

## Save as Rich Text Format (RTF)

Rich Text Format (RTF) is a file format that is used by instructors to ensure they can access your files. It is a file format that is used to go between OpenOffice, Word, WordPerfect, Works, etc

These are the basic steps. Each program may have different names for the menus, fields, and dialog boxes.

1. *Create or open your document.*
2. Click on **File** and click on **Save As**.  
In Word 2007, click the Office Icon.
3. When the Save As dialog box appears, *type your file name* in the *File name* field. Do NOT use periods in the file name.
4. Click the *arrow* at the end of the *Save as type* field and select **Rich Text Format**.
5. Verify that the *file name* and the *save location* are correct and click **Save**.  
The save location can be My Documents, Z: Drive, USB drive, the Desktop, etc.

If you need further assistances, please come to the Technology Support Center in E1001 or call us at 218 733-1016.

This process works for most word processing documents. However, it does not always work for files with a lot of graphics or column formatting such as a newsletter.

