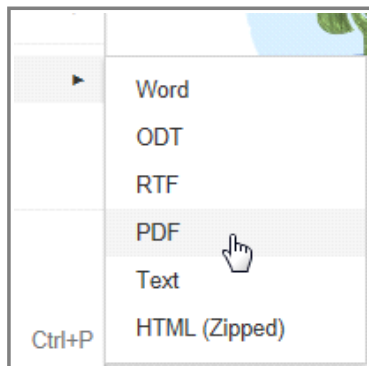




## Introduction



Whenever you create a file using Google Docs, that file will remain accessible to you any time you log in to Google Drive. However, there may be times when you want to **download or print** that file.

In this lesson, you'll learn how to **convert** and **download** files from Google Docs format. You'll also learn how to **print** Documents, Spreadsheets, and Presentations.

## Converting Files from Google Docs Format

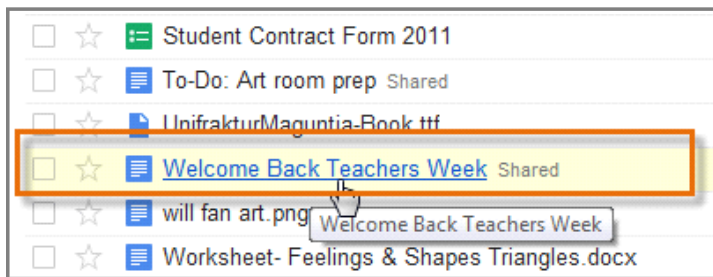
Sometimes, you may find that you have a need to **download a file** from your Google Drive. You may want to attach it to an email or open it in another application that allows for more formatting options (like Microsoft Word or Excel). Any file stored in its original format can be downloaded and used right away. But when downloading a file in Google Docs format, Google Drive will need to **convert** it, or change it, into a **formatted file** like DOC, PDF, RTF, etc.

You will need to select the format that is most useful to you and your needs for the file. In this example, we will show you how to convert a Google Document file into a **PDF file**.

### To Convert a Doc to a PDF File:

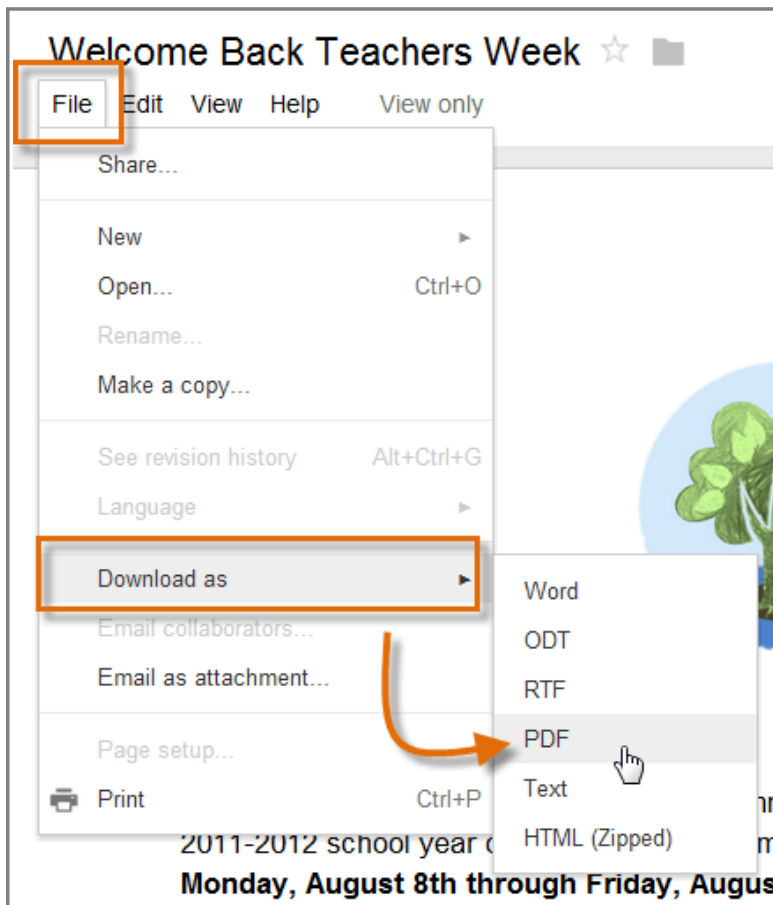
Converting a Google Document into an **Adobe Acrobat Document**, which is called a **PDF file**, can be especially useful when you no longer wish to make changes to it. A PDF file retains the document's **original formatting**, allowing someone else to view the file, but not make any changes. This might also be helpful when attaching a document to an email or posting it as a downloadable link on a website.

1. Click to open the **file** that you want to convert.



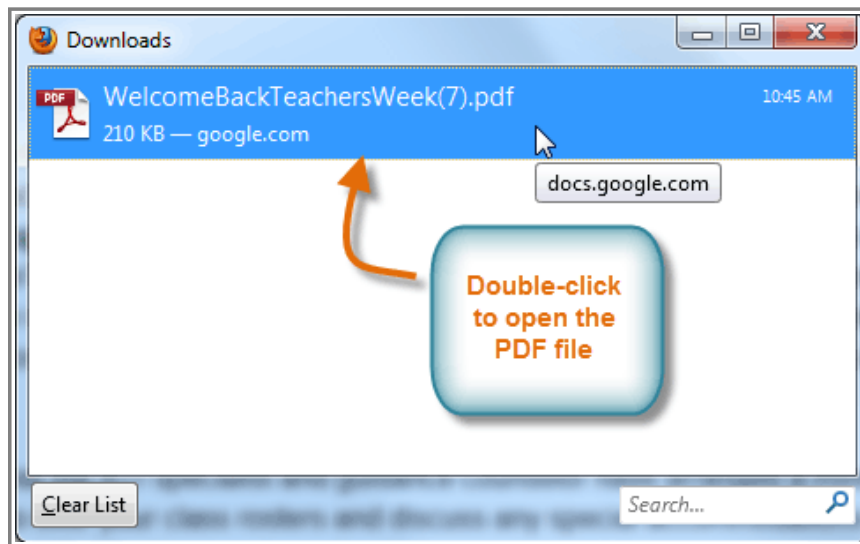
*Clicking a selected file to open it*

2. Locate and select the **File** drop-down menu.
3. Hover the mouse over the **Download as** option and select your desired **conversion format** from the drop-down menu. Here, we will select PDF.



*Selecting a format to convert the doc*

4. The file will convert and download. When finished, the **Downloads** dialog box will appear. Double-click to open the file.

