

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.

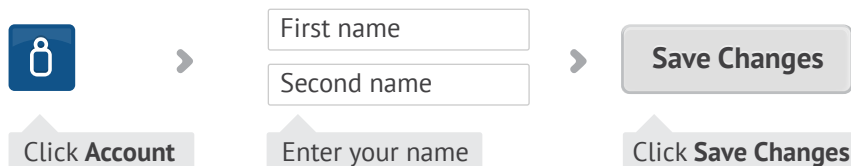
Personalize your profile

Upload a document

Convert a document

Share a document

1 Add a name to your account



Click **Account**

First name

Second name

Click **Save Changes**

Enter your name

Click **Save Changes**

2 Upload a document

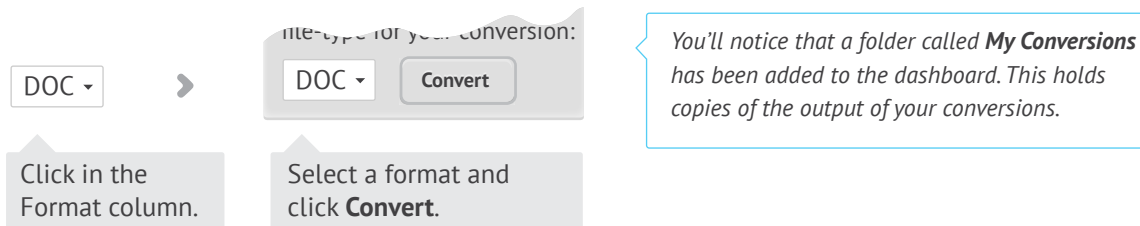


Open Dashboard

DROP FILES HERE

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

3 Convert a document



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.

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.