

How to Convert a Doc File to a Docx File

This wikiHow teaches you how to create a Docx version of an old Microsoft Word document in Doc format, and save a separate copy to your computer in in Docx. Open your Doc file in Microsoft Word. Find and double-click your document to open...

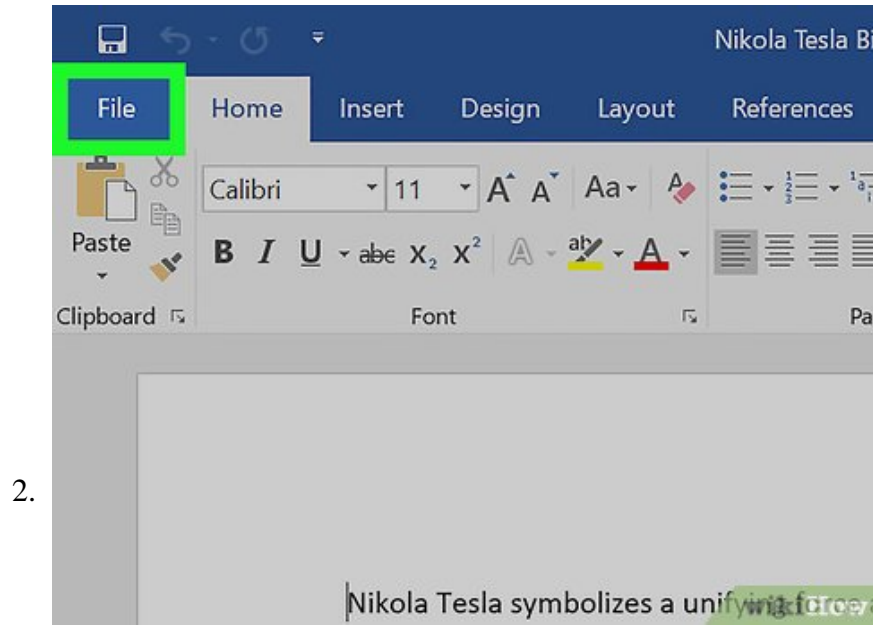
Method 1 of 2:

Using Word

1.

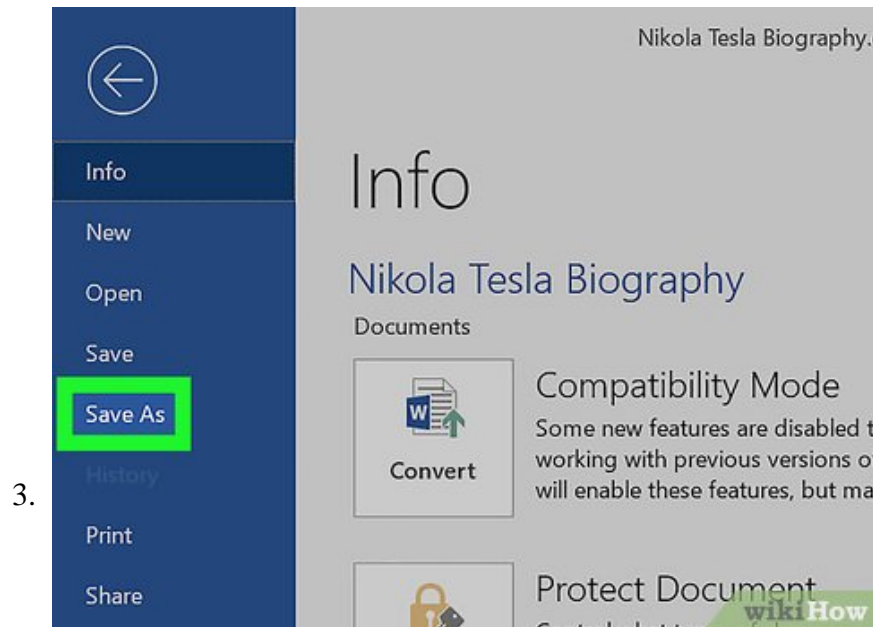


Open your Doc file in Microsoft Word. Find and double-click your document to open it in Word.



