

Quick Guide #2: Transferring Text from GoogleDocs to Microsoft Word

If you initially created a document using GoogleDocs, you can take a few simple steps to transfer your text into a Microsoft Word template when you are ready to start the editorial process. Two methods are provided in this guide.

Documents that are posted for public viewing on the Boston Region MPO's website must be formatted in Microsoft Word templates. Microsoft Word has embedded features that allow for the preparation of accessible versions that can be available to people with vision impairments who use screen-readers. The accessible coding in Microsoft Word is also compatible with InDesign, which is used to design reports and other materials for public engagement.

Once you have completed collaborating and writing your document, please remember to keep your document in Microsoft Word throughout the editorial process. Do not to open the file in your browser with GoogleDocs once you have started working in Microsoft Word as doing so will change the underlying formatting of the document.

METHOD #1: COPY, PASTE, AND APPLY STYLES

Step 1: Open your GoogleDocs file and also open the Microsoft Word template you will be copying text into. [Templates](#) are available on the CTPS Intranet.

Step 2: Choose *Control A* to select all the text in your GoogleDocs file.¹

Step 3: Choose *Control C* to copy the text.

Step 4: Transfer the text to the Microsoft Word template by clicking on the down arrow under *Paste* on the toolbar, selecting *Paste Special*, and choosing the *Unformatted Text* option. The text will be converted to the template's *normal* style.

Step 5: Apply the appropriate paragraph style to your text. Find the *Styles* pane on the toolbar and click on the arrow in the pane to expand the list of available styles. Highlight multiple paragraphs or place the cursor anywhere in a paragraph and then click on the style. The most commonly used styles are for normal text, headings, chapter titles, and figure and table titles. Then format lists by selecting any text that is part of a list and clicking the appropriate bulleted or numbered list button in the *Home* ribbon bar. Also, select any text that should be italic and click the *italic* button.

¹ These instructions are for PC users. On a Mac, choose Command A to select text, Command C to copy, and Command V to paste.

METHOD #2: DOWNLOAD AND CHECK STYLES

Step 1: Open your GoogleDocs file. Choose *File* on the toolbar and select *Download to Microsoft Word*.

Step 2: Open the downloaded file. Choose *Control A* to select all the text.²

Step 3: Choose *Control C* to copy the text.

Step 4: Open the Microsoft Word template you will be copying text into. [Templates](#) are available on the CTPS Intranet. Select the down arrow under *Paste* on the toolbar to drop open *Paste Options* and choose the *Use Destination Theme* option.

Step 5: Check the paragraph styles on your text. Find the *Styles* pane on the toolbar and click on the arrow in the pane to expand the list of available styles. If the text in your original GoogleDocs file had styles applied, those styles will have transferred to the Microsoft Word file. However, the Word templates contain more style options than are available as pre-set styles in GoogleDocs. Text styled in GoogleDocs as normal text, titles, subtitles, and headings will transfer. However, in the Word file, you will have to manually apply styles for report and chapter titles, figure and table titles, and citations. To apply styles, follow these steps:

- Highlight the text.
- Select *Clear All* on the *Styles* bar to remove GoogleDocs formatting.
- Click on the appropriate style in the *Styles* bar.

² Mac users should use the Command function.