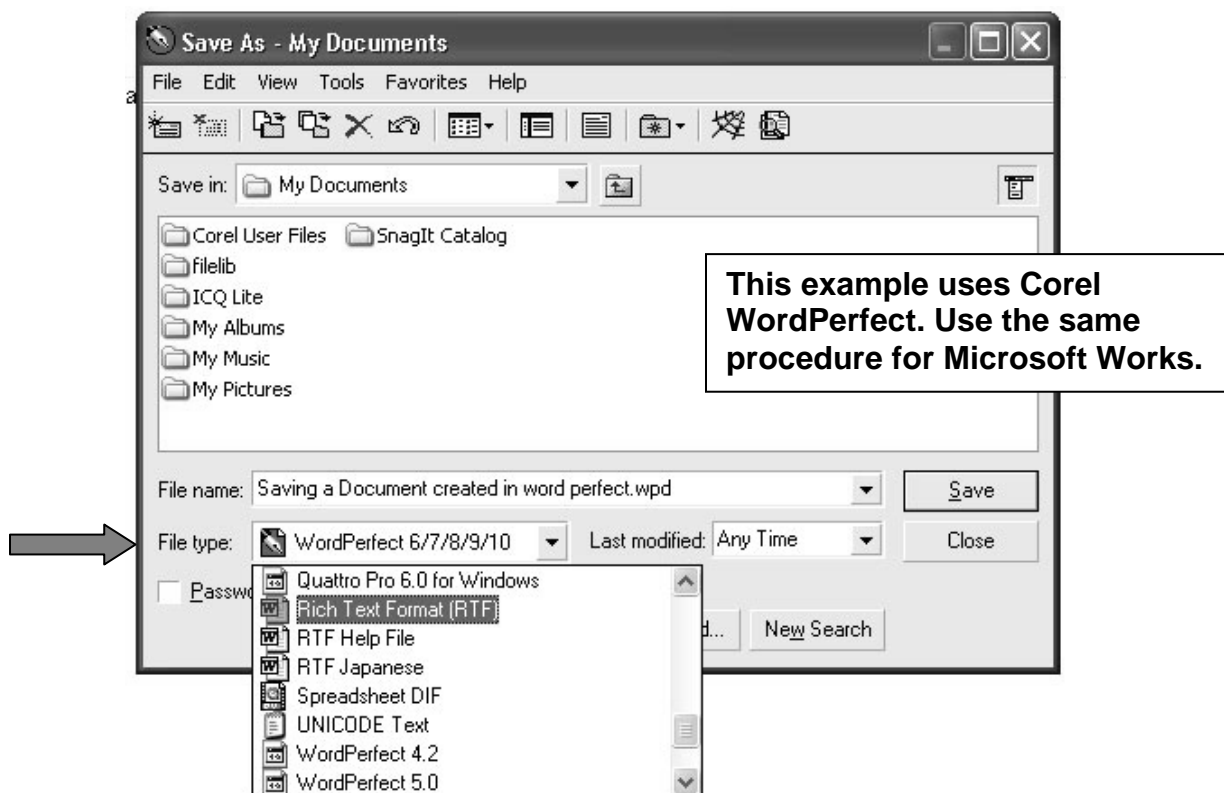


Computer Tips :: Saving WordPerfect / MS Works Files to RTF and Text Files

The library computers do not have **Corel WordPerfect (.wpd)** and **Microsoft Works (.wps)**. Therefore it is recommended that documents are saved in **Rich Text Format (.rtf)** or **Text Files (.txt)**. You can try opening it from within Word. You need to choose the appropriate file type in Open dialog box. This method often works, but not always.

If you use any word processing programs other than **Microsoft Word** save your files as **Rich Text Format (RTF)**. The file extension is **.rtf**.

DIALOG BOX SHOWING FILE TYPES



When you save your file, (by selecting **Save** or **Save As** command and clicking on the **Save button**) you will see a **dialog box** and you can select a **file type** showing how you want to save your file. **RTF** files are readable by a variety of word processing programs (including **Microsoft Word** and **Corel WordPerfect**) and across different platforms (both **Macs** and **PCs**).