



## User Guide

# Adobe® File Utilities

version 1.0

*Word for Word®*



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Printed in the U.S.A.

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# ***Introduction***

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## ***Welcome to Word for Word - DOS***

Word for Word - DOS is a comprehensive document conversion program that has been recognized by the industry as one of the outstanding programs in its class...

“For all-around text conversions, including compound documents, nothing comes close to Word for Word.”

**Windows Magazine, 7/95**

“My reviewer felt that this was the best product of its kind he has used, and he has used them all!”

**Richard J. Peller, President, NMH MUG, Mount Hermon, MA, 4/94**

“I just got the new version of Word for Word...as usual it outperforms all competitors.”

**Kenneth Conover, M.D. , Pittsburgh, PA, 2/94**

“For several years I have been using this document conversion program from Mastersoft and it has performed flawlessly.”

**Jerry Bloomer, Red River Monitor, 5/94**

**OEM Licensing** -The technology of choice for over 75 of the world's leading hardware and software companies, this technology is licensed and included in over 100 applications that are shipped throughout the U.S., Canada and Europe. Word for Word converters and viewers are built into e-mail systems, publishing products, file management and network utilities, legal systems, text storage and retrieval products, groupware, OCR systems, facsimile board software, communications products, word processors and numerous other products.

You can use this technology to convert files created with one program into files that can be edited and printed by a different program. Word for Word converts format and layout characteristics such as character highlighting, paragraphs, tabs, footnotes, columns, headers and footers, and many other features. Many of these special features of your original documents are converted into their equivalents in the new application format. Word for Word produces separate converted files. Your original files are not altered.

# ***Introduction***

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## ***Powerful and Flexible Features***

Word for Word offers the following powerful features to make conversions faster and easier:

**CDC Capabilities** - CDC refers to Compound Document Conversion. Word for Word has the ability to convert files that contain graphics, along with the text.

**Automatic Recognition** - Word for Word's Automatic File Recognition can automatically determine the format of the files you have selected for conversion, allowing you to convert files created by several programs in one batch.

**Ability to Convert Graphic Files** -The graphic converters help you to convert not only compound document files but stand-alone graphic files as well.

**Support for OLE Objects** - Word for Word retains the presentation information in cases where the source file has stored both the OLE link and presentation information together.

**Batch Conversion & Exception Reporting** - You can select multiple files from different directories or use wildcards to convert multiple files in a single session. Non-convertible features are captured as embedded codes in the converted document, making editing easy.

**Supports Over 50,000 Conversion Combinations!**

# ***Introduction***

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## ***How Word for Word Operates***

Word for Word performs a conversion in two steps:

1. Word for Word reads the original file and converts the text and special features into a unique format. From this unique format, an intermediate file is created and stored temporarily on your disk.
2. Word for Word then reads the newly created intermediate file and converts the text and special features to the selected target format. The target file is then saved on disk. This converted file is ready for use under the target application.

## ***Conversion Philosophy***

Our goals in developing Word for Word document conversions are to provide you with:

1. Converted document files that match the originals as closely as possible, converting as many of the features as possible to the equivalent features in the new document files.
2. Converted files that are easily editable and printable by the new (target) application.
3. Converted files that require a minimum of “cleanup” when certain formatting commands could not be converted.

Word for Word converts the text, formatting attributes, and page layout features into the equivalent features and commands of the new (target) application. When applicable, embedded graphics are converted into a graphic format suitable for the target format. When an equivalent feature does not exist in the target application, Word for Word attempts to simulate the feature by mapping the feature to a similar one that exists in the target application.

As a general rule, Word for Word simulates the results of a command or feature only when a reasonable substitution can be made. Due to the differences between the various file formats, some commands and features cannot be converted. In these cases, Word for Word marks the non-convertible items as “exceptions” and offers you two methods for tracking the exceptions of the converted document.

# ***Introduction***

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## ***System Requirements***

Before you open the package containing your program diskettes, make sure your system meets the following requirements:

- Any IBM PC or compatible configured to run DOS 4.0 or higher
- Complete installation of all conversion formats requires approximately 14 megabytes

**Note:** Additional hardware and software may be required to perform a file transfer when exchanging files between Macintosh and PC formats. Please refer to the “Conversions between Macintosh and PC Formats” portion of the Reference Section for more details.

## ***Future Upgrades***

To ensure that we know who you are, and where you are, please complete and return the enclosed Registration Card. This is our only vehicle for making future contact with you concerning new releases and other important information. If you are currently a registered owner and have purchased this unit as an upgrade, you will not have a registration card in your package.

The serial number appears on the label of Program Disk #1. Please copy this number to your registration card and have it available if you call for technical support.



## ***Introduction***

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### ***Customer Support***

Our product is designed to be easy to use. This manual should contain the answers to most of your questions - Read it first! If you still experience difficulties, our friendly technical support staff is only a telephone call away. Please feel free to contact our staff by telephoning 206-628-2755.

## ***Introduction***

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### **Before calling, be prepared:**

- Have your serial number handy. The serial number is located on the first program disk.
- Be ready to describe the problem in detail.
- If possible, be ready to duplicate the problem on your system while our technical support representative listens.

# Introduction

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## ***How to Use this Manual***

The Word for Word User's Guide contains information you should review before running a conversion session. The User's Guide is divided into four main sections. We recommend you read the first three:

**Installing Word for Word** - This section contains information on creating a working copy of Word for Word on your hard drive.

**Converting Files** - This section describes how to convert files with Word for Word. You may wish to convert the WordPerfect 6.1 sample file "Sample.tst," provided on Disk #1 while reading this section.

**File Handling Options** - This section discusses Word for Word's usage of temporary files and how to interpret Word for Word's exception reporting system.

**Reference Section** - This section is divided into categories relating to specific conversion situations. Please scan the Reference Sections for topics corresponding to your specific conversion needs.

## ***Symbols and Conventions Used***

The Word for Word User's Guide uses a few special symbols to separate instructions and examples from the other text.

- **Keys that you press** are enclosed in the less than and greater than symbols <F1>.
- **Keys that you press in combination with another** are shown as <ALT+F>. Hold down the **ALT** key and press the **F** key once.
- **Key combinations that you type in sequence** are separated by commas. For example: <ALT+O>, T. (Hold down the **ALT** key, press **O** once, release the **ALT** key, and press **T**.)
- When a command name is mentioned, it is preceded by the name of the menu on which it is located. For example, the **View Source File** command is on the File menu. This command is written out as "File/View Source File" and is followed by the key stroke equivalent(s): <ALT+F>,<V>, or <F8>.

## ***Introduction***

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- When you choose a command that has three dots (...) following the name, Word for Word reveals a separate dialog box to get information or confirmation from you. Dialog boxes may contain list boxes, type-in areas (text fields) or a list of options. Each dialog box may be cleared from the screen by choosing the Cancel button <ESC>, or by clicking in any area outside of the dialog box.

# Converting Files

## Running Word for Word

After installing Word for Word on your hard drive, you are ready to set up a conversion session. You have the option of running your conversions from the Menu screens or you may perform conversions from the DOS command-line. You may convert one or several files at a time through either method. To run your conversions from the DOS command-line, please refer to instructions starting on page 27.

Type the following at the directory containing your installed copy of Word for Word: **WFW <Enter>**

**Note:** If you are using an LCD screen OR a monochrome display with a graphics adapter and cannot read the screen, press <F2> to change the screen color setting to black and white.

Figure 2 shows the elements of the Word for Word conversion application window. Information about the source items is on the left side of the screen and information about the target is on the right.

## The Application Window

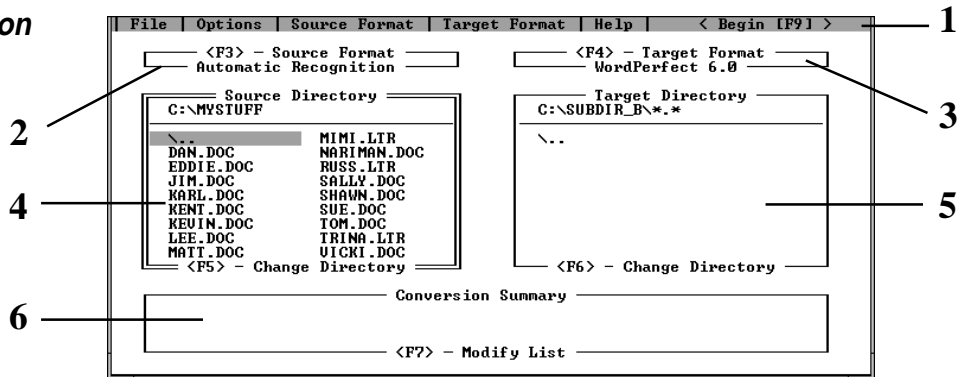


Figure 2. Word for Word's Main Window

1. **Menu Bar** - The menu bar contains the titles of the pull-down menus. Each menu contains a list of commands. To activate a menu, click on the title of the menu you would like to see or press <ALT> plus the letter corresponding to the highlighted letter in the title.

## ***Converting Files***

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2. **Source Format Identification Button** - The name of the currently selected “Source” format is listed on this button. To reveal the list of available source formats, click on the Source Format ID button, press <F3>, or press <ALT+S>.
3. **Target Format Identification Button** - The name of the currently selected “Target” format is listed on this button. To reveal the list of available target formats, click on the Target Format ID button, press <F4>, or press <ALT+T>.
4. **Source Directory Window** - The Source Directory Window is divided into two sections. The narrow area above the horizontal dividing line is referred to as the Source Directory Path information area, or Source Directory Path for short. The current Source drive, directory and file specifications are listed in this area.

The larger area below the horizontal dividing line is referred to as the Source Directory Scroll Box. The contents of the current Source Directory are displayed in this scroll box.

5. **Target Directory Window** - The Target Directory Window is divided into two sections. The narrow area above the horizontal dividing line is referred to as the Target Directory Path Information area, or Target Directory for short. The current Target drive, directory and file specifications are listed in this area.

The larger area below the horizontal dividing line is referred to as the Target Directory Scroll Box. This listing shows you the names of the existing files in the directory so that you can determine whether you would like the converted files to be stored in this directory or another.

6. **Conversion Summary List** - The names of the files selected for conversion appear in this box. The original filename is displayed on the left, followed by the new name on the right.

## ***Converting Files***

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### ***How to Access Help***

While you are using Word for Word, you may press <F1> for on-line help at any point in the program. Pressing <F1> automatically displays help information relating to your position in the program.

You can browse through the Help Index <ALT+H> pull-down available from the Main menu bar. This index contains general information about Word for Word and describes the steps necessary to perform a conversion. Many of the topics address specific conversion situations.

Use the **Options/Change Screen Colors** <ALT+O>, <C> command or press <F2> to reveal the dialog box containing the available screen color schemes.

### ***Mouse and Keyboard Operations***

With Word for Word, you may use your mouse or your keyboard to make selections and execute operations.

#### **Using a Mouse for Commands**

Position the mouse pointer over one of the menu titles on the Main menu bar. Click the mouse button once to reveal the contents of a menu. Position the mouse pointer on the command you would like to perform and click the mouse button again.

When a command or sequence of operations is listed in the manual, you may follow along with the mouse. For example, to change the default Word for Word screen colors, the keyboard instructions read as:

**Options/Change Screen Colors** <ALT+O>,<C>.

#### **Using a Mouse in the Source and Target Directory Windows**

Positioning the pointer in the area above the dividing line in either the Source or Target Directory Windows and clicking the mouse button activates the **Change Directory** command corresponding to that window. If you click in the area above the dividing line in the Source Directory window, it is the same as pressing **Change Source Directory** <F5>. The same holds true for clicking in the path name area of the Target Directory window; it is the equivalent of the **Change Target Directory** <F6> command.

# Converting Files

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## Using a Mouse in the Conversion Summary List

The Conversion Summary List displays the names of the files that have been marked for conversion. Clicking the mouse button when the pointer is inside the Conversion Summary List reveals an expanded Conversion Summary List with options to modify the elements in the list.

### **Key Combinations**

## Using a Keyboard for Commands

To reveal one of the pull-down menus from the Menu Bar, press **<ALT>** plus the **highlighted character** in the title of the pull-down. For example, to display the “Options” pull-down menu, press **<ALT+O>**.

Once a pull-down menu is displayed, press the key corresponding to the highlighted letter of the option you would like to perform.

To open the first menu on the menu bar, press **<F10>**. To move between the menus, press the **left and right arrow** keys.

To move the cursor between the elements listed in a pop-up dialog box, press the **<Tab>** key.

To close an open dialog box, press **<F10>**.

### **How to Run a Conversion**

Once you install Word for Word and become familiar with the elements of the application window, you are ready for a conversion session. You must provide Word for Word with information about the source file(s), source format, target file(s) and the target format in order to run a conversion session. You may enter the information in an order that is different from that presented below, but all of the elements must be entered before Word for Word can run the conversion session.

In addition to running a conversion session as described below, you may also run a session directly from the DOS command-line. For more information on running command-line conversions, refer to page 27.



# Converting Files

## Specifying the Source Format

**Specifying the Source Format** - Select the format used to create the files you want to convert. To reveal the source format list, click on the title Source Format in the main menu bar, press <ALT+S> or <F3>, or click on the Source Format ID button.

Once the source format list is displayed (Figure 3), use the arrow keys or mouse to move the cursor to the appropriate source format. Press <Enter> to mark the name or click once on the name with the mouse.

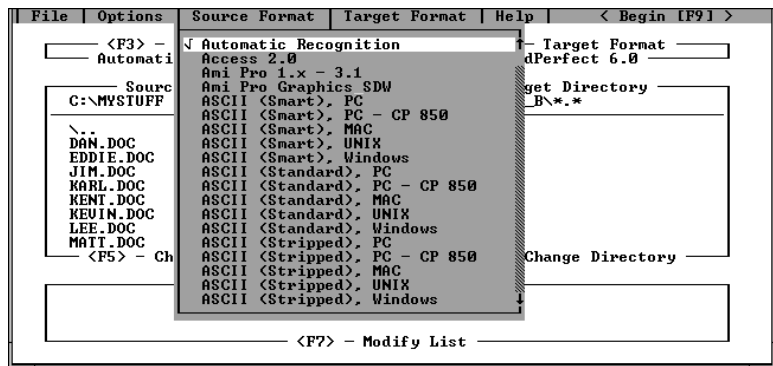


Figure 3. Source Format List

**Note:** Your screen may look different than what is shown above. The look and size of this pull-down depends on the number of conversion formats you installed.

Figure 3 shows we have selected the “Automatic Recognition” feature as the source format. After you have selected the desired format, the name of the source format becomes the title displayed in the Source Format ID box.

# Converting Files

Source Format  
ID Box

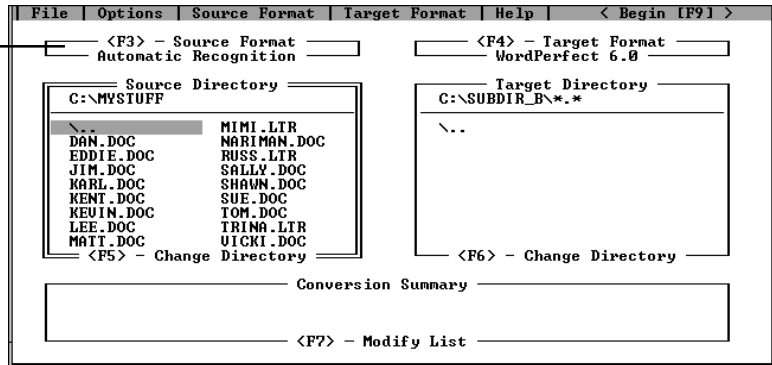


Figure 4. The Source Format ID Box

## Notes About Automatic Recognition

If you do not know the source format, or if you mark files for conversion that were produced by several applications, select “Automatic Recognition” as shown in our example. The automatic recognition feature lets Word for Word determine the source format(s) for you.

When Automatic Recognition is activated, Word for Word automatically scans the contents of the tagged files, determines the source formats and performs the conversions to the designated target format. With this feature you can tag multiple files for conversion without specifying the source format type for each file.

Should Word for Word encounter a file in a format which is not supported, a message appears stating that the format is “unknown.” If you try to convert a file that Word for Word recognizes but cannot convert because the converter for that format is not installed, a message will appear informing you that an additional conversion format must be installed before the conversion can be performed.

Word for Word cannot determine the format type of all files. Word for Word searches files for key information relating to the formats that are supported. It is possible that a file may not contain enough formatting information to trigger the automatic file recognition, or that the file was created by a format that is not supported by Word for Word. Some ASCII documents and small documents produced by certain word processors may not contain sufficient clues to be recognized.

## Converting Files

### Specifying the Target Format

Select the format to which you want the files converted. To reveal the target format list, click on the phrase **Target Format** in the main menu bar, press: <ALT+T> or <F4>, or click on the Target Format ID box.

Once the target format list is displayed (Figure 5), use the arrow keys or mouse to move the cursor to the appropriate target format. Press <Enter> to mark the name or click once on the name with the mouse.

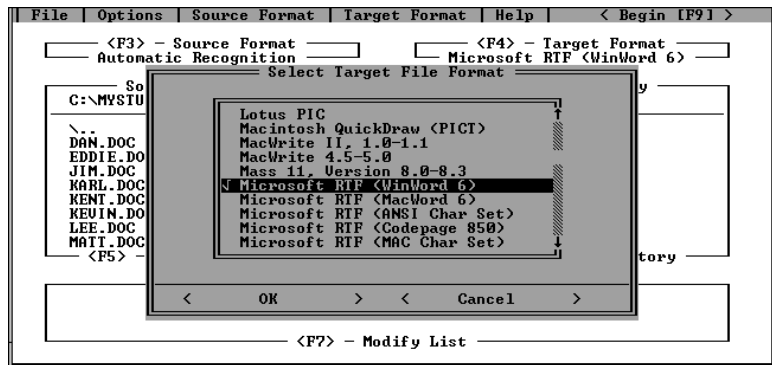


Figure 5. Target Format List Revealed after Pressing <F4>

The name of the target format you selected appears in the Target Format ID box. In this example, we have selected the Microsoft RTF format.