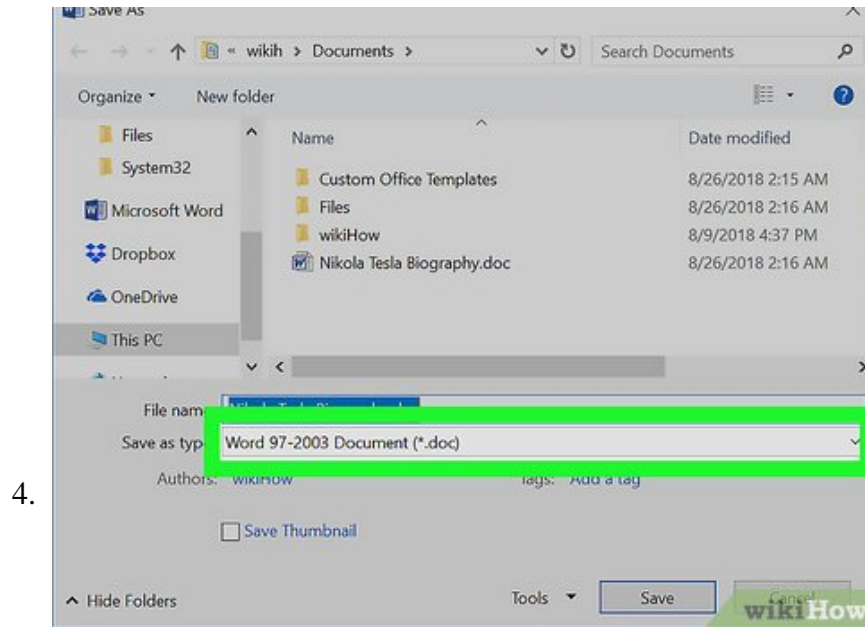
Click the **File** tab on the top-left. This will open your file options on a drop-down menu.

1. On Windows, this button is next to **Home** in the upper-left corner of Word.
2. On Mac, it's on your menu bar in the upper-left corner of your screen.



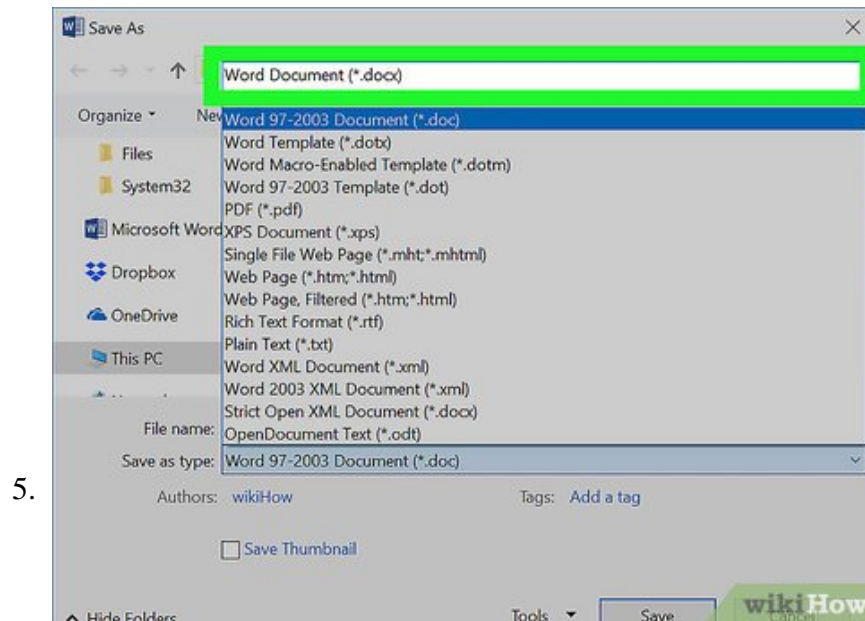
Click **Save As** on the File menu. This option will open a new dialogue box. You can save your document in a different, compatible file format here.

