

Google Docs and Slides

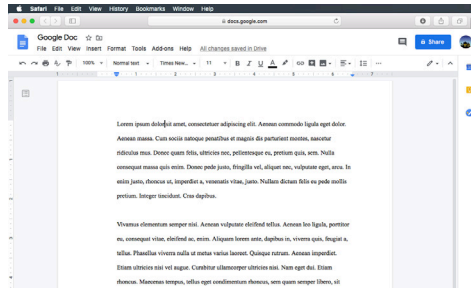
Converting to Microsoft Documents

Both Google Docs and Google Slides are browser-based programs that can be created, edited, and shared online and accessed from any computer with an internet connection. Google Docs functions similarly to Microsoft Word, while Google Slides performs similarly to Microsoft PowerPoint.

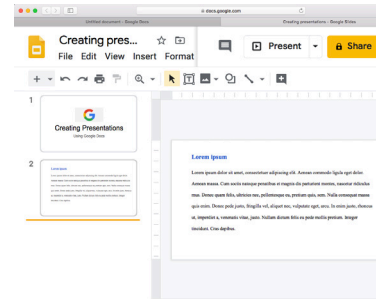
Step One:

Open your Google Document.

Google Doc

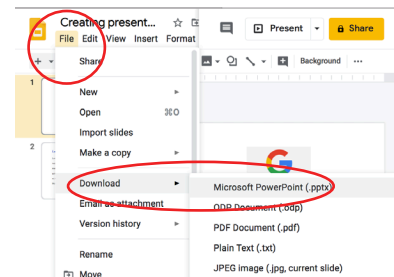
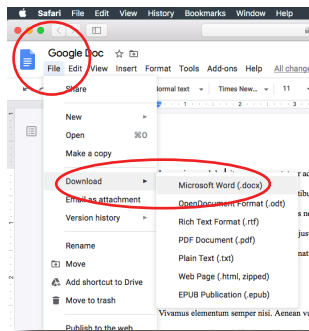


Google Slide



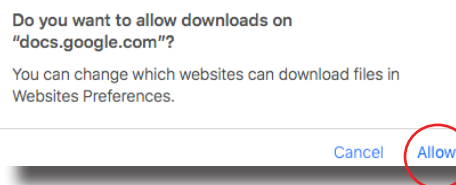
Step Two:

Click FILE in the Google menu and scroll down to DOWNLOAD. As the pop-up window opens, select the appropriate format to match the Google doc you have created.



Step Three:

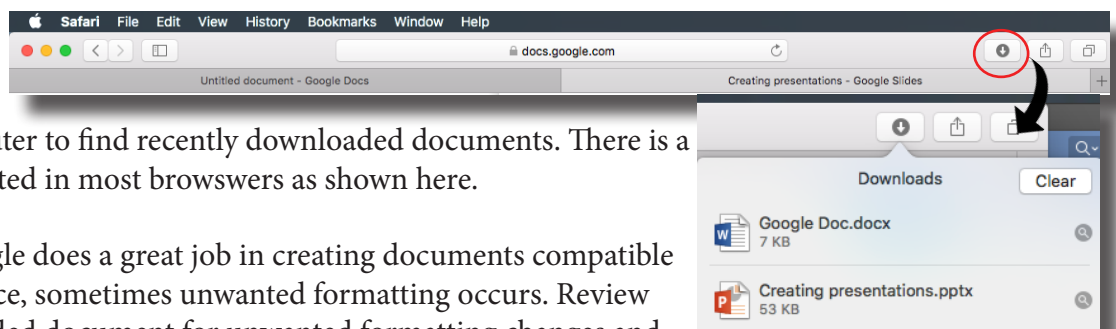
You may be asked to ALLOW your document to be downloaded. Click ALLOW.



Your PowerPoint-compatible document will not require permissions to download this type of file.

Step Four:

Browse your computer to find recently downloaded documents. There is a download icon located in most browsers as shown here.



NOTE: While Google does a great job in creating documents compatible with Microsoft Office, sometimes unwanted formatting occurs. Review the newly downloaded document for unwanted formatting changes and correct them prior to printing or sharing, and remember that any changes made to your new Microsoft document will not be saved on your Google doc.