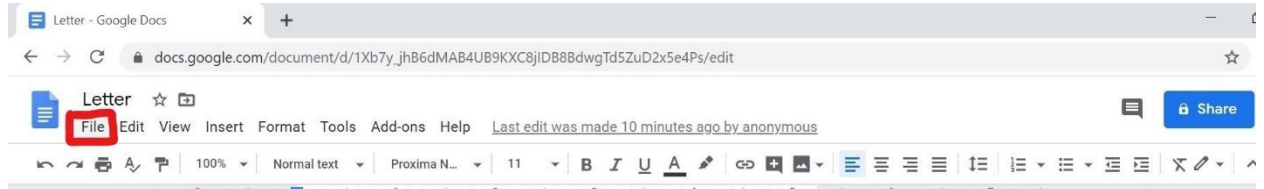


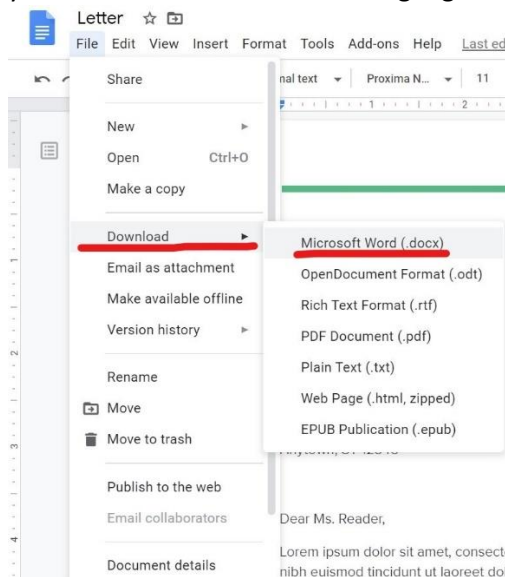
Saving a Document as a Word Document (docx) on Multiple Platforms

Google Docs

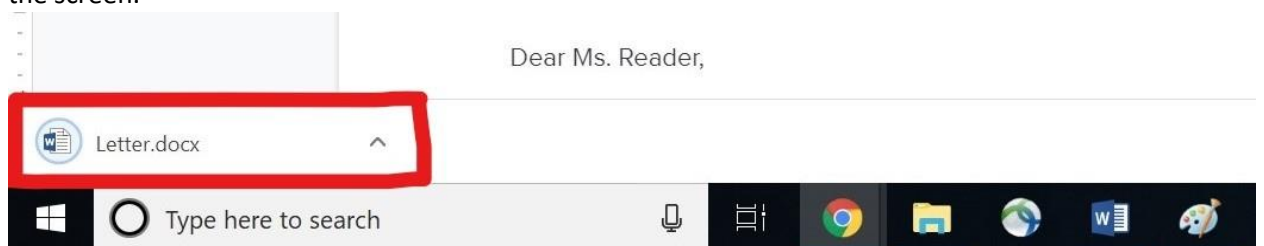
1. Locate the *File* tab, it will be in the upper left corner of the webpage.



2. Click the *File* tab button and look down the menu list and find the *Download* option. Moving your mouse over *Download* to highlight it and open up a side menu.



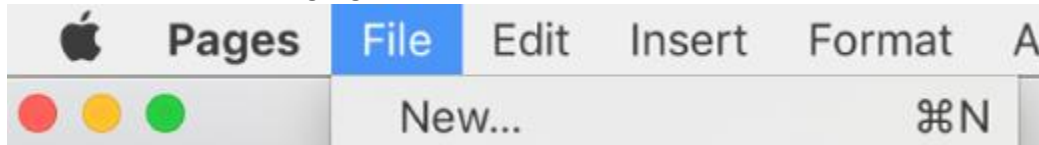
3. Click on Microsoft Word to start a download. A download progress will appear at the bottom of the screen.



