

Preferred File Format for Attachments

To prevent the problems that can result from software incompatibilities (e.g. between Macs and PCs, or between Office 2003 and Office 2007), save and send all of your Moodle attachments for your course(s) as **Rich Text Format (.rtf)**. Any word-processing program can read this filing format and most formatting options are supported in RTF.

Saving as RTF (see also the graphic below):

In your word-processing menu, select FILE and choose SAVE AS.

In the **SAVE AS...** pop-up box that appears, type in the name of your document (e.g. LSmith_nurs325_assign1) in the File Name box. For information on how to name your file, go to the **Naming Convention** page in this Startup Kit.

Click on the down-arrow at the far right of the "Save as Type" box (see image below). This will bring up the menu of different file types you can save as. Scroll down to and select the **Rich Text Format** option.

Click on the **Save** button.

(The steps are essentially the same in Office 2003 Word, Office 2007 Word, and in Word Perfect, although some of the wording in the steps may differ slightly.)

See image on next page for example.