**Note:** When you press <F4> or click within the **Target Format ID** box, the listing for the Target Formats appears as a pop-up box in the middle of the screen. This pop-up box will differ slightly in appearance from the pop-up box that appears when you access the Target Formats pop-up box from the menu bar. There is no difference in functionality.

# Converting Files

## Selecting Files for Conversion

You may select or “tag” one or multiple files to convert in one session. The files you want to convert are called “Source files.” Select the files for conversion from the “Source Directory” list box on the left side of the screen.

Use the **Change Source Directory <F5>** command (Figure 6.) to display the available drives and directories. Select the drive and directory that contains the files you want to convert. Selecting the two dots (..) From the **Sub Directories** listing moves you to the next higher directory.

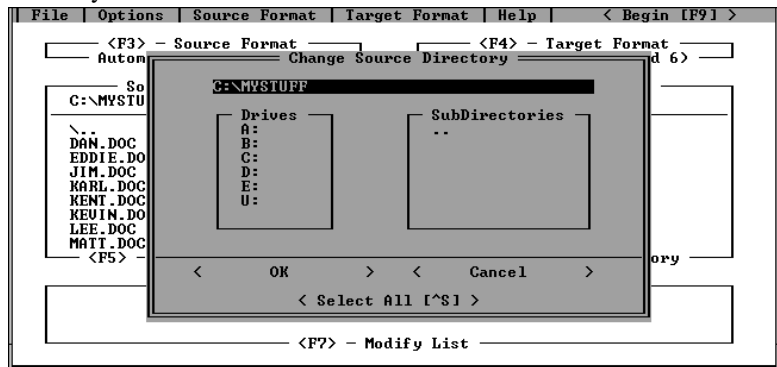


Figure 6. Change Source Directory <F5> Dialog Box

As you designate the Source Drive and Directory, the information is displayed in the path name area. For example, if you would like to convert the file SAMPLE.TST residing on the C drive in the WFW subdirectory, type: C:\WFW\SAMPLE.TST in the pathname text field.

## Tagging Files

Once the appropriate directory listing is displayed, position the highlight bar on the first file you wish to convert and press the **<Enter>** key to tag the file. Use the mouse or arrow keys to move the highlight bar from file to file.

After a file has been tagged, a check-mark appears to the left of the filename to indicate its selection for conversion. Figure 7 on page 21 shows we have individually marked three files for conversion.

# Converting Files

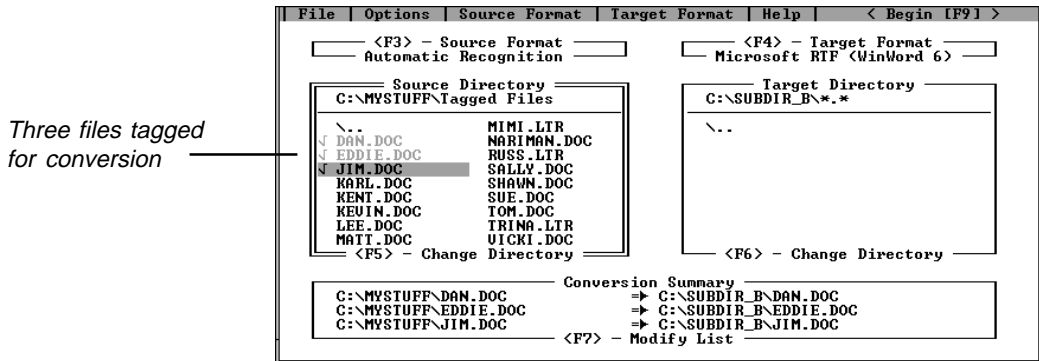


Figure 7. Selecting Files for Conversion from the Source Directory List

If you tag a file in error, simply highlight the file and press the **<Enter>** key. The check-mark disappears and the file will not be included in the conversion process.

Use the **Change Source Directory <F5>** command to access the dialog box which provides you with an option to convert the contents of an entire directory, or to convert certain files in a directory.

## To convert the contents of an entire directory:

1. Choose **Change Source Directory <F5>**.
2. Choose the appropriate drive and subdirectory.
3. Choose the **<Select All>** option to mark all files for conversion.

## To convert certain files in a directory:

1. Choose **Change Source Directory <F5>**.
2. Move the cursor to the pathname area (see Figure 8.) and type in the full pathname using any DOS wildcard character (\*, ?) as needed.
3. Select **<OK>**.

Figure 8 shows the information required to convert all the files with the extension **“.LTR”** contained in the **“MYSTUFF”** directory on the C drive. At the Source Directory Pathname type-in field, we have typed the following: **C:\MYSTUFF \\*.LTR**

# Converting Files

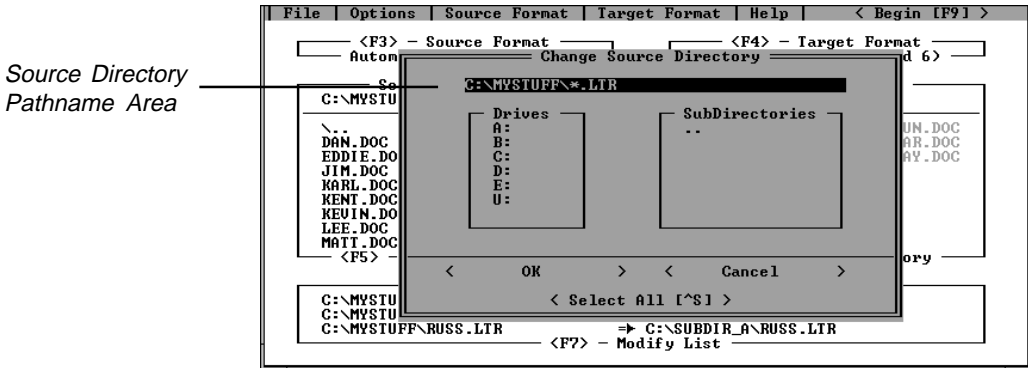


Figure 8. Source Directory Pathname Area

## Specifying the Target Directory

Word for Word creates a new file for each of the files you have marked for conversion. You need to specify where the new files should be stored. This location is called the Target Directory.

The files in the current Target Directory are displayed in the Target Directory list box. (See Figure 9.) This listing shows you the names of the existing files in the directory so that you can determine whether or not you would like the converted file(s) to be stored in this directory or in another directory. Use the **Change Target Directory <F6>** command to display a dialog box allowing you to change the current Target Directory.

When you tag files for conversion, the filenames appear in the Conversion Summary Box. (See Figure 9.) The original filenames are displayed on the left side of the box, with the new filenames following on the right.

Word for Word automatically assigns a new name for each of the files tagged for conversion. The assigned names are combinations of the first eight characters of the original filename with the three letter extension ".NEW".

Refer to the enclosed insert for a listing of the formats and their

# Converting Files

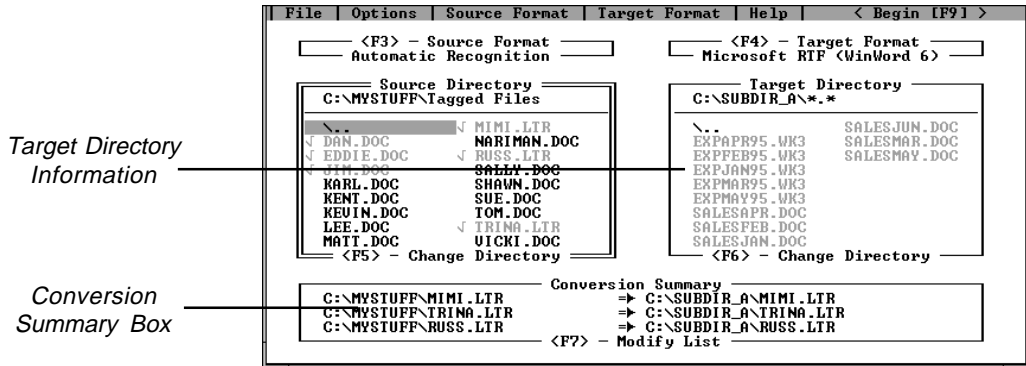


Figure 9. Target Directory Window showing the contents of the "SUBDIR\_B" directory and the Conversion Summary List

## Naming the Target Files

When you tag files for conversion, the filenames appear in the Conversion Summary Box. (See Figure 9.) The original filenames are displayed on the left side of the box, with the new filenames displayed on the right.

Word for Word automatically assigns a new name for each of the files tagged for conversion. The assigned names are combinations of the first eight characters of the original filename with the three letter extension ".NEW".

Refer to the enclosed insert for a listing of the formats and their required extensions.

## Changing the Target Filenames

You may change the Target filename extension default or rename files on an individual basis.

### Changing the default Target filename extension:

1. Choose **Options/Target Filename** <ALT-O>,<F>.
2. Type the new default for the filename extension.

# Converting Files

## Renaming selected filenames:

1. Choose **Modify List <F7>**. (See Figure 10.)
2. Highlight the line containing the Target filename you would like to change.
3. Type the desired name into the “**Change Target Filename**” text field.
4. Repeat the steps above for each name you would like to change.

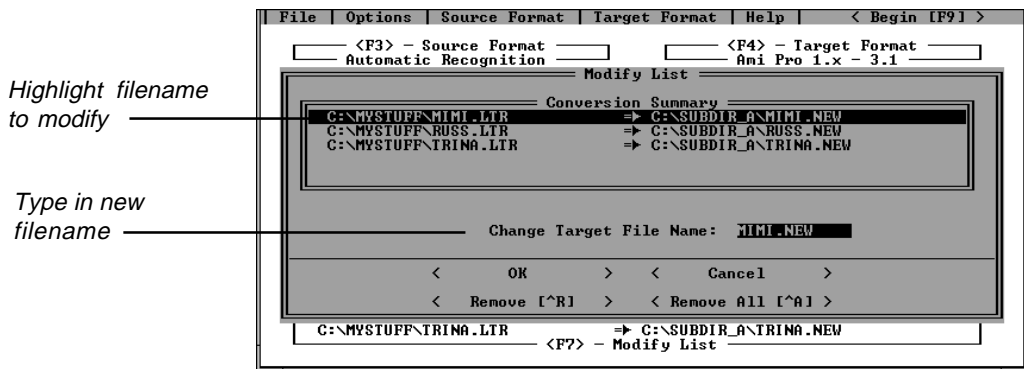


Figure 10. Modify List <F7> Dialog Box

## Removing Files from the Conversion Summary List

With the **Modify List <F7>** command, you may remove one, multiple, or all files from the conversion list.

### To remove files from the Conversion Summary List:

1. Choose **Modify List <F7>**.
2. Highlight the entry(s) containing the filename(s) of the file(s) you wish to remove from the conversion list.
3. Select the **< Remove >** option, or to remove all files from the list, select the **<Remove All>**. To remove all files from the list, it is not necessary to highlight all the files before activating the **<Remove All>** command.



# Converting Files

## Starting the Conversion Session

You are ready to start the conversion session after you have:

- specified the Source and Target formats,
- selected files for conversion, and
- specified the information about the names and location for the new files.

**To start the conversion session - Choose File/Begin Conversion <F9>.**

If you accidentally overlooked one of the elements that Word for Word needs in order to perform a conversion, Word for Word will ask you to input the missing element.

Before Word for Word starts your conversion, it automatically checks for two situations. Word for Word checks for any “overwriting” situations, and for duplicate filenames. Word for Word informs you of the existence of one of these situations before starting the conversion session. Word for Word will not begin the conversion session until you have provided instructions for handling these situations.

## The Conversion Progress Screen

Word for Word converts the files in the order in which they appear in the Conversion Summary List. The elements of the Conversion Progress Screen are shown in Figure 11.

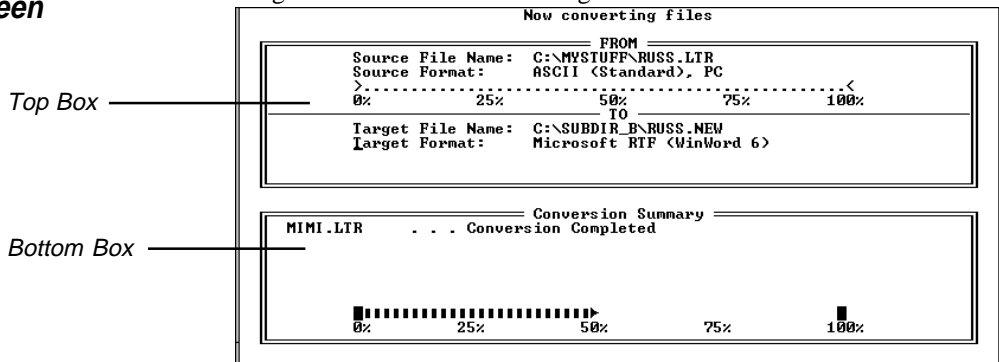


Figure 11. Conversion Progress Screen

## ***Converting Files***

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1. **Top Box** - This box contains: the name of the file currently being converted, the Source Format, the Target filename and format, and the conversion progress. The first ruler line shows the conversion progress as it converts the Source file to the Word for Word intermediate file. The second ruler shows the conversion progress as it converts the intermediate file to the Target format.
2. **Bottom Box** - The gauge in the lower box measures the percentage of completion of all files included in the conversion session. This box also displays summary information about the last four conversions performed. Should an error occur during a conversion, the error is noted next to the corresponding filename. Word for Word cycles through all of the files marked for conversion even if it encounters an error with one or more of the files.

### ***The Error Log***

If Word for Word encounters an error(s) during a conversion session, a dialog box appears when the last file has been processed. This dialog box asks if you would like to view the Error Log.

The Conversion Summary lists the names and status of each file after conversion. You can cursor through the list to reveal a description of any errors Word for Word encountered. Refer to Appendix B for additional information about the program messages.

When you return to the main Word for Word display, the unconverted files are listed in the Conversion Summary List. If possible, make any adjustments necessary to run the conversion again. For example, if you received the error message stating: "Out of Disk Space," select a new Target drive/directory location with more available disk space.

### ***Exiting Word for Word***

**To exit Word for Word:**

Choose **File / Exit**, <ALT+F>, <X> or press <ALT+F4>.

# Command Line Operation

---

## Command Line Operation

You may perform conversions with Word for Word directly from the DOS command line.

The parameters can be displayed on the “WFW” command line to aid you in their use. To access the command line options and syntax, type the following command at the system prompt: **WFW ? <Enter>**  
WFW displays the four pieces of information you need to enter immediately after the WFW command:

WFW source\_format target\_format source\_file target\_file [options]

options: Tempfile = [d:][\path] [filename.ext]  
Report = [d:][\path] [filename.ext]  
Embed

## Source and Target Formats

Alphanumeric format codes are used to specify the Source and Target formats on the command line. These codes are abbreviations for a particular format type and version number. For a list of the parameter codes, please refer to the enclosed manual insert.

## Source File

Specify the name and location of the file to be converted as follows:

[d:][\directory][\filename]

[d:] = the drive containing the file to be converted  
[\directory] = the directory containing the file to be converted  
[\filename] = the filename and extension of the file to be converted.

When entering the file specification, include the three key elements: drive, directory, and filename.

## ***Command Line Operation***

---

### **Target File**

Specify the name and location of the newly created (converted) file as follows:

[d:][\directory][\filename]

[d:] = the drive to contain the new file,  
[\directory] = the directory in which the converted file is  
to be placed,  
[\filename] = the filename and extension of the newly  
converted file.

When entering the file specification, include the three key elements: drive, directory and file specification.

**Warning:** If a duplicate file exists in the target directory as indicated by the Target File specification, it will be overwritten without a warning.

### **Example of Command-Line Usage:**

```
WFW AUTO MSWW2 C:\WP6*.WP C:\WW2*.DOC REPORT=C:\TEMP\
```

In the above example, all files in the C:\WP6 directory with the extension of .WP will be converted to Word for Windows 2.0, placed in the C:\WW2 directory, and be given the extension of .DOC. A report of the conversion will be placed in the C:\TEMP directory.

### ***Optional Command Line Parameters***

After specifying the required information to perform a conversion from the Command Line, you may specify any of the three optional parameters. Remember, the following three parameters are optional. You do not need to include any of these parameters to perform a conversion from the Command Line.

## Command Line Operation

---

### **Optional Command Line Parameters (continued)**

**Temporary File Option** - You may specify an alternate filename and location for the intermediate file used by Word for Word during the conversion process. For more details about the Temporary File Option, see “Temporary File Option” under the File Handling Options section in this manual.

To specify the temporary file at the command line, type the filename and location as follows:

```
TEMPFILE    = [d:][\directory][\filename]
              [d:] = the drive to contain the temporary file,
              [\directory] = the directory in which the temporary file is
                           to be placed,
              [\filename]  = the filename and extension of the
                           temporary file.
```

When entering the TEMPFILE specification, designate a directory which currently exists on the specified drive. If you specify a directory that does not exist on the specified drive, an error message appears indicating that Word for Word could not open the temporary file.

**Warning:** When specifying a temporary file, use a valid DOS filename.

**Exception Report Option** - With the Report Option, you can create and specify the name and location of an Exception Report for non-converted features of supported formats. For more details about the Exception Report Option, see “Exception Reporting” under the File Handling Options section in this manual.

