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There are occasions when it is necessary to download a Google Doc in another format such as PDF or DOCX. This process is super simple. The same process works with Sheets (PDF or Excel) and Slides (PDF or PowerPoint). This is useful when sending an email attachment as a specific file type or when uploading a document to a web portal. For example, EES artifacts are easier to upload as a PDF.

With the Google Doc open:

1. Click On File
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