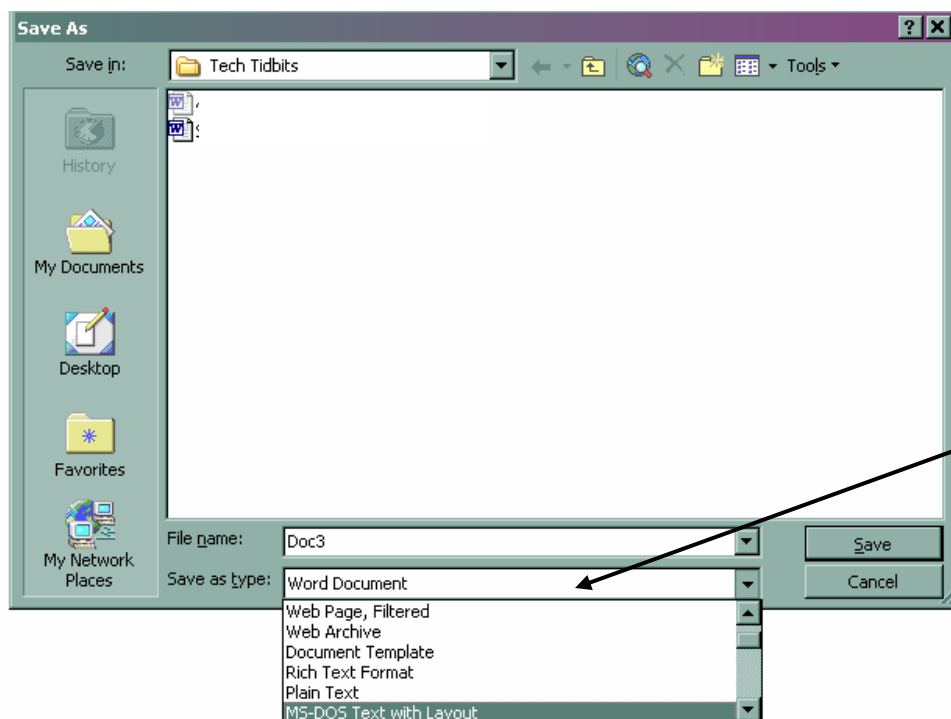


# Saving a Document in Rich Text Format

To save a file as a text file, from the menu bar, choose File ➔ Save As. Enter a unique file name, click on the dropdown arrow for the Save as type box; and choose either Rich Text Format OR Plain Text. Saving in this format may cause some formatting to be lost, but all the text will be available.



Be sure to use the Save As feature when a Rich Text file is needed, so you have two (2) copies of your document, one in its original format, and the other in rich text format (rtf).