

# Word Readme Help Contents

## Word Help Contents

### **Word for Windows Arabic Edition Product Update**

Late-breaking information on this release of Word for Windows -Arabic Edition, commonly referred to as Arabic Microsoft Word.

### **Custom and Network Installations**

File listings for various types of Word installations

### **Graphics Filters**

Options and limitations about importing different graphic file formats into Word

### **Printers and Printing**

Tips on solving common printing problems

### **File Conversion**

Options and limitations about converting to and from other file formats

### **WINWORD6.INI Options**

A listing of Word options stored in the winword6.ini file and how to modify them.

### **Supplied Macros**

A listing and information on macros supplied with Word

### **To print a Readme Help topic**

1. Display the topic you want in the Help window.
2. From the File menu in Help, choose Print Topic.

## **Word for Windows - Arabic Edition Product Update**

[Arabic Edition Update](#)

[Installing the Share utility](#)

[Notes on running the Word demonstrations](#)

[Supplied online business forms](#)

[Using the Legal Pleading Wizard](#)

[Disk space requirements](#)

[Screen display and video drivers](#)

[Using HP DeskJet Printers](#)

[Special notes on using Word version 6.0 with other software](#)

[Canceling printing](#)

[Changing a heading used in a cross-reference](#)

[Running the examples and demos from a network installation](#)

[Additional Word startup switches](#)

[Modifying how Word compiles an index](#)

[Grouping symbols at the beginning of an index](#)

[Using fields to create a table of contents or other table](#)

[Confirming changes to NORMAL.DOT](#)

[Going to bookmarks not in the main document window](#)

[Customizing sample text for the Style Gallery command](#)

[Opening and saving Word documents within Lotus Notes](#)

[Support for Vendor Independent Messaging \(VIM\) 1.0](#)

[If Help displays "This resource cannot be displayed" message](#)

[Upgrading additional language versions of the proofing tools](#)

[Accessing ODBC databases through a network](#)

[Storing temporary files on a RAM drive](#)

## Arabic Word Update

Welcome to Arabic Microsoft Word 6.0. This README file is available in the English language only. This section describes some of the known limitations of the Arabic edition of Word for Windows 6.0. It is important that you become aware of the following issues before you start your work. All other sections of the Readme file pertain directly to US Microsoft Word for Windows 6.0. Please refer to the User's Guide for further information.

- Arabic Word 6.0 and US Word 6.0 documents are compatible except for Hi and Med justification. Arabic text must be justified as Low in order to be opened by US Word 6.0. A Hi or Med Justification will cause a General Protection Fault.
- Certain features, such as MS Graph and Equation Editor will have limited or no support for bi-directional text.
- Word Art 2.0 supports only one language per object. If you need to create a mixed language object, you should create an object for each language.
- Setup will not install Arabic Word for Windows on Arabic Enabled Windows. Microsoft Windows for Workgroups Arabic Edition version 3.11 and Microsoft Windows with Arabic language support version 3.1, which provides dual language interfaces Arabic and English, are the supported environments for Arabic Word. Microsoft Windows for Workgroups Arabic Edition is the recommended environment for optimum performance. Enabled Arabic Windows (the first release of Arabic Microsoft Windows) is not a supported environment for Word for Windows Arabic Edition version 6.0.
- Text pasted as a picture can not be edited.
- Certain lists such as the ones found in Insert.Index and Tables and in Format.Labels and Envelopes will be displayed either in Arabic or English, depending on the language of the first setup done. These lists will not change even if you change the interface language.
- Certain large sizes of fonts might cause problems in Word.
- When using the Decotype Naskh Extension font, certain combination of letters might cause the characters to flip around each other. If this occurs, use the Decotype Naskh Swashes.
- When formatting text (underline, bold, italic) with Decotype Naskh fonts, certain special effects might be noticed such as the redundant display of characters. This is a display problem only and will not be visible in print.
- The functions SUM(LEFT) and SUM(RIGHT) are based on a Left to Right direction table. In Right to Left direction tables, use SUM(LEFT) to find the sum of the right cells and SUM(RIGHT) to find the sum of the left cells.
- If you are specifying the user interface language from the command line, you must use /LTR (for English) or /RTL (for Arabic). The User must use /LTR (for English) or /RTL (for Arabic). The User's Guide Supplement incorrectly states /L (for English) and /B (for Arabic).
- User interface language switching is not allowed in the following cases:
  - Multiple instances of Arabic Word 6.0 on the same machine.
  - Multiple users running workstation configuration.
- When using Custom Setup to put help files in directories other than default, you must not split two language versions of the same help file into separate directories. For example, if you choose to install the Word PSS Help in both English and Arabic, you must specify the same directory for both.
- When spell checking an Arabic word with numbers, you need to click on the word in the "Not in Dictionary" edit box in order to activate the suggest button.
- When viewing multiple pages of your document in Page Layout or Print Preview, the flow of pages from Right-to-Left or Left-to-Right follows the Outline direction option in the Tools.Options.Arabic tab.
- Arabic Gutter margins do not flip the right and left margins as stated in the User's Guide Supplement.
- When working in Outline view with Facing Columns, heading styles are applied to both columns. Changing the style of the first column using the tab key will change the style of the second column.
- In Facing Columns, Visual Movement and Visual Selection are not supported.
- If one column in a facing column document extends beyond one page, you will encounter some problems with screen repainting. Inserting a page break in the other column will solve this problem.
- If you use the Spike command with the English interface and switch to the Arabic interface before inserting your Spike, you will need to use the English word Spike in order to access the Autotext entry. You will also need to manually delete the entry when you are finished with it or you will have conflicts next time you use the feature with the English interface.
- When editing text in Facing Columns in multiple page Print Preview, you may run into some repainting

