

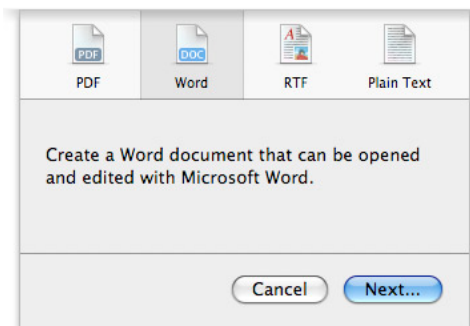
# Tips for Mac Users

This assessment requires candidates to work with Microsoft® Word™ files and Adobe portable document format (PDF) files. The information below provides strategies for Mac users when working with these file types.

## Working with Microsoft Word Files in Mac® Pages®

To complete the assessment, candidates are asked to download several response templates and type responses into the template files. These templates are provided as Microsoft Word files. For Mac users, after downloading a template, you can open the Word file in Pages, and then enter your response in the area provided. When you have finished working and are ready to upload your response to the Pearson ePortfolio system, you will need to first export your file as a PDF or Word document.

1. Choose Export from the File menu.
2. Click the Word or PDF icon in the resulting dialog box; then click Next.



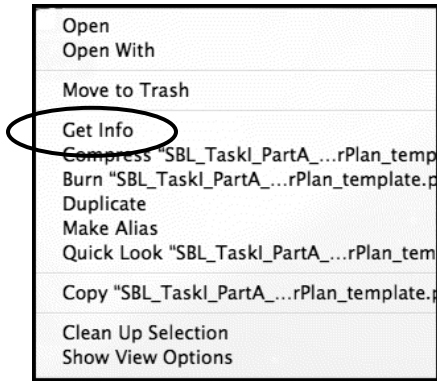
3. Name the Word or PDF document, indicate where you want it saved, and click Export.
4. In the Pearson ePortfolio system, click Upload File and follow the instructions to locate your file and upload it to the system.

## Optional: Changing Your Default PDF Reader

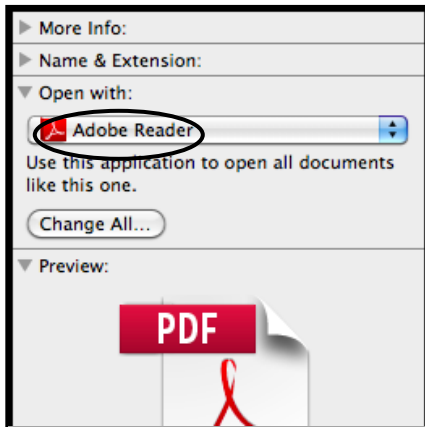
***If you are working on your own computer*** and wish to change your default PDF reader setting to Adobe Reader, follow these steps:

1. Right-click (or CTRL+click) any PDF file. Do not open the file.

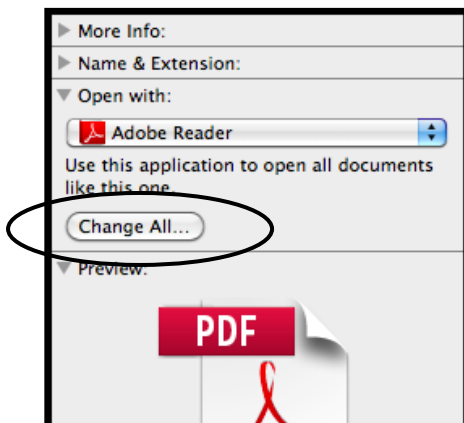
2. On the new menu, click Get Info.



3. Under Open With, select Adobe Reader.



4. Click the Change All button.



Now all PDFs should open in Adobe Reader automatically.

## **If You Are Using a 2008 (without Service Pack 1) or Earlier Version of MS-Office for the Mac**

You may encounter a transcode error message during upload. To prevent this, install a newer version of MS-Office for the Mac and save your files in the newer version before uploading.

## **If You Used Drag-and-Drop or Copy/Paste to Insert an Image into Your Word Document**

You may encounter a transcode error message during upload. To address this, save a local copy of the image to your computer, then re-insert the image into your document by using the Insert menu option and selecting the local image file. When you have finished re-inserting all images in this manner, save the file and try uploading again.

## **For Additional Support**

Please [visit the program website](#) to review additional support materials.