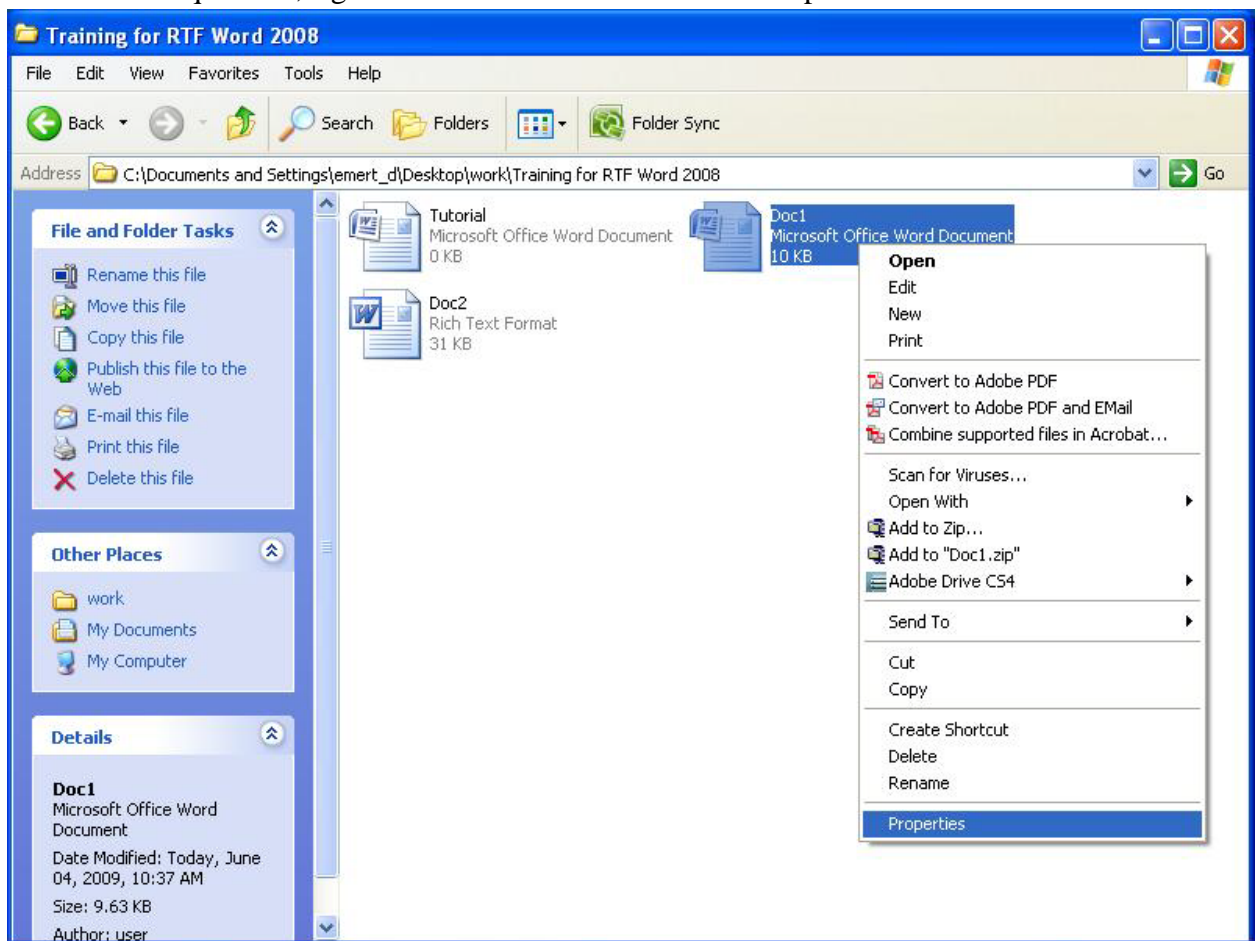


How to Convert Microsoft Word Documents to RTF Format.

