

WordPerfect Format Conversions

WordPerfect for DOS Versions 4.1, 4.2, 5.0 and 5.1

You can convert word processing files in WordPerfect for DOS Versions 4.1, 4.2, 5.0 and 5.1 format to Microsoft Word for the Macintosh format and vice versa using the Apple File Exchange (AFE) application. AFE runs on any Macintosh with a built-in 800K disk drive. The AFE application is in the Apple File Exchange folder on the Macintosh Utilities Disk 2.

The converter files on the disk accompanying this note contain both Microsoft Interchange Format (Rich Text Format, or RTF)-to-WordPerfect and WordPerfect-to-RTF converters. Copy these files to the folder on your Macintosh that contains the AFE application. Only one of the WordPerfect 5.0 and WordPerfect 5.1 conversions can be used at one time. If you put both of them in the same folder as the AFE application before opening AFE, the conversion process won't work correctly.

File	Description
WordPerfect 4.x/RTF	Use this file to convert WordPerfect 4.1 and 4.2 documents.
WordPerfect 5.0/RTF	Use this file to convert WordPerfect 5.0 documents.
WordPerfect 5.1/RTF	Use this file to convert WordPerfect 5.1 documents.

Converting WordPerfect Documents to Word Format

To convert documents from WordPerfect to Word, you must move the WordPerfect document files to a Macintosh disk and then convert them to Word's format.

If your WordPerfect files are on an MS-DOS 3.5-inch disk, you can use AFE and your Macintosh's FDHD drive to move them onto a Macintosh disk.

If your WordPerfect files are on an MS-DOS 5.25-inch disk, you will need an Apple 5.25-inch PC Drive and the appropriate PC Drive card for your Macintosh SE or Macintosh II.

If you have received MS-DOS WordPerfect files over a telephone line or network, you can convert the files directly from your Macintosh disks.

To convert a WordPerfect document to Word format, do the following:

1. Place the appropriate converter file in the same folder as the AFE application.
2. Open the AFE application.
3. On the right side of the AFE window, click the Drive button under the list box until the source disk (containing the files you want to convert) is shown. The source disk must be a Macintosh disk.
4. From the directory list of the source disk, open the folder that contains the files you want to convert.
5. On the left side of the AFE window, click the Drive button under the list box until the destination disk is shown. The destination disk will receive the converted files. It must be a Macintosh disk.
6. From the directory list of the destination disk, open the folder you want to receive the converted files. (You can create a new folder for the converted files by clicking the New Folder button below the destination directory list.)
7. From the directory list of the source disk, select the files you want to convert.

To select more than one file or folder in the directory list, hold down the COMMAND key and click each file or folder. To select adjacent files and folders, hold down the SHIFT key and click the first and last files or folders.

8. The menu bar should now contain a Mac to Mac menu. Make sure that the converter you want to use is checked on the Mac to Mac menu. Both converters are initially active. If you leave both active, you will be asked to select the appropriate converter each time you choose to convert.
Click the Translate button. A progress window appears to show the status of the conversion.
9. After all selected files have been converted, the progress window closes.
To stop AFE before all files are converted, click the Cancel button in the progress window or press COMMAND+. (PERIOD). Files that are already converted remain in the destination disk.
10. Choose Quit from the File menu to return to the Finder.
11. Open Word for the Macintosh. In Word, choose Open from the File menu to open the RTF document. You can have Word interpret the RTF file to create a Word document or work with the document in RTF format.

Converting Word Documents to WordPerfect Format

To convert Word documents to WordPerfect, you must convert the Word document files to WordPerfect format and then move them to a PC-formatted disk.

To convert a Word document to WordPerfect format, in Word, choose Save As from the File menu. Click the File Format... button and then select Interchange format (RTF) and click OK. After you save the document and quit Word, you are ready to follow the steps below.

1. Place the appropriate converter file in the same folder as the AFE application.
2. Open the AFE application.
3. On the right side of the AFE window, click the Drive button under the list box until the source disk (containing the files you want to convert) is shown. The source disk must be a Macintosh disk.
4. From the directory list of the source disk, open the folder that contains the files you want to convert.
5. On the left side of the AFE window, click the Drive button under the list box until the destination disk is shown. The destination disk will receive the converted files. It must be a Macintosh disk.
6. From the directory list of the destination disk, open the folder you want to receive the converted files. You can create a new folder for the converted files by clicking the New Folder button below the destination directory list.
7. From the directory list of the source disk, select the files you want to convert.
To select more than one file or folder in the source directory, hold down the COMMAND key and click each file or folder. To select adjacent files and folders, hold down the SHIFT key and click the first and last files or folders.
8. The menu bar should now contain a Mac to Mac menu. Make sure that the converter you want to use is active (checked on the Mac to Mac menu). Both converters are initially active. If you leave both active, you will be asked to select the appropriate converter each time you choose to convert.
Click the Translate button. A progress window appears to show the status of the conversion.
9. After all selected files have been converted, the progress window closes.
To stop AFE before all files are converted, click the Cancel button in the progress window or press COMMAND+. (PERIOD). Files that are already converted remain in the destination disk.
10. Choose Quit from the File menu to return to the Finder.
11. Transfer the files to your PC-compatible machine as described above.

Font Mapping

Fonts may not translate perfectly between Microsoft Word for Macintosh files and WordPerfect files because available fonts for WordPerfect depend on which printers are installed. You can specify exactly how fonts

will be converted by creating your own font-mapping file. Font-mapping files are not required for the conversion process, but they are recommended if you want to maintain the exact appearance of your documents.

