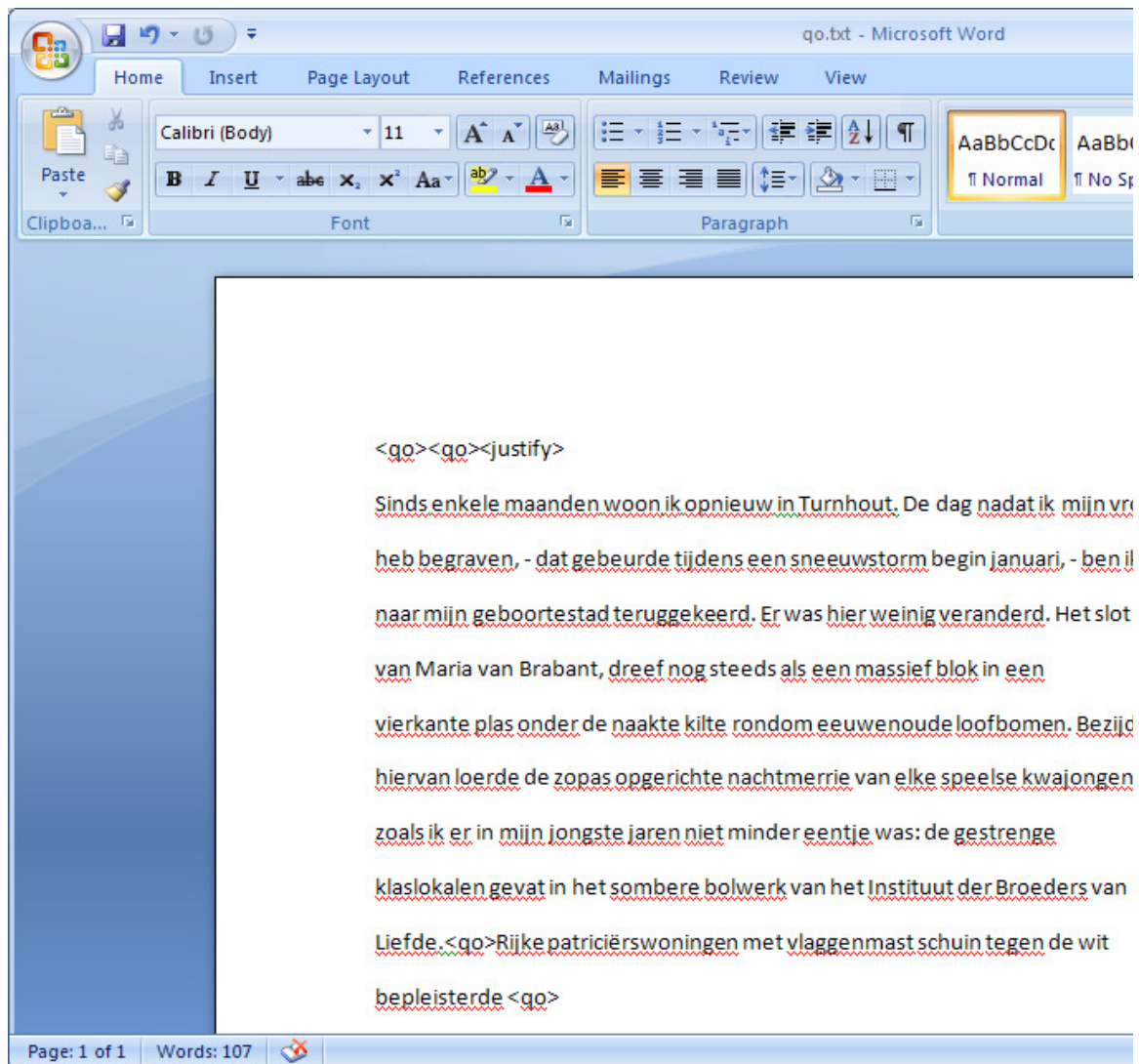
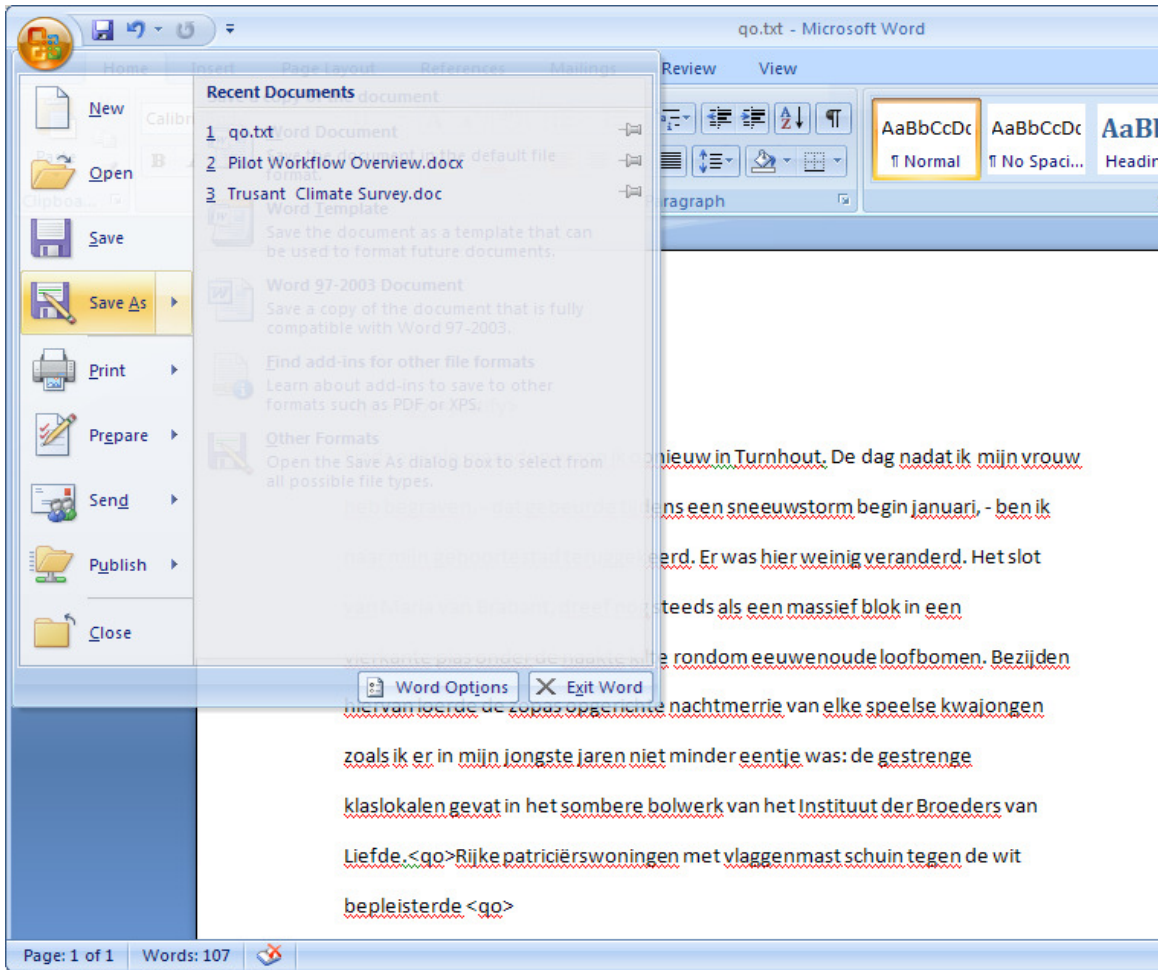


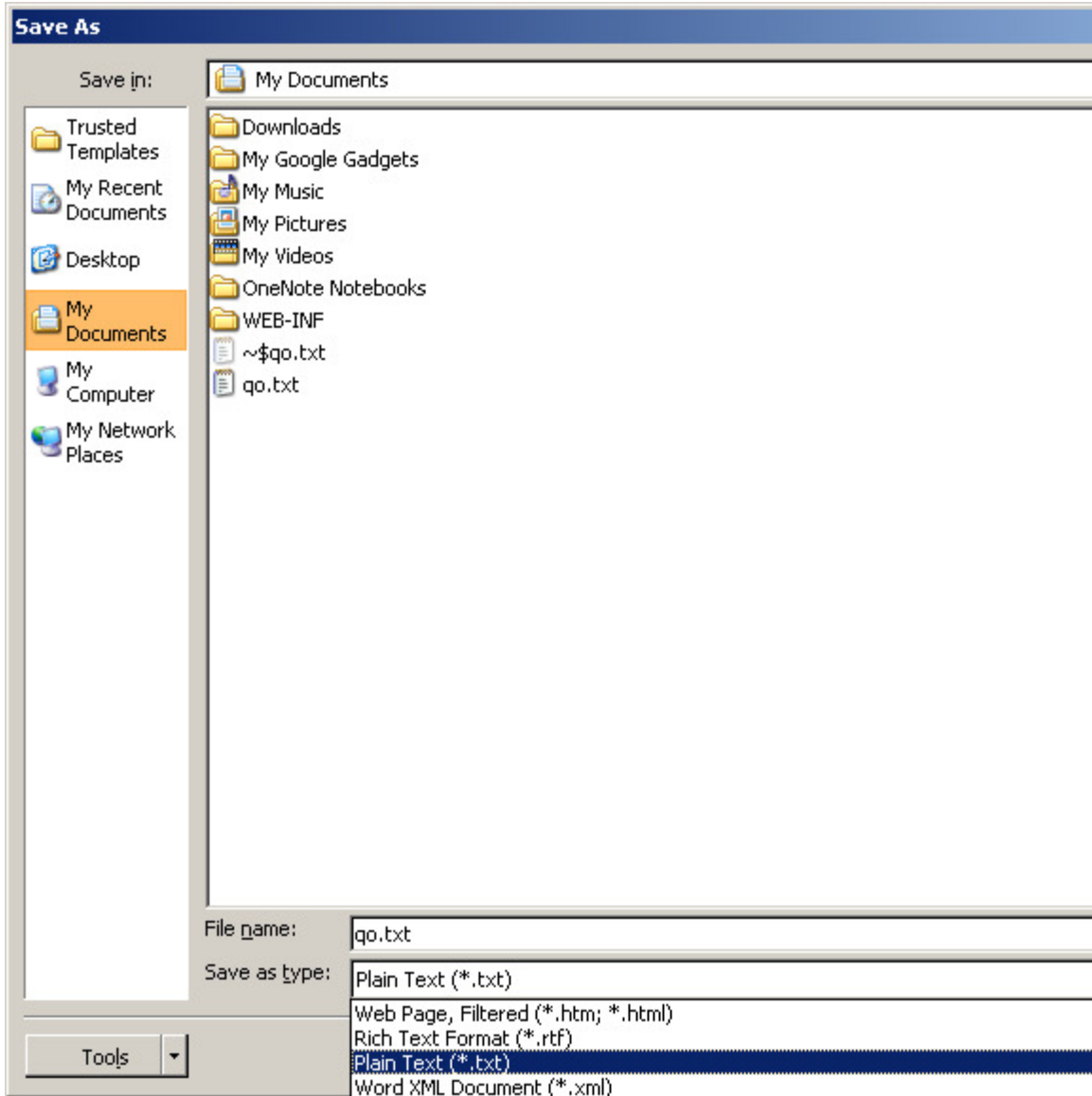
1. First, create a new file in MS Word and insert the desired control codes in the text. This is Word 2007, but Word 2005 should be similar.



2. Choose "Save As..." from the Office Button, or Save As... from the file menu, if you're using Word 2005.



3. Choose a file name (usually ending with .txt so that you don't confuse it with your Word formatted .doc file), then choose "Plain Text" from the "Save as type" dropdown (beneath the filename text-box).



4. Once you click "Save", another window will pop up. Click on the "Other encoding" button and choose "Unicode (UTF-8)" from the selection as shown below. Then click "OK". Your file should be saved as plain text in UTF-8 format, ready for use by the ribbon generator.