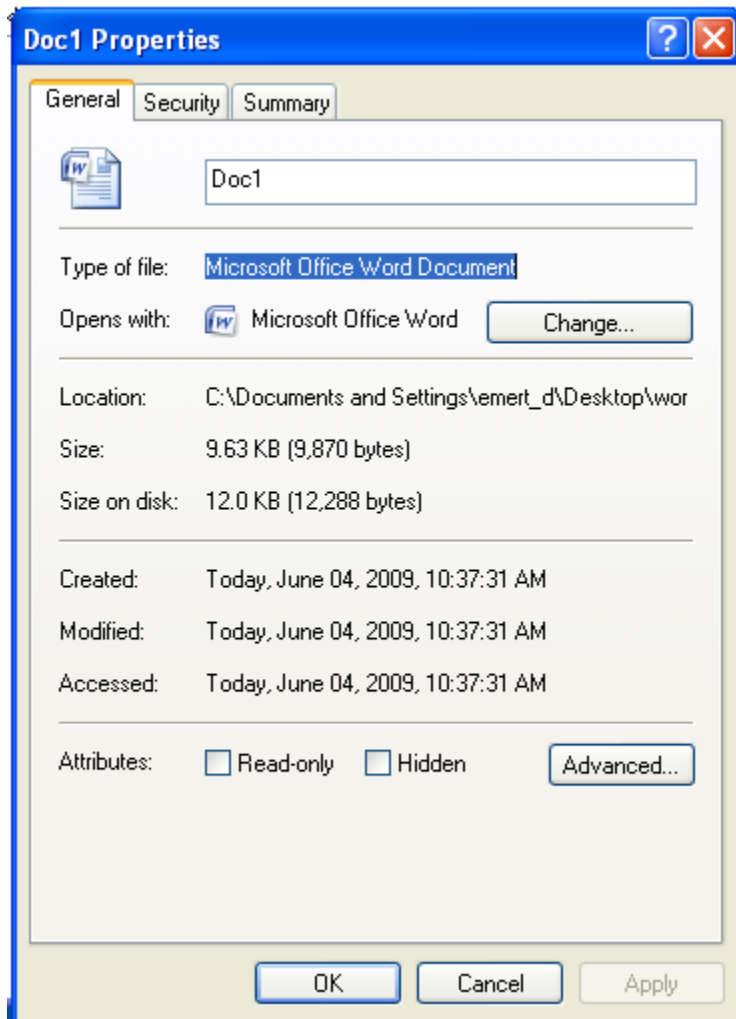
Purpose: This is a small tutorial that demonstrates to a user on how to convert Microsoft Word Documents to a RTF Format. This tutorial was made using a Windows XP based machine using Microsoft Office 2007. This tutorial is compatible with all versions of the Windows Operating System.

Unsure about the file format?

1. If you are unsure about what format a file was saved as, an easy way to check the format of the file in question is to view properties of the document. The file name in question, for this tutorial, is Doc1.
2. For the file in question; right click the file name and select Properties.



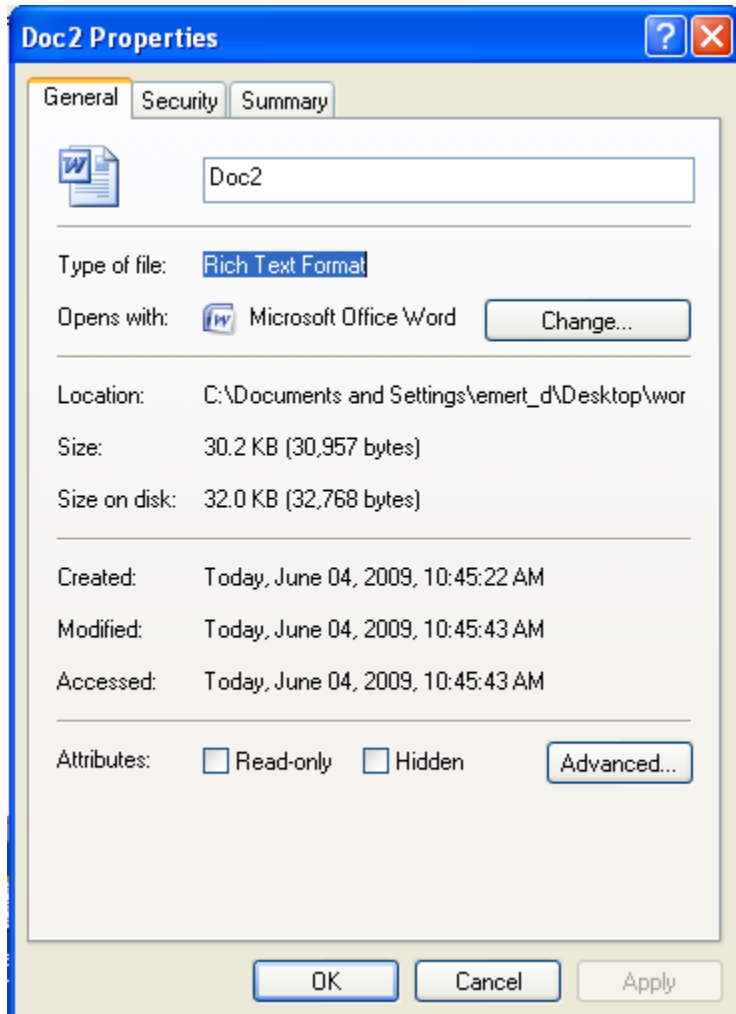
3. Locate the “Type of file” section. As you can see, this document was saved as a Microsoft Word Document. If the file in question displays this information, it will have to be converted before submittal.



