

How to convert Pages and Docs to Microsoft Word



Apple Pages



- While on your document, click on *File* on the top toolbar.
- Go down the list and hover your mouse over *Export to*. Then, when the menu pops up, select the Word option.
- In the settings window that pops up, click *Next*.
- It will ask you to name the document, and choose a save location.
- Click *Export*.



Google Docs



- While on your document, click on *File* on the top toolbar.
- Go down the list and hover your mouse over *Download*. Then, when the menu pops up, select the *Microsoft Word(.docx)* option.
- Your document will immediately be downloaded to your computer as a Word Document.

Questions?