

How To:

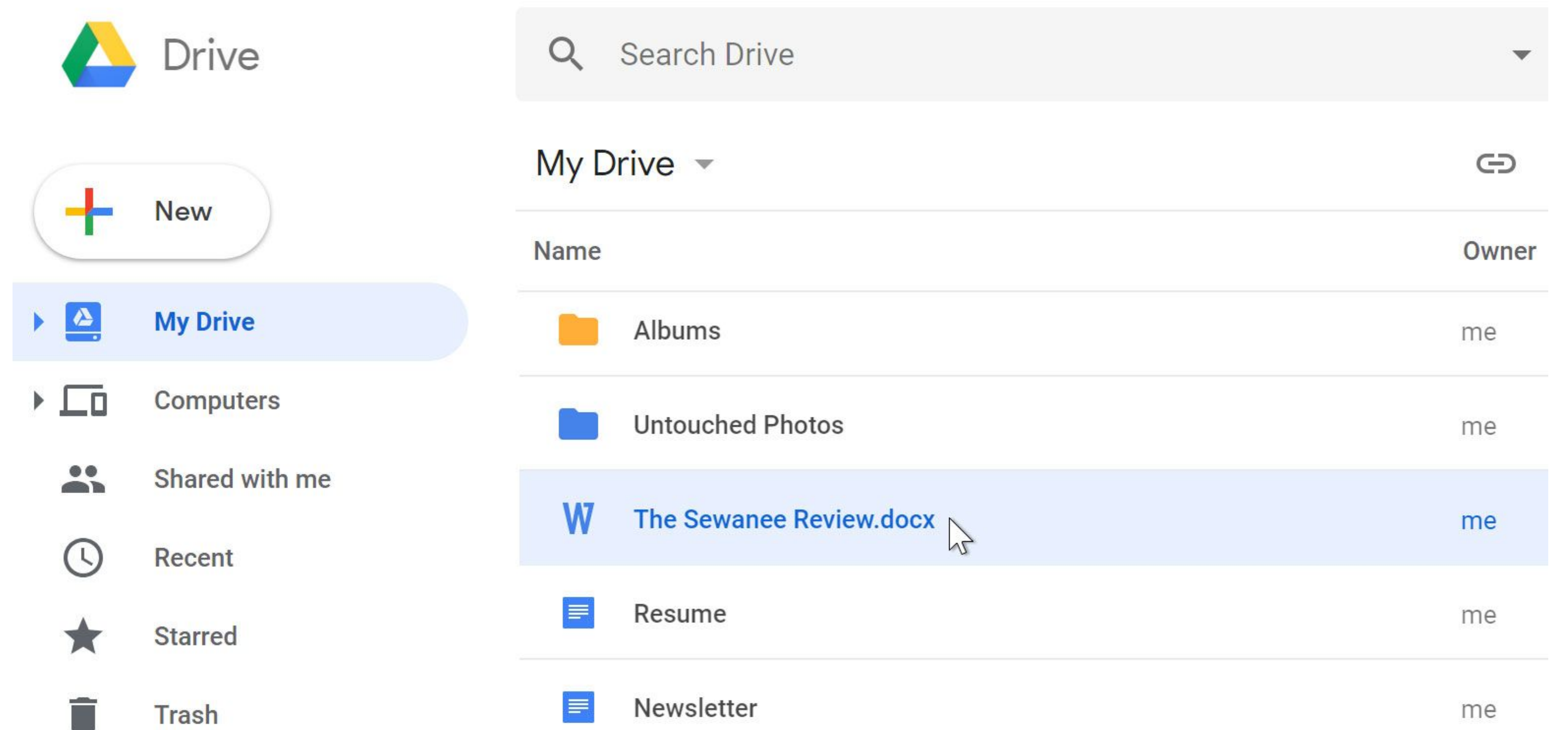
Convert Files Using Google Drive



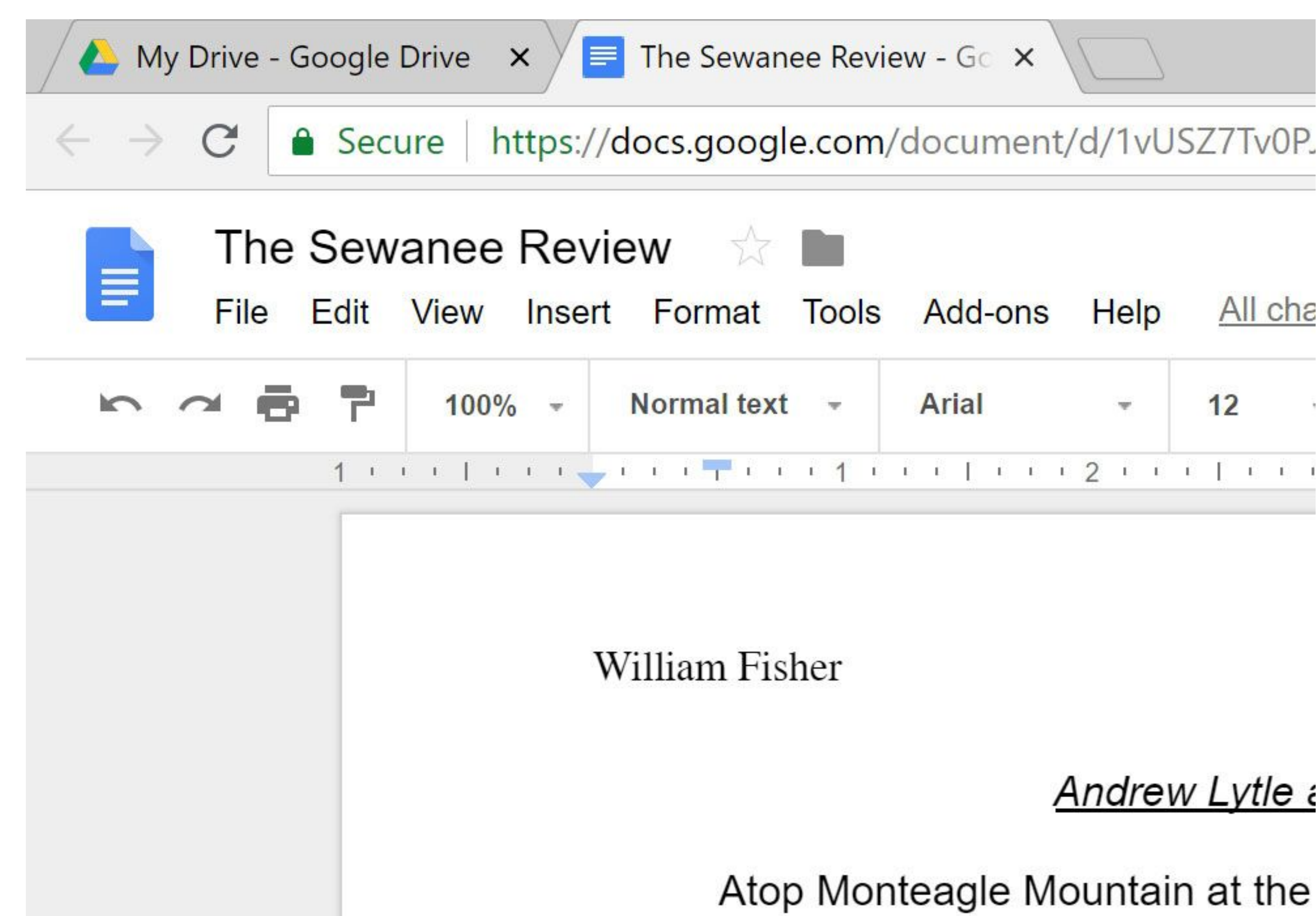
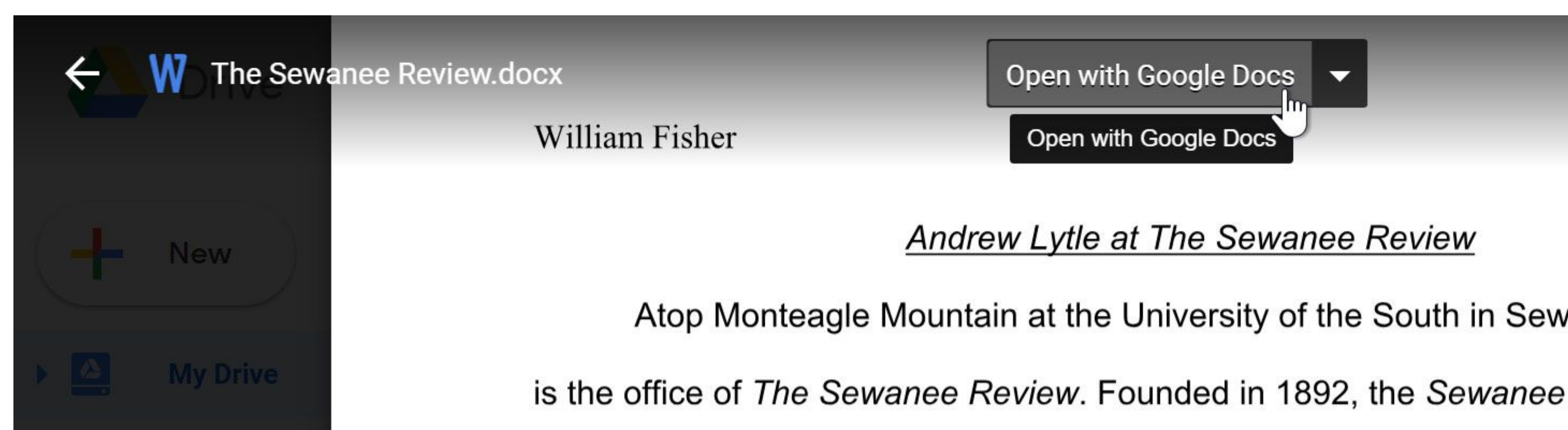
When you upload certain types of files (such as Microsoft Office files or PDF documents) to Drive, you'll only be able to view them. In order to edit these files in Google Drive, you'll need to convert them to Google Docs format.

To convert a file:

1. Locate and double-click the file you want to edit.



2. A preview of the file will appear. Select Open at the top of the screen.



3. The file will be converted to a Google document and appear in a new tab.

If you go back to your Google Drive, you'll see that there are now two copies of the file: the original file and the new version in Google Docs format.

TIP: You can set Google Drive to convert your files automatically when you upload them. Click the **gear icon**, select **Settings**, then check the box next to **Convert uploads**. The file will upload into the relevant Google Drive format. This is particularly helpful on Chromebooks. You can drag the worksheet out of your Downloads folder into your Drive.

