

# 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.

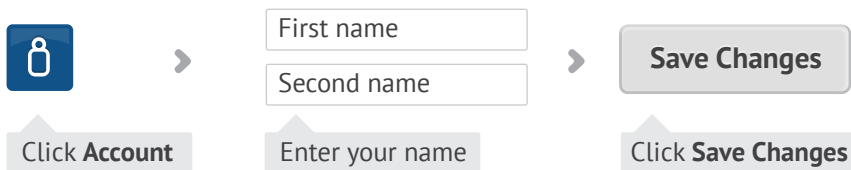
Personalize your profile

Upload a document

Convert a document

Share a document

## 1 Add a name to your account



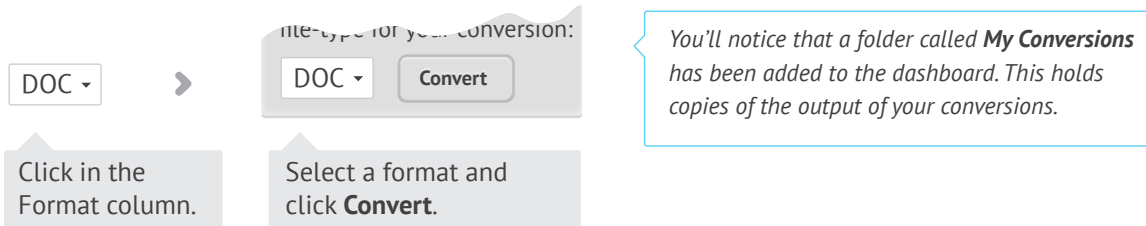
The interface shows a profile icon on the left. To its right are two input fields: 'First name' and 'Second name'. A 'Save Changes' button is on the far right. Callouts indicate: 'Click Account' points to the profile icon; 'Enter your name' points to the first and second name fields; 'Click Save Changes' points to the 'Save Changes' button.

## 2 Upload a document



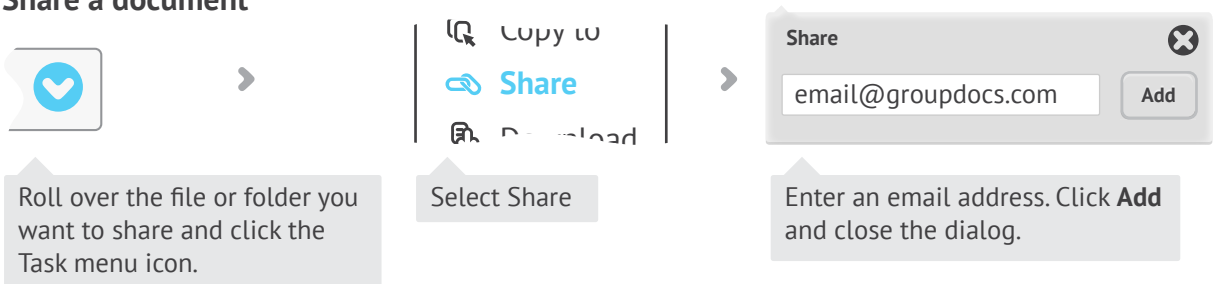
The interface shows a 'Dashboard' button on the left. To its right is a dashed box labeled 'DROP FILES HERE'. A callout 'Open Dashboard' points to the 'Dashboard' button. Another callout 'Drop a file in the DROP FILES HERE area.' points to the dashed box.

## 3 Convert a document



The interface shows a 'DOC' dropdown menu on the left. To its right is a 'Convert' button. A callout 'Click in the Format column.' points to the 'DOC' dropdown. Another callout 'Select a format and click Convert.' points to the 'Convert' button. A text box on the right says: '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



The interface shows a task menu icon on the left. To its right is a 'Share' dialog box. A callout 'Roll over the file or folder you want to share and click the Task menu icon.' points to the task menu icon. Another callout 'Select Share' points to the 'Share' button in the task menu. A third callout 'Enter an email address. Click Add and close the dialog.' points to the 'Add' button in the 'Share' dialog box.

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.