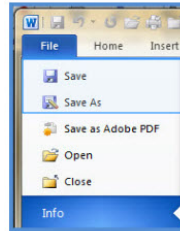A good format to save your work that you will be submitted electronically is to save it in the RTF or "Rich Text Format." Any word processing program can open this format.

To convert:

- Open your saved document
- Click File
- Click Save As

Change **"Save as type"** to **Rich Text Format (*.rtf)** using the drop down arrow (see image below).

When saving a document save as Rich Text Format