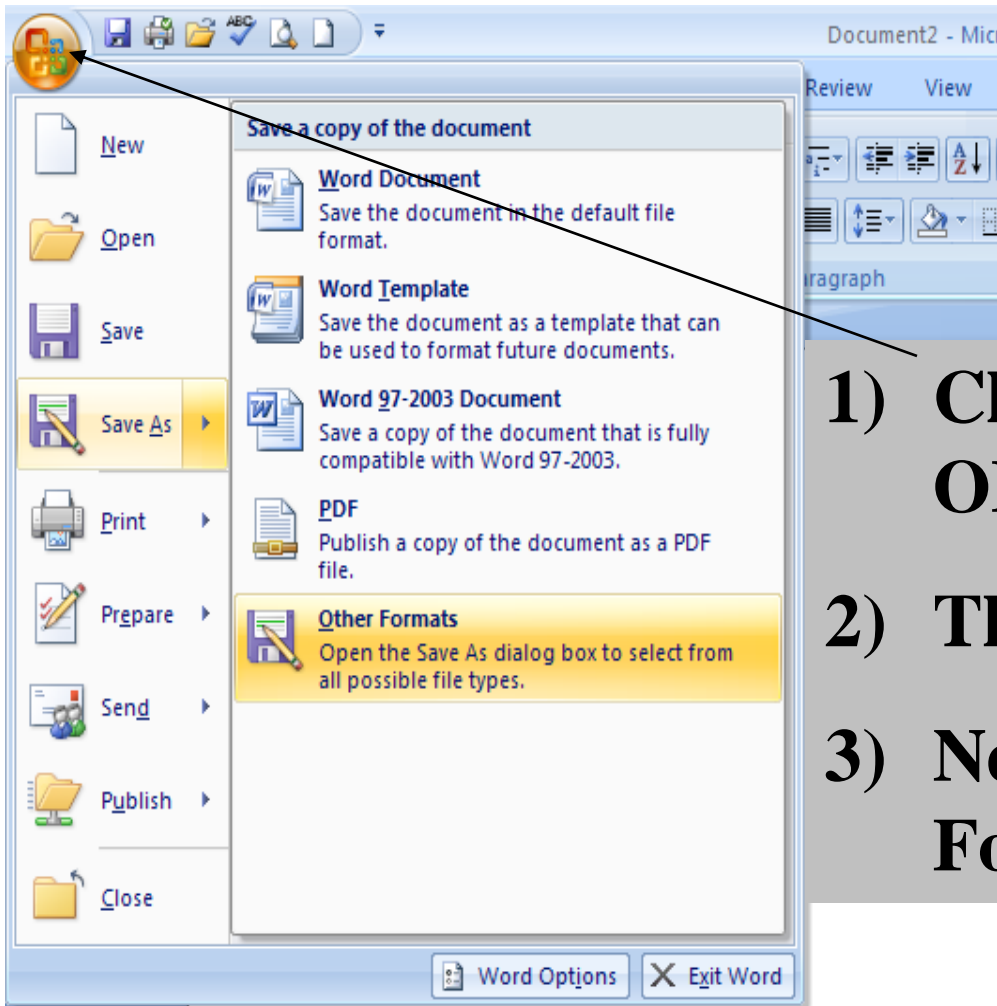
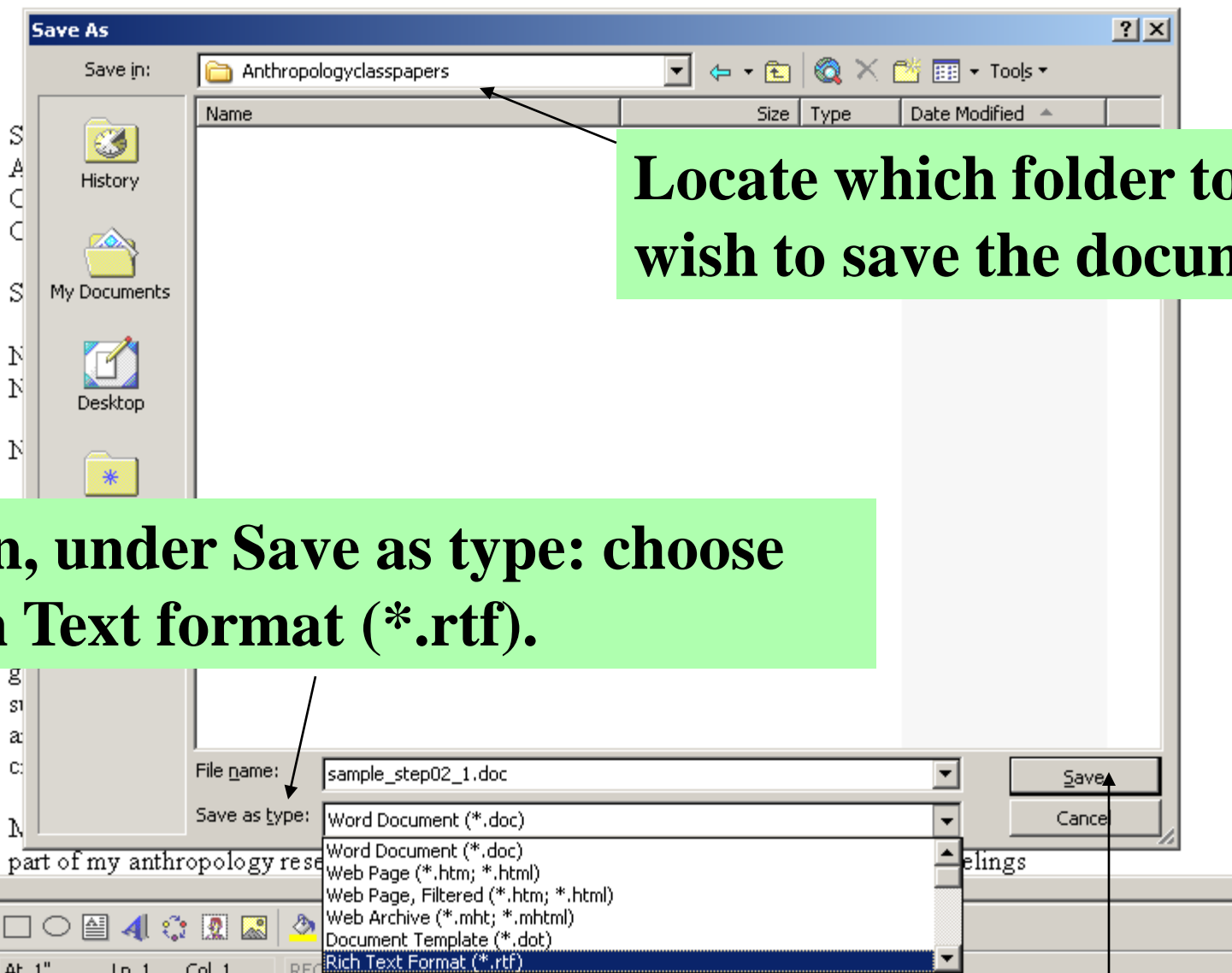


SAVE FILE IN RTF FORMAT

OFFICE 2007



- 1) Click on the **OFFICE BUTTON**
- 2) Then, select **Save As**
- 3) Next, choose **Other Formats**



Locate which folder to you wish to save the document.

Then, under Save as type: choose Rich Text format (*.rtf).

Finally, click on Save. Done