To specify an alternate report filename and location (other than EXCEPT.LST in the current directory), type the filename and location as follows:

```
REPORT      = [d:][\directory][\filename]
              [d:] = the drive to contain the report file,
              [\directory] = the directory in which the report file is
                           to be placed,
              [\filename]  = the filename and extension of the
```

## ***Command Line Operation***

---

report file.

**Warning:** When specifying the report name and location, be sure to specify a directory which currently exists on the selected drive. If the directory does not exist, the report will not be created.

If you do not specify a filename, the filename EXCEPT.LST will be used. If this file already exists, the report will be appended to the end of the the existing EXCEPT.LST file.

If multiple files are being converted, each report is appended to the end of the report file. This option cannot be used in conjunction with the EMBED option.

**Embed Option** - With the Embed option, non-supported feature codes of the Source document(s) are inserted into the target documents. For more details about the Embed Option, see “Exception Reporting” under the File Handling Options section in this manual.

To activate the Embed option from the command line, add the following command to the end of the command string: EMBED.

## File Handling Options

---

### File Viewing

The View <F8> command displays the contents of the selected Source file. When you View a file, Word for Word displays the first page of the file. The arrow keys and the Page Up/Down keys can be used to move around in the file. When viewing a file, Word for Word displays the file with certain formatting attributes intact, such as: paragraphs, and text alignment. The viewing function is designed to provide quick access to your file so you can determine whether or not you need to tag it for conversion.

To view the contents of a file, position the cursor on the filename. When the filename is highlighted, activate the **File/View Source File** <F8> command. The screen clears to show you the file in the Viewing Window. (Figure 12.) You do not need to mark a file for conversion in order to view its contents.

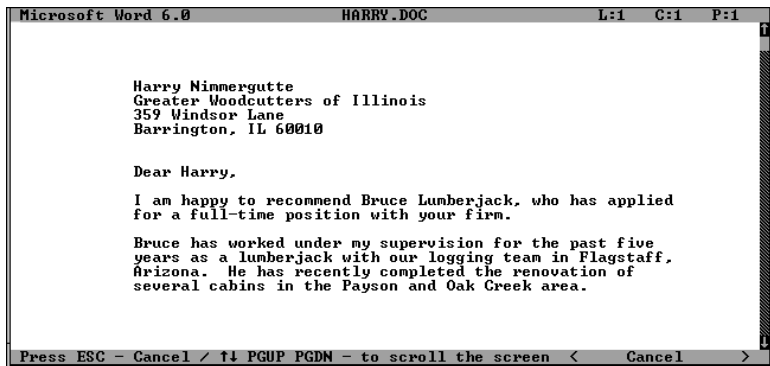


Figure 12. File Viewing Window

## ***File Handling Options***

---

### ***Temporary File Location***

Word for Word uses a temporary file during the conversion process. The default location for the temporary file is the current working directory. The current working directory is the directory which was active when you ran Word for Word.

You may change the location of the temporary file with the Options Menu. This option allows you to use an alternate drive which contains the most available space to accommodate very large file conversions.

#### **To Specify an Alternate Temporary File Location:**

1. Choose **Options/Temporary File Location**. <ALT+O>, <F>.
2. In the text field, type in the new drive and directory specifications.

### ***Exception Reporting***

Word for Word captures the features and items that did not convert to equivalent features in the Target application format. You can reference this information in report form or as special codes included within the Target document file. You control the handling of exception codes with one of three commands on the Options menu. The default is set to “No Exception Reporting.” Word for Word ignores the exception codes unless you change the default.

#### **To Embed the Exception Codes in the Target file:**

Choose **Options/Embed Exception Codes** <ALT+O>, E

When this option is activated, special abbreviations are inserted into the Target file. These Conversion Codes stand for features and functions that existed in the Source file but did not have equivalents in the Target format. The codes mark the exact positions of the non-converted functions in the Target document(s).

Example: See Spot run. He runs fast; however, <ITO> not as fast as the red fox. <ITF>

In the above example, although the italics function did not convert, the text is intact and you are given the position of where the function begins and ends. The <ITO> conversion code signals the “Italics On”



## ***File Handling Options***

---

### ***Exception Reporting***

function, and the <ITF> conversion code signals the end of the Italics function.

The non-converted item codes can be eliminated during the editing process. The value of placing the codes in the text is to show the exact locations of non-converted items should you wish to modify the document by substituting other features available in the Target application.

#### **To Create an External Exceptions List:**

Choose **Options/Create Exception List** <ALT+O>, <L>

When this option is activated, a separate ASCII file is produced which lists each non-converted function. This list may help you determine the types of functions used in the original that you may want to find a substitute for in the Target application.

This external list is stored in a separate file called EXCEPT.LST. This file is stored in the current working directory. You may change the name and location of the Exceptions list with the **Options/Create Exceptions List** <ALT+>, <L> command, or you may accept the defaults.

To mark the exact locations in the Target file for easy reference, use the Embed Exception Codes function as described above. For reference, the Conversion Codes and their explanations are listed in Appendix A.

## **Reference**

---

### **Overview**

Word for Word converts text, formatting attributes, page layout features, and graphics (when applicable) from your original files into the equivalent features and commands of the new application. In some conversion combinations, one or more features may not be common to both the source and target application and Word for Word must make a decision about how to handle those features.

As a general rule, Word for Word simulates the results of a command or feature when a reasonable substitution can be made. Due to the differences between the various file formats, there are certain commands and features that cannot be converted.

The purpose of this Reference Section is to provide you with an explanation of how Word for Word handles the conversion of special features.

Section 1. This section contains information about certain types of conversion situations.

- Compound Document Conversion
- Conversions with Graphic Files
- ASCII, Spreadsheet and Database Conversions
- Conversions with DisplayWrite and DCA/RFT
- Conversions between Macintosh and PC Formats
- Notes About the Communications and EBCDIC Formats

Section 2. This section describes the issues Word for Word encounters when converting advanced word processing features.

Section 3. This section, divided by application name, describes some of the conversion exceptions you may encounter when performing a conversion with a specific format.

Pages in each Reference Section are labeled with a heading that lists the Reference Section number and a brief phrase describing the topic(s) discussed on that page.

## ***Reference 1 - Compound Document Conversion (CDC)***

---

### ***What Is Compound Document Conversion?***

“CDC” stands for Compound Document Conversion. Compound document files contain both text and graphics (pictures). In order to preserve graphics contained in your source files, the target format must also be “CDC” compliant. If you convert a compound document file to a format that is not listed under the compound document section, the graphic will not be present in the target file because that format is not CDC compliant.

### ***Embedded vs. Referenced Graphics***

The graphics inside a compound document can be either embedded or referenced. The terms “embedded” and “referenced” refer to the location of the graphic data. Embedded graphics are stored inside the text file, whereas referenced graphics are stored externally in separate files. Most compound document formats can contain both embedded and referenced graphics, while others can contain only one type, either all embedded graphics or all referenced graphics.

### ***Embedded Graphics Notes***

Word for Word converts embedded graphics from the source file into embedded graphics in the target file, when the target file format supports embedded graphics. In order to convert an embedded graphic, Word for Word must first be able to understand the format of the embedded graphic and the appropriate graphic converters must be installed. If both of these conditions are met, Word for Word will convert the data of the embedded graphic into an appropriate embedded graphic inside the target file.

## ***Reference 1 - Compound Document Conversion (CDC)***

---

### ***Referenced Graphics Notes***

Should Word for Word encounter a referenced graphic, it will attempt to convert this graphic into an embedded graphic in the new target file. In order to convert a referenced graphic, Word for Word must first be able to locate the referenced file and determine its file type, and the appropriate graphics converter must be installed. If all three of these conditions are met, Word for Word will convert the data in this referenced graphic into an embedded graphic inside the target file.

If the target format **ONLY** supports referenced graphics, like Microsoft Word for DOS, Word for Word converts all graphics into referenced graphics.

Many applications can contain referenced graphics in numerous formats. WordPerfect is a good example; you can reference well over a dozen different types of graphics file types inside a WordPerfect document file. Let's assume that you have a WordPerfect file that contains a reference to a TIFF graphic. First, Word for Word must be able to find the referenced graphic. It is helpful to have both the text file and the referenced graphic file in the same directory before conversion. Second, Word for Word must be able to determine the file format of the graphic. Word for Word will use its automatic recognition capabilities to determine the file type. And last, Word for Word must have a converter available for this format type. This means that you must have the TIFF converter installed so that Word for Word may use it when it encounters the TIFF graphic file.

## Reference 1 - Compound Document Conversion (CDC)

---

### **Notes about Compound Document Formats**

Please refer to this section for more information about graphics support in specific CDC formats. Keep in mind that Word for Word does not support every type of graphic file format listed on these pages. This information is provided so that you can determine whether Word for Word can convert the graphics in your files. Word for Word supports the graphic formats listed in bold type.

#### **Ami Professional**

Embedded Graphic Support: **BMP, SDW, TEX** (Ami Equation), **WMF**

Referenced Graphic Support: **BMP, CGM, DRW, EPS, PIC, PCX, PLT, SDW, TEX, TIFF, WMF, WPG**

Notes: Other graphic types can be referenced if application has appropriate import filter.

#### **FrameMaker(MIF)**

Embedded Graphic Support: **WMF, BMP, TIFF, PICT1, PICT2, Sun Raster**

Referenced Graphic Support: (same as above)

Notes: Other graphic types can be referenced if application has appropriate import filter. FrameMaker native graphic format not supported.

#### **Interleaf Publisher 5.2**

Embedded Graphic Support: **Interleaf graphic**

Referenced Graphic Support: **Interleaf bitmap**

Notes: Only the embedded rendering of the source graphic is converted; referenced graphic files themselves are not supported.

#### **MacWrite 4.5-5.0**

Embedded Graphic Support: **PICT1, PICT2**

Referenced Graphic Support: None

#### **MacWrite II**

Embedded Graphic Support: **PICT1, PICT2**

Referenced Graphic Support: None

## ***Reference 1 - Compound Document Conversion (CDC)***

---

### ***Compound Document Format Notes***

#### **Microsoft RTF**

Embedded Graphic Support: **WMF, PICT1, PICT2**  
Referenced Graphic Support: Unlimited  
Notes: Any graphic type can be referenced if application has appropriate import filter.

#### **Microsoft Windows Write 3.x**

Embedded Graphic Support: **WMF, BMP**  
Referenced Graphic Support: None

#### **Microsoft Word (DOS) versions 5.x-6.0**

Embedded Graphic Support: None  
Referenced Graphic Support: **EPS, HPGL, PCX, TIFF**  
Notes: Embedded graphics are converted to referenced graphics when converting to this format.

#### **Microsoft Word for Windows 1.x, 2.0, 6.x**

Embedded Graphic Support: **WMF**  
Referenced Graphic Support: **BMP, CGM, DRW, DXF, EPS, HPGL, PCX, PIC, PLT, TIFF, WMF, WPG**  
Notes: Other graphic types can be referenced if application has appropriate import filter.

#### **Microsoft Word Mac 3.0-6.0**

Embedded Graphic Support: **PICT1, PICT2, WMF**  
Referenced Graphic Support: None

#### **Professional Write Plus**

Embedded Graphic Support: **BMP, SDW, TEX, WMF**  
Referenced Graphic Support: **BMP, CGM, DRW, EPS, PIC, PCX, PLT, SDW, TEX, TIFF, WMF, WPG**  
Notes: Other graphic types can be referenced if application has appropriate import filter.

## ***Reference 1 - Compound Document Conversion (CDC)***

---

### ***Compound Document Format Notes***

#### **WordPerfect 5.x**

Embedded Graphic Support: **WPG1**  
Referenced Graphic Support: **CGM, DXF, HPGL, IMG, MSP, PCX, PIC, TIFF, WPG1**  
Notes: Other graphic types can be referenced if application has appropriate import filter.

#### **WordPerfect 6.0**

Embedded Graphic Support: **WPG1, WPG2**  
Referenced Graphic Support: **CGM, DXF, HPGL, IMG, MSP, PCX, PIC, TIFF, WPG1**  
Notes: Other graphic types can be referenced if application has appropriate import filter.

#### **WordPerfect for Windows 5.x-6.1**

Embedded Graphic Support: **WPG1**  
Referenced Graphic Support: **CGM, DXF, HPGL, IMG, MSP, PCX, PIC, TIFF, WPG1**  
Notes: Other graphic types can be referenced if application has appropriate import filter.

#### **WordPerfect Mac 1.x-3.x**

Embedded Graphic Support: **WPG1**  
Referenced Graphic Support: None

#### **WriteNow 3.0**

Embedded Graphic Support: **PICT1, PICT2**  
Referenced Graphic Support: None

## ***Reference 1 - Conversions with Graphic Files***

---

### ***Factors that Influence the Look of Graphic Files***

**Your system configuration influences how images look on your monitor** - Your video card, monitor type and video drivers control how graphics look on your monitor. Your monitor is a raster device. The number of pixels you can display on your monitor is dependent upon both your monitor type and video card. Should you see a graphic file displayed on one system and it looks different on your system, chances are you have either a different video card, monitor or video driver in use.

For example, a 256-color image will appear unaltered on video cards that contain 8-bit or higher memory. 16-color (4-bit) video cards will reduce the number of colors displayed in that same 256-color image and may display the file using a slightly different color palette (one with less color variation) on your monitor.

Just as the combination of your system configuration and graphic file color limit can influence the appearance of an image on your monitor, you will obtain certain types of results when converting between raster and vector graphics files.

**Color Palettes & Color Information** - The number of colors available for use in a graphic file is called the color limit. The color limit is based on the original file's settings and on the color definition of the graphic file format specification. Typical color limits are black and white (2-color, which is 1-bit), 4-bit (16 colors), 8-bit (256 colors), 16-bit (65536 colors) and 24-bit (over 16 million colors).



## ***Reference 1 - Conversions with Graphic Files***

---

### ***Factors that Influence the Look of Graphic Files (Cont'd)***

**Graphic changes size and/or position:** When you convert a compound document, you may notice that the size and position of the graphic differs slightly from the original. Different text formats provide different ways of controlling graphic size and position. Because not all such attributes can always be converted to exact equivalents in target formats, graphics may sometimes occupy different positions or become larger or smaller after conversion.

Fortunately, it is almost always easy to remedy these changes by re-sizing or repositioning the graphic or the frame that holds it in the target application after conversion. Please consult the target application user guides for information on sizing and positioning of graphics.

**Disk space need increases:** Documents that contain graphics can be much larger than simple text files. When compound documents are converted, they can sometimes take up MUCH more disk space than the original files. Because some graphics are stored in a compressed format, it is difficult to give a rule of thumb for estimating how much extra disk space a compound document conversion requires. Word for Word tells you if you run out of disk space during the conversion process. If this happens, you may need to clear some disk space to complete the conversions you have selected.

**Time to convert increases:** Just as compound document files take up more space, they take more time to convert. Files that contain compressed graphics must be decompressed before they can be converted, which takes extra time. You should be aware that if you have marked several files for conversion and it seems that one file takes longer than others, chances are it contained one or more graphics.

## ***Reference 1 - Conversions with Graphic Files***

---

### ***Troubleshooting Graphic Conversions***

The following section gives you some ideas on what to do if you encounter problems with compound document conversions.

#### **Graphic doesn't convert:**

1. Word for Word may not support CDC conversion for either the source or target format you have chosen. See the CDC support section for the list of text and graphic formats that are supported.
2. If the graphic is referenced (not embedded), Word for Word may not be able to find the graphic file required to convert it. Be sure the graphic file is in the same directory as the source text file.
3. If the graphic is referenced, it may be in a format that is not supported by Word for Word. Try reinserting the graphic into your source file as an embedded graphic before conversion.
4. If you are converting between raster and vector graphic formats, the graphic may not be convertible to the target format. (See Graphic Conversion Format Notes)
5. There is not enough free conventional memory to convert graphics. Consult your system and operating system manuals about freeing up additional conventional memory.

#### **The graphic converts, but:**

1. The graphic is smaller or larger or appears in a different place than in the source file. Graphic placement options vary between applications. You may have to reposition and/or re-size some graphics after conversion.
2. The graphic "doesn't look right" - Different graphic formats support different capabilities on colors, resolution, graphic object types (such as Bezier curves), and graphic manipulation (such as reverse video). See the Graphic Conversion Format Notes for details on the capabilities of the graphic formats you are using.

For example, your source file may contain a graphic that is in color. If you convert this graphic into a format that can only accept black and white images, the new graphic in the target file will be black and white.

## ***Reference 1 - Conversions with Graphic Files***

---

### ***Graphic to Graphic Conversion Combinations***

The information in this section is relevant to both compound documents and separate graphic files. When Word for Word encounters an embedded or referenced graphic inside of a word processing file, Word for Word performs a “graphic to graphic” conversion on the picture data, just as it does when you specifically perform a conversion from an individual graphic file to another graphic file.

There are two kinds of graphic formats: raster and vector. These terms indicate how the format stores information about the picture. The terms raster and bitmap are interchangeable.

### ***Raster Graphics***

**Raster graphic** formats render a drawing as individual pixels or dots to a printed page or to your computer screen. Pixels are the squares formed by drawing a two-dimensional grid. The size of each pixel is the same. The resolution of each image determines the pixel size.

Raster graphic file size is a function of the number of colors and the x and y coordinate field size. Assuming a raster graphic file is not compressed, all identical metric files will be the same file size, where metric is defined as the same number of colors and the same x and y pixel numbers. When an uncompressed raster graphics file is converted to another raster graphic format, the file sizes will typically be close in size.

