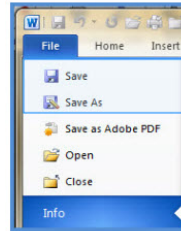A good format to save your work electronically is to save it as a RTF or "Rich Text Format file." Any word processing program can open this format.

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).