

## Conversion Information for Microsoft Word for Windows 2.0

This document provides information about limitations and options when converting to and from a number of file formats. Also included is information about conversion option switches for your WIN.INI file and information about font-mapping files.

This document contains information about converting files created in the following file formats:

- Microsoft Word for Windows versions 1.0 and 1.1
- Microsoft Word for the Apple Macintosh
- Microsoft Word for MS-DOS
- WordPerfect versions 5.0 and 5.1
- MultiMate MultiMate 3.3, MultiMate Advantage, MultiMate Advantage II, and MultiMate 4.0
- RFT-DCA
- Text with Layout
- Microsoft Works for MS-DOS
- Microsoft Works for Windows
- Microsoft Excel
- Microsoft Multiplan versions 3.x and 4.2
- Lotus 1-2-3 versions 2.x and 3.x
- dBASE

Most conversion limitations are listed in table format. The features are organized by type of formatting: character, paragraph, column, page, table, or the whole document.

The tables do not list features that are converted completely. Only features that are not converted, are not supported in one product or the other, or require some comment appear in the tables. "Yes" means the feature exists in both products and is converted from one product to the other. "No" means it exists in both products but is not completely converted between the two. "N/S" means the feature is not supported in one of the products or is not converted completely between products.

For an explanation of file converters and the procedures for opening files in other file formats, see Chapter 35, "Converting File Formats," in the Microsoft Word User's Guide. For information on converting several files at once with a batch macro, see NEWMACRO.DOC, a file that comes with your Word package.

## Conversion Limitations

### Converting Between Microsoft Word 2.0 and Microsoft Word 1.0 and 1.1

Feature	Word 2.0 to Word 1.x	Word 1.x to Word 2.0	Comments
<b>Character Formatting</b>			
All caps	yes	n/s	All caps not supported in Word 1.x as a character format.
Color	see comment	yes	Dark colors in Word 2.0 are converted to Auto in Word 1.x.
Language	no	n/s	Language as a property is not supported in Word 1.x.
Strikethrough	see comment	yes	Strikethrough is converted to Word 1.x as deletion revision marks.
<b>Document Formatting</b>	yes	yes	Mirror Even/Odd Pages are converted as a document format only. Page setup as a section format does not exist in Word 1.x. As a result, the first mirror even/odd page settings in Word 2.0 are used for Word 1.x.
<b>Paragraph Formatting</b>			
Borders, shading	see comment	yes	Word 2.0 has more border options than Word 1.x. Word 2.0 borders are mapped to the closest approximation in Word 1.x. Shading is not converted.
<b>Section Formatting</b>			
Margins (mirror, gutter)	no	n/s	Not converted as section formatting. Page setup as a section format does

			not exist in Word 1.x. As a result, the first margins in Word 2.0 are the only margins that are converted to Word 1.x.
Page (orientation, dimension, and widow control)	no	n/s	Not converted as section formatting.
<b>Other Features</b>			
Absolute-positioned objects	see comment	yes	In Word 2.0 these are called frames. Some properties of frames don't exist in Word 1.x positioned objects and are lost when converting from Word 2.0
Cell borders, shading	see comment	yes	Word 2.0 has more border options than Word 1.x. Word 2.0 borders are mapped to the closest approximation in Word 1.x. Shading is not converted.
Linked and embedded objects	see comment	n/s	The last result of linked or embedded objects is retained when converting to Word 1.x.
SYMBOL field	no	n/s	When converting to Word 1.x, the SYMBOL field instruction is included in the document but has no current result and cannot be updated.

## Converting Between Microsoft Word 2.0 and Microsoft Word for the Apple Macintosh Versions 4.0 and 5.0

To ensure specific translation of fonts, a font-mapping file is recommended. See "Font Mapping," later in this document. Also included are special font-mapping instructions for Microsoft Word for the Apple Macintosh, version 4.0.

Feature	Word 2.0 to Word for Macintosh	Word for Macintosh to Word 2.0	Comments
<b>Character Formatting</b>			

Color	yes	yes	Dark colors converted to black in Word for Macintosh.
Outline	n/s	see comment	Converted to ordinary text in Word 2.0.
Shadow	n/s	see comment	Converted to ordinary text in Word 2.0.
Underline (dotted)	n/s	n/s	
<b>Columns</b>	yes	yes	Line Between not converted.
<b>Page Formatting</b>			Page formatting for Word for Macintosh documents is stored in the Macintosh print record. The converter is unable to create a print record.
Page orientation	no	no	
Page size	no	no	
Paper source	no	no	
<b>Section Formatting</b>			
Line numbering (Start At #)	no	n/s	
Vertical alignment (top, centered, justified)	no	n/s	

<b>Other Features</b>			
Annotations	see comment	n/s	Converted to footnotes in Word for Macintosh.
Fields (FILENAME)	no	n/s	
Fields (LINK)	yes	no	Only the result of the link is converted to Word for Macintosh.
Fields (EQ)	yes	yes	Update after conversion to see result.
Graphics	see comment	see comment	When converting between Word 2.0 and Word for the Macintosh version 5, graphics are retained, provided the conversion is performed from within Word for the Macintosh. When converting to Word for the Macintosh version 4, an empty graphics frame is created in Word for Macintosh.
Language	no	n/s	
Revision marks	no	n/s	
Subdocuments (INCLUDE field)	see comment	n/s	Lastest result is inserted in Word for Macintosh and INCLUDE field is lost.
Print Merge commands (logic statements)	yes	yes	Converted to text with placeholders in Word for Macintosh.
Cross-references and bookmarks	no	n/s	Although not supported in Word for Macintosh, cross-references created with REF fields in Word are preserved when converted back to

			Word for Windows. You must update the fields after converting a document back to Word for Windows format.
Object linking and embedding	yes	yes	<p>Prior to conversion from Word for Windows to Word for the Macintosh, objects created in Microsoft Draw should be updated so the image can be edited in Word for the Macintosh. Use the Cut command to move the object to the Clipboard, and then paste the object as a picture back into the Word for Windows document.</p> <p>You can also convert an object after conversion. Use the Freeze Picture command (Edit menu, under Object Options) in the Word for the Macintosh Draw program to convert an object so that it can be edited in Word for the Macintosh draw layer.</p>

## Converting Between Microsoft Word 2.0 and Microsoft Word for MS-DOS

To ensure specific translation of fonts, a font-mapping file is recommended. See "Font Mapping," later in this document. Following this table are information and procedures on converting styles and graphics between the products.

