



Google Docs with Low Vision

Converting Word and PDF Files to Google Docs

Here's how to turn familiar document types into files you can use with Google Docs.

If you've ever wanted to edit the text in a PDF or share a Word document with people who don't use Word, you're in luck. Google makes it easy to convert PDFs, Word files—and more—so you can gain all the benefits of Google Docs. **Learn how!**

1. To begin, go to the Google Drive home page by typing **drive.google.com** in the browser address bar, then press **Enter**.

Upload a File

2. Select the **New** button in the top left corner of the Google Drive home page, then select **File Upload** in the menu that opens.

Tip: If you like to use the keyboard instead of the mouse, press **C** to open the New menu, then use the Down arrow to select File Upload, and press **Enter**.

3. A new window opens, showing your Google Drive File list. From this list, select the file you want to convert.

A small window pops up at the bottom of the screen to let you know the upload is complete. To close it, select the **X** in the right corner.

The uploaded document appears in your Google Drive file list, still in its original format.

Tip: You can open and view the file in its original format from Google Docs, but if you want to edit or share the file using Google Docs, you need to convert it.

Convert the File

4. Right click on the document to open the context menu.

Tip: To use the keyboard, left click on the document name to select it, then press Shift + F10 to open the context menu.

5. In the context menu, select **Open with**, then select **Google Docs**.

Tip: To use the keyboard, press the Down arrow to select Open with, press the Right arrow to open the submenu, then press Enter to select Google Docs.

A progress menu pops up quickly as the file opens in Google Docs.

6. To save the file as a Google Doc, select **File** from the menu bar, then select **Save as Google Docs**.

Tip: To use keyboard shortcuts, press ALT + F to open the File menu, then press U to select Save as Google Docs.

After you convert the file, the original file and the new Google Doc version are both listed on the Google Docs home page. Both files have the same name, but the Google Docs file doesn't have the extension, such as .docx or .pdf.

Congratulations! You've learned how to convert some common file types so you can edit, share, and print the files in Google Docs. Keep exploring the workshops in this series to learn even more.

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