If you have received this output of a file, please skip step 3 and continue on to step 4. It is now safe to close the properties window using either the close window button (the Red X at the top-right hand side of the properties window), the “OK” button, or the “Cancel” Button. Please do not select or modify any option within the properties window, as it may cause adverse effects for the file.

If this is not the output you have received, please continue to step 4.

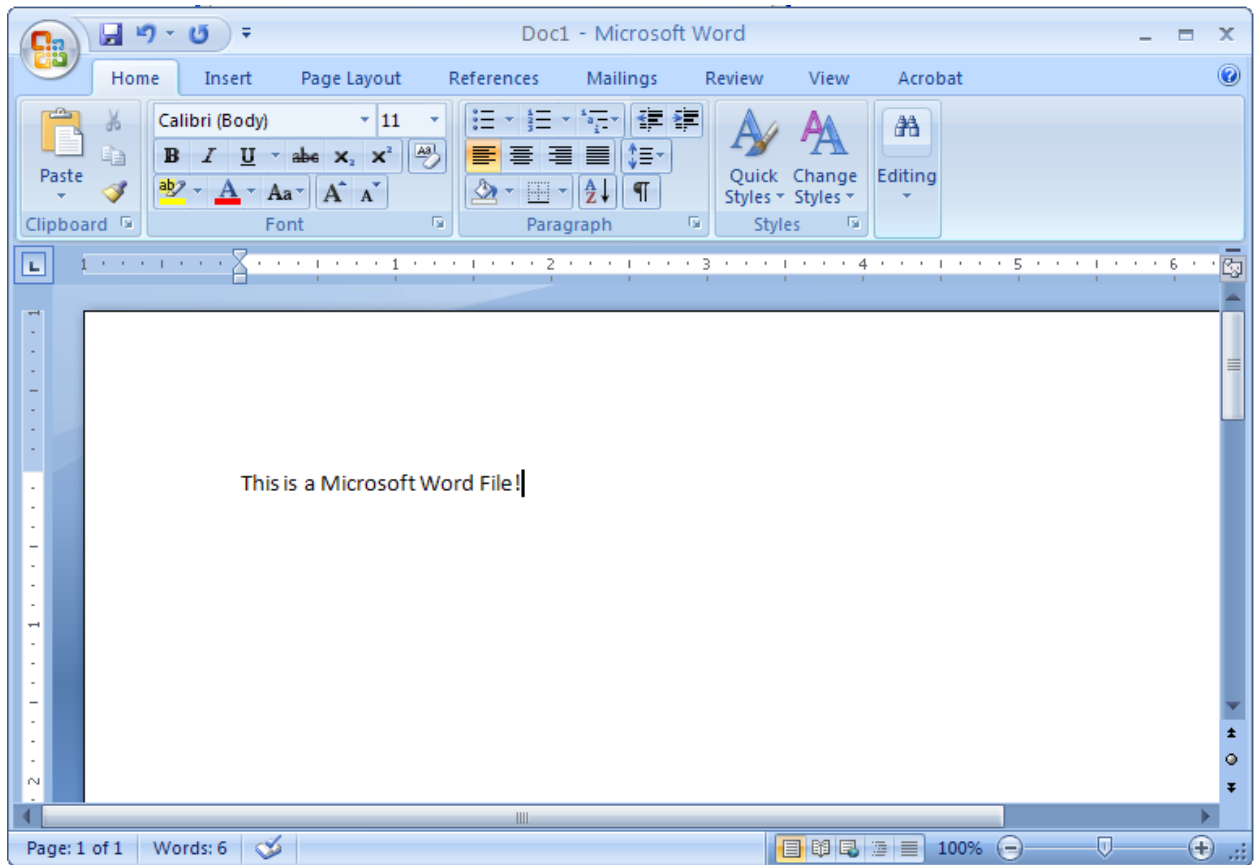
If this Document was saved as a Real Text Format, or RTF, the following output would be displayed.