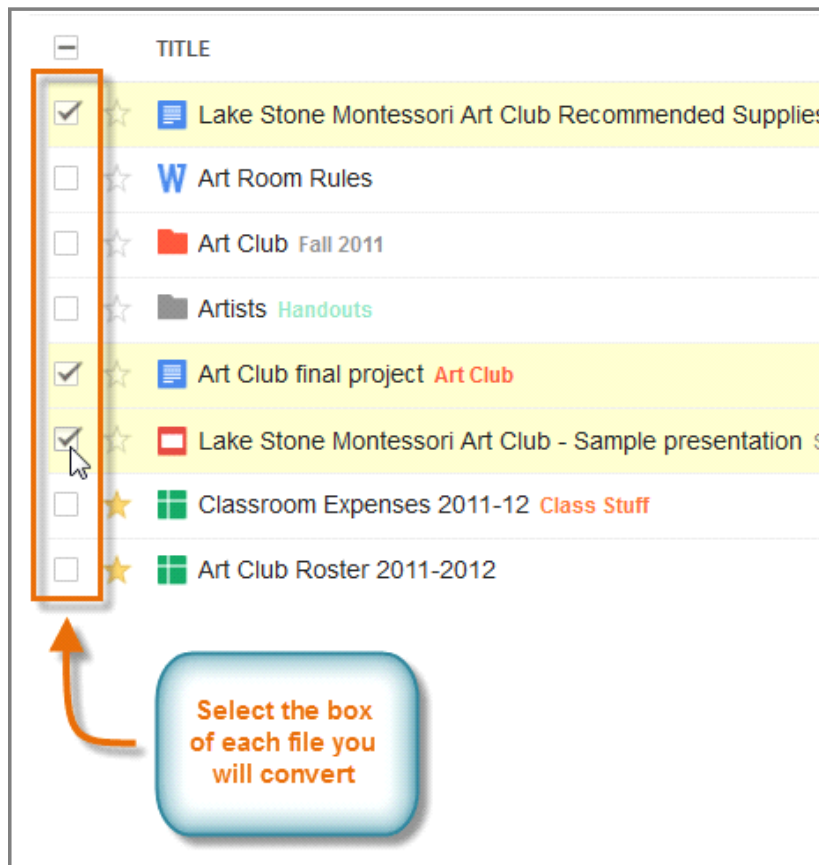


*Opening a downloaded PDF file*

## To Convert Multiple Docs to PDF Files:

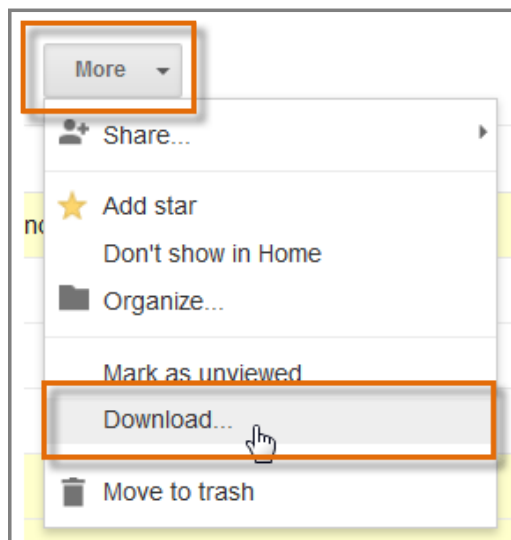
If you do not need to choose a specific file type for individual files, Google Drive makes it easy to download and convert several files at once. The files will then download to your computer as **zipped**, or compressed, files. Here, we will convert multiple document files into PDF files.

1. Select the box next to each **file** you will convert. In this example, we will select two documents and one presentation.



*Clicking multiple docs to convert*

- Click the **More** button and then select **Download...** from the drop-down menu.

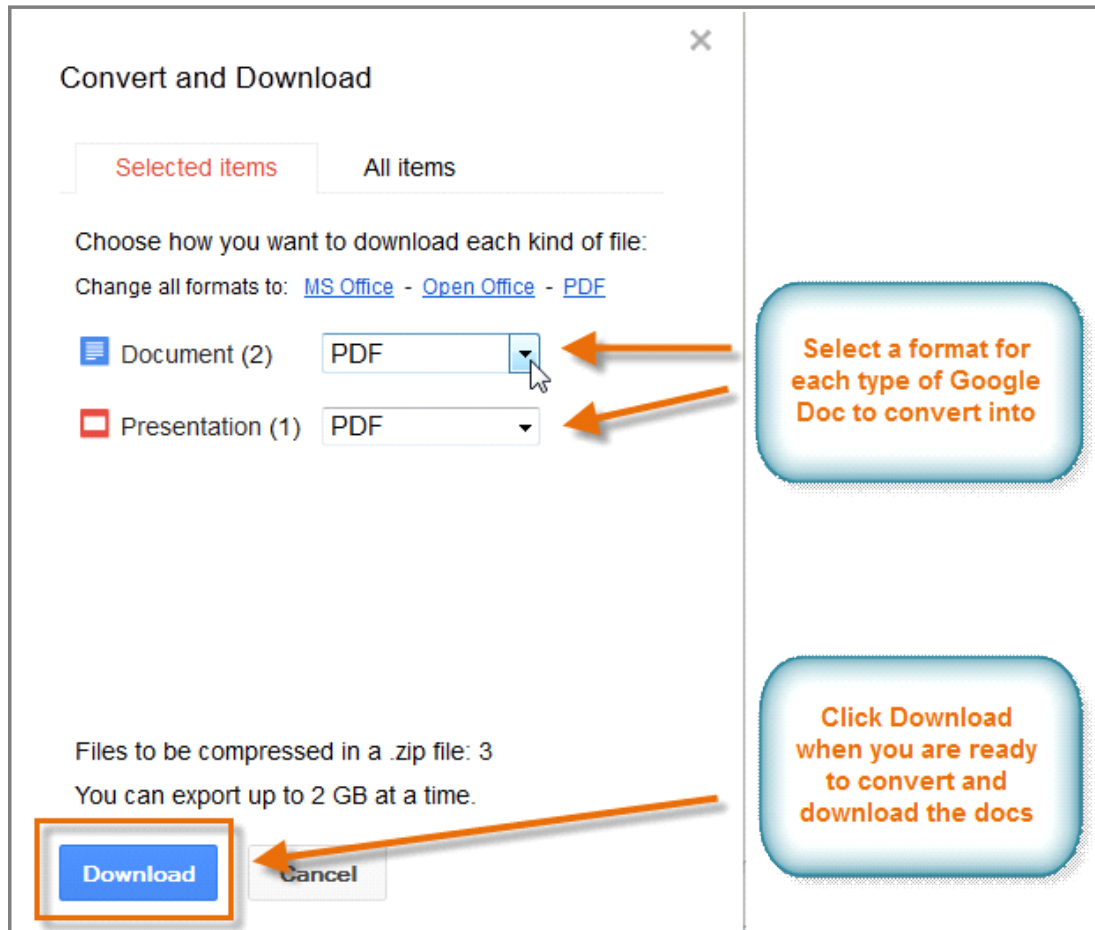


*Selecting Download...*

- The **Convert and Download** dialog box will appear. Each type of file selected will be placed into groups. In our example, the two documents we selected were placed into the first group, and the presentation was

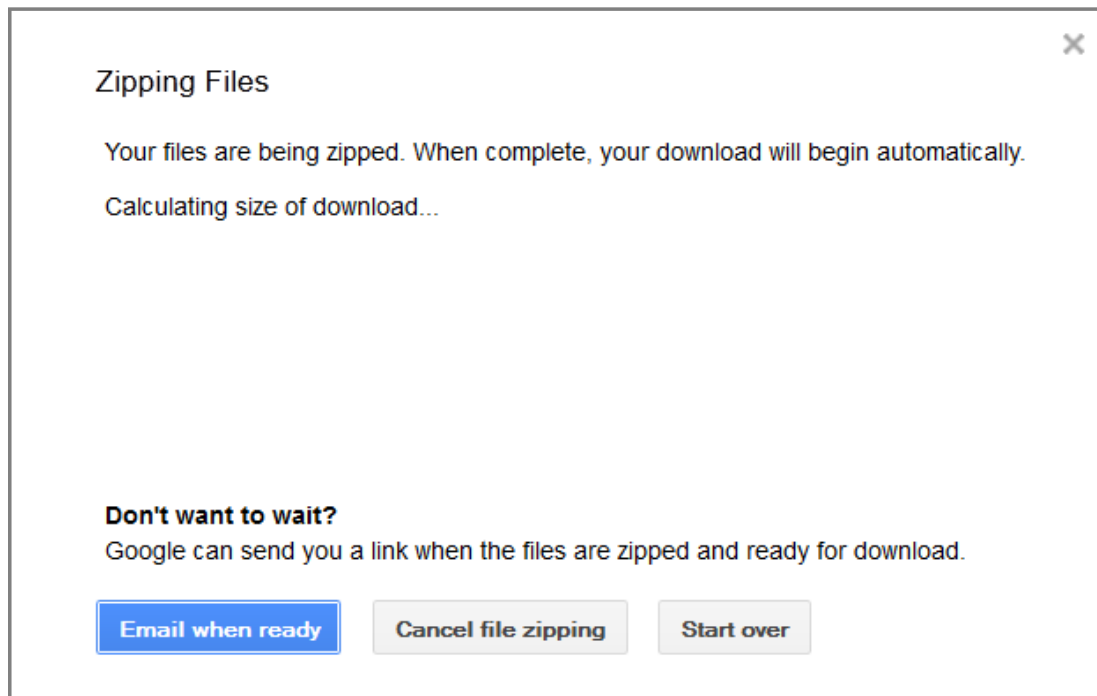
placed into the second group.

