

SAVING DOCUMENTS TO RTF (RICH TEXT FORMAT)

WHAT YOU WILL LEARN

This tutorial will walk you through the steps of saving your document (a paper, report, etc...) to Rich Text Format (RTF). RTF will allow the paper to easily be read in most word processors, and will make it easy for you and your instructor to share work with each other. The directions here use Word for examples.

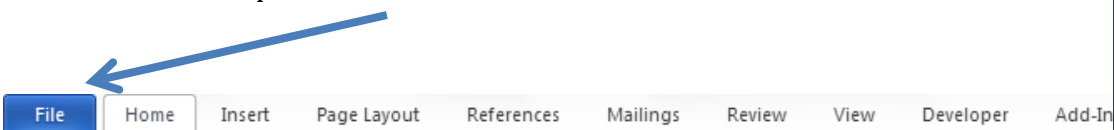
Note: If you are using a different word processor other than Word, the process will be the same, though what you see and what they are called may be different.

QUICK STEPS

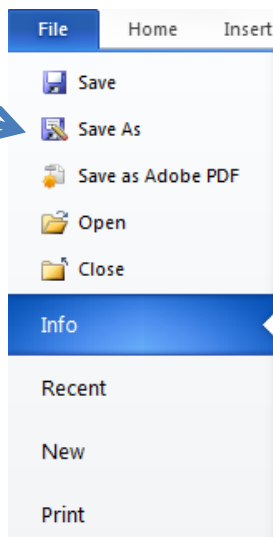
1. Save your document in your native format (Word: .docx; WordPerfect: wpd).
2. After saving your work, save it a second time by clicking on the file menu at the top of the screen;
3. Select "Save As" from the choices;
4. At the end of the dropdown box labeled as "Save as Type", click on the down triangle to see options
5. Select "Rich Text Format (*.rtf)" from the drop down menu.
6. Make sure you have named your file to differentiate it from your original file.
7. Click the "Save" Button.

ILLUSTRATED STEPS

- 1) Save your document in your native format (Word: .docx; WordPerfect: wpd).
- 2) After saving your work, save it a second time by clicking on the file menu at the top of the screen;



- 3) Select "Save As" from the choices;



SRC Help Desk

email: helpdesk@src.edu

Web:

<https://portal.src.edu/ICS/Help>

Phone: 309.649.6281

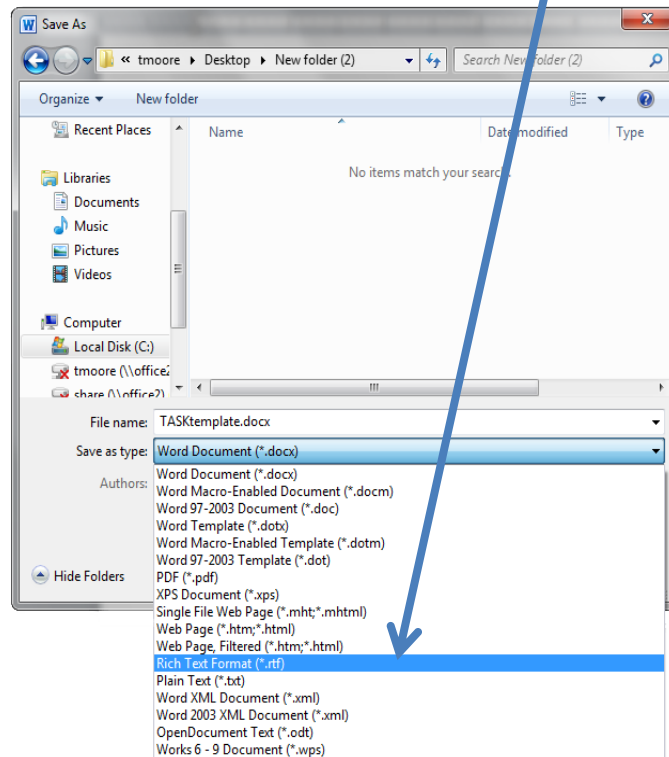
This series is a cooperative venture between organizations serving community colleges in Illinois and their students.



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- 6) Make sure you have named your file to differentiate it from your original file.
- 7) Click the “Save” Button.

