

To save a Pages document as a Word document:

1. In Pages, choose File > Export.
2. Choose the Word format for the document and click Next.
3. Type a new name for the document.
4. Choose where you want to save the document.
5. Click Export.

To open a Word document in Pages:

1. Find the document you want to open.
2. Hold down the Control key (ctrl) while you click one time on the document.
3. A drop down menu will appear. Move your cursor to Open With.
4. Another menu will appear. Choose Pages.
5. The Word document will open in Pages where it can be altered.