### ***Vector Graphics***

**Vector graphic** formats render a drawing from a set of rules or commands that describe how to draw an image. The image is formed according to a set of instructions that describe how to draw the image.

Vector formats do not store an image in a file; they store only the instructions on how to create it. An example of a vector format command may read as “draw a rectangle of a certain size at a certain location with designated attributes” (such as borders and fill patterns). The more complex the drawing, the more instructions are needed to describe the image. The file size is a function of the complexity of the drawing and does not correspond to the physical image size when printed.

## ***Reference 1 - Conversions with Graphic Files***

---

### ***Specific “Graphic to Graphic” Conversion Combinations***

**Raster to Raster** - The intent of this conversion is to produce an identical image using the new file format while retaining the same number of colors and the same pixel size of the original graphic.

If the target cannot accept the number of colors or the size of the graphic, the converter reduces the image to fit into the maximum allowances of the target format.

**Vector to Vector** - The intent of this conversion is to map each of the drawing instructions to an identical instruction in the target format. When an instruction exists in the source format that does not exist in the target, the converter attempts to simulate the instruction with components available in the target format.

For example, let's say a Bezier curve in the source file is converted to a format that does not support Bezier curves. This curve is simplified into a set of line segments that trace the path of the curve, thus giving the appearance of the curve even though the target does not support true bezier curves.

**Raster to Vector** - The raster image is encapsulated into a single vector in the target format. The entire graphic becomes a single instruction in the target format. Conversions to vector formats that do not support embedded raster images will return an error message.

**Vector to Raster** - Word for Word cannot convert most vector objects (curves, ellipses, etc.) to raster formats. However, many vector formats can contain raster objects inside them. When converting from a vector format to a raster format, Word for Word picks up the first raster object inside the vector file and converts that; all other objects are ignored. If the source file contains no raster images, then Word for Word indicates that the conversion could not be completed because the source and target formats are incompatible.

## ***Reference 1 - ASCII Conversions***

---

### ***Word for Word ASCII Converters***

Word for Word supports three (3) forms of ASCII on four (4) different computer platforms - PC DOS, PC Windows, Macintosh, and UNIX.

The following section describes:

- Basic information about ASCII files.
- Word for Word ASCII Converters

### ***Basic Information About ASCII Files***

#### **ASCII files contain text only.**

Because ASCII files contain text only, they do not include formatting information within the file. Examples of features that are not supported in ASCII include character highlighting such as bold, underscores, superscript, subscript, etc. These features are lost when you convert a word processing format to an ASCII file.

Using one of the special ASCII converters allows you to convert to/from ASCII files, while retaining certain page formatting features, such as centering, margins, indentations and other attributes which relate to the position of the text on the printed page.

#### **ASCII differs from machine to machine.**

ASCII files are also not uniform across different machine platforms. The ASCII produced by a Macintosh differs slightly from the ASCII produced on a PC. For example, a Macintosh uses only a carriage return to mark the end of a line, while the PC uses a combination of a carriage return and a line feed character.

When converting “From” an ASCII file to another format, Word for Word automatically senses which machine type created that particular form of ASCII, and automatically compensates for the end of line sequences.

## ***Reference 1 - ASCII Conversions***

---

When you convert a word processing document to an ASCII file, you can select which form of ASCII you want Word for Word to produce. You can produce PC DOS ASCII, PC Windows ASCII, Macintosh ASCII, or UNIX ASCII. In addition, you can specify which variation of ASCII you would like produced: Standard, Smart, or Stripped. The characteristics of each ASCII variation are described in the following paragraphs.

### ***Word for Word ASCII Converters***

Word for Word supports three (3) types of ASCII converters to provide you with unique levels of control over Word For Word's emulation and attribute recognition. You can use any of the following variations which best fits your needs when converting to/from formats that are not directly supported.

Each ASCII converter interprets characteristics of the file in a different way. These characteristics are:

1. Line endings (hard carriage returns vs. soft carriage returns)
2. White spaces (spaces vs. tabs, centering, and indent)
3. Page breaks (hard page breaks vs. soft page breaks)

To determine which form of ASCII is best for your situation, the attribute recognition characteristics of each "TO" and "FROM" situation are described below. When using one of the "From" ASCII converters, treat your ASCII file as though it is already in that special ASCII format. There is no need to do a conversion from your Standard ASCII file to that particular special ASCII format first.

## ***Reference 1 - ASCII Conversions***

---

### ***Smart ASCII***

Smart ASCII is an intelligent form of ASCII designed to provide a truer conversion to formats that are not directly supported by Word for Word. Smart ASCII preserves page formatting features such as paragraph setup, indents, spacing, and centering.

**Use From Smart ASCII** to import standard ASCII documents into a word processing format.

- Carriage returns convert to conditional hard or soft returns.
- White space padding interprets to formatting commands.
- Form feeds become page breaks.

**Use To Smart ASCII** to convert a word processing document to ASCII, while retaining the look of the original.

- Centered/left/right aligned text, tabs (centered/left/right/decimal aligned), headers and footers, footnotes, margins, and indented text are retained.
- Hard and soft returns become carriage returns.
- Page breaks convert to form feeds.

## ***Reference 1 - ASCII Conversions***

---

### ***Standard ASCII***

Standard ASCII transfers data between application formats and ASCII without additional interpretation.

**Use From Standard ASCII** when the document contains tabular data.

- Carriage returns become hard returns.
- White space padding remains white space padding.
- Form feeds convert to page breaks.

**Use To Standard ASCII** to prepare the file for transmission or importation into another system that only recognizes the Standard ASCII format.

- Hard and soft returns become carriage returns.
- Spaces remain spaces, no blank space padding is generated.
- Page breaks are not interpreted.



## ***Reference 1 - ASCII Conversions***

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### ***Stripped ASCII***

Stripped ASCII is designed for the special needs of typesetters and desktop publishers. It contains less formatting recognition than Standard ASCII.

**Use From Stripped ASCII** to convert the ASCII files produced from applications that do not mark the location of word wrapping within paragraphs.

- Long text lines are broken with soft new lines to perform word wrapping within margins.
- Carriage returns convert to hard new lines.
- Form feeds are interpreted to page breaks.

**Use To Stripped ASCII** to prepare text for importation to desktop publishing and typesetting systems.

- Paragraphs become long, single lines for automatic reformatting when margins change.
- Hard new lines become carriage returns.
- Page breaks are not interpreted; the document is recognized as a single unit.

## Reference 1 - Database Conversions

### Database Conversions

Word for Word supports conversions to and from certain database and mail merge formats. Each supported format can be converted to any of the following supported format types:

- a word processing format,
- a spreadsheet format, or
- another database/mail merge format.

When converting a database to a word processing format, field data/text is separated by tabs in the converted file. The record information is placed in single line paragraphs.

When converting a database to a spreadsheet format, each record becomes a separate row in the spreadsheet, with each field occupying a separate cell.

With the **Options/Database Options** <ALT+O>, <D> command, you may specify sorting and/or extraction criteria. (Figure 13) The sorting criteria rearrange the data in alphabetical order and the extraction criteria allow you to include only certain types of records in the conversion process.

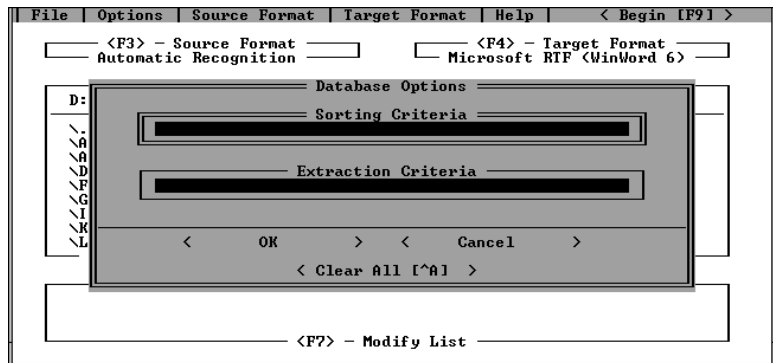


Figure 13. Database Options

## Reference 1 - Database Conversions

### Database Sorting Criteria

You can instruct Word for Word to sort the forms of a database / mail merge file in a specific way before conversion.

Word for Word has the capability to sort a database according to different sorting criteria. It is possible to have Word for Word sort the database with up to five (5) levels of sorting performed, prior to conversion to another format.

For example, your database consists of the following named fields:

NAME, COMPANY, ADDRESS, CITY, STATE, ZIP, PHONE

To sort this database by Zip code, type the field identifier ZIP in the sort key entry field. If you selected Zip as your primary sort key, the entire database sorted on this field, and will be converted to a file in Zip code order. (Figure 13)

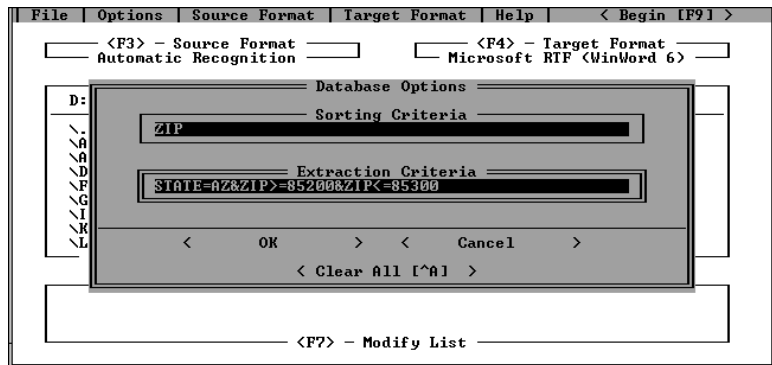


Figure 13. Database Options

You can sort the database using additional secondary sorts, which will produce a more accurately sorted database. For example, if you want to sort Name within Company within Zip, you would type the following, separating each field item with one (1) space:

ZIP COMPANY NAME

## Reference 1 - Database Conversions

---

This entry will sort the database by Zip. If duplicate Zip fields exist, records containing the duplicate Zip will be sorted first by Company, then by Name, producing a converted file which is alphabetized by Name within company, within Zip. Word for Word automatically performs the sort in ascending order. You can also sort the fields in descending order by placing the greater than sign ">" in front of the field name.

### **Database Extraction Criteria**

In addition to setting sorting criteria, Word for Word allows you to provide certain extraction criteria for selecting only certain records from a database prior to conversion to another format.

When the extraction criteria field is left blank, Word for Word converts all of the records in the database. You may specify extraction criteria to convert only those records that match certain specifications.

When specifying the extraction criteria, specify the field and condition that must be met for extraction. You may use only the following logical expressions to perform the decision between the database field and the information:

=	Equality	<>	Not equal
<	Less than	<=	Less than or equal
>	Greater than	>=	Greater than or equal

You may also utilize the conjunctions "And - &" and "OR - |" to join conditions.

- & Requires that the condition to the left and right be true for extraction
- | Requires only one of the two surrounding conditions to be true for extraction.

For example, to convert all of the records where the state is AZ, you would enter: STATE=AZ in extraction criteria field.

To extract addresses in Arizona where the Zip code is between 85200 and 85300, enter: STATE = AZ & ZIP >= 85200 & ZIP <= 85300 as seen in Figure 13. on page 51.

## ***Reference 1 - Spreadsheet Conversions***

---

### ***Spreadsheet Conversions***

Word for Word supports conversions to and from certain spreadsheet formats. Each supported spreadsheet format can be converted to any of the following supported format types:

- a word processing format,
- a database/mail merge format,
- another spreadsheet format.

When converting a spreadsheet data file to a word processing format:

- The row and column layout of the spreadsheet is converted to the tab and column features of the Target format, creating a native, fully editable document.
- Formatting characteristics assigned to each spreadsheet cell are retained through the conversion.
- Individual components of the original spreadsheet entries may be edited without changing the surrounding data.
- After conversion, the data can be highlighted and enhanced using the publishing features of the word processor.

When performing conversions with spreadsheets, Word for Word provides you with options to:

- Convert a worksheet range by name or cell coordinates,
- Designate the Target cell formatting: spaces, tabs or columns,
- Change the currency symbol, placement and decimal point defaults.

## Reference 1 - Spreadsheet Conversions

### Spreadsheet Conversion Options

With the **Options/Spreadsheet Options** <ALT+O>, <R> command, you may specify the type of cell separator to be used in the target document. You may also specify a range to convert. (Figure 14.)

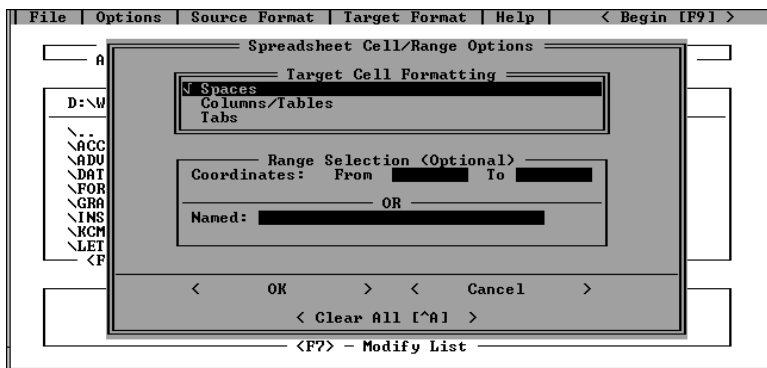


Figure 14. Spreadsheet Cell/Range Options

With the **Options/Spreadsheet Currency Options** <ALT+O>, <U> command, you may change the currency defaults used in the Lotus 123 converter. (Figure 15.) The defaults are set for the U.S. configuration of Lotus 123. Use this option to change the defaults to International settings.

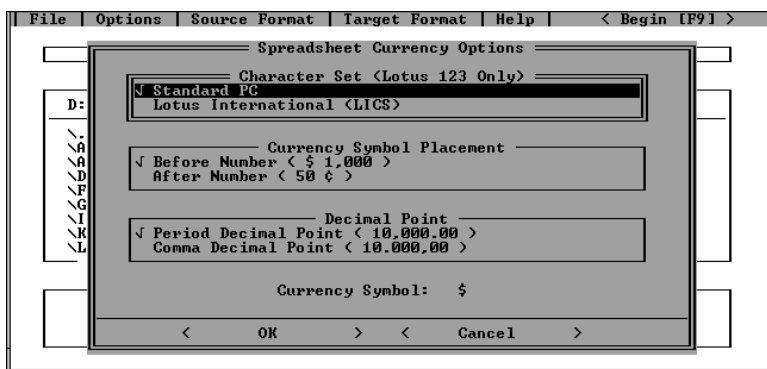


Figure 15. Spreadsheet Cell / Range Options Dialog Box

## ***Reference 1 - Spreadsheet Conversions***

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### **Target Cell Formatting Options:**

1. Spaces - The worksheet is converted into a table with spaces separating the columns.
2. Tabs - The worksheet is converted into a table with tabs separating the columns. This is the default setting.
3. Columns/Tables - The worksheet is converted into a table with the information of each cell placed in a separate column, using the Target word processor's table mode. If the Target word processor does not have a table mode, the information will be converted to column mode.

With some word processors, it is easier to work with the data when spaces are used to separate the columns. It may be advantageous to run a conversion with the Target Cell Formatting option set to Spaces, and one with the setting on Tabs, and one set to Columns/Tables. This will allow you to compare the output of each to decide which is best suited to your situation.

### **Range Selection Options:**

You may convert a spreadsheet range by specifying its cell coordinates or its name. If you do not specify a range selection, the entire worksheet will be converted.

## ***Reference 1 - DisplayWrite and DCA/RFT Conversions***

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### ***Conversions with DisplayWrite***

Word for Word supports several versions of the PC version of DisplayWrite and several variations of the DCA/RFT data interchange format.

The DisplayWrite word processor can save and read the following formats:

1. Native DisplayWrite (.TXT and .DOC files)
2. DCA/RFT (Document Content Architecture/Revisable Form Text)  
This interchange format was designed by IBM to allow file interchange between dissimilar systems. For example, DCA/RFT may be used to exchange data between the PC DisplayWrite word processing software and the IBM 5520 computer.
3. DCA/FFT (Document Content Architecture/Final Form Text)  
This interchange format is designed to produce files that are not meant to be edited and is used to create files for final printing. DCA/FFT does not contain as many features as the Native and DCA/RFT formats.

### ***Converting Documents From DisplayWrite***

When converting a file from DisplayWrite, Word for Word can read all three formats in which DisplayWrite can save the file. Select the appropriate Source type to match the way the file was saved: Native (.TXT or .DOC), DCA/RFT, or FFT, or select Automatic Recognition to let Word for Word determine the correct format type for you.

### ***Converting Documents To DisplayWrite and DCA/RFT***

Word for Word supports conversion to the Native form of DisplayWrite, as well as to the DCA/RFT and FFT formats, all of which can be read by the DisplayWrite word processor. For the best results, we recommend converting the file to either the Native or DCA/RFT format.

Note: Word for Word supports two variations of the DCA/RFT data interchange format. Specify “DCA/RFT” as the Target Format to create files for use with DisplayWrite 2, 3, or 4, or with other applications which support the importation of DCA/RFT files.

Specify “DCA/RFT - DisplayWrite 5” as the Target Format to create files for use with DisplayWrite 5.



## ***Reference 1 - Conversions between Macintosh and PC Formats***

---

### ***Conversions between Macintosh and PC Formats***

Word for Word allows you to perform the following types of conversions on your PC.

- convert a PC format to a Macintosh format,
- convert a Macintosh format to a PC format,
- convert a Macintosh format to another supported Macintosh format.

Word for Word performs the above conversions on the PC, and creates converted Target files which reside on the PC.

