

Sending Documents between Platforms (MACINTOSH vs. WINDOWS)

Lexington Public Schools is primarily a MAC-based school system, however, we have some WIN-platform machines. Guidance counselors, some administrators, and some secretaries now have WIN-platform computers because of our new management software.

If you are using a MAC and are sending a document to someone who has a computer with Windows, the recipient will be able to open it more easily if you add an extension prior to sending it.

- For example, when sending an Apple Works document, you would save it as "Sample.cwk" (note the extension .cwk).
- The extensions for other applications are as follows: Word - .doc, Powerpoint - .ppt, Excel - .xls, and Adobe Acrobat - .pdf)
- If someone from a Windows machine sends a document to you, you shouldn't have any problem opening it as long as you have the program (AppleWorks, Word, Excel, etc.) on your computer. If the computer asks you what application to use to open the document, choose the appropriate application.

If you are using a Windows computer and are sending a document to someone who has a MAC, nothing special needs to be done. If you receive a document that does not have an extension on it (.doc, .cwk, etc.), use the following directions:

- Place your cursor over the attachment icon
- Right-click and hold down the mouse button.
- Choose Save As
- Type ".cwk" at the end of the file name if it is an AppleWorks Document. (.doc for Word, .xls for Excel, and .ppt for Powerpoint, .pdf for Adobe Acrobat)
- Choose and save it to a directory (such as Desktop)
- You should now be able to open the document using AppleWorks, Word, etc.

Note: Not all computers have Microsoft Word on them, so when sending attachments, it is best to either send AppleWorks documents or paste the text into the body of the email.