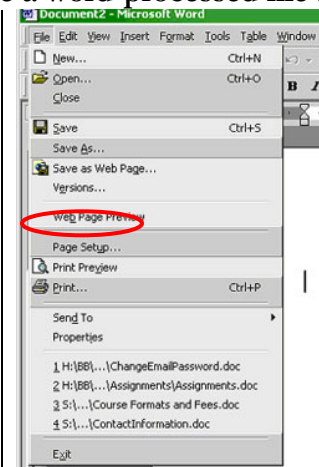


Saving a file in Rich Text Format (.rtf)

Follow these instructions to save a word-processed file as a .rtf file.

1. Go to the file menu, and select **Save As**



2. Choose a name for your document
3. Pull down the menu by **Save as Type**
4. Select **Rich Text Format (*.rtf)**
5. Click **Save**

