

Save a document in another format

To create a copy of a Pages document in another format—Microsoft Word, PDF, plain text (.txt), ePub, or Pages '09—you *export* the document in that format. Exporting creates a copy of the document in the new format, and it's useful when you're sending the document to people who may use different software from you. Any changes you make to the exported document don't affect the original.

Note: You can't export [page layout documents](#) in ePub format.

Export in another format

1. Choose File > Export To > [*file format*] (from the File menu at the top of your computer screen).
2. Specify export settings, depending on the file type:
 - *PDF*: Choose an image quality. The higher the image quality, the larger the file size of the exported copy.
 - *Word*: Click the Advanced Options disclosure triangle to choose a format. If you select the “Require password to open” checkbox, enter the requested information.
 - *ePub*: Enter the title and author name, then choose a category from the pop-up menu if you want your book to appear in a particular category. Click the Advanced Options disclosure triangle to set the language and book cover.
 - *Pages '09*: Select the “Require password to open” checkbox, then enter the requested information.

Note: The password you set protects only your exported copy, not the original file. To set a password for the original document, see [Password-protect a document](#). If the original file already has a password, it applies to the exported file as well.

3. Click Next, then type a name for the document.

The file extension is automatically appended to the document name.

4. Enter one or more [tags](#) (optional).
5. Choose where to save the document from the Where pop-up menu, then click Export.

To see more locations, click the arrow next to Save As.

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