



Saving Files in RTF format

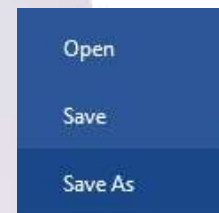
Why Use Rich Text Format (RTF)?

RTF can be read on many different devices and platforms. Almost all word processing software will read RTF files.



Step 1:

With your document open select **File** then **Save As**



Step 2:

Select the folder where you wish to save the file.



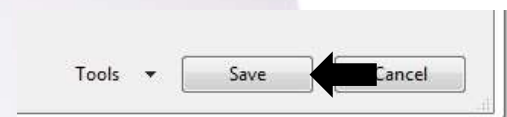
Step 3:

Use the drop down menu (see arrow) to select **Rich Text Format (*.rtf)**



Step 4:

Left click the **save** button to confirm and close.



Step 5:

The RTF file can be identified in your folders by the .rtf extension