4. Select a conversion **format** for each group. In our example, we will choose PDF for both groups.
5. Click **Download** to begin converting and downloading the files.



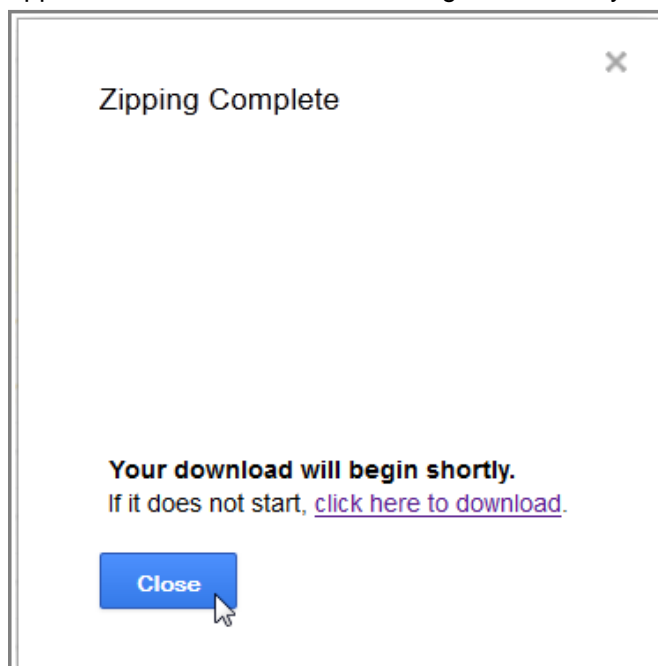
*Making selections in the Convert and Download dialog box*

6. Google Docs will **convert** and **zip** (compress) your files and download them to your computer. The **Zippering Files** dialog box will appear briefly and then disappear when the files begin to zip.



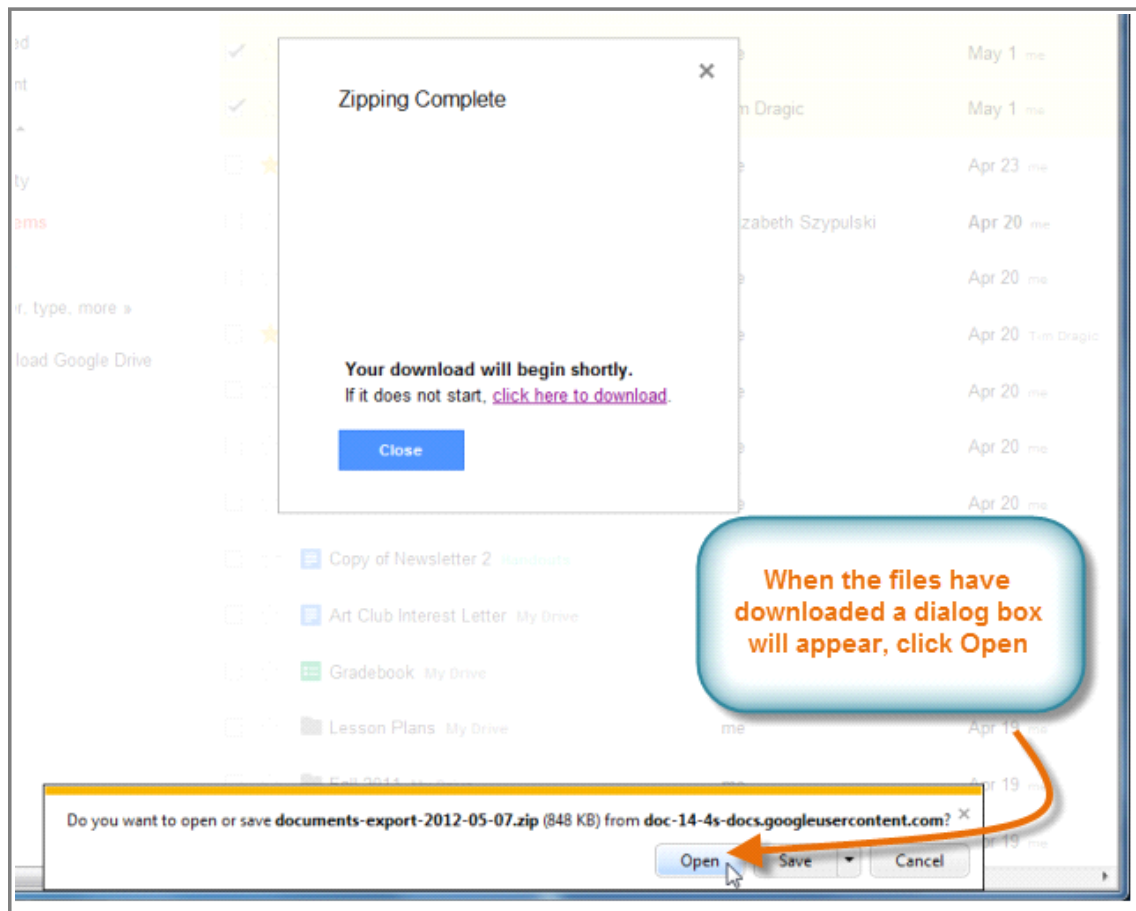
*Zipping selected files*

7. When zipping has finished, the **Zipping Complete** dialog box will appear. Click **Close** to continue. The zipped files will continue downloading automatically.