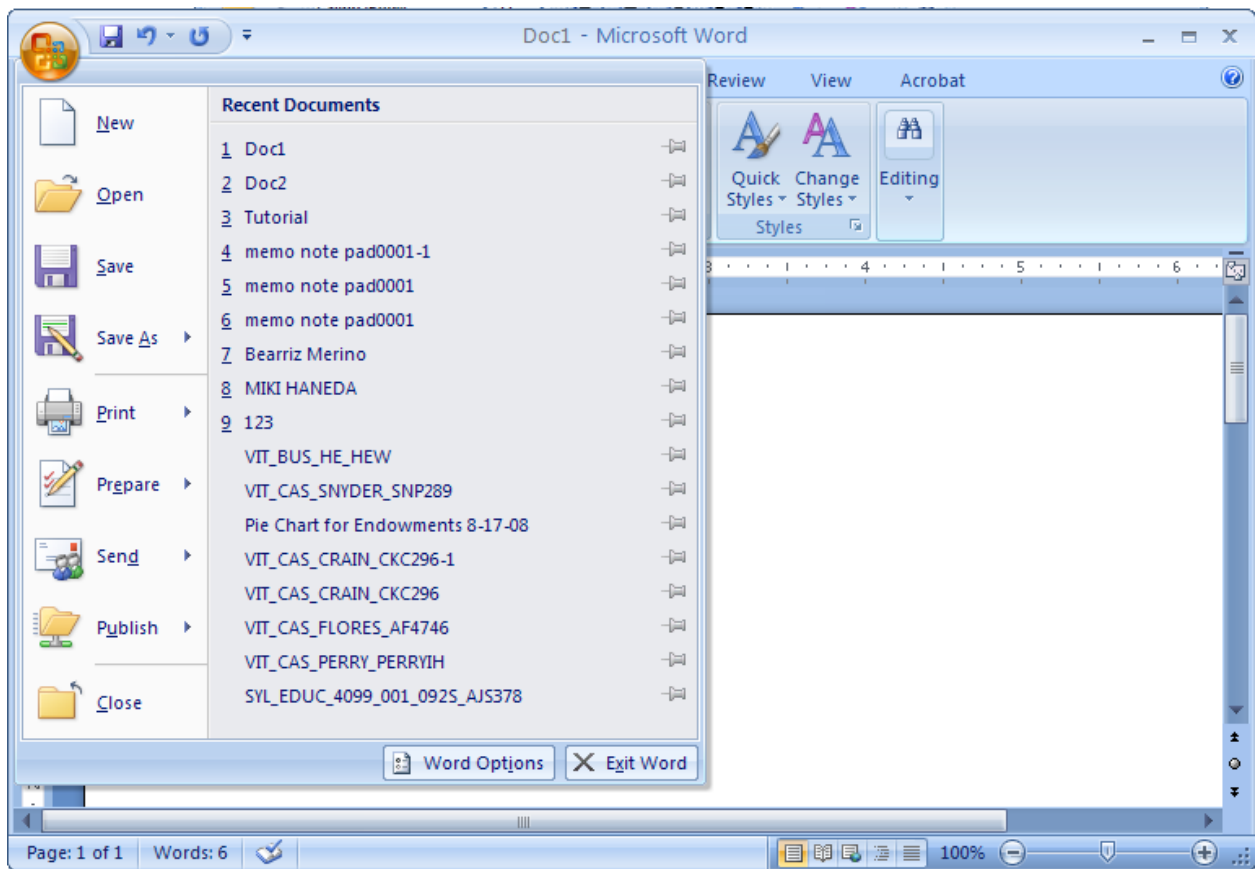
If you have received this output, the file in question is a RTF file. It is now safe to close the properties window using either the close window button (the Red X at the top-right hand side of the properties window), the “OK” button, or the “Cancel” Button. Please do not select or modify any option within the properties window, as it may cause adverse effects for the file.

Please follow the naming conventions provided in order to submit this file.

