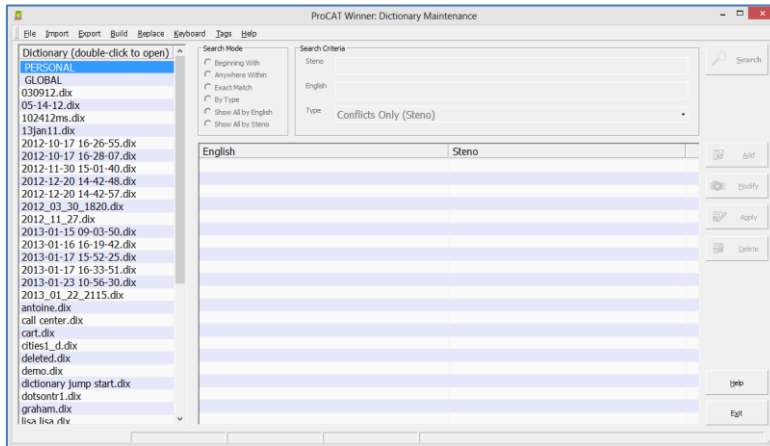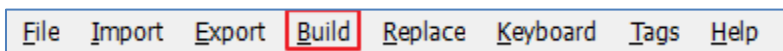# Importing a RTF to any dictionary in Winner

If you do not have the dictionary already created in Winner, please follow these steps:
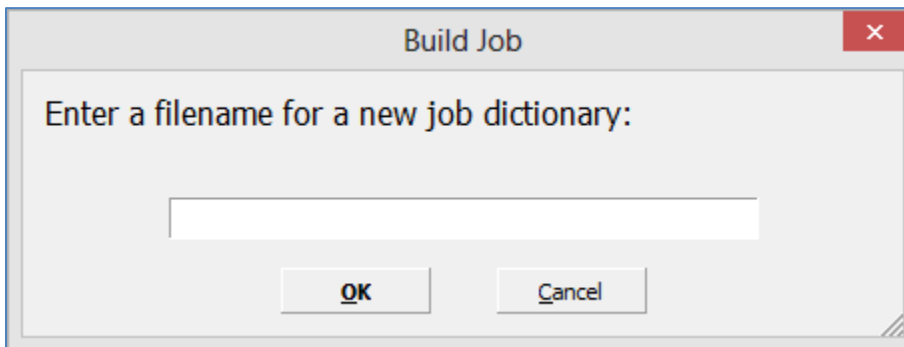
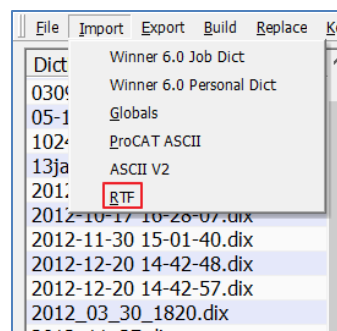1. Open Dictionary Maintenance.

2. Click on Build.

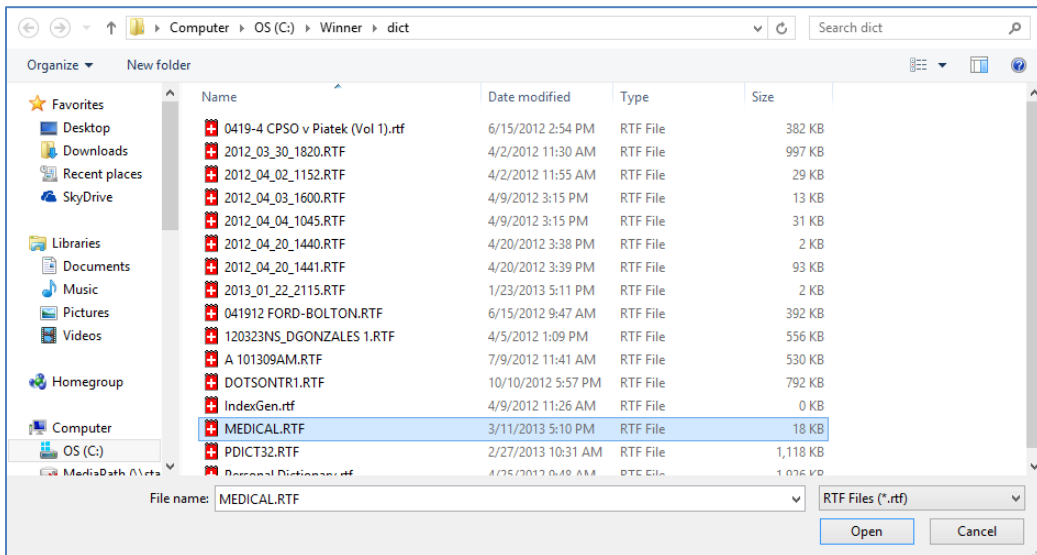3. Click on Job, and enter the dictionary name.

4. Click on OK.

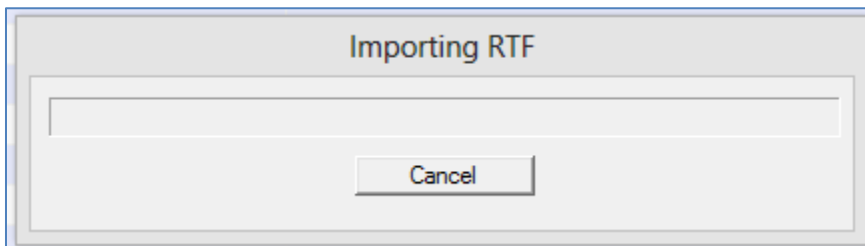## Importing the RTF into the desired dictionary

1. In Dictionary Maintenance, open the target dictionary by double clicking on it.
2. Click on Import.
3. Click on RTF.

4. Find and select the RTF. (it is a good idea to have copied it to the C:\Winner\"userid" folder)

5. Click Open.
6. The importing process will begin, depending on the size of your import it might take a few moments.

7. When the importing is complete you will get this message: