12 **Rushed habits vs pro habits**



A careful check takes minutes and saves hours of fixing later.

Now check your habits against this table.

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Mistake	Why it hurts	Easy fix
Converting the only copy	If it goes wrong, the original is gone	Convert a copy
Not checking the result	Moved tables and wrong words get sent	Review side by side (S-U-R-I)
Converting a scan without OCR	You get no words, or a page-sized picture	Run OCR first
Trusting numbers without the total test	One misread cell changes the total	Add the column and compare
Turning forms into pictures	Nobody can fill or search them	Keep forms as PDFs
Using JPG for small text	Letters look fuzzy	Use PNG for text and charts
Uploading private files to unknown sites	You lose control of your data	Use device or browser-only tools
Installing a “converter” program from a pop-up	It may carry harmful software	Close it; use known tools
Converting PDF back to edit, when you have the draft	Extra work and layout problems	Edit the draft and save a new PDF
Saving over the old file	You can’t go back	Save with a new name

The before-you-send check

Before you send a converted file, ask: “Did I compare it with the original?”, “Are the names, dates and totals right?”, “Is it the right file type for the person receiving it?” and “Did I keep the original?”

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QUICK RECAP

Common mistakes: converting the only copy, not checking, skipping OCR for scans, skipping the total test, turning forms into pictures, using JPG for small text, uploading private files to unknown sites, installing pop-up converters, converting back when you have the draft, and saving over the old file. Each has an easy fix. Do the before-you-send check.

TRY IT NOW

Audit your habits

1. Tick every mistake you have made before.
2. Write the fix next to each one.
3. Choose one fix to start today.

Key takeaways

- Copy first, then convert.
- Compare side by side.
- Do the total test.
- Save with a new name.

Quiz: 3 quick questions

1. You still have the Word draft. What's the easiest way to update the PDF?

A Edit the draft and save a new PDF
B Convert the PDF back to Word
C Retype everything

2. A pop-up says "Install this program to convert your PDF." What do you do?

A Install it quickly
B Close it and use a tool you know
C Send it to friends

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3. Why save a converted file with a new name?

A New names convert faster

B It's the law

C So you don't lose the original

Answers

1. **A. Edit the draft and save a new PDF** — Editing the draft avoids layout problems.
2. **B. Close it and use a tool you know** — Unknown programs may carry harmful software.
3. **C. So you don't lose the original** — If something goes wrong, you can go back.

PRACTICE TASK

Your converting rules

Write 5 personal converting rules (for example, "Copy first", "S-U-R-I every time", "Total test for numbers", "Private files stay on my device", "Save with a new name"). Keep them near your computer or in your phone notes.

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CHAPTER 10

Real-Life Examples: Converting Made Easy

These five example stories are based on common Filipino situations (names are made up). Look for the habits, not the apps.

K

Kyla, 15
Grade 10 student, Cavite

THE PROBLEM

Her group's report was a PDF, and the teacher asked them to fix three typos.

WHAT KYLA TYPED

```
Tested it (a text PDF), opened a copy in Google Docs, fixed the typos, compared it with the original, and downloaded a new PDF.
```

THE RESULT

They sent the corrected report the same night without retyping a single page.

Lesson: Convert a copy, fix it, compare, then make a fresh PDF.

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Aling Rosa, 47
Sari-sari store owner, Batangas

THE PROBLEM

Her supplier sent a 3-page price list PDF, and she wanted to compare prices in a sheet.

WHAT ALING ROSA TYPED

```
Converted it to CSV, opened it in Google Sheets, and did the total test on each page.
```

THE RESULT

She found one misread price, fixed it, and now updates her own selling prices in minutes.

Lesson: The total test catches the one cell that went wrong.

Mark Anthony, 23
Fresh graduate, Quezon City

THE PROBLEM

A job portal only took JPG or PDF, and his diploma photo was a HEIC file.

WHAT MARK ANTHONY TYPED

```
Turned the HEIC photo into JPG, then put it with his transcript into one PDF with Images to PDF, and checked every page.
```

THE RESULT

The portal accepted his file on the first try.

Lesson: Know which container the receiver wants.

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M

Ms. Bautista, 38
Public school teacher, Davao

THE PROBLEM

Parents couldn't open the PDF class schedule on their phones.

WHAT MS. BAUTISTA TYPED

```
Made one long PNG image for the group chat and still attached the PDF for printing.
```

THE RESULT

Parents could read it right away, and nobody asked for it again.

Lesson: A picture for quick reading, the PDF for keeping.

M

Mang Lito, 58
Barangay office staff, Iloilo

THE PROBLEM

Had a scanned 10-page old ordinance to retype into Word, about 4 MB.

