

CONVERTING FILES TO OTHER FILE FORMATS

There are several free online file conversion sites. Two of them are explained below with screen shots on how to use.

<http://www.convertfiles.com/>



The screenshot shows the Convert.Files website interface. At the top, there is a navigation menu with links for HOME, FILE FORMATS, FAQ, MOBILE DEVICES, TOOLS, LINK TO US, CONTACT FORM, SEND TO A FRIEND, and BLOG. Below the navigation menu, there is a green header with the text "Select a file to convert". The main content area is also green and contains the following elements:

- Two radio buttons: "Choose a local file:" and "or download it from:". The "Choose a local file:" option is selected.
- A text input field for the local file path, followed by a "Browse..." button.
- A text input field for the download source.
- Two dropdown menus: "Input format:" and "Output format:", both set to "All".
- A checkbox labeled "Send a download link to my email (optional)".
- A "Convert" button.

At the bottom of the page, there are several links: "Ads by Google", "WMA MP3 Converter", "Convert to PDF", "MP4 Converter", and "Convert 3GP".

1. Browse to location of file you want to convert. (H drive, USB, desktop) or click download it option.
2. Input format should change accordingly as you select the file you want converted (.pdf, .jpeg, etc.)
3. Output format - click down arrow and choose format you want the file converted to.
4. You have the choice of having the link sent to your email
5. Click convert
6. You will get a message saying file is converting this may take several minutes.
7. When conversion complete, you will see the following message to download your converted file. Click on link to open.



<http://www.zamzar.com/>

The screenshot shows the Zamzar website's conversion interface. At the top, there are four tabs: "Convert Files", "Download Videos", "Send Files", and "Manage Files". Below these are four steps:

- Step 1:** "Select files or [URL](#) to convert (up to 100MB - [want more ?](#))". It includes a "Browse..." button.
- Step 2:** "Choose the format to convert to:". It includes a dropdown menu labeled "Convert file(s) to:".
- Step 3:** "Enter your email address to receive converted files:". It includes a text input field.
- Step 4:** "Convert (by clicking you agree to our [Terms](#))". It includes a "Convert" button.

Step 1 Browse to the .PDF file you want to convert and click on it.

Under the green boxes the file you selected will show as

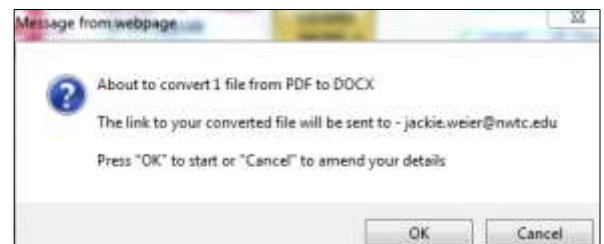


Step 2 click drop down arrow and choose file format. There are several different formats you can choose from:

- Image formats (jpg; bmp/gif, etc.)
- Doc formats (docx, pptx, xlsx, wpd, html, etc.)
- Music formats
- Video formats
- E-book formats
- Other (zip, etc.)

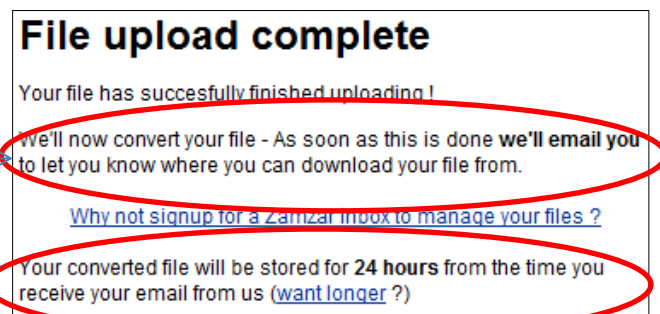
Step 3 Enter the email address you want the converted file emailed to!

Step 4 click Convert. You will see this message
Click OK or Cancel.

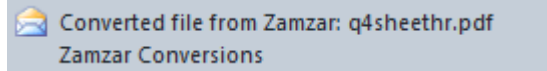


You will be able to see the upload complete and then you will receive the **File upload complete** message.

NOTE



In your email look for email from Zamzar



NOTE: Big files may take a while, so be patient.

Open the email, look for this message and click on the link.

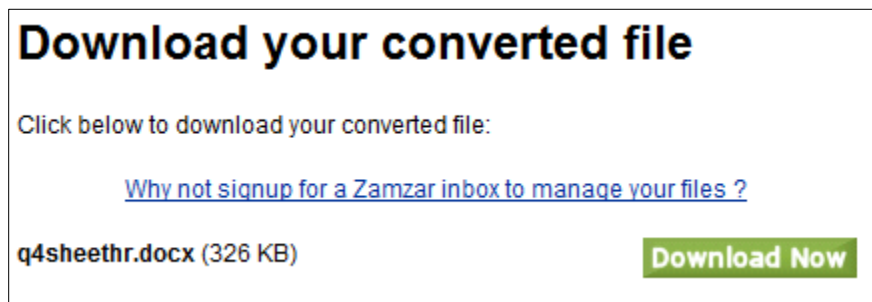
Alternatively click on the following link to download a copy of your converted file:

http://www.zamzar.com/getFiles.php?uid=4567336725150001335278053&targetID=itsRUSVJcF0AsBnOWz551uowe9_ZWOP_Ys

The following file was successfully converted from **pdf** to **docx** format:

q4sheethr.pdf

Click on **Download Now** when you see the following message. Your converted file will open in the requested format. In this instance it is Word (docx format)



Note: File may open Protected View (below). To edit the file, you will need to click

