

## Converting documents to word, Excel and PDF on an Apple Mac computer or laptop

We recommend you create the child folder you wish the converted documents to be saved in before you start. This will help if you are applying for a multi licence and need to zip the folders before upload. Help in creating folders on an [Apple machine](#) is available.

**Please note:** Numbers documents should always be converted to Excel not PDF as we need to be able to extract the information

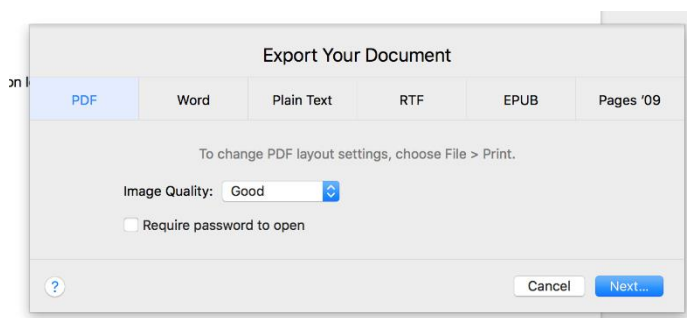
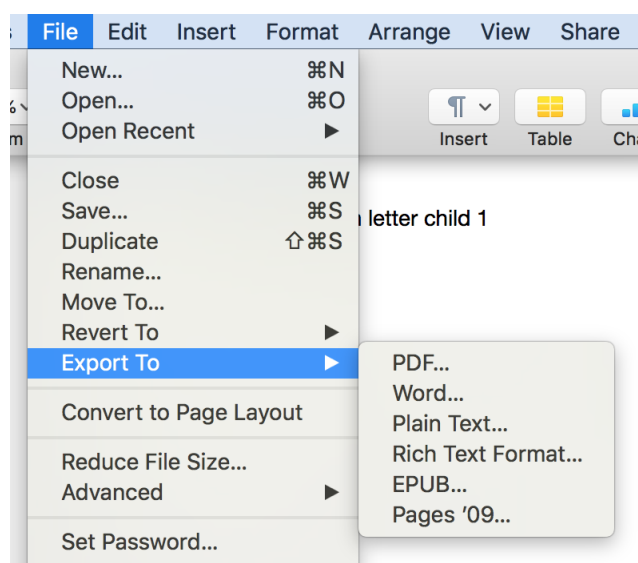
Open the document you wish to convert and click 'file' then 'export to'.

For Pages documents select either PDF or Word

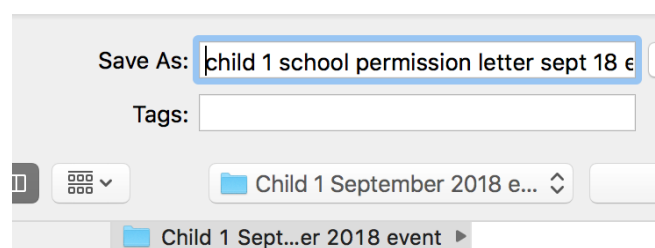
For Numbers documents you will be offered Excel

In this example select PDF

Click Next



Enter the name of the document and select the child's folder you wish to place the document in



You will now see your document in the folder saved as a PDF