WHAT MANG LITO TYPED

```
Split it into three parts under 2 MB, ran OCR, converted each part to Word, and checked names and numbers line by line.
```

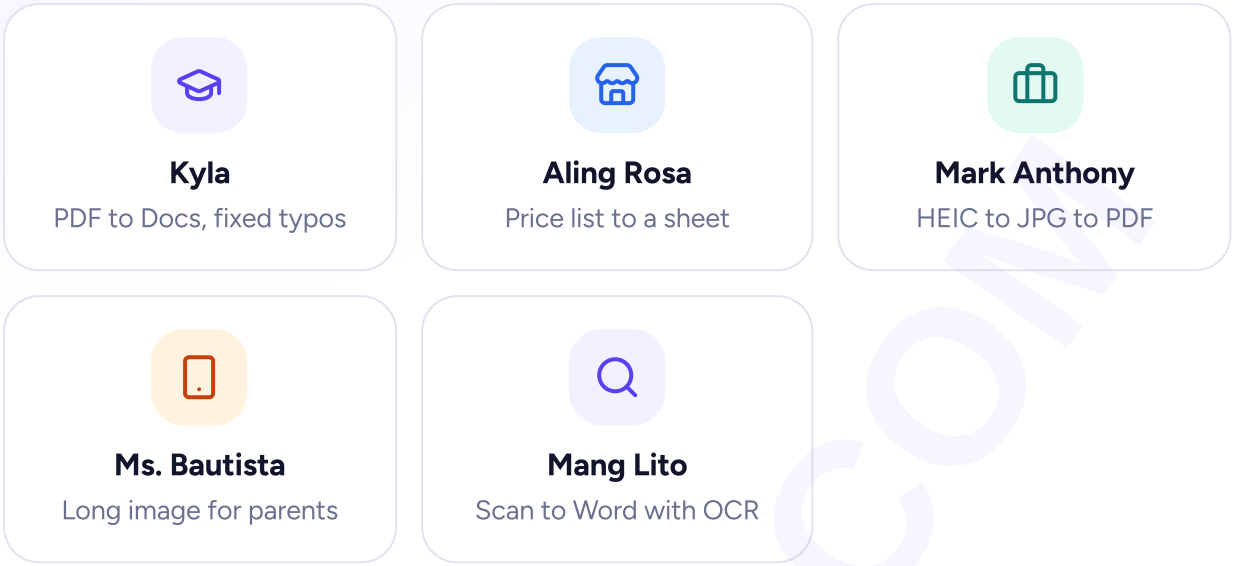
THE RESULT

He finished in one morning instead of three days of typing.

Lesson: Scans: split if needed, OCR first, then check closely.

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PICTURE 13 **Five converting wins**



Different lives, same habits: convert a copy, pick the right container, and check before sending.

What these stories have in common

They worked on copies, chose the file type the receiver needed, used free tools, kept private files safe, and checked the result against the original before sending. None of them needed to be a computer expert, and none of them paid for a fancy app. They just slowed down for two minutes to check.

QUICK RECAP

A student fixed typos by converting a copy to Google Docs; a store owner pulled a price list into a sheet and did the total test; a graduate turned HEIC into JPG and PDF; a teacher made a long image for parents; and an office worker split, OCR'd and checked a big scan.

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TRY IT NOW

Your next step

1. Pick the story most like your situation.
2. Copy one habit from it this week.
3. Write how it went after 7 days.
4. Share the habit with a friend or family member who converts files too.

Key takeaways

- Free tools are enough to start.
- Pick the container the receiver needs.
- Check before you send.
- Keep the original.

Quiz: 3 quick questions

1. How did Aling Rosa find the wrong price?

A. A friend told her
B. She did the total test
C. She guessed

2. Why did Mang Lito split his scan first?

A. It was over a 2 MB limit
B. To make it prettier
C. To delete pages

3. Why did Ms. Bautista still attach the PDF?

A. By mistake
B. Pictures are not allowed in chats
C. For parents who want to print or keep it

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Answers

1. **B. She did the total test** — Comparing totals shows when a cell was misread.
2. **A. It was over a 2 MB limit** — About 4 MB was too big for a tool that takes 2 MB or smaller.
3. **C. For parents who want to print or keep it** — A picture is for quick reading; the PDF is for keeping and printing.

PRACTICE TASK

Your converting story card

Write your own story card: one converting job you need to do, the chapter that helps, the tool you will use, and how you will check the result.