**Word for Word does not provide the capability to physically transfer the files either to or from the Macintosh. This is the responsibility of the user. Read on for instructions pertaining to the various methods of transferring files between Macintoshes and PC's.**

### ***File Transfer between the PC and the Macintosh***

To transfer document files between a PC and a Macintosh, you may use any one of the following four methods:

**Modem** - If you have Mac and PC communications programs, you can send the file to the other machine via modem. Because word processing files are in a binary format, use a protocol for transferring binary files such as XMODEM or KERMIT. If you use an ASCII transfer program, the data will be corrupted and will not convert or execute properly within the Target application.

**Networks** - If both machines (PC and Macintosh) are connected by a network, you can send the file to the recipient through an established e-mail system or other network transmission software that allows for the transfer of binary files from one network node to another.

**Direct Serial Cables** - If both machines are at the same location, you can transfer the file through communications software over a null-modem cable. Several vendors manufacture the cables and software needed to link PCs and Macs. The file must be transferred as a binary file and not as a text file.

**Special disk drives** - Special disk drives with associated software are available for direct attachment to either a PC or a Macintosh that will allow either machine to read the other's formatted diskettes.

## ***Reference 1 - Conversions between Macintosh and PC Formats***

---

### **Macintosh Drives**

With the introduction of the Macintosh IIx line, Apple has equipped every system with a floppy drive that can access both Mac and PC formatted disks. This disk drive is commonly referred to as the SuperDrive. All currently manufactured Macs (excluding the Plus) include at least one SuperDrive.

For Mac owners who purchased their machines before the SuperDrive was included as standard equipment, an external “Apple 5.25 inch” disk drive can be connected to a Macintosh, allowing for the reading and writing of PC formatted disks.

### **PC Drives**

A combination of hardware and software can equip a disk drive to read and write Macintosh formatted diskettes. This equipment could consist of: software, or an internal board which makes an existing disk drive read and write Mac formatted diskettes, or it could be an internal or external drive you install which is specially designed to perform the same functions.

Check with your MIS Department or local software dealer for recommendations and pricing information concerning file transfer products.

## ***Reference 1 - Conversions between Macintosh and PC Formats***

---

### ***Macintosh To PC Conversions***

Before running a “Mac to PC” conversion on your PC with Word for Word, you need to transfer the Mac file to a floppy that your PC will be able to read. You may use any one of the four different file transfer methods described on pages 57-58. The following steps describe the process of saving a Mac file to a PC formatted disk using a Mac equipped with the SuperDrive capabilities and the PC Exchange utility.

On the Macintosh:

1. Run the PC Exchange utility that comes with the Macintosh System Software.
2. Insert a PC formatted floppy into the Macintosh. If you insert an unformatted disk, PC Exchange will format the disk as “MS-DOS” compatible when you select the MS-DOS option.
3. Select the Mac files you wish to transfer to the PC diskette in the scroll box.
4. On the “Mac to MS-DOS” pull-down, select the “Default translation” option.
5. Press the Translate button.

When you complete these steps, a copy of the selected Macintosh files will have been copied to the PC formatted disk. You are ready to take this disk to your PC and perform your conversions with Word for Word.

## ***Reference 1 - Conversions between Macintosh and PC Formats***

---

### ***PC to Macintosh Conversions***

After converting a PC file to a Macintosh application format with Word for Word, you will need to “transfer” the file from the PC to a Macintosh using one of the file transfer methods described earlier in this section.

Once the converted files have been transferred to the Macintosh, you need to run the Word for Word “Stamper” program. The Stamper program attaches an identification label to the new Macintosh files on an individual basis. This “Stamp” serves two purposes. The first is to make the files identifiable to the “Creator” or Target Macintosh application. The second purpose is to give the Macintosh Finder the information it needs to link the document files to the corresponding application.

If you do not “stamp” the converted files with the name of the format they have been converted to, the Target Application may not recognize the files. If a file is not stamped, you will not be able to load the file automatically into the desired application by double-clicking on the file icon.

### ***Running the Stamper Program***

#### **To use the Word for Word Macintosh Stamper Program:**

1. Copy the “Stamper” file from the program disk to the Macintosh hard drive, or run the program directly from the disk.
2. Double-click the Stamper icon to run the Stamper program. (Figure 16.)
3. Press the Select File button to reveal the standard Macintosh File Open Box.
4. Select the file to stamp.
5. Press the Open button. The name of the file appears in the middle of the screen.
6. Press the button corresponding to the name of the word processor to which you converted the file. This stamps the file.
7. Repeat the steps above for each file you wish to stamp.
8. Press the Quit button to exit the Stamper program.

## ***Reference 1 - Conversions between Macintosh and PC Formats***

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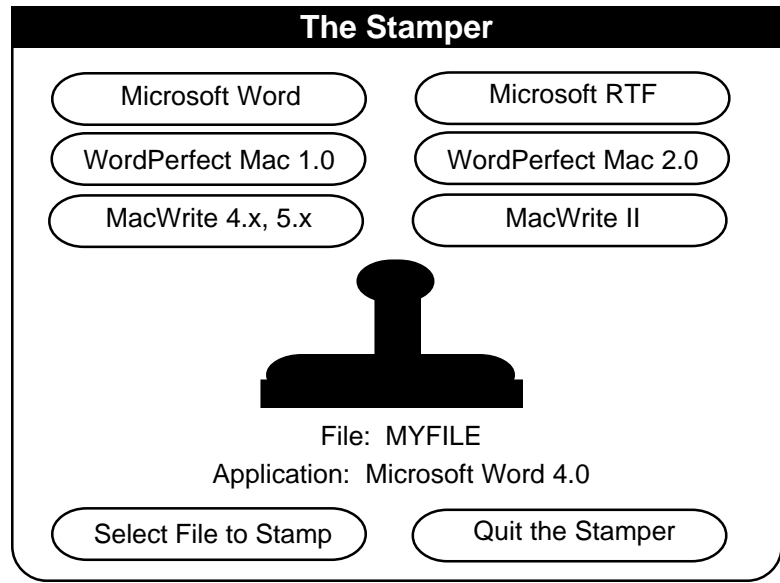


Figure 16. Macintosh Stamper Program

Figure 16 shows the Stamper program screen after selecting the file called "MYFILE" and stamping it with the Microsoft Word creator name. Please note that due to the addition of new formats, your Stamper program screen may differ slightly than the one presented above.

Notes: If the file you have stamped is in an open window, the Finder will not reflect the changes you have made until the window is closed and reopened.

The Stamper program changes the Creator and Type of any Macintosh file - so be VERY CAREFUL when selecting files for stamping. The Stamper program does not allow you to undo any mistakes you may make.

We recommend that you place the newly created files in a separate folder or on a separate disk to avoid accidental "stamping" of other files.

**Note:** The diskette containing the Macintosh Stamper Program is a Macintosh-formatted diskette and will not run on a PC.

## ***Reference 1 - Communications & EBCDIC Formats***

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### ***Communications Format***

Any file created by a format supported by Word for Word can be converted to the Communications (COM) format. Once a file is in the COM format, it can be transmitted via modem without special protocols. Files transmitted in the COM format retain all the features and functionality of the original document file.

To transmit a file in the COM format, it is necessary to have Word for Word software at both ends of the transmission. Once the file is received on the opposite end, it must be converted to an application format.

Transmitting files in the COM format provides you with complete flexibility. For example, if you are using WordPerfect and the receiving party uses MultiMate Advantage, you can convert the document to the COM format, and then transmit the file. The receiving party can use their copy of Word for Word to convert the document to MultiMate Advantage for editing. The above procedure is applicable to any of the file formats supported by Word for Word.

### ***EBCDIC Format***

EBCDIC (pronounced Eb-si-dic, Extended Binary-Coded Decimal Interchange Code) is a common character code set that is standard for IBM Mainframe equipment. The IBM Mainframe uses EBCDIC in the same manner that the IBM PC uses ASCII. ASCII and EBCDIC are very different internally.

With Word for Word, you may convert files to and from the EBCDIC format. When you use Word for Word to convert a file to the EBCDIC format, the file is stripped of most of its special formatting features. This effect is a direct result of the data structure necessary in the protocol of the format.

## ***Reference 2 - Fonts***

---

### ***Font Family and Font Size Translation***

Word for Word supports the conversion of font sizes. Typically, this information is stored independently of the font family. Font family translation presents many issues because fonts may be stored by the application in a format that is only meaningful to that particular application. Many applications and the platforms on which they operate will exercise control over font access. Additional issues are created because many applications do not store fonts by a recognizable name, such as “Times Roman” or “Helvetica.” Also, the font information may be stored as a number or abbreviation which is linked only to the creator’s unique configuration of the Source application.

On the Macintosh, font support is handled by the System Software. When converting a Macintosh file to another Macintosh file, both the font family and font size attributes are supported.

On the PC, font support for DOS formats is determined by each individual application. All PC applications handle different degrees of font support. For example, some PC word processors and data formats have a fixed set of fonts. Others allow the user to purchase additional fonts in the form of software packages or printer cartridges. A consistent set of PC word processing font families does not exist because of the degree of font support varies with each word processor format.

Word for Word supports automatic font family conversion between the application formats listed in Figure 17.

## Reference 2 - Fonts

---

<u>Word Processor</u>	<u>From Side Support</u>	<u>To Side Support</u>
Ami Professional	All supported by wp	All supported by wp
Excel	All supported by wp	All supported by wp
Legacy	All supported by wp	Limited
Lotus 1-2-3 2.x, 3.0	All supported by wp	All supported by wp
MacWrite	Limited	Limited
MacWrite II	All supported by wp	All supported by wp
Microsoft Word MAC	Limited	Limited
Microsoft RTF	All supported by wp	All supported by wp
Microsoft Word PC	All supported by wp	All supported by wp
MIF	All supported by wp	All supported by wp
PostScript	Not Available	All Standard PostScript
Windows Write	Limited	Limited
WordStar DOS	Limited	Limited
WordStar for Windows	All supported by wp	Limited
Word For Windows	All supported by wp	All supported by wp
WordPerfect 5.x-6.0	All supported by wp	Limited
WriteNow	All supported by wp	All supported by wp

Figure 17. Automatic Font Family Conversion Support

### **Notes to Figure 17**

“All supported by wp” = Word for Word supports all the font families supported by that application format. Note that each format supports a different set of font families. It is possible that you may perform a conversion on a file containing a font family that is not supported in your Target application, even though Word for Word supports all the font families supported in the Target application.

“Limited” = Word for Word supports selected fonts from the fonts supported by that format. Note that this typically includes the Standard PostScript fonts and the Standard HP PCL fonts.

For example: When converting a Microsoft RTF file to WordPerfect, only selected fonts will convert. An Ami Professional file converted to Microsoft RTF will retain all fonts.

When converting Macintosh files to another Macintosh format, all the font families are retained. The word “limited” is used because conversion between Macintosh and PC formats will be limited by the supported font families of the PC formats.

For conversion between formats outside the above list, the font changes will map to “best-fit” fonts. In these cases, a font family change in one application will create a font family change in the Target system. For example, the third font in WordPerfect 4.2 will convert to “Font C” in MultiMate Advantage II. (The third font in the Source file maps to the third font in the Target file.)



## Reference 2 - Fonts

---

### ***Proportional vs . Non- Proportional Fonts***

Alignment problems occur when converting from a proportional font to a non-proportional font. These problems also occur when converting the other way: from a non-proportional font to a proportional font. Conversions between formats that support proportional fonts to those that do not (and vice versa) may cause alignment errors when text is formatted in such a way that it is dependent upon the spacing of the text. The general solution to producing clean “convertible” documents is to base formatting on commands and not upon the size and shape of text. Please see Figure 18 and 19 for examples.

#### **Converting between Non-Proportional and Proportional Fonts**

Courier is an example of a Non-Proportional Font. The same amount of space is allocated to each letter, without regard to the actual composition of the letter.

Figure 18. Non-Proportional Font.

Now we will take this same paragraph and show what it looks like in a Proportional Font - one that uses less space for smaller letters: Helvetica.

Helvetica is an example of a Non-Proportional Font. The same amount of space is allocated to each letter, without regard to the actual composition of the letter.

Figure 19. Proportional Font.

Even though the paragraphs contain the same words and the margin settings have not changed, there are more words per line, and fewer lines in the paragraph. As you can see, if you convert a document created in a Non-Proportional font to one using a Proportional font, chances are that certain pages may have more text per page. When converting a document created in a Proportional font to one using a Non-Proportional font, you may have more pages in the Target document.

## ***Reference 2 - Fonts***

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### ***Special & Foreign Character Support - Code Pages***

Code pages are tables of information that define the character sets used by your computer. A single Code Page defines 256 characters and their appearance. In general, more than 256 characters are used in different languages throughout the world, so some Code Page definitions lack certain characters found in others.

Software companies and computer industry standards committees have developed Code Pages, logical groupings of characters and symbols. Each Code Page has a unique emphasis. For example, Code Page 437 is the built-in IBM PC Code Page. The most commonly used International Code Page is 850, which contains more accented characters in place of the line drawing characters found in Code Page 437.

Word for Word supports the following Code Pages:

Code Page 437 - This is the original IBM PC character set built into the video ROM on all standard IBM video cards. This Code Page has a sampling of characters of different types such as: line drawing characters, some accented characters, and some Greek alphabet characters.

Code Page 850 - This is referred to as the International Standard PC character set. This Code Page adds more accented characters to the set than those contained in 437, in place of some line drawing characters.

ANSI/WIN - This is the character set used by Microsoft Windows. It adheres to the ANSI standards committee rules and contains no line drawing characters.

Macintosh - This is the character set Apple designed for the Macintosh. It contains all of the accented characters of Code Page 850 and it does not contain any line drawing symbols.

ISO 8859-1 - These character sets are used on many Unix systems  
ISO 8859-2 - and applications

## ***Reference 2 - Special Characters & Code Pages***

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An application can use the Code page that is currently in use by your computer, or it can support standard Code Pages, or it can utilize a specially designed Code Page unique to that application. Word for Word automatically maps characters when you perform conversion between applications that use different Code Pages.

Note: Because a Code Page can contain characters that are not present in another Code Page, Word for Word either converts the character to a logical equivalent, or it replaces the character with the underscore symbol: “\_”. An example of a logical equivalent situation occurs if you have an accented letter and convert to a Code Page that does not have that particular accented letter. Word for Word maps the accented letter to the matching, unaccented letter.

### ***Macros***

Word for Word does not interpret or expand macros during the conversion process.

### ***Absolute Positioned Objects (APOs), Anchored Text and Frames***

An APO is a block of text anchored to a location on a specific page. The body text flows around it.

Word for Word supports conversion of the APO's between WordPerfect 5.x, Microsoft RTF, Microsoft Word for Windows, Microsoft Word Macintosh 4, 5, Legacy, FrameMaker (MIF) and Ami Professional. In all other cases, the content of the Frame or APO converts into regular text.

## ***Reference 2 - Advanced Features***

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### ***Equations & Formulas***

Word for Word's support of Equation / Formula conversion is format-dependent. When the word processor supports a language building mode for the creation of the formulas, Word for Word converts the text of that language into regular text. For example, when converting from WordPerfect, the text used to create the formula will convert as regular text. Example: The square root symbol inside a WordPerfect document converts into the text: sqrt.

When the Source application's equation mode is not language based, the components of the equation will not be converted.

### ***Tables***

Tables are mini-spreadsheets contained in a word processing document. A table operates in a manner similar to a stand-alone spreadsheet, with rows and columns, and some math capabilities. Word for Word supports conversions of tables between WordPerfect 5.x-6.x, Microsoft RTF, Ami Professional, Microsoft Word for Windows, Microsoft Word Macintosh, and FrameMaker (MIF). Conversions from one of the formats listed to a word processor that does not have a "Table" command or feature will produce columnar data using the column mode in the target word processor. If the Target word processor does not have a column mode feature, the data from a Table command will convert to data separated by tabs.

## ***Reference 2 - Advanced Features***

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### ***Style Sheets***

Style Sheets create organized layouts of commonly used functions and commands. With the style sheet commands, you can unify document properties into a single “large” command.

Many word processors come with predefined style sheets and have the capability for you to custom-design additional styles. These individual style sheets are stored in tabular format within the word processor. When converting a file which contains style sheet commands, Word for Word must deal with two separate issues.

The first issue is to convert the results of the style sheet into the separate components that comprise that style sheet. Let’s assume you have created a style sheet, which you have called Style Indent #1. This style sheet assigns the following attributes to a paragraph: the paragraph is indented .5 inch from the left margin, double-spaced, and the body of the paragraph is fully justified. In our example Style Indent #1, Word for Word issues the command to change the indent to .5 inch from the left margin, the line spacing changes to double-spaced, and the justification command changes to “full.”

The second issue is to retain the grouping of these commands as a unique style sheet and create this similar style sheet in the Target format, with the same title.

For details explaining the level of style sheet support Word for Word provides, refer to the Conversion Format Notes in Section 3 of the Reference Section.

## ***Reference 3 - Conversion Format Notes***

---

### ***Overview***

This Reference Section contains information pertaining to formatting issues specific to various word processing formats. Because of the differences in operation and features unique to some word processors, in some conversions, certain features are not convertible. This section details conversion limitations by format type, and explains how Word for Word handles certain feature conversions when the Target format does not contain formatting features contained in the original. Due to the large number of conversion combinations possible with Word for Word, this list is limited to a discussion of the most commonly encountered situations.

### ***Ami Professional***

#### **To Ami:**

1. Margins - Ami Professional does not allow multiple margin settings per page. When converting to Ami Professional, margin changes within a page will be emulated with indents.
2. Columns - Single and multiple columns cannot be mixed on the same page in Ami Professional. When converting a document containing different numbers of columns on the same page to Ami, a page break will be inserted each time the number of columns changes.

