

Downloading and Exporting

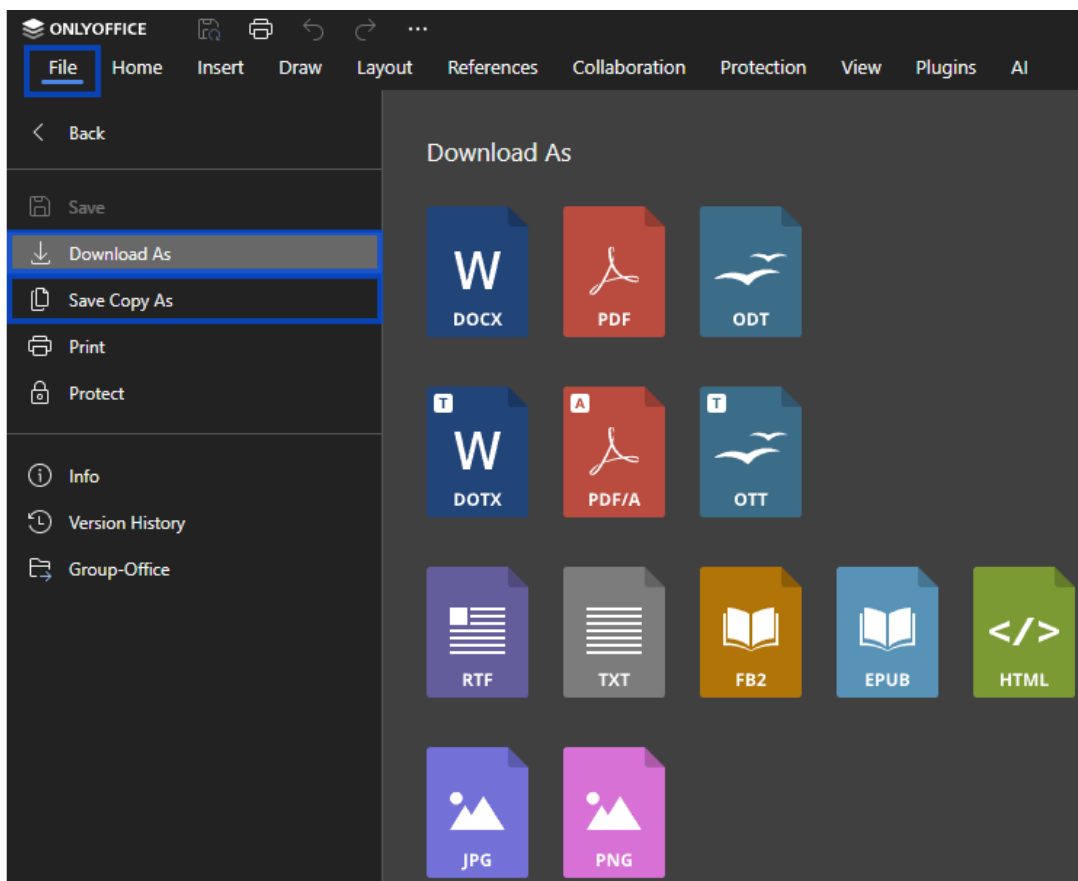
OfficeDocs lets you download a copy of your file to your computer or export it to another format for sharing, printing, or continued work in another app. Depending on the editor you are using, the list of available formats may vary.

Downloading a document

You can download a file directly from the editor while you are working on it.

From the editor

1. Open the file you want to download.
2. Click **File**.
3. Select **Download as** or **Save Copy as**, depending on the editor.
4. Choose the format you want.
5. The file is downloaded to your computer.



From the file browser

If your workspace includes a file browser, you may also be able to download the original file directly from there.

1. Locate the file in the file browser.
2. Right-click the file.
3. Select **Download**.
4. The file is downloaded in its current format.

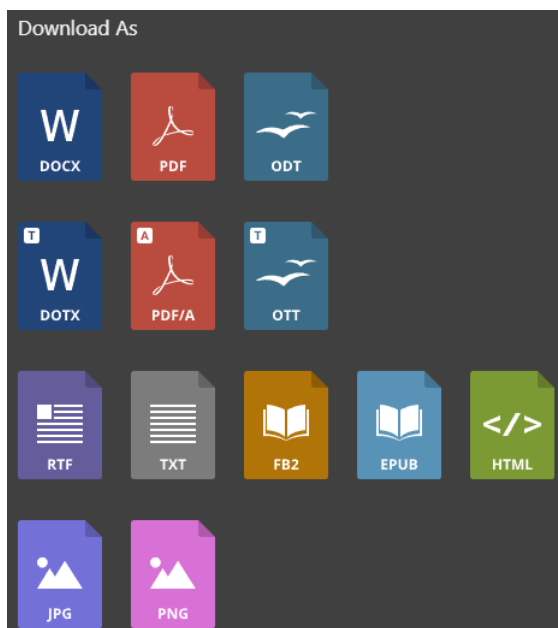
Export formats

OfficeDocs supports different download and export formats depending on the type of file you are working with.

