

download document file converter chromebook



How to Convert Chrome HTML to PDF Easily.

You may have HTML pages that you prefer having them as PDF files, which you find very resourceful. The first thing that will come to mind probably is how you will convert your Chrome HTML document to PDF. Keep on reading this article to learn how to convert Chrome HTML to PDF using PDFelement.

How to Convert Chrome HTML to PDF.

The best software that allows you to convert Chrome HTML to PDF easily is PDFelement. This software recognizes the print functionality on Chrome browsers and saves the HTML to PDF format instantly. Once you save the HTML as PDF, you will be able to edit it thanks to its inbuilt editor. You can also annotate PDF and convert it to other output formats such as Word, Excel, Images, just to mention a few. Furthermore, PDFelement allows you to create PDF, OCR PDF and print them as preferred.

A Step-By-Step Guide on How to Convert Chrome HTML to PDF.

Without further ado, let us now have a look at how you can convert Chrome HTML to PDF using PDFelement software.

Step 1. Open HTML file in Chrome.

Begin by opening the HTML file in your Chrome browser. When it is open, head to the top right and click on three dots and choose the "Print" option.

Step 2. Print Chrome HTML to PDF.

On choosing the "Print" option, the print menu will display the print settings. Under "Destination," select "Wondershare PDFelement." Next, set the pages, the number of copies that you want, and color before clicking on the "Print" button. If you want more settings on quality and layout, then click on the "More settings" icon, otherwise proceed to the next step.

Step 3. Convert Chrome HTML to PDF.

Now the HTML file should open the PDFelement. Scroll through it to ensure that you have captured all the pages that you wanted. Lastly, to convert the HTML to PDF to your computer, click on "File" at the home menu and then choose the "Save As" option. Select a folder, then enter a file name and choose file type as PDF and then save the Chrome HTML document to PDF.

How to work with PDF files on a Chromebook.

People who use a Chromebook are likely familiar with at least a couple of common ways to work with the Portable Document Format (PDF) created by Adobe in 1993 that preserves a document's layout and design. Receive a PDF in Gmail? Open it to display the file or save the PDF to Google Drive. Want to find a PDF on Google Drive? Search for text in PDFs stored on drive.google.com. Need a PDF for a meeting? Attach or link to a PDF in Google Calendar event details.

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What's Hot at TechRepublic.

Follow the steps below to use a Chromebook to create, annotate and extract text from a PDF--all with native Google apps and tools. If you need additional PDF editing capabilities, you might also explore the third-party apps mentioned below. Open your Chromebook and sign in to get started!

SEE: Google Sheets: Tips and tricks (TechRepublic download)

How to use Save or Print to create a PDF.

When you edit within Google Docs, Sheets, Slides, or Drawings, choose File | Download | PDF Document (.pdf) to create and save a PDF version of your document (Figure A).

Figure A.

© Provided by TechRepublic Create a PDF from many Google apps with the File | Download | PDF Document menus.

Jamboard also offers a Download As PDF option from the three vertical-dot menu. When you use this method to create a PDF, the system saves the item into your device's default download location (e.g., chrome://downloads/).

Alternatively, you may create a PDF from Google Docs, Sheets, Slides, or Drawings file with File | Print | and then select Save As PDF for the Destination (Figure B). Ctrl+P from a web page brings up this option, too. The File | Print method allows you to select a location to store the PDF file.

Figure B.

© Provided by TechRepublic Create a PDF from a web page or a Google app with the File | Print option. This lets you choose where to store the

PDF file.

How to open a PDF from the Files app to annotate.

You may annotate PDFs on a Chromebook from the Files app (Figure C).

From the Chromebook Shelf, select the Launcher (typically, this is in the lower-left corner). Type Files in the search box. Click or tap on the Files app to access your Chromebook files.

Figure C.

© Provided by TechRepublic If you want to annotate PDFs on a Chromebook, use the Files app to access your PDF.

4. From the left-side menu of the Files app you may browse My Files (items stored on your device) or your Google Drive files (items stored on Google Drive). Navigate to the PDF you want to edit, then click or tap on it to select it.

5. Select Open (above the list of files), then select View (Default) (Figure D). This will open the PDF in a new browser tab for viewing.

Figure D.

© Provided by TechRepublic From the Files app on a Chromebook, select a PDF, then choose View. This opens the PDF in a new browser tab that includes annotation options.

6. To switch from View to Annotate mode, select the pen icon in the upper-right corner (Figure E). This activates a menu with five icons: A pen, a highlighter, an eraser, an undo button, and redo button. The pen and highlighter options both allow you to adjust color and line width.

You may use the above PDF annotation tools from the File app for any file you can access while offline, as well.

Figure E.

© Provided by TechRepublic Select the pen icon in the upper-right area to access PDF annotation tools.

How to open a PDF with Google Docs to access text.

When you open a PDF stored on Google Drive with Google Docs, the system converts the PDF into images and text in a Google Doc.