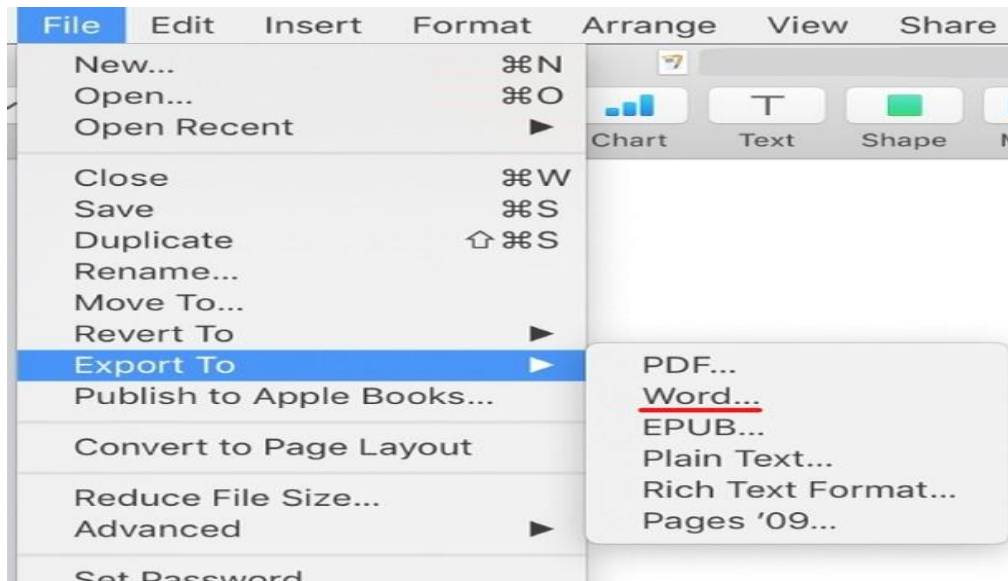
4. The file can be found in your Downloads in your computer's Files.

MacBook Pages

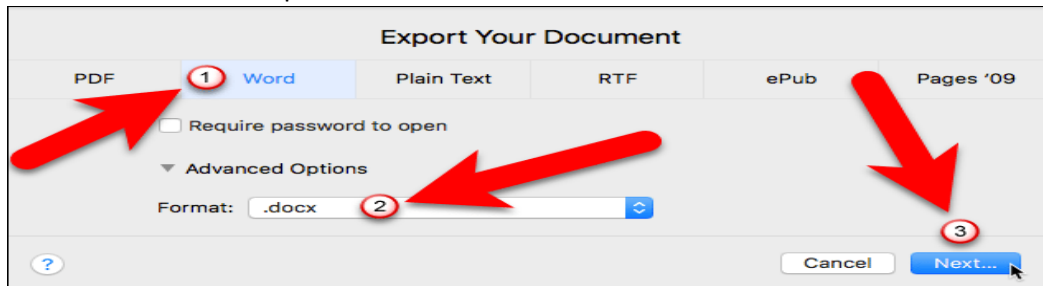
1. Locate the File tab and highlight it.



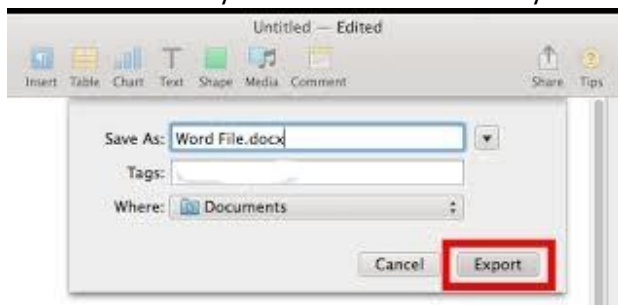
2. A menu list will appear, scroll down to *Export To* and highlight it. A sidebar menu will open, find Word and click on it.



3. Once Word is clicked a window will popup. Here you can change the type of file your document will be as well as add a password.

