

Ontario Secondary School Literacy Test

1) Go to the **Literacy or EQAO Web Site**

NEW ALTERNATIVE FORMATS: [Large-Print, Br](#)

Years: [2013–2014](#) | [2012–2013](#) | [2011–2012](#)

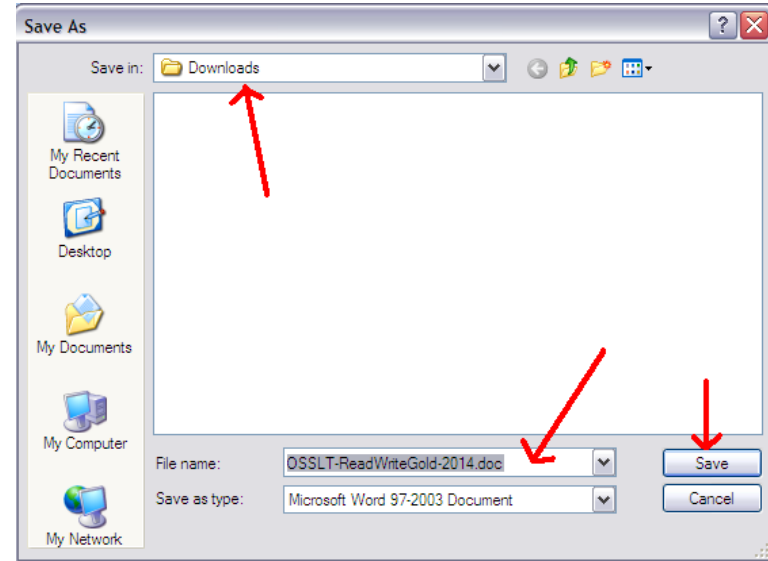
2) Go to **Alternative Formats**

3) and Select **Booklet, Read and Write Gold** (which is a **Microsoft Word File**)

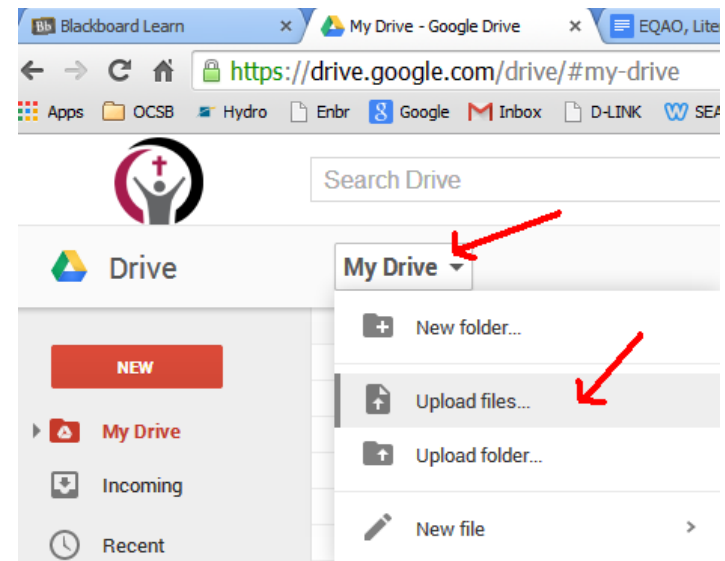
2013-2014

Released Questions Alternative Formats
Booklet, Large Print
Booklet, Braille
Booklet, MP3
Booklet, Word
Booklet, Word PDF
Booklet, HTML
Booklet, K1000
Booklet, K3000 v12
Booklet, Premier
Booklet, Read and Write Gold
Booklet, Word Q

4) Save the Word File to your **Downloads** Folder



5) Go to **My Drive** in Google Chrome and Select **Upload Files**



6) When you click the **Open Button** it uploads the test to **My Drive** and will say **Upload complete**

The screenshot shows the Google Drive interface. At the top, a search bar and navigation icons are visible. A yellow notification box at the top center states "OSSLT-ReadWriteGold-2014.doc has been uploaded to My Drive". Below this, a table lists files in the "My Drive" folder. The file "OSSLT-ReadWriteGold-2014.doc" is highlighted in blue. A red box highlights the "Upload complete" notification at the bottom right, which includes the file name and size (1.02 MB). A red arrow points from the notification box to the file in the list.

Name ↑	Owner	Last modified	File size
Books	Peter Hillier	Mar 28 Peter Hillier	—
Snapverter	me	Oct 22 me	—
Snapverter(Can't use on phone)	me	Nov 25 me	—
3e_Lang1_web_0610	me	Feb 6 me	—
3e_lang2_web_0609.doc	me	Feb 6 me	2 MB
723 Rolling River Cres Specs for selling	me	Oct 26 me	—
Bald Eagle	me	Dec 3 me	—
OSSLT-ReadWriteGold-2014.doc	me	9:03 am me	1.02 MB
Ginger Features	me		
Ginger Text to fix	me		
Gingers Features Poster	me		

