

How to create a PDF file from Google Docs Online

In addition to the basic functions of Word Online, the online word processor Google Docs allows users to easily and conveniently create and export PDF files. With just 7 simple steps, you can easily create a PDF file from Google Docs.

As everyone knows, **PDF is a popular format** used by many people because of its small file size and ease of sharing on the internet. Therefore, **creating PDF files on Google Docs** without the need for third-party software is of great interest to many, especially office workers. In this article, TipsMake will guide you on how to create PDF files from Google Docs simply and quickly.



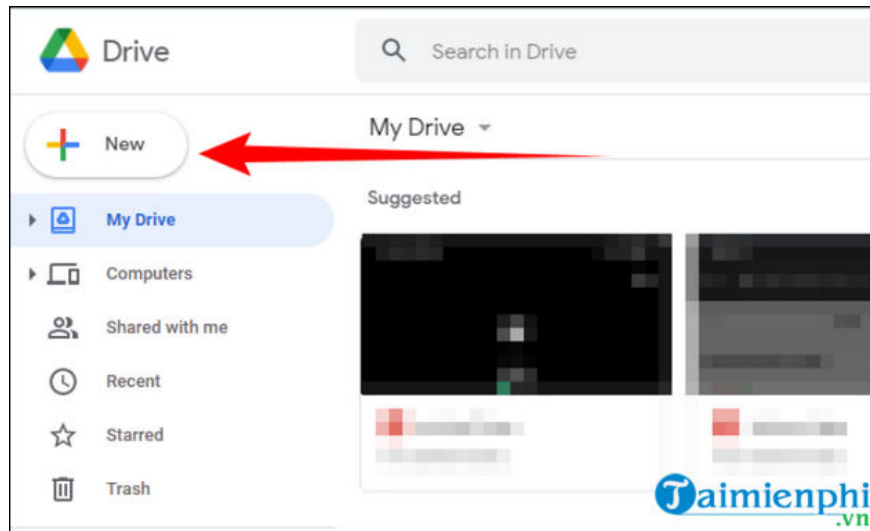
Tips for converting Google Docs files to PDF

Instructions on creating PDF files from Google Docs

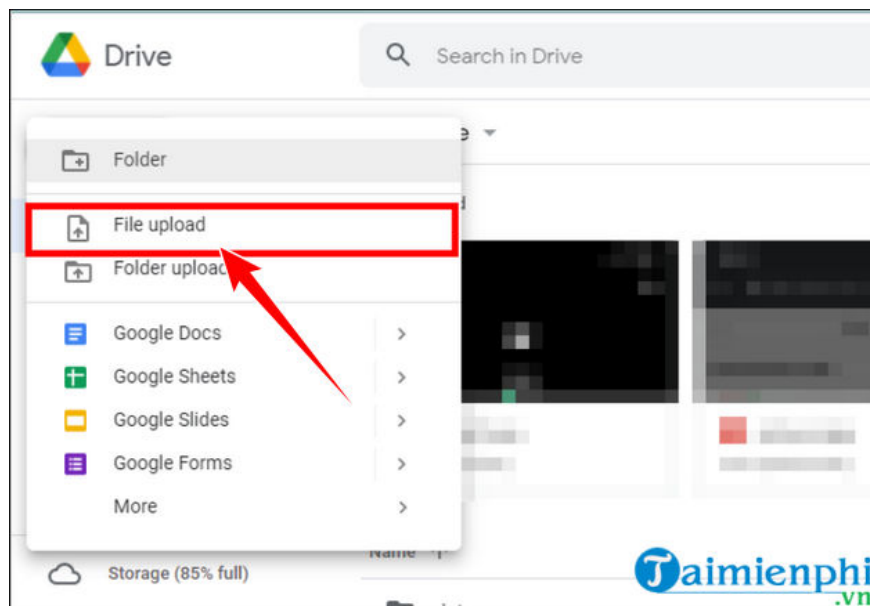
To create a PDF file from Google Docs is extremely simple; you can follow these steps:

Step 1: Open any web browser on your computer and access Google Drive (you need to log in to your Google account to access it).

