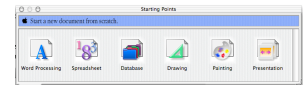




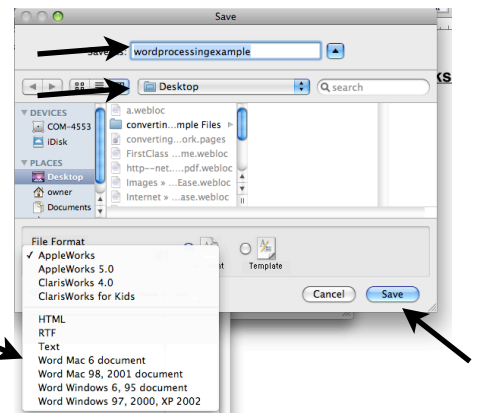
# Converting Appleworks Files



## Converting a Word Processing Document:

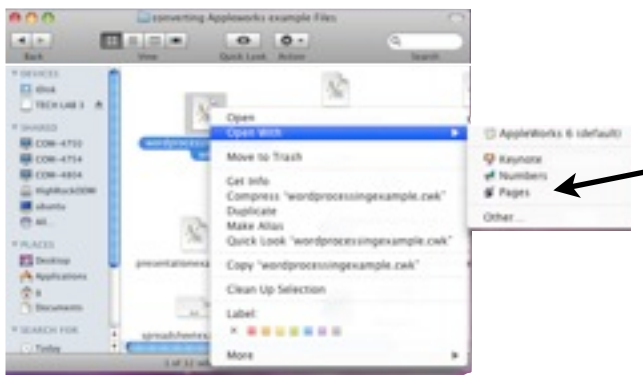
### To Word:

1. Open your Appleworks Word Processing File
2. Go to **File > Save As**
3. Name your File, Choose your Location
4. Choose the **File Format**- Word Mac 6 or Word Mac 98
5. Click **Save**



### To Pages:

1. Open your **Finder** and find your file, do not open it
2. Hold the control key down and click with your mouse (or right click). A pop-up menu will appear.
3. Choose **Open With > Pages**
4. Your document will open in Pages. Remember to save as a pages file!



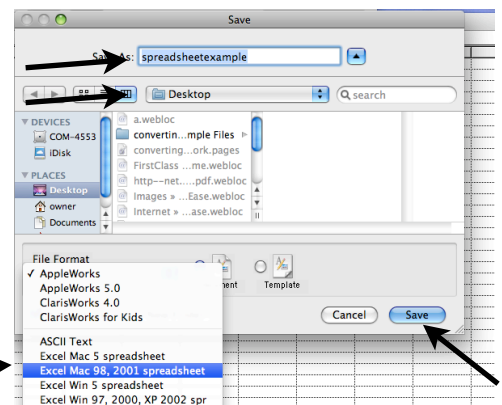
### Or

1. Open Pages
2. Go to the file **Menu > Choose Open > Open your Appleworks Word Processing file** (Don't forget to save as a pages file.)

## Converting a Spreadsheet Document:

### To Excel:

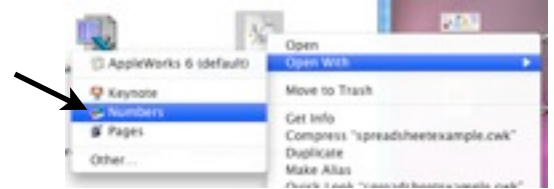
1. Open your Appleworks Spreadsheet File
2. Go to **File > Save As**
3. Name your File, Choose your Location
4. Choose the **File Format**- Excel Mac 5 or Excel Mac 98
5. Click **Save**



# Converting Appleworks Files

## To Numbers:

1. Open your **Finder** and find your file, do not open it
2. Hold the control key down and click with your mouse (or right click). A pop-up menu will appear.
3. Choose **Open With > Numbers**
4. Your document will open in Numbers. Remember to save as a Numbers file!



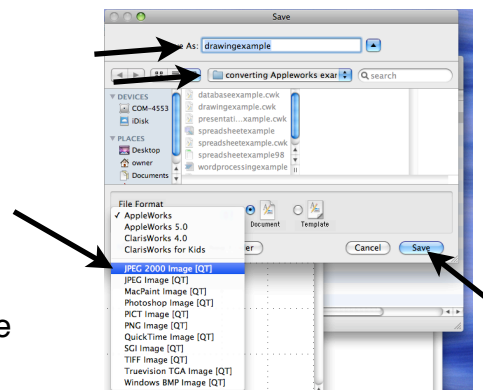
## Or

1. Open Numbers
2. Go to the file **Menu** > Choose **Open** > Open your Appleworks Spreadsheet file (Don't forget to save as a pages file.)

