



ConvertThoseFiles

Official User Guide

Convert files instantly — free, fast & secure

Version 1.0 · 2026 Edition

convertthosefiles.com

Table of Contents

1. Welcome to ConvertThoseFiles.com
2. Getting Started
3. How File Conversion Works
4. Supported Conversion Categories
5. Uploading Files
6. Conversion Settings
7. Downloading Converted Files
8. PDF Tools Center
9. Security & Privacy
10. Conversion Quality
11. Productivity Tips
12. Search & Discovery
13. Mobile Usage
14. Frequently Asked Questions
15. Troubleshooting Guide
16. Best Practices
17. Contact & Support

Section 1

Welcome to ConvertThoseFiles.com

ConvertThoseFiles.com is a modern file-conversion platform built for speed, privacy, and clarity. Whether you are a student preparing coursework, a professional cleaning up a client deliverable, an educator distributing reading material, or simply someone who needs a quick format change — the platform is designed to get the job done in seconds without forcing you to install software or create an account.

Our mission

To make professional-grade file conversion universally accessible, transparent, and respectful of your privacy. We believe converting a file should feel as simple as opening one.

What the platform does

- Converts documents, images, PDFs, spreadsheets, presentations, eBooks and archives between common formats.
- Provides a suite of PDF tools: merge, split, compress, rotate, reorder and extract pages.
- Runs many conversions directly in your browser so files never leave your device.
- Offers workflow chains so multi-step tasks (e.g. JPG → PDF → compress) finish in a single guided flow.

Supported file conversion categories

- Documents (PDF, DOCX, TXT, RTF)
- Images (JPG, PNG, WEBP, BMP, TIFF)
- PDF utilities (merge, split, compress, rotate, extract)
- Presentations (PPTX, PDF)
- Spreadsheets (XLSX, CSV)
- eBooks (EPUB, MOBI, PDF)
- OCR tools (image and PDF text extraction)
- Archives (ZIP extraction)

Benefits

- No signup required for core tools.
- Privacy-first architecture with in-browser processing where possible.
- Predictable output quality with sensible defaults.
- Mobile-friendly interface that works on any device.

Section 2

Getting Started

Homepage overview

The homepage is structured around a single goal: get you to a working tool quickly. At the top you'll find a smart uploader that detects your file type and routes you to the appropriate converter. Below that, a quick tool grid surfaces the most commonly used tools, followed by category hubs, workflows, and educational resources.

Navigation overview

- Header — direct access to Tools, Pricing, User Guide, Blog and your Dashboard.
- Tools menu — quick links to live converters and the full tool catalog.
- Category hubs — curated collections grouped by file family (PDF, Image, OCR, Office).
- Footer — legal pages, support contact, and the persistent User Guide download.

Resource Center overview

The Resource Center is your launchpad for learning. It collects the User Guide, blog articles, category hubs, workflow templates, and troubleshooting material in one place — useful when you want to understand a feature before you use it.

Account access

Most tools work without an account. Creating a free account unlocks higher daily limits, favorites, recently-used history, and saved workflow chains. Sign in via the Login link in the header.

Dashboard overview

Signed-in users see a personalized dashboard with recent conversions, active workflow chains, suggested next steps, and quick re-runs of frequent tasks.

Section 3

How File Conversion Works

The 3-step workflow

Step	What happens	Where it happens
1. Upload	Drag and drop or pick your file	Your device

2. Convert	The selected engine processes the file	Browser or secure server
3. Download	Converted file is ready to save	Direct download to your device

Uploading files

Click the upload area on any tool page or drag a file directly into it. The platform reads the file's type and confirms the conversion you've selected before starting.

Choosing output formats

Each tool exposes the formats relevant to your input. For example, the image converter will offer JPG, PNG and WEBP outputs; the document converter will offer PDF and DOCX. Defaults are chosen to preserve quality.

Starting a conversion

Press the primary action button (e.g. 'Convert' or 'Merge'). A progress indicator confirms the job is running. Most conversions complete in a few seconds.

Downloading converted files

When processing finishes the download button activates. Single files download instantly. Batch jobs are packaged into a ZIP archive.

Supported file sizes

- Free tier: up to 25 MB per file
- Pro tier: up to 250 MB per file
- Pro+ tier: up to 1 GB per file

Processing workflow

Browser-side conversions (images, PDF merge, PDF split) run entirely on your device. Server-side conversions (PDF↔Word, OCR, complex office formats) run on a hardened pipeline that automatically deletes files within 24 hours.

Section 4

Supported Conversion Categories

Documents

- PDF to DOCX — preserves headings, lists and inline images.

- DOCX to PDF — produces print-ready PDFs with embedded fonts.
- TXT to PDF — converts plain text into a clean A4/Letter PDF.
- PDF to TXT — extracts readable text with structure-aware layout.
- RTF conversions — handles rich-text exchange formats from older editors.