Documents

Common document export formats include:

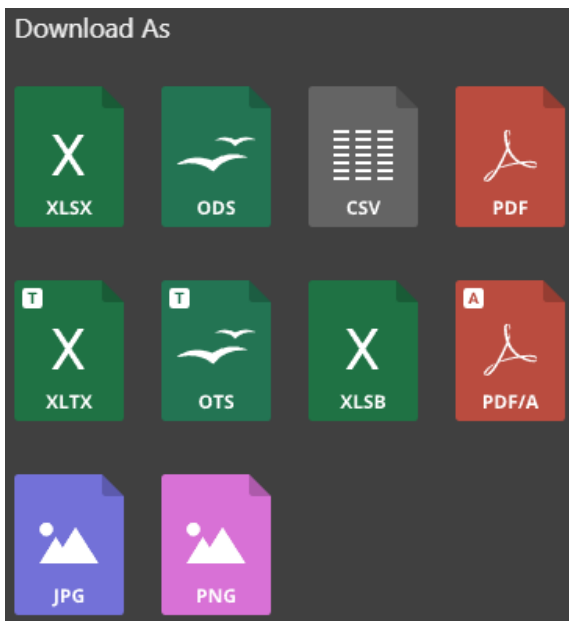
- **DOCX** for Microsoft Word
- **PDF** for sharing or printing
- **ODT** for OpenDocument text files
- **RTF** for rich text documents
- **TXT** for plain text files



Spreadsheets

Common spreadsheet export formats include:

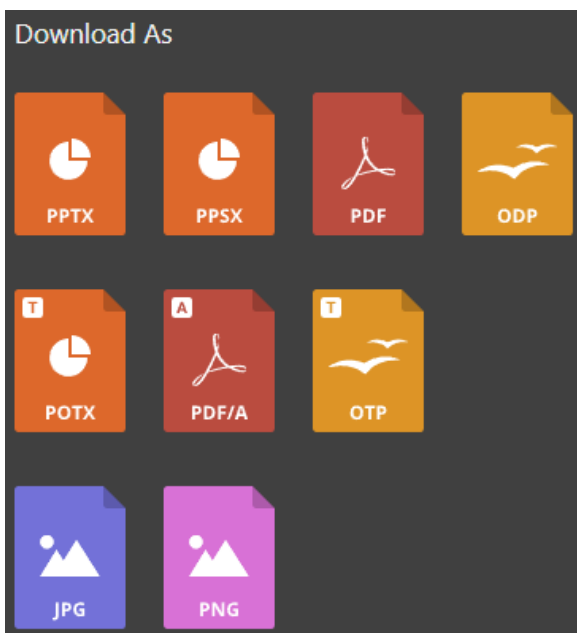
- **XLSX** for Microsoft Excel
- **ODS** for OpenDocument spreadsheets
- **CSV** for data-only export
- **PDF** for sharing or printing
- In some cases, other formats such as **PDF/A**, **XLTX**, **OTS**, **JPG**, or **PNG** may also be available.



Presentations

Common presentation export formats include:

- **PPTX** for Microsoft PowerPoint
- **PDF** for sharing or distribution
- **ODP** for OpenDocument presentations
- In some cases, presentation templates or **PDF/A** may also be available.



Exporting to PDF

PDF is a useful option when you want to share a file without expecting further edits.

PDF export is useful for:

- Sharing a file with users who do not use office software

- Printing a document or spreadsheet
- Keeping the layout more consistent
- Creating a version intended mainly for viewing

PDF options

Some editors may offer extra PDF export settings, such as:

- Page range selection
- Output quality
- Print-related settings
- Comment visibility, depending on the editor and file type

Download vs. export

Downloading and exporting are similar, but they are not always the same.

- **Download** keeps the file in its current or original format
- **Export** creates a copy in a different format
- **Download** is useful when you want to keep editing the file later
- **Export** is useful when you need a file for sharing, printing, or compatibility with another app

Tips

- Use **PDF** when you want to share a more stable final version
- Keep the original format if you plan to continue editing
- Use **CSV** only when you need spreadsheet data without formatting
- Review exported files to make sure the formatting looks correct after conversion

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