

## How to Save a File as Rich Text Format

1. Open your word processor: Microsoft Word, WordPerfect, OpenOffice, or other.
2. On the top bar, click **File**.
3. Go to **Save As**.
4. Indicate the location where your file will be saved (i.e. to a jump drive or maybe to your Desktop?).
5. Type a name for the file.
6. Save as **Rich Text Format**.
7. Click **Save**.

