

# How to convert multiple Word documents to Google Docs

Google Drive has an option to convert multiple documents at the same time, the way to do it is not complicated.

Tired of manually converting each Microsoft Word document to Google Docs? Fortunately, Google Drive has an option to convert multiple documents at the same time, the way to do it is not complicated.

## Turn on converting Word documents to Google Docs format

In Google Drive, there is an option called 'Convert uploaded files to Google Docs editor format', which allows you to convert all the files you have uploaded to the Google Docs editor format. In other words, this option will convert your Word, Excel, and PowerPoint files to Google's respective Docs, Sheets, and Slides formats. Besides, OpenOffice formats are also supported, but Apple's iWork format is not.

Note that this only converts files that you upload to Drive after enabling the 'Convert uploaded files to Google Docs editor format' option. For files that have been previously uploaded to Drive, if you want to convert, you need to re-download them to your computer and start the process from scratch.

To get started, launch any browser on your PC and access your Google Drive account. In Google Drive, click the gear icon at the top right of the screen and select 'Settings'.

Picture 1 of How to convert multiple Word documents to Google Docs

In the Settings window, enable the 'Convert uploaded files to Google Docs editor format' option. , click 'Done'.

Picture 2 of How to convert multiple Word documents to Google Docs

Next, in the Google Drive sidebar menu, click 'New'. Then select 'File Upload' and upload all the Word (or other Office) files you want to convert.

Picture 3 of How to convert multiple Word documents to Google Docs

Google will automatically convert your uploaded files to the respective Google formats.

Picture 4 of How to convert multiple Word documents to Google Docs

In case you don't want to automatically convert your files anymore, go back to the steps above, uncheck the 'Convert uploaded files to Google Docs editor format' option and click 'Done'.

Picture 5 of How to convert multiple Word documents to Google Docs

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