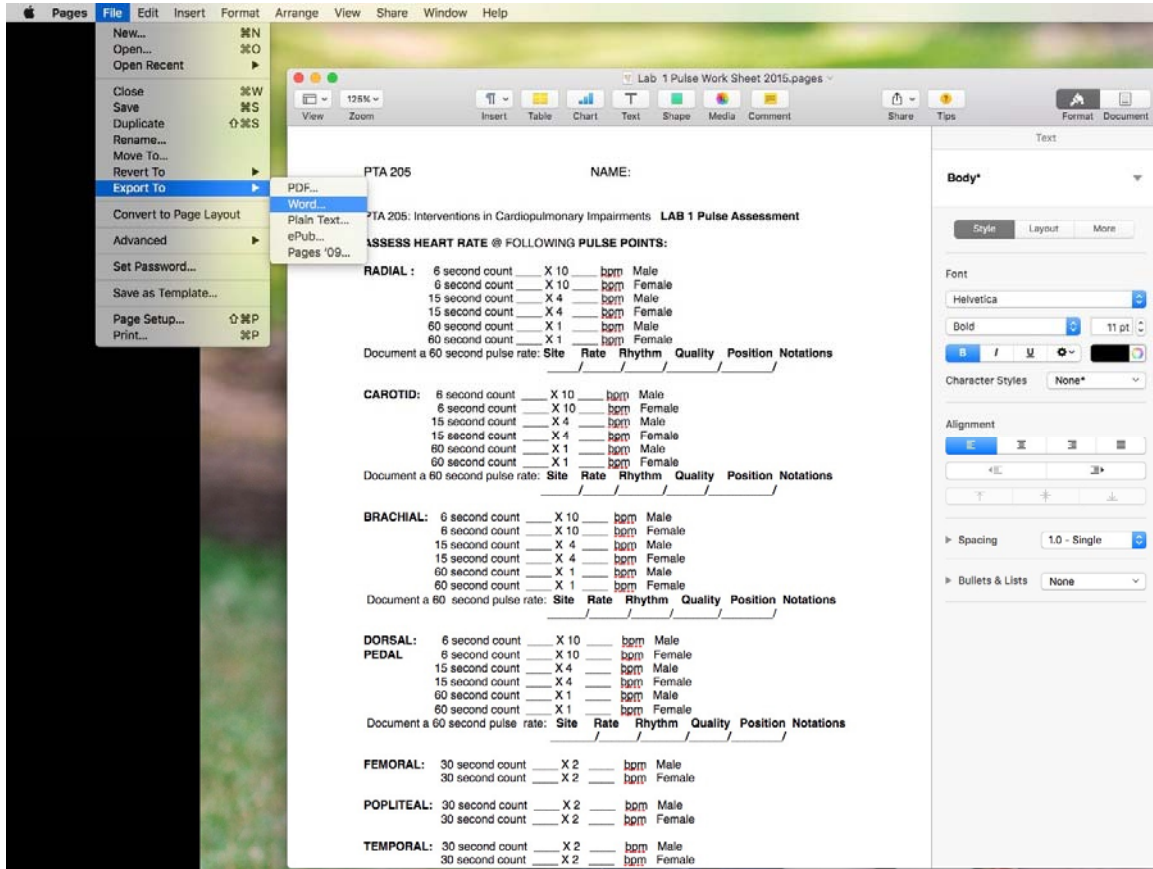
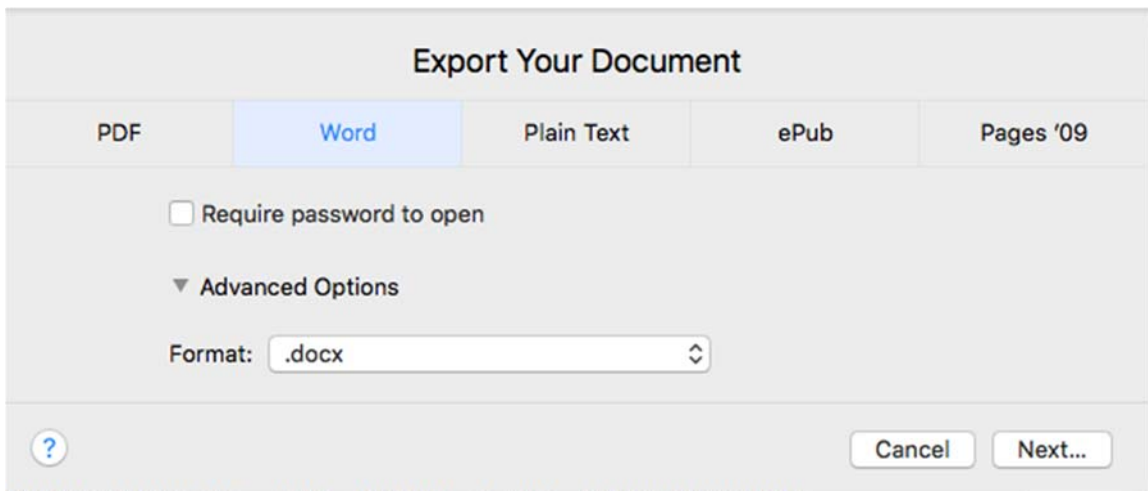


