Multidisciplinary Tutorial Services:
How to Convert a Google Doc and Word Document

Converting a Google Doc into a Word Document

While Google Docs is a convenient platform for many college students, its documents often need to be converted into Word documents. Here is a quick guide to walk you through the process of converting a Google Doc into a Word Document.

> **Step 1**: Open your Google Document and click **"File"** in the top left corner underneath the name of the document.

> **Step 2**: Under **"File,"** hover the cursor over **"Download >"** and this will provide all the various options for what you can convert the Google Document into. Typically, **Microsoft Word documents** is the first option.

> **Step 3**: Click the **Microsoft Word** option, and the converted document will download. Depending on your browser, it could be downloaded in different places. Once downloaded, you can open the document in Word.

Converting a Word Document into a Google Doc

In certain circumstances, students need to open Word Documents but only have access to their Google Drive. In instances as such, it is easy to upload previous Word Documents and edit them in Google Documents.

> **Step 1**: Open to your Google Drive, and click the **"New"** button in the top left corner underneath the Google Drive Logo.

> **Step 2**: Under **"New,"** click **"File Upload"** and locate your document on your computer.

> **Step 3**: Open your document through Google Docs. To double check that it is still in Word Document format, a blue box with **"docx."** should be on the screen next to the document title.