1. If this doesn't automatically open a new dialogue box, click **Browse** on the Save As page.



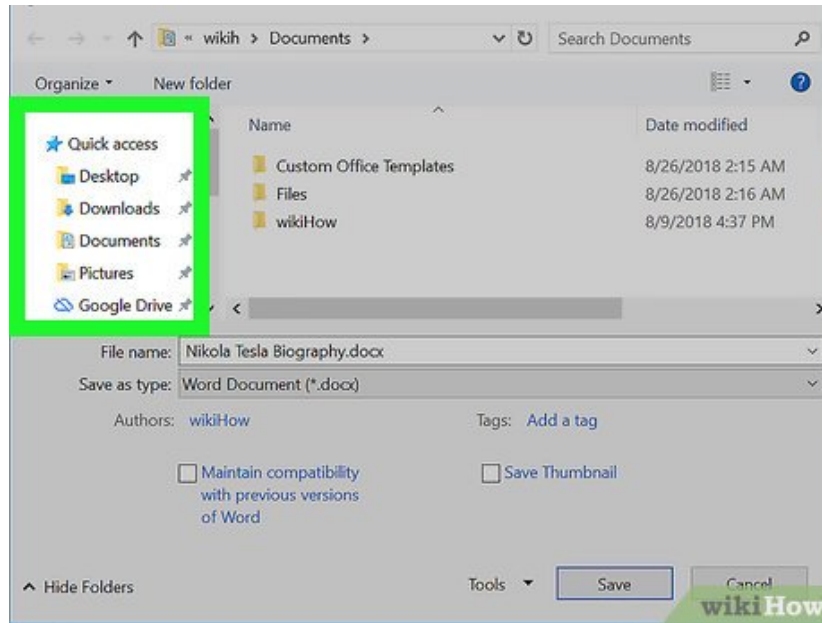
Click the format drop-down at the bottom of the Save As window. This will open a list of all the available file formats you can use.

1. On Windows, this menu is labeled as **Save as type** below the File name field.
2. On Mac, it's labeled as **File Format** at the bottom.



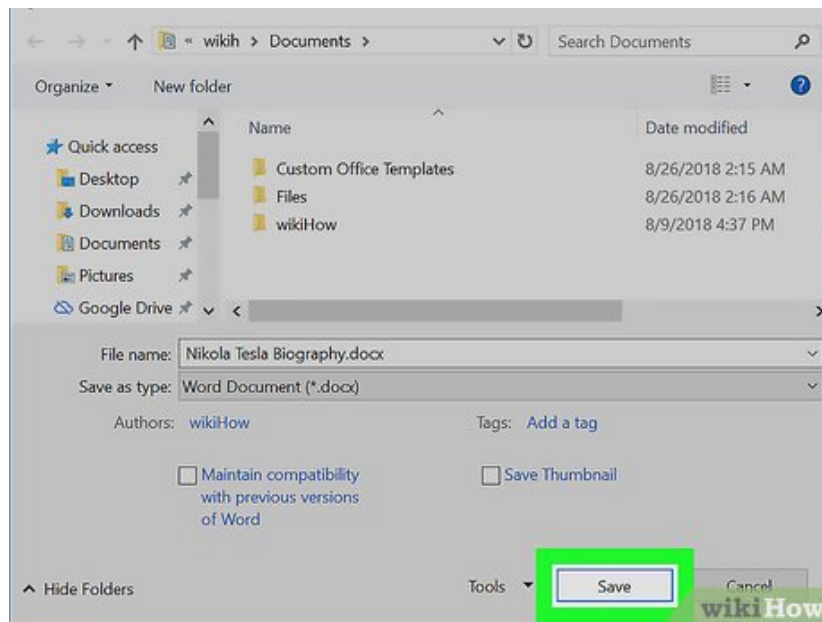
Select **Word Document (*.docx)** as your file type. This will allow you to save a separate copy of the same document in Docx format.

