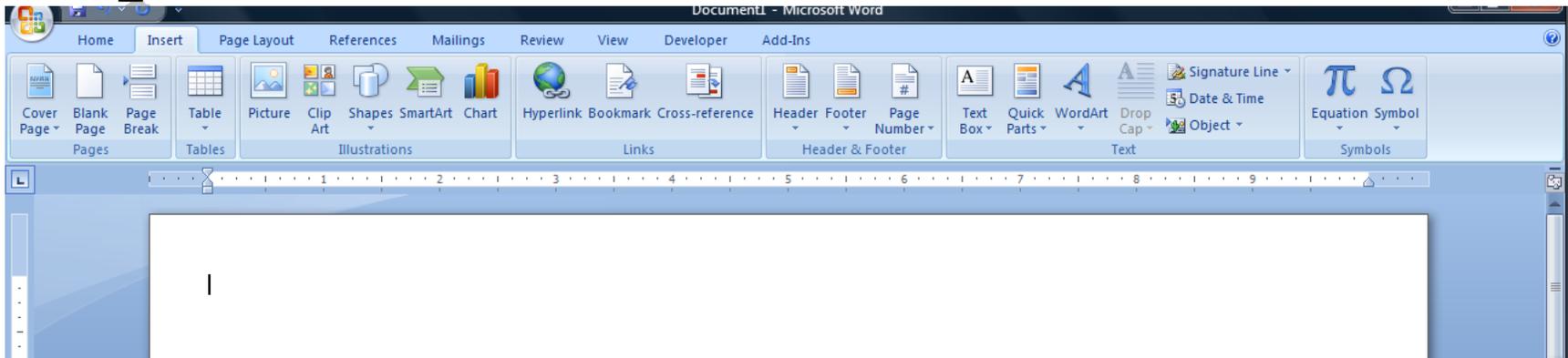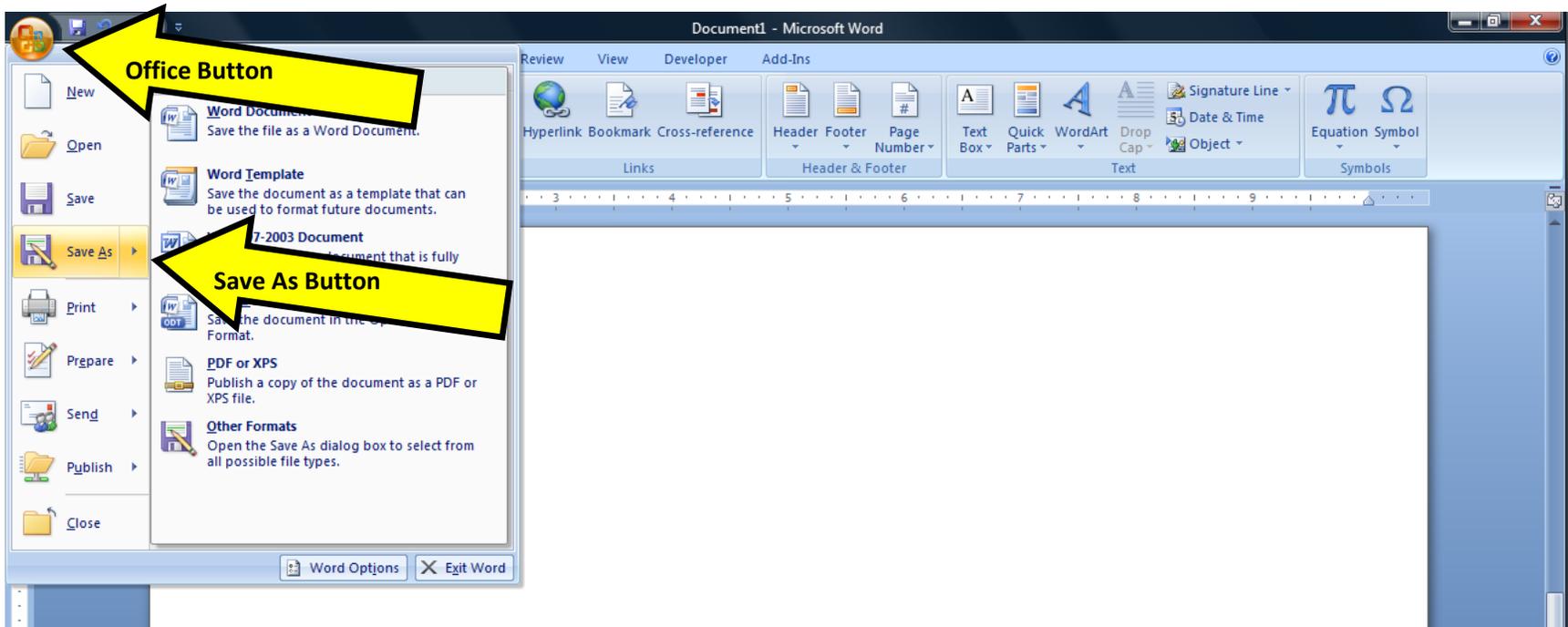# Step 1

