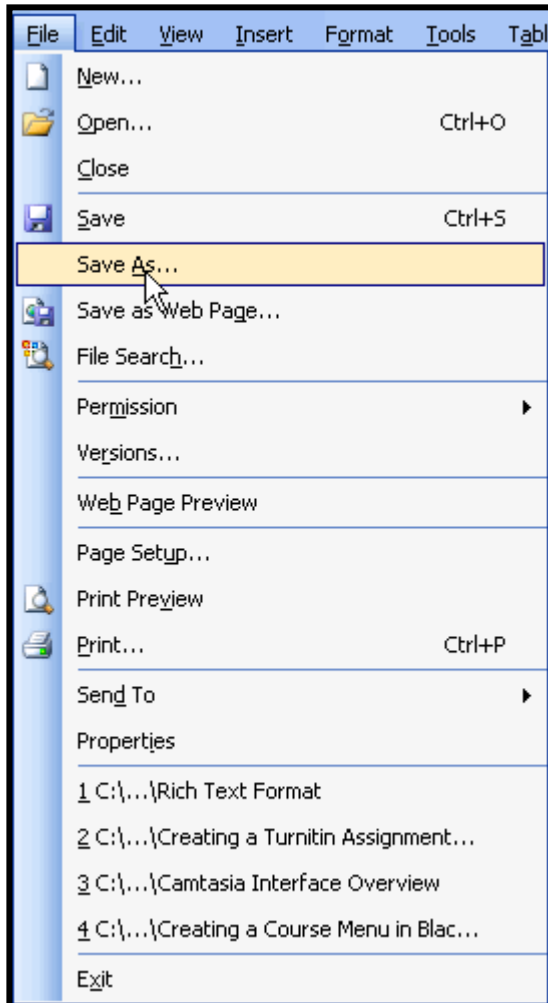


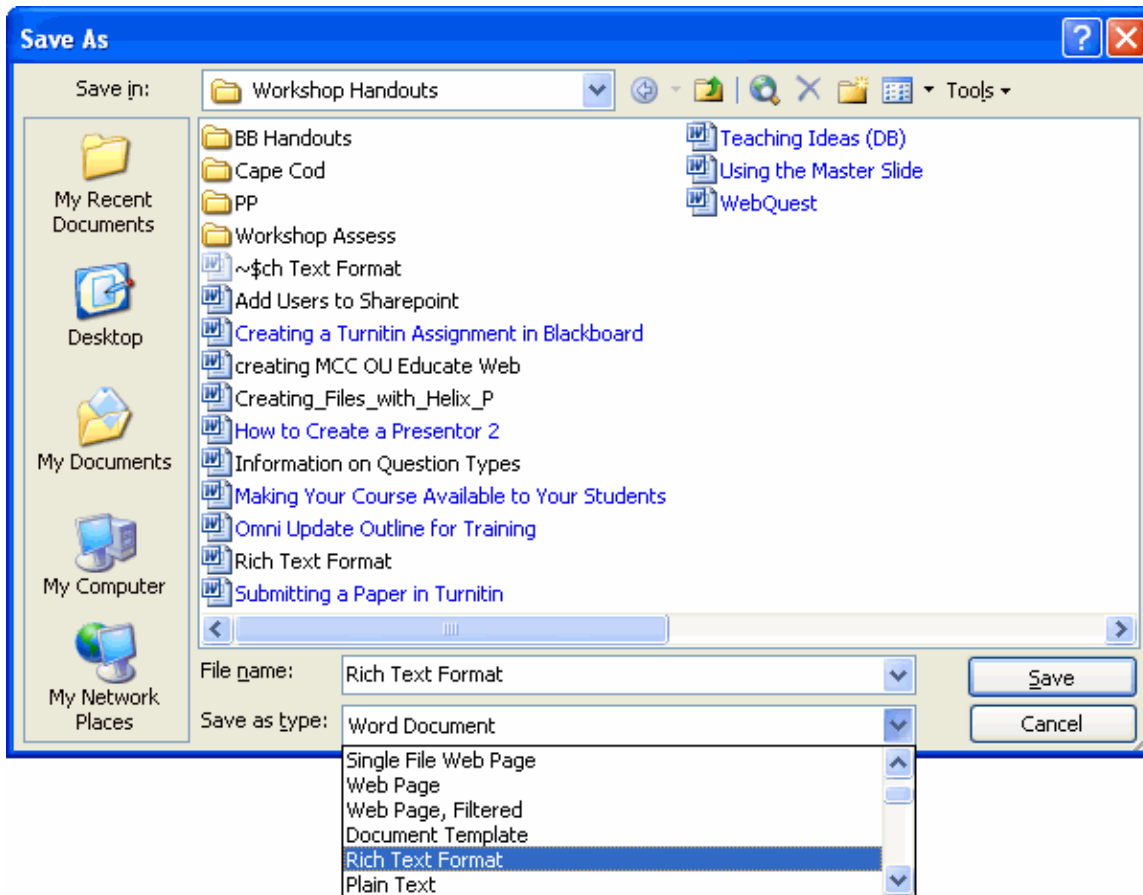
Save As Rich Text Format (RTF)

If you do not use **Microsoft Word** to type your assignments you will need to save them in an alternative format so that the instructor will be able to read them. To start with you want to be sure to save it in the format that your program defaults to (.WPD files for Word Perfect and .WKS for Microsoft Works).

Then you will want to use "Save As" to make a file type that Microsoft Word can open. First open the saved document and go to the File menu and select "Save As."



From there you will get a "Save As" Dialog box. By default the new document will have the same name as the first one. If you want to avoid some confusion you may want to rename it to remind yourself that it is not the original document.



After you have renamed the file you will want to go to the “Save as type” drop down menu below the file name and select Rich Text Format from the menu and click the save button. Rich Text Format will be something your instructor can read no matter what word processing application that they use.

Tip: You may also want to consider saving it in an alternative location to avoid confusion with the original document.