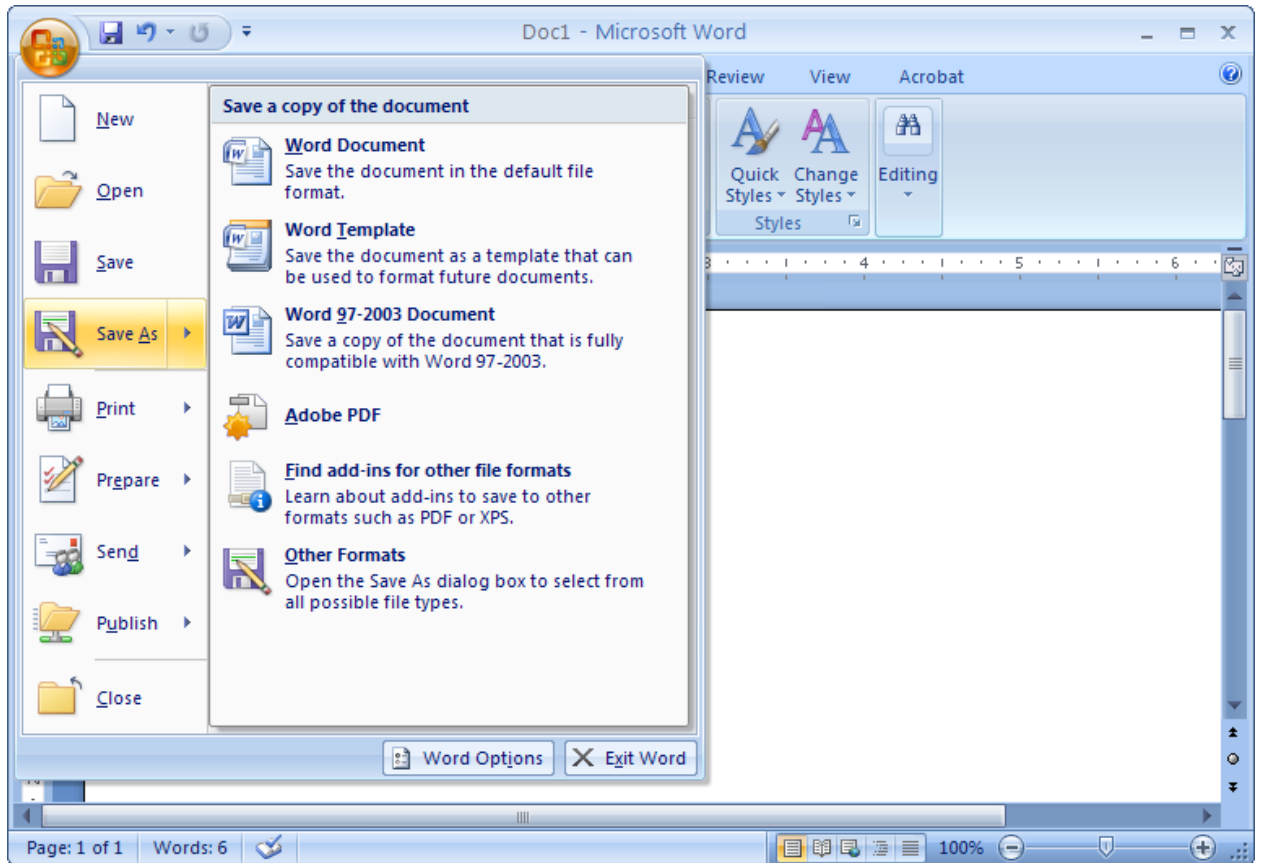
4. Open the file. Here the file is in Microsoft Office 2007.



