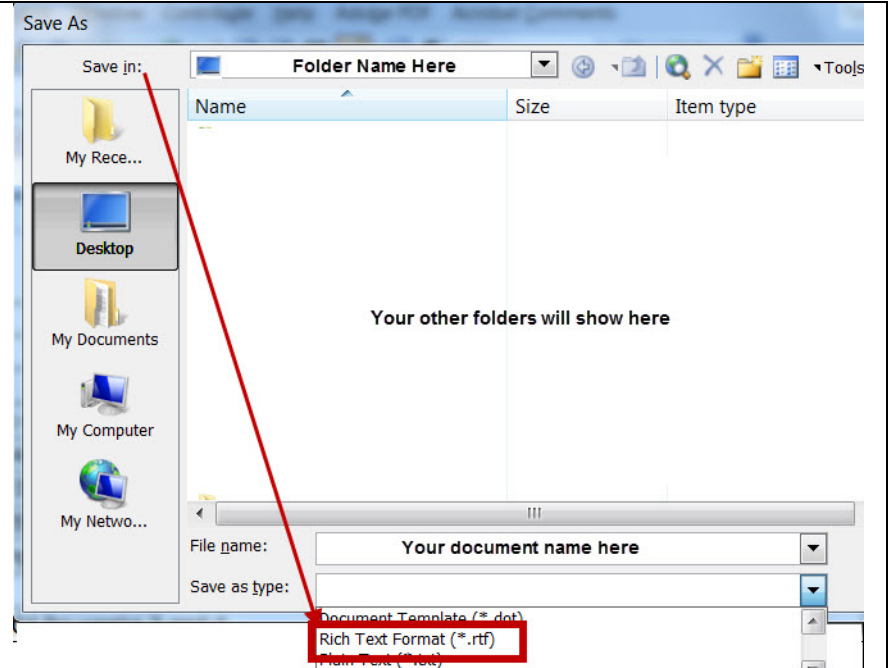


SAVE A DOCUMENT IN .rtf FORMAT

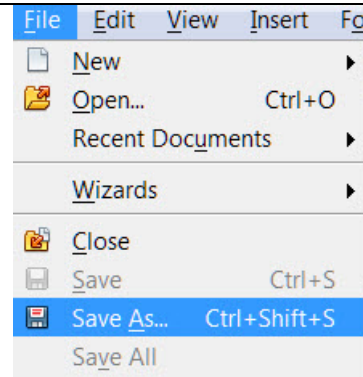
Page 1 of 3

If you are using Open Office, Microsoft Works, or any of the Microsoft Word programs, some instructors require you to save your file as an .rtf file. “.rtf” stands for Rich Text Format and some entities will require that you use this format. Especially if you use Microsoft WORKS, others may not be able to open your documents as by default, Works Word Processing saves documents with a .wps extension, while Open Office saves files with an .odt

In Microsoft Works, click **File** and **Save As** and choose the dropdown arrow by **Save as type**, From the list choose **Rich Text Format** as shown here. Then save your file.



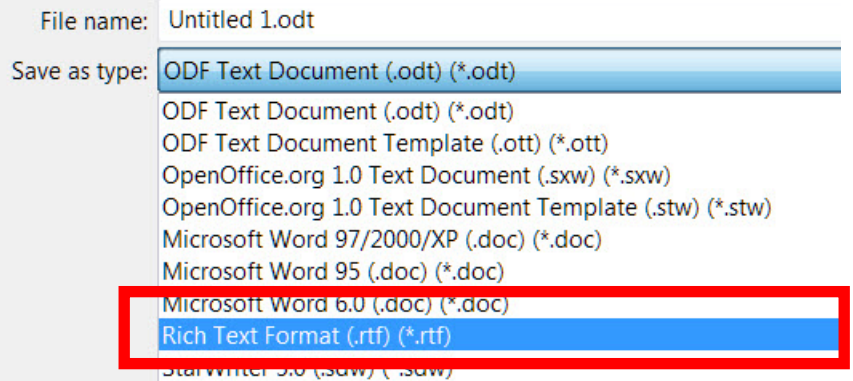
In Open Office, click **File** and **Save As**.



SAVE A DOCUMENT IN .rtf FORMAT

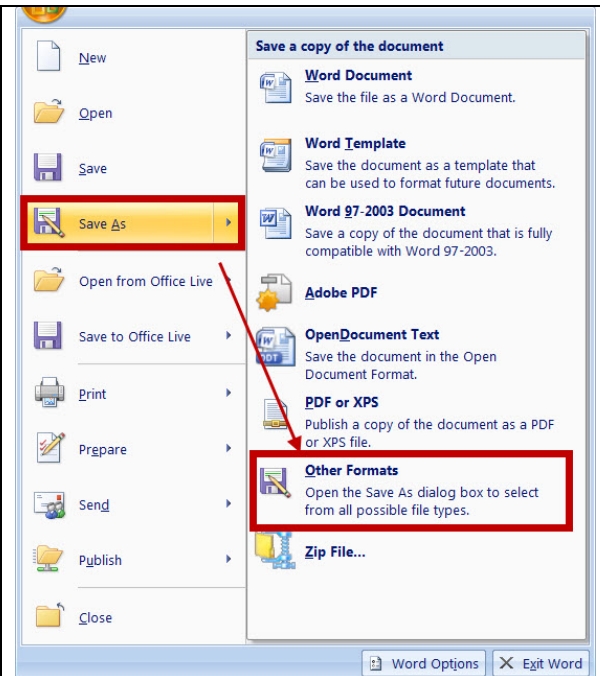
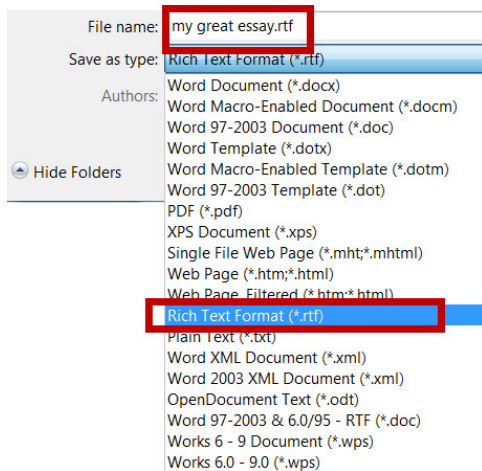
Page 2 of 3

Then, from this screen, choose the drop-down arrow list in the Save As Type field and choose Rich Text Format as shown here.



In Word 2003, the procedure is exactly the same as in Microsoft Works.

In Word 2007, click the **Office Button** and choose **Save As**. From this dialog, choose **Other Formats** to open the Save As dialog. From the dropdown arrow list, choose .rtf. and type in your new document's name. Then, click **Save** to save your document in .rtf format.



In Word 2010, click **File** and **Save As** to open the Save As dialog.

From the Save As dialog, click the downward arrow by the Save As Type field and choose Rich Text Format.97-2003. Click **Save** to save your document in .rtf format.



SAVE A DOCUMENT IN .rtf FORMAT

Page 3 of 3