Feature	Word 2.0 to Word for MS-DOS	Word for MS-DOS to Word 2.0	Comments
<b>Character Formatting</b>			
Color	yes	yes	If the same colors are not present in both word processors, the closest color or pattern is used.
Underline (word)	no	n/s	Word 2.0 word underlining becomes single underlining in Word for MS-DOS.

Spacing (condensed, expanded)	no	n/s	Word 2.0 condensed and expanded characters become normal in Word for MS-DOS.
Subscript/superscript	yes	yes	Word for MS-DOS superscript and subscript are automatically offset above or below the character base line by 6 points.
<b>Columns</b>	yes	yes	Line Between in Word for Windows is not converted to Word for MS-DOS.
<b>Document Formatting</b>			
Default tab stops	no	yes	See the information on the MWINI switch under "Conversion Options," later in this document.
Footnote position	see comment	yes	Word for MS-DOS has endnotes and section notes only.
Summary info	yes	yes	Word for MS-DOS has no SUBJECT field. Word for Windows has no OPERATOR field.
Widow control	no	yes	See the information on the MWINI switch under "Conversion Options," later in this document.
<b>Page Formatting</b>			
Page orientation	yes	yes	Word for MS-DOS supports portrait and landscape orientation in the same document only for printers that support autorotation.
Paper source	n/s	no	
<b>Paragraph Formatting</b>			

Page break before	yes	n/s	Word 2.0 page breaks before are converted to manual page breaks in Word for MS-DOS.
Line spacing	yes	yes	Word for MS-DOS 0 line spacing becomes Auto line spacing in Word 2.0.
<b>Section Formatting</b>			
Line numbering (Start At #)	no	n/s	Word for MS-DOS line numbers always start at 1.
Vertical alignment (top, centered, justified)	yes	no	Word for MS-DOS page numbers are put in a header or footer in Word 2.0.
<b>Tables</b>			
			Word 2.0 tables become side-by-side paragraphs in Word for MS-DOS and vice versa. Multiple conversions of the document may result in changes to the left and right indents.
Borders, background shading	no	yes	
Row height	no	n/s	
<b>Other Features</b>			
Bookmarks	yes	see comment	Word for MS-DOS bookmarks that consist of more than 20 characters or begin with a number are not converted. Bookmarks in headers or footers will appear at the beginning of the section containing the header or footer when converted to Word



			2.0.
Fields (DATE, TIME, FILENAME)	yes	yes	Word 2.0 supports more date and time formats than Word for MS-DOS. The FILENAME field is not supported in Word for MS-DOS.
Page number format	yes	yes	Word 2.0 supports more page number formats than Word for MS-DOS.
Footnotes (separators, continuation notices)	see comment	see comment	Word for MS-DOS footnote separators cannot be modified. Continuation notices not supported in Word for MS-DOS.
Graphics (scaling, cropping)	see comment	see comment	Links to graphics in Word 2.0 are converted to Word for MS-DOS if the graphic format is supported in Word for MS-DOS. For more information, see "Converting Graphics," later in this document.
Language	no	n/s	

## Using Word for MS-DOS Styles in Word for Windows

In Word for MS-DOS, styles are stored in a style sheet that is attached to the Word file. When you convert a file from Word for MS-DOS to Word for Windows format, the conversion filter looks for the style sheet that was attached to the original document. If that style sheet is found, paragraph styles used in the Word for MS-DOS document are stored in the Word for Windows document.

You can add the styles in the converted document to a Word for Windows template and use the template to create other Word for Windows documents.

### To add Word for MS-DOS styles to a Word for Windows template

- 1 In Word for Windows, choose Open from the File menu (ALT, F, O), select Document Templates in the File Type box, select the template in the File Name box, and then choose the OK button to open the Word for Windows template.
- 2 In Word for Windows, choose Open from the File menu (ALT, F, O), select the file in the File Name box, and then choose the OK button to open the Word for MS-DOS file.

- 3 In the Convert File dialog box, select Word For MS-DOS, and then choose the OK button.
- 4 From the Format menu, choose Style (ALT, T, Y).
- 5 Choose the Define button, and then choose the Merge button.
- 6 Select the name of the template to which you would like to add the Word for MS-DOS styles, and then choose the To Template button.
- 7 To make the styles available to all Word for Windows documents, select NORMAL.DOT, and then choose the To Template button.
- 8 Word asks if you want to replace current styles with the new styles (the styles from the style sheet of the converted document). Choose the Yes button to merge the styles.
- 9 Close the Style dialog box.
- 10 When you close the document, Word asks if you want to save changes to the document and the template to which you merged the styles. If you want to overwrite the file using the Normal Word (Word for Windows) format, choose the Yes button.
- 11 If you merged the styles with NORMAL.DOT, when you exit Word for Windows you are asked to save global glossary and command changes. Choose the Yes button to save the merged styles with NORMAL.DOT.

### **Note**

There are no section styles in Word for Windows. For this reason, only paragraph styles are converted from Word for MS-DOS. Character formatting information in the paragraph styles is retained. However, character styles are converted to direct formatting. In Word for Windows, you apply section formatting directly or through the use of a template.

### **Using Word for Windows Styles in Word for MS-DOS**

To convert style formatting in a Word for Windows document into a Word for MS-DOS style sheet, use the Save As command on the File menu to save the file in Word for MS-DOS format. When you save the document in Word for MS-DOS, you are asked if you want to attach a style sheet to the document. You can do any of the following:

- Create a new Word for MS-DOS style sheet to contain the styles from the Word for Windows document template.
- Ignore all styles. If you ignore styles, the style formatting from the original Word for Windows document is converted to direct formatting in the Word for MS-DOS document.
- Attach an existing Word for MS-DOS style sheet.

If you attach an existing Word for MS-DOS style sheet, text formatted with a standard style retains the formatting of a Word for MS-DOS style with the same name. If no Word for MS-DOS style with the same name exists, standard styles are converted as direct formatting.

If the style does not exist in the Word for MS-DOS document, the converter merges the

style.

