

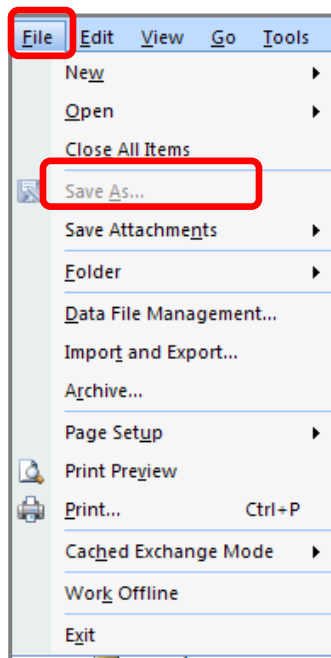
Save Document as a RTF (Rich Text Format)

This document shows how to save a document in Rich Text Format.

Follow these step-by-step instructions to save document in Rich Text Format:

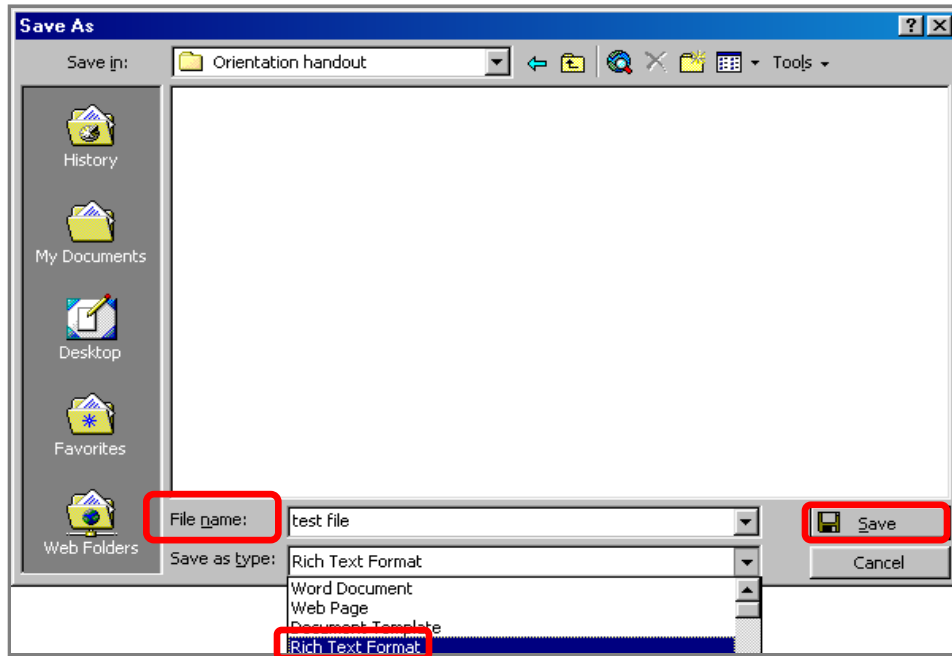
| Step | Action |
|------|--------|
|------|--------|

1



Click **File** on the top menu bar and select **Save As**.
A Save As dialog box will display.

2



In the File name box, type in the name of the file, (example: test file)
In the **Save as type** text box select **Rich Text Format**. Click the **Save** button.