Mac Users
Converting Pages, Numbers, and Keynote Files to Word, Excel, or PowerPoint

In college, you will be asked to use a variety of software programs, but three common types include word processing, spreadsheets, and digital presentations. On a Mac, you might use Pages for word processing, Numbers for spreadsheets, and Keynote for presentations. However, when non-Mac users attempt to open your files, they will not be able to because Mac file types are not universal. Below explains how to make your documents accessible to all users.

You have two options:
1. Begin the document in the appropriate Microsoft Office program (which you can get for free because you are a DMACC student—(Microsoft Office download instructions).
2. Convert the file to a Microsoft Office format: Microsoft Word (word processing), Microsoft Excel (spreadsheets), or Microsoft PowerPoint (presentations).

To convert your Mac files, follow the steps below.

In your Mac application, click on **File** in the top portion of your screen. Then place your cursor over **Export to** in the drop-down menu. In the new menu that appears, select **Word** (from Pages), **Excel** (from Numbers), or **PowerPoint** (from Keynote). Then follow the prompts, naming your document and saving it in an easy-to-find location.