How to Open an .rtf file type in Google Docs

Overview: An .rtf file is a Rich Text Format file. It is commonly used for files that have text, and it is compatible on most text viewing/editing programs.

1. Go to a Moodle class and look for a link that has an icon next to it that looks like a *blank white sheet of paper.* Most of these are typically .rtf files
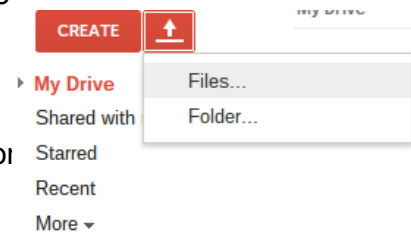
Lit Circle: Connector
Lit Circle Discussion Director
Lit Circle: Figurative Language Finder
Lit Circle: Historian
Lit Circle: Literary Luminary
Literary Terminologer
Literary Terminology
Lit Circle: Poet
Lit Circle : Word Wizard
Lit Circle: Skies the Limit
Lit Circle: Super Summarizer
Lit Circle: Illustrator

2. **Click on the file** that you would like to view.
The file will download when you click on it. It should appear on the downloads bar at the bottom of your browser. If it doesn't appear, it will be in your *Downloads* folder when you click on the Files icon.

CONNECTOR.rtf

3. **Please do not open the file after it has downloaded. You will receive an error.**
Next you will want to move the file into your Google Drive. To do this, you can open Google Drive and upload the file, or you can click-and-drag on the file to move it into Google Drive.

CREATE
My Drive
Shared with
Starred
Recent
More
Files...
Folder...

To Upload: Go to your Google Drive and look for the upload icon. When you click on it, choose *Files*… Select the .rtf file and click *Open.*

4. Once the file is in your Google Drive,
1. Check the box next to it.
2. Click on the button titled, *More.*
3. Click on *Open with.* 4. Select **Google Docs**.
Your file should open in a new Google Doc.

More
Preview
Open with
Share...
Add star
Details
Don't show in Activity list
Move to...
Rename...
Mark as unviewed
Manage revisions...
View authorized apps...
Make a copy
Download
Prevent viewers from downloading
Remove

Meet your Drive
My Drive is the home for all your files. To get started, upload a file or create a Google Doc. Learn more

TITLE
CONNECTOR.rtf Shared

Google Drive Viewer
Google Docs

Sort

LAST MODIFIED
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