

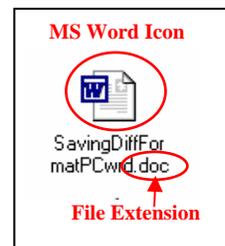


Saving a document in a Different File Format (For Windows)

File Format Definition:

A file format refers to the type of application a document was saved in. For example the file format for this MS Word document is **.doc** (for 2003 and earlier versions). You can identify the file format in several ways:

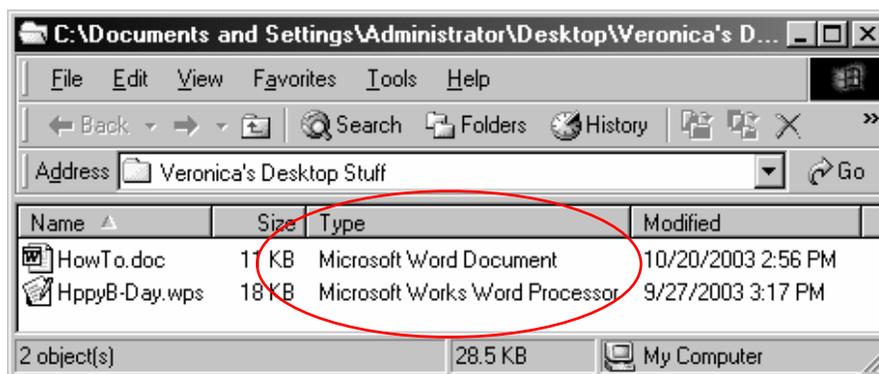
- A. The document icon in your folder or on the desktop will have the picture of the file type. The example to the right has a blue “W” for MS Word:
- B. If your “Folder Options” are set up to show “file extensions,” the extension will show up in the document name. A file extension is associated with 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 common extension:



- ◆ Microsoft Word (PC-2007 & Mac 2008): **.docx**
- ◆ Microsoft Word (earlier versions): **.doc**
- ◆ Microsoft Excel (PC-2007 & Mac 2008): **.xlsx**
- ◆ Microsoft Excel (earlier versions): **.xls**
- ◆ Microsoft PowerPoint (PC-2007 & Mac 2008): **.pptx**
- ◆ Microsoft PowerPoint (earlier versions): **.ppt**
- ◆ Microsoft Works (word-processing): **.wps**
- ◆ AppleWorks (Mac word-processing): **.cwk**
- ◆ A Portable Document Format (PDF) X-platform*: **.pdf**
- ◆ Rich Text Format (RTF) X-platform*: **.rtf**
- ◆ Plain Text X-platform*: **.txt**

**X-platform= Cross Platform: most Mac and PC applications can open these documents.*

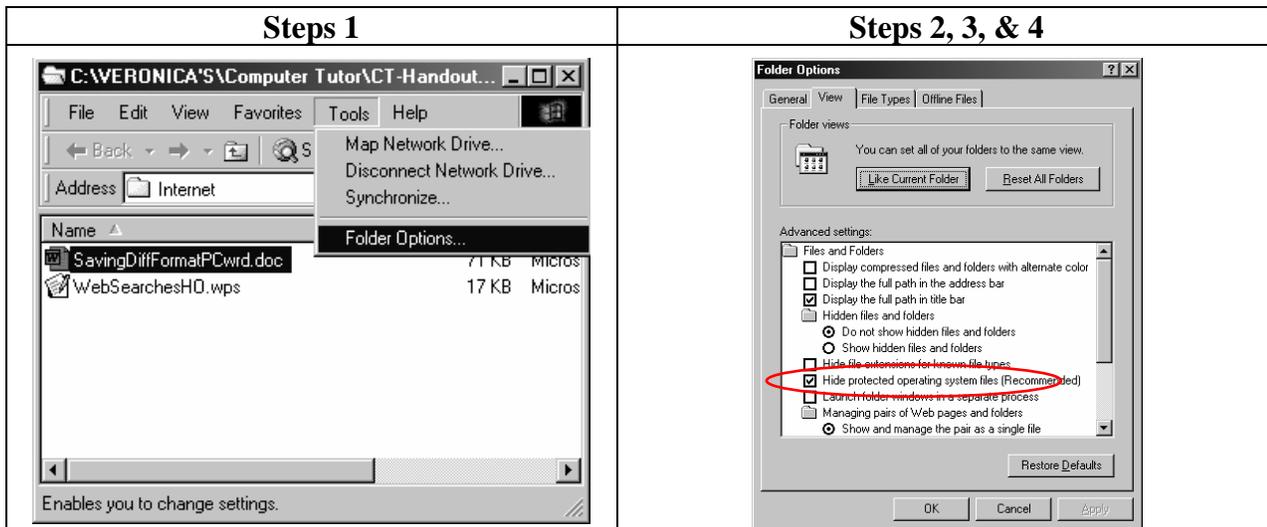
- C. When the folder on your desktop has its preference set up in “Detail” view, (under the “View” menu), the application name will appear under the “type” column.



