

## Saving in Alternate Formats

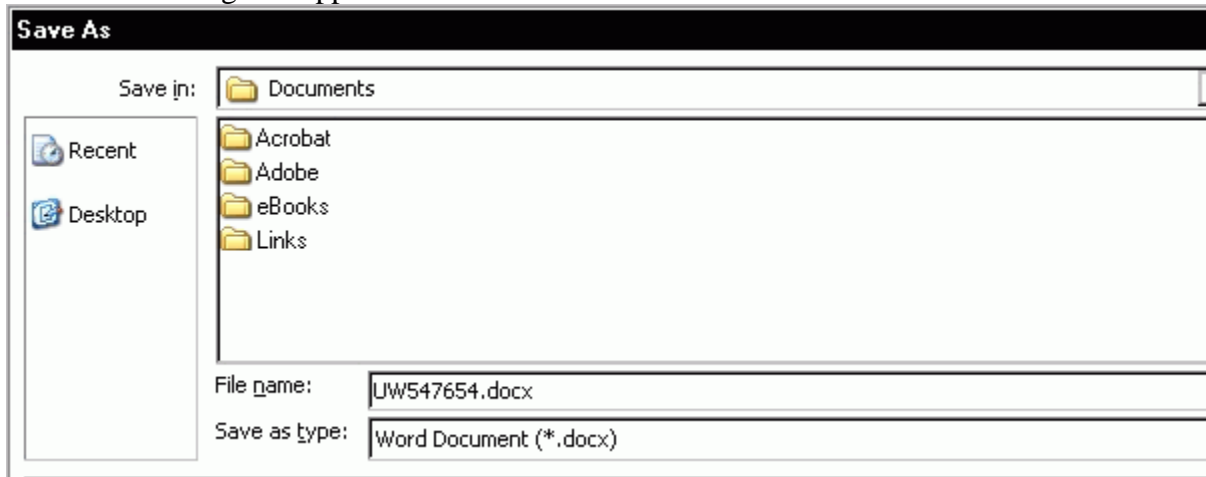
This document explains how to save your Word document in two alternate formats. Saving in RTF format can prevent the spread of viruses, while saving in Word 97-2003 format enables the inclusion of more users.

### Saving in RTF Format

Saving your Word document in RTF (Rich Text Format) file format helps prevent the spread of viruses. The .doc extension has been the #1 file format for virus transmission over the past few years because it allows the attachment of hidden macros, which may actually be viruses. RTF format does not allow appendages such as macros, and, thus, the document cannot contain a virus. Saving in RTF format also preserves your document's formatting for easy transfer between different applications.



1. From the OFFICE BUTTON , click **SAVE AS** the *Save As* dialog box appears.



2. From the *Save in* pull-down list, navigate to the desired save location  
NOTE: If you are using a General Access lab computer, do not save to the hard drive. Instead, use your personal network drive (**H :**) a CD, or USB drive.
3. In the *File name* text box, type the desired **filename**  
HINT: To help you locate the file in the future, use a descriptive filename.

4. From the *Save as type* pull-down list, select **Rich Text Format (\*.rtf)**



File name:	UW547654.docx
Save as type:	Word Document (*.docx)
	Word Template (*.dotx)
	Word Macro-Enabled Template (*.dotm)
	Word 97-2003 Template (*.dot)
	<b>Rich Text Format (*.rtf)</b>
	Plain Text (*.txt)
	PDF Format (*.pdf)

5. Click **SAVE**  
Your document is saved as a RTF file.

## Saving in Word 97-2003 Format

Saving your Word document in Word 97-2003 file format allows you to include more users in the viewing of your document. Users who do not use Word 2007 will not be able to open a .docs file on an older version of Word. Saving your Word document in Word 97-2003 file format allows those users to access your document.



1. From the OFFICE BUTTON , click the  next to **SAVE AS** » select **Word 97-2003 Document**  
the *Save As* dialog box appears.
2. From the *Save in* pull-down list, navigate to the desired save location  
NOTE: If you are using a General Access lab computer, do not save to the hard drive. Instead, use your personal network drive (**H :**), a CD, or USB drive.
3. In the *File name* text box, type the desired **filename**  
HINT: To help you locate the file in the future, use a descriptive filename.
4. OPTIONAL: In the *Save as type* text box, confirm that **Word 97-2003 Document** is selected
5. Click **SAVE**  
Your document is saved as Word 97-2003 document.