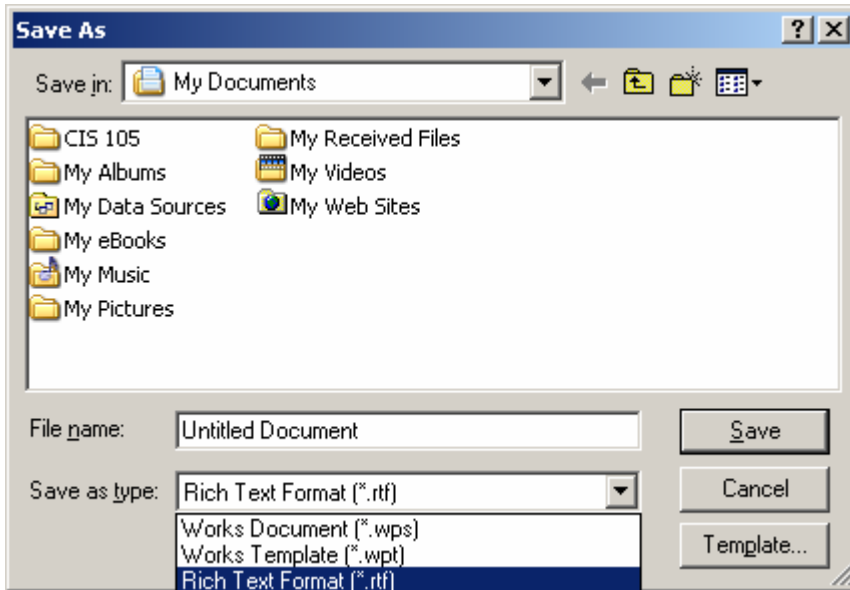


File Formats Works

If you are using Microsoft Works you need to save your file as a Rich Text Format (rtf)

1. Click on File
2. Click Save As, you will get the Save As dialog box



3. Name your file
4. Select the Rich Text Format (*.rtf) in the “Save as type:” from the drop down arrow.
5. Click Save