

Recommended File Format for Blackboard

Many students as well as faculty now have Office 2007 installed on their personal computers while many others, including the University have not yet made this transition. Due to the file format of Office 2007, these files can not be opened by non-office 2007 users. It is highly recommended you save your files in a Rich Text Format (RTF) prior to submitting them to the instructor.

Saving a File in a Rich Text Format (RTF)

1. With the document open, click on your save as option
2. Enter a name for your document in the File Name box
 - a. file naming should include your name, a hyphen and the name of the assignment
 - b. Example: John Smith-Unit 1 Assignment
3. In the Save as Type Box, use the pull-down menu to locate and select Rich Text format
4. click Save