Ami does not support a deliberate page break (hard page break) within a column, so the appearance of columnar text may change when converting to Ami.

3. Tables - Ami Professional allows for the greatest latitude in formatting tables: cells can be joined both horizontally and vertically. Conversions to other formats, such as Microsoft's Rich Text Format, may produce tables which appear to have more cells than the original.
4. Formulas inside tables are not converted.
5. Required filename extension - Ami will only recognize files with the .SAM extension.

## ***Reference 3 - Conversion Format Notes***

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### ***DisplayWrite & DCA/RFT***

#### **To DisplayWrite and DCA/RFT:**

1. Fonts - Font size conversion is supported, and the font size maps to the closest whole number value accepted by DisplayWrite. Font family names are not converted.
2. Special Characters - DCA/RFT and DisplayWrite do not use the ASCII character set to store the symbols. The EBCDIC character set is used. EBCDIC does not support the same characters as ASCII. Some characters will not translate from PC ASCII to DisplayWrite.
3. Line Spacing - DCA/RFT and DisplayWrite can accept a line spacing change in half-line increments. Source documents containing line spacing changes are rounded to the nearest half-line value.
4. Tabs - Tab leaders (.....tab) are converted to non-tab leader tabs in DCA/RFT and DisplayWrite. Center, left, right, and decimal aligned tabs are supported; only the tab leader function is not.
5. Headers/Footers - DCA/RFT and DisplayWrite allow for one mode of headers/footers throughout the document. Source documents containing a mixture of headers on all pages vs. headers on even or odd pages, can only convert into one of the two types per document. However, you can have more than one set of headers/footers in a document.
6. Columns - When converting to DCA/RFT or DisplayWrite Versions 2, 3, or 4, columns convert into the equivalent tab based column mode specific to these versions. Be sure to specify the appropriate Target format version: DCA/RFT, DisplayWrite 2, 3, 4 when converting Source files with columns to one of the listed versions of DisplayWrite.

## ***Reference 3 - Conversion Format Notes***

---

When converting to DCA/RFT or DisplayWrite 5, columns convert into DisplayWrite's column mode. Be sure to specify the appropriate Target format version: DCA/RFT with DisplayWrite 5 when converting Source files with columns to DisplayWrite 5.

7. Footnotes/Endnotes - Text in the footnotes and/or endnotes of a Source file convert into footnotes in the Target DisplayWrite or DCA/RFT file.
8. Hidden Text/Comments - DisplayWrite does not support hidden text. The hidden text in Source files is not converted.
9. Table of Contents and Automatic Outlining - Source documents containing these features converts to regular text.
10. Legal Line Numbering - DisplayWrite does not support this feature.

### ***Enable***

#### **To Enable:**

1. Note: Version 3.0 of Enable is not supported.
2. Tabs - Enable only supports left aligned tabs. Source documents containing numerical values entered on decimal tabs will be decimally aligned in the new Enable file with blank space padding.
3. Headers/Footers - Enable requires a page break before each header/footer. Source documents with changes in the headers/footers in the middle of a page will generate a new page.
4. Columns - Not supported. The columnar text in the Source document converts to regular text.
5. Table of Contents and Indexing - These features are not supported by Enable and the text converted to regular text.
6. Auto Outline/Section Numbering - Outline markers are stored in the ruler line in Enable.



## ***Reference 3 - Conversion Format Notes***

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### ***Excel***

#### **To Excel:**

1. Fonts - Font information in the Source file is not converted when converting to Excel.
2. Margins - Excel allows only one set of margins per spreadsheet. The widest set of margins used in the Source file becomes the default in the new Excel file.
3. Formulas - Word for Word does not convert spreadsheet formulas. Only the alpha-numeric cell contents will be converted.
4. Headers/Footers in the Source document are not converted.
5. Tabs - Word for Word automatically scans each line of text for reasonable separators to use when dividing the data into cells for Excel. Tabs, indents, and groups of repeated blank spaces trigger the cell groupings. The first ruler line in the Source document determines the cell widths in Excel.
6. Footnotes/Endnotes - Excel does not support footnotes/endnotes. These features convert to regular text in Excel.
7. Columns - Excel does not support columns as a text based attribute, but only as a numerical cell attribute. Columnar text converts to regular text in Excel.
8. Text is brought into Excel in text cells, and numbers are brought in as numerical fields.
9. Colors are not supported.

#### **From Excel:**

1. The cell widths in Excel create a ruler line in the Target File with tab stops matching the cell widths.
2. Formulas - Word for Word does not convert spreadsheet formulas. Only the alpha-numeric cell contents will be converted

## ***Reference 3 - Conversion Format Notes***

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### ***FrameMaker (MIF)***

#### **To FrameMaker (MIF):**

1. File size - Files converted to MIF can be several times larger than the source file. Please be sure that you have sufficient disk space free before performing a conversion to MIF.
2. Paper size - Because MIF files can only have one set of paper dimensions, changes to paper dimensions or orientation (portrait or landscape) after the beginning of the source document will be ignored.
3. Headers and footers - The headers and footers at the beginning of the source document will be applied to the entire converted MIF file. Any changes to headers and footers will be dumped onto two special Master Pages, “Headers” and “Footers”. You can use these Master Pages to recreate the header and footer changes of the original document.
4. Column settings - Files converted to MIF will be formatted entirely with the column settings at the beginning of the source document. Any changes to the column settings will be used to create multi-column Master Pages. For example, if the source document begins in two-column mode and later changes to one-column mode, then the converted file will be entirely in two-column mode, and a “1-column” Master Page will be created. Note also that parallel columns will be converted to newspaper columns.
5. Margin releases - Text placed outside the left or right margins in the source document will be repositioned to fit within the margins in converted MIF files.
6. Margin changes are not supported as such because the converter must keep constant the boundaries of the body text rectangles in MIF. However, margin changes in the source document will be translated whenever possible to paragraph indentations, providing the newly-positioned text fits within the current text rectangle.
7. Paragraph borders are not supported in translation to MIF.

## ***Reference 3 - Conversion Format Notes***

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8. Graphics in source files may not be sized correctly after conversion to MIF. If the source file does not provide graphic dimensions, the converter will use a default size of one inch square.
9. Endnotes will be converted to footnotes in MIF.
10. Special characters in source files may not be available in the MIF character set. Such characters will be converted to underscore characters (\_).

### **From FrameMaker (MIF):**

1. All text on Master Pages and Reference Pages will be converted to body text and dumped at the top of the converted document.  
Note: This includes headers and footers.
2. Text rectangles and multiple text flows - Because word processing applications do not support true text rectangles or multiple text flows, the converter will output each text flow in the source MIF file sequentially into the normal page boundaries of the target application. The position and flow of text therefore may not match that of the original file. For example, if the Source document has three text flows in three side-by-side columns that span three pages, the converter will put out all of each text flow into one column in the order in which they appear in the Source file, one after another rather than side by side.
3. Conditional text will be ignored.
4. Anchored Frames will be converted as Absolutely Position Objects in target applications that support absolute positioning and as normal, non-absolutely positioned objects in target applications that do not support absolute positioning.
5. Multiple columns are not supported.
6. Structured Flow is not supported (to or from FrameMaker MIF).
7. FrameMaker native graphics formats are not supported.

## ***Reference 3 - Conversion Format Notes***

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### ***Framework***

1. Tabs - Decimal and right-aligned tabs are not supported in Framework.
2. Headers/Footers - Framework supports only one set of headers/footers per document. When converting to Framework from formats that support multiple headers and footers, multiple headers/footers will be combined into one set of headers/footers.
3. Columns - Multiple columns are not supported in Framework.

### ***IBM Writing Assistant***

#### **To Writing Assistant:**

1. Margins - Writing Assistant allows one margin setting per document. The widest set in the Source document becomes the default setting in Writing Assistant.
2. Line spacing changes are converted to single line spacing mode.
3. Writing Assistant only allows for one header and one footer. The last header and footer of the Source document become the default used throughout the Writing Assistant file.
4. Writing Assistant does not support footnotes or endnotes. Footnote and/or endnote text is dropped in as regular text after the reference number in Writing Assistant.
5. Comments / Hidden text is not converted.
6. Writing Assistant does not support Table of Contents or Indexing features. The text is converted, but the special marks are not converted.
7. Writing Assistant does not support Auto Outlining or Section Numbering. The text is converted, but the special numbering is dropped.

## ***Reference 3 - Conversion Format Notes***

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### ***Interleaf Publisher***

Interleaf has two methods of saving its documents. They are called 'Fast' and 'ASCII.' The Fast format is Interleaf's native and its default. The ASCII format is an intermediate format which allows the document to be transferred from one platform to another. The ASCII save retains all of the document formatting features and is the format that Word for Word requires for file conversions. The filter does not support fonts, styles or graphics.

### ***Lotus 1-2-3***

#### **To Lotus 1-2-3:**

1. Fonts - Font information in the Source file is not converted when converting to Lotus 1-2-3. Lotus 1-2-3 does not support fonts.
2. Margins - Lotus 1-2-3 allows for only one set of margins per spreadsheet. The widest set of margins used in the Source file becomes the default in the new Lotus 1-2-3 file.
3. Headers/Footers in the Source document are not converted.
4. Tabs - Word for Word automatically scans each line of word processing text to determine which separators to use when dividing the data into cells for Lotus 1-2-3. Tabs, indents, and groups of repeated blank spaces trigger the cell groupings. The first ruler line in the Source document determines the cell widths in Lotus 1-2-3.
5. Footnotes/Endnotes - Lotus 1-2-3 does not support footnotes/endnotes. Source files containing these features converts to regular text in Lotus.
6. Columns - Lotus 1-2-3 does not support columns as a text based attribute, but as a numerical cell attribute. Source files containing columnar text convert to regular text in Lotus 1-2-3.

## ***Reference 3 - Conversion Format Notes***

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7. Text is brought into Lotus 1-2-3 in text cells, and numbers are brought in as numerical fields. Note: Currencies are brought in as currency fields. It is important to specify the currency setting with the Options/Spreadsheet Currencies command before converting spreadsheets containing international currency symbols and conventions.

### **From Lotus 1-2-3:**

1. It is important to specify the currency setting with the Options/Spreadsheet Currencies command before converting spreadsheets containing international currency symbols and conventions.
2. The cell widths in Lotus 1-2-3 create a ruler line in the Target File with tab stops matching the cell widths.

## ***Lotus Manuscript***

### **To Lotus Manuscript:**

1. Line Spacing - A single blank line in the Source file is converted to a blank line of one and a half spaces in Manuscript.
2. Headers will be converted as odd page headers and even page headers.
3. Auto Outlining, Section Numbering, Legal Line Numbering are not converted. Lotus Manuscript considers these features a property of document mode, and a document can only have one document mode setting.
4. Column mode is not supported.

### **From Lotus Manuscript:**

1. Column mode is not supported.

## ***Reference 3 - Conversion Format Notes***

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### ***Microsoft Word PC***

#### **To Microsoft Word for DOS:**

1. Fonts - Word supports a specific list of fonts. Fonts will map to the nearest equivalent, or to “Courier” when a close equivalent does not exist.
2. Margins - Word allows for multiple margin settings per document. Each margin change in the Source document creates a new section in Word.
3. Footnotes/Endnotes - Word allows either footnotes OR endnotes; you cannot exercise both in one section. When the Source document mixes footnotes and endnotes, the Target file is created with the last type of note found in the Source. Example: The Source file contains some footnotes, endnotes, and more footnotes. The Target file created in Word contains all notes displayed as footnotes - the last type exercised in the Source.
4. Column Mode - Word supports columns of equal width only. Documents containing columns of unequal width convert to columns of equal width in Word.
5. Paragraphs - Center right and full justification are applied to the entire paragraph. Word does not allow these attributes to be applied to individual lines of a paragraph.
6. Table of Contents/Indexing - Table of Contents and Indexing data converts to regular text.

#### **From Microsoft Word:**

1. Footnotes / Endnotes - Character attributes within the footnote/endnote are not converted.
2. Endnotes of type “End of Section” are converted to “Endnotes” in the Target format.

## ***Reference 3 - Conversion Format Notes***

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### ***MultiMate***

#### **To MultiMate:**

1. File Size Maximums - MultiMate 3.6 has a limitation on the number of pages it can accept, and this limitation was removed in MultiMate 4. Word for Word may not be able to convert a very large document file into MultiMate 3.6 without the Source file being split into smaller files, and the smaller files individually converted.
2. Fonts - The first font used in the Source document becomes font 1 in MultiMate; the second font used becomes font 2, and so on.
3. Special Characters - Note that MultiMate reserves a set of over 20 characters for its own internal use. If a Source document contains one of these characters, Word for Word will not convert the character.
4. Margins - MultiMate has a maximum right margin column position of 156.
5. Tabs - MultiMate does not support right-aligned tabs. Right-aligned tabs convert to regular tabs.
6. Table of Contents and Indexing features do not convert; the text appears as regular text in MultiMate.
7. Required filename extension - Versions of MultiMate before 4.0 require the extension “.DOC”. The extension “.DOX” is suggested for use with MultiMate 4.0, although this version will accept other extensions.



## ***Reference 3 - Conversion Format Notes***

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### **From MultiMate:**

1. Graphics are not converted.
2. Decimal tabs may convert as regular tabs.
3. Summary information is not converted.
4. Font sizes are converted but font family names are not available to convert.
5. Partial justification is converted to the last active mode of justification.

### ***OfficeWriter***

### **To OfficeWriter:**

1. Required file name extension - OfficeWriter will recognize files only when they have the extension “.WP”.
2. Fonts - If the font changes in the Source file, the font is changed in the Target OfficeWriter file. The family and size information is not converted.
3. Tabs - Right aligned and Center aligned tabs are converted to Left aligned tabs in OfficeWriter.
4. Table of Contents and Indexing data converts to regular text.

## ***Reference 3 - Conversion Format Notes***

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### ***PFS: First Choice***

#### **To First Choice:**

1. First Choice allows only one set of margins per document. Multiple margin settings convert to tabs and/or spaces to emulate the original settings.
2. Line spacing must be a whole number in First Choice. Fractional line spacing is rounded to line spacing using the next higher whole number.
3. First Choice does not support footnotes or endnotes. Footnote and/or endnote text is dropped in as regular text after the reference number in First Choice.
4. Comments/Hidden text is not converted.
5. Table of Contents and Indexing features are not supported by First Choice.

### ***Professional Write***

#### **To Professional Write:**

1. Margins - Professional Write 1.0 allows only one set of margins per document. Professional Write 2.0 and higher allows multiple margin settings per document.
2. Character Highlighting - Double Underline, strike-out and redlining are not supported by Professional Write.
3. Headers & Footers - Professional Write only allows one Header and one Footer per document.
4. Columns - Professional Write does not support Column mode. Documents containing columns convert to regular text.
5. Auto Outlining, Section Numbering, Legal Line Numbering - Professional Write does not have support for these modes. Word for Word inserts the numbering attributes into the Target document to emulate the feature(s).

## ***Reference 3 - Conversion Format Notes***

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### ***Q & A Write***

#### **To Q & A:**

1. Fonts - The first font used in the document becomes Font 1 in Q & A. The next different font used becomes Font 2, and so on up through Font 8. Q & A only allows for 8 simultaneous fonts per document.
2. Margins - Q & A allows only one set of margins per document. The widest set of margins used in the Source file becomes the default in the new Q & A file. Subsequent margin changes are converted as left and right indents.
3. Headers/Footers - Q & A allows only one set of headers/footers per document. The first set of headers/footers in the Source document convert into the header/footer function in Q & A. Subsequent changes convert to regular text.
4. Tabs - Q & A allows only one ruler line per document. The last ruler line in the Source File becomes the default ruler in the Q & A file.
5. Footnotes/Endnotes - The text of the footnote/endnote is converted as regular text starting at the position of the reference number.
6. Columns - Q & A only allows one column mode setting per document. Source files containing mixed text and column mode settings are simulated in Q & A.
7. Table of Contents and Indexing - Q & A does not contain these features. Table of Contents and Indexing data converts to regular text.
8. Auto Outlining, Section Numbering - Q & A does not support these features. The data within these features is converted to regular text in Q & A.

## ***Reference 3 - Conversion Format Notes***

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### **From Q & A:**

1. Fonts - Word for Word cannot access the Q & A font mapping which relates the font family and size to the Q & A Font numbers 1 through 8. Therefore, Word for Word cannot convert the fonts by name or by size.
2. Tabs - From Version 3.0, the tab command converts to blank spaces in the Target format. From Version 4.0, the tab command converts to a tab.

### ***RapidFile - Memo Writer***

#### **To RapidFile:**

1. Margins - RapidFile only allows one ruler line per document. Therefore, the largest margin settings found in the document are used as the global margin settings when converting to RapidFile. All changes in margins are reflected as indents relative to this ruler line.
2. Tabs - Because RapidFile supports only one ruler line per document, only one set of tabs can be used throughout the document. Word for Word uses the last tab settings encountered in the Source file as the default settings in RapidFile.
3. Special Characters - RapidFile reserves the bulk of the lower ASCII character set. These characters/symbols will not convert to RapidFile because they are reserved and RapidFile cannot output them to the screen.
4. Headers and Footers - RapidFile allows for a one line header and a one line footer, but special formatting features are not allowed inside the header/footer. Formatting features inside headers/footers of Source documents are not converted, and multiple headers/footers are combined into one. The size of the header/footer is limited to 255 characters, so any additional characters are ignored.

