

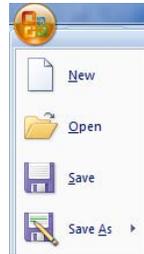
# Oceanography

## Saving a Word Processing File In a Rich Text File (.rtf) Format

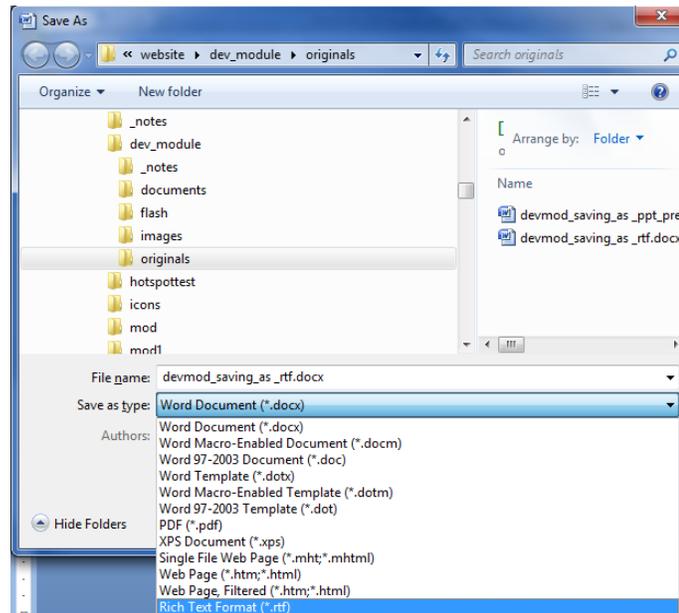
When you create a file using a word processing application, you need to save it in Rich Text Format (RTF), which is a file format that almost any word processor can open. This ensures that your teacher will be able to open your work.

1. Open your word processing program.
2. Save the file first. It's always a good idea to save your work often so that you don't lose your

work. Select  from the upper left corner and select **Save As**.



3. Type the name of the assignment in the **File name** box and select **Rich Text Format (\*.rtf)** from the **Save as type** dropdown box.



When naming and saving a file, follow the teacher's instructions. For example, *ac\_mod1\_top2\_johnsmith.rtf* is an acceptable filename, while *Project #1.RTF* is not.

4. Before you select the **Save** button, be sure that you are saving the file into the correct folder or directory. The C:/My Documents directory is most commonly used with a Windows 98, 2000, XP or NT 4.0 operating system.
5. Click the **Save** button.