



Google Docs with Low Vision

Converting Your Docs to Word Files and PDF Documents

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

You can share your files with people who use a different word processing program, using a few simple clicks and keyboard shortcuts. You can also create a PDF and many other file types. **Try it now!**

1. To begin, open the Google Doc you want to convert.

Tip: Check out another workshop in this series to learn several ways to find and open the file you want.

Using the Mouse

2. To open the file menu, move your cursor to the menu bar and select **File**.
3. Select **Download** from the dropdown menu.

4. In the submenu to the right, select the type of format you want to convert your file to.

Tip: The default option is Microsoft Word.

Your new document will download at the bottom of your screen.

Using Keyboard Shortcuts

5. After opening your Google Doc, press **ALT + F** to open the **File** menu.
6. Press **D** to select **Download**.
7. In the submenu to the right, use the up and down arrows to select the format you want, then press **Enter**.

Tip: The default option is Microsoft Word

Your new document will download at the bottom of your screen.

Opening Your New Document

8. To open the new document, double-click on the document name at the bottom of your screen.

Tip: If you downloaded your Google Doc to Microsoft Word, the document opens in a protected view. To edit or print the document, select the Enable Editing button, in the yellow ribbon across the top of the window.

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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