Images

- JPG to PNG — convert photos to lossless PNG with alpha support.
- PNG to JPG — compress transparent images into smaller JPGs.
- WEBP conversions — modern compression for web delivery.
- BMP conversions — convert legacy bitmaps to compact modern formats.
- TIFF conversions — handles multi-page scans and high-fidelity prints.

PDF Tools

- Merge PDFs — combine multiple PDFs in any order.
- Split PDFs — break a PDF into ranges or individual pages.
- Compress PDFs — reduce file size while preserving readable quality.
- Rotate PDFs — fix orientation on selected pages.
- Extract Pages — pull specific pages into a new PDF.

Presentations

- PPTX to PDF — turn slide decks into shareable PDFs.
- PDF to PPTX — recover editable slides from a PDF deck.

Spreadsheets

- XLSX conversions — convert Excel workbooks to PDF or CSV.
- CSV conversions — exchange tabular data between systems.
- Spreadsheet exports — clean, printable spreadsheet PDFs.

eBooks

- EPUB conversions — exchange the open eBook standard between platforms.
- MOBI conversions — handle the Kindle-friendly format.
- PDF eBook conversions — convert PDFs to flowable eBook formats.

Additional formats

- OCR on scanned PDFs and images.
- ZIP archive extraction and conversion.
- Image resizing and compression utilities.

[Section 5](#)

Uploading Files

Drag-and-drop uploads

Drop one or more files anywhere inside the upload zone. The interface highlights to confirm the drop target.

File selection via browser

Click the upload area to open your system file picker. Hold Cmd/Ctrl or Shift to select multiple files.

Batch uploads

Most tools accept multiple files at once. Order is preserved for tools where sequence matters (e.g. PDF merge).

Upload limitations

- Single-file size limit follows your plan (25 MB / 250 MB / 1 GB).
- Batch jobs are capped by daily conversion limits on free accounts.
- Encrypted or password-protected source files must be unlocked first.

Supported file types

Each tool surfaces its accepted MIME types in the upload zone. The All Tools page lists supported conversions for every entry.

[Section 6](#)

Conversion Settings

Output format selection

Where multiple targets are available, a format selector appears next to the convert button. Sensible defaults are pre-selected.

Quality settings

Image and PDF tools expose quality controls — typically Best, Balanced, and Smallest — so you can trade file size against visual fidelity.

Compression settings

The PDF compressor offers three compression modes: light, recommended, and aggressive. Image compression supports a 0–100 quality slider with a live preview of file size impact.

File optimization options

- Strip embedded metadata for privacy.
- Downsample images inside PDFs for smaller files.
- Flatten transparency for printer compatibility.

Advanced settings

Workflow chains expose per-step settings, so you can fine-tune a multi-stage pipeline (e.g. compress quality 80 → convert to PDF → merge).

[Section 7](#)

Downloading Converted Files

Download process

Once a conversion completes, a primary Download button appears. Single files download to your default downloads folder; you can rename the file before saving.

Multiple file downloads

Batch jobs offer both 'Download All as ZIP' and individual file downloads, so you can grab a single result without unpacking an archive.

Batch downloads

Large batches stream progressively — you can start downloading the first finished files while remaining items are still processing.

Saved conversions

Signed-in users see their last conversions in the dashboard for 24 hours, with one-click re-download.

[Section 8](#)

PDF Tools Center

The PDF Tools Center brings every PDF utility into one curated hub. Each tool follows the same upload-convert-download pattern, with PDF-specific options surfaced where they make sense.

Merge PDFs

Combine multiple PDFs into a single document. Drag thumbnails to reorder before merging.

Split PDFs

Split by page ranges (e.g. 1-5, 7, 10-12) or break the PDF into individual single-page files.

Compress PDFs

Reduce PDF size with three compression presets. Compression results are previewed before download.

Rearrange PDF pages

Reorder pages visually using thumbnails — useful for fixing scan order or restructuring a deck.

Extract pages

Pull selected pages into a brand-new PDF without touching the original.

PDF optimization

Combines compression, image downsampling and metadata stripping for the smallest possible web-friendly PDF.

[Section 9](#)

Security & Privacy

Privacy by design

Wherever possible, conversions happen entirely inside your browser — the file never leaves your device. Server-side jobs run in isolated workspaces and are deleted automatically.

File privacy

We do not read, index, share or train any models on your files. Conversions are job-scoped and not retained for analysis.

Secure uploads

All uploads travel over HTTPS with modern TLS. File transfers are integrity-checked and never logged with their contents.

Temporary storage policies

Server-side conversions store input and output files only as long as needed for processing and short-term re-download. Local conversions store nothing on our servers.