## ***Reference 3 - Conversion Format Notes***

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### ***Signature***

#### **To Signature:**

1. Paragraph Attributes - When converting from formats that assign formatting attributes on a line by line basis, or on a paragraph by paragraph basis, (i.e.: indents and centering), Word for Word generated the appropriate commands for each item per paragraph. Signature users need to be aware that these extra commands come from word processors that require the functions to be generated either once per line or once per paragraph. Signature allows functions such as centering and indenting to remain active across multiple paragraphs, while other products clear these commands at the end of the current line or paragraph.
2. Tables convert to column tables (parallel columns).
3. APOs and frames are not supported.

#### **From Signature:**

1. Paragraph Attributes - Signature allows functions such as centering and indenting to remain active across multiple paragraphs. These commands are regenerated when converting files to other formats that require the features on either a line or paragraph basis.
2. Signature's programming language is not converted.
3. Fonts - Fonts by name convert to some formats but not all. This support is dependent upon the Target format.
4. APOs and frames are not supported.
5. Word for Word supports the characters which are only common between the 780+ item Signature character set and Code Pages 437, 850, 819 and the Macintosh.

## ***Reference 3 - Conversion Format Notes***

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### ***Total Word***

#### **To Total Word:**

1. Total Word organizes formatting attributes into “Layouts.” Word for Word automatically creates layouts as necessary to match the formatting attributes of the original file.
2. Fonts - Font information in the Source document converts to regular text in Total Word.
3. Margins - Each margin change in the Source document is converted to a new Layout style in Total Word.
4. Tabs - Each ruler line change in the Source document is converted to a new Layout style in Total Word.
5. Footnotes/Endnotes - Total Word supports these functions. These attributes are converted.
6. Columns - Total Word supports columns.
7. Table of Contents and Indexing - Total Word does not support these features. Table of Contents and Indexing data converts to regular text in Total Word.

#### **From Total Word:**

1. Bulleted Text (Hanging Indents) - Total Word uses special printing characters for bullets. These are translated to the nearest matching character.
2. Fonts are not supported.

## ***Reference 3 - Conversion Format Notes***

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### ***Volkswriter***

#### **To Volkswriter:**

1. Volkswriter organizes formatting attributes into “Layouts.” Word for Word automatically creates layouts as necessary to match the formatting attributes of the original file. Volkswriter’s maximum number of layouts is 15. Formatting changes that occur after the last layout change are absorbed into Layout 15.
2. Fonts - Font information in the Source document converts to regular text in Volkswriter.
3. Margins - Each margin change in the Source document is converted to a new Layout style in Volkswriter.
4. Tabs - Each ruler line change in the Source document is converted to a new Layout style in Volkswriter. Tab commands are simulated with blank spaces in Volkswriter.
5. Footnotes/Endnotes - These are not supported by Volkswriter. Footnote/Endnote text converts as regular text placed at the reference number.
6. Columns - Volkswriter does not have support for columns. Columnar text is converted to regular text in Volkswriter.
7. Table of Contents and Indexing - Volkswriter does not support these features. Table of Contents and Indexing data converts to regular text in Volkswriter.

#### **From Volkswriter:**

1. Fonts are not supported.

## ***Reference 3 - Conversion Format Notes***

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### ***Windows Write***

#### **To Windows Write:**

1. Embedded graphics are not supported in Version 3.x.
2. The OLE features available in the Windows 3.1 version of this product are not converted.
3. Most Windows fonts are proportionally spaced and text will often be reflowed. As a result, soft new lines and page breaks will often appear differently when converting from a fixed pitch font.
4. Windows Write does not support column mode or tables. The text in documents containing columns or tables is retained.

#### **From Windows Write:**

1. Embedded graphics are not supported in Version 3.x.
2. The OLE features available in the Windows 3.1 version of this product are not converted.
3. Most Windows fonts are proportionally spaced and text will often be reflowed. As a result, soft new lines and page breaks will often appear differently when converting to a fixed pitch font.

### ***Word for Windows***

#### **To Word for Windows:**

1. The “Normal” style will be created with the character and paragraph attributes in effect at the start of the document. This may or may not conform to the default values for the “Normal” style in a new document.
2. Windows applications use the ANSI character set instead of the standard PC character set. Whenever possible, characters that are available in the symbol sets “Symbol” or “MS Linedraw” will convert from their corresponding PC character set entries.



## ***Reference 3 - Conversion Format Notes***

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3. Most Windows fonts are proportionally spaced and text will often be reflowed. As a result, soft new lines and page breaks will often appear differently when converting from a fixed pitch font.
4. Word for Windows only supports columns of equal width. Documents which contain columns of unequal width are converted to columns of equal width.
5. Headers and Footers are section properties in Word for Windows and changes in headers and or footers will result in a section break in the converted document.

### **From Word for Windows:**

1. Files created with “pre-release” copies of Word for Windows 2.0 may result in unpredictable conversion errors. Although these files contain the signature marks of Word for Windows 2.0 files, they do not conform to the same formatting rules. However, Word for Windows 2.0 can ready these files.

To convert a “pre-release” file, load it into Word for Windows 2.0 and save the file out again. It is now a valid Word for Windows 2.0 file and can be converted to another format.

2. Word has two different ways of building an index or table of contents. One method uses embedded fields to identify the text and location of table entries. The other uses the styles applied to a particular section to text to imply table entries. Word for Word supports the embedded field method, not the style implied method.
3. The “Normal” style is converted to other formats as the default state (no style). Revisions to the “Normal” style result in changes to the default state in other formats. No “Normal” style will be created and applied to this text.

## ***Reference 3 - Conversion Format Notes***

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4. Windows applications use the ANSI character set instead of the standard PC character set. Whenever possible, characters that are available in the symbol sets “Symbol” or “MS Linedraw” will convert to their corresponding PC character set entries.
5. Most Windows fonts are proportionally spaced and text will often be reflowed. As a result, soft new lines and page breaks will often appear in different locations when converting to a fixed pitch font.

### ***WordPerfect for Windows & WordPerfect DOS Versions 5.x, 6.x***

#### **To WordPerfect:**

1. Fonts - Source documents utilizing the Standard PostScript font families are converted into WordPerfect. Font sizes are also supported.
2. Tables - Tabular data is converted to WordPerfect’s table function.
3. Table of Contents and Indexing - Text marked for inclusion into a Table of Contents or Index is marked appropriately in WordPerfect. Note: You must mark the location of the Table of Contents or Index in WordPerfect to generate the information.
4. Automatic Outlining - Automatic outlining data converts to paragraph numbering.
5. Style Sheets - Style sheets retain both the style sheet results and the style sheet properties in WordPerfect.
6. Frames / Positioned Objects - Text contained within frames/positioned objects is retained and converted into WordPerfect’s equivalent function.

## **Reference 3 - Conversion Format Notes**

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### **From WordPerfect:**

1. Table of Contents and Indexing - Text within WordPerfect's Table of Contents and Index functions is converted into the Target application's Table of Contents and Index functions.
2. Style Sheets - The Style Sheet results and properties are converted to the equivalent functions.
3. Frames / Positioned Objects - The information contained within WordPerfect Frames is converted into the Target application's equivalent function.
4. Equations / Formulas - The text within WordPerfect's equation language is converted to regular text in the Target word processor.
5. WordPerfect's graphics features, such as the [HLine] and [VLine] codes, are not converted.
6. Watermarks are not supported.

### **WordStar 3.3 - 4.0**

### **To WordStar 3.3 - 4.0**

1. Special Characters - Version 3.3 does not support characters in the Upper Character set (Characters with accent marks, line drawing, etc.). The lower character set is reserved by WordStar. This includes characters such as the card symbols, the filled and open happy faces, etc.
2. Line Spacing - Only whole number line spacing is supported. (Version 4.0 and higher.) Fractional line spacing rounds up to the nearest whole number line spacing.
3. Tabs - Tab commands in the Source file are simulated with the appropriate number of blank spaces in WordStar 3.3 - 4.0.
4. Headers/Footers - WordStar 3.3 and 3.45 allow for a one line header and a one line footer. Multiple line headers/footers convert the first line to WordStar's header/footer. Subsequent lines are converted as regular text at that point in the document.

## ***Reference 3 - Conversion Format Notes***

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WordStar 4.0 allows three line headers/footers. Source documents containing multiple line headers/footers convert the first three lines to WordStar's header/footer. Subsequent lines are converted to regular text at that point in the document.

5. Columns - Versions 3.3 - 4.0 of WordStar do not support a column mode command. Word for Word simulates the look of the column in WordStar using blank spaces.
6. Footnotes/Endnotes - These earlier versions of WordStar do not support the creation of Footnotes/Endnotes. Word for Word converts the text of the footnote/endnote and places it in the document after the reference number.
7. Hidden text - Word for Word converts hidden text to the hidden text dot command.
8. Table of Contents / Indexing - Supported in Version 4.0.
9. Centering - Versions 3.3 - 4.0 of WordStar support centering simulation with blank spaces. Word for Word converts centering commands into the appropriate combination of blank spaces in WordStar.
10. Fonts - Fonts by name are not supported by these versions of WordStar, but the font size is supported. Font size converts into the .CW (Character Width) command. Dot commands can only be issued at the beginning of a line. Font size changes in the middle of lines create separate paragraphs in these versions of WordStar.

### **From WordStar 3.3 - 4.0:**

1. Merge dot commands (such as conditional merge, .AV - variable merging, etc.) do not convert.
2. Printer dot commands (such as the .LQ - letter quality mode and .RP - repeat printing, etc.) do not convert.
3. Display commands (such as the .DM - display message and .CS command - clear screen, etc.) do not convert.

## **Reference 3 - Conversion Format Notes**

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### **WordStar 5.0 - 7.0**

#### **To WordStar 5.0 - 7.0:**

1. Fonts - Font information is very printer-dependent in WordStar.
2. Line Spacing - Only integer values of line spacing are supported. Fractional line spacing values are rounded to the next higher integer value.
3. Tabs - WordStar does not support center and right align tabs. Text created with center and right aligned tabs is simulated with blank space padding in WordStar.
4. Headers/Footers - WordStar 5.0 and 5.5 allow three line headers and footers, while Version 6.0 allows the headers and footers to go up to a maximum of five lines each.

### **WordStar 2000**

#### **To WordStar 2000**

1. Tabs - WordStar 2000 does not support center or right align tabs, or tab leaders. Center and right align tabs convert to left aligned tabs.
2. Table of Contents and Indexing data is converted to regular text.

### **XyWrite**

#### **To XyWrite III, III Plus, IV, and XyWrite for Windows:**

1. Fonts - Font families are not retained when converting documents to XyWrite. The font sizes 10 and 12 point are retained.
2. Paragraph Attributes - When converting from formats that assign formatting attributes on a line by line basis, or on a paragraph by paragraph basis, (i.e.: indents and centering), Word for Word generates the appropriate commands for each item per paragraph. XyWrite users need to be aware that these extra commands come from word processors that require the functions to be generated either once per line or once per paragraph. (XyWrite allows functions such as centering and indenting to remain active across multiple paragraphs, while other products “clear” these commands at the end of the current line or paragraph.)
3. Italics converts to bold reversed text.

## **Reference 3 - Conversion Format Notes**

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### **From XyWrite:**

1. Fonts - Font families are not retained and only the sizes of 10 point and 12 point are converted. Note: Bold reverse converts to italics.
2. Paragraph Attributes - XyWrite allows functions such as centering and indenting to remain active across multiple paragraphs. These commands are regenerated when converting files to other formats that require the features on either a line or paragraph basis.
3. XyWrite's programming language is not converted.

### **General Macintosh Conversion Format Notes**

Fonts - The fonts will be retained by their system ID if the Source file was generated by a format supported by Word for Word. If a word processor supports a PostScript font, it will be converted. If the resulting font is not available on the Macintosh you are using, it will be replaced with a default font in the Target format. Some individual conversion formats supply a default font. Please see the notes on the individual conversion format.

### **To MacWrite:**

### **MacWrite**

1. Fonts - The default font for MacWrite is Helvetica.
2. Margins - MacWrite supports only one set of margins per document. All margin adjustments after the initial margin setting are converted to indents. If a left or first indent would end up left of the left margin, it is set to the left margin.
3. Headers and Footers - MacWrite supports one set of headers for the left pages and one set of headers for the right pages. If there are any headers for all pages, all headers convert into headers for all pages. All subsequent headers are concatenated to the appropriate side. Footers are converted in the same manner.
4. Footnotes - All footnote marks are converted to a superscripted number in the text. All footnote text is placed at the end of the

## ***Reference 3 - Conversion Format Notes***

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document as regular text.

5. Columns - MacWrite does not support mixed column modes in one document. Therefore, if the Source document begins with multiple columns, the whole document will have multiple columns when converted to MacWrite. If the document begins with a single column, all subsequent text in columns will be treated as individual pages.
6. Tables - MacWrite does not support tables.

### **From MacWrite:**

1. Tabs - In MacWrite, if you tab past the right-most tab stop, the word processor tabs one-half inch from the cursor position. Word for Word adds tab stops every half inch from the right-most tab stop until the right margin, so the phantom tab falls on an added tab stop.
2. Graphics/Pictures - Pictures are retained in PICT format. If the Target format does not support graphics in PICT format, the graphic is dropped.

### **To Microsoft Word Macintosh:**

1. Fonts - Word supports a specific list of fonts. Fonts will map to the nearest equivalent, or to “Courier” when a close equivalent does not exist. Note: the default font is New York.
2. Margins - Word allows for multiple margin settings per document. Each margin change in the Source document creates a new section in Word.
3. Footnotes/Endnotes - Word allows either footnotes OR endnotes; you cannot exercise both in one section. When the Source document mixes footnotes and endnotes, the Target file is created with the last type of note found in the Source. Example: The Source file contains some footnotes, endnotes, and more footnotes. The Target file created in Word contains all notes displayed as

***Microsoft Word  
Mac 3.0, 4.0, 5.x***

## ***Reference 3 - Conversion Format Notes***

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footnotes - the last type exercised in the Source.

4. Column Mode - Word supports columns of equal width only. Documents containing columns of unequal width convert to columns of equal width in Word.
5. Paragraphs - Center right and full justification are applied to the entire paragraph. Word does not allow these attributes to be applied to individual lines of a paragraph.

### **From Microsoft Word Macintosh:**

1. Endnotes of type “End of Section” are converted to “Endnotes” in the Target format.

### **To WordPerfect Macintosh 1.x:**

## ***WordPerfect Mac***

1. Fonts - The default font is Geneva.
2. Indents - If the Source file contains indents that were produced by measurements or as an offset from the margin (such as all Microsoft Word products), an extra tab stop is inserted at the location to ensure proper indenting.

### **To WordPerfect Macintosh 2.0:**

1. Font - The default font is Geneva.

### **From WordPerfect Macintosh 2.0, 3.x:**

1. Graphics/Pictures - Pictures are stored in the resource fork of the file and will not copy to IBM PC media. Pictures will not be translated.
2. Styles - All style information in the data stream of the file is saved and styles are kept. WordPerfect 2.0 only supplies “begin” styles, not “end” styles.
3. Watermarks are not supported.



## ***Reference 3 - Conversion Format Notes***

---

### ***Microsoft RTF - Rich Text Format***

#### **To Microsoft RTF:**

1. **Fonts** - Fonts convert by size and by family from those formats which identify font family information that Word for Word can access, such as Ami Professional and WordPerfect 5.0, 5.1, and 6.x.
2. **Margins** - Microsoft RTF allows only one set of global margins per document. Word for Word takes the margins at the beginning of the Source file, and uses that setting for the new RTF file. All subsequent margin changes convert as left and right paragraph indents to simulate the margin changes.
3. **Text Enhancements** - RTF supports four distinct character sets: Standard IBM PC Code Page 437, IBM International Code Page 850, Microsoft Windows ANSI, and the Macintosh Character Set. Word for Word allows you to specify the character set when converting to RTF. Select the variation of RTF you would like Word for Word to create.
4. **Headers/Footers** - In RTF, headers and footers are Section Properties. When the Source document contains a change in either the header or footer, a new Section is created.
5. **Footnotes/Endnotes** - RTF allows either footnotes OR endnotes; you cannot exercise both in one section. When the Source document mixes footnotes and endnotes, the Target file is created with the last type of note found in the Source. Example: The Source file contains some footnotes, endnotes, and more footnotes. The Target file created in RTF contains all notes displayed as footnotes - the last type exercised in the Source.
6. **Columns** - RTF supports columns of equal width only. Documents containing columns of unequal width convert to columns of equal width in RTF.
7. **Paragraphs** - Center right and full justification are applied to the entire paragraph. RTF does not allow these attributes to be applied to individual lines of a paragraph.

## ***Reference 3 - Conversion Format Notes***

---

8. Table of Contents/Indexing - Source documents containing Table of Contents and Indexing converts into the appropriate functions in RTF.
9. Tables - Tabular data is converted into RTF's table data.
10. Automatic Outlining data converts to regular text.
11. Style Sheets - Style sheet results and the style sheet properties are converted to RTF.
12. Frames / Positioned Objects - Text contained within frames/ positioned objects is retained.

### **From Microsoft RTF:**

1. Table of Contents and Indexing data is converted into the Target application's Table of Contents and Index functions.
2. Style Sheets - The Style Sheet results and properties are converted to the equivalent functions when converting to Ami and WordPerfect.
3. Frames / Positioned Objects - The information contained within RTF Frames is converted into equivalent functions when converting to Ami and WordPerfect.
4. "End of Section" Endnotes are converted to "Endnotes" in the Target format.

