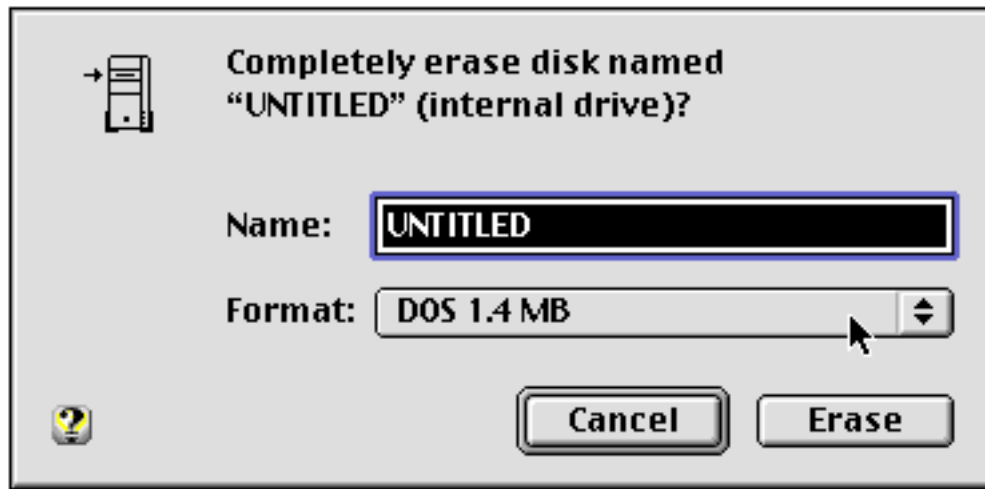


# Painless File Transfers by Mark Thompson

*You can easily work on a file both at home and at school, no matter if you're using Macintosh or Windows, Microsoft Word or any other word processor.*

## 1. Format A Blank Floppy Disk

If you run Windows at home, format the disk for DOS. If you run Mac OS at home, format the disk for Mac OS.



## 2. Save Your Document Normally

Name your file and save it to the location you would normally keep your work. This gives you a second copy of the file in it's original format.

## 3. Save The File As An RTF File

From the File menu, select Save As. At the bottom of the Save dialog box, use the pulldown menu to change the file type to Rich Text Format (RTF). Next, add .rtf to the end of the file name to distinguish it from your earlier-saved version. Finally, insert your floppy disk and save the file to the floppy.

*Use the floppy disk only to transfer the file between home and school. Always keep a second copy on the server at school and your hard drive at home to prevent losing the file because of a damaged floppy.*