Before opening a Word file in Pages

- [ ] Keep a copy of the original .docx
- [ ] Accept or reject tracked changes
- [ ] Resolve or export comments
- [ ] Note fonts used; install missing ones if possible
- [ ] Replace SmartArt with images if editing isn't needed
- [ ] Check fields and table of contents afterwards
- [ ] Review headers, footers and page numbers
- [ ] Read Pages' document warnings

Notes