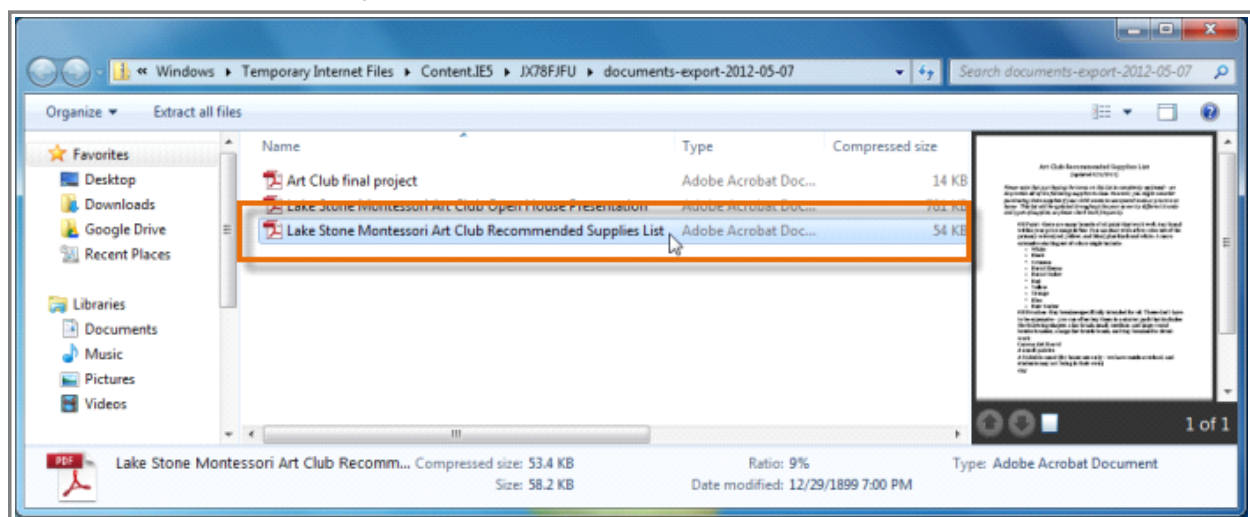


*Closing the Zipping Complete confirmation*

8. When the files have finished downloading, a dialog box will appear at the bottom of the window. Click **Open**.




9. The **Open Documents** dialog box will appear. Double-click a file to open it on your computer.

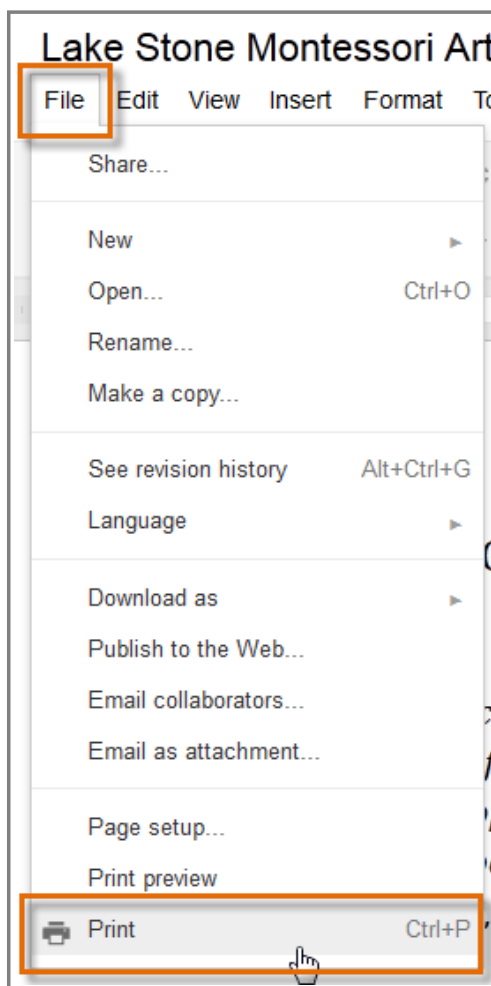


## Printing Google Docs

If you are creating and editing files in **Google Docs format**, you can also print those files directly from your browser. **Printing** from Google Drive should feel familiar if you have ever printed a file using Microsoft Office. Google Drive offers a **print preview** option, which allows you to see how the file will appear on the page before printing. You can also change the **printer settings** to modify the page layout and formatting before sending the file to the printer.

There are several ways to print a file:

- Clicking the **Print** button .
- Using the keyboard shortcut **Ctrl+P** (Windows users) or **Command+P** (Mac Users).
- Clicking the **File** drop-down menu and selecting **Print**.



**Selecting Print**



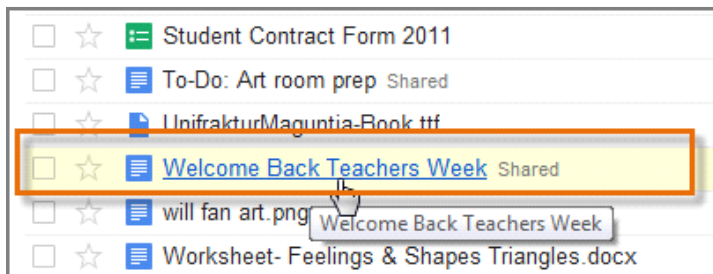
**Print preview** will vary depending upon which type of Google Doc you are viewing. Sometimes it is available as a menu option, other times it is shown in the Print dialog box.

## Printing Google Documents

When printing a Google Document, you will **download** it to your computer as a **PDF file**. You will then need to **open the PDF file** to print it.

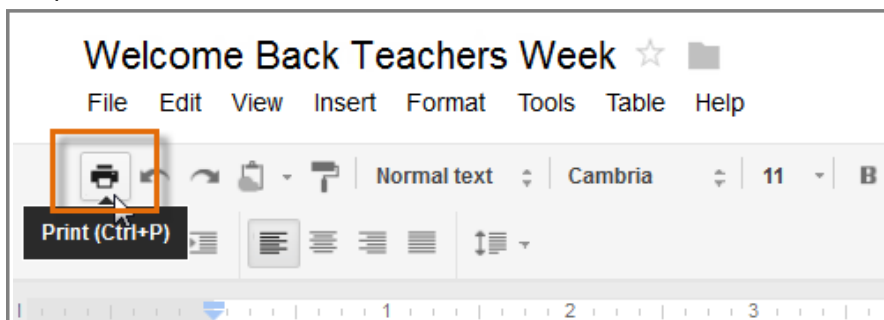
### To Print a Google Document:

1. Locate and select the **Google Document** that you want to print.



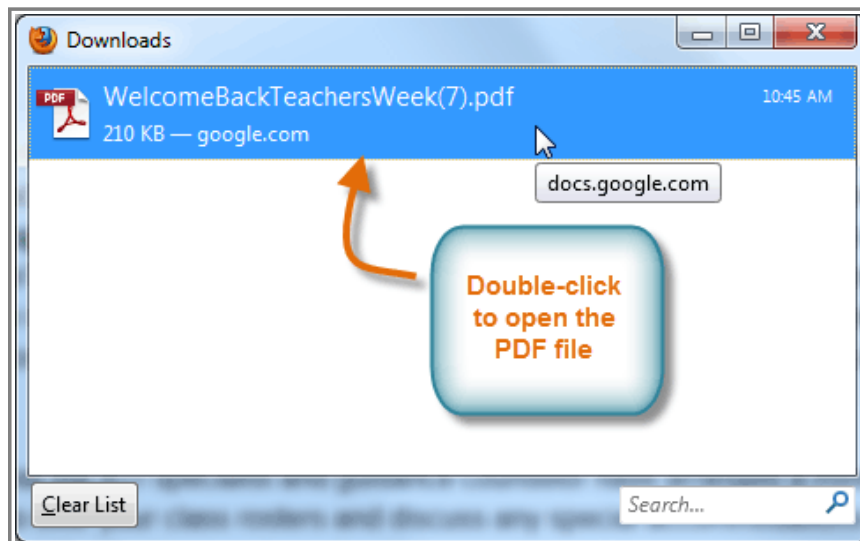
*Opening a Google document*

2. The Google Document will open in a new tab in your browser.
3. Click the **Print** button. Google Drive will automatically download a PDF file of the document to your computer.