## **Converting Word for MS-DOS Glossaries**

### **To convert a Word for MS-DOS glossary**

- 1 Open a glossary file in Word for MS-DOS.  
In version 5.5, choose Glossary from the Edit menu, and then choose Open Glossary. Select the glossary file 55CONVRT.GLY, located in your Word for Windows directory, and then choose the OK button.  
In version 5.0, choose Glossary Load from the Transfer menu, select the glossary file 50CONVRT.GLY, located in your Word for Windows directory, and then press ENTER.  
In version 4.0, choose Glossary Merge from the Transfer menu, select the glossary file 40CONVRT.GLY, located in your Word for Windows directory, and then press ENTER.
- 2 In a blank Word for MS-DOS document, type **convert\_glossary** and then press F3.
- 3 Word prompts you for a glossary name, converts the glossary, and then stores it in a file with the same name as your glossary and adds the filename extension .CVT.
- 4 Start Word for Windows.
- 5 From the File menu, choose New (ALT, F, N).
- 6 From the Use Template list, select MSWORD, and then choose the OK button.
- 7 From the File menu, choose Open (ALT, F, O), and then select the glossary file with the .CVT extension. To list files with a .CVT extension, type **\*.cvt** in the File Name box, and then press ENTER.
- 8 Word for Windows asks if you want the glossary entries to be available globally to all documents or only to documents based on the template. Select the appropriate option, and then choose the OK button.  
If you choose to make the entries available only to a specific template, the macro asks you for a template filename. Type a new name, or type or select an existing template name, and then choose the OK button.

### **Note**

Word for Windows templates are limited to a maximum of 150 glossary entries. If you want to convert a Word for MS-DOS glossary with more than 150 entries, you must delete some entries before converting the glossary.

### **Converting Graphics**

Microsoft Word for Windows and Word for MS-DOS both support TIFF, HPGL, EPS, PCX, and Lotus PIC graphic file formats. Links to any of these graphics contained in a Word for MS-DOS document are automatically converted to Word for Windows graphic IMPORT fields and vice versa. Links are lost for formats not supported by Word for MS-DOS.

Word for MS-DOS includes graphics by specifying a tag that consists of the path and

filename of the graphics file to be included in the document. For example, a tag may look like the following:

.G.C:\WINWORD\FILENAME.PCX;6";1.158";PCX

These tags are converted to Word for Windows graphics fields. For example:

{import C:\\WINWORD\\FILENAME.PCX \\* mergeformat}

For a graphic to appear in a converted document, the appropriate graphic filter must be installed in Word for Windows, and the original graphic file must remain in the path specified in the converted document's IMPORT field.

### **Additional Graphics Considerations**

Word for Windows may not recognize graphics created using the Word for MS-DOS CAPTURE.COM utility. These files have a .SCR or .LST filename extension by default.

Linked graphics in PageView file format become bitmaps. These files have a filename extension such as .PO1, .PO2, .PO3, and so on.

Large bitmaps in Word for Windows cannot be displayed or printed in their entirety; they are divided into sections marked by white lines.

For more information on graphic filters, see Chapter 20, "Importing Graphics," in the *Microsoft Word User's Guide*.

## **Converting Between Microsoft Word 2.0 and WordPerfect 5.0, 5.1**

To ensure specific translation of fonts, a font-mapping file is recommended. See "Font Mapping," later in this document.

### **Note**

Converting a file from Word format to WordPerfect format and back again may cause the loss of some formatting (i.e., fonts, justification, styles, and mail merge) unless you load and save the converted file in WordPerfect before converting back to Word.

Feature	Word 2.0 to WordPerfect	WordPerfect to Word 2.0	Comments
<b>Character Formatting</b>			
All caps	yes	n/s	All caps formatting becomes all capital letters.
Hidden	yes	n/s	Hidden text in Word becomes WordPerfect Comment text.
Strikethrough	no	no	WordPerfect strikeout and redlining formatting becomes revision marking in Word.

Underlining	yes	yes	Underlining format is preserved, but type of underlining may be changed.
Spacing (condensed, expanded)	no	n/s	
Subscript/superscript	yes	yes	
<b>Paragraph Formatting</b>			From Word to WordPerfect, by default amount only.
Alignment	yes	yes	
Borders, shading	no	no	Centering codes may have to be individually repositioned in WordPerfect after conversion.
First-line indents	yes	yes	
Keep Lines Together, Keep With Next, Block Protect	no	no	First-line indents are created with tabs in WordPerfect.
Page Break Before	yes	n/s	
Space before/after paragraphs	yes	n/s	Approximated with blank lines in WordPerfect.
Tab leaders	see comment	yes	All Word tab leaders become dot leaders in WordPerfect.
Leading/baselines, Lines/baselines	n/s	no	
<b>Section Formatting</b>			

Headers/footers	yes	yes	Last header/footer/page number defined for a position is used, all others are lost. Roman and letter numbering are converted to arabic page numbering.
Margins	yes	yes	Word margins are from the paper's edge to body text. WordPerfect margins are from the edge to the header. The conversion adjusts the margins as needed to preserve page layout.
Line numbering	yes	yes	Start At # and From Text are not converted.
Page numbering (Start At)	no	no	
Vertical alignment	see comment	no	Converted for first page only.
<b>Tables</b>	yes	yes	Vertical merging of cells is not converted. In Word, numbers align on decimal tabs without the use of a tab. After conversion to WordPerfect, you need to add the [Dec Tab] code for the numbers to align.
<b>Columns</b>	yes	yes	Line Between not supported by WordPerfect.
<b>Document Formatting</b>			
Default tab stops	no	yes	
Footnotes	yes	yes	Endnotes are supported. Footnotes placed at end of section are converted to endnotes since WordPerfect doesn't have sections.

