


TOILET



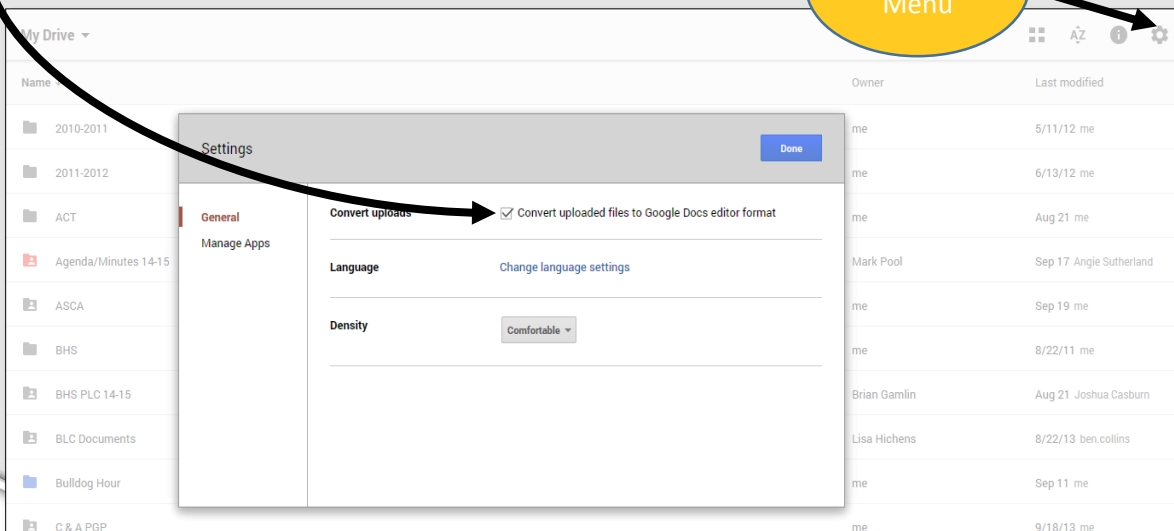
TRAINING

Don't be scared of Google Docs...

**Make your life easier with one click of your mouse.
Automatically convert word files to google docs for easy editing.**

1. In Google Drive (drive.google.com)
2. Click on the settings menu 
3. Choose "Settings"
4. Check the box in front of "Convert uploaded files to Google Docs editor format"
5. Upload your Word documents to drive.
6. This will allow you to upload Word docs to share as Google Docs with students, but we recommend checking the formatting first

Settings
Menu



The screenshot shows the Google Drive interface with the 'Settings' dialog box open. The 'Settings' dialog box has a 'Done' button in the top right corner. Under the 'General' tab, the 'Convert uploads' section has a checked checkbox for 'Convert uploaded files to Google Docs editor format'. Below this are sections for 'Language' (with a link to 'Change language settings') and 'Density' (with a dropdown menu set to 'Comfortable').

Name	Owner	Last modified
2010-2011	me	5/11/12 me
2011-2012	me	6/13/12 me
ACT	me	Aug 21 me
Agenda/Minutes 14-15	Mark Pool	Sep 17 Angie Sutherland
ASCA	me	Sep 19 me
BHS	me	8/22/11 me
BHS PLC 14-15	Brian Gamlin	Aug 21 Joshua Casburn
BLC Documents	Lisa Hichens	8/22/13 ben.collins
Bulldog Hour	me	Sep 11 me
C & A PGP	me	9/18/13 me