## ***Reference 3 - Conversion Format Notes***

---

### ***Navy DIF***

#### **To Navy DIF:**

1. Navy DIF does not support double underlining or italicized text. This text is converted to regular text.
2. Navy DIF does not support font changes, extended character sets, or multiple code pages.
3. Fractional line spacing is rounded to the next higher whole number line spacing value. DIF supports single, double and triple line spacing.
4. The last set of headers/footers activated in the Source file is converted to Navy DIF.
5. Navy DIF does not support columns or tables.
6. Navy DIF does not support footnotes or endnotes. Footnote and/or endnote text is dropped in as regular text after the reference number in Navy DIF.
7. Hidden text / Comments are not converted.
8. Table of Contents and Indexing features are not supported.
9. Navy DIF does not support Auto Outlining or Section Numbering. Section numbers appearing in text are retained.
10. Center aligned paragraphs become individually centered lines of text.
11. Right aligned paragraphs are padded from the left margin to simulate flush right alignment.

## ***Reference 3 - Conversion Format Notes***

---

### ***HP PCL & PostScript***

Converting a document to one of these printer language formats is not to be viewed as a replacement for using a word processor to print a file to either an HP PCL or PostScript printer. You may convert a file to one of these printer language formats to quickly send a file to a printer.

1. **Fonts** - Files converted to HP PCL support the standard fonts that are built into the HP LaserJet Series II printers. Downloadable soft fonts and fonts from cartridges are not supported. HP PCL supports only the font sizes built into the printer, which are 16 characters per inch (cpi), 10 cpi, and 12 cpi.

PostScript - Files converted to PostScript support the 13 standard PostScript font families, plus the bold, italic, and bold and italic derivatives. PostScript supports all font sizes.

2. **Special Characters** - PostScript does not support the line drawing symbols. These characters are ignored in the conversion process.

## ***Appendix A - Conversion Codes***

---

### ***Conversion Codes***

<AFR>	-	Align flush right
<AHL>	-	Advance to half line #
<ALP>	-	Alternate pitch
<APF>	-	End absolute positioned object
<APO>	-	Begin absolute positioned object
<BAR>	-	Begin automatic reformatting
<BBT>	-	Begin bold text
<BCA>	-	Begin Center Alignment
<BCL>	-	Begin colored text
<BCM>	-	Begin column mode
<BCO>	-	Begin cell inside table
<BRO>	-	Begin row inside table
<BCR>	-	Begin correspondence print
<BCS>	-	Begin case modified small caps
<BCU>	-	Begin case modified upper case
<BDP>	-	Bidirectional print
<BDU>	-	Begin double underline
<BFL>	-	Begin flashing text
<BHP>	-	Begin hyphenation
<BKP>	-	Block protect
<BMM>	-	Begin math mode
<BMT>	-	Begin marked text
<BOL>	-	Begin outline print
<BPA>	-	Begin pausing printer after each page
<BRA>	-	Begin Right
<BRJ>	-	Begin right justification
<BRL>	-	Begin red line
<BRV>	-	Begin reverse video
<BSO>	-	Begin strike-out
<BSP>	-	Begin shadow print
<BUL>	-	Begin underline
<BUP>	-	Begin uninterpreted printing
<CDS>	-	Column definition structure
<CEP>	-	Conditional end of page
<CFF>	-	Change format file to filename
<CHW>	-	Cancel hyphenation of next word
<CLS>	-	Clear screen
<CMT>	-	Comment line
<CPG>	-	Center page from top to bottom
<CPP>	-	Compressed print
<CTB>	-	Center tab
<CTX>	-	Center the following text
<DFL>	-	Data file
<DGT>	-	Do grand total

## ***Appendix A - Conversion Codes***

---

<DTB>	-	Decimal tab
<DTF>	-	Date/Time function
<EAR>	-	End automatic reformatting paragraphs
<EAT>	-	End of right flush aligned text
<EBS>	-	End subscript
<EBT>	-	End bold text
<ECG>	-	End column group
<ECL>	-	End colored text
<ECM>	-	End column mode
<ECR>	-	End correspondence print
<ECS>	-	End case modified small case
<ECT>	-	End of centered text
<ECU>	-	End case modified upper case
<EDU>	-	End double underline
<EFL>	-	End flashing text
<EFN>	-	End footnote
<EFT>	-	End footnote text
<EGT>	-	End of generated text
<EHP>	-	End hyphenation
<ELP>	-	Hard end of line and soft end of page
<EMM>	-	End math mode
<EMT>	-	End marked text
<EOD>	-	End of document
<EOP>	-	End of page function
<EPA>	-	End pausing printer after pages
<EPP>	-	Expanded print
<EPS>	-	End superscript
<ERJ>	-	End right justification
<ERL>	-	End red line
<ERV>	-	End reverse video
<ESO>	-	End strike out
<ESP>	-	End shadow print
<ETL>	-	End of text columns & end of line
<ETM>	-	End of temporary margin
<ETP>	-	End of text columns & end of page
<EUL>	-	End underline
<EUP>	-	End uninterpreted printing
<EXC>	-	Extended character
<FDT>	-	Font definition table
<FIC>	-	File include
<FLD>	-	Database field separator
<FM>	-	Footnote margin
<FN>	-	Footnote #
<FNA>	-	Footnote # automatic

## ***Appendix A - Conversion Codes***

---

<FNI>	-	Footnote information
<FNP>	-	Footnote page
<FNT>	-	Footnote (also seen as <FTN>)
<FOR>	-	Formula
<HCB>	-	Hard column break
<HEX>	-	Hexadecimal form of byte
<HFD>	-	Header/footer discontinuance
<HFX>	-	Header/footer extension
<HF1>	-	Footer
<HF2>	-	Header
<HHC>	-	Hard hyphen in line
<HHL>	-	Hard hyphen at end of line
<HHP>	-	Hard hyphen at end of page
<HLD>	-	Advance 1/2 line down
<HLU>	-	Advance 1/2 line up
<HM>	-	Heading margin
<HNP>	-	Hard new page
<HSP>	-	Hard new space
<IDV>	-	Printer device
<IGR>	-	Include graph file
<INV>	-	Invisible characters
<IPS>	-	Indented paragraph structure
<ITF>	-	Italics off
<ITO>	-	Italics on
<ITR>	-	Item replace
<KEP>	-	Keep together
<KER>	-	Kerning
<KWN>	-	Keep with next
<LMR>	-	Set left margin release
<LPI>	-	Set lines per inch
<LRT>	-	Left/right temporary margin
<MCC>	-	Math calculation
<MGE>	-	Merge field definition
<MGO>	-	WP Merge; define field placement
<MG1>	-	WP merge; get next record
<MG2>	-	WP merge; send merge text to print
<MG3>	-	Merge; set merge filename
<MG4>	-	Merge; update screen
<MG5>	-	Merge; enter text from keyboard
<MG6>	-	Merge; send message to screen
<MG7>	-	Merge; insert current date
<MG8>	-	Merge; mark end of record
<MG9>	-	Merge; set macro name
<MGA>	-	Merge; stop merge

## ***Appendix A - Conversion Codes***

---

<MGB>	-	Merge; mark end of field
<MGC>	-	Merge; set secondary filename
<MGD>	-	Merge; transfer codes to document
<MJS>	-	Microjustification
<MTF>	-	Set margin at top of 1st page of document
<NBR>	-	Non-break space
<NLN>	-	New line within a paragraph
<NMM>	-	Numeric number for math code
<NOP>	-	No operation
<OLM>	-	Outline marker
<OPL>	-	Overprint line
<OPN>	-	Omit page #
<OVS>	-	Overstrike
<PBC>	-	Paragraph border codes
<PCD>	-	Send printer codes
<PCP>	-	Set page # column positions
<PCT>	-	Picture
<PDS>	-	Picture Definition Structure
<PDV>	-	Printer device
<PGN>	-	Paragraph #
<PGW>	-	Page width
<PHR>	-	Phantom rubout
<PHS>	-	Phantom space
<PLN>	-	Print last page #
<PND>	-	Paragraph # definition
<POR>	-	Page orientation: portrait/landscape
<PNP>	-	Page number position
<PNT>	-	Page number type
<PPA>	-	Print pause
<PPN>	-	Print current page #
<PSB>	-	Print this paragraph, side by side w/text
<RBC>	-	Ribbon change
<REC>	-	Database record separator
<RHZ>	-	Rest hyphenation zone (hotzone)
<RMI>	-	Right margin indent
<RSP>	-	Spacing reset
<RVR>	-	Read variable
<SAC>	-	Set alignment character
<SAF>	-	Set Space After
<SBF>	-	Set Space Before
<SBP>	-	Set bottom margin
<SBS>	-	Subscript
<SCB>	-	Soft column break
<SFB>	-	Set sheet feeder bin #



## ***Appendix A - Conversion Codes***

---

<SFL>	-	Set form length
<SFN>	-	Set footnote #
<SHC>	-	Soft hyphen
<SHL>	-	Soft hyphen at end of line
<SHP>	-	Soft hyphen at end of page
<SLG>	-	Set Language Group
<SLN>	-	Set line numbering
<SLR>	-	Set left margin release
<SMR>	-	Section numbering
<SNP>	-	Soft new page
<SOE>	-	Set page offset
<SPC>	-	Suppress page characteristics
<SPF>	-	Set pitch and/or font
<SPN>	-	Set page #
<SPO>	-	Set page offset
<SPP>	-	Set page # position
<SPR>	-	Stop printing document here
<SPS>	-	Begin Superscript
<SRS>	-	Set roll length
<SRT>	-	Sort symbol
<SSL>	-	Summary sheet information
<STB>	-	Set tabs
<STE>	-	Subtotal entry
<STM>	-	Set temporary margin
<STP>	-	Set top margin
<STY>	-	Style sheet information
<SUM>	-	Set underline mode
<SVR>	-	Set variable
<SXT>	-	Set extended tabs
<SYB>	-	Style sheet information, also <STE>, <STF>, and <STY>
<TBT>	-	Tab type table
<TLE>	-	Total entry
<TMS>	-	Temporary start for math calculations
<TOA>	-	Table of authority
<TOC>	-	Table of Contents placeholder
<TRM>	-	Tab after right margin
<UCS>	-	Upper character set
<VRI>	-	Variable input
<WON>	-	Widows/orphan off
<WOY>	-	Widows/orphans on
<XCS>	-	Extended character support

## ***Appendix B - Program Messages***

---

### **Error 1: Cannot Open Source or Target File**

The selected Source file is damaged or currently open. Check the Source file to verify that it is closed and available for use in the conversion. This error may also occur when using floppy drives. If the diskette containing the Source or Target file is removed during a read, this error will appear.

### **Error 2: Cannot Read Source File**

The selected Source file is damaged and cannot be read by Word for Word. Exit Word for Word and check the file integrity before restarting the conversion.

### **Error 3: Cannot Open the Temporary File**

This error is usually caused by an incorrect Temporary File specification. Check the validity of the drive and directory specified for the Temporary file. The directory must exist before running the conversion. Network users must specify a drive and directory with write privileges.

### **Error 4: Cannot Write to Conversion File**

Word for Word cannot write to the Temporary or Target file. This error usually occurs when there is insufficient space to hold the Temporary File or the Target file.

The space required for the intermediate file may be greater than the space occupied by the Source file. As a rule of thumb, space for the intermediate file should be twice that of the Source file. If this error occurred during the Target conversion, the Target file is in error. Re-convert the file after you have secured sufficient space and/or replaced damaged media. Change the Target drive and directory specifications to an alternate drive designation or free additional space on the current Target drive to allow the program to write the converted file.

### **Error 5: Reserved**

### **Error 6: Cannot Open Exception File**

The Exception code report file could not be opened. Check the validity of the Exception report filename.

## ***Appendix B - Program Messages***

---

### **Error 7: Cannot Write to Exception File**

The Exception report file could not be written to the specified drive. This error is usually caused by an out of space condition. Check the drive (specified location for the report file) for errors and available space. It may be necessary to specify an alternate drive to which the report should be written.

### **Error 8: Out of Memory**

Your system does not contain enough available memory to complete the conversion process. The minimum available memory required for Word for Word to operate is 384K. To activate the Viewer feature, the minimum available memory is 512K. If the correct amount of memory is free, the Source file may contain erroneous data.

### **Error 9: Invalid Document Specified**

The Source document specified is not valid. This error will occur if you select a Source Format which does not coincide with the word processor which was used to create the Source file. Check to verify the accuracy of the specifications.

### **Error 10: Out of Disk Space**

This error is caused by insufficient space available on the Target drive. You can specify an alternate drive or free up additional space on the currently specified Target drive. Also check to ensure sufficient space is available for the Temporary file.

### **Error 11: Source Document Too Large for Target Format**

The Source File exceeds the maximum file size for the Target format. Some word processors have a file size limitation. You should break the Source document into smaller files before running the conversion. check the Reference Section in the User's Guide for notes about file size limitations.

### **Error 12: Unknown Data in Source Document**

Word for Word was unable to convert a formatting feature found in the temporary file during the conversion. The unrecognized feature is ignored and the conversion process continues through the file.

## ***Appendix B - Program Messages***

---

### **Error 14: Invalid Sort/Extraction Criteria**

Information specified in the Database Options dialog box is invalid. Please refer to the User's Guide for more information about Sorting and Extracting Criteria.

### **Error 15: Encrypted File**

Word for Word cannot convert an encrypted file. The password protection must be removed from the file before it can be converted.

### **Errors 16-19: Reserved**

### **Error 20: Word for Word will NOT Overwrite Original File!**

The file was not converted because the new file would have replaced the original. Change the Target filename so it differs from the original Source file name and run the conversion again.

### **Error 21: Converter Not Installed**

The file cannot be converted because the appropriate conversion format program is not installed. Run the conversion again, after installing the following conversion format: XXXX.

### **Error 22: Maximum Number of Files Already Selected**

Word for Word cannot add any more files to the current conversion list. Perform multiple conversion sessions with fewer files per session, or try running the conversion from the command-line.

### **Error 23: Parent Directory Does Not Exist**

You have removed a disk from a drive without activating a change within Word for Word. Please re-select the drive/directory when inserting a new diskette.

### **Error 24: Drive Not Ready**

The drive you have accessed is not closed or does not contain a diskette.

### **Error 25: Unknown Directory or Filename**

The directory you have specified does not exist or it is misspelled.

## ***Appendix B - Program Messages***

---

### **Error 26: Error Reading Current Directory**

DOS has reported an internal error when Word for Word is attempting to read the directory information. Opening a disk drive can cause this error.

### **Error 27: Path Too Long**

DOS limits the path length to a maximum of 63 characters.

### **Error 28: Invalid Filename**

DOS limits filenames to eight characters with a three character extension.

### **Error 29: Maximum Number of Directories Selected**

Word for Word limits the number of different directories from which you may select Source Files from simultaneously. When this error appears, perform the conversion session, and start a new one if you have more files to convert.

### **Error 30: Filename Too Large**

DOS limits filenames to eight characters with a three character extension.

### **Error 31: There Are No Files Marked For Conversion**

You must select at least one Source File before starting the conversion process.

### **Error 32: Converter Selected is Not Installed**

You have removed the Word for Word working copy floppy from the drive. Replace the disk and start the conversion again.

### **Error 33: Error Writing Configuration File**

Word for Word needs to save the program configuration file. This error occurs when you have a write-protected diskette or there is not enough space in which to hold the configuration file. Check to make sure the directory containing Word for Word has enough disk space, or that your working copy is not write-protected.

## ***Appendix B - Program Messages***

---

### **Error 34: Source Converters Not Installed**

Word for Word cannot find any of the conversion programs. Run the installation program before running Word for Word.

### **Error 35: Target Converters Not Installed**

Word for Word cannot find any of the conversion programs. Run the installation program before running Word for Word.

### **Error 36: Single User Version Does Not Run on a Network**

The single user version of Word for Word does not run on network servers. Call Mastersoft for information about upgrading to a network version.

### **Error 37: Unable to View Current File**

Word for Word cannot create the Temporary file needed to view the file, or there is insufficient disk space for Word for Word's Temporary file. Change the Temporary file location to a drive/directory with more available disk space.

### **Error 38: Subdirectories Are Not Viewable**

Word for Word can view Source files only.

### **Error 39: Out of Local Memory**

Reduce the number of files selected and run multiple conversion sessions, OR run the conversion from the command-line.

### **Error 40: File Format Cannot Be Determined**

The Automatic Recognition feature cannot determine the format of the selected Source files. Specify the Source Format to convert the files.

### **Error 41: Invalid Number of Command Line Parameters**

Word for Word requires four parameters to run a conversion from the command-line. Please refer to the Command-Line Operation section in this manual for more information about the required parameters and syntax.

## ***Appendix B - Program Messages***

---

### **Error 42: Some Files will be Overwritten - Do you wish to continue?**

This error message occurs when either two target files will have matching file names, or a target file name matches an existing file name. Press <OK> to accept the overwriting condition. Press <Cancel> to change any filenames before conversion.

### **Error 43: Invalid Characters in Filename**

DOS does not allow a filename to contain characters such as colons and slashes.

### **Error 44: Invalid Filename Extension**

DOS limits the filename extension to three characters.

### **Error 45: Color Selection Disabled on Monochrome Monitors**

You have attempted to change the display colors on a monochrome monitor. The ability to change colors is only available when using a color monitor.

### **Error 46: Cannot View File - Converter Not Installed, View as ASCII?**

Word for Word cannot determine the format of the Source file. Press <OK> to view the file in its ASCII form.

### **Error 47: Cannot Determine Format - View as ASCII?**

Word for Word cannot determine the format of the Source file. Press <OK> to view the file in its ASCII form.

### **Error 48: Errors Occurred During Conversion - View Error Log?**

Word for Word has encountered an error during the last conversion session. Press <OK> to view the Error Log for more information.

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