6.



Select a saving location for your document. Find the folder where you want to save your Docx document, and click on the folder name to select it.

7.

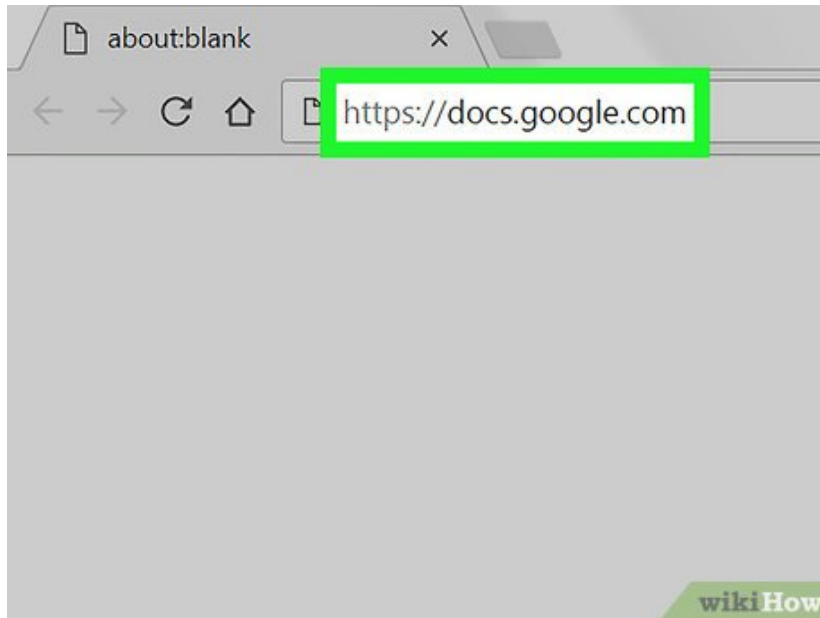


Click **Save on the bottom-right.** This will save a copy of your document to the selected location. Your new document will be saved in Docx format.

Method 2 of 2:

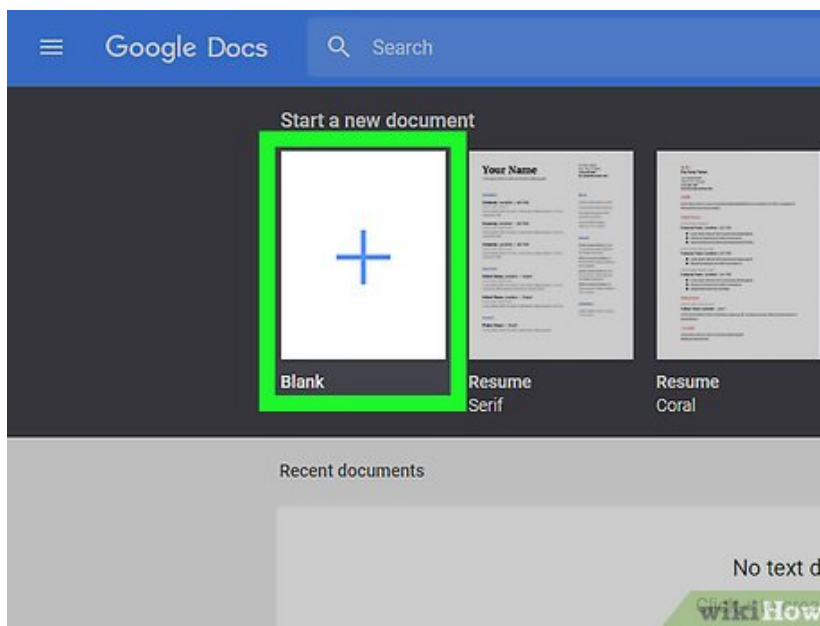
Using Google Docs

1.



