

# Sending;↵Converting RTF files

**You can convert a Macintosh RTF file to a NeXT rtf file in one of several ways.**

paste.tiff ↵

;Converting using menus.rtf;↵  
double clicking.rtf;↵

1PixelDottedRulePadded.tiff ↵

To convert an RTF file,  
choose a Convert...  
file menu item.

;Converting by  
double clicking.rtf;↵ ;Converting by drag and drop.rtf;↵

To convert an RTF file,  
open it in the Workspace  
Manager in the normal  
way.

;Converting by  
double clicking.rtf;↵  
To convert an RTF file,  
drag the file's icon and  
drop it on the Convert  
Progress window.