

Steps to Converting Smart Notebook files to Powerpoint and then Google Slides

To export a Smart Notebook file as a PowerPoint file

1. Select **File > Export > PowerPoint**.

The *Save As* dialogue box appears.

2. Browse to the folder where you want to export the file.
3. Type a name for the file in the *File name* box.
4. Press **Save**.



You can also export as a webpage, pdf, or image files. [Here](#) are those directions.

After you do this, you may want to upload it to your Google Drive.

Convert documents into Google formats

If you want to upload Microsoft Word/Excel/Powerpoint files, you can change a setting in Google Drive to convert files.

Note: You can only change Google Drive settings from your computer.

1. Using a computer, go to drive.google.com/drive/settings.
2. Next to "Convert Uploads," check the box.



Upload Files or Folders to Google Drive

In Google Drive,

1. Click New
2. Click File Upload (or Folder upload if you have a whole folder of files)

Want to watch a video on how to drag a folder from your desktop and upload it? Click [here](#).