



Exporting documents from Pages on a Mac

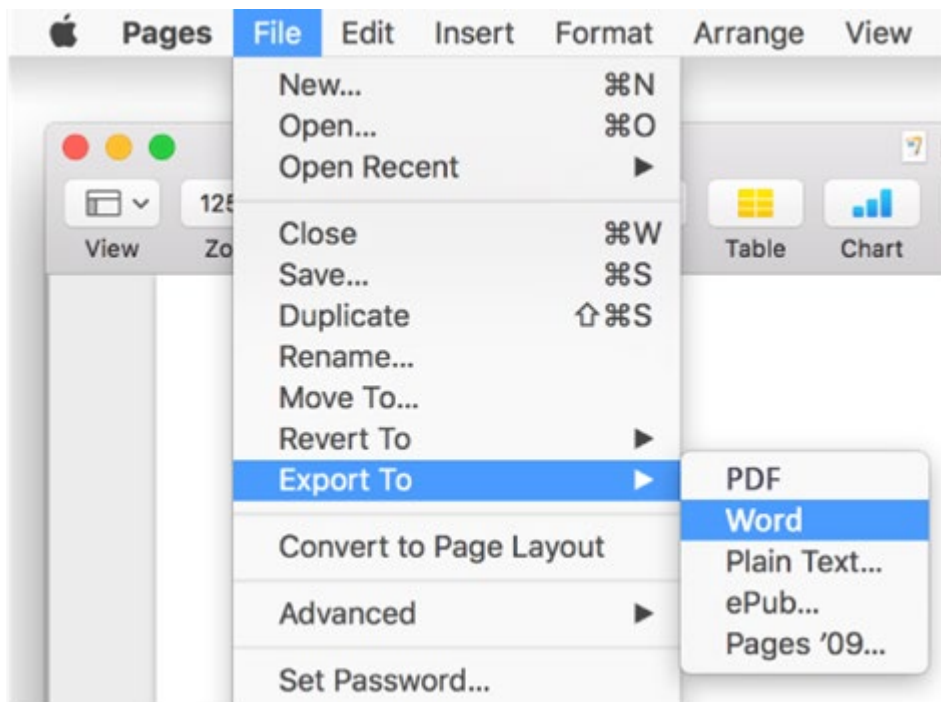
Many users of Apple Macs use the *Pages* word processor. That's a good choice to work on, but it is essential that what is produced can be opened by SIDE teachers. Thankfully, it's very easy to make this happen.

Export your work

When you **Save** a document in *Pages*, it uses the file extension “.pages”. This file extension might be hidden, but it's there. Microsoft *Word* can't do much with this type of file.

The solution is to export your work from *Pages*:

1. In *Pages*, choose **Export** on the **File** menu.
2. Decide on what format you want to export to.



The really important bit

File extensions are very important, especially on Windows computers. It's how the computer knows what files go with what applications. The two that matter here are:

- .doc (for Microsoft Word)
- .pdf (for Acrobat Reader)

The format is EXTRA important. The file name, followed by “.” (a full stop) then the three letter extension. NOTHING else should be added on the end.



Choice 1: PDF

Acrobat PDF files can be opened on just about any computers. It's a very good choice for submitting work. Making a PDF in Pages is as easy as it gets!

1. When you've chosen to **export** the file, choose the **PDF** icon.
2. Choose a setting – **Good** is probably a safe bet. Remember, the higher the quality, the larger the file. Pages should add the PDF file extension automatically.

Choice 2: Doc for *Word*

1. When you've chosen to **export** the file, choose the **Word** icon.
2. When naming the file, make sure it has the “.doc” or “.docx” extension.