



How To: Save Word 2007 files in Rich Text Format (RTF)

Word 2007 introduces a new file format which is incompatible with older versions of Word. Files created with the new version are easy to identify because they have file extensions that end with the letter "x." Word 2007 files end with the .docx extension rather than the .doc extension used by previous version of Word.

If someone hasn't upgraded to the new version of Word, and are still using an older version, they may have trouble opening Word 2007 files. One workaround is to save the Word 2007 file in Rich Text Format (RTF). Rich Text Format is a format which is fairly universal and can be opened by almost any word processing program.

Save Word 2007 files in Rich Text Format (RTF) format

The steps below explain how to convert a Word 2007 document in Rich Text Format:

1. Open your file in Word 2007.
2. Click on the **Office** Button (top left corner) and select **Save As**.
3. When the Save As dialog box opens select **Rich Text Format** from the **Save as type drop-down**.



File name:	My File	▼
Save as type:	Rich Text Format	▼

4. Enter a name for the file in the **File name** box.
5. Click the **Save** button.

Note: Rich Text Format files end with the .rtf file extension.