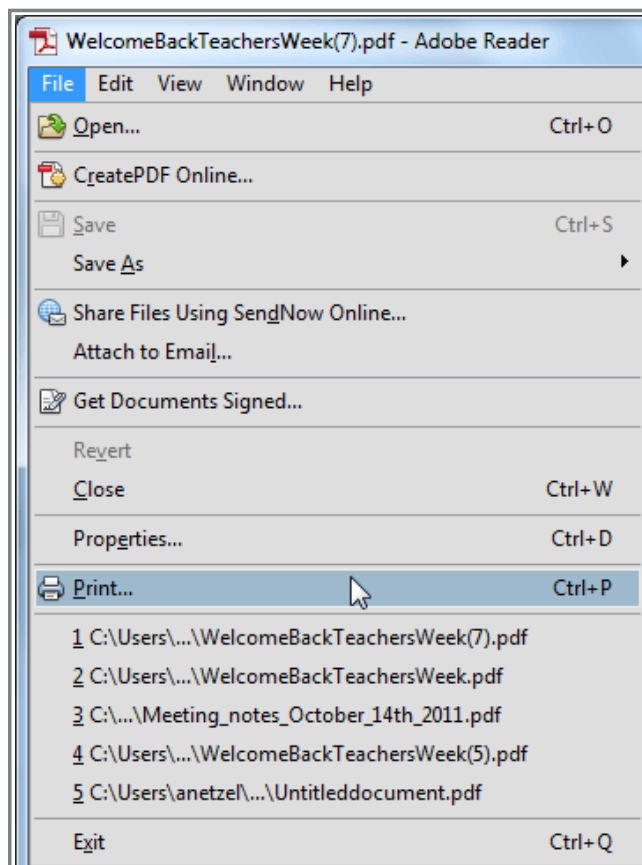
*Clicking the Print button*

4. When the download is complete, the **Downloads** dialog box will appear.
5. Double-click to **open the PDF file**.



**Opening the PDF file**

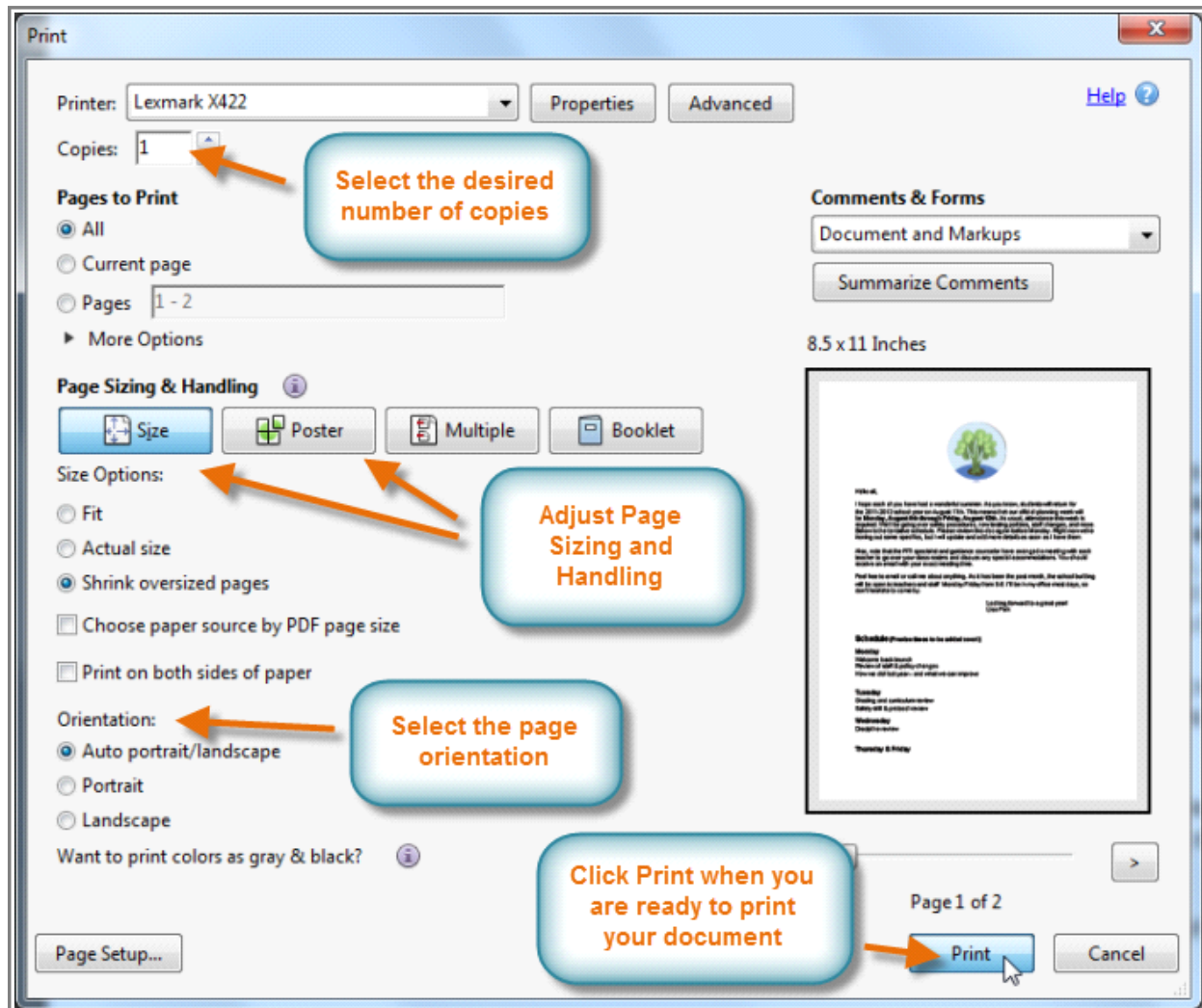
6. Navigate to the **File** drop-down menu and select **Print**  to open the **Print** dialog box.



**Selecting Print from the PDF File drop-down menu**

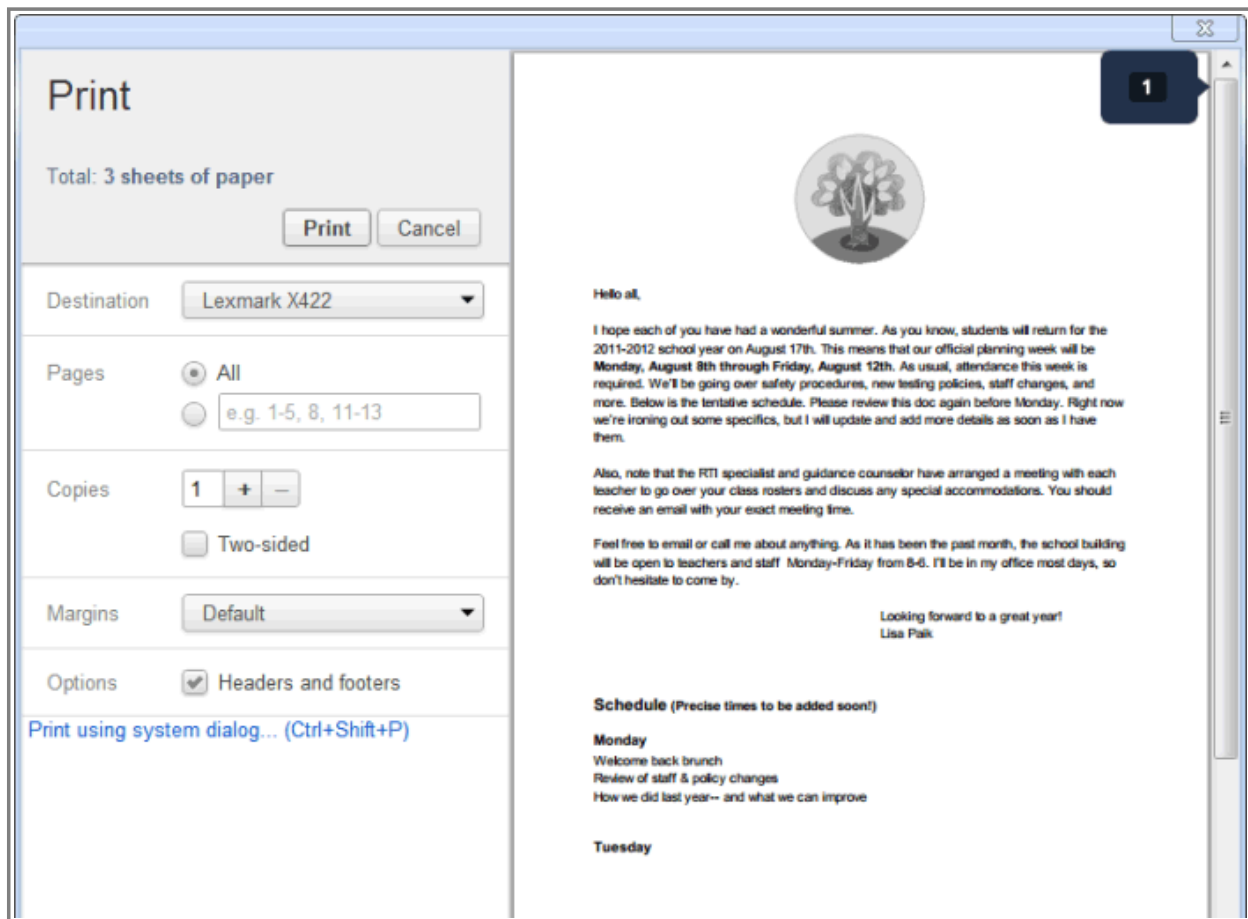
7. In the **Print** dialog box, set your print options for **number of copies**, **page size**, **orientation**, and more.