problems if one column extends to a second page and the other does not. When typing text in the shorter column, the text may appear on the next page as well. This is a repainting problem only and will not show once the text wraps to the next page, or when printed.

- If you are using the Arabic comma as a separator for the short date format, you may run into some display problems with the samples in the Insert Date and Time dialog. You can fix this by choosing System from the Word control menu and changing the date format separator to something other than the Arabic comma.
- Arabic Month names that consist of two words will not sort correctly. You can change the format of the month name to numerical format, sort and then change back to month name format.
- The Find and Replace feature now includes the ability to search for formatting or neutral characters in a specific language when you are working in a mixed text document. For example, to search for Arabic spaces only, in the Find dialog, type a space, then choose the Format button, select Language and choose Arabic.
- When running Wizards, hotkeys are limited to the language of interface.
- Arabic Word 6.0 and US Word 6.0 share the same WINWORD6.INI. Therefore spell checkers, grammar checkers, most recently used files and other settings are shared by both applications. To disable this feature, you must specify a different path for each application from the Tools.Options.File Location tab.
- The AutoCorrect Smart Quotes feature can be activated only if the Latin keyboard was used to insert the quotes.
- When using the Add Routing Slip command under Windows for Workgroups - Arabic Edition, mixed text will not be correctly displayed if the Orientation setting in MSMAIL.INI file is set to 0 (zero). To ensure proper display, set the Orientation setting to 1 (one). Earlier versions of Arabic Windows will not support this feature.
- Saving documents as Arabic Windows Write 3.1, will display, at the beginning of the document, characters that are not part of the actual saved text.
- Windows WIN.INI file should have the following fonts listed in the following order:  
Simplified Arabic Backslanted Italic  
Simplified Arabic Backslanted Bold Italic  
Traditional Arabic Backslanted Italic  
Traditional Arabic Backslanted Bold Italic
- It is recommended to use ANORMAL.DOT created by Word for Windows 6.0 - Arabic Edition as the default template. ANORMAL.DOT from Word for Windows 2.0 with Arabic Language Support has several limitations.

Thank you for your support.

The Arabic Word Team

## **Installing the Share Utility**

When you install Word, Setup installs the Share utility. Many features depend on Share, including document sharing features, and therefore Share is required to run Word. Depending on your computer configuration, Setup adds a line in AUTOEXEC.BAT or CONFIG.SYS that runs SHARE.EXE or a line in SYSTEM.INI that loads VSHARE.386.

When you restart your computer, the Share utility should load and Word should run properly. If you are not able to start Word, or if errors occur when you try to open or save files, you may need to manually adjust your Share installation.

For instructions, see the section below that corresponds to your computer. If you make any changes to the startup files, restart your computer so the changes take effect. Note: The instructions assume that SHARE.EXE is in your DOS directory on drive C; if SHARE.EXE is in a different directory, substitute the appropriate path.

### **80286 CPU**

With any MS-DOS version except 4.01, open CONFIG.SYS and remove any line that loads Share. Make sure the following line appears in AUTOEXEC.BAT:

```
C:\DOS\SHARE.EXE /L:500 /F:5100
```

With MS-DOS version 4.01, open AUTOEXEC.BAT and remove any line that loads Share. Make sure the following line appears in CONFIG.SYS:

```
install=c:\dos\share.exe /L:500 /F:5100
```

### **80386 (or higher) CPU**

If you are running Windows in Enhanced Mode, open CONFIG.SYS and AUTOEXEC.BAT and remove any line that loads Share. Make sure the following line appears in the [386Enh] section of SYSTEM.INI (located in your Windows directory):

```
device=vshare.386
```

If you are running Windows in Standard Mode, open CONFIG.SYS and remove any line that loads Share. Make sure the following line appears in AUTOEXEC.BAT:

```
C:\DOS\SHARE.EXE /L:500 /F:5100
```

## **Notes on Running the Word Demonstrations**

Please note the following points about running the Word demonstrations, available by choosing Quick Preview or Examples And Demos from the Help menu, or by choosing the Demo button in a Help example screen.