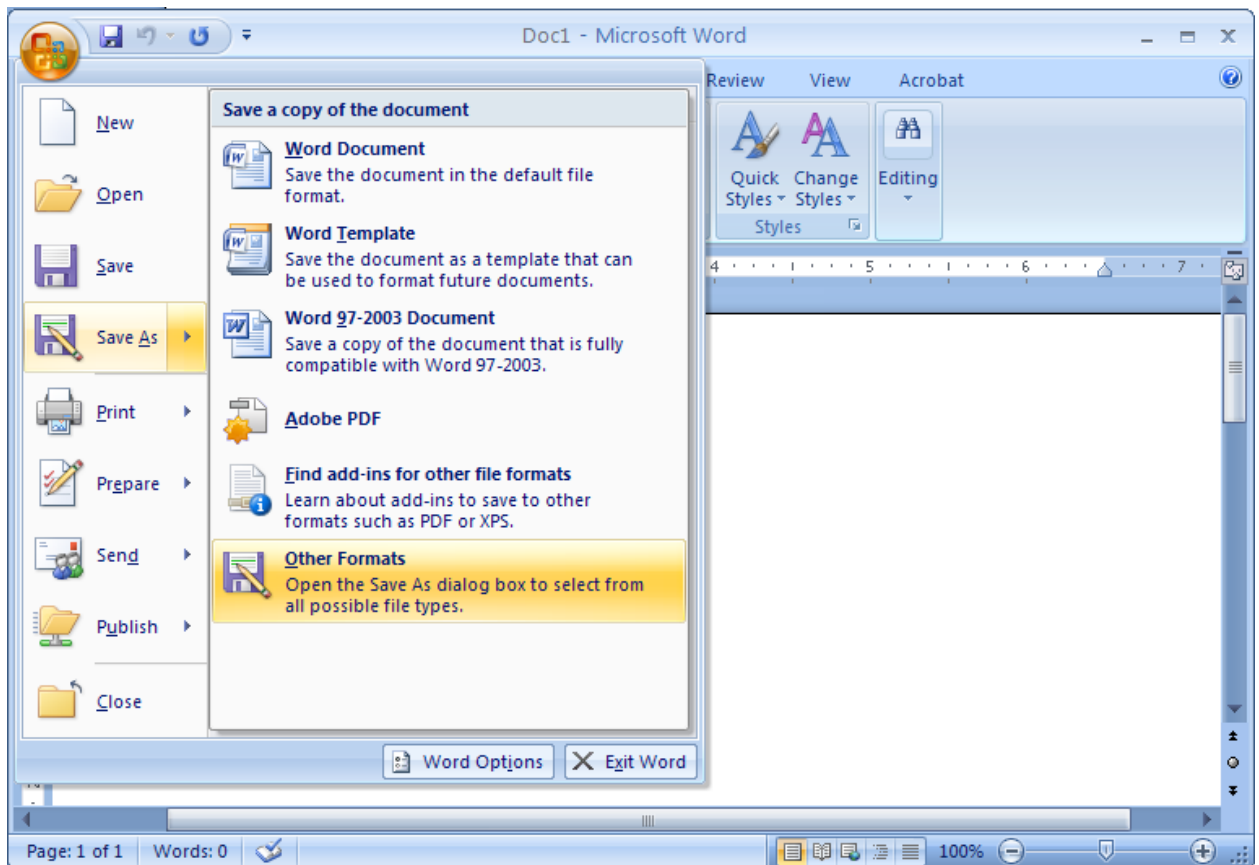
5. In order to save the file as a RTF, or Rich Text Format, first select the Microsoft Office Logo. This is done by left clicking the Microsoft Office Logo, located in the top-left hand side of the screen.



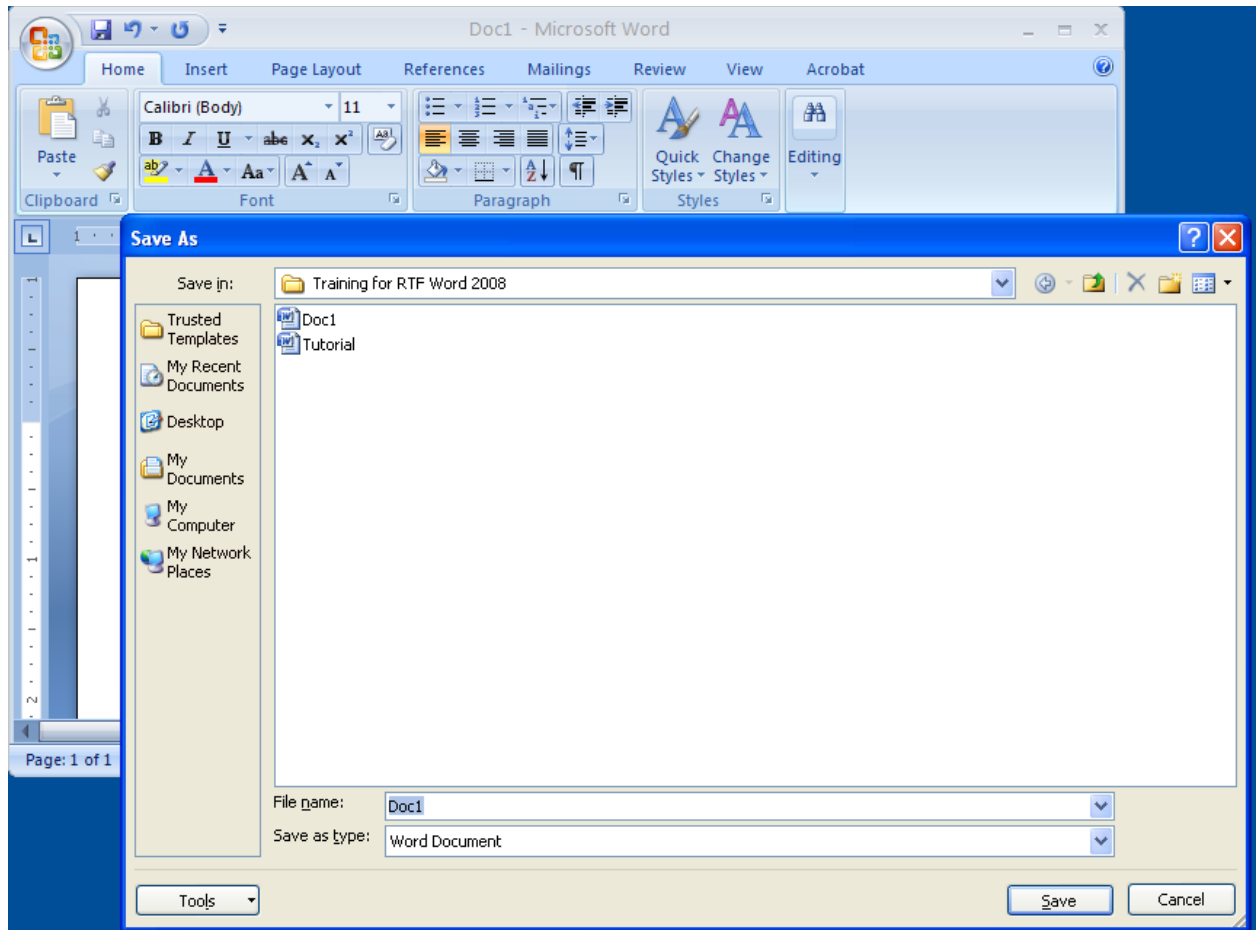
- Let the mouse hover over the “Save as” button, or click the arrow to the right of the save as button.



