## A) From Google Drive select the upload Button beside the Create Button



## B) Now select File





## C) Now select the **pdf file** you want to **upload** and and Click the **Open** Button



D) Make sure all the boxes are checked...as these settings will make the text readable in a Google document

and click the blue Start upload Button

	Upload settings	×	
	Set your preferences for uploading files. We'll apply these settings to any files you upload to Google Docs. <u>Learn more</u> Convert documents, presentations, spreadsheets, and drawings to the corresponding Google Docs format		
	Convert text from PDF and image files to Google documents Document language: English		
	Confirm settings before each upload		
1 10 10	Start upload Cancel		
-		ICE U	51

E) You will see in the bottom right hand corner a graphic that will says **Upload complete** 

	_	•
Upload complete		
, OTT Ice Contract.pdf		Converted

and in your google drive...you will see the actual file, in **your list of saved files** but instead of being a pdf it's a **converted Doc** <u>file</u>



Now it is a google doc file that <u>Read Write</u> can<u>read</u> the <u>text aloud</u> and you can also <u>edit the text</u>...and everything changed will<u>save automatically</u> in Google drive