


## Saving a document in a Different File Format

(For Apple Works 6)

### File Format Definition:

A file format refers to the type of application a document was saved in. For example the file format for this document is AppleWorks (WP). The “WP” stands for “word-processor”. You can identify the file format in several ways:

A. The document icon in your folder or on the desktop will have the picture of the file type → 

B. If your “Finder Preferences” is set up to show “file extensions” it will show up in the document name. A file extension is associated with the application the document was saved in. You can identify the extension by the dot (.) followed by three letters. These letters will vary depending on the type of application. Below is a list of a few:

- ◆ AppleWorks file extension is: **.cwk**
- ◆ Microsoft Word file extension is: **.doc**
- ◆ Microsoft Excel file extension is: **.xls**
- ◆ A Portable Document File (PDF) extension is **.pdf**
- ◆ Rich Text Format (RTF) file extension is **.rtf**



C. When the folder on your desktop has its preference set up in “list view” (“detail view” for PC Windows), under the “Kind” column the application name will appear.

Name	Date Modified	Size	Kind
busCardPRC.cwk	9/16/03, 7:53 PM	704 KB	com.apple.appleworks.document
InternetConnectionWRD	9/16/03, 11:15 PM	368 KB	Document
NewInternetSettings9-17-03.cwk	9/17/03, 10:56 PM	324 KB	com.apple.appleworks.document
PPValeroBkup8-25-03	8/25/03, 12:42 AM	84 KB	Palm Desktop User Data
PracticePDF.pdf	9/16/03, 7:39 PM	108 KB	PDF
PracticePDF.pdf.cwk	9/16/03, 7:52 PM	188 KB	com.apple.appleworks.document
StockTalk- APPLE COMPUTER&virus	9/3/03, 9:38 PM	56 KB	WAFF

### Sharing Documents with Others:

If you don’t take the time to save the document you are going to share in the correct file format, the person(s) on the other end may not be able to view it. This can frustrate you and the receiving the file. If the file is sent to a client or a potential employer in the wrong file format, this can be embarrassing and may cost you a business opportunity.

You have several options in sharing your document so that others can view them on their computers:

1. The best way is to find out the type of computer (Apple or PC) and its operating system (Apple OS 9 or X, Windows 98 or XP, etc.) as well as the type of application & version they will be viewing your document in, like: AppleWorks 6.0 for Apple OS X, MS Word 5.1 for the Apple OS 8.1, MS Word 97 for Windows 98. Once you know the operating system and application type, you can do a “Save As...” under your “File” menu and then rename the document and save it in the correct file format. (See below for instructions.)
2. If you are unable to find out the type of computer, operating system and application & version the person has who will be receiving your file, you can guess: Select the most likely version and then do a “Save As” in that format.
  - A. For a **word-processor**: Most users have Microsoft Word for Windows 97, 2000, ME, or XP
  - B. For a **spreadsheet**: Most users have Microsoft Excel for Windows 97, 2000, ME, or XP

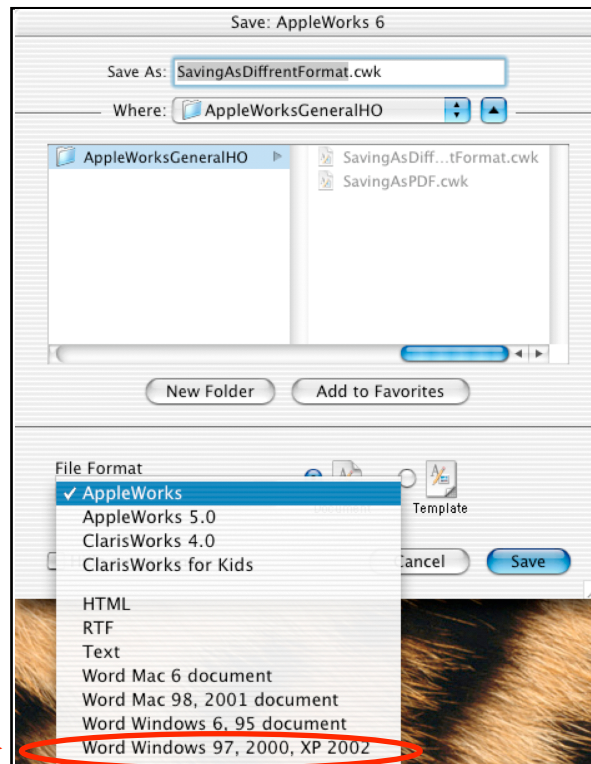
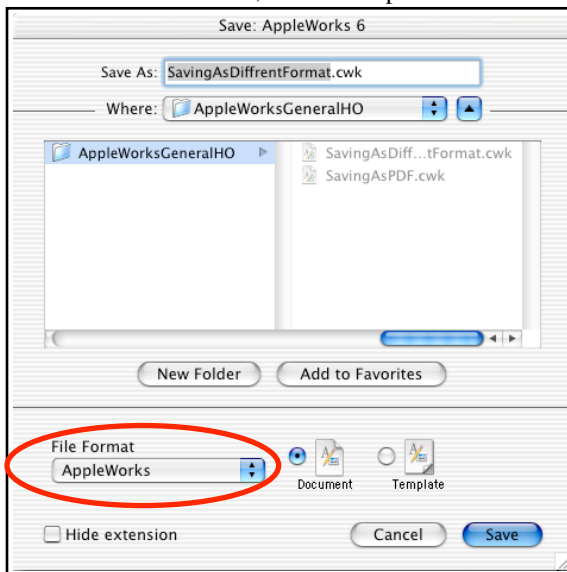
**NOTE:** When you email your document as an attachment, make sure you tell the recipient the type of file format the document was saved in (e.g.: Microsoft Word 2002, AppleWorks 6, Excel 97). And let them know that if they do not have this application they can inform you of their system stats and then you can resend them the document in the correct file format.

3. For a word-processing document, you can also save your document in a “**Rich Text Format**” (RTF) or “Text”, but special formatting & elements like font type, Word Art, inserted images, and links may not be retained.
4. Save your document in PDF (Portable Document Format). This format has become a standard for viewing documents, manuals and forms on-line as well as on your computer. When you save a file in this format, it allows others to view your document without have to own the software application. In addition, the document layout and formats you incorporated into your document generally are retained as you originally created it. (For AppleWorks, see “Saving a Document in a PDF Format” handout for instructions.)

**“Saving As” a Different File Format:**

After you have finished the document and it has been saved:

1. **Select** the “File” menu, then **select** “Save As...” **NOTE:** The dialogue box that opens may look different depending on your Operating System (OS 8, OS 9, OS X) and the type of printer you are using.
2. When the dialogue box appears, **rename** the file in the “Save As” text box.  
(I include PC or MAC & an abbreviated name of the application in the name:  
e.g.: “ResumeMacWRD” or “ResumePCwdpft”).  
**IF** it is for a PC, the document name **must have a file extension** (i.e. .doc, .xls, .cwk, .pdf).  
**IF** the file extension is missing when the recipient receives it, s/he can also rename the file to include the file extension to the document name (e.g. “ResumePCwrd.doc”). This should enable the file to open up.
3. Next to the “Where”, use the drop-down menu to **designate the folder** you will save the document in.
4. Under “File Format”, use the drop-down menu to **select the correct file format**.



To save a file in a format that a PC Windows computer can open in MS Word, it's safe to select "Word Windows 97, 2000, XP 2002".

5. **Press** “Save”. A new document will be saved in the file format you selected.