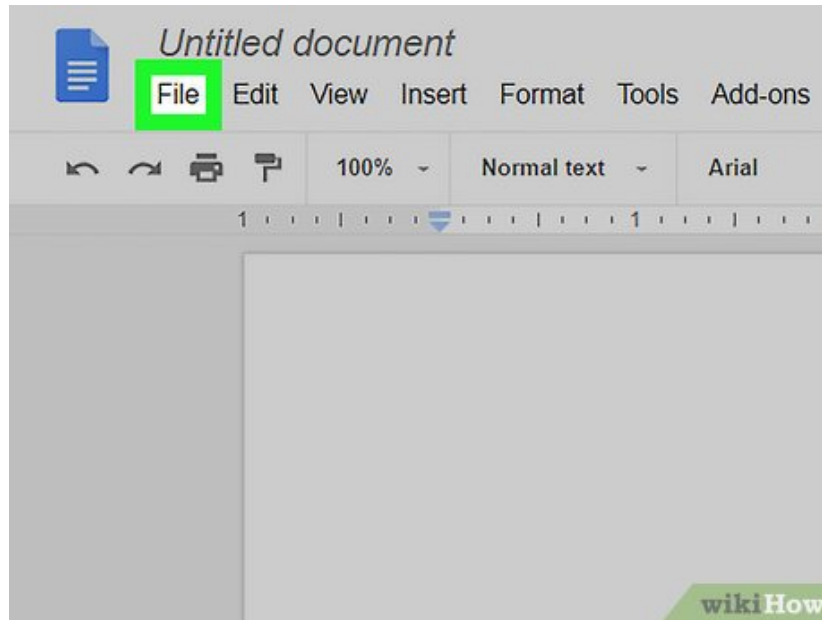
Open Google Docs in an internet browser. Type docs.google.com into the address bar, and hit **Enter** or **Return** on your keyboard.

2.



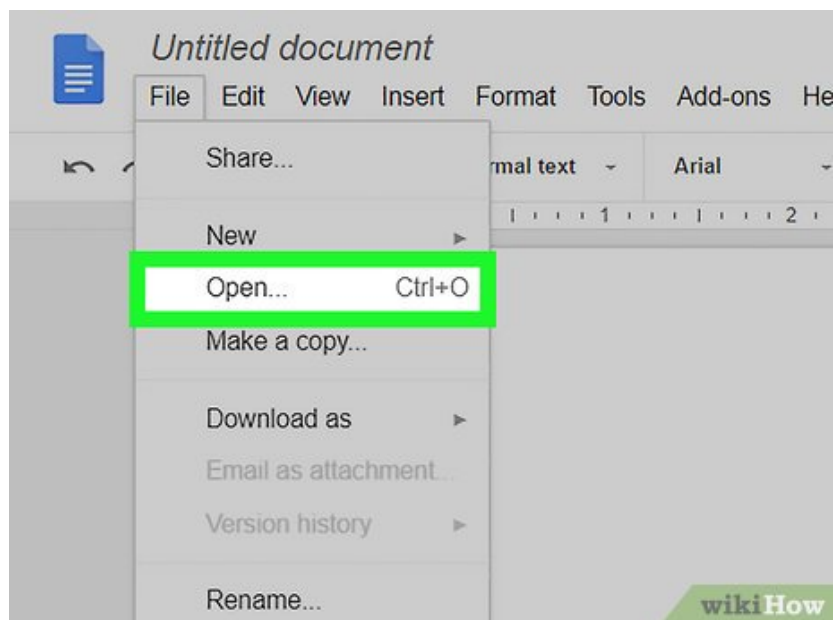
Click the Blank option on the top-left. You can find this option below the "Start a new document" heading in the upper-left corner of your screen. It will open a new, blank document.

3.

