

## **SAVING TEXT IN RICH TEXT FORMAT (RTF)**

For best compatibility, we recommend converting all text files to Rich Text Format (RTF). We currently (Summer 2009) also accept text files in current versions of Microsoft Word. But RTF is always most reliable.

## **WHAT IS RTF?**

Rich Text Format (RTF) is a platform-independent text format that allows files to be read by any word-processing or typesetting program for both Microsoft and Macintosh computers. Unlike the older ASCII format, it retains all information about styles (italic, bold, underline, small caps, etc.), sizes, alignment, margins, tabs, footnotes, and tables. (It does not retain fonts.) Every word-processing program can save as RTF files.

## **SAVING YOUR FILES AS RTF**

1. Open your document.
2. Choose File > Save As...
3. In the dialog box, select “Rich Text Format” or “RTF” (but not “RFT”) in the pop-up menu or check-box labeled “Format” or “Type.”
4. In the file-name field, add “.rtf” to the end of the file name, if it is not added automatically. (Example: manuscript.rtf)
5. Note the location in which the file will be saved. You will need to find it and copy it later.
6. Click “Okay” or “Save.”
7. Copy your RTF file(s) to a CD, ZIP, or floppy disk, PC or Mac format. Or send it by e-mail as an attachment.

Do not open or change RTF files. Doing so may cause them to be un-converted from RTF. If you must make changes, open the original files, change and save them, then make new RTF files (repeat steps 2–7).

If these instructions don’t seem to work for you, please consult the user’s manual for your word-processing application.