			A mix of footnotes and endnotes is converted to all endnotes. Starting number and separators are not converted. Custom footnote marks are added to automatic numbering.
Gutter Margins, Widow Control, Mirror Even/Odd Pages, Paper Size	no	no	
<b>Other Features</b>			
Annotations	yes	n/s	Annotations become WordPerfect Comment text.
Outlining	yes	yes	Outlining appearance is preserved.
Print merge commands	no	no	From Word to WordPerfect, the data document must be tab or comma delimited (WordPerfect will not accept tables for a merge). From WordPerfect to Word, you must add the appropriate field definition to the top of the data document after conversion.
Date/time stamps	yes	yes	Default formats only. After converting from WordPerfect to Word, select the whole document and then press F9 to update all fields, including DATE and TIME fields.
Subdocuments (INCLUDE field)	yes	no	WordPerfect files as subdocuments must have a "\c WordPerfect 5.1" switch added to the INCLUDE field in Word.
Formulas	see comment	see comment	From Word for Windows to WordPerfect, the text description of the formula is converted as a

			comment. From WordPerfect to Word for Windows, the formula is formatted as hidden text and is not displayed.
Extended characters	yes	yes	When they exist in both products.
Tables of authorities	n/s	yes	To insert a table of authorities, insert the following field in your document where you would like the table to appear: <code>{toc \f A}</code> . The table is sorted by page number instead of author.

## Converting Between Microsoft Word 2.0 and MultiMate

For best results, repaginate MultiMate documents before converting.

Feature	Word 2.0 to MultiMate	MultiMate to Word 2.0	Comments
<b>Character Formatting</b>			
Italic	no	no	Italic is a separate font in MultiMate.
Shadow	no	no	
Small caps	no	n/s	
<b>Columns</b>			
Break	see comment	see comment	Section column breaks are not supported in MultiMate.
Snaking	see comment	see comment	Snaking columns are converted, but require repagination in MultiMate before printing.
Space between	no	see	MultiMate intercolumn gaps are not



		comment
<b>Document Formatting</b>		
Gutter margins	no	n/s
Mirror Even/Odd Pages	no	n/s
<b>Page Formatting</b>		
<b>Paragraph Formatting</b>		
Right and justified alignment	no	no
Borders	no	n/s
Indents	see comment	n/s
Keep Lines Together	no	no
Keep w/ Next Paragraph	no	no
Line spacing	see comment	yes
Space before/after para	see comment	n/s
Tabs (center, right, and tab leader)	no	n/s

converted.

Margins are offset by the width of the nonprintable area of the installed printer.

Negative indents are not converted.

Fractional line spacing is rounded off to the next half-line increment.

Line spacing before and after paragraphs is converted to empty paragraphs of equivalent increments.

<b>Section Formatting</b>			
Section breaks	see comment	n/s	Column, even, and odd breaks are not converted.
Headers/footers	no	no	Header/footer positions are not converted.
Line numbering	no	n/s	Section line numbering is not converted.
<b>Tables</b>	no	n/s	Tables are not supported in MultiMate.
<b>Other Features</b>			
Annotations	no	n/s	
Footnotes	yes	see comment	MultiMate stores footnotes in a separate document with a different filename extension. If you copy the files to an HPFS drive, make sure that the document and the footnote file have the same name and the appropriate extensions. The correct extension for footnote files is .FNX.
Position (end of page, end of document)	no	no	
Manual reference marks	no	n/s	
Graphics	no	n/s	
Outlining	no	n/s	Outline structure is lost when converting to MultiMate.

Tables of contents, indexes	no	n/s
Print Merge commands	no	no

Print merge fields are not converted.

## Converting Between Microsoft Word 2.0 and RFT-DCA

To ensure specific translation of fonts, a font-mapping file is recommended. See "Font Mapping," later in this document.

Feature	Word 2.0 to RFT-DCA	RFT-DCA to Word 2.0	Comments
<b>Character Formatting</b>			
Size	see comment	see comment	Pitch is converted to points in Word and vice versa.
Language	no	n/s	
Color	no	yes	
Hidden	see comment	n/s	Converted to RFT-DCA underline.
Small caps	see comment	n/s	Small caps are converted to all caps in RFT-DCA.
Strikethrough	see comment	see comment	When converting to RFT-DCA, the Strikethrough option is used to specify the overstrike character used. See "Conversion Options," later in this document.
Revision marks	no	no	When converting to Word, strikethrough formatting is converted, whereas overstrike characters are ignored.

Underline (double, single, word)	see comment	yes	All underlining options are converted to single underlining in RFT-DCA.
Spacing (condensed, expanded)	no	n/s	
<b>Paragraph Formatting</b>			
Alignment	yes	yes	DisplayWrite handles alignment of text line by line, not by paragraph.
Borders (double, single, shadow, and shading)	no	n/s	
Keep With Next	yes	yes	Word 2.0 Keep With Next is converted to DisplayWrite "keep" property.
Paragraph/ break before	yes		Is converted to separate hard page breaks before the paragraph in RFT-DCA.
Space before/after para	see comment		Simulated with blank lines.
Tab (decimal)	see comment	see comment	RFT-DCA can align any characters with a period or a comma. Word 2.0 can decimal align only with numeric characters and periods.
<b>Section Formatting</b>			DisplayWrite has no section formats.
Columns	see comment	see comment	The only column conversion supported is RFT-DCA fixed columns of equal length to Word 2.0 columns. DisplayWrite flowing columns are not converted to Word 2.0. Line Between is not converted.

Headers/footers	see comment	yes	Different First Page is not converted.
Line numbering	no	no	
Vertical alignment	no	n/s	
<b>Document Formatting</b>			
Footnotes	see comment	yes	All footnotes are positioned at bottom of page when converting from Word 2.0 to RFT-DCA.
Margins	yes	see comment	Margin changes are converted to paragraph indents.
Widow control	no	no	Widow control is always set to "on" during conversion.
Mirror Margins, Even/Odd Pages	no	n/s	
<b>Other Features</b>			
Absolute-positioned objects	no	no	
Annotations	no	n/s	
Styles	see comment	n/s	Styles are converted to direct formatting.
Outlining	see comment	see comment	Appearance is preserved.
Tables	see comment	n/s	Tabular columns are converted. Word tables are converted to RFT-

			DCA tabular columns. Cell borders, shading, cell merges, and other formatting are not converted.
Indexes/tables of contents	see comment	n/s	Word indexes and tables of contents are converted to text in RFT-DCA.
Print Merge commands	no	no	
Date/time stamps	yes	yes	TIME fields are ignored by DisplayWrite.
Page number	yes	yes	Page numbers are converted, but not page number formatting.
Subdocuments (INCLUDE field)	see comment	no	Lastest result is inserted and INCLUDE field is lost.
Cross-references and bookmarks	no	n/s	
Formulas	no	n/s	
Graphics	no	no	
Extended characters	yes	yes	When available in EBCIDC character sets 256 and 259 and ANSI. ANSI publishing characters are not converted back and forth.