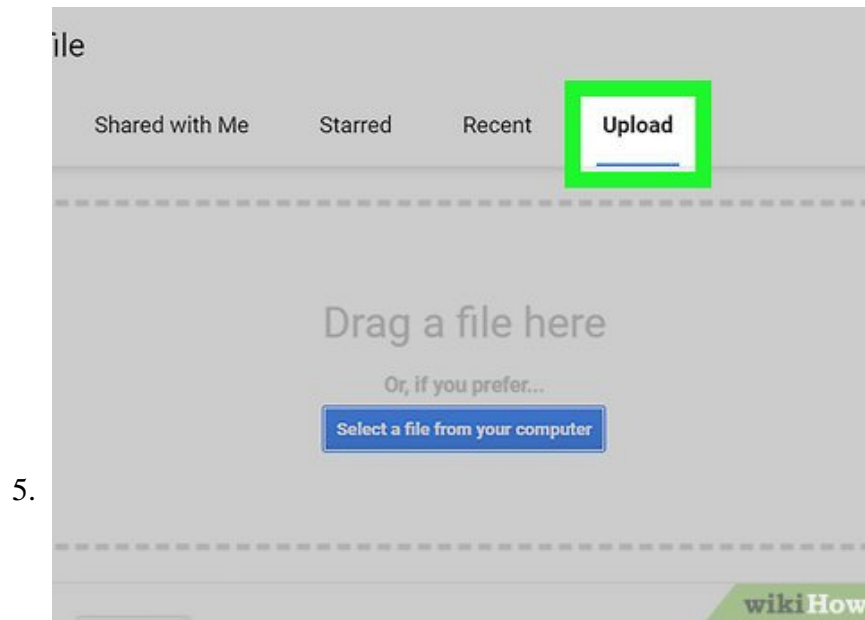


Click the **File** tab on the top-left. You can find it below the "Untitled document" heading in the upper-left corner of the page. It will open your file options on a drop-down menu.

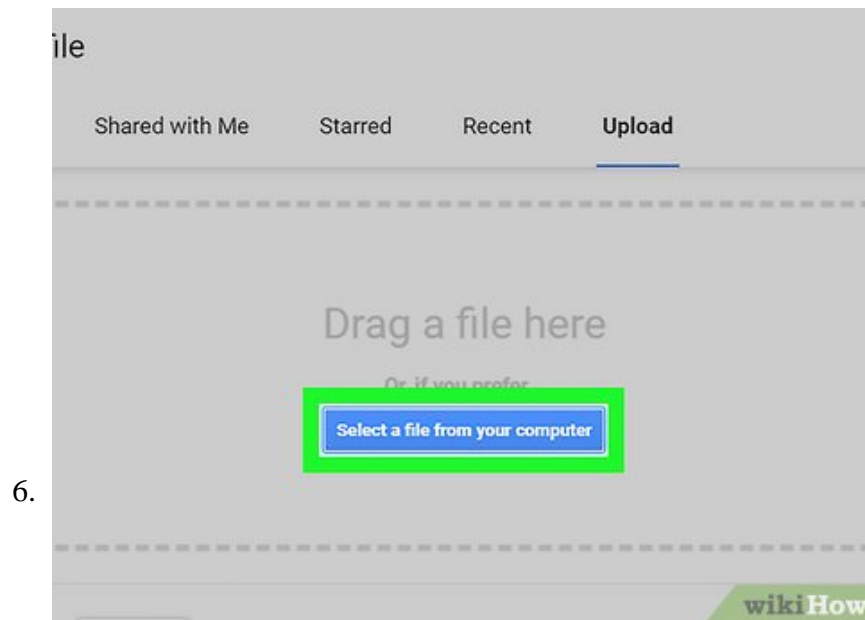
4.



