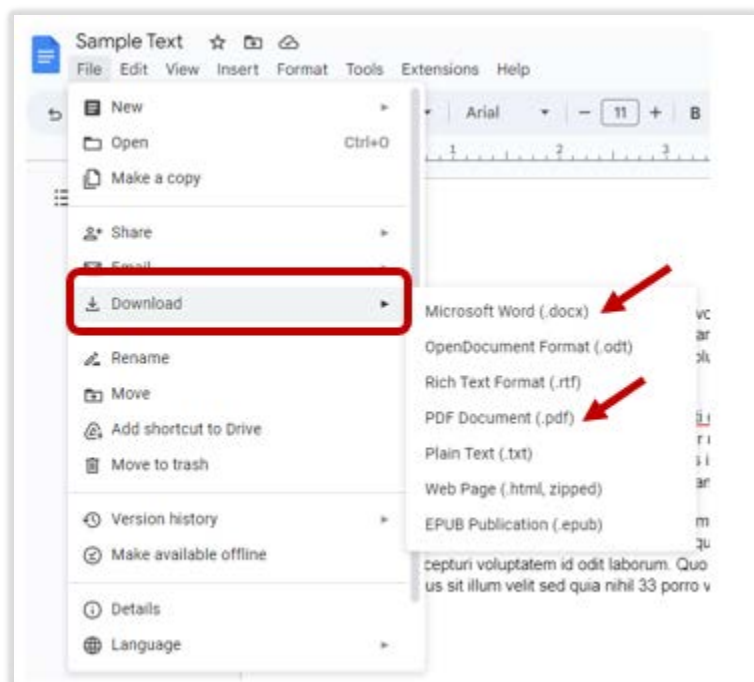## CONVERTING GOOGLE DOCS INTO WORD OR PDF DOCUMENTS

Sometimes instructors require students to submit their work as a Word file (.docx) or a Portable Document Format file (.pdf). If you're a Google Docs user, here's how to convert to other file types.

The Quick and Easy Process

In the document you wish to convert, open the **File** menu. Select **Download** then either **Microsoft Word** or **PDF Document** as needed.

When prompted, locate where you wish to save the file, and click **Save**.