

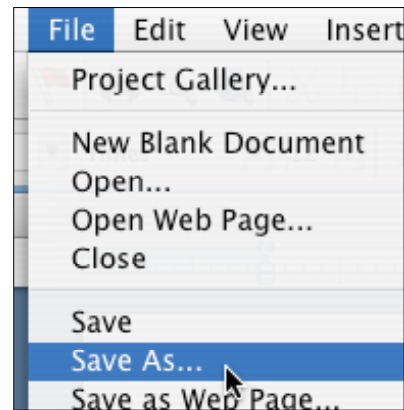
# Save Your File as Something You Can Use Elsewhere (Easy as 1-2-3!)

Have you ever brought a computer file to campus and not been able to open it because you have a different program than those available here? Follow these steps to avoid that problem:

**1**

Under the "File" menu, choose "Save As..."

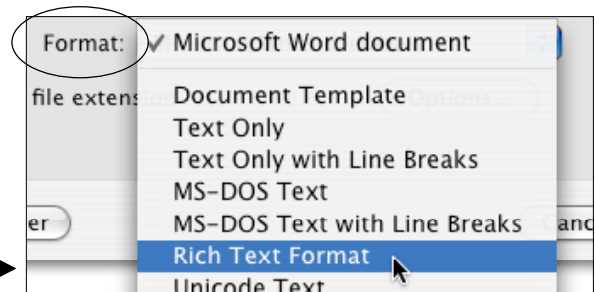
NOTE: in Windows XP, if you don't see "Save As..." just click on "File" and hold the mouse button down for a few seconds to expand the manu.



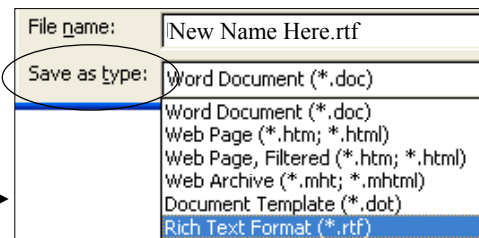
**2**

Give your file a new name in the *File Name* or *Save As* box to avoid duplicates, then change the Format (or Type) to *Rich Text Format* in the Format or File Type drop-down list.

Macintosh OS X example



Windows XP example



**3** Finally, click the "Save" button.

Final note: the Save dialogue boxes may vary depending on your program, but they all work the same way: 1) change the name; 2) change the format; 3) save.