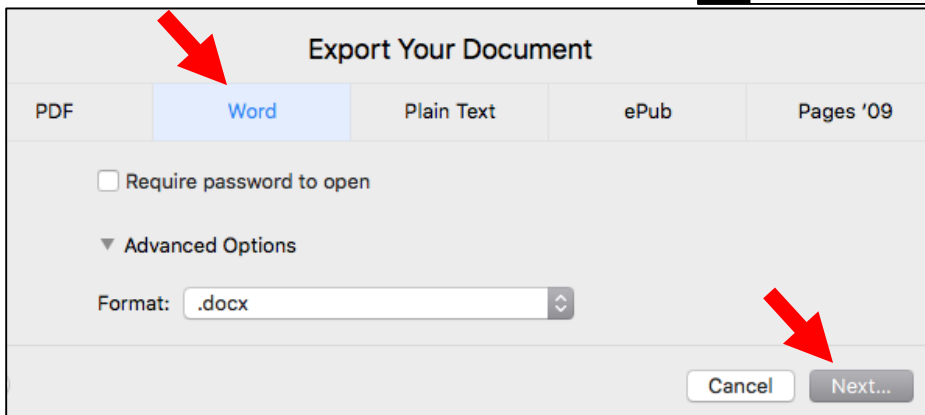
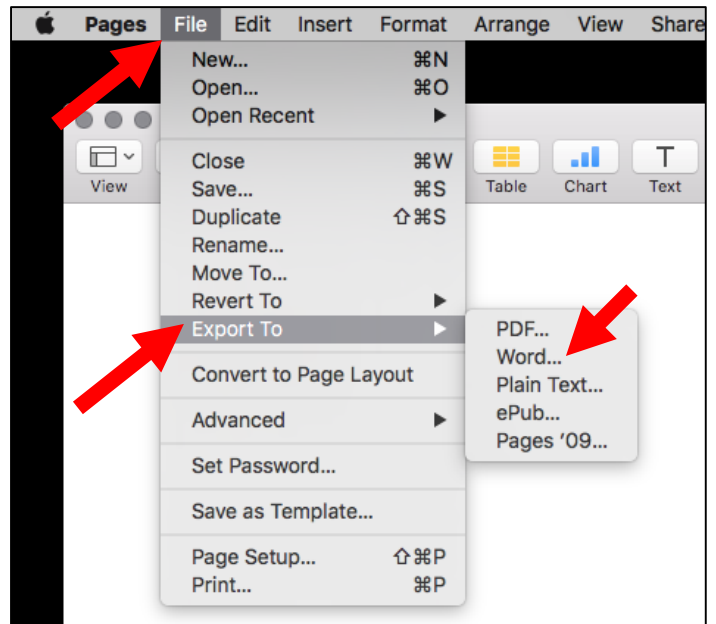


Exporting Mac Documents to PC Files

Mac programs like Pages, Numbers, Keynote are native ONLY to Mac computers or IOS devices. Mac has provided a way for Mac users to export their documents to PC friendly format like Microsoft Word, Excel, and PowerPoint. The following example is using Pages to export a document to a Microsoft Word format (which is the most commonly accepted file type by instructors). **Please note – the steps are consistent for all Mac programs in order to export out documents readable by PC computers.

- 1) Once completing your file on your Mac or iPad device, save a copy to your computer or flash drive.
- 2) Next, select file and export to – You will notice that you have several options. Most instructors prefer Microsoft word as their file type – so select “Word” from the list.
- 3) You will next see a pop-up window providing the final step to export your document. Make sure “WORD” is highlighted on the screen. Select next.



- 4) Name your file and select where you would like the file to be saved. Select export. You now have a Word file (.doc or .docx) that should be turned in to your instructor for grading.