## Converting Between Microsoft Word 2.0 and Text with Layout

Feature	Word 2.0 to Text with Layout	Text with Layout to Word 2.0	Comments
<b>Character Formatting</b>	no	no	Character formatting is not converted. This includes font, font size, color, bold, italic, small caps,

			hidden, underline, word underline, double underline, subscript, superscript, expanded, and condensed character formats. When saving to or reading from a MS-DOS-based application, the MS-DOS Text with Layout format should be used.
Columns	see comment		Line Between is not converted.
<b>Document Formatting</b>	see comment		Widow control is not converted.
<b>Page Formatting</b>			Page dimensions are not converted. Page breaks are not preserved.
<b>Paragraph Formatting</b>			
Borders, Keep Lines Together, Keep With Next, Page Break Before	no	n/s	
Tab Leaders	no	no	
<b>Section Formatting</b>			
Section breaks (even, odd, continuous, next page)	no	n/s	
Headers/footers	see comment	n/s	The text of a header/footer is placed at the beginning of the document.
Different Odd and Even Pages	see comment	n/s	When different odd/even headers are defined in the document, the text of the even header is placed at the start

			of the converted document, and the text of the odd header is lost. If only an odd header is defined in the document, the text of the odd header is placed at the start of the converted document.
Different First Page	see comment	n/s	If a first-page and other header are defined, the text of the non-first-page header is placed at the beginning of the converted document, and the text of the first-page header is lost.
Position	see comment	n/s	Header/footer distance from edge is not preserved.
Line numbering	no		
Page numbering (Start At)	no		
<b>Tables</b>			Table text and structure are preserved in conversion to text.
Borders, row formatting, row height	see comment	n/s	Borders are not converted. Justified text alignment is not converted. Minimum row height is not converted.
<b>Other Features</b>			
Annotations	see comment	no	Annotations are inserted at the end of the document in the order they appear in the document.
Fields (DATE, TIME)	see comment		Converted to corresponding value as text.
Footnotes			Footnotes are inserted at the end of the document in the order they appear in the document. Footnotes



			are numbered sequentially throughout the whole document. Text of custom separators is inserted at the beginning of the document.
Graphics	see comment		Bitmaps and metafiles are not converted.
Formulas	no		
Hard space	see comment		Converted to normal space.
Nonbreaking hyphen	see comment		Converted to normal hyphen.
Optional hyphen	no		

## Converting Between Microsoft Word 2.0 and Microsoft Works for MS-DOS

Feature	Word to Works for MS-DOS	Works for MS-DOS to Word	Comments
<b>Paragraph Formatting</b>			Tab leaders for default tabs in Works are not converted to Word for Windows.
<b>Section Formatting</b>			
Headers/footers	see comment	see comment	Headers and footers must be located at the beginning of the Works document in order to be converted. Works headers are converted to a single paragraph in Word.
Even/odd special	see comment	see comment	Works does not have different right and left headers. If one of the two is present in a Word for Windows document, it is preserved in the Works document. If right and left

			headers are both present, the latter of the two is preserved.
<b>Tables</b>	see comment	n/s	Table cells in Word are converted to sequential paragraphs in Works.
<b>Other Features</b>			
Absolute-positioned objects	see comment	n/s	Vertically positioned when converted to Works.
Annotations	see comment	n/s	Annotations are converted to footnotes in Works.
Footnotes (manual reference marks)	see comment	see comment	Only the first character of a user-defined footnote reference mark is converted in Works. Automatic footnotes are converted.
Graphics	no	no	
Styles	see comment	n/s	Styles are converted to direct formatting in Works.
Outlining	no	n/s	Outline structure is lost when converting to Works.
Tables of contents, indexes	see comment	see comment	Generated tables of contents and indexes are converted. Table of contents entry fields are not converted.

## Converting Between Microsoft Word 2.0 and Microsoft Works for Windows

Feature	Word 2.0 to WinWorks	WinWorks to Word 2.0	Comments

<b>Character Formatting</b>			Changed to plain text format in Works for Windows if feature is not available.	
All caps, small caps, hidden, and color	no	n/s		
Outline, shadow	n/s	n/s		
Underline (dotted, double, word)	see comment	n/s		Works for Windows supports only single, continuous underlining.
Spacing (condensed, expanded)	no	n/s		
<b>Columns</b>	no	n/s		
<b>Document Formatting</b>				
Footnotes	see comment	see comment	Footnotes are always at the end of the document in Works for Windows.	
Summary information	no	n/s		
Widow control	no	see comment	This feature is automatic in Works for Windows.	
<b>Page Formatting</b>				
Margin (gutter), mirror even/odd pages, page orientation, paper source	no	n/s		
<b>Paragraph</b>				

<b>Formatting</b>			
Background shading, numbering	no	n/s	
Borders	yes	yes	Thin, thick, and double borders are converted properly. Unsupported border types become thin line borders.
Page break before	see comment	n/s	Converted to hard page breaks in Works for Windows.
Tabs	see comment	yes	Negative tabs are not allowed in Works for Windows.
<b>Section Formatting</b>			Works for Windows does not have section formatting. Many properties related to sections in Word for Windows become document properties in Works for Windows.
Section breaks (even, odd, continuous, next page)	no	n/s	Converted to page breaks in Works for Windows.
Headers/footers	see comment	see comment	Headers and footers are document properties in Works for Windows. Even/Odd Special is not converted. First Page Special in Works for Windows only offers options of no header or footer on first page.
Line numbering	no	n/s	
Restart page number at one	no	n/s	
Vertical alignment (top, centered,	no	n/s	

justified)			
<b>Tables</b>	no	n/s	Tables are converted to tab-delimited text in Works for Windows.
<b>Other Features</b>			
Absolute-positioned objects	no	n/s	
Annotations	see comment	n/s	Converted to footnotes in Works for Windows, retaining the page number reference.
Footnotes	see comment	see comment	Numbering of footnotes is different in the two products. Works for Windows counts manual footnote entries in the numbering sequence, whereas Word counts these separately.
Footnote starting number, separators, continuation notices, restart each section	no	n/s	Footnotes always start with 1 in Works for Windows.
Footnote position (end of page, end of document)	no	n/s	Notes are always endnotes in Works for Windows and appear at the end of the document.
Graphics (cropping)	no	n/s	
Styles	no	n/s	Word for Windows styles are converted to direct formatting in Works for Windows.
Outlining	no	n/s	

