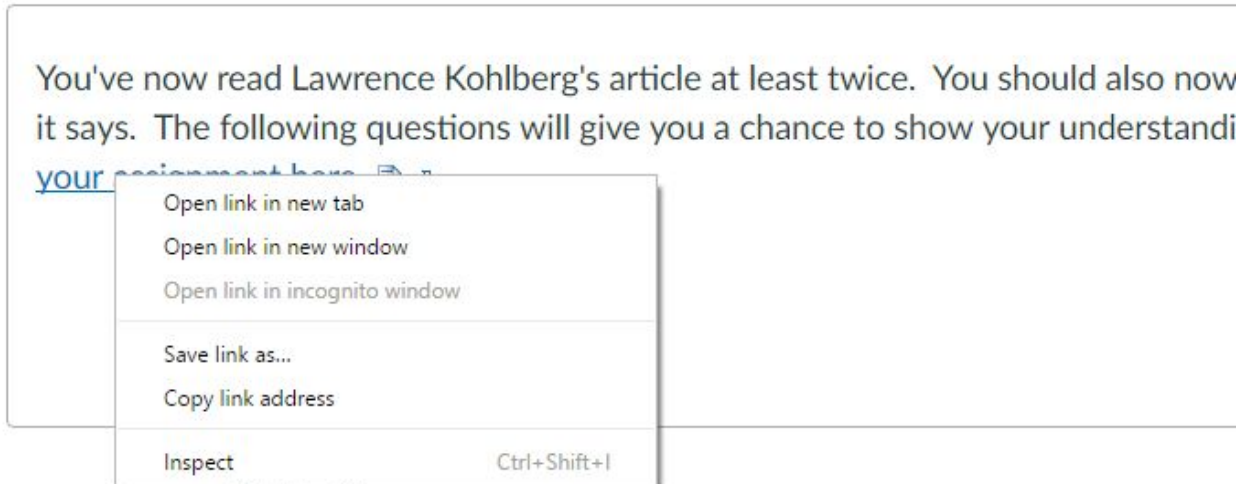


Downloading Microsoft Word Files from Canvas to Edit in Google Drive

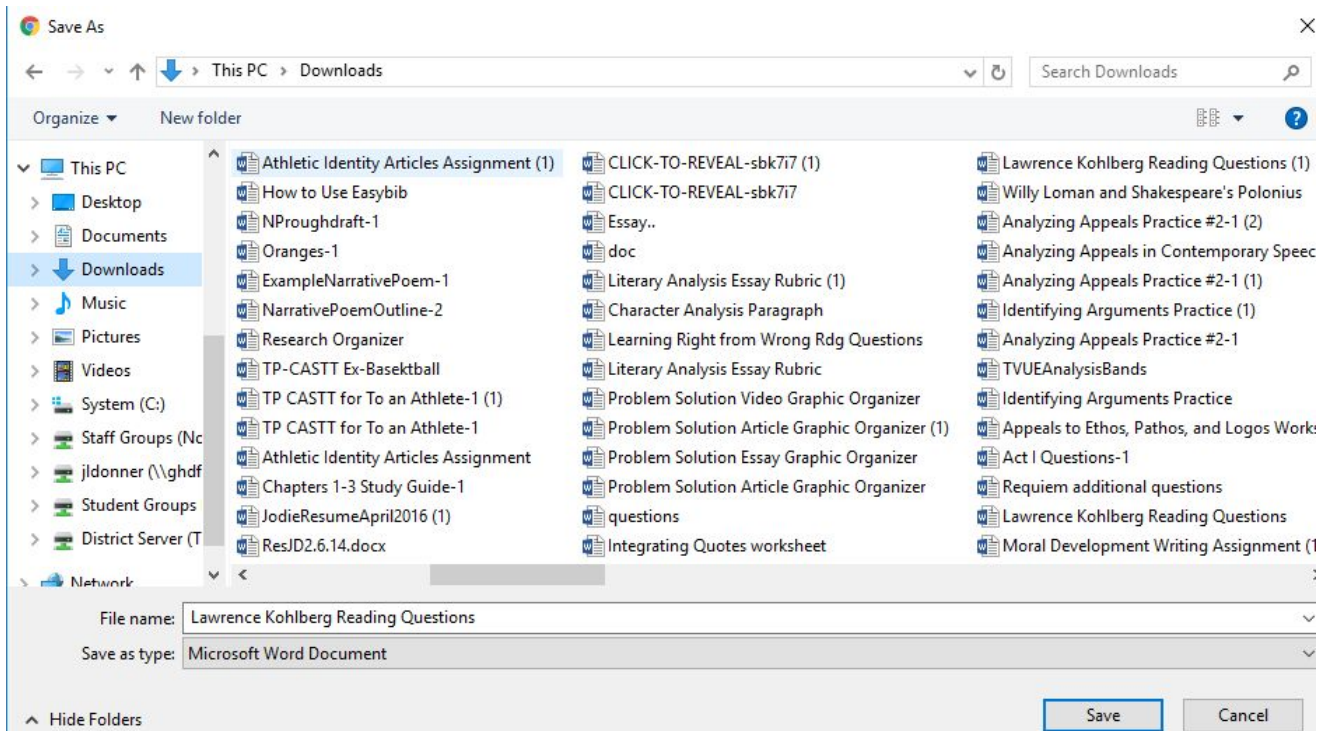
If you do not have Microsoft Office on your device, you will need to first download the assignment then upload it to Google Drive.

