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By Susan Reynolds The only way you can edit a PORTABLE Document Format (PDF) in Microsoft Word is to use a third-party application to transform it into a Word document. It works by reading the text in the PDF and extracting it to a Word file, so you can delete, edit, and add text to the file. Some PDF documents are locked for editing, so you can't turn them into Word documents. Browse for the PDF you want to edit and click it. Click Transform to Word in the upper-right corner of the menu. The file automatically opens the PDF document in Microsoft Word 2007, so you can edit it in the same way as any other Word document. Edit the document in Word. Use the editing tools in Word to edit, delete, or add text. For example, cut out text by highlighting and right-clicking on it. Then select Cut to remove and Paste to insert or restore text. Use the Insert function. Add page numbers by going to Insert, and then clicking Page Numbers. Add a header by going to Insert and clicking Header. 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