

Converting a Word Doc to a Google Doc

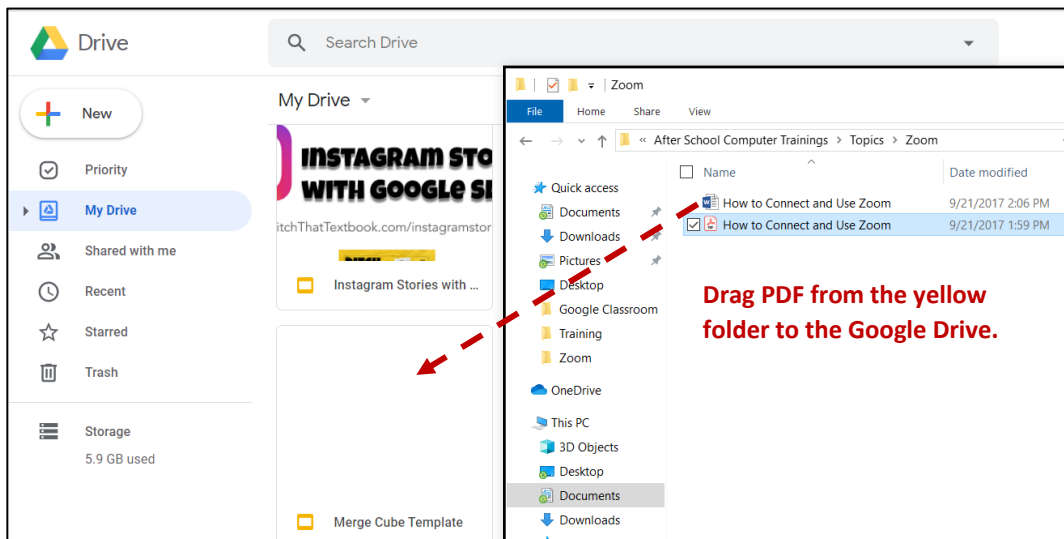
1. Save your Word document to your computer and then close it.

2. Upload your Word document to your Google Drive.

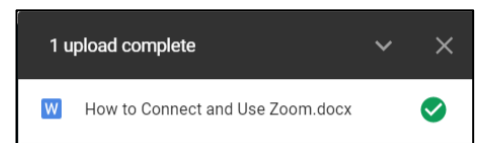
- Open your Google Drive.
- While your Google Drive is open, click on the **YELLOW FOLDER** at the bottom of your screen.



- Find the where you saved the Word document in the pop-up window (the yellow folder).
- Move the pop-up window so that you can see your Google Drive documents.
- Click on the Word document and drag it in your Google Drive storage area.



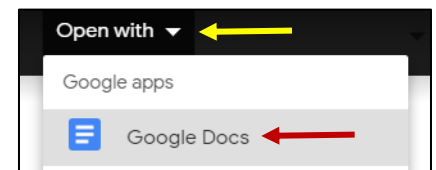
- Once the upload is complete, you will see a notification in the bottom right corner of your Google Drive. Once the Word document has uploaded to your Google Drive, you can close the yellow folder.



***NOTE: Even though it's in your Google Drive, it's still a Word doc. This is just a storage area.**

3. Open the Word document as a Google Doc.

- Double-click the Word document to open it in a preview window.
- Click the drop-down arrow next to **OPEN WITH** at the top and choose **GOOGLE DOCS**.



***NOTE: Some items such as WordArt may not transfer correctly.**

***NOTE: Even though you have it open in Google Docs, it is STILL a Word document.**

4. Convert the Word document to a Google Doc.

- Click on **FILE** and choose **SAVE AS GOOGLE DOCS**.
- Return to the Google Drive and you will now have two copies of the document. One will still be a Word Doc and one will now be a Google Doc.