1. Right-click on the name of the assignment (blue link) that you would like to complete.

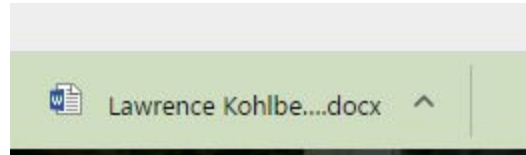


2. Choose **Save link as . . .**

3. Choose where you would like to download the file and remember where you download it. You can create a folder for your online work, one for each class or use the **Downloads** folder.

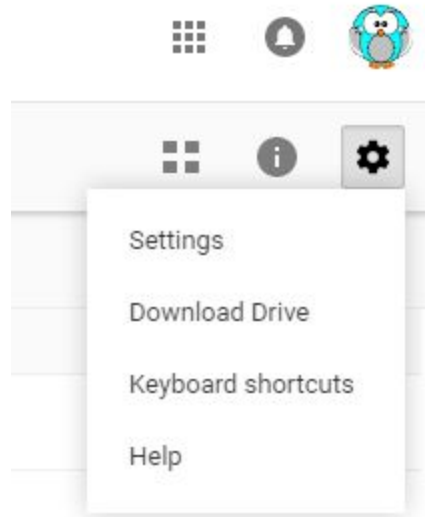


4. Click on **Save** to save and download the file after you have selected where it should go. If you are using Chrome, you will see the file download in the bottom, left part of your screen.

