

Creating RTF files

We cannot be guaranteed that all online participants will use the same Word Processing program or the same type of computer. When this happens, many times files sent cannot be viewed. For example, if you are using Microsoft's Word software and someone else is using Word Perfect, you may not be able to view his or her documents. To be able to view, it is recommended to save as an rtf file.

To create an RTF (Rich Text Format document) version of any text file, simply choose "Save As" from your file menu while the document you want to send is open in your word processor. You should see a list of various file types from which to choose. Select RTF, and then alter the filename to be different from the regular version of your file (it is helpful to add the extension ".rtf" to the file name) and then save it.

