

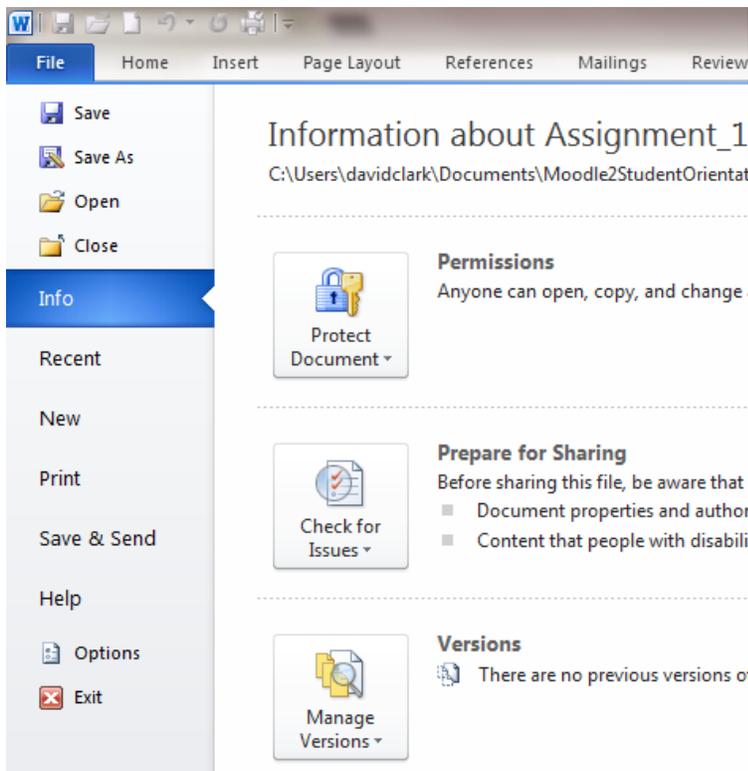
Creating an .rtf File for Submission



When submitting a document for assignment submission on Moodle, the standard format should be an .rtf format. If your instructor specifies a different file format, follow your instructor's specifications.

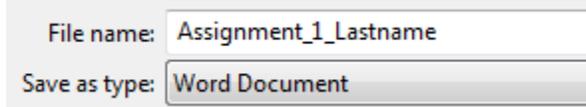
(Below are examples for Microsoft Word 2010, if you need additional instructions for Microsoft Word 2007 or Microsoft word 2003, you may locate these in the CCC Student Resources Link located in the beginning of your course.)

1. To do this, open the Word document to be converted. Then, select **File** in the upper left hand corner of the ribbon.



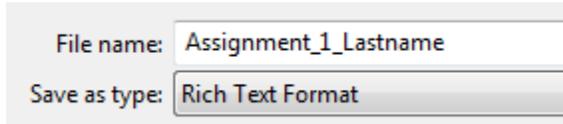
2. Select **Save As**.

3. Name the document with an appropriate name in the **File name** field.



File name: Assignment_1_Lastname
Save as type: Word Document

4. In the **Save as type** field, select **Rich Text Format** from the drop-down menu.



File name: Assignment_1_Lastname
Save as type: Rich Text Format

5. Click **Save** to save your file as .rtf.



6. Your document is now ready to be submitted in Moodle.