

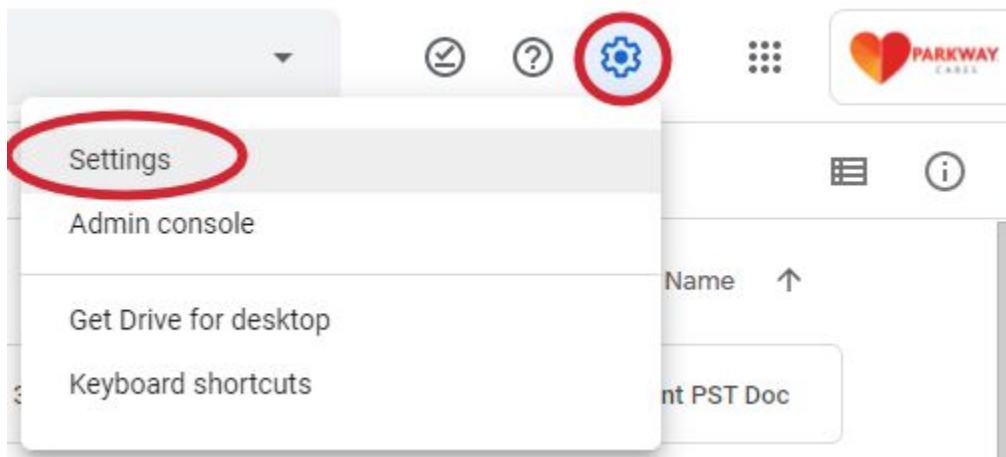
Converting Files to Google Docs

To convert files such as Word, Powerpoint, and Excel to Google Docs, Slides, and Sheets so that they are editable within your Google Drive, you must check a setting in your Google Drive. Follow the steps below.

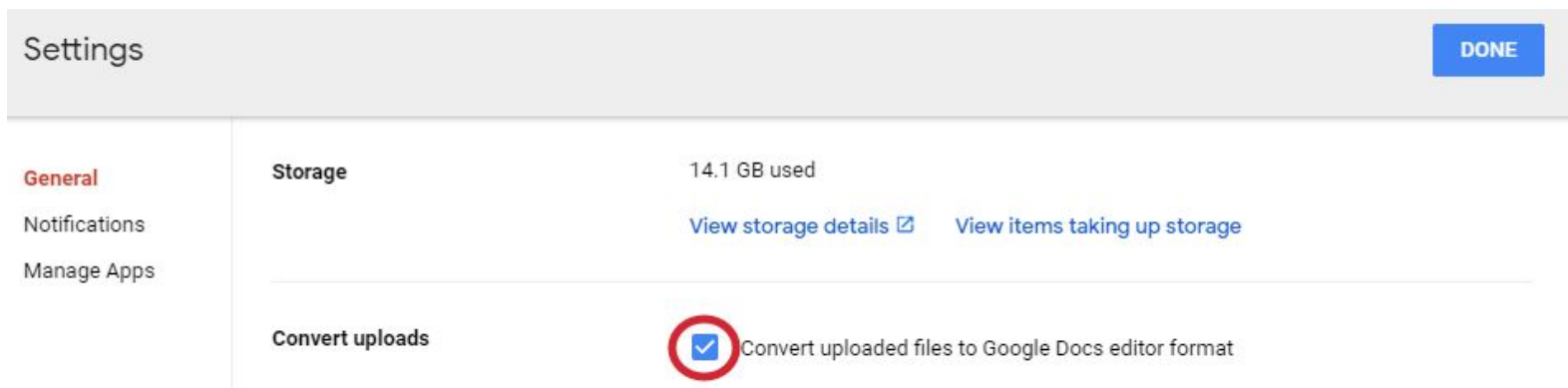
1. Open your Google Drive



2. Click on the gear in the upper right hand corner and click on “Settings”



3. Check the box next to “Convert uploads” and click the done button.



Now when you add a document to Google Drive it will be in Google format and will be editable. Some formatting may need adjusting.