

Rend Lake College

INFORMATION TECHNOLOGY

Saving Documents in RTF (Rich Text Format)

Covers: Microsoft Office Word, OpenOffice.org Text, Corel WordPerfect

You can choose to save your document normally and then make an RTF copy for use with Blackboard, or you can save in RTF alone. RTF will retain almost all formatting and styling for Word, OpenOffice, and WordPerfect.

1. From the File menu, choose “Save As...”
2. Give your file a name and location as usual, then pull the “Save As Type” list box down and choose “Rich Text Format.”
3. Click Save.

