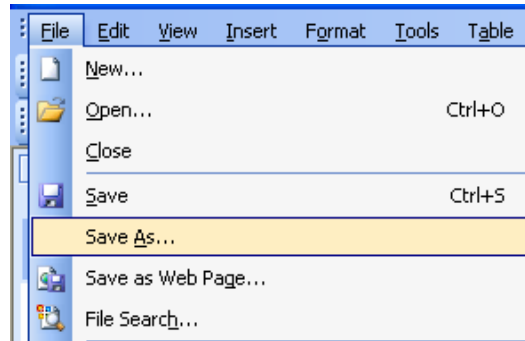


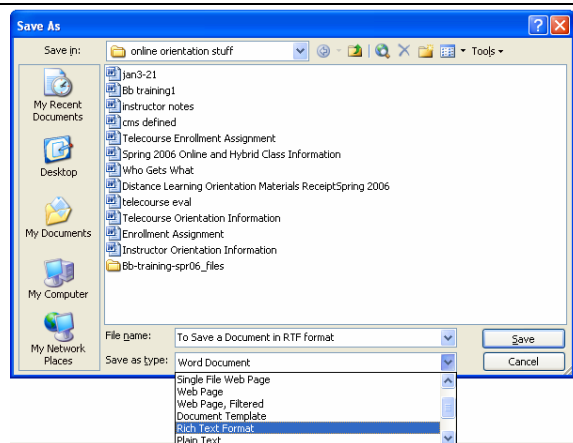
RTF files, part 1

To Save a Document in Rich Text Format (RTF) format:

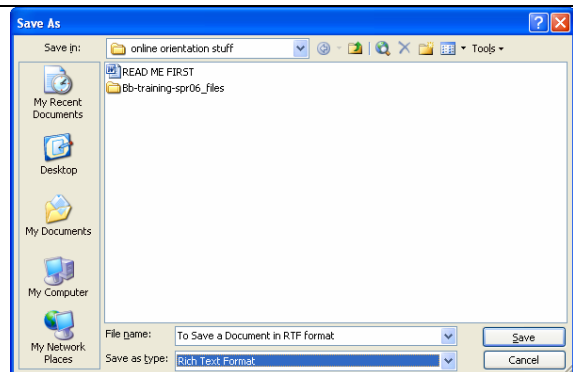
1. When ready to save your document, click "Save As" under the File Menu.



2. Locate the "Save as Type" drop down box and scroll until Rich Text Format is selected.



3. Verify that Rich Text Format is in the Save as type box, make sure the filename and save in location are correct, and then click Save.

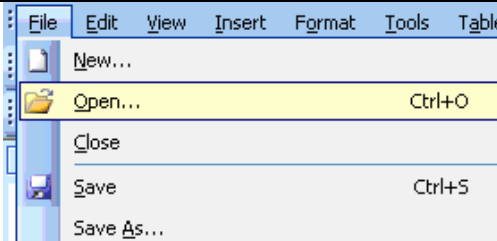


Continue to next page to Retrieve FTF files

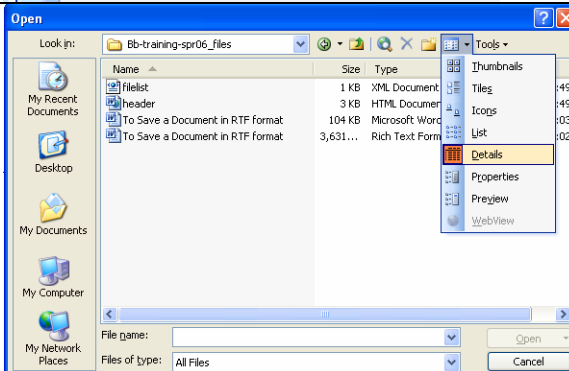
RTF files, part 2

To Retrieve a Document in Rich Text Format (RTF) format:

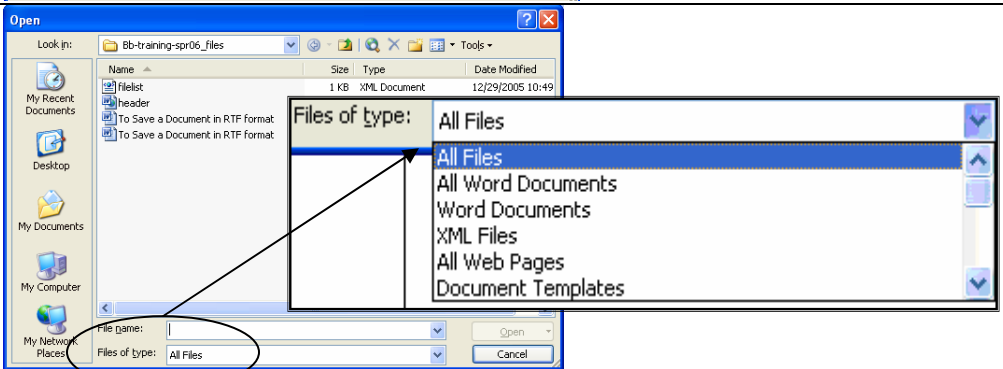
1. Select Open under the File menu.



2. Select the Details layout under the View icon.



3. Make sure All Files is selected under "Files of type:"



3. Note the To Save a Document in RTF format file has been saved twice - once in DOC format, once in RTF. Be sure to look in Details View to make sure you send the correct document!!!!

