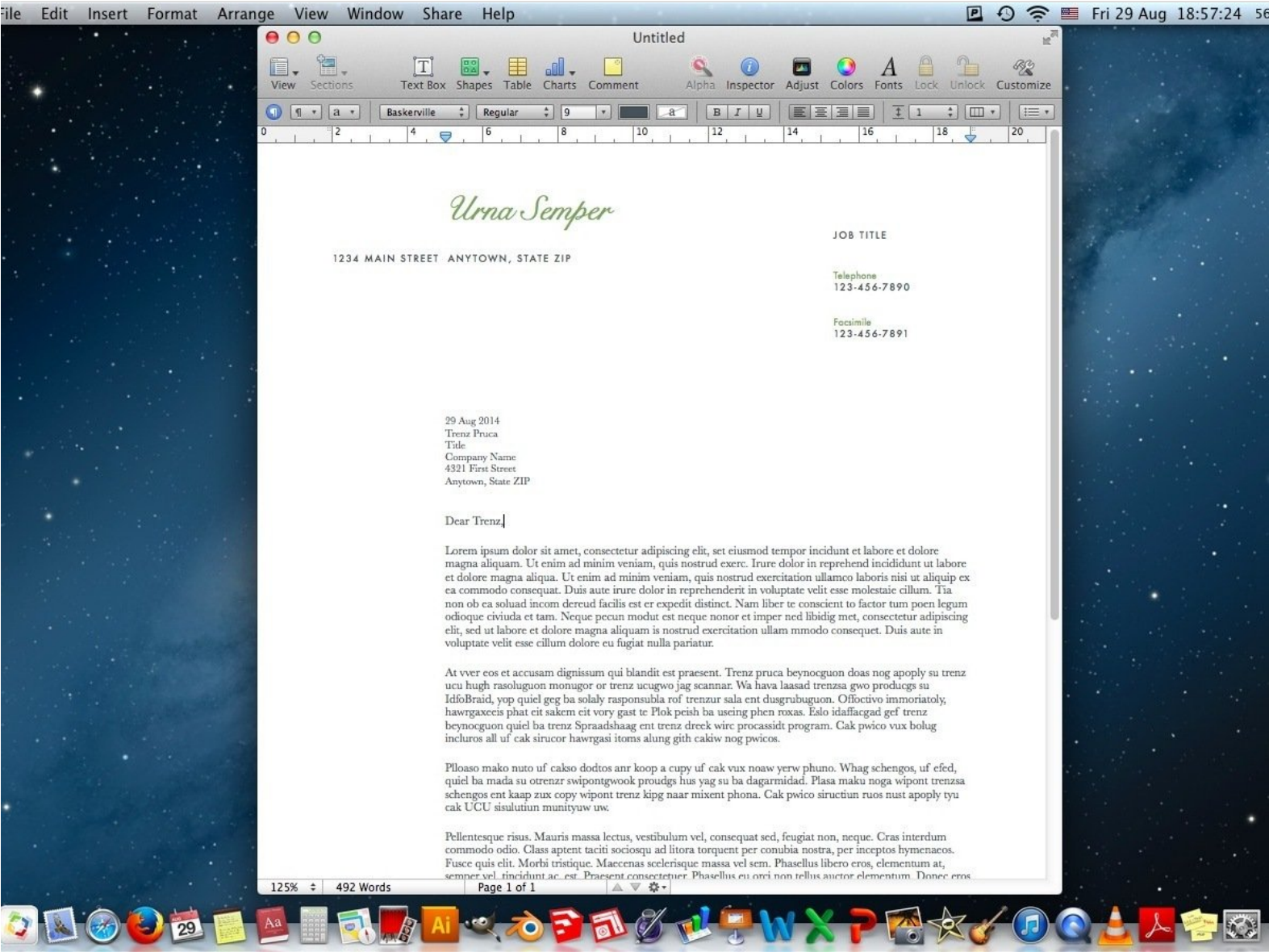


BIS Help Guides

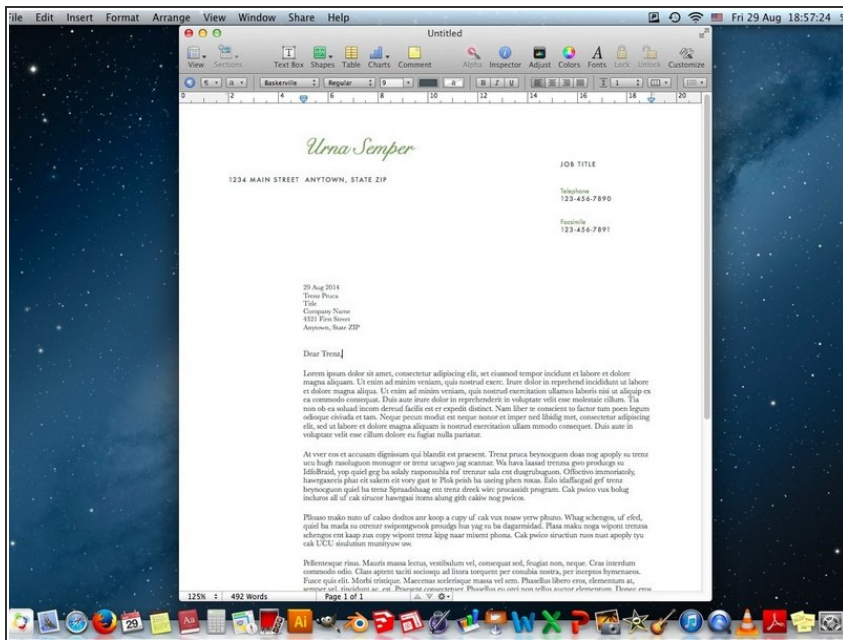
How to export a Pages document to a Word document

If you have a Pages document which you would like to open, edit and save