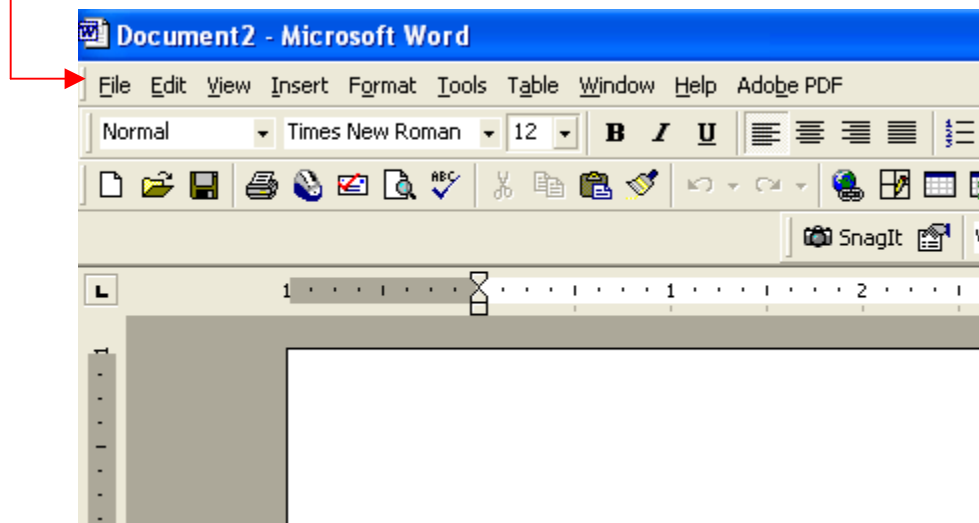


Saving Documents in Rich Text Format (for Faculty)

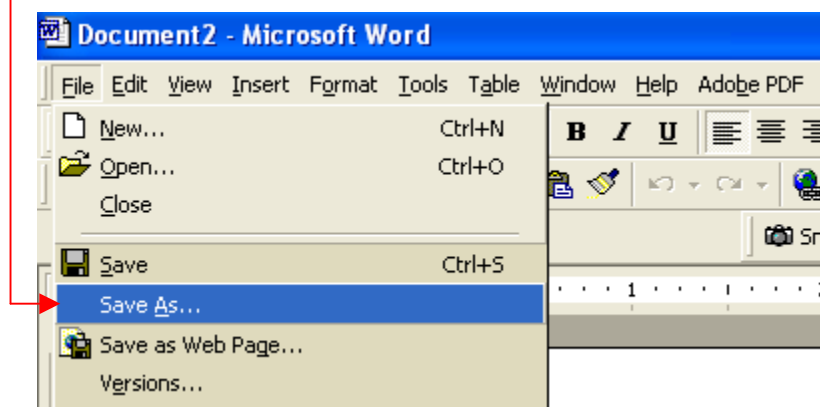
Rich Text Format (RTF) is a standardized way to encode various text formatting properties, such as **bold characters**, underlined text, *italicized text*, **font styles**, and other formatting. By saving a document in RTF, you can open the file in many word processors with most of its formatting left intact.

Saving in Microsoft Word, Microsoft Works, or Wordperfect

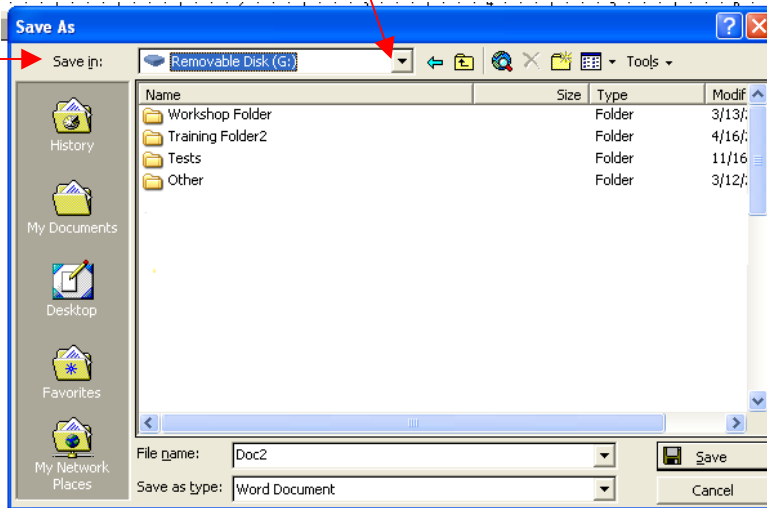
1. After you have typed your document or opened an existing document, go to the **File** menu.



