

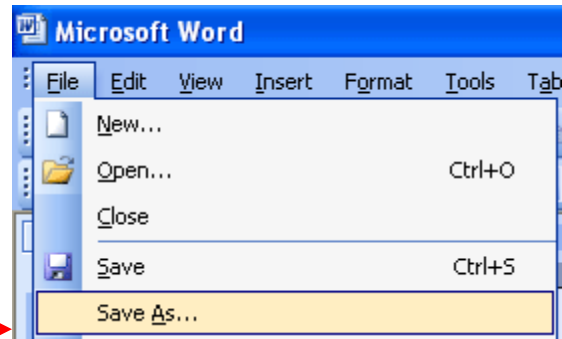
Saving Files in Rich Text Format (RTF)

Regardless of what word processing application you use you should always save your document files as .RTF files. Even though Microsoft Works, Microsoft Word and Word Perfect all create documents they have difficulty reading each other's files. So, saving your documents in RTF will allow you (and your instructor) to easily access your work – regardless of what program it was created in!

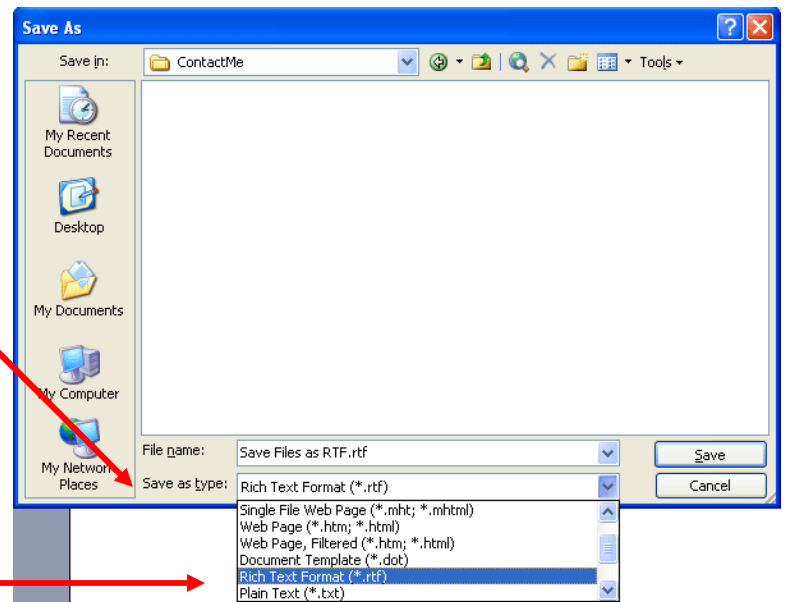
To save files in RTF format:

Word, Works, Open Office and Word Perfect all follow these same steps. Visually it may look different, but it should operate the same way.

1. Select the **File** menu in your word processing application.
2. Click on Save As...
3. A **Save As** window will appear:



4. At the bottom of the screen select the **Save as type** drop down menu
5. From the menu, find and select **Rich Text Format (RTF)**. You may have to scroll down on the menu to find this option.



6. Once Rich Text Format is selected you will notice that your file now has a .RTF file extension. To complete the process click the **Save** button.