Saving a Microsoft Word Document in Rich Text Format (RTF)

The following instructions detail how to create a Rich Text Format (RTF) document in using Microsoft Word 2007.

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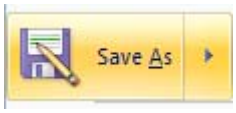
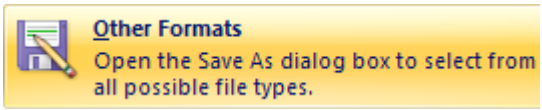
1. Open Microsoft word and create your document as usual.

2. Click on the "Office Button" that is located in the top-left section of the window. A drop-down menu should open.

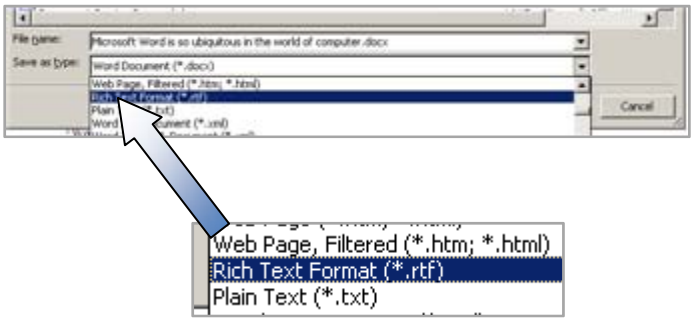
3. Click on the "Save As" item from the drop-down menu.



4. Click on the "Other Formats" link. A dialog box should open.



5. Click on the arrow that is located next to the "Save as Type" drop-down menu and select "Rich Text Format"



6. Click on the "Save" button. Your document has now been saved in Rich Text Format.

Note: You can save documents in multiple formats by repeating steps 2 through 6 and selecting different formats (Such as Word 2007) from the "Save as File Type" drop-down menu.