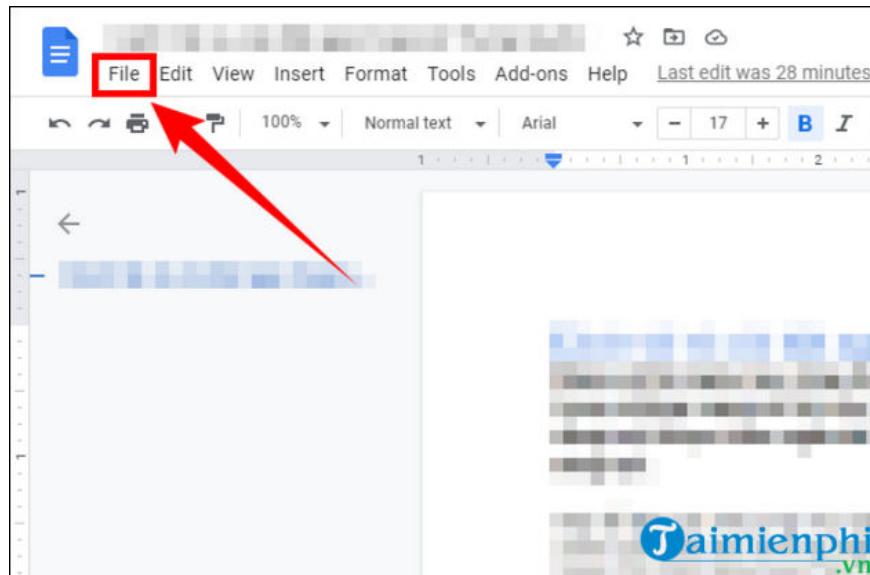
Step 2: Click the **News** icon in the top left corner of the screen.



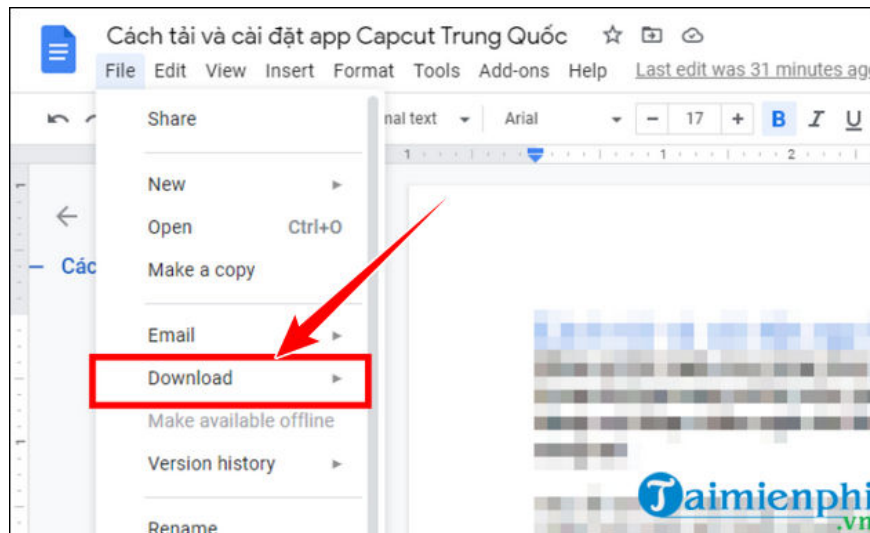
Step 3: Here, you can **open Google Docs** if you have uploaded the file here, or select **File Upload** to upload a file from your computer to Google Drive.



