Hadley

Google Docs for Screen Reader: Converting Your Docs to Word and PDF Files Sample

Presented by Ricky Enger

**Ricky:** Hello, my name is Ricky Enger, and today we're going to find out how to save our Google Docs files to other formats, like Microsoft Word and PDF. We're using the Chrome browser along with NVDA as our screen reader, but things are going to be pretty similar no matter which browser and screen reader we're using.

Google Docs is really powerful and it has everything we need to create our documents and keep them organized. Still there are going to be times when we need to make our documents available in other formats so that programs besides Google Docs can open them.

Well, how do we do that, and how complicated and time-consuming is it gonna be? Luckily, the process is really quick and straightforward.

Let's check it out. We'll first wanna open the document that we'd like to save in a different 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?