



## **Document Conversions Between Office, Office.com, and Google Docs**

In an earlier email... instructions were sent out on how to move a document from Office.com to your computer and/or a flashdrive. After thinking about it... I decided to put together some instructions for moving between Office, Office.com, and Google Docs... Hope this is helpful... and... if you see any mistakes in the listings, let me know and I'll update this document.

First off... with the addition of Office.com, don't forget about good ol' Google Docs. Docs has been a nice feature with the Google tools associated with our email... and continues to be so.

But... there have already been many questions about how to use a document from one application in another... so here goes...

NOTE: For these sets of instructions, a document is being used, but most should work for spreadsheets and other types of files...

### **Convert Google Docs to Office**

- 1 - Click File
- 2 - Click Download
- 3 - Click Microsoft Word (.docx)
- 4 - The document should appear in your downloads folder as a Word document
- 5 - Open Microsoft Word
- 6 - Navigate to the file in your downloads folder and select the downloaded file
- 7 - The file should open in Microsoft Word

### **Convert Office to Google Docs**

- 1 - Save your document to any safe location
- 2 - Open Google Docs
- 3 - At the top left, click the New button (has a plus sign on it)
- 4 - From the menu that appears, select File upload
- 5 - Navigate to the desired folder and select the file
- 6 - An upload box will appear at the bottom right and when finished, the files displays in Google Docs

### Convert Google Docs to Office.com

- 1 - Click File
- 2 - Click Download
- 3 - Click Microsoft Word (.docx)
- 4 - The document should appear in your downloads folder as a Word document
- 5 - Goto <http://www.office.com> and login
- 6 - On the main screen over to the lower right, click on the Upload and open link
- 7 - Navigate to the file in your downloads folder and select the downloaded file
- 8 - The file should upload and open at Office.com

### Convert Office.com to Google Docs

- 1 - Open your document at Office.com
- 2 - Click File
- 3 - Click Save as
- 4 - Click Download a copy
- 5 - In the small windows that appears, click Download a copy
- 6 - The document should appear in your downloads folder as a Word document
- 7 - Open Google Docs
- 8 - At the top left, click the New button (has a plus sign on it)
- 9 - From the menu that appears, select File upload
- 10 - Navigate to the desired folder and select the file
- 11 - An upload box will appear at the bottom right and when finished, the files displays in Google Docs

### Convert Office to Office.com

- 1 - Save your document to any safe location
- 2 - Goto <http://www.office.com> and login
- 3 - On the main screen over to the lower right, click on the Upload and open link
- 4 - Navigate to the file in your downloads folder and select the downloaded file
- 5 - The file should upload and open at Office.com

### Convert Office.com to Office

- 1 - Open your document at Office.com
- 2 - Click File
- 3 - Click Save as
- 4 - Click Download a copy
- 5 - In the small windows that appears, click Download a copy
- 6 - The document should appear in your downloads folder as a Word document

- 7 - Open Microsoft Word
- 8 - Navigate to the file in your downloads folder and select the downloaded file
- 9 - The file should open in Microsoft Word

Bonus Information (Converting from Office, Office.com, and Google Docs to .PDF format):

#### Office to .PDF Format

- 1 - Open the file in Microsoft Word
- 2 - Click File
- 3 - Click Save as
- 4 - Name the file
- 5 - In the section marked File Type, click the dropdown and select PDF
- 6 - When the file saves, it will save as a PDF and open up in Adobe Acrobat Reader (or whatever your default PDF program is)

#### Office.com to .PDF Format

- 1 - Open the file at Office.com
- 2 - Click File
- 3 - Click Save as
- 4 - Click Download as PDF
- 5 - In the small window that opens click Download
- 6 - The PDF file will download to your downloads folder

#### Google Docs to .PDF Format

- 1 - Open the file in Google Docs
- 2 - Click File
- 3 - Click Download
- 4 - Click PDF Document (.pdf)
- 5 - The PDF file will download to your downloads folder

---

Please send any questions or comments about this installment of Tips & Tricks 2020 to [technology@dadecs.org](mailto:technology@dadecs.org).