To Convert a Google Doc to a Word Document:

1. File
2. Download as *docx* or as *pdf*
3. Open where download appears
4. Enable editing, correct any spacing issues (if *docx*)
5. Save and submit

To Convert a Word 365 Document to a Google Doc

1. Save a Copy of the Word 365 Document

1. Open your document in **Word 365** (desktop or online).
2. Go to **File → Save As** (desktop) or **File → Save a Copy** (online).
3. Choose a location on your computer that you can easily find—such as **Desktop** or **Downloads**.
4. Make sure the file type is **Word Document (.docx)**.
5. Click **Save**.

2. Upload the Word File to Google Drive

1. Go to **drive.google.com** and log into your Google account.
2. In Google Drive, click **New** (top-left).
3. Select **File upload**.
4. Locate and select the Word file you just saved.
5. Wait for the upload to finish (you'll see it appear in your Drive).

3. Convert the File to a Google Doc

1. In Google Drive, right-click the uploaded **.docx** file.
2. Select **Open with → Google Docs**.
3. Google will open a new Google Docs version of the file.

How to Share Your Google Doc Link with Commenter Permission

1. Open your Google Doc.
2. Click **Share** (top right).
3. Under **General access**, change it to **Anyone with the link**
4. Select **Commenter** from the dropdown.
5. Click **Copy link** and paste it in the **Notes** box