Revision marks	no	n/s	
Tables of contents, indexes	see comment	n/s	Converted to text result only in Works for Windows.
Print Merge commands (logic, secondary/address)	no	no	Merge fields are converted, but secondary documents are not automatically converted.
Date/time stamps (custom), page number (format, restart), subdocuments (INCLUDE field)	no	n/s	
Cross-references/bookmarks	see comment	yes	Bookmarks are not allowed in a Word for Windows header or footer. Bookmarks in these areas are lost.
Fields (equations, formulas, links)	no	n/s	Field results are brought in where possible (going to Works for Windows).
Object linking and embedding (OLE)	yes	yes	Client for Works for Windows charts, MS Draw drawings, and Microsoft Excel charts and worksheets.
Line draw	no	n/s	Word for Windows line drawing characters are mapped to ASCII box characters (+ -  )

## Converting from Microsoft Excel 2.0 and 3.0 to Microsoft Word 2.0

Use the File command on the Insert menu or the Open command on the File menu to bring a Microsoft Excel worksheet into Word. The converter functions in one direction only. Data may be brought in from Microsoft Excel files, but not saved in Microsoft Excel format.

Feature (From Microsoft Excel to
----------------------------------

Word only)	Comments
<b>Formatting</b>	
Fill	Specified fill character(s) become left aligned.
Font color	Font colors are lost in conversion. Formats that have an explicit color (e.g., [Red]) are converted.
Border style	All borders become thin-line borders in Word.
Border shading pattern	All shading patterns are lost in conversion
Border color	All border colors are lost in conversion.
Row height	Each row takes on the height of the cell that contains the most text.
Column width	Most columns retain their width. Hidden columns and zero-width columns become a standard width.
Hidden columns	Brought in as regular table columns.
Numeric formatting	
Regular Microsoft Excel formats	Numbers formatted for general format will try to fit into the current column width. These numbers are brought in at full precision. This may result in more decimal places than are displayed in the worksheet.
User-defined formats	The following user-defined characters are not converted: * _ ? [condition value]. Others are converted.
<b>Worksheet Size</b>	
Less than 32 columns	A table is created in Word.

More than 32 columns or wider than 22 inches
---

The worksheet is represented in Word as tab-delimited text.

## Converting Between Microsoft Word 2.0 and Multiplan 3.x, 4.2

Use the File command on the Insert menu or the Open command on the File menu to bring a Multiplan worksheet into Word. The converter functions in one direction only. Data may be brought in from Multiplan files, but not saved in Multiplan format. Feature (From Multiplan to Word only)

Feature (From Multiplan to Word only)	Comments
<b>Formatting</b>	
Fill	Not supported in Multiplan.
Color	Colors and border colors are not converted.
Shading pattern	Not supported in Multiplan.
Row height	Rows take on the height of the cell in that row that contains the most data.
Column width	Most rows retain column width. Hidden columns and zero-width columns become a standard width.
Regular Multiplan formats	Multiplan will try to fit numbers in general format into the current column width. When converted, these numbers are brought in at their full precision. You may therefore see more decimal places than you did in your worksheet.
<b>Worksheet Size</b>	
Less than 32 columns	A table is created in Word.



More than 32 columns or wider than 22 inches	The worksheet is represented in Word as tab-delimited text.
<b>Other</b>	
Ranges	The converter displays a dialog box asking you to choose from a list of range names. Type in a Multiplan range (b2..g43), or choose an existing range name (my_data), or press ENTER to convert the entire worksheet.
Password	If the worksheet is password protected, you are asked to enter the password. You may have to reenter the password when beginning a print merge operation.
Empty worksheets	Empty worksheets are imported into Word as a single empty cell.

## Converting Between Microsoft Word 2.0 and Lotus 1-2-3 2.x, 3.x

Use the File command on the Insert menu or the Open command on the File menu to bring a Lotus 1-2-3 worksheet into Word. The converter functions in one direction only. Data may be brought in from Lotus 1-2-3 files, but not saved in Lotus 1-2-3 format.

Feature (from Lotus 1-2-3 to Word only)	Comments
<b>Formatting</b>	
Font	All Lotus 1-2-3 data becomes 10 point Courier font.
Numeric formatting	Lotus 1-2-3 will try to fit numbers in General format into the current column width. When converted, these numbers are brought in at their full precision. You may see more decimal places in Word than you did in your worksheet.
<b>Worksheet Size</b>	
Less than 32 columns	A table is created in Word.

More than 32 columns or wider than 22 inches	The worksheet is represented in Word as tab-delimited text.
<b>Other</b>	
Ranges	The converter displays a dialog box asking you to choose from a list of range names. Type in a Lotus 1-2-3 range (b2..g43), or choose an existing range name (my_data), or press ENTER to convert the entire worksheet. NOTE: 3-D range names are supported correctly, but explicit 3-D range definitions (e.g., a:a1..c:c5) are not supported.
Password	If the worksheet is password protected, the user will be asked to enter the password. Note that the user may have to reenter the password when beginning a print merge operation. Password-protected files created in Lotus 1-2-3 version 3.x cannot be converted.
Empty files	Empty worksheets are imported into Word as a single empty cell.

## Converting from dBASE to Microsoft Word 2.0

Versions of dBASE supported by this converter are dBASE II, dBASE III, dBASE III+, and dBASE IV. Use the File command on the Insert menu to convert the dBASE data. The converter functions in one direction only. Data may be brought in from dBASE files, but not saved in dBASE format.

Feature (From dBASE to Word only)	Comments
<b>Field Types</b>	
Numeric	Numeric fields are brought in right-aligned. Other fields are left-aligned.
Logical	Brought in as originally entered.
Date	Brought in as text.

