



Converting Docs to Google Docs

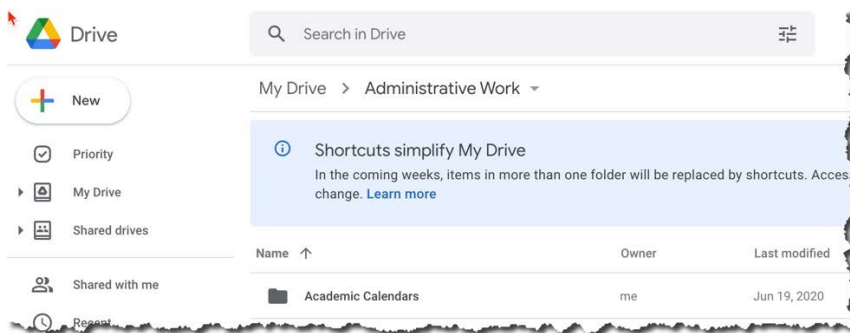
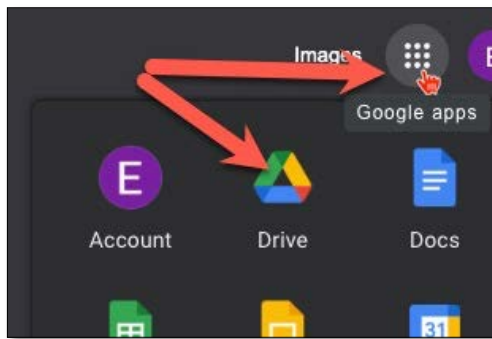
IIC (Instructional Innovative Center) Steps Series

Software: GoogleSpace

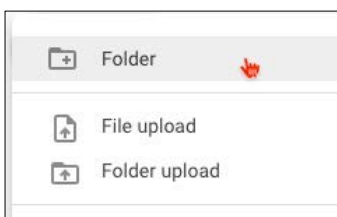
Date: June 2022

Step 1 – Access and open your Google Drive and the folder you want the document to reside.

Once logged into the Google Drive, locate the folder the file will be uploaded.



NOTE: If you need to add a subfolder, click on **+ New**, and choose Folder and name a new folder.

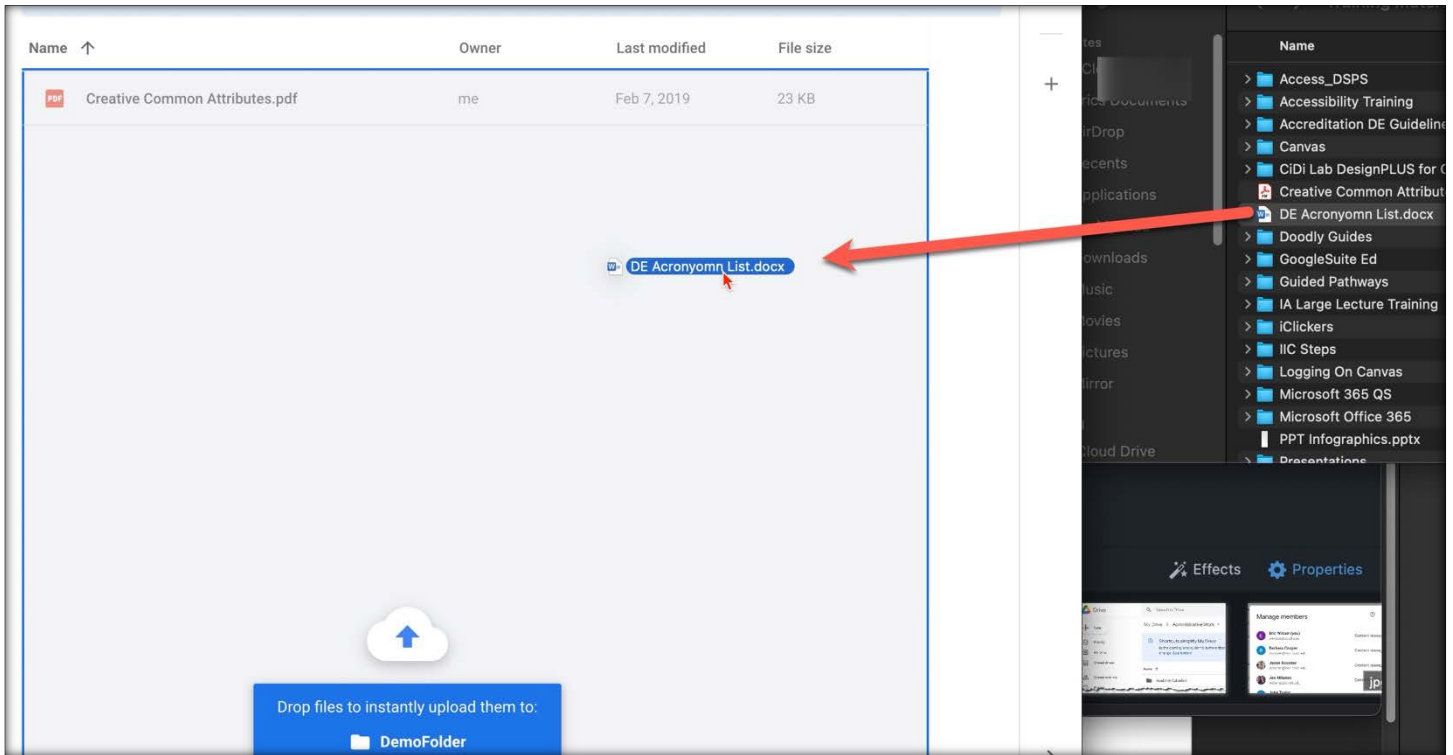


Step 2 – Upload your document(s)

You can upload your document (Word, Excel, PowerPoint, etc) in 1 of two ways.

