

Importing a Word File into Google Docs

Every student has such a cloud called Google Drive, which holds up to 30 GB. When you login to your Google Account (ie: Joe-Student@fcsgclass.com) you will find you have a folder called **My Drive**. Every student has their own **MyDrive**, which is the default folder where all of your documents are stored.

You can copy a Microsoft Word file from your own computer to your Google **MyDrive**.

- 1) Go to your computer where your Word file is stored
- 2) Open any Internet browser
- 3) Go to Google.com
- 4) On the upper right hand corner click Sign In
- 5) After signing in, click on the 9-box icon on the upper right of screen



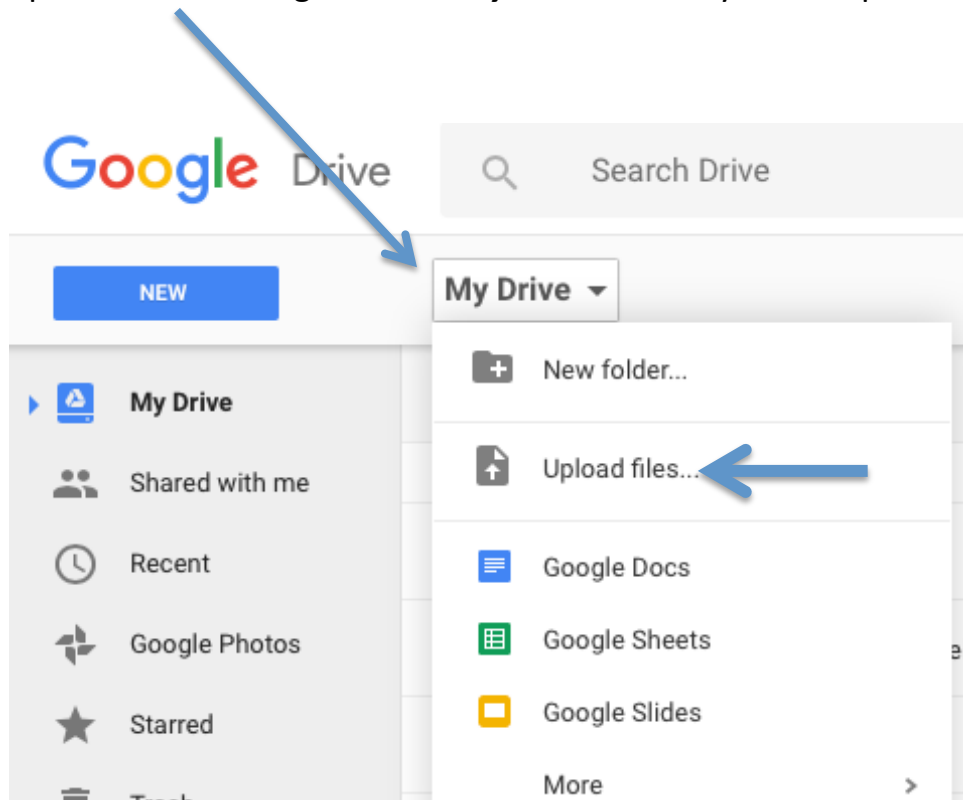
Select Drive



Drive

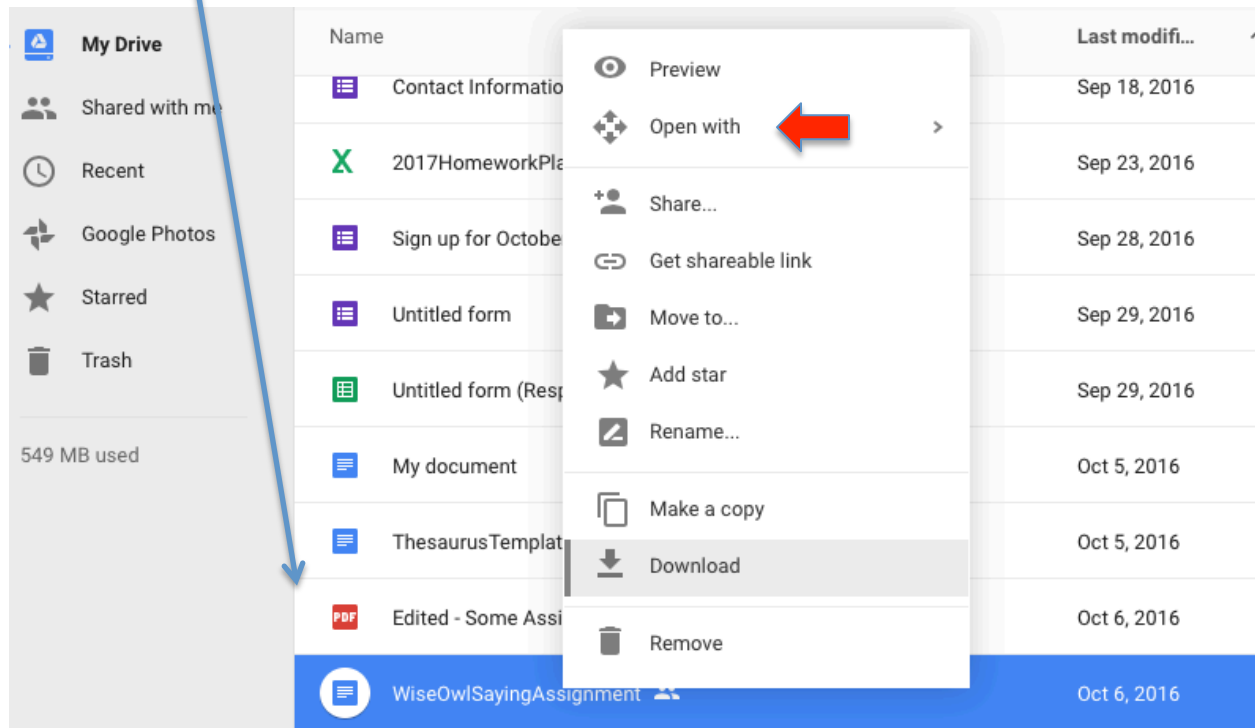
This will take you to your account's **MyDrive**

Right Click on My Drive on the top menu (toward left side of screen) and select upload files to bring files into **MyDrive** in from your computer.



Once your file has uploaded, it will now live on **MyDrive**; however, it is still in MS Word format until you instruct Google to change it to a Google Docs file.

Right Click on the uploaded file in your **MyDrive** to get the following options. Select **Open With** and you will see a side menu for a variety of Google applications. Select Google Docs.



Once you open your MS Word file in Google Docs, simply “X out” (exit by clicking on the “X” of your current Internet Browser’s tab. Your MS Word will be copied as a Google Docs file and your MS Word file will also live on your **MyDrive** along with the newly created Doc file.