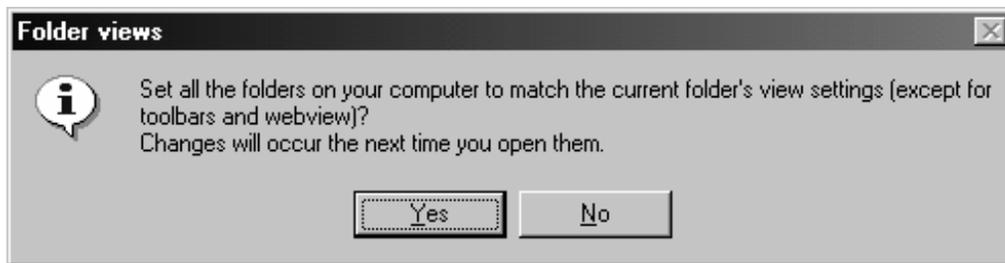


How To View File Extensions:

1. **Open** a “Browser Window”: **Select** “Tools” menu, then **select** “Folder Options”.
2. When the “Folder Options” dialog box appears, **select** the “View” tab.
3. Use the scroll bar on the right to locate “Hide file extensions for known file types”.
4. If the box has a checkmark in it click on it to remove it.



5. Accept Changes to your “Folder Options”:
 - A. To make changes to just this folder, **press** “OK”.
 - B. To make changes to all the folders on your computer, **press** “Like Current Folder”,
 - ◆ When the “Folder views” dialog box appears (see below), **select** “Yes”,
 - ◆ Then **select** “OK” in the “Folder Options” dialog box.



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 open and view the document. This can frustrate you and the person receiving the file. If it's to a client or potential employer, this can be embarrassing and may cost you a business opportunity. You have several options in sharing your documents so that others can view them on their computers.



1. **KNOW RECEIVER'S APPLICATIONS:** The best way is to find out what computer and application the receiver is working on. Is it a Mac or PC? And, what application will the document be opened in? For example, these are various applications for a word-processing program: **For PC:** MS Word 97, MS Word 2002 (or XP), WordPerfect: MS Works. **For the Mac:** MS Word 5.1, MS Word X, AppleWorks 6.0. If the receiver doesn't own the application and there is no cross-platform format that you can save the document in, then the receiver may not be able to open the application. The exception is the PDF format: most any application can be converted to a PDF format and be viewed on both Macs and PCs. See below for more info.

Once you know which application, 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. **UNKNOWN APPLICATIONS:** If you are unable to find out which application & version the receiver will use to open the document, you can guess and select the most likely version and do a "Save As" in that file format:
 - A. **For a word-processor:** Most users have Microsoft Word for Windows: 2000, 2002 (XP), 2007
 - B. **For a spreadsheet:** Most users have Microsoft Excel for Windows: 2000, 2002 (XP), 2007
3. **RTF FORMAT:** For a word-processing document, you can also save your document in a "Rich Text Format" (RTF). Most word-processing programs will be able to convert the document. But, be warned: the formats you use (like: font style, WordArt, inserted pictures, color, and margin settings) may not be retained, or they maybe modified. If you insert pictures and graphics, the document file size may also be larger. You can also use the Plain Text (.txt) format, but only use this format if it's straight text with no formats, pictures, or advanced features found in high-end programs, as they most likely will not be converted in the .txt format.
4. **PDF FORMAT:** If you do not want your document edited, but just viewed, the best option is to save your document in PDF (Portable Document Format). This is also the option to use if you do not know what application the receiver owns. 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 the receiver to view your document without having to own the software application. In addition, the document layout and formats you incorporated into your document are usually retained as you originally created the document. Generally, you cannot edit a PDF file unless you own software that allows this. To create a PDF file, you will need the Adobe Acrobat application (www.adobe.com) or you can download free PDF making software with limited functions from reputable online websites. Many software manufactures are also including a simple PDF tool with their applications.

Using "Saving As" to save a file in a different file format:

After you have finished editing the document, **save it:** Go to "File" menu and select "Save" (Or, S+Ctrl). Then:

1. **Select** the "File" menu, then **select** "Save As..."
2. The "Save As" dialog box will appear.



