

How to Download Google Doc, Sheet or Slide as Files to Be Uploaded in ePortfolio

A Guide for Students and Faculty

Google Docs, Sheets and Slides can be embedded into an ePortfolio using the “Embed” module. However, on some occasions, owners of an ePortfolio may not want to embed the file from Google. They would rather upload the file from Google as a Word Document, Excel Spreadsheet or PowerPoint file into their ePortfolio. This would require the owner first downloading the file from Google as one of the MS Office formats. To download the file from Google as one of the MS Office formats follow the steps below.

Who is this for? This guide is for anyone wanting to download a file from Google as the associated MS Office format.

Step 1: For this example, I will use a Google Doc and will be saving it as a Microsoft Word file. Open the file in your Google Drive. Click the “File” button in the upper right-hand corner. (See image 1)

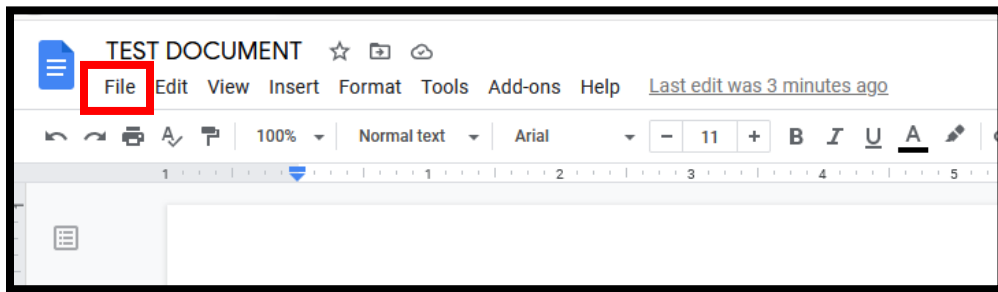


Image 1

Step 2: From the dropdown menu, hover over “Download” and select “Microsoft Word (.docx).” (See image2)

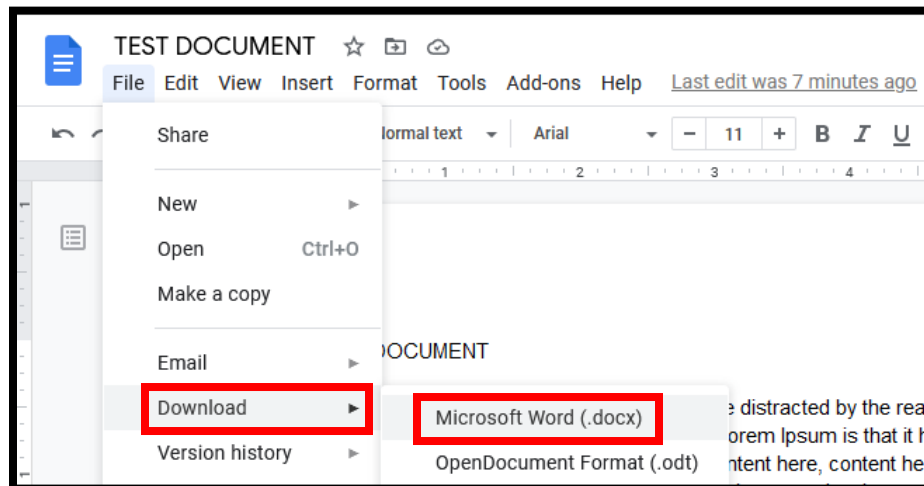


Image 2

Step 3: From the pop-up window, select the “Save File” option and click “ok.” The file will then be downloaded to the downloads folder on your computer. (See *image 3*)

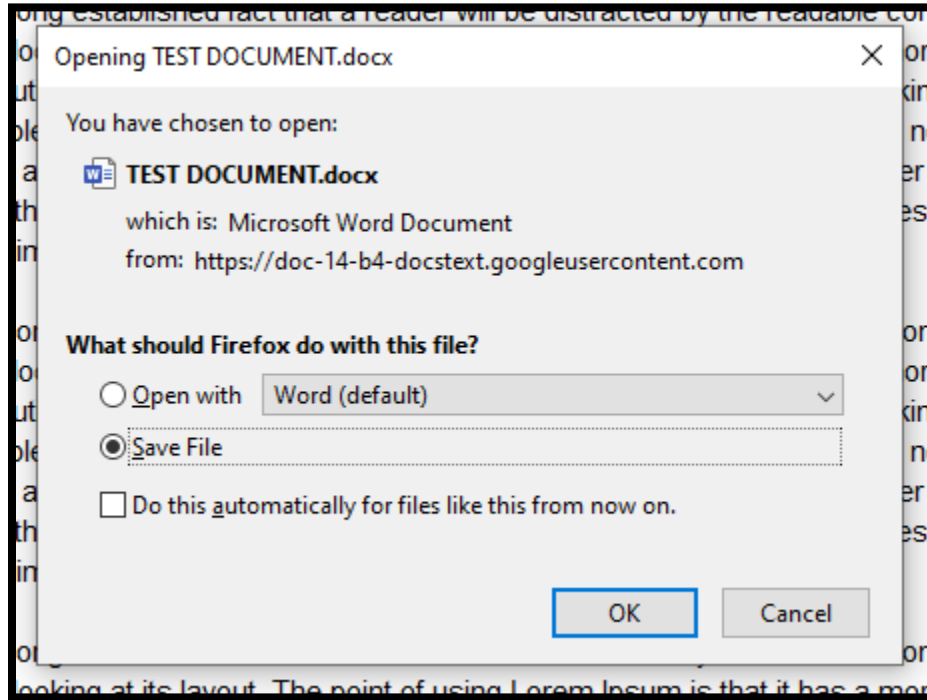


Image 3

NOTE: You can follow this same process to save a Google Sheet as a Microsoft Excel file or a Google Slide as a Microsoft PowerPoint file. The files will then be ready to upload to your ePortfolio. For instructions on uploading files to your ePortfolio, follow our “How to Upload Files, Documents, Images and Videos” tutorial.

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.