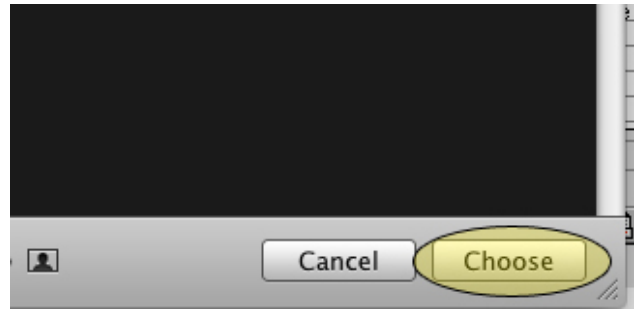


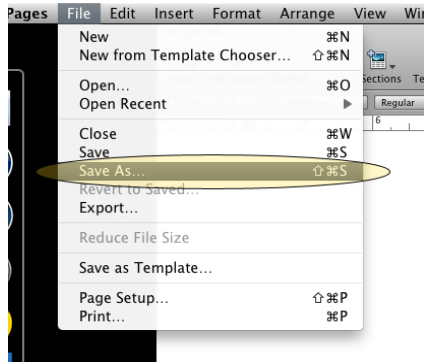


**How to save a file as Microsoft Word/  
PowerPoint/Excel using Page, Number,  
and Keynote.**



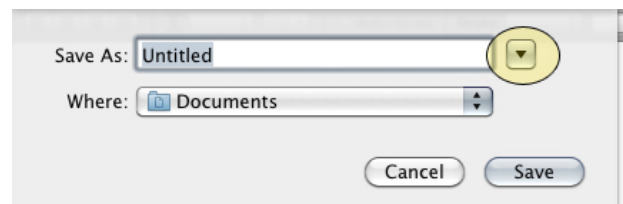


## For Converting to Microsoft Files

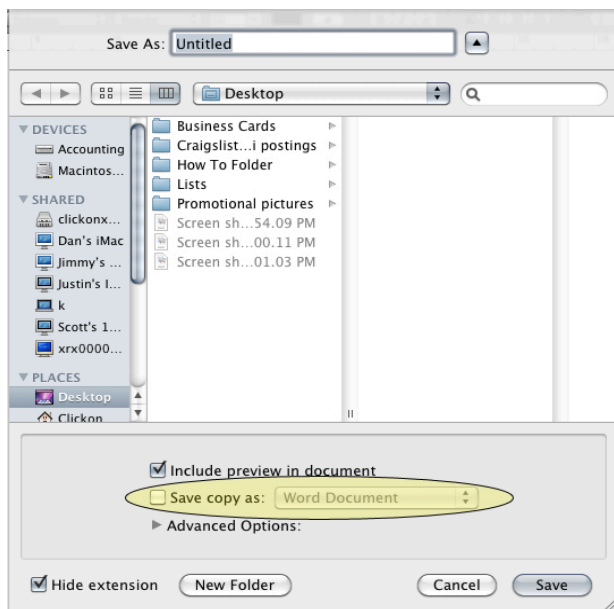


- Open Pages, Keynote or Numbers
- Create a new Document/Slide Show/Spread Sheet

-After you have finished working or you want to save your current work, got to the Top Menu Bar and Click File--> Save As



-Click the check box that says "Save copy as: Word Document"



-If the checkbox to save as word document is not visible, click the downward facing triangle next to the "Save As: Untitled" text box  
-And Click Save when you have check the Save copy as Word document check box