

## Using Apple Pages or Google Docs

Most instructors cannot read Apple's PAGES or Google Docs files. If you use these files, you must convert the files to DOC or DOCX format in order for your instructor to read the document. The directions for both formats are below.

### APPLE PAGES FILES to DOCX or DOC

- Open the desired document. (Make sure all edits are completed before continuing!)
- Click on "FILE" at the top of the document
- Scroll down to Export To and select the Word option
- Under the advanced options, select either the doc or docx format and click NEXT
- Give the new file a name, select the folder you wish to use to save the document (documents folder or flash drive)
- Click export

After the export has finished, submit it in Moodle.

*For more detailed information:*

<http://osxdaily.com/2014/08/06/save-pages-file-as-word-format/>

<https://support.apple.com/en-us/HT202227>

### Google Docs document to DOCX

- Open the desired document. (Make sure all edits are completed before continuing!)
- Click on "FILE" at the top of the document
- Hover over the Download As option and select Microsoft Word (docx) or Rich Text Format (rtf) (note: There are other format options – for homework purposes use either RTF or docx)
- When the "save as" window appears, save the document (on a flash drive, your desktop, or myDocuments – just remember where)

After the save has finished, submit it in Moodle.

*More information:*

<https://www.maketecheasier.com/convert-google-docs-to-word/>

<https://support.google.com/docs/answer/6055139?hl=en&co=GENIE.Platform=Desktop>