From WordPerfect to Word

The converter looks for a text file named WP5-RTF.DAT in the same folder as AFE and the converter file. (To create a text file with Word, create a new document and choose Save As from the File menu. Click the File Format... button and then select Text Only.) In this file, the converter will look for a WordPerfect font number, a semi-colon (;), and then the Macintosh font name to which it should map the WordPerfect font number. For example, the following font mapping file would tell the converter to take all characters formatted as font number 0 in WordPerfect to Times, font number 1 in WordPerfect to Helvetica, and so on:

```
0;Times  
1;Helvetica  
2;Symbol
```

From Word to WordPerfect

The converter looks for a text file named RTF-WP5.DAT in the same folder as AFE and the converter file. (To create a text file with Word, create a new document and choose Save As from the File menu. Click the File Format... button and then select Text Only.) In this file, the converter will look for a Macintosh font name, a semi-colon (;), and then the WordPerfect font number to which it should map the Macintosh font. For example, the following font mapping file would tell the converter to take all characters formatted in Times to WordPerfect font number 0, Helvetica to WordPerfect font number 1, and so on:

```
Times;0  
Helvetica;1  
Symbol;2
```

Converter Limitations

The following table identifies features changed or not retained in the conversion.

	Word to WordPerfect	WordPerfect to Word	Comments
Character Formatting			
Font	yes	yes	This feature requires a font mapping file. Please see the previous section about "Font Mapping" for a detailed explanation.
Size	yes	yes	Changes in the font size in WordPerfect made by changing the base font are converted correctly. Changes in the font size made by the Font Size command (Ctrl-F8) are not converted.
Attributes			
Bold	yes	yes	
Color	no	no	
Hidden	yes	yes	WordPerfect comments are translated into Word hidden text and vice versa.
Italic	yes	yes	
Outline	yes	yes	
Shadow	yes	yes	
Small Caps	yes	yes	
Strikethrough	yes	yes	
Underline - Double Underline - Single Underline - Word	yes	yes	When you convert to WordPerfect, you may need to correct the type of underlining.
Spacing and Position			
Condensed Spacing Expanded Spacing	no	N/A	WordPerfect does not support condensed or expanded spacing.
Subscript Superscript	yes	yes	By default amount only.
Paragraph Formatting			
Alignment			
Centered	yes	yes	In WordPerfect 5.0, centering is per line, not per paragraph, formatting. When converting to 5.0, you might have to move the centering code manually.
Left	yes	yes	
Right	yes	yes	
Justified	yes	yes	
Borders, shading	no	no	
Indenting			
First line	no	yes	Approximated in WordPerfect with spaces.
Left	yes	yes	
Right	yes	yes	
Keep Lines Together	no	N/A	WordPerfect "Block Protect."
Keep w/ Next Paragraph	no	N/A	
Page Break Before	no	N/A	Not a paragraph property in WordPerfect.
Line Spacing	yes	yes	
Space before/after para	yes	N/A	Approximated with blank lines.
Tab Leaders	yes	yes	WordPerfect has dot leaders only.
Tabs			
Left	yes	yes	
Center	yes	yes	
Right	no	yes	
Decimal	no	yes	WordPerfect uses a right-aligned tab.

Section Formatting			
Columns	yes	yes	Column formatting is not converted.
Number Snaking Spacing	yes	yes	Spacing rounded to 0.1".
Headers/Footers	yes	yes	When you convert from WordPerfect, the last header or footer defined on a page preempts any others defined previously.
Even/Odd Special	yes	no	
First Page Special	yes	no	
Position	no	no	
Page number	yes	yes	See Page Number entry below.
Line Numbering	yes	yes	
Count By	yes	yes	
Restart #/page, sxn Start # at Position From Text	no	no	
Page Number			
Style	no	no	Only as Arabic ("page i, l, a" not converted).
Restart At One	no	no	
APO page number	yes	yes	When you convert from Word, the automatic page numbering will preempt any previously defined conflicting headers or footers.
Section Break	N/A	N/A	WordPerfect does not have sections.
Vertical Alignment	no	no	
Document Formatting			
Default Tab Stops	no	yes	
Footnote Position	yes	no	Footnote immediately under text not supported.
Gutter Margins	no	no	
Margins	yes	yes	Rounded to within 0.1" in some cases. Word margins are from the paper's edge to text. WordPerfect margins are from the paper's edge to the header. Page layout is preserved.
Mirror Even/Odd Pages	no	no	
Orientation	no	no	
Starting Page Number	yes	yes	
Paper Size	no	yes	Only page sizes supported by installed WordPerfect.
Widow Control	no	no	
Other Features			
Absolutely Positioned Objects (APOs)	yes	no	Text within an APO converts.
Footnotes	yes	yes	
Starting number Separators	no	no	
Manual Ref Marks	yes	no	Added to auto ref mark.
Formulas	no	no	
Graphics	no	no	
Indices	no	no	Text comes across as empty summary comments in WordPerfect.
Outlining	no	no	
Print Merge Commands	no	no	
Styles	no	no	Converts as direct formatting; "glossary" part of WordPerfect style converts.
Special Characters			
Non-breaking Hyphen Hard Space	no	no	

Soft Returns			
Manual Page Breaks	yes	yes	
Table Of Contents	no	no	Come across as WordPerfect comments.
Tables	yes	yes	