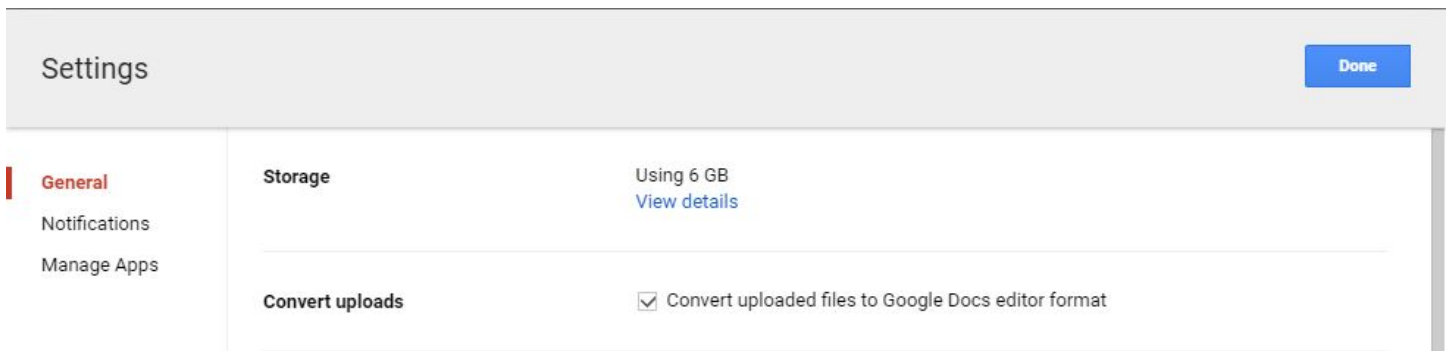


5. Go to your **Google Drive** by typing **drive.guhsdaz.org** and logging in with your school information.

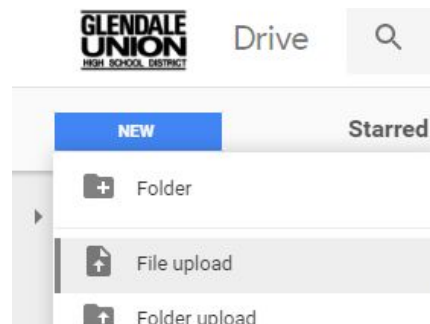
6. Before you upload your first file, go to the settings gear in the top, right of your Drive.



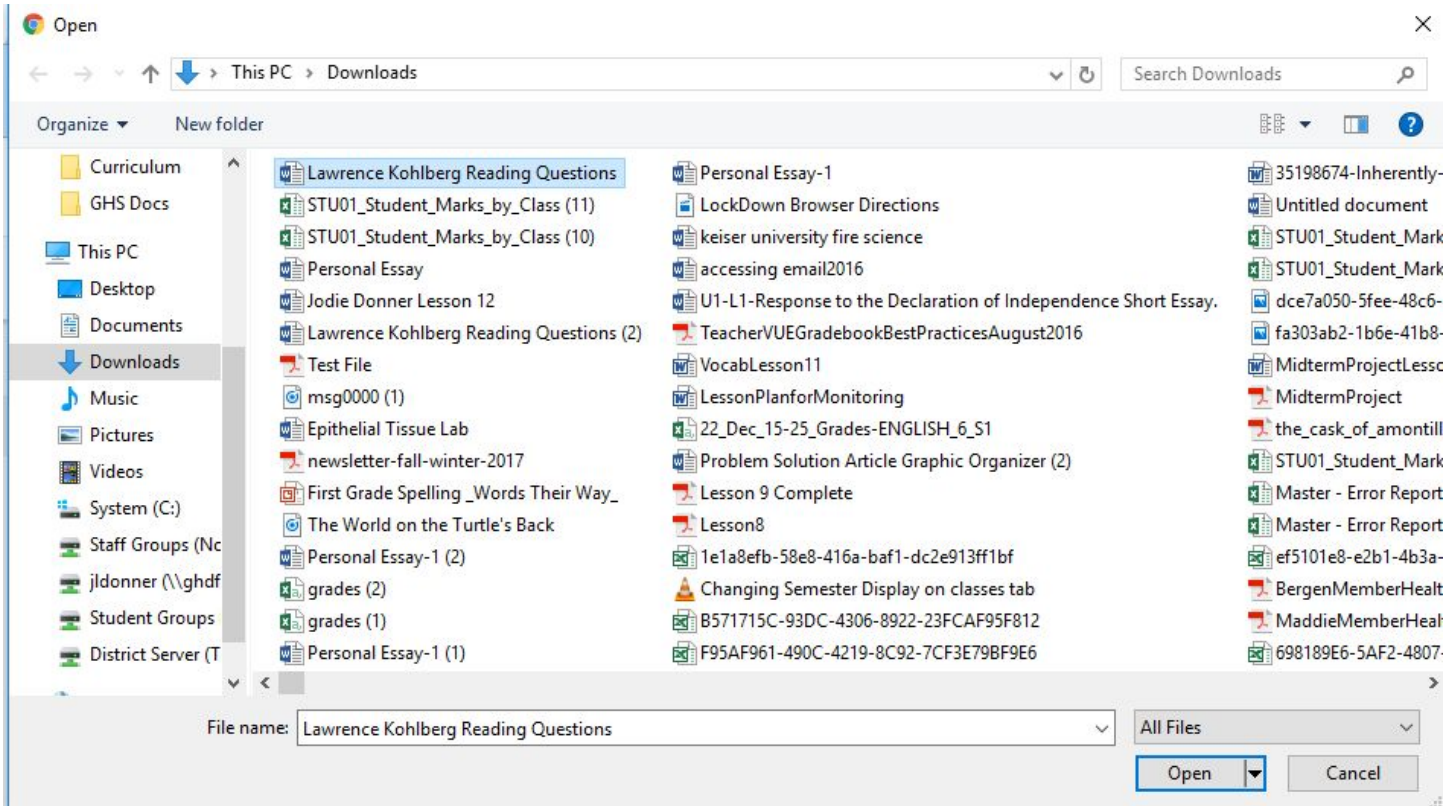
7. Click to check the box to **Convert uploads**. Now everything you upload into Drive will get converted to Google Docs format so you can edit the files in Google Drive.