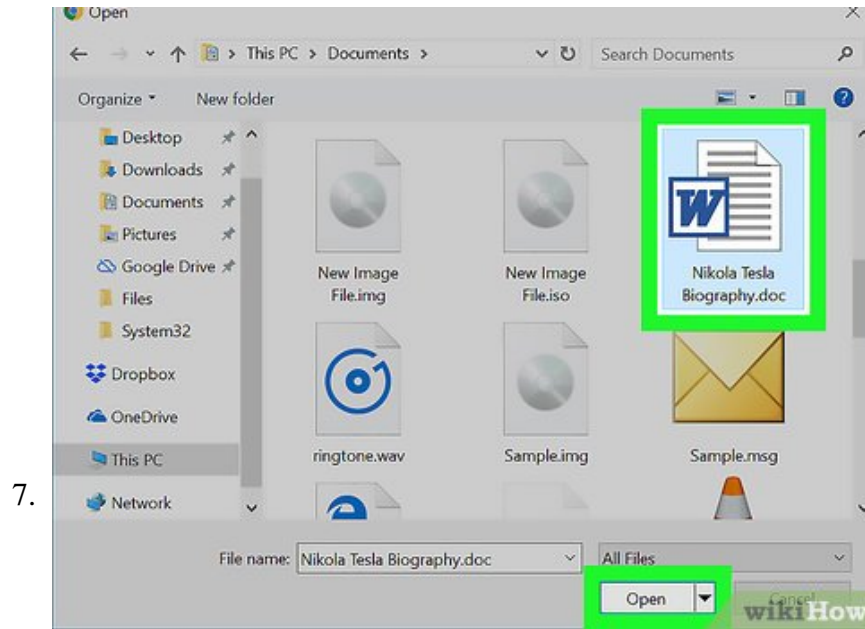
Click **Open** on the drop-down menu. This will open a new pop-up window titled "Open a file."



Click the **Upload** tab in the "Open a file" window. You can find it at the top of the pop-up window.

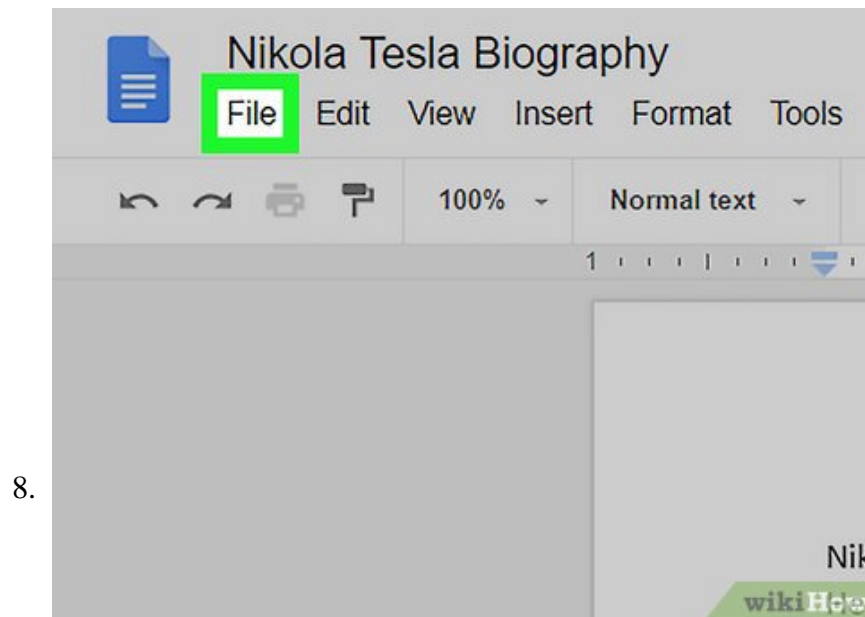


Click the blue **Select a file from your computer** button. This will allow you to select and upload the file you want to convert.