8. Click **Print** to send the PDF file to the printer.



**Selecting printer options**

If you use Google Chrome as your internet browser, the process will be slightly different. Clicking **Print** will make a Print dialog box appear rather than a PDF file to download.



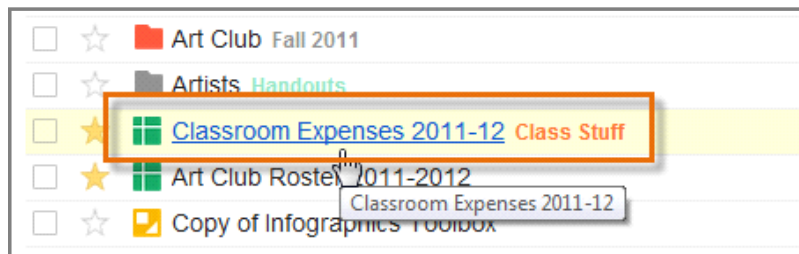
*Viewing the Print dialog box in Google Chrome*

## Printing Google Spreadsheets

When printing **Google Spreadsheets**, the process will be slightly different from printing Google Documents. You will not download a PDF file. Instead, you will select your print settings and then a print preview of your document will appear in the Print dialog box.

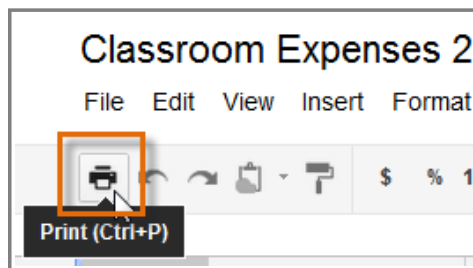
### To Print a Google Spreadsheet:

