

# 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



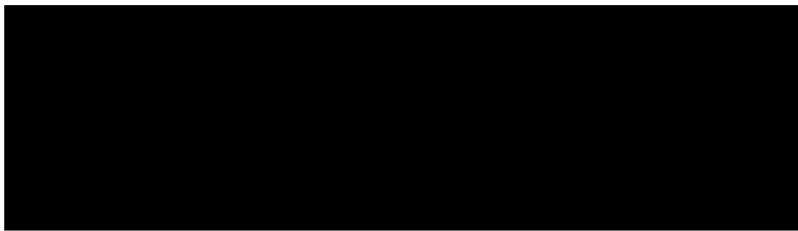
First name

Second name

Save Changes

2

Upload a document



This is watermark

3

Convert a document

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



Roll over the file or folder you  
want to share and click the  
Task menu icon.

Copy to  
Share  
Download

Select Share

Share

email@groupdocs.com

Add

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.