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.

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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.