1. Select and click the **Google Spreadsheet** that you would like to print.



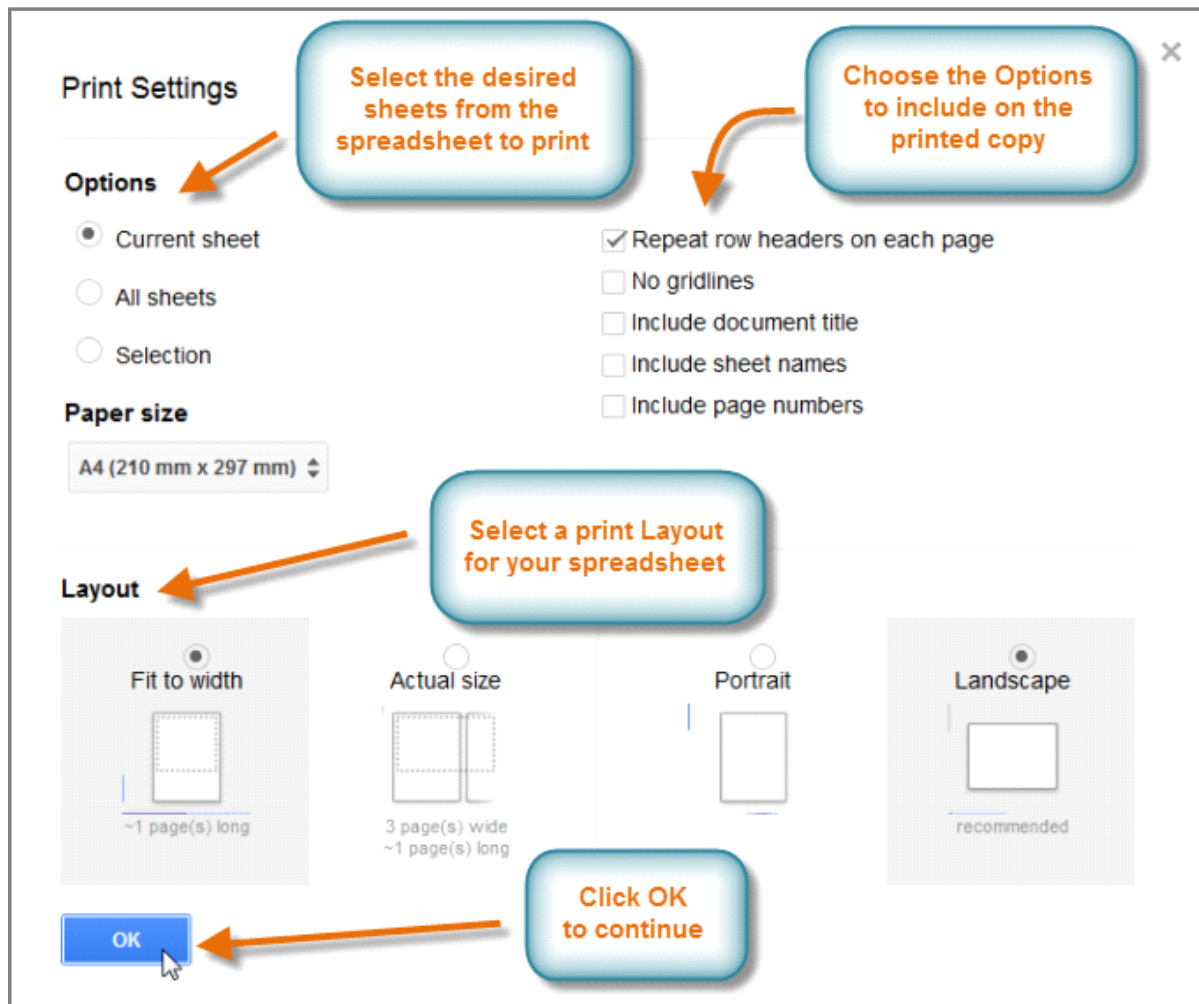
*Opening a Google Spreadsheet*

2. Click the **Print** button.



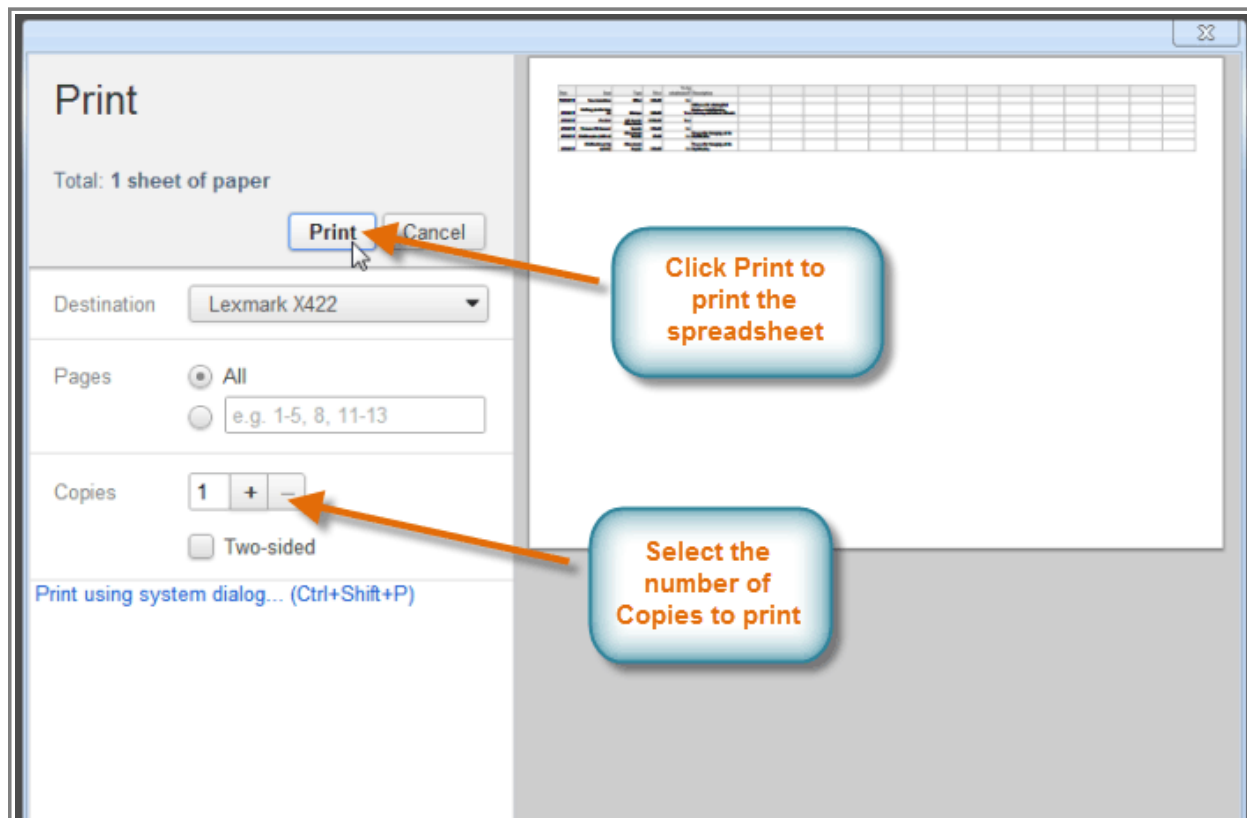
*Clicking the Print button*

3. The **Print Settings** dialog box will appear.
4. Select the **Options** you will use to print the spreadsheet:
  - Choose the **sheets** you wish to print. If your spreadsheet has multiple sheets, you may choose to print only the current sheet, all of the sheets, or only a highlighted selection from a sheet.
  - Select other options to appear on the printed copy like **gridlines**, the **title**, and **page numbers**.
  - Choose the desired **Layout** for the printed copy like **Fit to width**, **Actual size**, **Portrait**, or **Landscape**. If you have many columns you may wish to print on a single page using Landscape orientation.
5. Click **OK** to continue.



*The Print Settings dialog box*

- The **Print** dialog box will appear with a preview of your spreadsheet. Select the **number of Copies** you will print, and then click **Print** to print the spreadsheet.



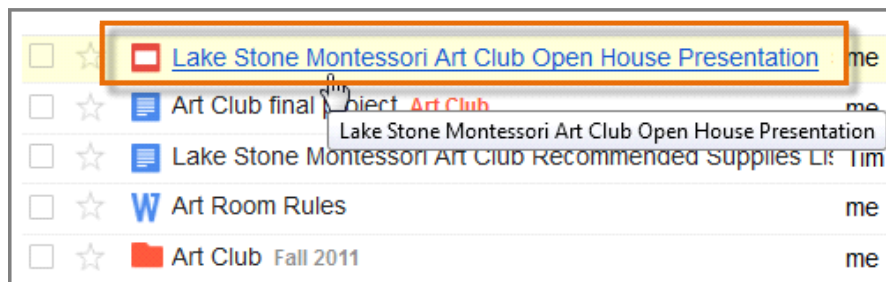
*Printing from the Print dialog box*

## Printing Google Presentations

Printing **Google Presentations** will require you to select the **number of slides** you would like to print on each page. You will also need to choose whether or not to leave room for the **speaker's notes**. Once you have made your selections, Google Drive will automatically download a PDF file to your computer for preview and printing.

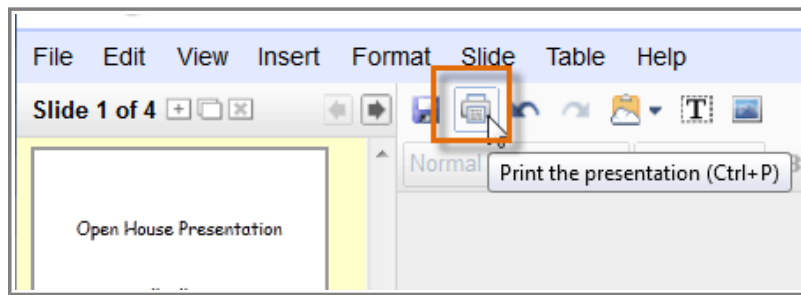
### To Print a Google Presentation:

1. Select and open the **Google Presentation** that you would like to print.



*Opening a Google Presentation*

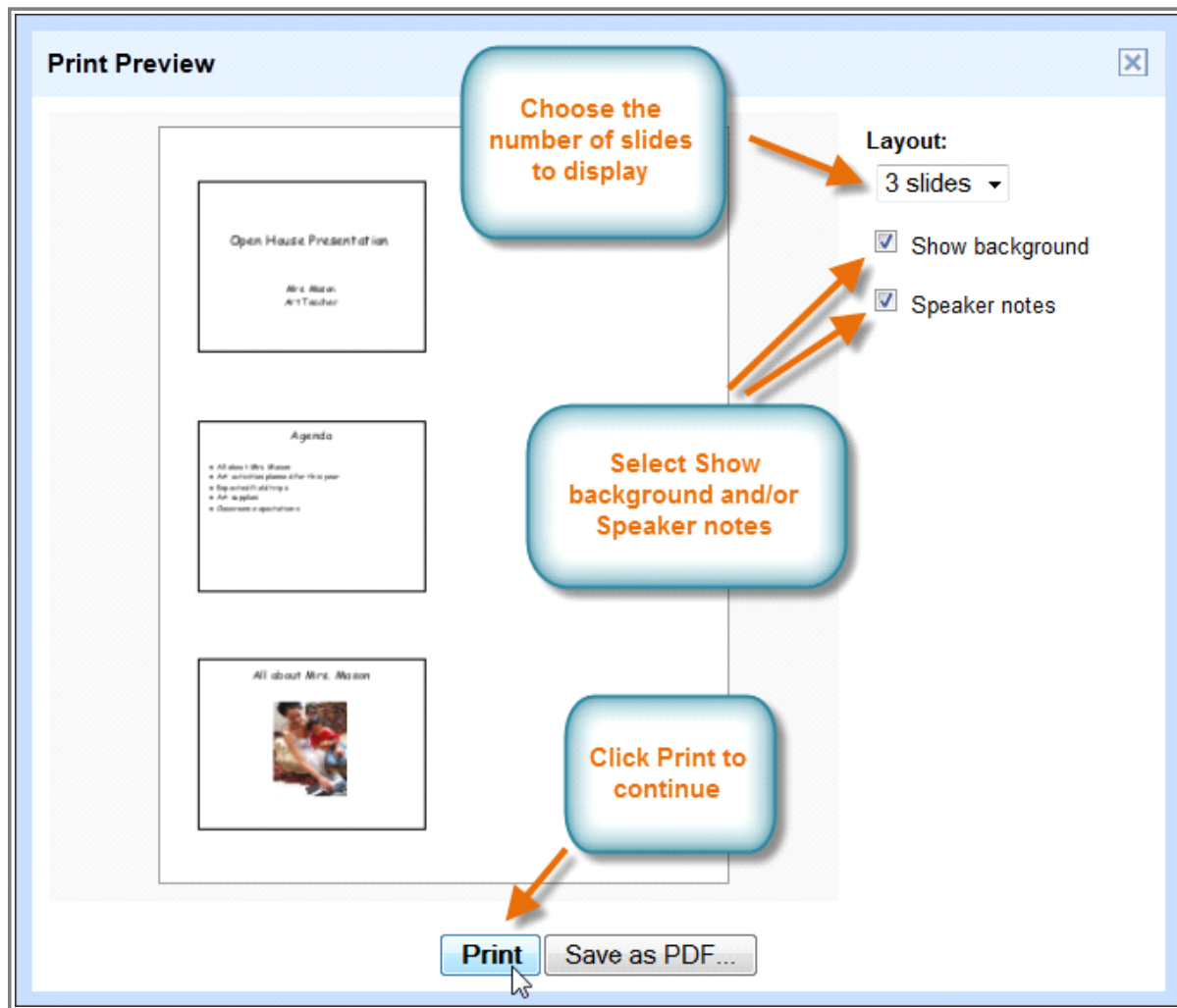
2. Click the **Print** button.