In Chrome, go to drive.google.com. Go to the PDF file you want to access on either My Drive or a Shared Drive. Click or tap on the file once to select it, then select the three vertical-dot menu to display several options. Alternatively, right-click on the file. Choose Open With, then select Google Docs (Figure F). The system will open the PDF in Google Docs.

Figure F.

© Provided by TechRepublic From Google Drive, select a PDF file, then open it with Google Doc to gain access to text contained within the document.

If the PDF contains complex images and layouts, it may not necessarily display accurately. However, PDF files that are primarily text, such as articles or books, are more likely to provide access to the contained text.

Other Chromebook PDF editing options.

Third-party apps, such as Kami and Adobe Acrobat, offer even more powerful PDF editing capabilities to people who use a Chromebook (Figure G).

Figure G.

© Provided by TechRepublic For more advanced PDF editing, explore either Kami (a web and Chrome app, displayed here with the dark left menu) or Adobe Acrobat (an Android app, displayed here on a gray background). Both Kami and Acrobat support work offline.

People who need to work offline (as well as online) might explore Kami, which includes markup, comment, text, equation, and shape tools, along with PDF split and merge functions. Kami offers a free basic plan, a professional plan, discounted pricing for teachers, as well as plans that include features often used in the legal profession, such as Bates numbering. People who use Chromebooks that support Android apps could consider the Adobe Acrobat Android app, with many features available for free, although an upgrade (approx. \$9.99 per month) adds editing capabilities. Acrobat is also available as part of Adobe's Creative Cloud subscription service.

Your experience?

Do you often work with PDF files on a Chromebook? What tools do you use to view, annotate, or edit PDFs on your Chromebook? Let me know your favorite PDF Chromebook apps (for online or offline use) either in the comments below, or on Twitter (@awolber).

How to Convert Office Files to Google Docs on Your Chromebook.

Its Web-based operating system means your Chromebook doesn't support Windows (or Mac) software. That includes the non-Android versions of Office programs such as Word, Excel or PowerPoint, which is a major hurdle for those hoping to use these budget-based systems for productivity or business. Luckily Google Drive can convert uploaded Office files for easy editing on your Chromebook -- and, later, in the cloud. Here's how to set it up.

Open and edit Office files on your Chromebook.

On your Chromebook, you can open, edit, download, and convert many Microsoft® Office files, such as Word, PowerPoint, or Excel files.

Important : Before you edit Office files, check that your Chromebook software is up to date.

Option 1: Edit Office files on your Chromebook.

You can edit most Microsoft® Office files on your Chromebook without installing any other apps.

If you haven't yet, download the Office file to your Chromebook. In the corner of your screen, click the Launcher Up arrow . Find your file, and double-click it to open. Edit your file.

Note : Some features and settings won't work unless you save your file as a Google Docs, Sheets, or Slides file.

Option 2: Edit Office files online.

If you have a Microsoft® Office online account, you can edit your files in Chrome using these extensions and apps:

Work together on a file with others.

You can share Office files with others and work together to edit the file in real time:

Edit your Office file. as Google Docs, Sheets, or Slides. , then begin working with others.

Note : Any updates made to the Google Docs, Sheets, or Slides file will not carry over to the original Office file.

Troubleshoot error messages.

Follow the prompts to save your file as a newer version of Office (2007 or later).

Note : Any updates made to the new file will not carry over to the original Office file.

Make sure your file is saved as one of these file types: .doc, .docx, .xls, .xlsx, .ppt, .pptx.

Also, make sure your file isn't corrupted, password-protected, or larger than the Google Drive file size limits.

Open and edit Office files on your Chromebook.

On your Chromebook, you can open, edit, download and convert many Microsoft® Office files, such as Word, PowerPoint or Excel files.

Important : Before you edit Office files, check that your Chromebook software is up to date.

Option 1: Edit Office files on your Chromebook.

You can edit most Microsoft® Office files on your Chromebook without installing any other apps.

If you haven't yet, download the Office file to your Chromebook. At the corner of your screen, click the Launcher Up arrow . Find your file, and double-click it to open. Edit your file.

Note : Some features and settings won't work unless you save your file as a Google Docs, Sheets or Slides file.

Option 2: Edit Office files online.

If you have a Microsoft® Office online account, you can edit your files in Chrome using these extensions and apps:

Work together on a file with others.

You can share Office files with others and work together to edit the file in real time:

Edit your Office file. as Google Docs, Sheets or Slides. , then begin working with others.

Note : Any updates made to the Google Docs, Sheets or Slides file will not carry over to the original Office file.

Troubleshoot error messages.

Follow the prompts to save your file as a newer version of Office (2007 or later).

Note : Any updates made to the new file will not carry over to the original Office file.

Make sure that your file is saved as one of these file types: .doc, .docx, .xls, .xlsx, .ppt, .pptx.

Also, make sure that your file isn't corrupted, password-protected or larger than the Google Drive file size limits.