How to Convert a Google Doc to Microsoft Word

To convert a Google Docs word processor document to **docx** format…

1) Open your file in **Google Docs**

2) Click on the File menu and choose the option "**Download as**"

3) Choose "**File type** as **Microsoft Word**" (**docx**) format. (Do NOT use 'slashes' in filenames
   e.g. If the paper is about the terrorist attack on the twin towers, don't name
    the file "9/11 paper.docx" instead use dash or underscore
"9-11_paper.docx"

4) Save/Download the file to your local computer hard drive or USB flash drive

You can now upload this file into your myCMU assignments.