How to Save a Word 2010 Document in Rich Text Format

About Word 2010

Microsoft Word 2010 includes many of the same features as previous versions of Word, but reorganizes them into a new user interface. Whereas earlier versions of Word used drop-down menus, Word 2010 uses tabs along the top of the screen to organize different menu options. These tabs keep the most frequently used features on the screen and easily accessible to the user at all times.

Word 2010 File Formats

Another update to Word 2010 is a wider variety of file formats. Users can now save documents as *.pdf files, *.docx files and *.xml files, among others. Older file formats are still available in Word 2010, like the standard Word Document (*.doc) file and Rich Text Format (*.rtf) file.

About Rich Text Format

Rich Text Format (*.rtf) files are universal, meaning they can be opened and edited in almost any word processing program, including Word, WordPerfect, WordPad and OpenOffice Writer. Rich Text Format files are ideal when emailing documents across different platforms, e.g. when sending a resume to a potential employer, or sharing a document with a co-worker who uses a different operating system.

Saving a Word 2010 Document in Rich Text Format

Follow the instructions below to save a Word 2010 document in Rich Text Format.

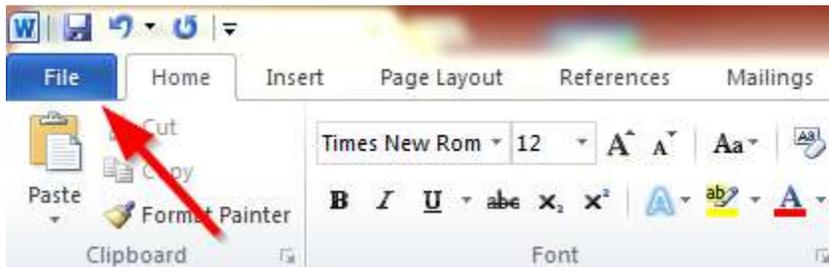1. Click the blue "File" tab in the top left corner of the screen (Figure 1).

Figure 1

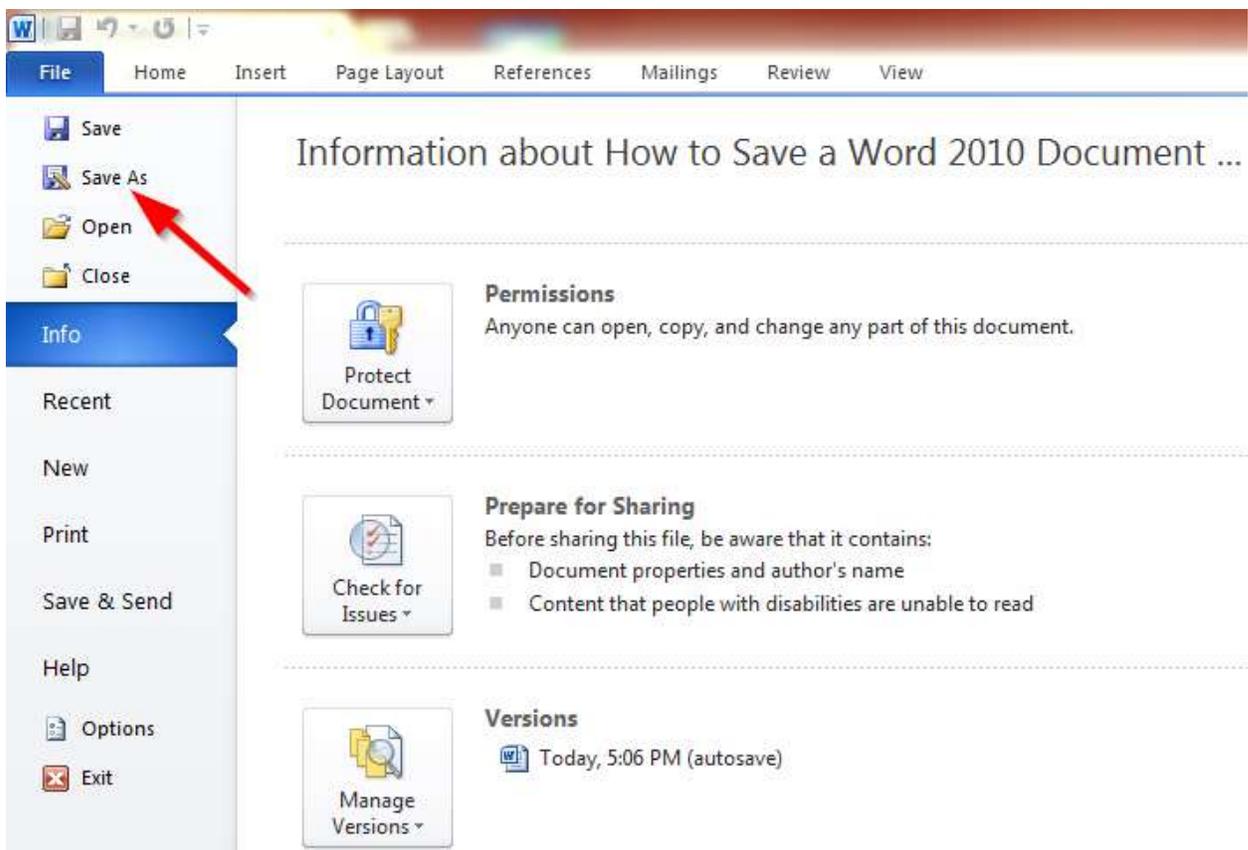2. Click "Save As" in the left navigation pane (Figure 2).

