Hadley

Google Docs: Converting Your Docs to Word Files and PDFs

Presented by Vikki Vaughan

Hi, my name is Vikki Vaughan, and in today’s workshop, we’ll learn to convert Google Docs into Word and PDF documents.  For information about converting files the opposite way–from Word or PDF into Google Docs–be sure to check out another workshop in this series.

Many people in our life use something other than Google Docs as their primary word processing program. Because Google Docs is an online program, others can’t just import them into Microsoft Word. In order for Word users to view our Google Docs, we must first convert them to Microsoft Word.

Sometimes, we want to convert our Google Docs to another format such as RTF, Plain Text, PDF, or another format. Not to worry, it’s easier than it sounds. It’s as simple as downloading our Google Doc to the desired format.

**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?