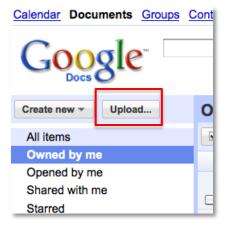
## Uploading and Downloading Documents In Google Docs

## **Upload a document**

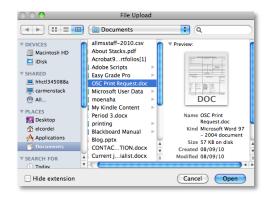
1. Select Upload



2. Before you select the files you want to upload, make sure the box next to, "Convert documents, presentations..." is selected. Notice you can also choose the folder destination for your document. Click on, **Select files to upload**.

Google
« Back to Google Docs
Upload Files
Select files and destination
You are currently using 0 MB (0%) of year 1024 MB.
You can upload files up to 1024 MB. Files converted to Google Docs have smaller limits.
No files selected
Select files to upload
Select conversion options
Only converted files can be edited online. File types and size limits
Convert documents, presentations, and spreadsheets to the corresponding Google Docs formats
Convert text from PDF or image files to Google Docs documents. How does this work?
When uploading files, you agree to abide by the Google Docs Terms of Service and Privacy Policy. Do not upload or share any content that infringes copyrights or that you otherwise do not have the legal right to upload or share. Learn more
Destination folder - Private - Start upload

1. Select the document and click Open



- 2. Click Start upload
- Select Back to Google Docs to get back to your Google Docs home page to see your uploaded document or to make changes to your document.
- 4. To rename your document, follow steps 3-4 in the previous section.

## **Download a Document**

- 1. From your Google Docs homepage, open the document you want to download onto your computer.
- 2. Go to File > Download as and choose the type of document

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Note: Remember to use the toolbar in your Google Docs and NOT your browser.

3. Choose Save from the pop-up window

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4. Choose the destination for your document and then select Save

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