GroupDocs™
work faster. together..

Getting Started

Welcome to GroupDocs! ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ 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

text in the box

[lock icon] › First name / Second name › **Save Changes**

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

file-type for your conversion:

DOC ▾ › 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

[icon] › Copy to / **Share** / Download › **Share** ⊗ email@groupdocs.com **Add**

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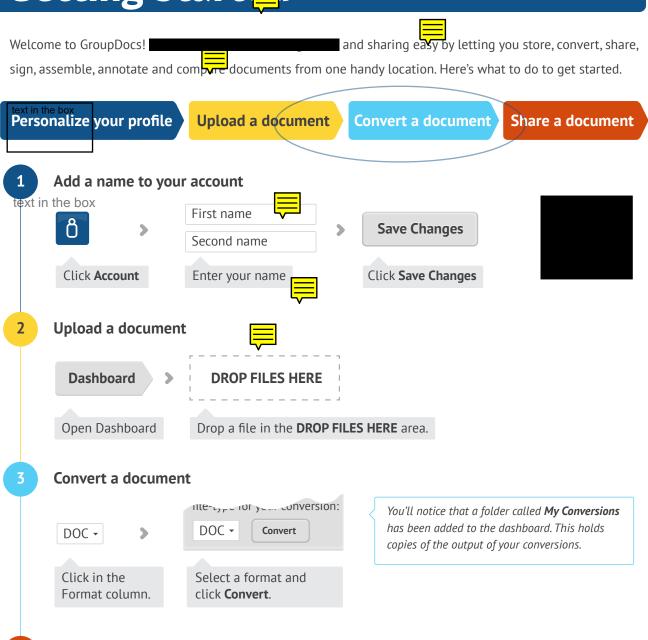
Congratulations! You have set up your account and started using GroupDocs. Now upload and share other documents, or move on to using the Signature or Assembly apps.