

Converting Apple Pages or Google Docs

Most instructors cannot read Apple's PAGES or Google Docs files. If you use these files, you must convert the files to DOC, DOCX or PDF format in order for your instructor to read the document. The instructions to convert documents to these formats are below.

Apple Pages Files to DOCX or DOC

- Open the desired document. (Make sure all edits are completed before continuing!)
- Click on "FILE" at the top of the document
- Scroll down to Export To and select the Word or PDF option
- Under the advanced options, select either the doc, docx or PDF format and click NEXT
- Give the new file a name, select the folder you wish to use to save the document
- Click export

After the export has finished, submit the file in Moodle.

For more detailed information:

<https://support.apple.com/en-us/HT202227>

Google Docs to DOCX

- Open the desired document. (Make sure all edits are completed before continuing!)
- Click on "FILE" at the top of the document
- Hover over the Download As option and select Microsoft Word (docx) or PDF (note: There are other format options – for homework purposes use either PDF or docx)
- When the "save as" window appears, save the document (on a flash drive, your desktop, or My Documents – just remember where)

After the save has finished, submit the file in Moodle.

For more detailed information:

<https://googledrive.in30minutes.com/how-to-convert-google-docs-files-to-word-or-pdfs/>

CloudConvert Online File Converter

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