

# SAVE & PRINT OPEN OFFICE SOFTWARE

Do Not Save the Document with the filename.odt.  
Word is unable to read the file.

Step 1- Type Document

Step 2- Save as.

Step 3- Name file either in "My Documents" or on the USB Drive. Please have the USB drive inserted before you save file.

Step 4- When in Save As, name the file, and tab to the Save As Type: arrow down to Rich Text Format and choose that format to save your file. When finished make sure the following information states filename.rtf.

Step 5- A message box will appear that states the Document may contain formatting or content that cannot be saved in the Rich Text Format file format. Do you want to save this format anyway? Choose "YES"... This will allow you to save to the USB drive to print file. Word can read a RTF file. You will not lose your information.