

how to stop google drive download convert to word



How to Convert Google Docs to Microsoft Word.

Cloud storage has given us the ability to access files and documents from anywhere. Even more conveniently, some services allow us to add, edit, and share the files anywhere in the world. While Google Docs has always been a popular choice for those who want to access and share documents with ease, there are times when you need your documents in a tried-and-true format, such as DOCX. If you have a document stored in Google Docs and would like to download an offline copy, it's easy to convert Google Docs to Microsoft Word format.

Note : while you can convert documents from Google Docs to Word, there is no guarantee that the formatting in your document will be preserved during the conversion.

How to Convert a Single Document.

Because Google Docs are in an online format, we can't just import them into Word! In order to use them within Microsoft Word, we will need to convert Google Docs to Microsoft Word's DOCX format, then download it afterward. You can easily perform this conversion from both Google Docs and Google Drive.

If you want to convert to DOC format, you'll need to open the converted DOCX file in Word and then save as a DOC format. If you don't have Word installed, you can do this online, too.

Converting within Google Docs.

First, open the file you want to convert to Word format. Click "File" at the top of the document, then hover over "Download."

You'll see a list of options appear within this menu. As you can see, conversion to Word documents isn't the only thing Google Docs can do! If you're ever need to download a Google Doc as a PDF, or even convert one into the EPUB ebook format, you can come back to this menu and do that. For now, however, we'll click the "Microsoft Word" option.

Google Docs will open a "Save As ..." window where you can select where you want to save the document. Once saved to a memorable location, you'll be able to open the file in Microsoft Word.

Converting within Google Drive.

For Google Drive, it's even easier to perform this conversion. You won't be able to perform a conversion to other formats (like PDF and EPUB) in Drive, but if you're just after a Word document, this method works perfectly fine.

To do this, locate the document you want to convert in your Google Drive, then right-click it and click "Download."

Google Drive will automatically convert it to a Word format and open up a "Save As ..." window to save it.

How to Convert Multiple Documents at Once.

Sometimes you don't want to save just one document as a DOCX file. Sometimes you want to convert multiple Google Docs into Word documents all at the same time. Unfortunately, because the Google Docs method relies on you entering each document to download it, it's a little time consuming to download them all. However, because Drive performs its conversion through a right-click menu on the main page, we can do it there instead for a much faster and easier experience.

Batch Converting within Google Drive.

The Google Drive batch download method works near-identically to downloading a single document. However, if you hold down the Ctrl key when you click on files, you can select multiple files all at once. The files that are selected in the batch will light up in blue as you click them.

Then, right-click any of the highlighted ones and click "Download" as normal.

When you click this, Google Drive will convert all the documents selected, then pack them into a ZIP file. When it's done, it'll give you the ZIP file to download. Just save this somewhere memorable and unzip it to access all of your files.

Downloading Docs.

Despite all the benefits of cloud storage, sometimes you just need an offline copy of your documents. With a few clicks, you can convert Google Docs to Microsoft Word files with very little hassle.

If you're trying to retain all your formatting, try converting it to PDF instead to ensure nothing gets left behind.

How much do you find yourself using cloud-based documents over "physical" ones? Let us know below!

Related:

Crystal Crowder has spent over 15 years working in the tech industry, first as an IT technician and then as a writer. She works to help teach others how to get the most from their devices, systems, and apps. She stays on top of the latest trends and is always finding solutions to common tech problems.

How to Download from Google Docs as a Microsoft Word File.

While a lot of schools and organizations are making the change to online document editors like Google Docs, you may still need to create a Microsoft Word file from time to time. Fortunately you can learn how to download from Google Docs as a Microsoft Word file.

Google Docs is gaining a lot of popularity as an affordable word-processing solution. Many people have Google accounts, and the ability to use a powerful application like Google Docs, for free, is very appealing.

But Microsoft Word is still very popular, despite the fact that the desktop version requires a subscription or a one-time purchase fee. So if you use Google Docs primarily and don't have Microsoft Word, but you have a teacher or employer that is requiring files to be created in that format, you might be wondering what to do. Fortunately Google Docs is able to convert and create a version of your document in the .docx file format for Microsoft Word.

How to Download Google Docs to Word.

Open your Google Docs file. Click File . Choose Download . Select the Microsoft Word option.

Our article continues below with additional information on downloading a Google Docs file in the Microsoft Word format, including pictures of these steps.

How to Save a Google Doc In the Word .docx File Format (Guide with Pictures)

The steps in this article are going to show you how to save your Google Docs document in the .docx file format that is compatible with Microsoft Word 2007 and newer. Microsoft Word 2003 will not be able to open these files unless the compatibility pack has been installed. You can find out more about the compatibility pack here.

Have you ever seen text with a line through it and wondered how to do it in Google Docs? This guide can show you how.

Step 1: Go to your Google Drive at <https://drive.google.com/drive/my-drive> and open the file that you would like to download for Microsoft Word.

Step 2: Click the File tab at the top of the window.

Step 3: Click Download as , then select the Microsoft Word option.

In newer versions of Google Docs that first menu option has been changed to just "Download."

You will then be able to open the downloaded .docx file that Google Docs generates.

By completing these actions you are simply downloading a copy of the document in the Microsoft Word file format. The original Google Docs file in your Google Drive will not be affected by performing this download.

If Microsoft Word is installed and is set as the default program for .docx files, then double-clicking the file should open it in Word. If Word is installed and not the default, then you can read this article on changing the default program for certain file types.

How to Upload a Microsoft Word File to Google Docs.

You can go the other way with this conversion, too. If you want to convert a Microsoft Word file to the Google Docs file type, use these steps.

Go to Google Drive and click New . Select File upload . Browse to the Word file and click Open .

