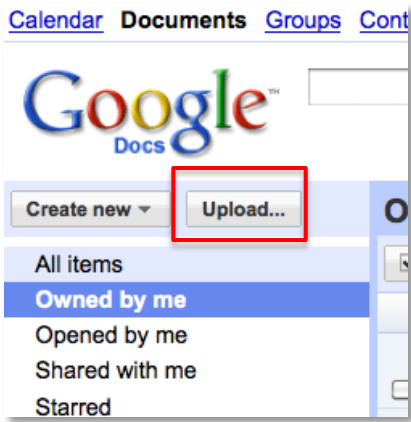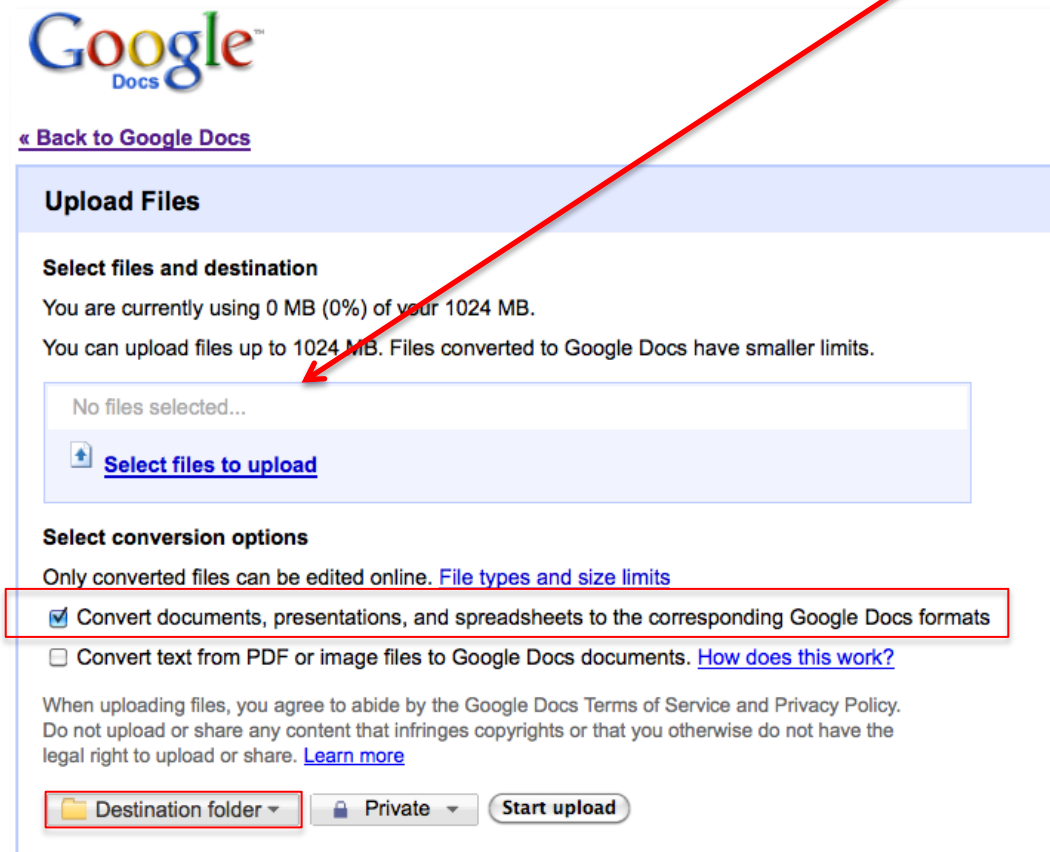# Uploading and Downloading Documents
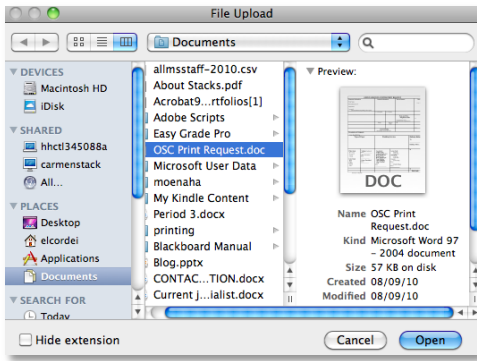## In Google Docs

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.**

1. Select the document and click **Open**

2. Click **Start upload**

3. 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.

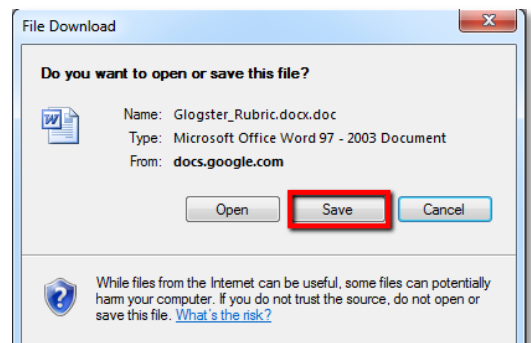4. To rename your document, follow steps 3-4 in the previous section.

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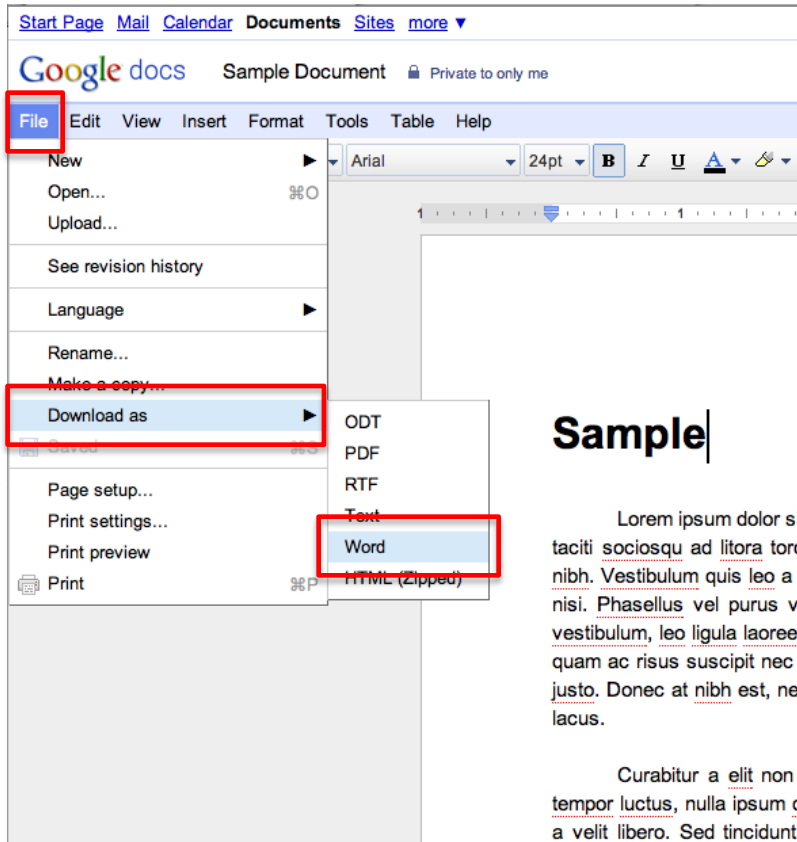
Note: Remember to use the toolbar in your Google Docs and NOT your browser.

3. Choose Save from the pop-up window

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