## Converting a Drawing or Painting File:

### Create a Picture File- JPG (will not be editable)

1. Open your Appleworks Drawing/Painting File
2. Go to **File > Save As**
3. Name your File, Choose your Location
4. Choose the **File Format**- JPG 2000 Image or JPG Image
5. Click **Save**



### Copy and Paste (to create an editable file)

1. Open your Appleworks Drawing/Painting File
2. Hold down the command button and press A to **Select All** (all the items in your document should be highlighted)
3. Go to **Edit > Copy** (Command C) This puts the items in your computers memory to be pasted into another file
4. Open an **Appleworks Word Processing** file
5. If you don't have the tools palette visible, select **Show Tools** from the **Window** menu. Click on the arrow pointer at the top of the tools palette. (This deactivates the insert text cursor and allows you to insert drawing objects)
6. Go to **Edit > Paste** (Command V) This will copy all the items you selected as one item into the Word Processing document as editable items.
7. **Save** your file as an **Appleworks Word Processing** document
8. Follow the directions to open in **Word** or **Pages** on page 1

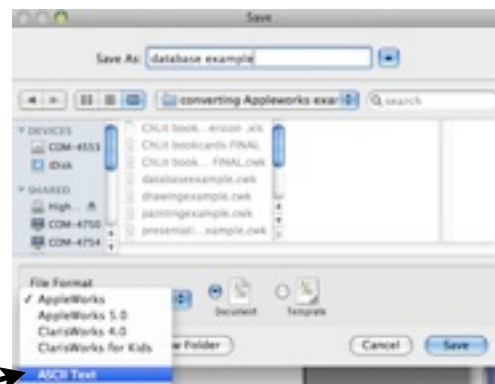


# Converting Appleworks Files

## Converting a Database File:

### To Excel/Numbers:

1. Open your **Appleworks** database file
2. Save As ASCII Text file, close **Appleworks**
3. Open **Excel** or **Numbers**
4. In Excel/Numbers: File > Open your ASCII File > Use the default settings (Delimited, Tab, General) if asked
  - \* It will bring your database in as a spreadsheet. You will need to re-create the column headings.



Or

Control click on the icon in your documents folder > Open with Excel or Numbers (see page 1)

## Converting a Presentation File:

### To Keynote:

1. Open your **Finder** and find your file, do not open it
2. Hold the control key down and click with your mouse (or right click). A pop-up menu will appear.
3. Choose **Open With > Keynote**
4. Your document will open in Keynote. Remember to save as a Keynote file!



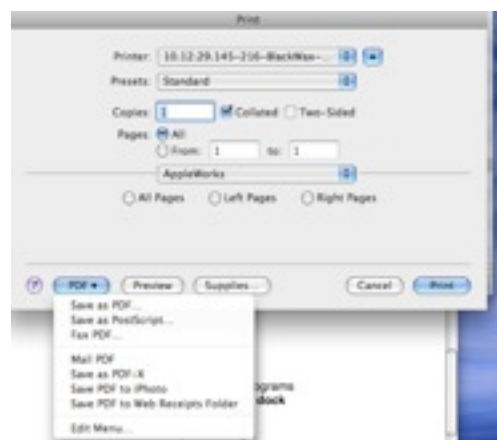
Or

1. Open Keynote
2. Go to the file **Menu** > Choose **Open** > Open your Appleworks Presentation file (Don't forget to save as a pages file.)

## Saving as a PDF:

A PDF file can be opened on any computer- Mac or PC. It does not matter what version of the program you have and it never loses it's formatting. BUT... you can not edit a PDF. This file format is great for publishing to the web (Unless you want your students to use it as a template)

1. Open your Appleworks file
2. Choose File > Print
3. Choose Save as PDF
4. In the file name remove the .cwk file extension
5. Save the file the correct location with an appropriate file name



### Notes:

- 🖱️ All Appleworks files have the extension .cwk
- 🖱️ Some of your formatting may change because of the difference in programs
- 🖱️ **You can also drag and drop the file onto the iWork icon on your dock**