*Clicking the Print button*

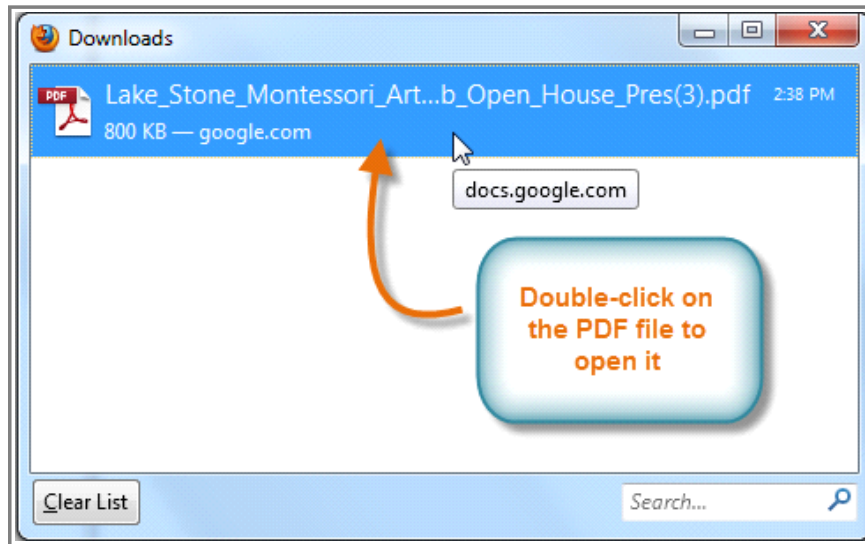
3. The **Print Preview** dialog box will appear. Set the print options you would like to use for printing the presentation:
  - In the **Layout** drop-down box, select the number of slides to print on each page.
  - Deselecting **Show background** will display a white background on your printed copy.
  - Selecting **Speaker notes** will add space next to each slide on the copy, and it will also adjust the number of slides that are able to be printed on each page. You may need to go back to the Layout drop-down box to change the number of slides you would like to show on each page.
4. Click **Print** to continue.





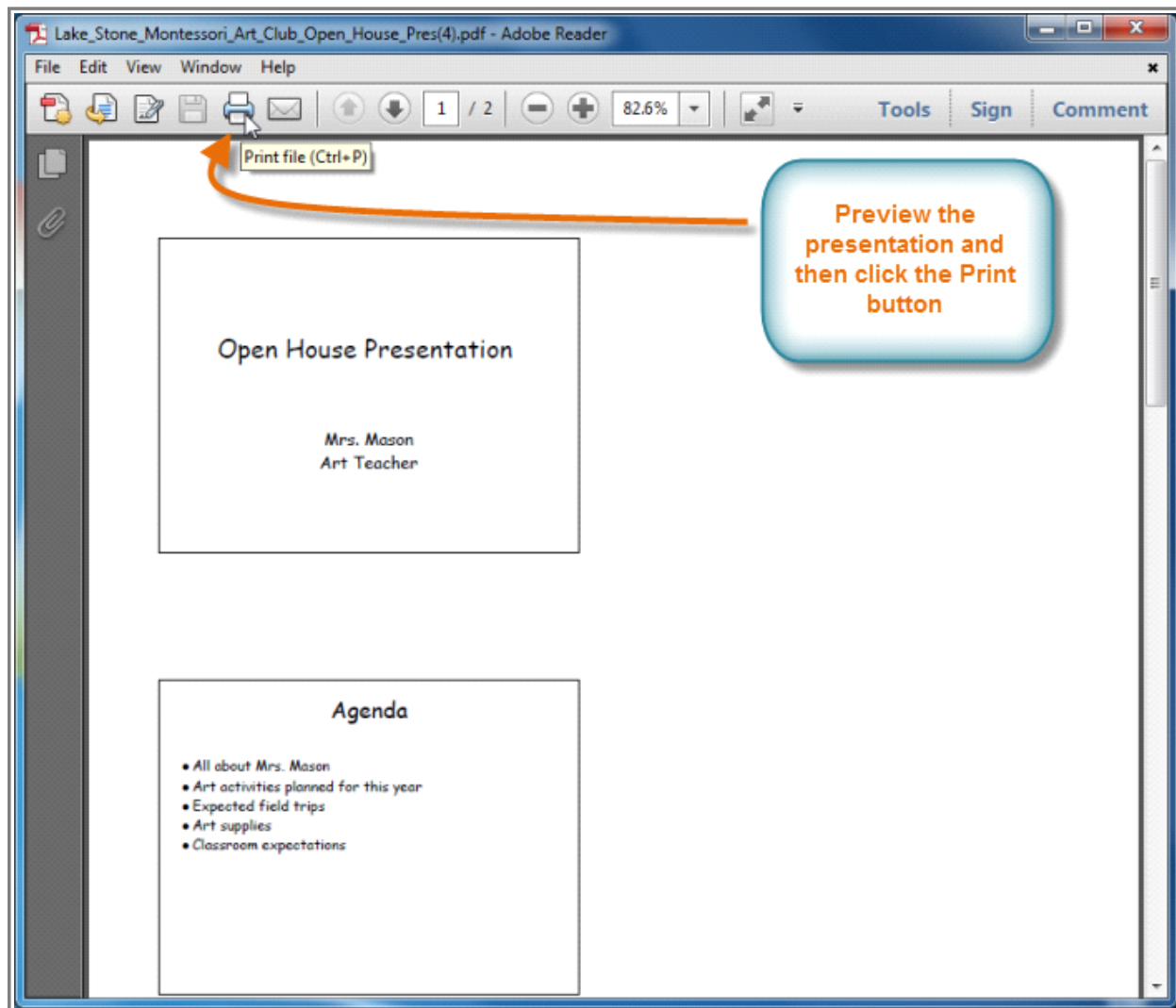
*Selecting options in the Print Preview dialog box*

5. Google Docs will automatically download a **PDF file** of the presentation. When the download is complete, the **Downloads** dialog box will appear.
6. Double-click to **open the PDF file**.



*Opening the downloaded PDF file*

7. Preview the presentation and then click the **Print** button to print.



*Reviewing and printing the presentation*

## Challenge!



1. **Convert** a Google Document file into a **PDF file**.
2. If you have Microsoft Word installed on your computer, **convert** a Google Document to a **Microsoft Word document**.
3. **Print one copy** of a Google Document.
4. **Create and print** a Google Presentation so that the printed copy has **two slides per page** and room for **speaker's notes**.

