

## 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
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## 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.
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