

# Converting AppleWorks Documents to Work on the PC

1. Create a folder to store your converted files. Drag down from File > New folder and release. You will see an untitled folder appear on your desktop.
2. Click once on the name “untitled folder” and type in your name and converted. Example: Barton – Converted
3. Later when all files have been converted and we are ready to move to our new computers, these folders will be saved with your documents on server, so they can be transferred to the new PC server.

## For Word Processing Documents:

1. You must open the file you wish to convert or if you are creating a new file that you wish to use on your new computer, follow these same steps.
2. Drag down from File > Save As – type in the name of your document. If it has the tag .cwk after the title, delete it and replace it with .doc (that’s a period and doc)
3. Directly under the name of the document, you will see File Format – Pull down to the last option to select: Word Win 97, 2000 (MacLink AW)
4. Before you click Save, you must navigate to the Converted folder you created on your desktop. Near the top of the Save window, you will see a dropdown menu that probably says Documents. Click and hold, scroll down until you see Desktop. Find your Converted Files folder in that window and double click to open it. Then click Save.
5. You may create folders inside of your Converted file if you wish to organize your data.

## For Spreadsheet Documents:

1. Saving a spreadsheet is similar to the steps above. There is one change in step #2 and one change is step #3
2. File > Save As. Erase any tag name at the end of the file name. Replace it with the tag .xls (that’s period and xls)
3. The File Format you will select is: Excel Win 97, 2000, XP . .
4. Before you click Save, you must navigate to the Converted folder you created on your desktop. Near the top of the Save window, you will see a dropdown menu that probably says Documents. Click and hold, scroll down until you see Desktop. Find your Converted Files folder in that window and double click to open it. Then click Save.

## For Documents Created In Microsoft Word, Excel and PowerPoint

Any document created on the Macintosh computer using any of the Microsoft applications will convert over to the Mac as long as when you save your document, you click “Append file extension”. This will add .doc to Word documents, .xls to Excel documents and .ppt to PowerPoint documents. You can also type these extensions manually to any file you have created using these applications.