



Google Docs with Screen Reader

Converting Your Docs to Word Files and PDF Documents

Here's how to change a Google Doc into another file type.

Sometimes you may need to save your files in other formats so they can be opened in programs other than Google Docs. Luckily, the process is quick and easy. **Try it now!**

Tip: These instructions are for using the Google Chrome browser along with NVDA as a screen reader, but the concepts are similar no matter which screen reader and browser you're using.

Converting Google Docs to Another File Format

1. To begin, go to **docs.google.com** and open the Google Doc you want to convert.

Tip: Check out the workshop in this series on creating and opening documents.

2. The option to change the file format is found under the **File** menu. Press **ALT + F**, for “file” to open the **File** menu.
3. Then press the letter **D** for “download” to open that submenu, which is focused on **Microsoft Word**.
4. There are a number of different file formats. Press the **Down Arrow** to explore the other formats.

- Microsoft Word (.docx)
- Open Document Format (.odt)
- Rich Text Format (.rtf)
- PDF Document (.pdf)
- Plain Text (.txt)
- Web Page (.html, zipped)
- EPUB Publication (.epub)

Tip: Don't worry if some of these formats are unfamiliar to you. Knowing the types of files Google Docs supports is useful if someone requests a document in a particular format.

5. When you reach the end of the list, which is the **.epub** format, press the **Down Arrow** once more to return to **Microsoft Word** at the top of the list.

6. Press **Enter** to download your file as a Microsoft Word document.

Opening Your New Document

7. When the document download is complete, press **F6** to move to the browser **Download** bar.
8. When you hear that the focus is on the file you just downloaded, press **Enter**. Your file opens in Microsoft Word.

Tip: The file opens in Protected View. This means that you can't make changes to it until you save it in Microsoft Word and enable editing. This prevents you from accidentally making changes to the document. The file also opens in Protected View for anyone you send it to.

9. Follow these steps again to download a document in a different format, like Plain text or PDF.

Now you've learned to convert Google Docs to different file types—and there's so much more you can do! Check out the rest of the workshops in this series to learn more.

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