Open up Microsoft Word; Open up the Word document that you have saved or begin a new document
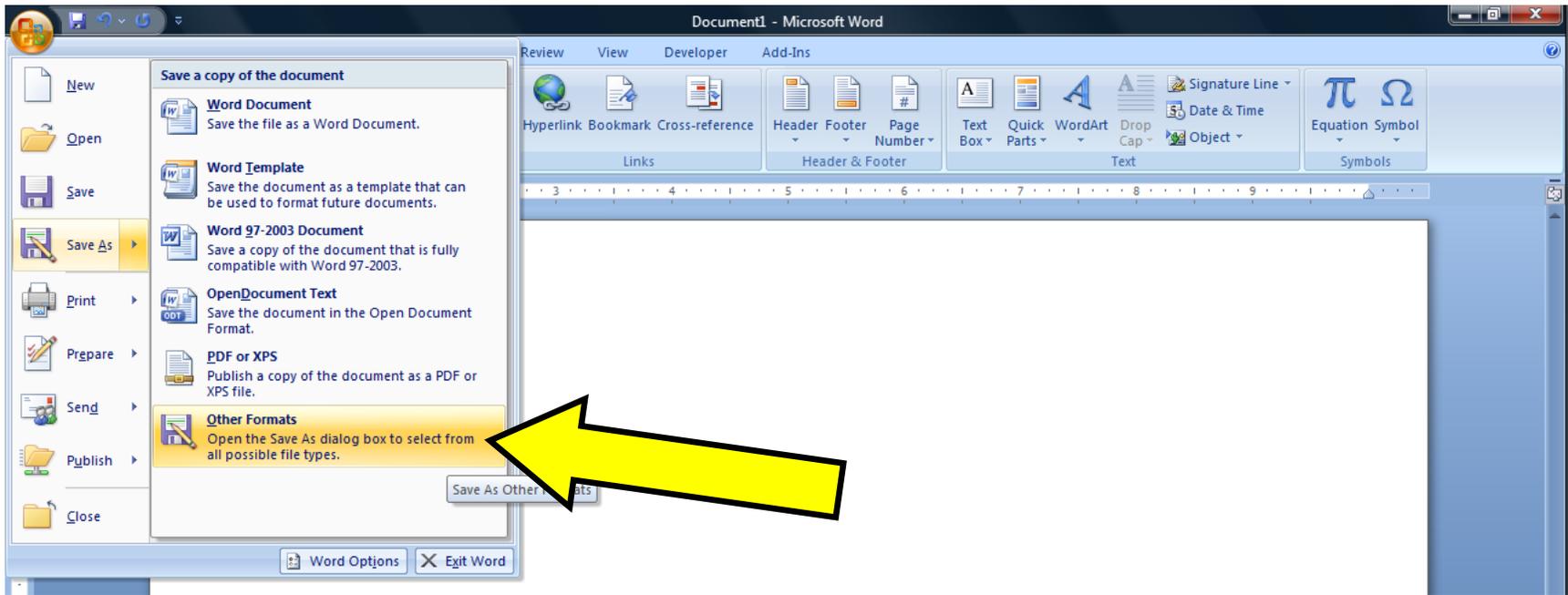

Step 2

Click on the Office button and go to Save As

Step 3

Step 4

Type in a name for your file; click on dropdown box next to "Save as type:" and select Rich Text Format: Remember where you saved the file