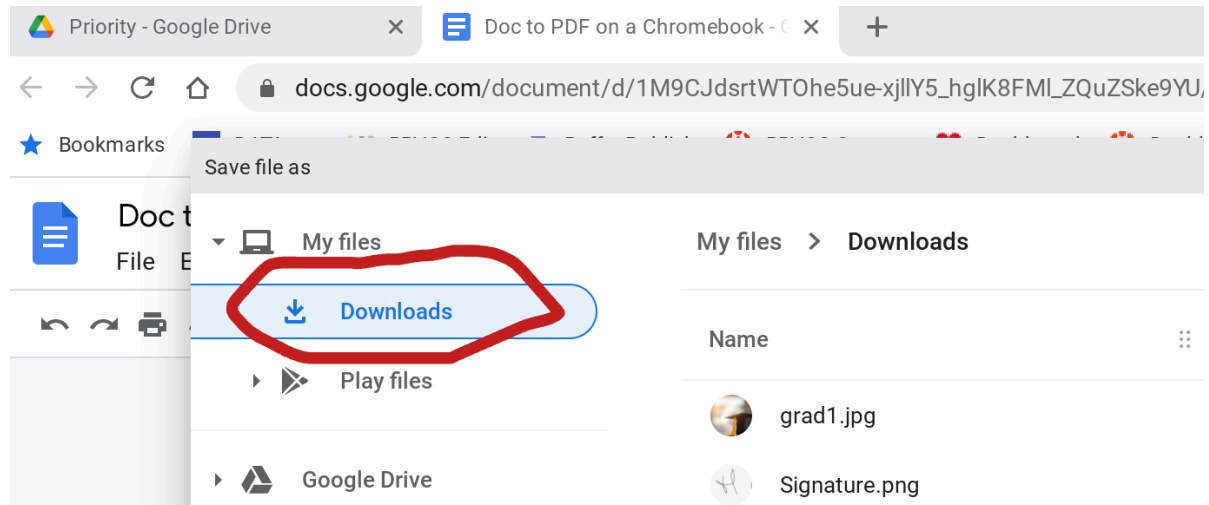


Check out the instructions below or [watch this video for an explanation](#)

Part 1 - Download your Google Doc file as a PDF Document to your Chromebook

1. Create your Google Doc. Be SURE to name it so you can easily find it based on your assignment.
2. Go to the File menu and select Download
3. Select PDF Document
4. In the Download menu to sure to select the Downloads as the location to save your file and NOT Google Drive

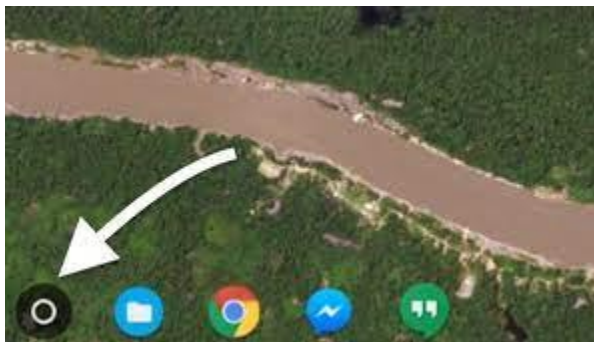


5. Click Save

Part 2 - Find your PDF Document to submit an assignment to your course

When you are in your course and you click on a link to submit your PDF file, you will need to search in the **Downloads** folder of your Chromebook.

- You can always view your “**File Manager**” (where are the files are stored) by clicking on the **App Launcher** icon (Circle) in the lower right corner of your Chromebook



and searching for the term “**Files**” (click on the blue file folder icon to open your File Manager)

