

How to Save a Google Doc as a PDF

The screenshot displays a Google Docs document titled "99998_Part2_Photos_SCStatehou_1100GervaisSt_Columbia_SC". The top banner contains the menu bar with "File", "Edit", "View", "Insert", "Format", "Tools", "Extensions", and "Help". The "File" menu is highlighted with a purple box. Below the menu bar is a toolbar with various editing tools and a "Share" button. The main content area shows two aerial photographs of the South Carolina Statehouse. The first photo is captioned "Photo 1 - c. 1990s aerial photograph of the South Carolina Statehouse's northwest oblique". The second photo is captioned "Photo 2 - c. 1990s aerial photograph of the South Carolina Statehouse's west and south landscape". A vertical toolbar on the right side of the document contains icons for adding comments, reactions, and annotations.

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NPS Project 99998 - Part 2 Photographs
SC Statehouse, 1100 Gervais Street, Columbia, SC 29201




Photo 1 - c. 1990s aerial photograph of the South Carolina Statehouse's northwest oblique




Photo 2 - c. 1990s aerial photograph of the South Carolina Statehouse's west and south landscape

Along the top banner of the Google Doc, hover or click on the left-most button "file" (highlighted in purple).

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Share

- New
- Open Ctrl+O
- Make a copy
- Share
- Email
- Download**
- Rename
- Move
- Add shortcut to Drive
- Move to trash
- Version history
- Make available offline
- Details
- Language
- Page setup
- Print Ctrl+P

Editing

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Photo 1 – c. 1990s aerial photograph of the South Carolina Statehouse's northwest oblique




Photo 2 – c. 1990s aerial photograph of the South Carolina Statehouse's west and south landscape

In the drop-down list, hover or click on the “download” button (highlighted in purple).

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Photo 1 – c. 1990s aerial photograph of the South Carolina Statehouse's northwest oblique




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Microsoft Word (.docx)
OpenDocument Format (.odt)
Rich Text Format (.rtf)
PDF Document (.pdf)
Plain Text (.txt)
Web Page (.html, zipped)
EPUB Publication (.epub)

Microsoft Word (.docx)
OpenDocument Format (.odt)
Rich Text Format (.rtf)
PDF Document (.pdf)
Plain Text (.txt)
Web Page (.html, zipped)
EPUB Publication (.epub)

In the next drop-down list, click on the “PDF Document (.pdf)” button (highlighted in purple).*

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Photo 1 – c. 1990s aerial photograph of the South Carolina Statehouse's northwest oblique



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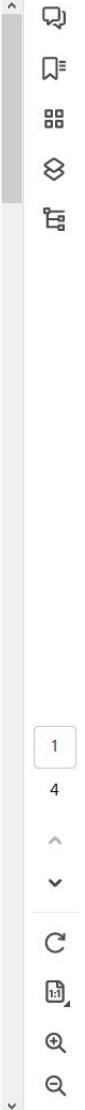
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Show all x

The Google Doc application will then download the Google Doc as a PDF Document.

The downloaded file will appear in the bottom-left hand corner of the screen (highlighted in purple).

The downloaded file will also appear in your computer's "downloads" folder in File Explorer.



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Photo 1 – c. 1990s aerial photograph of the South Carolina Statehouse’s northwest oblique



The Google Doc will be saved as a PDF (.pdf) file format. The resulting converted document is displayed above, as an example.*