Figure 2

3. In the "Save As" window, browse to the folder where you would like to save the file (Figure 3).
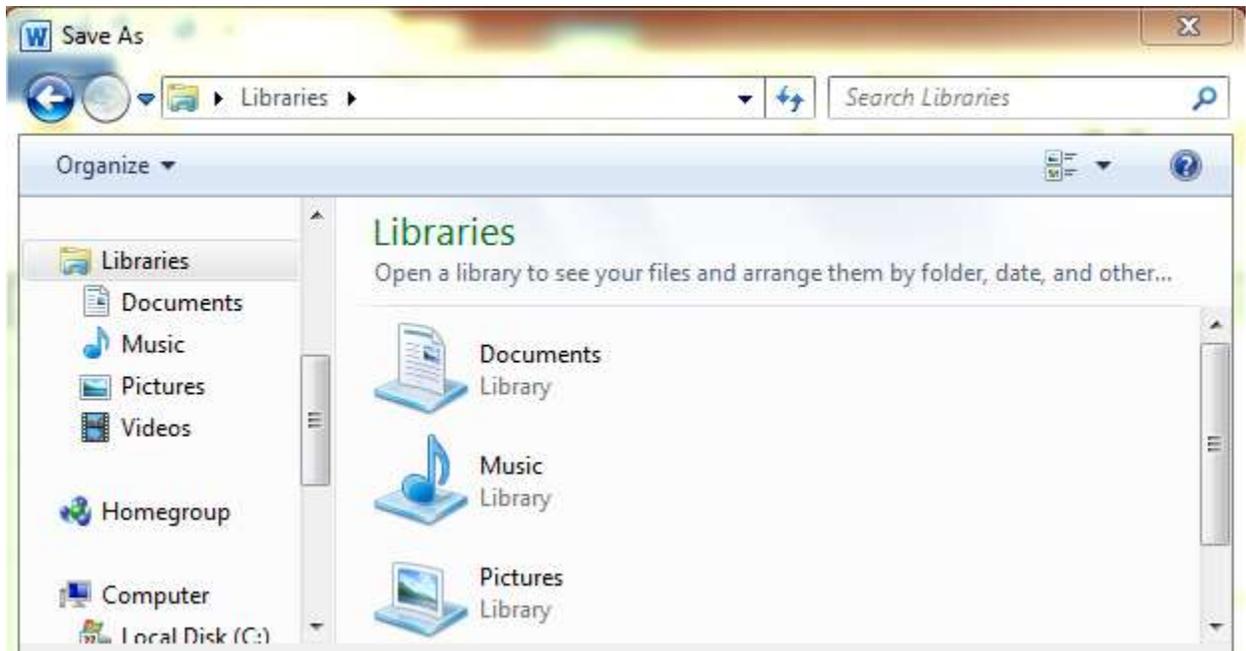

Figure 3

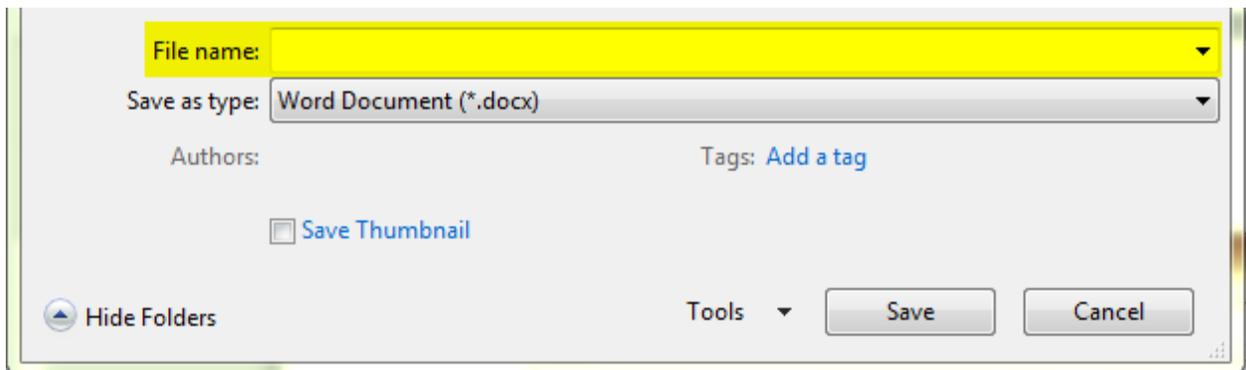4. Enter a name for the file in the "File Name" box (Figure 4).