Memo	Memo field column headings are brought in, but contents are ignored.
<b>Database Size</b>	
Less than 32 columns	A table is created in Word.
More than 32 columns or wider than 22 inches or more than 100 records	The database is represented in Word as comma-delimited text enclosed in double quotation marks.
<b>Appearance</b>	
Font, size	All dBASE data becomes 10 point Courier font.
Column width	The converter attempts to match the width of the data, not the header. The resulting columns may need to be manipulated to provide the desired appearance.

### Conversion Options in the WIN.INI File

Available conversions, and options for the converters, are stored in the WIN.INI file. Word uses this file to store the option setting for each converter. You view and change the options for each converter using the Options dialog box, which you display by choosing Options from the Tools menu and selecting the Win.ini category.

#### To Modify Conversion Options in the WIN.INI File

Converters are installed during Setup or install themselves automatically (if they are in the Word for Windows program directory) when a file of that format is opened. At times it may be necessary to add a converter to the list yourself.

- 1 From the Tools menu, choose Options (ALT, O, O).
- 2 Under Category, select Win.ini.
- 3 In the Application Box, select the appropriate converter group name.  
See the table under "Conversion Options," following this procedure, for a list of converter group names.
- 4 In the Startup Options box, select the converter whose options you want to

- modify.
- 5 To modify a setting, type the new information in the Setting box, and then choose the Set button.  
You can delete an option by selecting it and then choosing the Delete button.
  - 6 Choose the Close button to close the Options dialog box.

## Conversion Options

Using converter options, you can specify how the converter translates a file and allow for differences between the product and Word for Windows. The individual options for each converter are discussed in the following sections.

Each converter with options has its own group in the WIN.INI file. Following is the current list of converters with their option group names:

Converter	Group Name
Microsoft Word for the Macintosh	[MacWordConv]
Microsoft Word for MS-DOS	[PCWordConv]
Microsoft Works	[PCWorksConv]
RFT-DCA	[DCAConv]
Text with Layout	[TextLytConv]

## Adding a Converter

If the converter is not listed in the Application box, run the Word Setup program to add the converter before modifying the options.

### Microsoft Word for the Apple Macintosh

#### **Note**

Versions of Microsoft Word for the Macintosh prior to 4.0c require the correct File Type and Creator file attributes to be set for Word. A utility for doing this is available as an Application Note from Microsoft Product Support Services. Be sure to request the "Macintosh File Type Setting Utility" for use with the converter for Word for the Macintosh documents.

Option	Setting	Comment
ConvertMerge=	Yes/blank	Converts chevron characters as print merge fields.
	No	Converts chevron characters as literal text.
FontDialog=	Yes/blank	Dialog boxes for user-defined font-mapping files for Word for Macintosh version 4.0 files are used.
	No	Dialog boxes for user-defined font-mapping files for Word for Macintosh version 4.0 files are not used.
RetainInclude=	Yes/blank	Converts INCLUDE fields as well as their result.
	No	Converts INCLUDE field result only.

## Microsoft Word for MS-DOS

Option	Setting	Comment
ConvertMerge=	Yes/blank	Converts chevron characters (ASCII 174 and 175) as print merge fields.
	No	Converts chevron characters as literal text.
MirrorOriginal=	Yes/blank	Converts document as close as possible to original Word for MS-DOS layout at expense of preserving functionality.
	No	Preserves functionality at expense of layout.
MWINI=	<i>directory</i>	Specifies the directory of the Word for MS-DOS MW.INI file, which is used for the conversion. This option is not listed by default. If you need to specify the path of the MW.INI file, type the appropriate

information in the Option and Setting boxes, and then choose the Set button.

NewSectForHdrFtr=	Yes/blank	A continuous section break is inserted into the document immediately before a header and/or footer defined in the middle of a Word for MS-DOS section. The new section correctly allows a new header or footer in the middle of the Word for Windows document.
	No	The header or footer is inserted as text at the start of the section.
PCWordLayout=	Yes/blank	Line spacing is set as close to the Word for MS-DOS document as possible, with footers the same distance from the bottom edge of the page. If there are multiple footers of more than one line, distance from the bottom edge of the page may be affected.
	No	Line spacing is set to Auto.
StyleDialog=	Yes/blank	A dialog box for selecting a style sheet when converting to Word for MS-DOS is used during the conversion.
	No	The dialog for selecting a style sheet when converting to Word for MS-DOS is not used. All style formatting will be applied directly to the text.
TabsInHangInd=	Yes/blank	Tabs in hanging indents are modified to more accurately represent layout when converted to and from Word for MS-DOS.
	No	Paragraphs with hanging indents are not modified.

## Microsoft Works for MS-DOS

Option	Setting	Comment
ConvertMerge=	Yes/blank	Converts chevron characters as print merge fields.
	No	Converts chevron characters as literal text.

## RFT-DCA

Option	Setting	Comment
AbsLineSpacing=	Yes/blank	Line spacing is set as close to the RFT-DCA document as possible. Line spacing remains fixed when converting back to RFT-DCA.
	No	Line spacing is set to Auto.
StrikeThrough=	<i>n</i>	Used in the RTF-to-RFT-DCA conversion to set the strikethrough character to <i>n</i> . The <i>n</i> can be any character with an ANSI value greater than or equal to 33 and less than 127. The default strikethrough character is the hyphen (-).
Tab=	CommaTab	Determines the conversion of decimal tabs in RTF files. The default converts RTF decimal tabs into RFT-DCA period tabs. This option can be set to convert RTF decimal tabs into RFT-DCA comma tabs with a setting of "CommaTab."
TranslateBeta=	betachar	The default converts the beta character into the German ess-set character . You can also convert this character into the Greek beta character by setting the option to "Greek."
Variant=	5520	This option should be set to a value of "5520" for conversions from RTF (Rich Text Format) to RFT-DCA in the 5520 environment. The option tells the

conversion program to generate some different RFT-DCA structures in cases where the RFT-DCA required by the 5520 differs from that required by DisplayWrite.