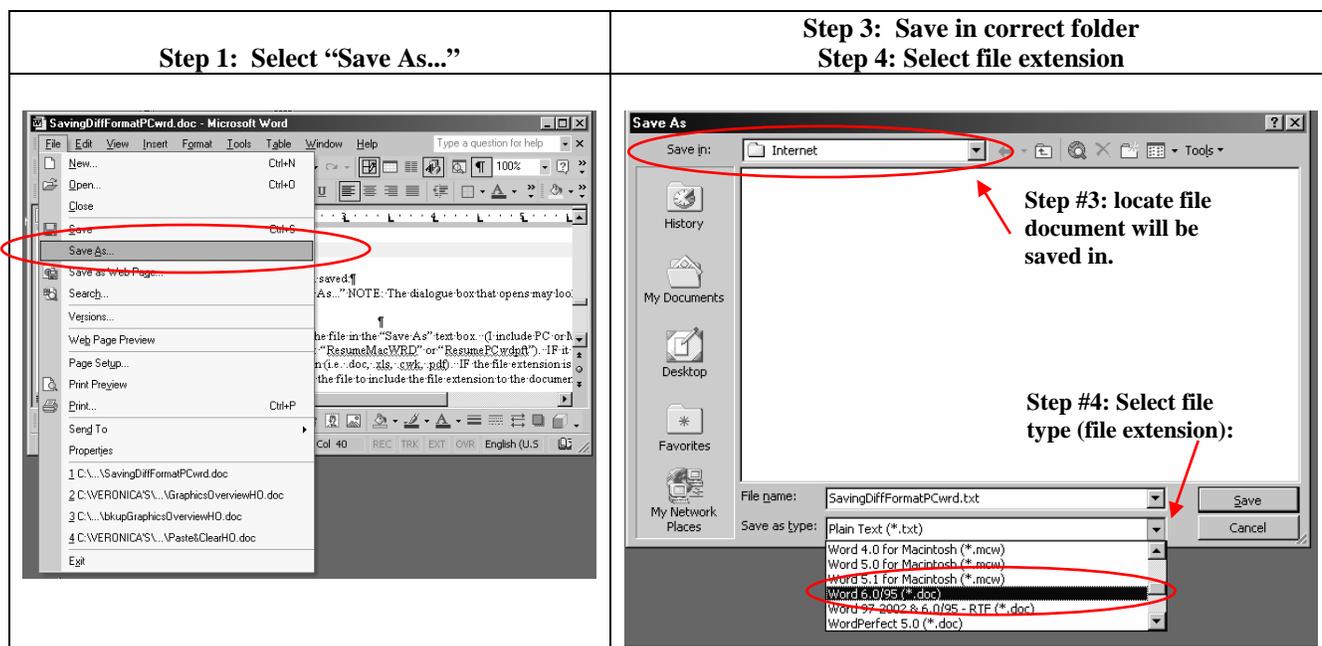
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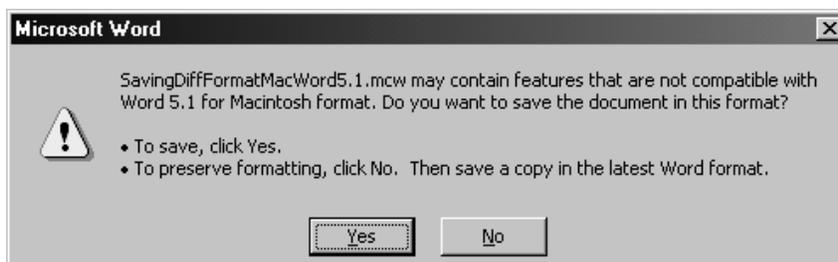
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- At the top of the screen, next to “Save in”, **use the drop-down menu to select** the folder you will save this file in. (**Or**, click on the icons on the left pane (“My Documents”, “Desktop”, etc.) to locate the desired folder.)
- At the bottom of the screen, next to the “Save as type”, **use the drop-down menu to select** desired file type, such as: Plain Text (*.txt), Rich Text Format (*.rtf), Word 6.0/95 (*.doc), WordPerfect 5.0, (*.doc), etc. (see diagram below).
- Rename your file** and then **press** the “Save” button.



- After you press the “Save” button, a similar dialog box may appear:



- Select “Yes”** and **realize** that there are no guarantees on how the document will appear. For a word-processing document, if it is a straight text with no format features (like color, borders, shading, or graphics), the document should be readable to the party receiving it.

About Fonts: It is also recommended to use a standard font like “Times New Roman” or “Helvetica”. If you choose to use a special font and if the party receiving your attachment does not have that font, their application will use a “default*” font. This may affect the appearance and layout of your document.

**Default definition: a standard style, format, or set up that is determined by Microsoft or customized by the user.*