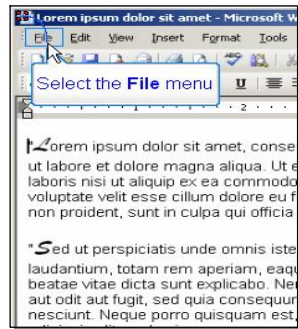
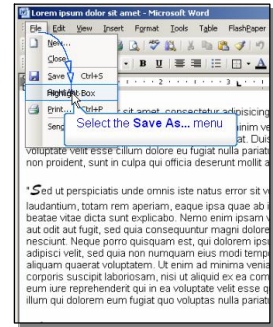


# Saving Your MS Word File as a Rich Text Format File

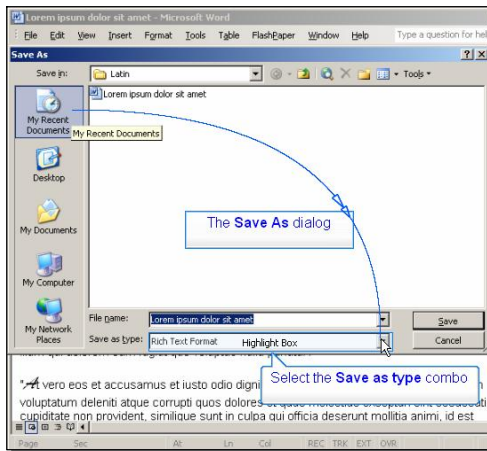
1. In MS Word, pull down the **File** menu.



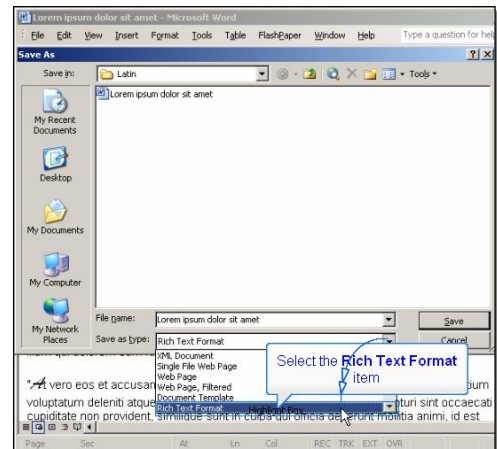
2. Click on the **Save as** selection



3. The **Save As** dialog box opens. Click on **Save as type**.



4. Look for the **Rich Text Format** selection and click on it.



5. Click **Save**. Your new document will be in Rich Text Format.