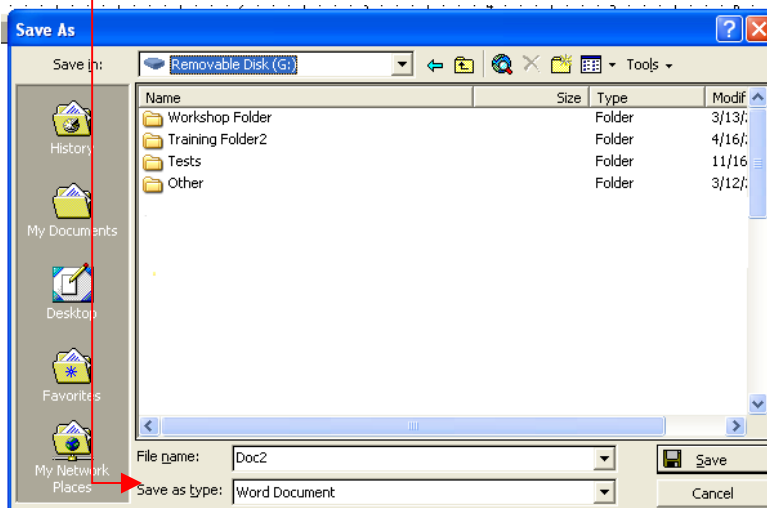
2. Go to **Save As**. (You can also choose **Save** if you are saving the document for the **first** time.)



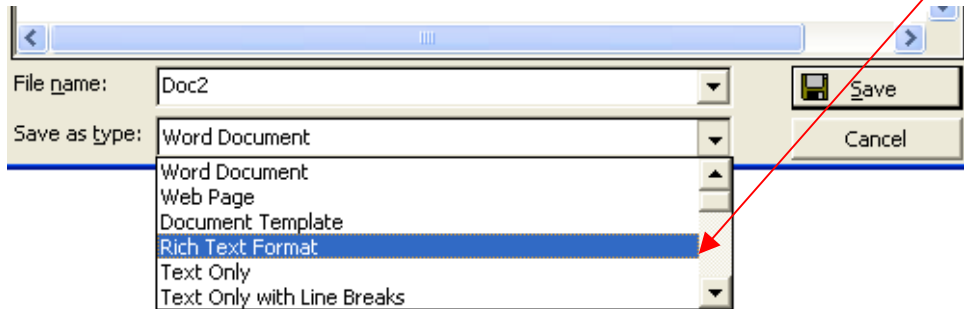
3. Once you click **Save As** (or **Save**), the **Save As** window will appear. Locate the **Save in:** option and click the drop-down menu to select the location to which you'd like to save the document.



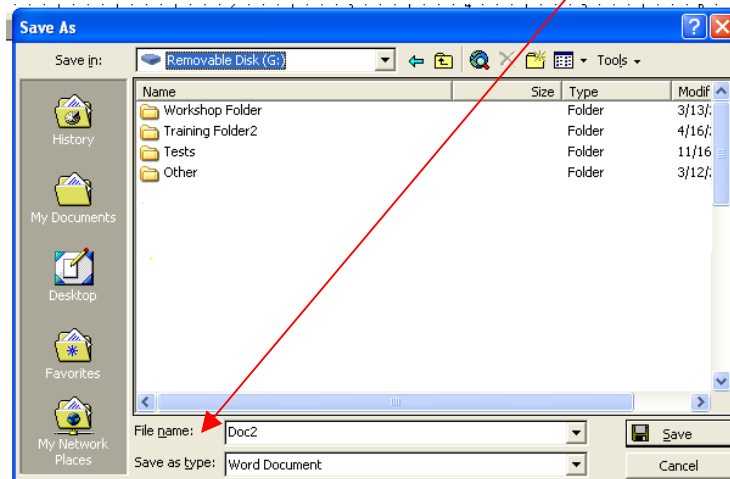
4. To save a document in **Rich Text Format**, look under the **File name:** option and locate the **Save as type:** option.



- From the **Save as type:** drop-down menu, scroll down and choose **Rich Text Format**.



- To add the file name for this document, locate the **File name:** option above the **Save as type:** option.



- Enter a file name.

Encourage your students to type the file names so that the names include **only** text and/or numbers. Students should **NOT** include any special characters (ex. \$, #, %, !, @, &, *) in the file name. If special characters are included in the file name, you may not be able to open their documents.

- After you add a file name, click **Save**.

*** After you save the document in **Rich Text Format**, the document will have an **.rtf** extension rather than the **.doc** (Microsoft Word), **.wks** (Microsoft Works), or **.wpd** (Wordperfect) extension.

*** For Mac users, make sure that the **Append file extension** box is checked in the **Save As** window. Mac does not automatically add the **.rtf** extension, which may make it difficult for a user to open your document on a Windows computer. Check this box to allow Windows users to easily read the file type.