



Blackboard Quick Reference Guide

Save Assignments as RTF

Almost all computers have some sort of word processing software included. However, some of the older versions of software (like MS Works or WordPerfect) can not be viewed by other word processing software. **Here's a solution:** RTF files can be produced by most word processors, or by the WordPad application in Microsoft Windows. **RTF** (rich text format) is considered a universal standard for saving and viewing documents created in almost any word processing format. It is ideal for use by students who are submitting documents (except those that contain heavy formatting) in a digital format to their instructor. This solution addresses the problem of instructors being unable to open or read documents submitted as email attachments or through Blackboard.

Converting Word Processing Files to RTF

Step 1: Create your assignment in any word processing program you have.

Step 2: Open this file that you want to send to your instructor or another student

Step 3: From the **File** menu, click **Save As**.

Step 4: From the Save as Type (or File Type) drop-down menu, select *Rich Text Format (*.rtf)*

Step 5: Click  .

Step 6: The newly saved file will have the original name, but the end (extension) will be **.rtf**

You can now send the document and be reasonably assured that any computer will be able to open and read it.