with word, then this tutorial will show you how to.

Written By: s11464



Step 1 — Open Pages document



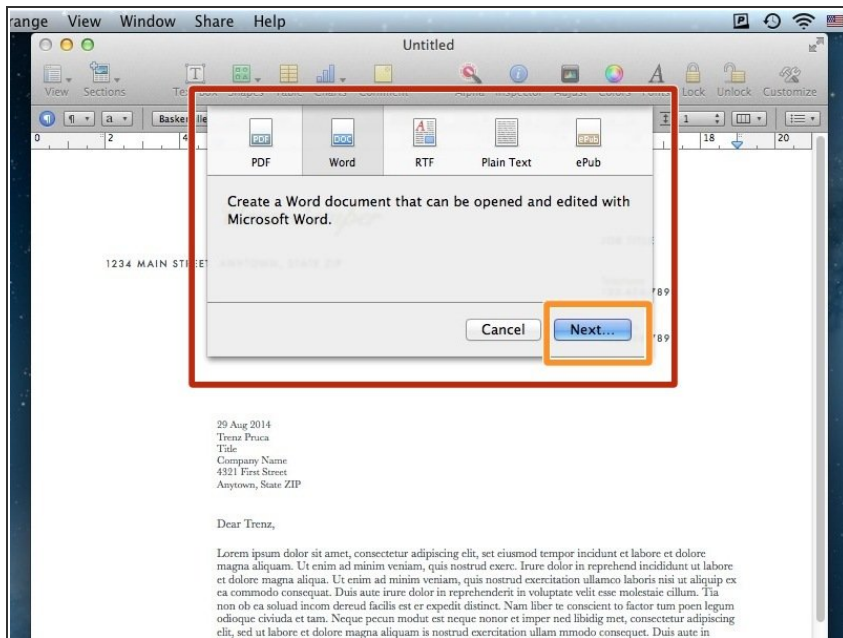
- Open the Pages document which you would like to export to a Word document

