

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

1

Add a name to your account

Click **Account**

First name

Second name

Enter your name

Save Changes

Click **Save Changes**

2

Upload a document

Dashboard

Open Dashboard

DROP FILES HERE

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

3

Convert a document

DOC

Click in the
Format column.

File type for your conversion:

DOC

Convert

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.