Figure 4

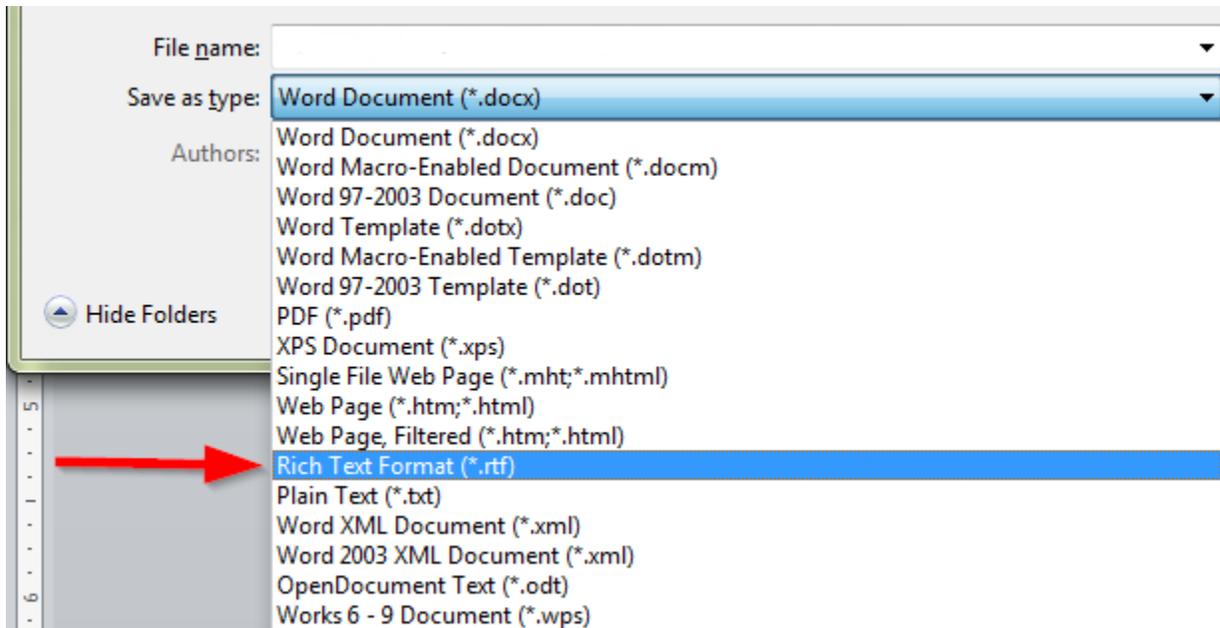5. Click the "Save as Type" drop-down menu, and select "Rich Text Format (*.rtf)" (Figure 5).
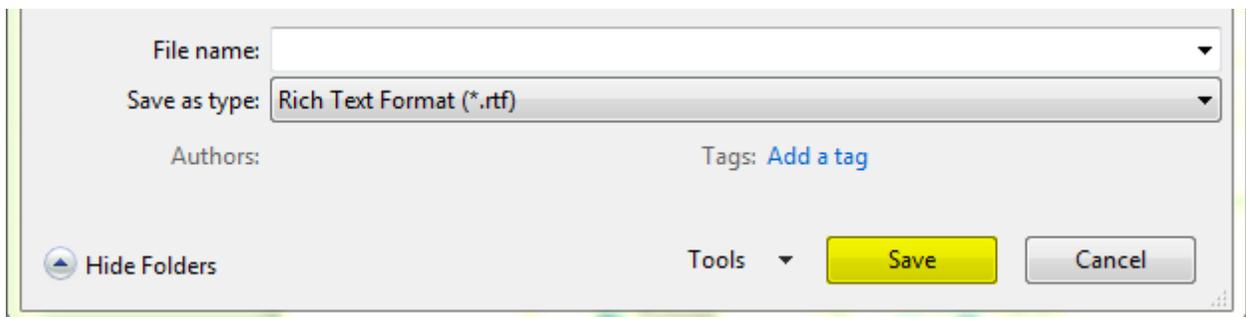
6. Click the "Save" button (Figure 6).