

Download Google Doc as a File to be Uploaded Mobile

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 on a mobile device.

Step 1: Open Google Drive on your phone. For this example, I will be using an Android phone. Select the Google Doc you want to open and click the three dots in the upper right. (See *Images 1 and 2*)

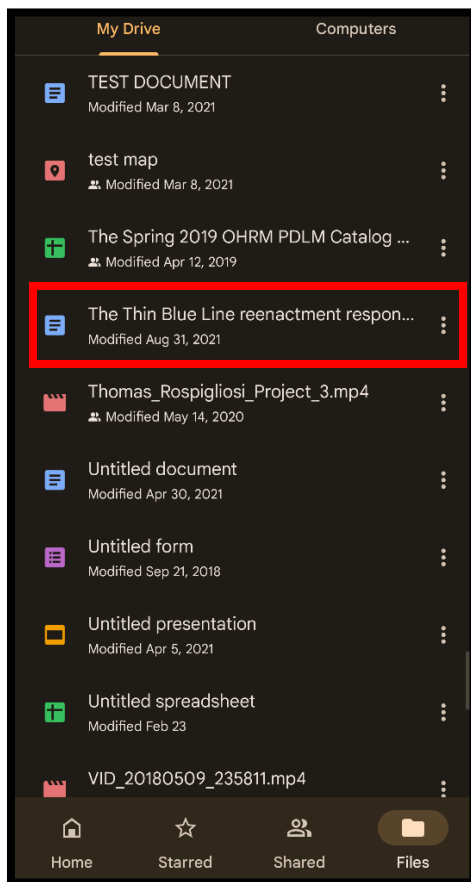


Image 1

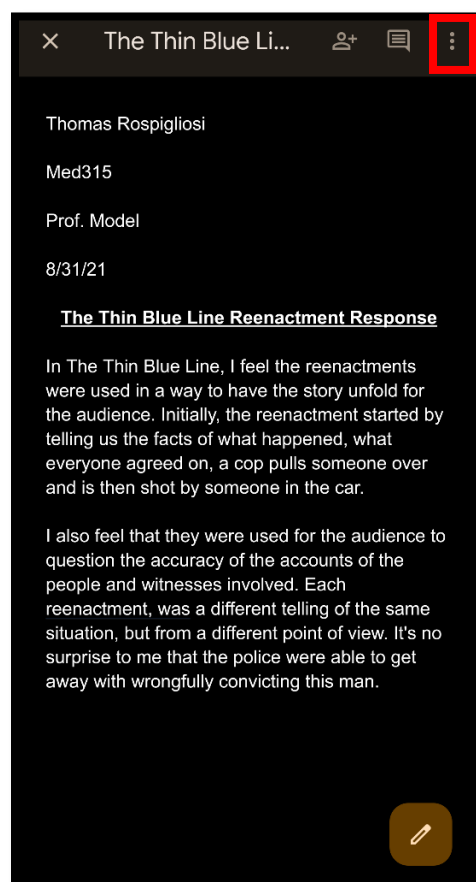


Image 2

Step 2: From the menu select “Share & export” and then “Save As” in the following menus. (See Images 3 and 4)

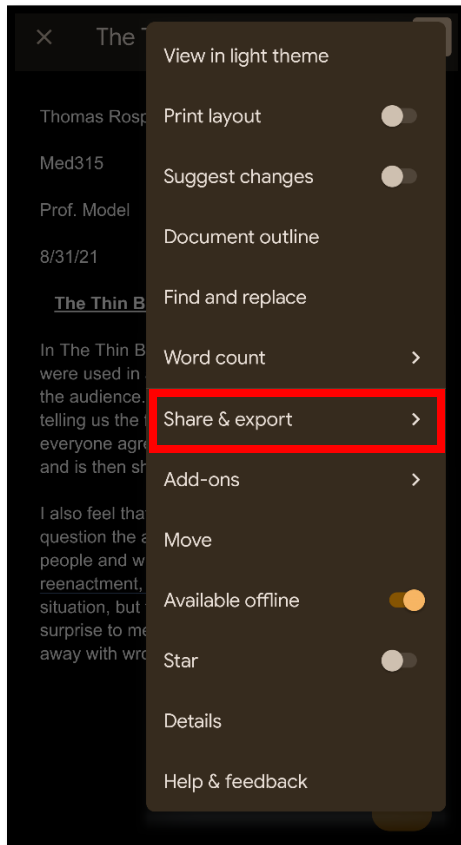


Image 3

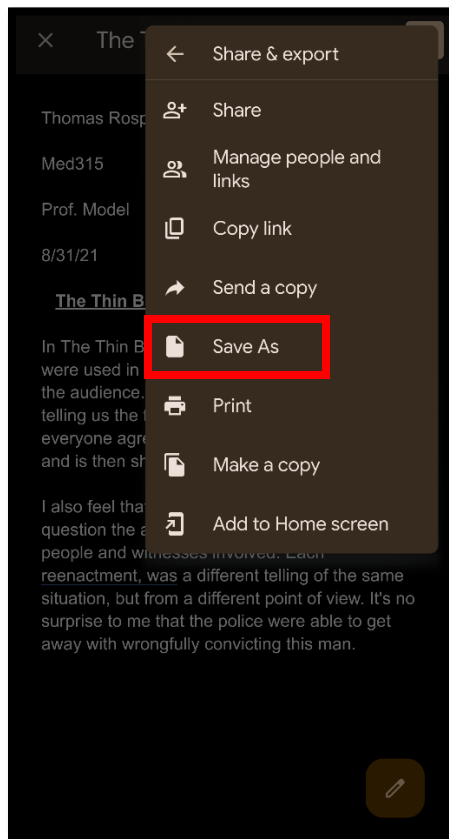


Image 4

Step 3: Select the format you want to save the document as and then click “ok.” (See Image 5)

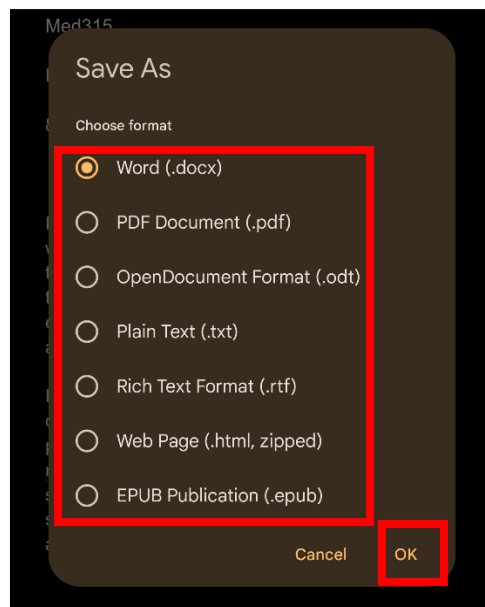


Image 5

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