

# How to Change Your Import Settings in Google Drive

Google Drive is a great tool for storing and accessing numerous types of files online, including Word, Excel, and PowerPoint slides. When you import a file into Google Drive, it will save it and make it a viewable file.

\*If you would like to make it so that files are automatically converted to Google Apps for Education files (google Docs, sheets, slides), then please follow these steps:

1. Sign onto your Google Drive account.
2. Press the gear on the top right menu & select Upload Settings.
3. Choose “Convert uploaded files to Google Docs format.”

