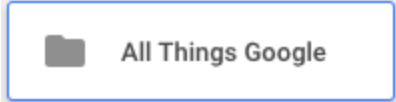
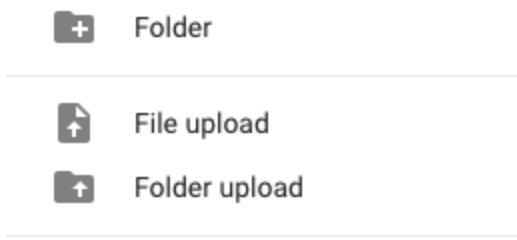
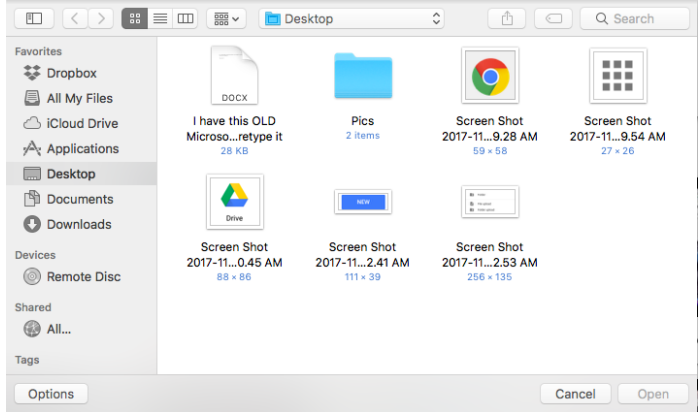
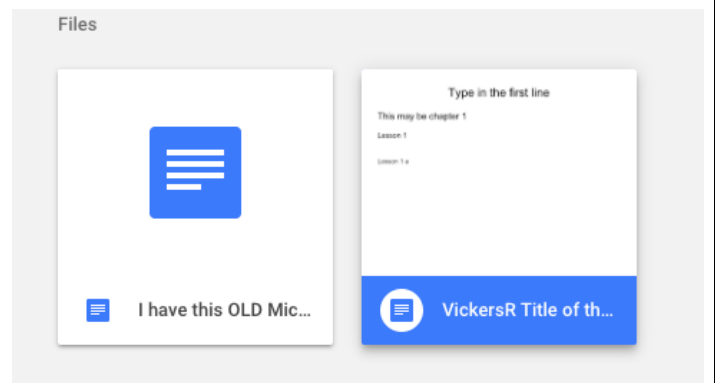


Convert Microsoft Word documents to Google Docs

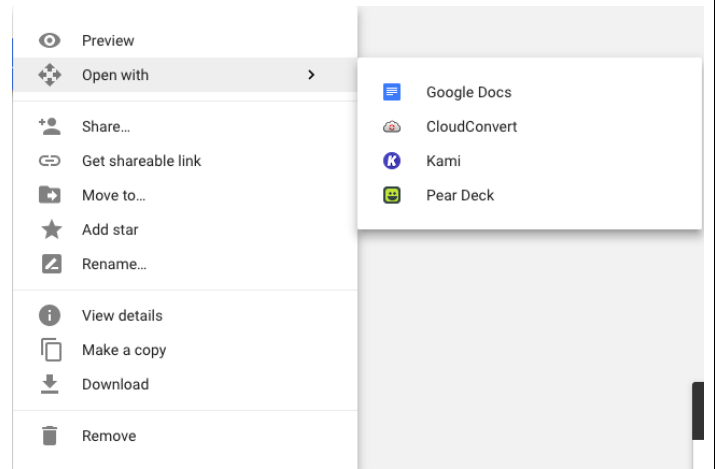
CAUTION FORMATTING MAY CHANGE DURING CONVERSION

Open Chrome browser	
Open the Waffle (menu)	
Select Google Drive	
Select the folder you would like to save the Word Document in	
Select the “NEW” button in the upper left	
Select “File Upload” (Unless you want to move an entire folder, which is also ok)	
Select the file you are moving into Google Drive and click Open, Now the document is in your Google Drive	

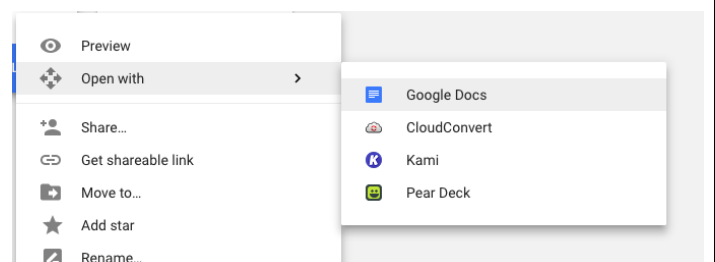
Use two fingers to select the document



Select Open With



Select Google Docs



Now you can edit/share in Google Docs!!

