

Getting Started

Welcome to GroupDocs! We make document management and sharing easy by letting you store, convert, share, sign, assemble, annotate and compare documents from one handy location. Here's what to do to get started.

Personalize your profile


Upload a document

Convert a document

Share a document



1 Add a name to your account



Click **Account** Enter your name Click **Save Changes**

2 Upload a document

Dashboard

DROP FILES HERE

Open Dashboard Drop a file in the **DROP FILES HERE** area.

3 Convert a document

DOC

Enter type for your conversion:

DOC

Convert

Click in the Format column. Select a format and click **Convert**.

*You'll notice that a folder called **My Conversions** has been added to the dashboard. This holds copies of the output of your conversions.*

4 Share a document

Task menu icon

Copy to

Share

Download

Share dialog

Roll over the file or folder you want to share and click the Task menu icon. Select **Share** Enter an email address. Click **Add** and close the dialog.

Congratulations! You have set up your account and started using GroupDocs. Now upload and share other documents, or move on to using the Signature or Assembly apps.