## Text with Layout

Option	Setting	Comment
CharMaps=	<i>WordChar</i> , <i>TextChar</i> ;	Maps specific Word characters to specific text characters during a conversion from Word to Text with Layout. For example, you could map the lowercase characters a, b, c, and d to all uppercase characters by specifying:  CharMaps=a,A;b,B;c,C;d,D;
PointSize=	<i>nn</i>	Default is 12. Specifying a lower number allows you to fit more than 80 characters on a line to prevent premature wrapping in a text file.
Width=	<i>nn</i>	The default and maximum is 80. Specifying a lower value forces earlier wrapping. This allows viewing whole lines of the converted file in display modes shorter than 80 characters wide, for example, MS-DOS mode 40.

## Font Mapping

Because a particular word processor's fonts are dependent on the installed printer drivers, fonts may not be translated perfectly when converting to and from Microsoft Word for Windows. You can control font translation of some file formats to or from Word for Windows by using a font-mapping file. These files override the default font mapping made by the Word for Windows converters.

The following font-mapping files are supplied with Word. To use a file, you rename its extension to .DAT and, if necessary, move it to the same directory as the converter. If you use the Setup program to install the converters, they are installed in the Word



program directory and set up for default font mapping. To customize the file, open it in Word and follow the instructions contained in the file itself.

To convert this format	Into this format	Activate this file
Word for MS-DOS	Word for Windows	PCW_RTF.TXT*
Word for Windows	Word for MS-DOS	RTF_PCW.TXT*
Word for Macintosh 5.0	Word for Windows	MW5_RTF.TXT*
Word for Windows	Word for Macintosh 5.0	RTF_MW5.TXT*
RFT-DCA	Word for Windows	DCA_RTF.TXT*
Word for Windows	RFT-DCA	RTF_DCA.TXT*
WordPerfect 5.x	Word for Windows	WP5_RTF.TXT*
Word for Windows	WordPerfect 5.x	RTF_WP5.TXT*

\* Change the extension to .DAT (and move it to the same directory as the converter if necessary) to activate a file.

## Translating Between Word for Windows and Word for the Macintosh 4.0

Font mapping for Word for the Macintosh 4.0 files is different from font mapping for Word for Macintosh 5.0 and other converters. Macintosh Word version 4.0 stores font information in document files by the Macintosh System font numbers. These numbers can be assigned by the user to arbitrary fonts installed in the Macintosh System by the user. This means that character font information in the converted Word for Macintosh files can be different for every user and the converter may not make the correct font conversion.

### **Note**

An application note titled "Mac Font Font-Mapping Utility," which enables identification

of the Macintosh System font numbers and matching font names on your Macintosh computer, is available from Product Support Services.

### **Format of a Word for the Apple Macintosh 4.0 Font-Mapping File**

The font-mapping file should consist of a series of entries in the following format:

```
Winfontname;MacFont#[FontFamilyID]
```

The semicolon is required. There can be an arbitrary number of spaces between *Winfontname*, the semicolon, *MacFont#*, and *FontFamilyID*. Each entry must appear on its own line. There can be an arbitrary number of blank lines between entries.

#### **Winfontname**

The *Winfontname* is the name of the font that will appear in Word for Windows in place of the associated *MacFont#* when converting from a Word for the Macintosh 4.0 document to Word for Windows. The associated *MacFont#* will be used when converting the other direction, from Word for Windows to a Word for the Macintosh 4.0 document. If a *Winfontname* has more than one associated *MacFont#*, then the last *MacFont#* to be associated with the *Winfontname* will be used when converting from RTF to Word for the Macintosh 4.0 document.

For example, if the following entries appear in the font-mapping file being used in the conversion:

```
Helv;2  
Helv;3
```

then when converting from Word for the Macintosh 4.0 to Word for Windows, all characters with font numbers 2 and 3 will have a Helv font in Word for Windows. When converting from Word for Windows to Word for the Macintosh all characters with a Helv font will be given font number 3.

If a font name in Word for Windows is not included in the font-mapping file, the Word for the Macintosh font will be assigned according to the font family for the unknown font.

If a Word for Windows font isn't specified in the font-mapping file, then font number 2 (New York) will be used in the Word for the Macintosh document.

#### **MacFont#**

The *MacFont#* is the number of the font that will appear in the Word for the Macintosh document in place of the associated *Winfontname* when converting from Word for Windows to a Word for the Macintosh 4.0. The associated *Winfontname* will be used when converting in the other direction, from a Word for the Macintosh document to Word for Windows. If a *MacFont#* has more than one associated *Winfontname*, the last *Winfontname* to be associated with the *MacFont#* will be used when converting from Word for Windows to Word for the Macintosh 4.0 document.

For example, if the following entries appear in the font-mapping file being used in the conversion:

```
Helv;3  
Helvetica-Narrow;3
```

then when converting from Word for the Macintosh 4.0 to Word for Windows, all characters with font number 3 will have a Helvetica-Narrow font in Word for Windows. When converting from Word for Windows to Word for the Macintosh 4.0, all characters with Helv or Helvetica-Narrow font will be given font number 3.

If a *MacFont#* appears in a Word for the Macintosh 4.0 document that is not in the font-mapping file, the converter first determines if the font is a standard Macintosh font and uses the appropriate Windows font and family.

If the *MacFont#* isn't one of the standard Macintosh fonts, the Tms Rmn font is used in the Word for Windows document.

### **FontFamilyID**

The *FontFamilyID* is optional information, which provides a better clue as to how to map a particular font if the font specified doesn't exist on your system.

When going from Word for the Macintosh 4.0 binary to Word for Windows, the appropriate font family will be inserted by the converter into the Word for Windows document for that particular font. Word for Windows can then determine which font to use based on the font family.

Following is a table of the possible *FontFamilyIDs*:

<b>ID</b>	<b>Font Family</b>	<b>Family Description</b>
r	Roman	Proportionally spaced serif fonts (Tms Rmn, Times, Palatino, etc.)
s	Swiss	Proportionally spaced sans serif fonts (Swiss, Helvetica, etc.)
m	Modern	Fixed-pitch serif and sans serif fonts (Courier, Elite, Pica, etc.)
p	Script	Script fonts (Cursive, etc.)
d	Decor	Decorative fonts (Old English, ITC Zapf Chancery, etc.)
t	Tech	Technical, symbol, and mathematical fonts (Symbol, etc.)

To utilize the font family, the letter in the ID should be used as the *FontFamilyID*.

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Swiss is a trademark of Bitstream, Inc.

ITC Zapf Chancery is a registered trademark of International Typeface Corporation.

