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

	7.00	7 <b>(</b> ) <b>(</b> )
File	Home	Insert
📕 Sa	ve	
🔣 Sa	ve As	
🏐 Sa	ve as Adobe	PDF
💕 Op	ben	
📑 CI	ose	
Info		1

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

Organize  New fol	der			100 -	0
Elibraries	- -	Name	No items match you		e modifi
File name: Cor Save as type: Rich Wor	save as	_	a docume Text Form		,
Authors: Wor	d Macro-Enabled Docur d 97-2003 Document (*. d Template (*.dotx)				