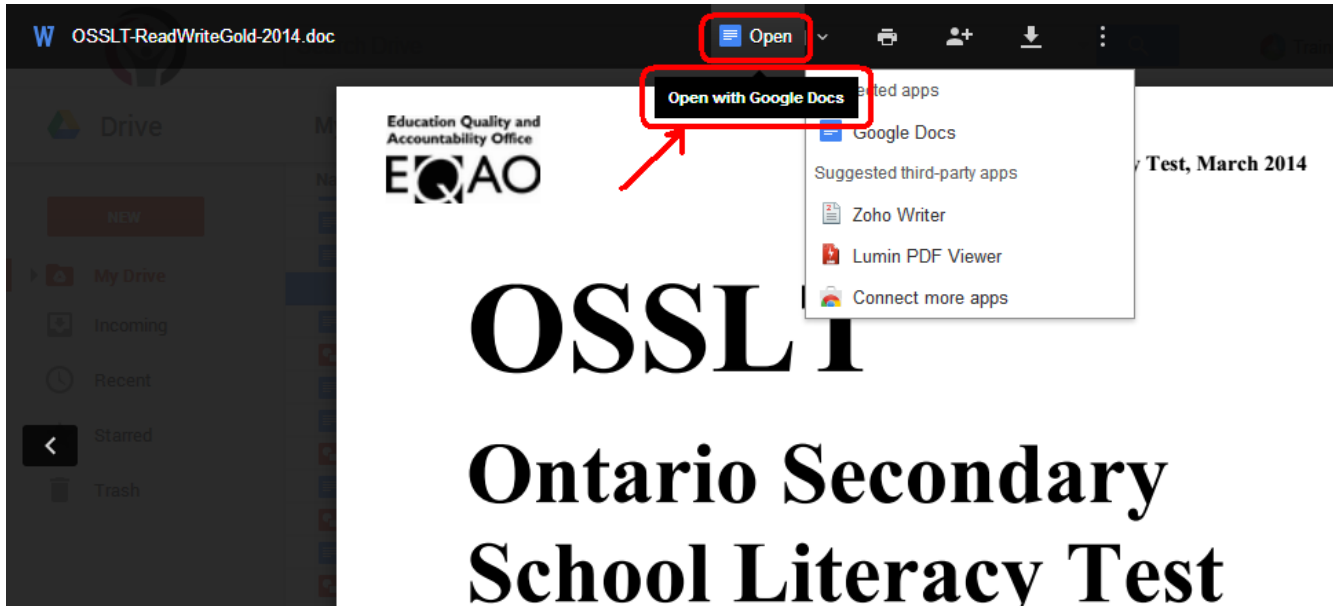
7) The test will also be **displayed in the My Drive list of files and Folders**

The screenshot shows the Google Drive interface with a list of files in the "My Drive" folder. The file "OSSLT-ReadWriteGold-2014.doc" is highlighted with a red box. The table below shows the details of the files in the list.

Name ↑	Owner	Last modified	File size
Hippopotamus	me	10:32 am me	—
hippopotamus	me	Oct 30 me	—
How to copy a picture from Google Images and paste into Google Doc o...	me	Nov 2 me	—
How to Upload a Kurzweil *.kes file and NOT convert the file but have R...	me	Oct 30 me	—
How to upload a pdf file and convert it to a Google Doc Format	me	Jan 23 me	—
OSSLT-ReadWriteGold-2014.doc	me	9:03 am me	1 MB
OTT Ice Contract	me	Jan 23 me	—
Our Solar System using Google Drawing	me	Nov 27 me	—
Photosynthesis	me	Nov 27 me	—

8) **Double Click** on the test and you will get the following Screen below

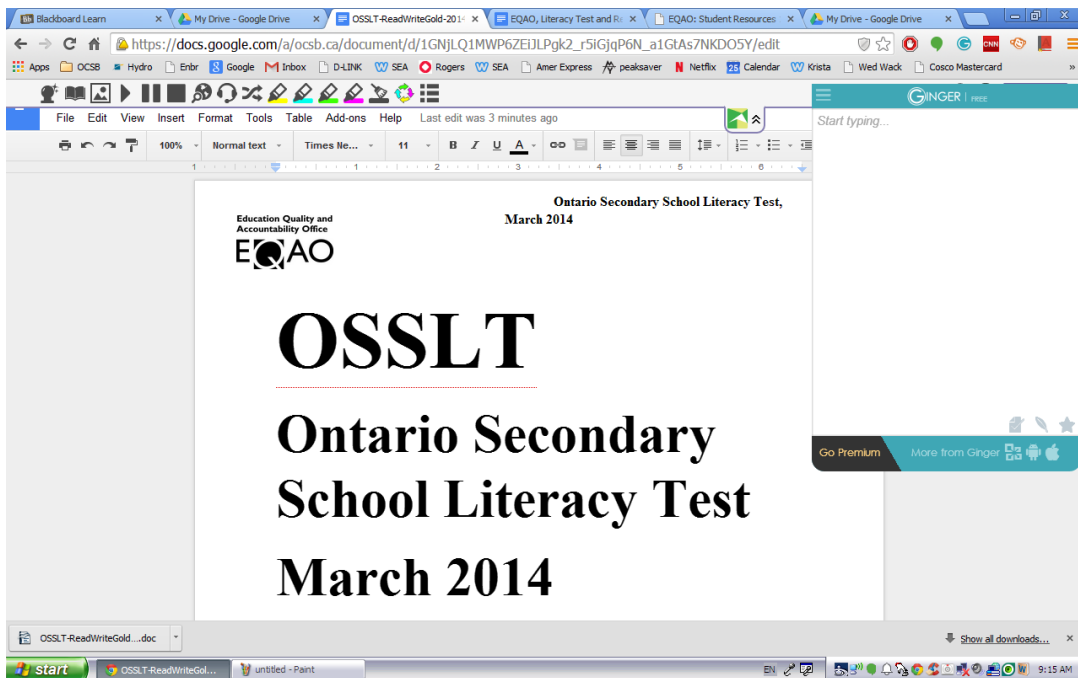
9) Select **Open with**> **open with Google Docs**



10) It will **convert the file** to open in a **new** Google Doc with the file name already there !!
It's converting the test



11) It's now ready to be used with **Read and Write Toolbar** and **Ginger** at the same time



I experimented again, but with an **EQAO Microsoft Word (*.doc) Test File**. It uploaded fine, but I needed to change the **Page setup** in the **Google Doc to Landscape** for the text and pictures to fit perfectly on the test pages.