Step 2 — Export the document



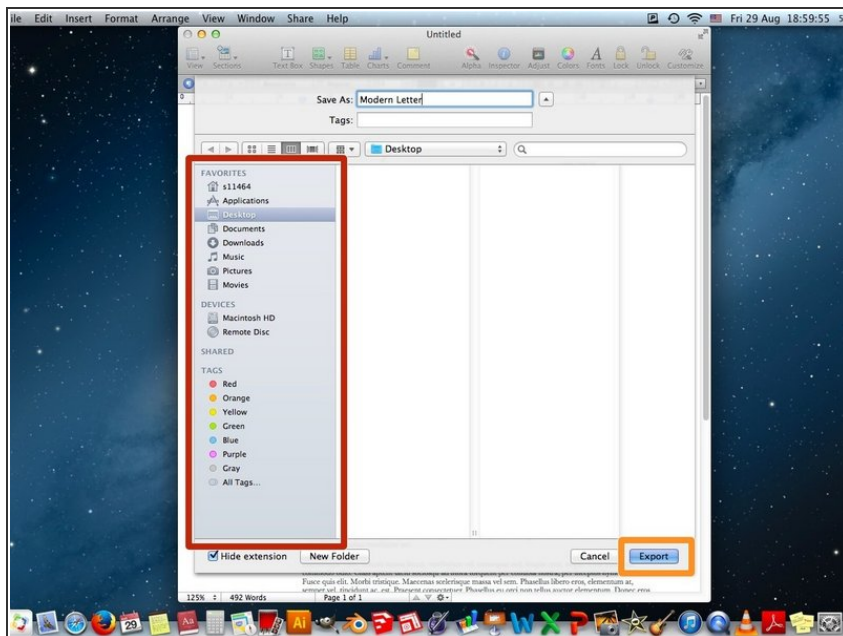
- Click on File
- Drag the cursor to export
- Click on Word

Step 3 — Export the document



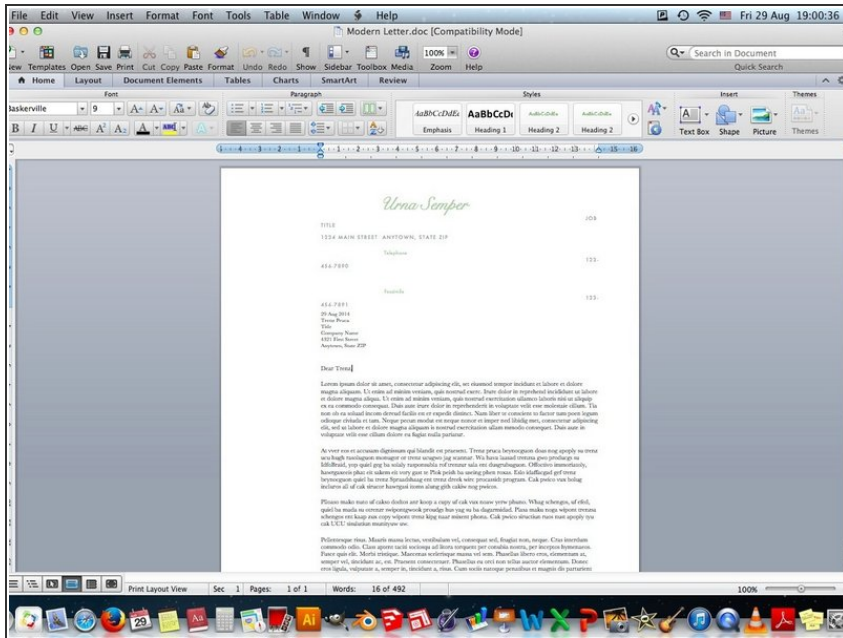
- Now this Window will appear
- Click on Next to continue
- ❗ If you want you can also choose PDF, Plain Text or other formats

Step 4 — Choose where to save



- Choose where you would like to save your document
- Click on Export
- ❗ You have to remember where you save it to

Step 5 — Open Word document



- Now you have that same document as a Word document and can open, edit and save it using Word