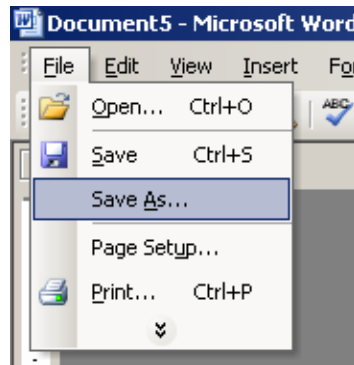


Converting Documents to Rich Text:

Before submitting a written assignment you should save the document as “Rich Text Format”.

To convert:

- Open your saved document
- File
- Save As



- Change “Save as type” to Rich Text Format (*.rtf) using the drop down arrow (see image below).

