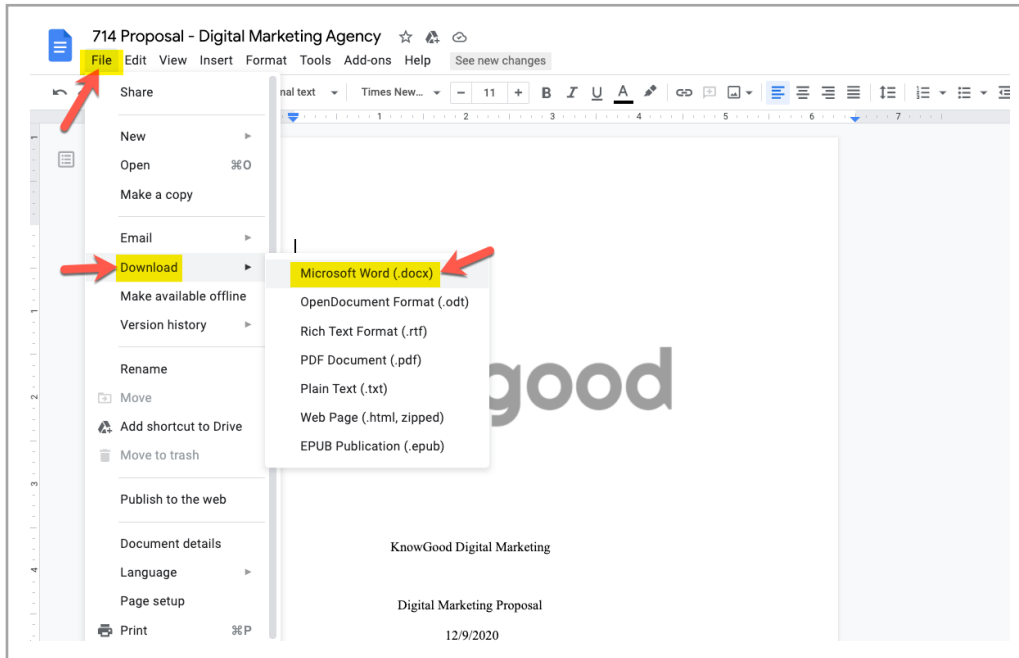


GoogleDocs and Apple's Pages do not automatically save files in .docx format onto your machine – you must do this manually in order to end up with a .docx file instead of a PDF or Pages file. To create a .docx file in GoogleDocs and Pages, you'll need to *export* the document onto your machine as a Word/.docx file and then upload that into Canvas for evaluation, since document files can only be submitted in .docx format in my classes unless otherwise directed.

Here's how to create a DOCX file in GoogleDocs:

Open the file in GoogleDocs, choose "**Download**" from the File menu and then choose "**Microsoft Word (.docx)**." This will export a .docx version of the document onto your machine. This is the file you'll then upload into Canvas.



Here's how to create a DOCX file in Apple's Pages:

Open the file in Pages, choose "**Export To**" from the File menu and then choose "**Word.**" This will walk you through a series of dialogue boxes to name the file and pick its download location at which point it will then export a .docx version of the document onto your machine. This is the file you'll then upload into Canvas.

