

# Converting Pages Documents and Uploading Documents to Google Drive

## General Information and Disclaimer -

Pages documents will need to be converted to .doc or .docx before uploading to your Drive if you want to be able to work with them as Google Docs. If you simply want to store them there to be retrieved by a Mac at a later date, you do not need to convert them. If you will not need to edit them, export them as a .pdf

Most of your documents will convert to Google Docs seamlessly. However, if your documents contain a lot of text boxes or special fonts and formatting, they will not convert perfectly. You will need to make adjustments, or for especially fancy documents, you may need to rebuild them in Google Slides (more on this idea later).

## To Begin:

- 1) Locate the files that contain the documents you would like to upload to Google Docs.
- 2) Convert Pages Documents to .doc or .docx prior to uploading to your Drive using CloudConvert.
- 3) If you can organize them by folder in advance it's helpful, but not necessary.

# Convert Pages docs using CloudConvert



1. Open a Chrome browser window.
2. Sign into Chrome with your Pirate Google account.
3. Go to cloudconvert.com (link on icon above)
4. Sign Up or Log In with your Pirate Google account.
5. Click on Select Files

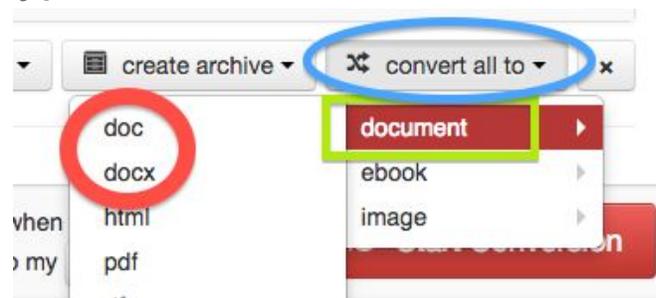


6. Your Mac will open a Finder window and you will locate your files. Select the files you want to convert. Do a maximum 10 files at a time. Click on the Open button on the bottom right.
7. Scroll down to the bottom of the files window, and you will see an option to choose file types.

- a. Click on “convert all to”
- b. Document
- c. doc or docx

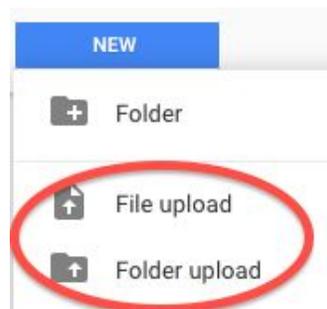
8. Choose the destination.

Your Google Drive.

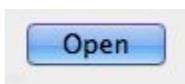


# Upload your files to your Google Drive!!

1. Open a Chrome browser window.
2. Sign into Chrome with your Pirate Google account.
3. Go to Google Drive ([drive.google.com](https://drive.google.com))
4. If you know where you want your files or folder to go, you can go to that folder before uploading and your files will go straight there. If you just want to get them in your Drive, that's fine too.
5. Click on the blue New button.
6. Click on Folder Upload if you are uploading a folder of files.
7. Click on File Upload if you are upload individual files.



8. Your Mac will open a Finder window and you will locate the files or folders you want to upload.
  - a. Hold down the Shift key to select a group of files that are next to each other in a block.
  - b. Hold down the Command key to select a group of files when some need to be skipped over.
9. Click the blue open button when your files are selected.



10. Let the magic begin!!!