Option A – Drag and Drop

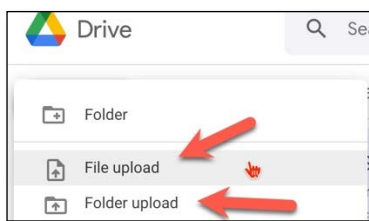
Locate the file(s) and drag and drop to the Google Drive screen



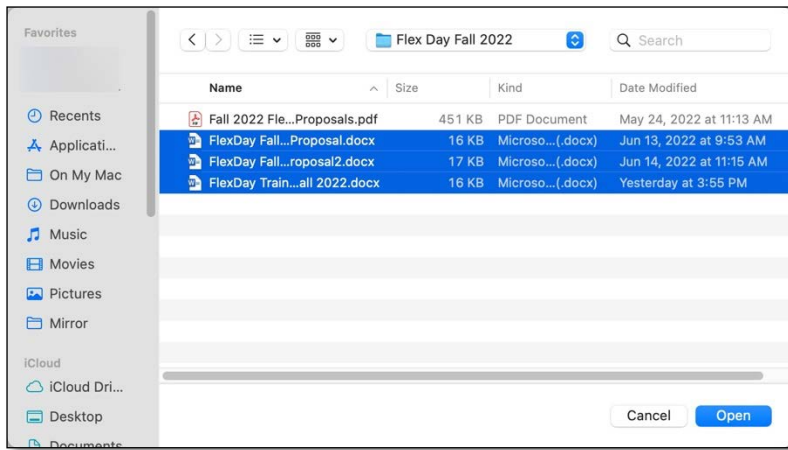
Option B – Upload through Menu



Click the +New button () and chose from one of two upload options.



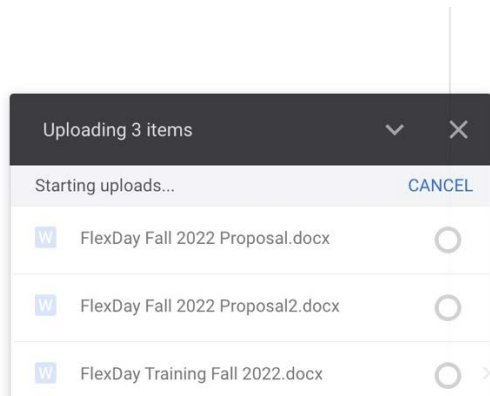
Your computer Open box will appear. Locate your file(s) and click OPEN or OK



NOTE: You can upload multiple files which means you can upload more than one file at a time using the SHIFT + Click key or CTL + Click.

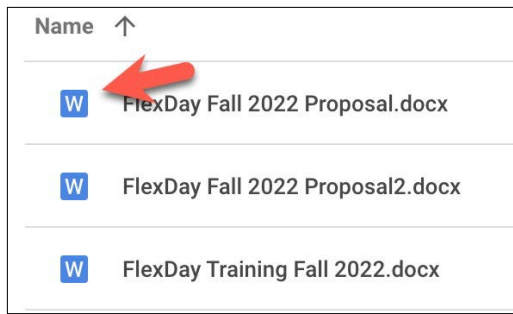
Step 3 – Upload Progress

After you select your file, Google Drive shares a Progress screen in the lower right side of the screen.

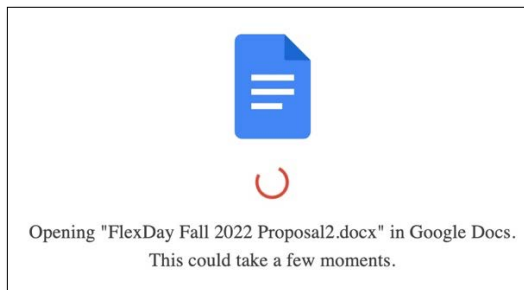


Step 4 – Convert to Google Doc

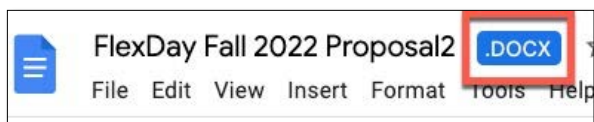
Notice the icon with W – this indicates Word file. To take full advantage of Google Docs, the file needs to be converted to Google Docs



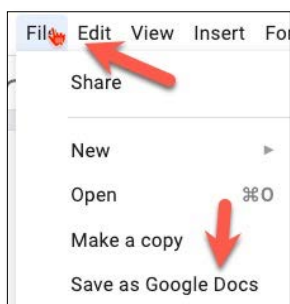
Open the File in Google Space by double clicking the file. The first time a Word, Excel or PowerPoint file is opened, GoogleDrive will convert to GoogleDocs files:



Document will remain in their native file format until the file is saved as Google Docs.



To save the document as GoogleDoc, go to File > Save As Google Docs



Once this is done, the DOCX status disappears, and you will see both the Word version and Google Doc version on the Google Drive.



NOTE: If the Google Doc is worked on, the Word version should be removed so not to confuse the latest version of the document. Remember that Google Doc can be saved back to Word,

