

Moraine Valley Community College

Online Learning :: Help Resource

Saving a File in Rich Text Format (.RTF)

There are a variety of word processing programs on the market. Some popular programs include:

- Microsoft Word
- WordPerfect

Documents saved in a Word format (.doc) and not compatible with WordPerfect Documents (.wpd). This means that if you save a document in Microsoft Word, someone that only has WordPerfect on their computer will not be able to open or view your document.

A solution to the compatibility problem is to save your word processing document in an RTF format. This is a universal format that can be opened by most word processing programs.

To save a document in Rich Text Format:

1. Click "FILE" or "Office Button"
2. Select "Save" or "Save As".

The "**Save**" option will save a new document. If this is a new document that has not been saved before, you will get a prompt to:

1. Specify where the document is to be saved
2. Name the document
3. In the "Save As Type" drop-down-menu, choose "Rich Text Format (.rtf)

The "**Save As**" option will save an existing document under a new name. You will get a prompt to:

1. Specify where the document is to be saved
2. Name the document
3. In the "Save As Type" drop-down-menu, choose "Rich Text Format (.rtf)

NOTE: Using the "Save As" option will not modify or change the original document. The original document will retain its name and format and the revisions to the new saved document.