

MACINTOSH COMPUTER USERS:

Exporting Pages Documents to Other File Formats from Pages09/iWork

If you want to share your Pages documents with those who aren't using the latest version of Pages, you can **export** your document to file formats that they may be able to use on their computers or other devices:

PDF:

You can view PDF files in iBooks, and view or print them in Preview and Safari. You can edit them with a PDF application. Fonts used in the Pages document are preserved in the PDF file.

Hyperlinks in your Pages document are exported to the PDF file. Hyperlinks are also created in the PDF file for table of contents entries, footnotes and endnotes, webpages, email addresses, and bookmarks.

Microsoft Word:

You can open and edit Microsoft Word files in Microsoft Word on a computer running Mac OS X or Windows. Because of text layout differences between Microsoft Word and Pages, an exported Word document may contain a different number of pages than its Pages counterpart. You may notice other differences, as well, for example, table layouts and some special typographic features may not be identical. Some graphics (particularly those using transparency) may not display as well. Charts created in Pages appear as MS Graph objects, which you can edit in Microsoft Word.

The Queensland Probian requires your contribution to be in Microsoft Word format.

RTF:

You can open and edit RTF files in many different word processors. RTF files retain most of the text formatting and graphics.

Plain text:

You can open and edit plain text files in many text editing applications, such as TextEdit. Exporting to plain text removes all document and text formatting, and images aren't exported.

ePub:

You can open ePub files for reading in the iBooks application on an iPad, iPhone, or iPod touch, or in any ePub file reader. After you export your document to ePub format, you must transfer it to your device to read it in iBooks. To learn more about optimizing a document for ePub format, exporting it, and transferring it to your device, see "Creating an ePub Document to Read in iBooks" on page 257

If your Pages document is password-protected, the password-protection is removed from the new file that's created upon export. However, if you export to the PDF file format, you can apply a new password at the time of export.

To export a document to PDF, Microsoft Word, RTF, or plain text file formats:

- 1 - Choose Share > Export.
- 2 - Select the document format that you want from the options shown across the top of the Export window. If you're exporting to PDF, you must choose an image quality (a higher image quality results in a larger PDF file):

Best: Image resolutions are not scaled down.

Better: Images are downsampled to 150 dpi. Images without transparency (alpha channel) are JPEG-compressed by 0.7.

Good: Images are downsampled to 72 dpi. Images without transparency (alpha channel) are JPEG-compressed by 0.9.

To learn about creating a password for your PDF document, see "Password-Protecting Your Document" on page 36.

- 3 - Click Next.
- 4 - Type a name for the document.
- 5 - Choose where you want to save the document.
- 6 - Click Export.

To learn about creating a document that can be opened in Pages '08, see "Saving a Document as an iWork '08 or Microsoft Word Document " on page 260. To learn about sending a Pages document to iWeb, so you can use it in your website, see "Sending a Pages Document to iWeb" on page 264

IPAD USERS

Send a copy of a document from iPad version of Pages (Pages 08)

You can send a copy of a document that recipients can open and modify however they want on their own computers and devices. Their changes don't affect the original document or any other copies of the document.

If recipients of the document use different software from you, you can choose another format for the copy you're sending. For example, you can send a copy as a PDF, as a Microsoft Word document (.docx or .doc), or as an ePub that recipients can open in iBooks.

Send a copy

1. Do one of the following:

- *If the document is open:* Tap , then tap Send a Copy.
- *If the document is closed:* Tap , tap Send a Copy, then tap the document.

2. Tap a format (Pages, PDF, Word, or ePub).

If you're not sure whether your recipient has Pages or Word, choose PDF. Recipients can open and read a PDF but not make changes to it.

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3. Tap an option for sending:

- *AirDrop:* Tap a recipient. The recipient must accept your document before it's sent.
- **Mail**, Messages, or another service: Tap More to add another service to the options. You set up other services in Settings, accessible from your device's Home screen.
- *iCloud Drive or another file provider:* Tap "Send to." If the location you want is open, tap a folder, then tap "Export to this location." To choose a different location, tap Locations, tap a service in the menu (you may need to turn the service on), then tap the "Move to" button to confirm. If you don't see a service or provider in the menu, make sure it's installed on your device.
- *Upload to a computer, server, or file provider:* Tap iTunes, WebDAV, or More (to add a third-party service).

4. Provide the requested information (an email address if you're sending an email, for example) then send or post the copy.

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Editor

Queensland Probian