Automatic file deletion

Server-stored files are automatically deleted within 24 hours of upload. There is no manual cleanup step required from you.

Data protection principles

- Minimization — only the data needed to convert your file is processed.
- Isolation — every conversion runs in its own sandboxed workspace.
- Transparency — privacy and processing policies are public on the site.
- No tracking of file contents — analytics never see your files.

[Section 10](#)

Conversion Quality

Maintaining formatting

Conversion engines are tuned to preserve headings, lists, tables, embedded images, fonts where licensable, and page geometry. Round-trip conversions (e.g. PDF→DOCX→PDF) are not guaranteed to be byte-identical but visually faithful in most cases.

Supported file structures

- Text with mixed fonts, headings, and lists.
- Tables — basic to moderately complex layouts.
- Inline and floating images.
- Footnotes and page numbers.
- Vector graphics and embedded charts (best-effort).

Conversion limitations

- Heavily scanned PDFs may require OCR before document conversion.
- Form fields and digital signatures are not always preserved across formats.
- Macros and complex Office automations are not converted.

Best practices for optimal results

- Start with the highest quality original file you have.
- Use the native format (DOCX over PDF) for editable downstream work.
- Run OCR before converting scanned PDFs to editable formats.

Section 11

Productivity Tips

For students

- Convert lecture slides to PDF for annotation in your reader of choice.
- Merge assignment drafts into a single submission PDF.
- Use OCR to make scanned readings searchable.

For professionals

- Compress PDFs before emailing to clients with attachment limits.
- Use workflow chains to standardize client-deliverable formatting.
- Split long reports into per-chapter PDFs for review cycles.

For educators

- Convert handouts to multiple formats for accessibility.
- Merge weekly reading lists into a single distributable PDF.
- Extract specific pages to share targeted excerpts.

For business users

- Bulk-convert legacy DOC/DOCX archives to PDF for compliance storage.
- Use the PDF compressor to keep cloud-storage costs down.
- Standardize images to WEBP for marketing site performance.

For content creators

- Convert eBook drafts between EPUB, MOBI and PDF for cross-platform distribution.
- Resize and compress images for blog publishing.
- Generate print-ready PDFs from your manuscript.

Section 12

Search & Discovery

Finding tools

Use the global Tools menu or the All Tools page to find a specific converter. Type the file extension you have (or want) into the search field.

Browsing categories

Category hubs group related tools — PDF Tools, Image Tools, OCR Tools, Word & Office Tools, ZIP & Archive Tools — with a short overview of each tool's purpose.

Resource Center usage

The Resource Center surfaces this User Guide, blog articles, workflow templates and tutorials in one structured page.

Recommended tools

After a conversion, the platform suggests related tools based on what you just did — e.g. 'Compress this PDF' after a merge.

Related converters

Every tool page lists semantically related converters, helping you discover the next step in a multi-stage workflow.

[Section 13](#)

Mobile Usage

Using the platform on phones

All tools are responsive and adapt to portrait phone layouts. The smart uploader uses the device camera and Files app via the standard mobile file picker.

Using the platform on tablets

Tablet layouts surface side-by-side previews where useful (e.g. PDF page reordering) while keeping touch targets large enough for finger input.

Mobile upload workflow

- Tap the upload zone to open the mobile file picker.
- Choose Files, Photos, or iCloud/Drive sources.
- Conversion progress is visible in the same view — no app switching needed.

Mobile downloads

Downloaded files are saved to the device's default downloads folder, then accessible via the Files app (iOS) or notification shade (Android).

[Section 14](#)

Frequently Asked Questions

Do I need to create an account to convert files?

No. Core tools are free to use without signing up. An account unlocks higher limits, favorites and history.

Are my files uploaded to a server?

Many conversions run entirely in your browser. Server-side conversions use encrypted transport and auto-delete within 24 hours.

How long are my files stored?

Server-stored files are deleted automatically within 24 hours. Browser-only conversions are never stored.

What is the maximum file size?

25 MB on Free, 250 MB on Pro, 1 GB on Pro+.

Which browsers are supported?

Modern versions of Chrome, Edge, Firefox and Safari on desktop and mobile.

Can I convert multiple files at once?

Yes — most tools accept batch uploads, and Pro plans raise daily batch limits.

Will the formatting of my document be preserved?

Yes, the conversion engines preserve headings, lists, tables and most embedded media.

Can I convert scanned PDFs?

Yes — use the OCR tool first to make the scan searchable, then convert to your target format.

Is there a watermark on output files?

No. Converted files contain no platform watermark on any plan.

Can I convert password-protected files?

Unlock the file first using its source application; the platform does not crack passwords.

Does the platform support EPUB and MOBI?

Yes — eBook conversions are available in the eBooks category.