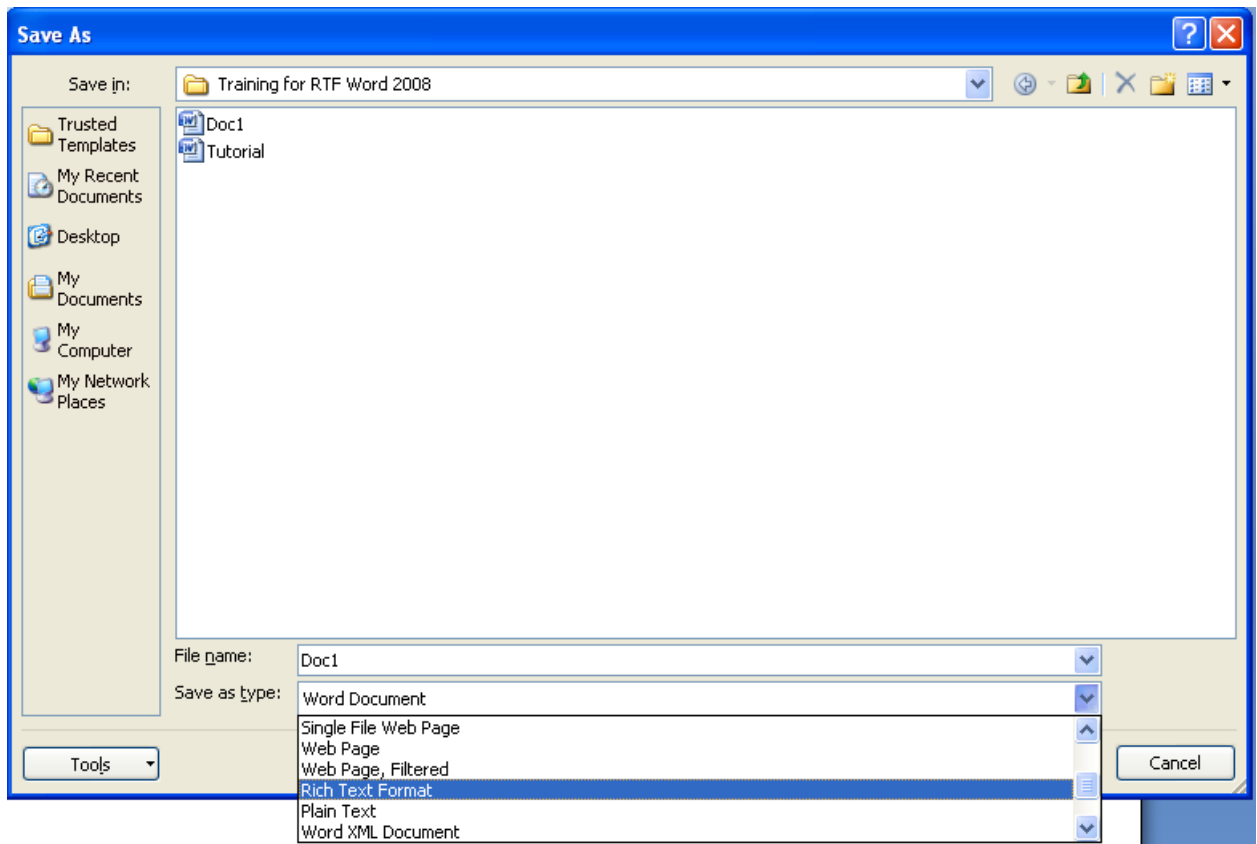
7. Select “Other Formats”