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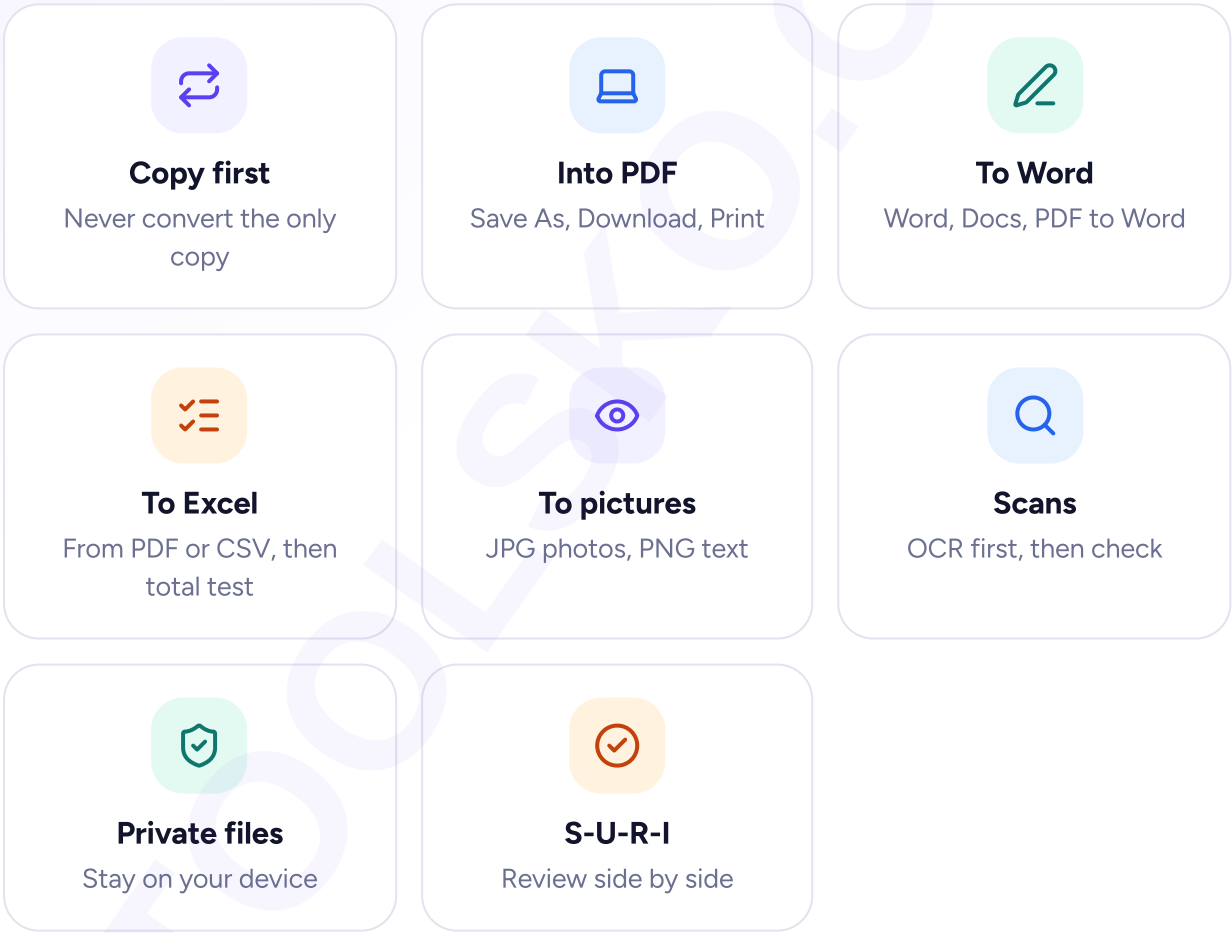
THE END

Quick Summary

Everything important, on one page.

The whole book on one page. Keep it near your computer or in your phone notes.

PICTURE 14 **Cheat sheet: converting in 8 cards**



Eight habits that make converting quick and correct.

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Remember	In one line
The big rule	Converting is pouring into a new cup: pick the right cup, pour from a copy, check for spills.
Recipe	S-U-R-I: See what kind of PDF it is, Use the right tool, Review side by side, Improve and save as a new file.
Into PDF	Save As or Download as PDF; Print → Save as PDF; Images to PDF; HEIC to JPG first if needed.
To Word	Word opens PDFs as editable copies; Google Docs takes files of 2 MB or smaller; check tables and footnotes.
To Excel	From PDF in Excel or a CSV converter; always do the total test.
To pictures	JPG for photos, PNG for text; 150 DPI for screens, 300 DPI for print; keep the PDF too.
Safety	Private files on device or browser-only tools; never install a pop-up converter.