Converting Pages files to Word documents

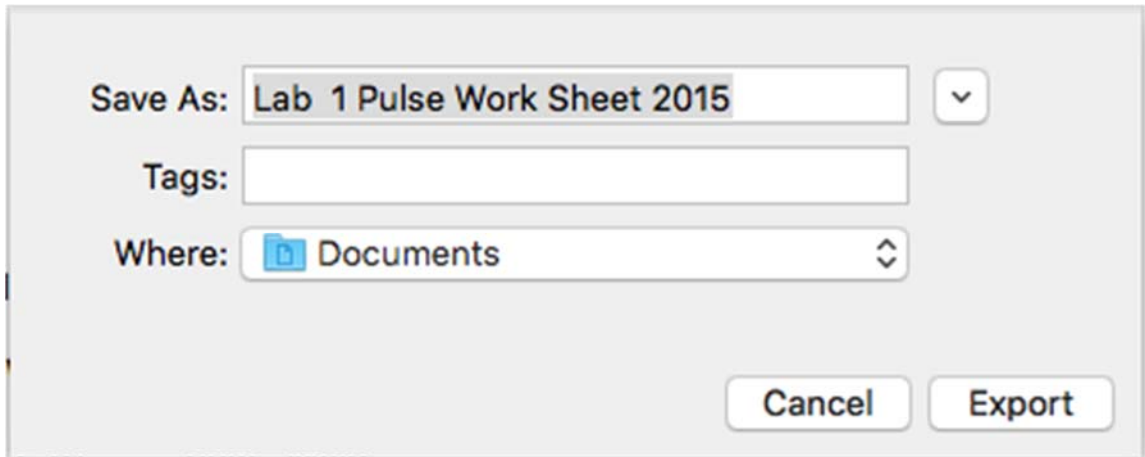
Step 1: In Pages select the “File” menu and “Export To > Word...”



Step 2: Verify “Word” is highlighted in light blue within the “Export Your Document” tab menu and select the “Next...” option.



Step 3: If desired, change the file name within the “Save As:” area and the default save location within the “Where” dropdown menu. Proceed by selecting the “Export” option.



The image shows a dialog box with the following elements:

- Save As:** A text input field containing "Lab 1 Pulse Work Sheet 2015" and a dropdown arrow to its right.
- Tags:** An empty text input field.
- Where:** A dropdown menu showing "Documents" with a folder icon and a double-headed arrow to its right.
- Buttons:** "Cancel" and "Export" buttons located at the bottom right of the dialog.

Step 4: Browse to the “Where” location that was selected within “Step 3” to locate the recently converted Word document.

Note: The Word document now can be shared for viewing/editing with anyone utilizing Microsoft Word or some other application that can open/edit the MS Word format.