## Introduction

If you have ever converted a text file into a word processor file, you know that it requires a lot of patience. You have to delete the "hard" carriage returns at the end of each line, remove the left margin (usually 10 or more spaces), and replace all of the formatting spaces (like the ones that indented paragraphs, etc.) with tabs. Even when you are using your word processor's global replace command it can take a while to do all of this, and it is very tedious.

If you haven't yet had the pleasure of converting a text file, than you are probably wondering why someone would want to go through all of this trouble. Why not just print the text file? Well, when you print a text file you are forced to use the formatting (margin size, page length and width, etc.) it was created with, and you're stuck with the non-proportional "Courier New" font. No bold. No italics. No variation in font size. I am not happy with the output I get with plain text files. I like a more polished look.

When you do need to convert a text file, *Converter* can do a lot of the conversion work for you. It will:

- Delete the left margin.
- Replace groups of spaces with a tab.
- Replace embedded tabs with a space.
- Replace a paragraph indent with a tab.

- Delete the carriage return at the end of each line.
- Delete duplicate blocks of text (e.g. headers and footers).

## Installation of *Converter*

Run **SETUP.EXE** (**SETUP.EXE** is a self-extracting file) from *Explorer* or *File Manager*. The installer will automatically install the correct version, depending on which version of Windows you are running (3.x or 95).

*Converter* comes with an uninstall, so uninstalling is never a problem. To uninstall *Converter*, select Help while running *Converter*, than select uninstall from the contents page.