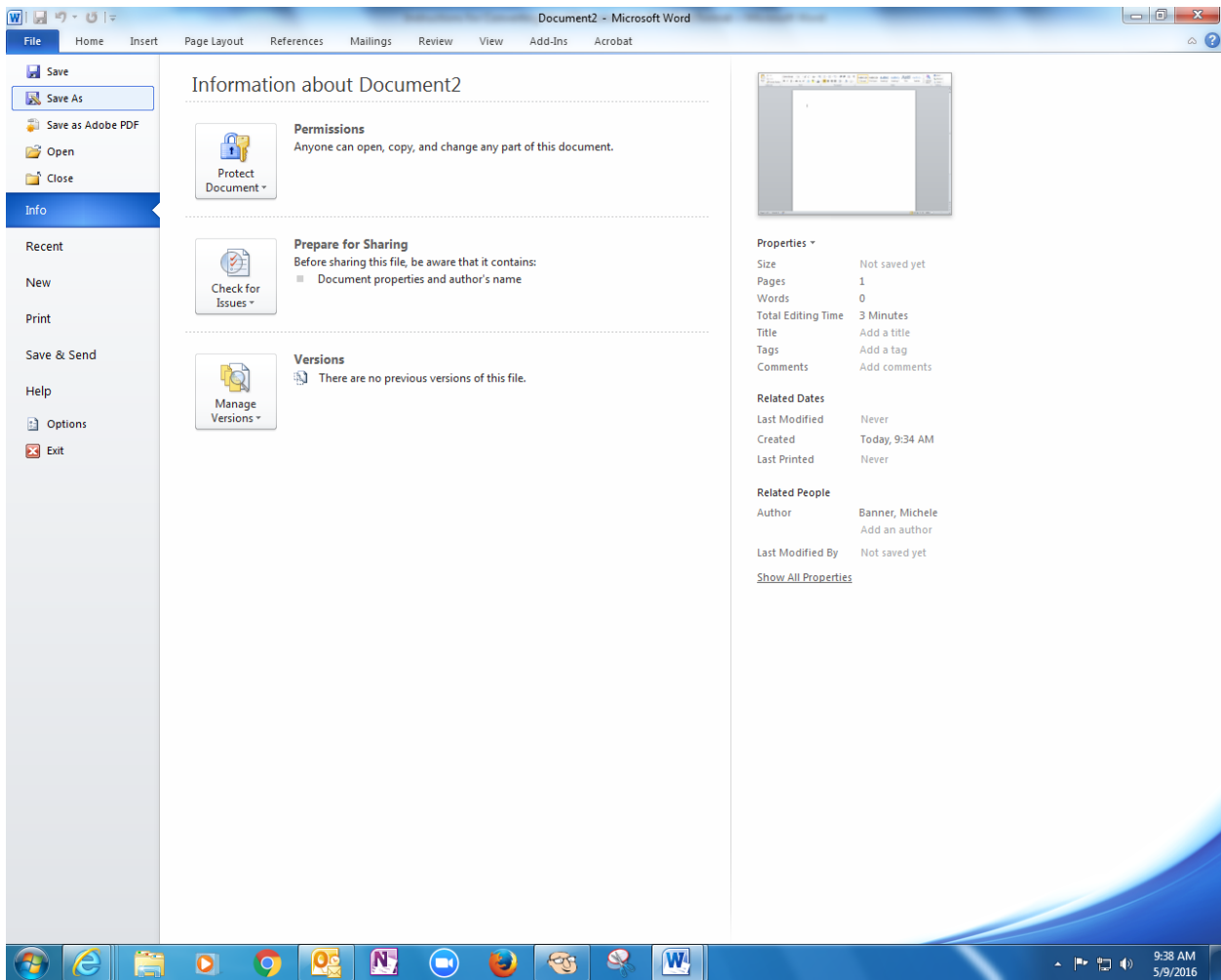


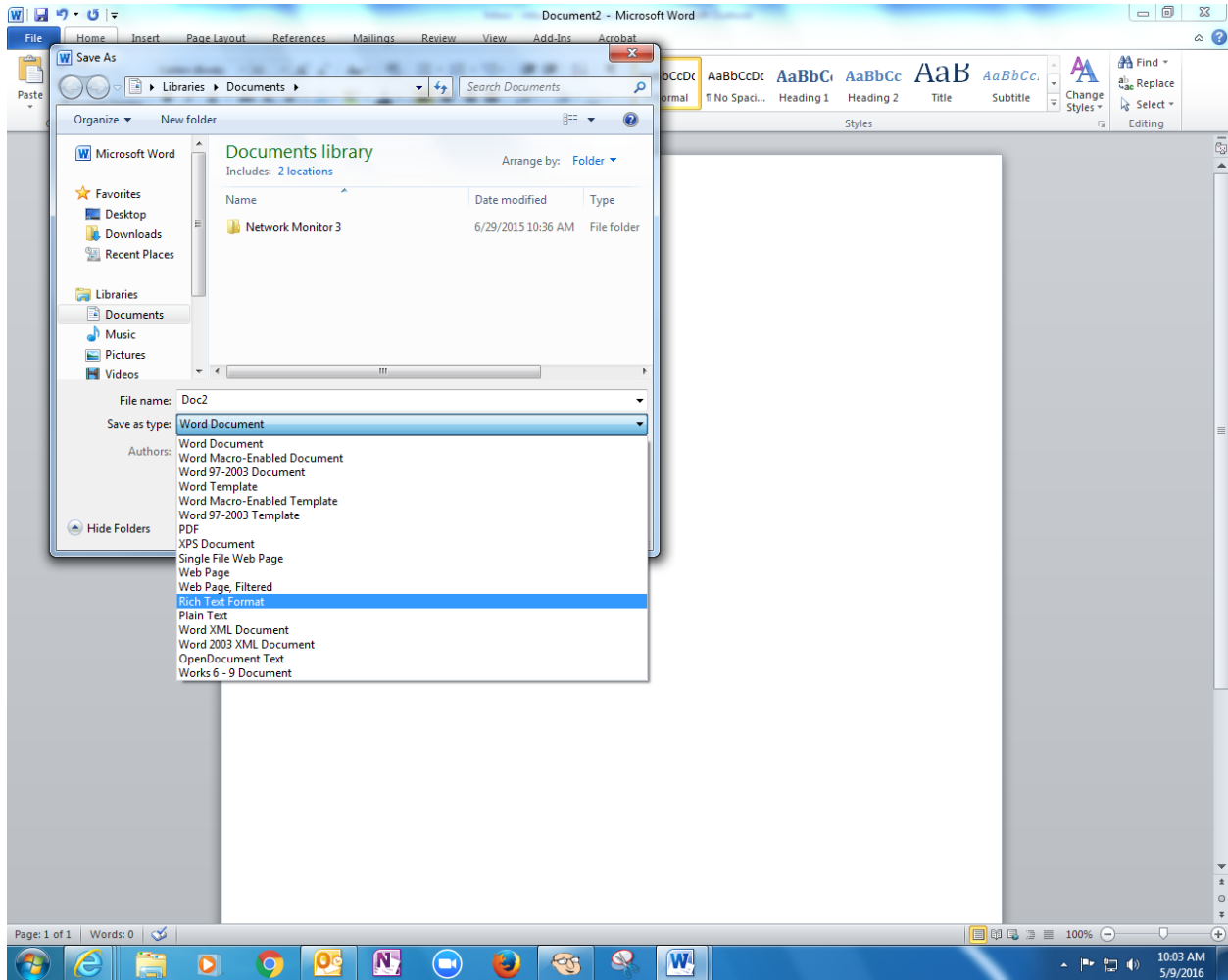
Instructions for Converting Word Documents to Rich Text Format

Saving your documents in the Rich Text Format before attaching them to an e-mail will allow all computer users to open your document no matter what kind of computer or word processing software they are using.

1. When you are ready to save your word document, click file and choose “Save AS”:



2. When the “Save As” window appears click the down arrow on the right side of the “Save as type” window. This will give you a drop down list. Choose “Rich Text Format” from the drop down list. Click Save.



The document is now saved as Rich Text Format and will have the .rtf extension at the end of the file name.