Can I rotate PDF pages?

Yes — use the Rotate PDF tool to rotate individual pages or the whole document.

Can I extract specific pages from a PDF?

Yes — Extract Pages lets you pull selected pages into a new PDF.

Can I compress images?

Yes — the image compressor supports JPG, PNG and WEBP with a quality slider.

How accurate are PDF-to-Word conversions?

Highly accurate for text and standard layouts; very complex layouts may need light cleanup.

Can I merge PDFs of different sizes?

Yes — page sizes are preserved during merge, with no forced resizing.

Do conversions work offline?

Browser-side conversions continue to work after the page is loaded; server-side ones require a connection.

Is there a daily conversion limit?

Yes on Free; Pro plans raise the limit substantially and Pro+ offers unlimited conversions.

What happens if a conversion fails?

You'll see an inline error with a retry option; no usage is counted against your daily limit.

Can I save my workflows?

Yes — signed-in users can save multi-step workflow chains and re-run them with one click.

Does the platform support OCR in multiple languages?

Yes — OCR supports the most common Latin-script languages, with more being added.

Can I use the platform on my phone?

Yes — every tool is mobile-responsive.

Do I need to install anything?

No. The platform runs entirely in your browser.

Is there an API?

API access is on the Pro+ roadmap. Check the Pricing page for current availability.

Can I cancel my subscription anytime?

Yes — subscriptions can be cancelled from the account dashboard.

How do I report a bug?

Use the Contact page to send us a description, file type and browser details.

Will the platform reformat my CSV files?

CSV conversions preserve delimiters and quoting; encoding is normalised to UTF-8.

Can I convert RTF files?

Yes — RTF is supported in both directions with documents.

How do I download multiple converted files at once?

Use the 'Download All as ZIP' button on batch jobs.

Is the platform free to use forever?

The core free tier is permanently free with daily usage limits.

[Section 15](#)

Troubleshooting Guide

Conversion failures

- Refresh the page and retry — transient errors are usually self-correcting.
- Check that your source file isn't corrupted by opening it locally first.
- If the file is password-protected, unlock it before uploading.

Upload issues

- Confirm the file is under your plan's size limit.
- Disable browser extensions that block uploads (some privacy extensions interfere).
- Switch from a strict corporate VPN if uploads stall at 0%.

Download issues

- Check your browser hasn't blocked the download (look for a popup or icon in the URL bar).
- Allow popups for convertthosefiles.com if batch ZIPs aren't opening.
- On iOS, downloads land in the Files app under Downloads.

Unsupported formats

If your file type isn't accepted, check the Tools page for the complete supported list, or try an intermediate conversion (e.g. ODT → DOCX → PDF).

Browser issues

- Update to the latest version of your browser.
- Try a private/incognito window to rule out conflicting extensions.
- Clear cached site data if the interface is stuck on an old version.

Mobile issues

- Ensure your mobile browser is up to date.
- Free up local storage if downloads fail mid-file.
- Use the latest iOS or Android to ensure modern Web API support.

Section 16

Best Practices

Document conversions

- Convert from native source formats when possible (DOCX over scanned PDF).
- Embed fonts in source DOCX files for predictable PDF output.
- Run OCR before converting scans to editable documents.

Image conversions

- Use PNG for graphics with transparency or sharp edges.
- Use JPG/WEBP for photographs to minimize file size.
- Resize images to their actual display size to avoid wasted bytes.

PDF conversions

- Compress only after final edits — repeated compression degrades quality.
- Use Extract Pages to share excerpts instead of forwarding entire documents.
- Merge in a deliberate order — drag thumbnails to confirm sequence.

Spreadsheet conversions

- Clean up empty rows and columns before converting XLSX to CSV.
- Verify date and number formatting in the converted output.
- Use UTF-8 CSV when sharing internationally.

Presentation conversions

- Flatten complex animations before exporting to PDF.
- Embed fonts in PPTX files for accurate cross-platform rendering.
- Convert to PDF for final distribution, keep PPTX for editing.

[Section 17](#)

Contact & Support

Support resources

- User Guide (this document) — comprehensive feature walkthrough.
- Blog — tutorials, format explainers and workflow recipes.
- FAQ — quick answers to the most common questions.
- Category hubs — overviews of every tool family.

Help resources

In-app tooltips, inline guidance, and a dedicated Troubleshooting section cover the most common issues. The Resource Center is the single best place to start when something isn't behaving as expected.

Contact methods

- Web: convertthosefiles.com/contact
- Email: support@convertthosefiles.com
- Status & policy pages: linked in the footer of every page.

Thank you for reading.

We built ConvertThoseFiles.com to be the file-conversion platform we wished existed: fast, private, predictable, and genuinely helpful. If you have feedback or feature requests, please reach out — we read every message.