You can convert like a pro now

You know the containers, how to make PDFs, how to turn them into Word, Excel and pictures, how to handle scans, and how to keep private files safe. Most of all, you know to check. Try one new conversion this week.

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WHAT'S NEXT

Your Next Learning Path

You finished Book 2. Here is where to go from here.

This is **Book 2** of the **PDF Skills** series. Here is your path:

PICTURE 15 **Your PDF Skills path**



You understand PDFs and can convert them. Next, make them smaller, then keep them safe.

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What to do next

Next step	Why
Finish the 14-day plan	Convert in every direction and check like a pro.
Review Book 1	How PDF Works: text vs scanned PDFs, OCR, filling and signing forms.
Read Book 3	Compress PDF Guide: make big PDFs small enough to email or upload.
Read Book 4	PDF Security: passwords, permissions, proper redaction and safe sharing.
Grow your skills	Excel for Beginners and Google Sheets help you use the tables you rescue from PDFs.

One last tip

Keep the editable draft of everything you make. A PDF is the finished cake; the draft is the recipe. With the recipe, you can always bake a new one.

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Put what you learned to work. These tools are free on toolsko.com, need no sign-up, and most work right in your browser.

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Word to PDF Converter
Turn a finished Word file into a PDF.
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PDF to Excel (CSV) Table Extractor

Pull simple tables out of a PDF for Excel or Sheets.

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CSV / Spreadsheet to PDF

Turn spreadsheet rows into a neat printable PDF table.

toolsko.com/csv-to-pdf ↗

PDF to JPG / PNG Converter

Save each PDF page as a picture.

toolsko.com/pdf-to-jpg ↗

PDF to One Long Image

Stack pages into one tall picture for chat apps.

toolsko.com/pdf-to-long-image ↗

Images to PDF

Put several photos into one PDF in order.

toolsko.com/images-to-pdf ↗

HEIC to JPG Converter

Turn iPhone photos into JPG that every site accepts.

toolsko.com/heic-to-jpg ↗

OCR PDF: Make a Scanned PDF Searchable

Read the letters in a scan before converting it.

toolsko.com/ocr-pdf ↗

PDF to Text (Extract Text)

Copy all the words out of a text PDF.

toolsko.com/pdf-to-text ↗

Compare Two PDFs (Find Changes)

Spot what changed between two versions of a file.

toolsko.com/compare-pdf ↗

Words to know

Convert	To change a file from one type into another, like PDF into Word.

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File type	The kind of file, shown by its extension, like .pdf, .docx or .jpg.
Editable	Easy to change: you can add words, fix numbers or move pictures.
DOCX	The file type of a Word document.
XLSX	The file type of an Excel workbook.
CSV	Comma-Separated Values: a simple table where commas split the columns.
JPG	A picture type best for photos; makes small files.
PNG	A picture type best for text, screenshots and drawings; keeps lines sharp.
HEIC	A space-saving photo type many iPhones use by default.
Layout	Where text, pictures and tables sit on a page.
OCR	Optical Character Recognition: a tool that reads letters from pictures of pages.
Resolution	How many tiny dots (pixels) make up a picture; more dots look sharper.
DPI	Dots per inch: 150 is fine for screens, 300 is better for printing.
Upload	To send a file from your device to another computer on the internet.
Round trip	Converting a file and then back again, to see what changes.

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Total test	Adding a column after converting and comparing it with the total in the PDF.

Where the facts come from

1. Opening PDFs in Word: what converts well and what may not (Microsoft Support, updated September 2026)
2. Convert PDF and photo files to text with Google Docs (Google Drive Help)
3. PDF connector: import PDF tables into Excel (Microsoft Learn, updated October 2026)
4. Announcing data import from PDF documents in Excel (Microsoft Excel Blog)
5. Try Adobe Acrobat online services: free limits and file uploads (Adobe FAQ, June 2025)
6. How to change HEIC images to JPEG on iPhone (Tom's Guide)
7. Edit a PDF in Word (Microsoft Support training)
8. The History of the PDF (Adobe timeline)
9. Republic Act 10173: Data Privacy Act of 2012 (National Privacy Commission)

App features, menus and limits were checked on November 22, 2026. Apps change their buttons, menus and free limits often, so yours may look a little different — look for the same idea under a similar name. All names, files and amounts in the examples are made up. ToolsKo is not connected to Adobe, Google, Apple, Microsoft, any government agency or any other company named in this book. The parts about privacy are general information, not legal advice. Written by ToolsKo Learn · toolsko.com/learn

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Book 2	**Convert PDF Like a Pro — this book**
Book 3	Compress PDF Guide — coming soon
Book 4	PDF Security — coming soon

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