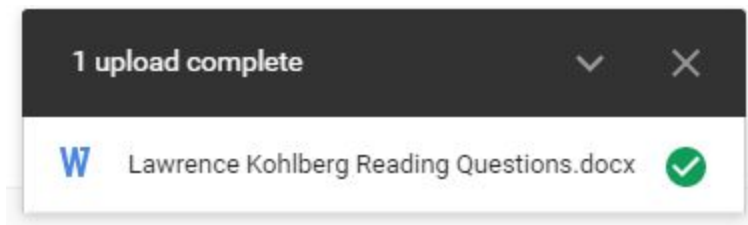
8. Click on the **New** button and choose **File upload** to upload the assignment file into your Drive.



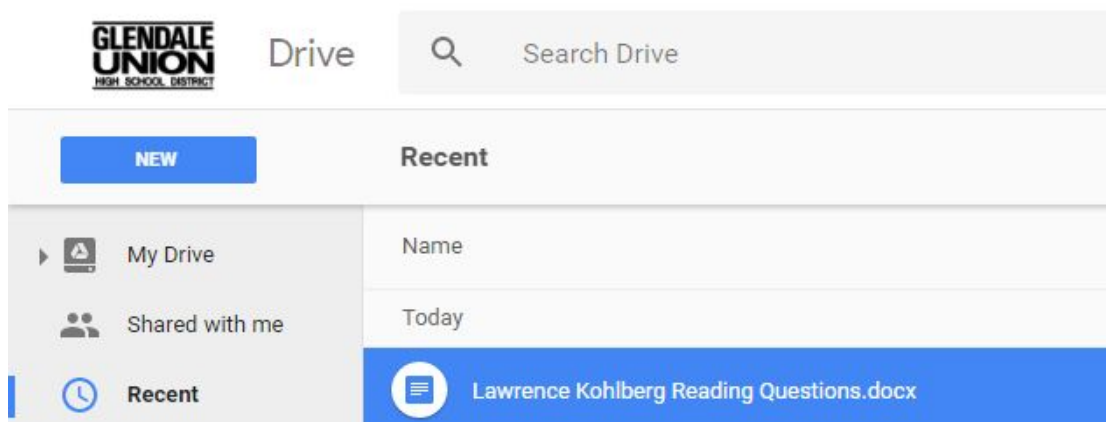
9. Locate the file. Select it and click **Open** to upload.



10. When the file is done, you will see the notice that the upload is complete in the bottom, right of your screen.



11. Click Recent to see the file. Double-click to open and edit the assignment.



12. When it is time to submit the assignment, you need to have **Google Services** registered to your Canvas account. You can find those instructions in the **Technology Help** area of the site online.guhsdaz.org.