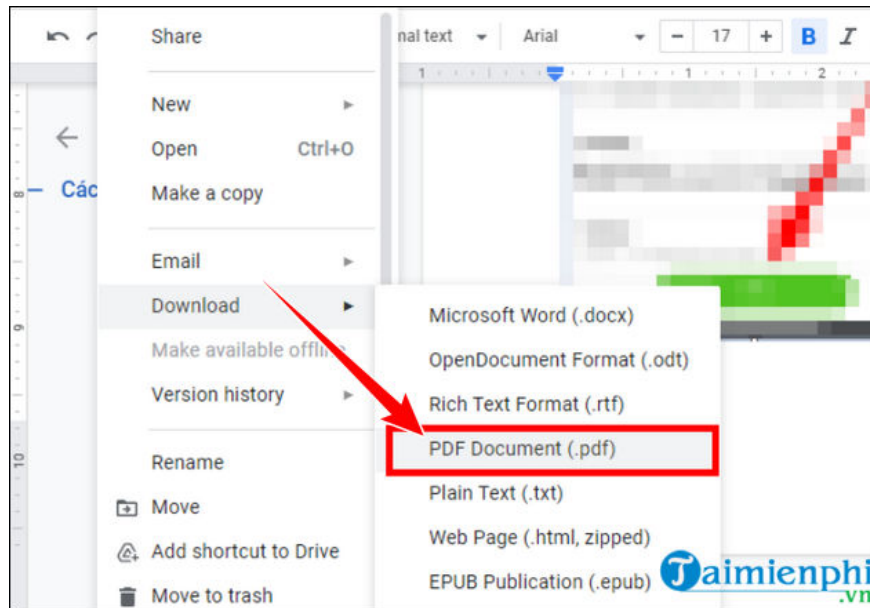
Step 4: After uploading and opening the file, select the **File** option on the toolbar.



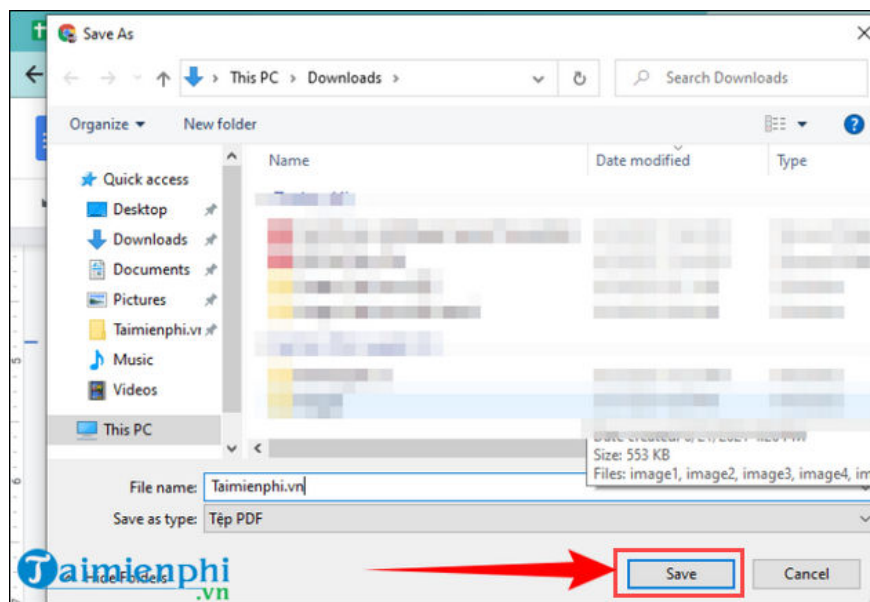
Step 5: In the menu that appears, click on the **Download** option .



Step 6: Here, another menu will appear on your right; **select PDF document (.pdf)** to create and export a PDF file.



Step 7: Finally, simply choose the location on your computer to save the newly created PDF file and select **Save** to complete the process of creating a PDF file from Google Docs.



Thus, with the steps above, you can create a PDF file through Google Docs without needing any other software or tools.

Additionally, there are many ways to create PDF files, such as converting from Word files. If you don't know how, you can refer to the instructions and follow the steps in the article below.

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