

How to Save a Document with a Different File Extension

If you are using OpenOffice or Microsoft Office 2007, you will be asked to save your document with a file extension that is compatible with the software on your teacher's laptop.

To do this, complete the following steps:

1. Choose File → Save As
2. Change the File Type to either DOC or RTF. If either are not available, please choose Microsoft Office 2003 format.

Please refer to the image below.

