Hadley

Google Docs: Converting Word and PDFs into Google Docs Sample

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Hi, my name is Vikki Vaughan, and in today’s workshop, we’ll learn to convert various file formats into Google Docs.

As we’ve discussed in another workshop in this series, lots of family and friends might not be using Google Docs just yet. That’s why it’s so great that Google makes it super easy to convert familiar file types, like Microsoft Word or PDF’s, into Google Doc files.

On the flip side, Google also makes it simple to convert Google Docs into several different file types including Microsoft Word, RTF and PDF’s. If that’s something you’re interested in, be sure to check out another workshop in this series.

Let’s head over to our Google Drive at [drive.google.com](http://drive.google.com/). Once we’ve signed in, we’re ready to open the New command.

**Ed:** Now that you've had a chance to learn a bit with us, we'd like to learn more about you, your name, email address. How you heard about Hadley and your relationship to vision loss. Learning more will give us a better understanding of how to personalize Hadley just for you. And don't worry, everything you share with us online will be kept safe and secure. Of course, if you'd prefer to talk through these questions, we're just a phone call away at 800-323-4238.

Taking these few steps saves your preferences so you can continue right where you left off and track your progress every time you log on. Plus, it connects you to the Hadley Community and help sustain our funding to keep Hadley free of charge. And last but not least, it gives you direct access to experts like me. Now, where were we?