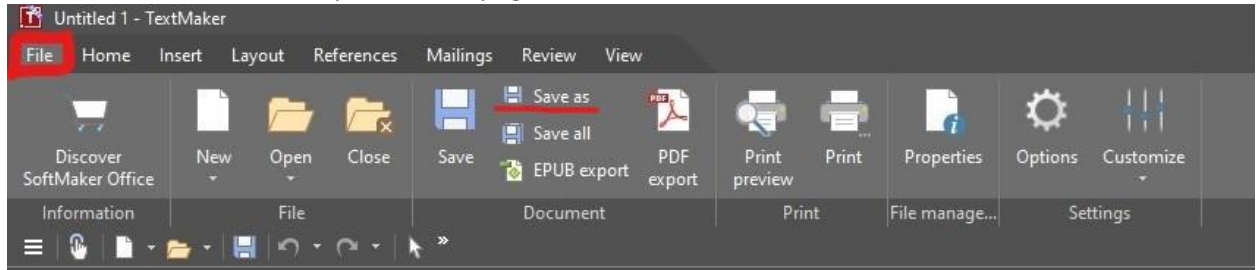


4. Finally there is the export window. Here you can change the name of the file as well as where the file will be stored. (By default the file will be stored in Downloads in your computer's file but it is recommended to put your files in a specific location or folder for easy retrieval). Once you are satisfied with your file name and where you are storing it hit export.

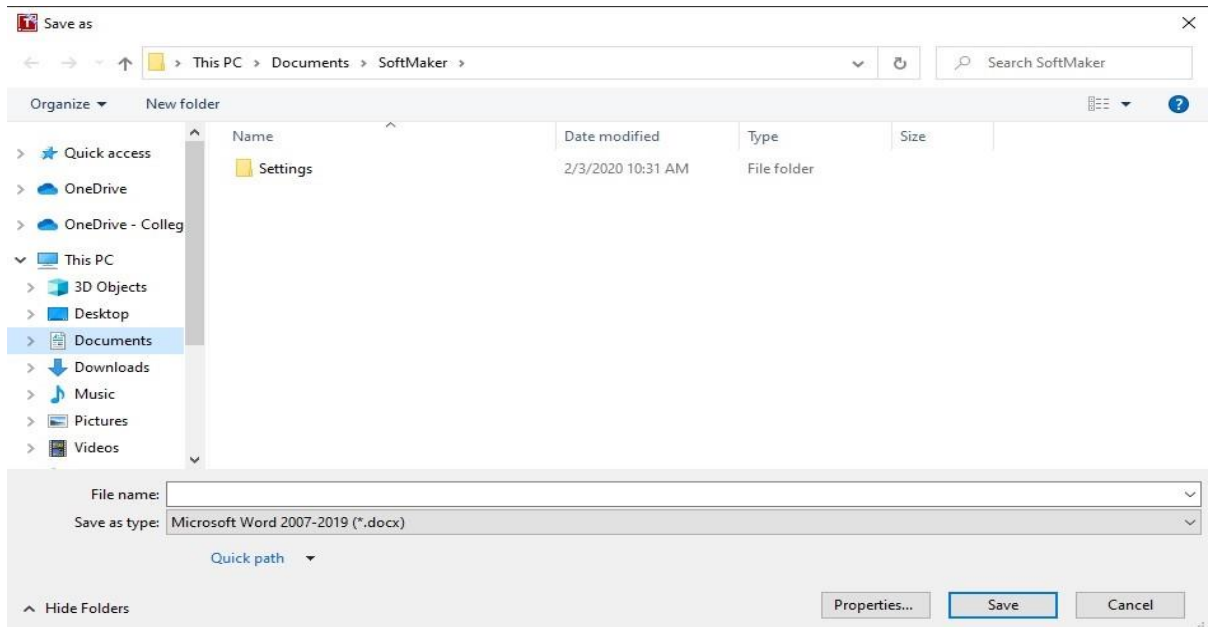


SoftMaker TextMaker

1. Select the *File* tab on the top left of the page, afterward locate the *Save As* button.



2. A Files window should open up after clicking the *Save As* button. Here you add a name to the file and click *Save* to save the document.



* The default area is a folder called SoftMaker in your computer's Documents. You can change this location by simple clicking on a different folder before clicking Save.

Website References

- Google Documents to Microsoft Office Format - <https://www.howtogeek.com/howto/7654/how-to-export-documents-from-google-docs-to-your-computer/>
- Apple Pages to Microsoft Word - <https://trendblog.net/convert-apple-pages-microsoft-word/>
- Document Converter¹ - <https://www.aconvert.com/document/>

¹This site will let you convert a file to a Word (docx) but the formatting may change or the document might lose some data (words/sentences) during the convert. **USE THIS AS A LAST RESORT**

IT Help

- If you need additional assistance please submit a ticket at <https://help.cmn.edu/> or call the IT Helpdesk (918) 549-2822