It will take Google Docs a couple of seconds to perform the conversion, but you will then be able to open the Word document in the Google Docs file editor.

Additional Sources.

Matthew Burleigh has been writing tech tutorials since 2008. His writing has appeared on dozens of different websites and been read over 50 million times.

After receiving his Bachelor's and Master's degrees in Computer Science he spent several years working in IT management for small businesses. However, he now works full time writing content online and creating websites.

His main writing topics include iPhones, Microsoft Office, Google Apps, Android, and Photoshop, but he has also written about many other tech topics as well.

Chad Skelton.

For years, I've been using Google Drive as a quick and dirty way to convert dozens of Word files into PDFs with a few clicks (using this great tutorial as my guide). This saved me a lot of time in creating handouts for my students.

However, in the new Google Drive, the option to bulk download your Google Docs files as PDFs is gone (instead, it just defaults to downloading them as Word files). You can still download Google Docs files as PDFs if you open them up individually -- but that's pretty time consuming if you have dozens of handouts to convert (as I do pretty much every semester).

For awhile, I got around this by switching back to the "old" Google Drive whenever I wanted to do a conversion, but that option has now disappeared. There are other tools out there for bulk converting PDFs though, annoyingly, many of them (especially on Mac) don't retain hyperlinks.

Thankfully, there's a workaround that allows you to still use Google Drive to do your batch conversions: Google Takeout. Google Takeout is a service offered by Google that lets you essentially download all of your data from Google services -- emails, photos, documents -- into one massive ZIP file. But you can also use it to do a batch conversion on a single folder of documents.

First, check your Google Drive settings and make sure its set to convert uploads to Google Docs format (you can switch this back after).

Now create a new folder in Google Drive (like "PDF Conversions") and upload all your Word files to that folder. If you want to convert files for multiple projects at the same time (like handouts for several different classes), just create subfolders within that one main folder.

Go to Google Takeout. By default, everything will be selected for download. You don't want this (it will take hours). Click on "Select None" then scroll down to Google Drive and turn it on. Then, instead of downloading "all files and folders", choose "Select files and folders" and choose your "PDF Conversions" folder. Then make sure that the file format for documents is set to "PDF".

Click Next. The defaults on the next page (ZIP file, email notification) are fine. Press Create archive .

You'll get a little status bar showing you how the conversion is coming along but you don't have to sit there and wait. Close your browser and you'll get an email when it's all done (depending on how many files you have, this may take a few minutes). Click on the link and then download the archive.

Open up the ZIP file and you should have all your PDFs -- with hyperlinks included -- inside. I've used this technique a few times -- including for dozens of Word files at a time -- and it seems to work great. The only minor bug I've noticed is that if your Word filename is longer than 90 characters (before the .docx), everything after 90 characters seems to get cut off.

Hope this workaround saves some other folks out there some time.

(For those wanting an even quicker, but much nerdier, solution, if you install LibreOffice you can use its command-line tools to batch convert DOCX files to PDF too. On first glance, it seems to handle some of the formatting a bit better than Google Drive. Thanks to Kevin McArthur for the suggestion.)

How to convert Google document to MS Word format using Google Drive API?

I created a Google document file in Google Drive. How can I convert that file to a Word document using Google Drive API.

1 Answer 1.

Drive v3.

Download a file — files.get with alt=media file resource Download and export a Google Doc — files.export Link a user to a file — webContentLink from the file resource.

Drive v2.

Download a file — either files.get with alt=media , or downloadURL from the file resource Download and export a Google Doc — exportLinks from the file resource Link a user to a file — webContentLink from the file resource.

Google Doc formats and supported export MIME types map to each other as follows:

If you are trying to do it programmatically try following this tutorial using Apps Script.

How to Upload Word Documents to Google Docs.

This article explains how to upload a Microsoft Word file to Google Docs, so you can view, edit, and share it freely. Instructions apply to Google Docs on the desktop and any version of Microsoft Word that uses the .docx format.

How to Send Word Documents to Google Drive.

Google Docs is a part of Google Drive, so you must first upload your documents to Google Drive before you can use them on Google Docs.

Open Google Drive. If you need to log in, you'll be prompted to do that before proceeding.

Select New .

Select File upload . To upload a folder that contains several Word documents, select Folder upload instead.

Navigate to the file or folder you want to upload, then select Open . The upload process begins automatically.

How to Convert a Word Document in Google Docs.

Now that the document is uploaded to Google Drive, you can keep it there for backup purposes or for sharing with others. However, to edit the Word document online with Google Docs, convert it to a format Google Docs can recognize.

Open Google Docs.

Click a Word document you want to edit.

Select Edit in Google Docs .

The .DOCX label next to the document's name lets you know it's in Microsoft Word format.

To convert the file, select File > Save as Google Docs . A new version of the document opens in a separate window. You now have two versions of the file, the DOCX file, and the new Google Docs file.

How to Download an Edited Google Docs File.

When you need to download a file from Google Docs, you can do it from the document's editing page.

Open Google Docs, then open the file you want to download. To tell which documents are Google Docs files and which are still Microsoft Word documents, look at the file extensions. Google Docs files do not have a file extension, so if there's a DOCX or DOC suffix after the file name, then that file has not been converted to the Google Docs format (which means that it's not the file you edited on Google Docs).

Go to File > Download and select a file format from the menu that appears. Choose from formats such as DOCX, ODT, RTF, PDF, EPUB, and others.

Choose a folder where the document should be saved. It may also directly download to your computer if you've defined a download folder for your browser.

Select Save .

Another quick way to download the Word document from Google Docs onto your computer is through Google Drive. Right-click the file and select Download . However, if you go this route, you don't have a choice of file format. It will automatically download as a DOCX file.