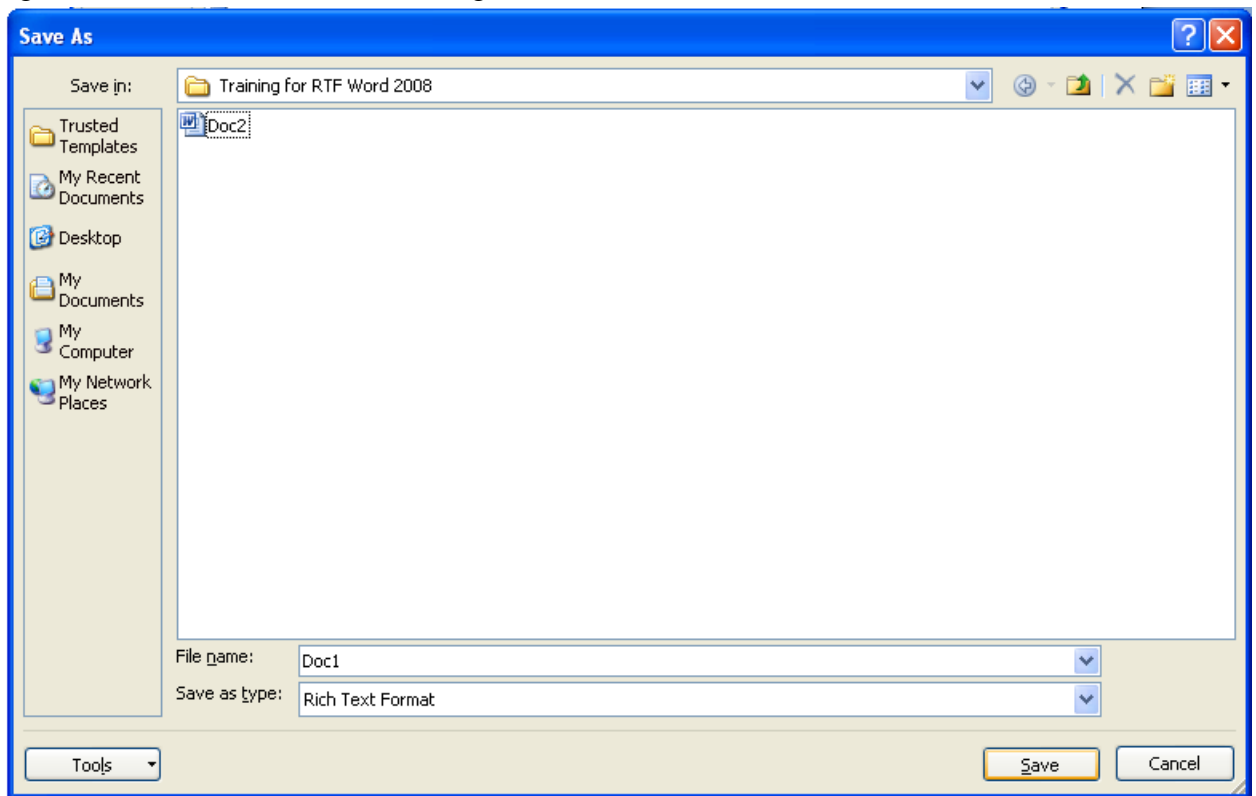
8. After selecting the “Other Formats” button, the “Save As” dialog should appear.



9. Under the “Save as Type”, located near the bottom of the “Save As” window, a selection list is available. There are now a multitude of different formats to save the file as, but in order to save the file as a RTF, scroll down the list and select “Rich Text Format.”



10. Now, the document can be saved or renamed and saved using the “save” button at lower right hand side of the “save as” dialog screen.



Any questions? contact,

--Daniel Emert,
Technical Specialist,
University of Texas of the Permian Basin,
Institutional Research.
1 (432) 552-3113
emert_d@utpb.edu