

Download Document

GOOGLE DOCUMENTS
aligning technology with the learning model

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Objective

To demonstrate how to download a Google Doc to your computer.

Instructions

1. Go to docs.google.com.
2. Log in using your Google username and password if you are not logged in.
3. Select the document.
4. Click "File".
5. Go down to "Download as".
6. Select the type of file to download the document as.
7. Choose "Save File".
8. Select a location for the document to be saved on your computer.
9. Click "Save".