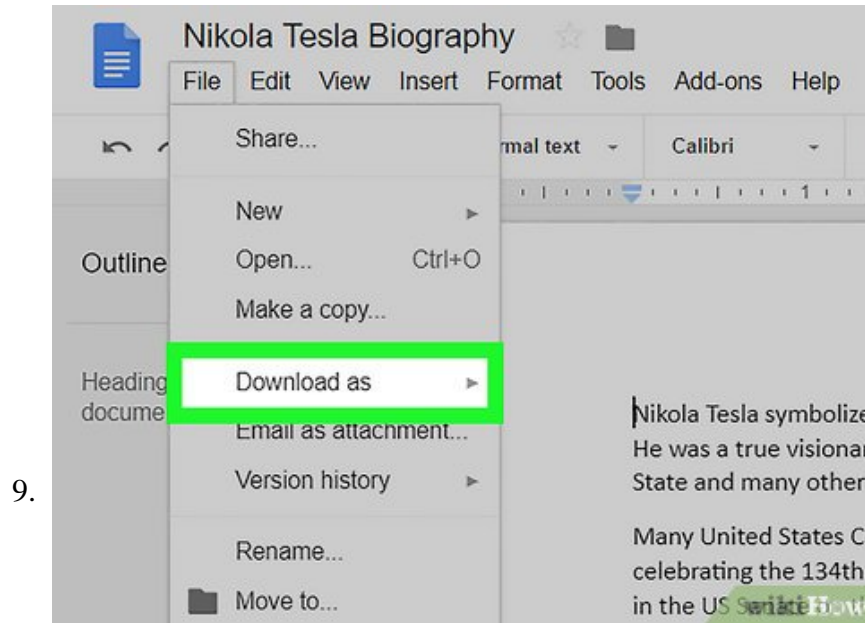


Upload the document you want to convert. Click the Doc file you want to upload, and click the **Open** button in the lower-right corner. This will upload your document, and open it in Google Docs.

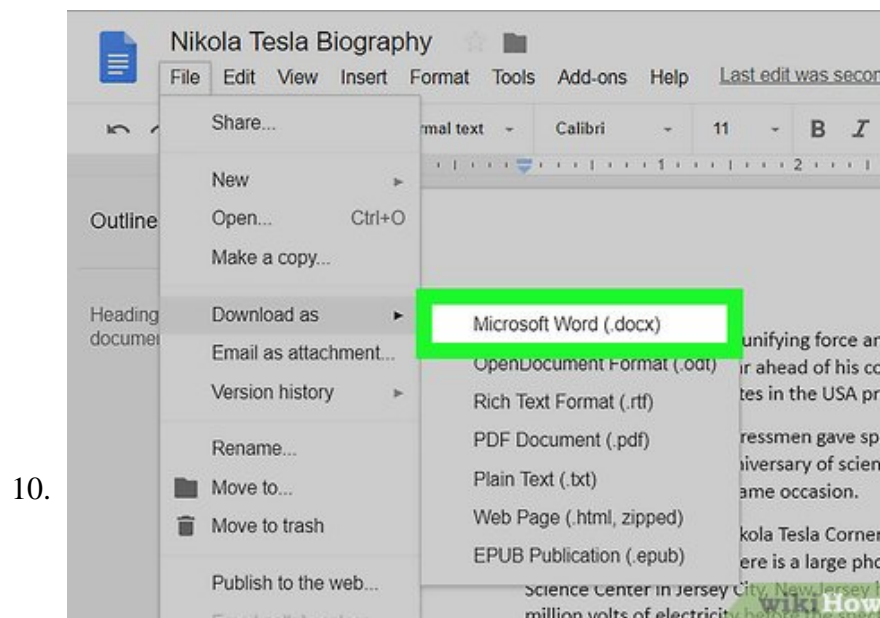
1. Alternatively, you can drag and drop your file here to upload it.



Click the **File tab.** It's located below the document name in the upper-left corner of the page.



Hover over **Download as** on the File menu. A sub-menu will pop up with your file format options.



Select **Microsoft Word (.docx)** on the "Download as" menu. This will download a Docx version of your document to your browser's default folder for downloads.

1. If you don't have a default folder for browser downloads, you'll be prompted to select a saving location.

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