

Transferring Documents Between PCs and Macs

Some Things to Keep in Mind

Since the Macintosh can read from and write to disks formatted on a Windows PC it is easy to transfer documents between the two platforms.

Some things to remember:

- If you want to use a document on both platforms, it must be saved on a Windows PC formatted disk.
- When saving a file on the Macintosh, append the Windows extension to the end of the file name: .doc for Word, .xls for Excel, or .cwk for AppleWorks.

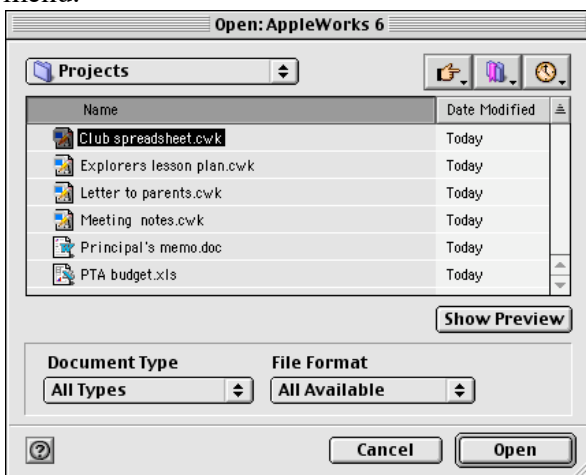
The following should be kept in mind whenever you want to use a document on more than one computer, even if they are of the same type.

- Whenever you are using different versions of a program on different computers, you need to save your document in the format of the earlier version. Use the Save As command from the File menu to do this.
- Different computers often have different fonts installed. When creating a document that will be used on another computer, it is a good idea to use common fonts (e.g. Times, Arial).

Opening a Word or Excel Document in AppleWorks

Follow the steps below to bring a Word document or Excel spreadsheet into AppleWorks. This process creates an entirely new AppleWorks document.

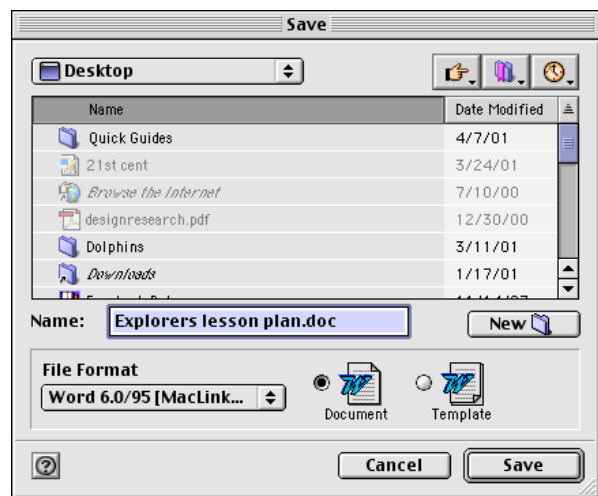
1. In AppleWorks, choose Open from the File menu.



2. In the File Format scrolling menu, select All Available.
3. Double-click on the name of the document that you wish to open.

Saving from AppleWorks to Word or Excel

Follow the steps below to (1) save an AppleWorks word processing document as a Word document or (2) to save an AppleWorks spreadsheet as an Excel spreadsheet. This process creates an entirely new Word or Excel document.



1. Open the AppleWorks document.
2. Choose Save As from the File menu.
3. In the Save As dialog box, type a name for the Word or Excel file.
4. Choose a format from the File Format pop-up menu. Choose a version of Word or Excel that is equal to or earlier than the one you will be using.
6. Click Save.