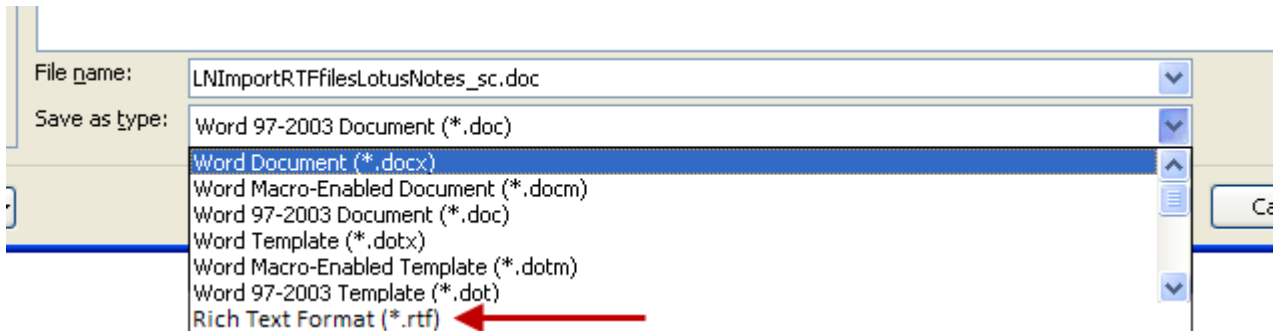




## Import RTF (Rich Text Format) Files to a Lotus Notes Document

- On your computer, save the file you want to import as RTF (Rich Text Format).



- Open a Lotus Notes document. Click in the body area of the message (where you would type your email).
- Go to the 'File' menu and click 'Import'.
- Select the document you want and click 'Import'.