

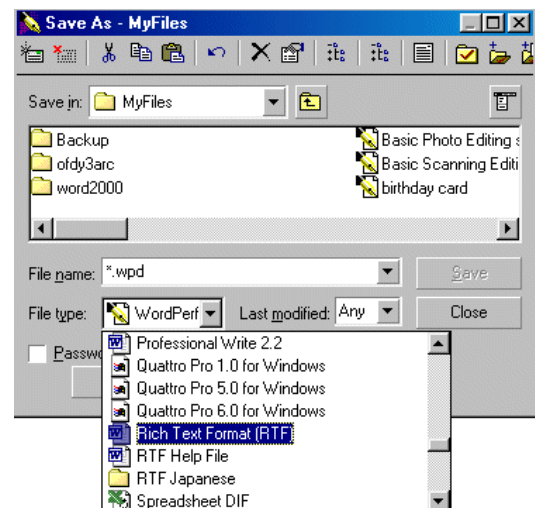
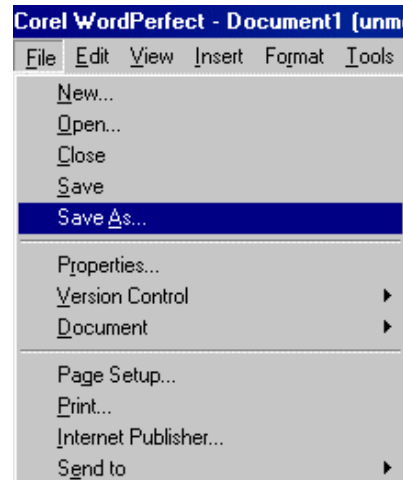
Do you need to send a word processing file as an email attachment or submit a file to your dropbox for your online class?

Do you need to move your word processing files between WordPerfect, Microsoft Works, Microsoft Word 03, and Word 07?

Save as Rich Text Format

Follow the steps listed here from any of the above programs.

1. Create or open your document.
2. Select Save As from the File Menu (Office 03, Works, WordPerfect) or the Microsoft Office Button (Office 07).
3. A window will appear prompting for a file type and destination to save the file.
4. Click the File Type pull-down menu and select Rich Text Format [RTF].
5. Verify the file name and the Save in: location and click Save.
6. Most word processing programs can now read your RTF document.



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.