

Dear Microsoft® Customer:

This package contains the additional text converters for Microsoft Word for Windows™ that you recently requested. If this shipment has arrived in unsatisfactory condition, please let us know. In the United States, call Microsoft Sales and Service at (800) 426-9400. Outside the United States, contact your local Microsoft subsidiary.

The following table shows the converters included in this package. More information about the conversion options is in the online document CONVINFO.DOC on the disk in this package.

<b>Filename</b>	<b>Purpose</b>
CONVINFO.DOC	Describes the limitations and options for converting documents to and from the file formats covered by the converters in this package. Also includes information about font-mapping files.
MULTIMAT.CNV	Converts documents to and from MultiMate versions 3.3 and 4.0, MultiMate Advantage, and MultiMate Advantage II formats.
WRKSDOS.CNV	Converts documents to and from Microsoft Works for DOS format. The disk includes two sample font-mapping files, WWP_RTf.TXT and RTF_WWP.TXT.
WRKSWIN.CNV	Converts documents to and from Microsoft Works for Windows format.
MLTIPLAN.CNV	Converts documents from Multiplan® format.
WPFT4.CNV	Converts documents to and from WordPerfect 4.1 and 4.2 formats.

To use the converters, copy the files from the enclosed disk to your Word program directory

(usually C:\WINWORD). For example, put the disk in drive A and type

**copy a:\*. \* c:\directory**

where *directory* is the name of your Word program directory. The first time you use a converter, it automatically installs itself by updating your WIN.INI file. For more information about using Word with documents created in other word-processing programs, see Chapter 35, "Converting File Formats," in the *Microsoft Word User's Guide*.

If you have questions about installing or using these converters, one of our Product Support Services technicians will be glad to assist you. In the United States call (206) 462-WORD between 6:00 A.M. and 6:00 P.M. Pacific time. Outside the United States, contact your local Microsoft subsidiary.

Thank you for your support of Microsoft products.