

Google Doc Convert to Word

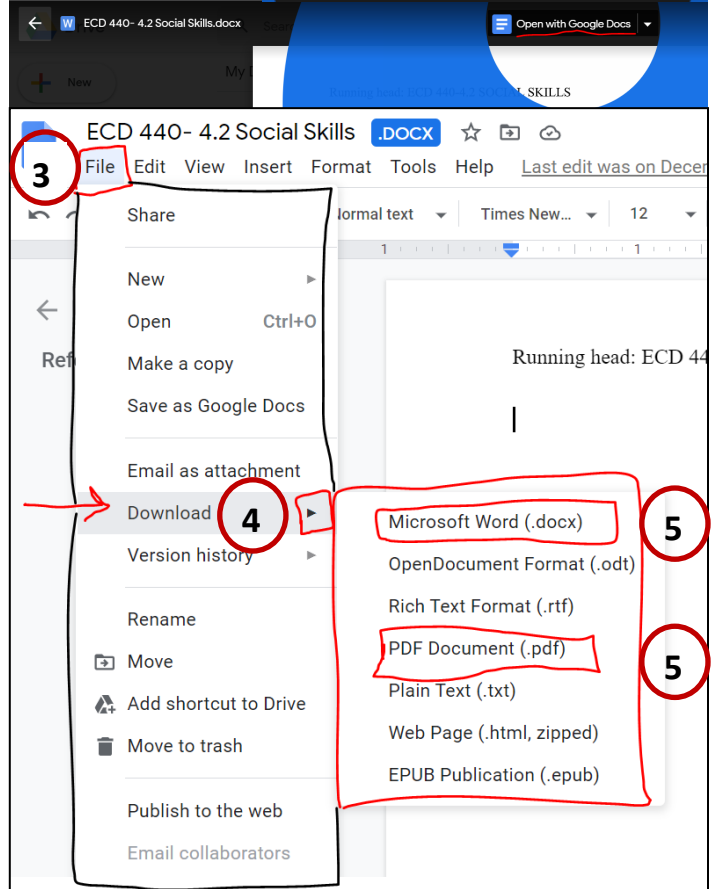
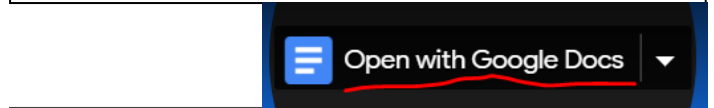
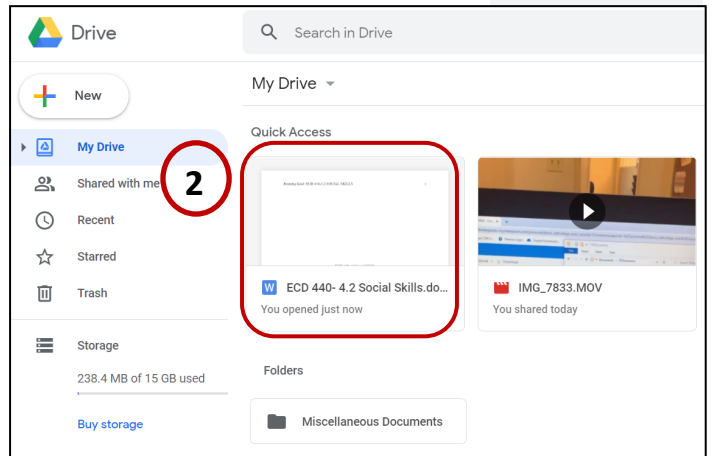


Convert Google Doc to Word or PDF



In your Google Drive

1. Log into your Google Drive
2. Open the file you need to submit
3. After you open the Google doc, select **"File"**
4. Click **"Download"**
5. Pick the format you need to **"Save As" (.docx or .pdf)**
6. This will save a copy of the file to your device. The File Finder will open and you can choose a folder to save your document in and click **"Save"**.

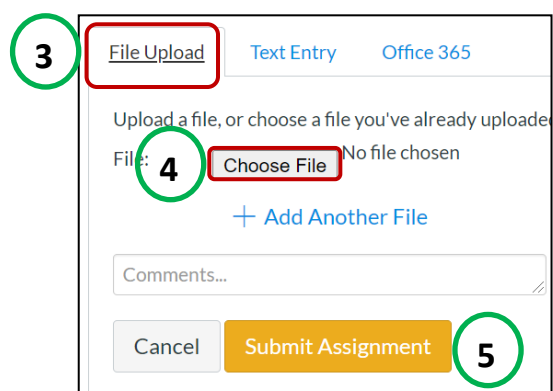
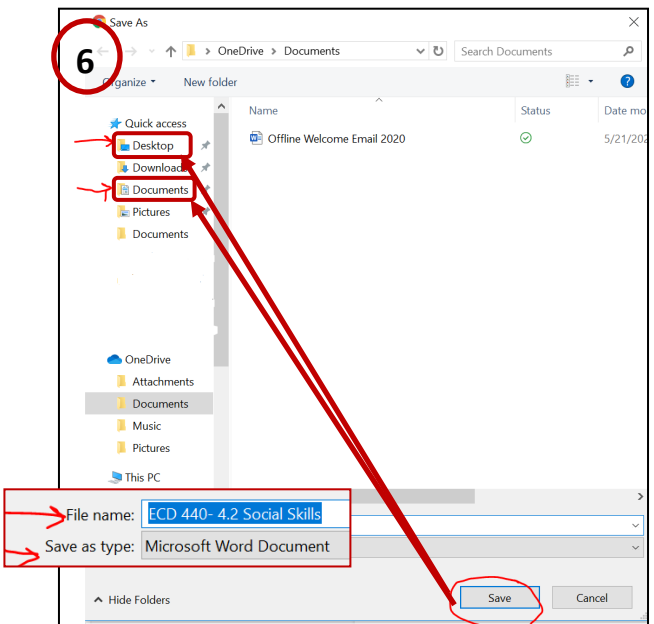


In your Canvas Course

1. Open the Canvas Assignment you need to submit.
2. Click **"Submit Assignment"** on the top of the assignment page.
3. Scroll to the bottom of the page to access the file upload box. Select **"File Upload"**
4. Click **"Choose File"** to add a document from your device.
5. Click **"Submit Assignment"**

If this does not work for you, please reach out to the Distance Education Held Desk.

(661)763-7894



Distance Education

Going the Distance for our students!