- If you are running Word on a 386 computer, it can take up to five minutes to start the Word demonstrations. This is normal for a 386 computer. While the demonstrations are loading, a message will display. When a demonstration has been loaded, the message will be removed from the screen.
- If you get an "Out of Memory" message while running the Word demonstrations, you will need to free up additional memory before continuing. Close any open Windows applications before attempting to run the demonstrations again.
- Do not attempt to run the Word demonstrations under Windows NT. If you try to run the demonstrations under Windows NT, you run the risk of your Windows session hanging, even though it may appear as if the demonstrations are running correctly.
- Do not attempt to run the Word demonstrations with an application that has the Always On Top setting selected. If you run a demonstration with this setting selected, the application will interfere with the demonstration.

## Supplied Online Business Forms

Word version 6.0 includes templates for an invoice, a purchase order, and a weekly time sheet. These templates are designed to be filled out online. For complete information about forms in Word, see Chapter 14, "Forms," in the *Microsoft Word User's Guide*.

**Invoice and Purchase order (INVOICE.DOT and PURCHORD.DOT)** These two forms contain placeholders for your company name, slogan, street address, telephone number, and fax number, as well as contact name and telephone number. The form fields in the last column will automatically calculate a subtotal and total.

**Weekly time sheet (WEEKTIME.DOT)** This form contains placeholders for your company name, slogan, street address, telephone number, and fax number. The form fields will automatically calculate totals, both for rows and for the Regular Hours, Overtime Hours, and Total Hours columns.

To modify one of the supplied form templates for your own use, choose Open from the File menu. In the List Files Of Type box, select Document Templates. In the File Name box, type or select the name of the form template you want to modify (INVOICE.DOT, PURCHORD.DOT, or WEEKTIME.DOT), and then choose the OK button. From the Tools menu, choose Unprotect Document (this step removes protection from the form template so that you can modify it). Replace the placeholders with the actual name, address, and telephone number of your company and make whatever other changes you want. When you have finished modifying the form template, choose Protect Document from the Tools menu to protect the form so that users can fill in only the blanks when they complete the form online. From the File menu, choose Save.

## **Using the Legal Pleading Wizard**

The Legal Pleading Wizard (or Pleading Wizard) creates a legal pleading paper. When you use this wizard, you can specify the name of the court, attorney, and client; set page layout options such as the font, line spacing, and margins; and insert line numbers. For details on using wizards, see Chapter 5, "Wizards, Templates, and Business Letters," in *Microsoft Word Quick Results*.

## **Disk Space Requirements**

Some of the estimates for the amount of disk space you need to install Word have changed. If you choose the Laptop (Minimum) installation, you need at least 5 MB available on your hard drive. The Typical installation requires 18 MB. The Complete installation requires 25 MB. For the Workstation installation, you need at least 4 MB, but you may need more depending on how your system administrator configured the administrator's installation. If you want to perform an administrator's installation on a network file server or a shared directory, you need 25 MB of available space on the file server or the shared directory; the shared components of Word also require an additional 6 MB.

## **Screen Display and Video Drivers**

If you notice display problems such as blank portions of the screen, italic characters overwriting one another, or lines of text highlighted with colored bars, you may need to update the video driver for your system. To get the latest drivers, contact the manufacturer of your computer system or display card.

### **Dell S3 video driver**

With Dell S3 video driver version 1.3a or earlier, you may encounter GP Faults working with page, column, or section breaks in page layout view or print preview, Equation Editor, or the Quick Preview. Version 1.32 fixes these problems and is now available. For information on obtaining the driver upgrade, contact Dell customer support. Phone numbers are listed in your Dell computer manual.

### **ATI display driver**

Older versions of the ATI display driver may produce screen "garbage" when you close a dialog box, select text, or type in the first line of a document. If you have an ATI card with the Mach 32 chipset, you can use ATI driver version 2.1 to resolve these problems. If you have an ATI card with the Mach 8 chipset, use ATI driver version 2.2 or later. For information on obtaining the driver upgrade, contact your computer manufacturer, or ATI directly, using the phone numbers listed in your computer or video card manual.

## Canceling Printing

### To cancel printing

If background printing is off, do one of the following:

- In Windows, press ESC.
- On the Macintosh, press COMMAND+PERIOD, or press ESC.

If background printing is on, do one of the following:

- Double-click the printer icon on the status bar.
- From the File menu, choose Print, and then choose the Stop Print button.

## **Changing a Heading Used in a Cross-reference**

To change a heading that is used in a cross-reference, make sure that bookmarks are visible before you change the heading. Word adds a bookmark to a heading when you create a cross-reference. Displaying bookmarks makes it easier to ensure that the changes you make are included in that bookmark. If the changes are not included in that bookmark, cross-references won't update correctly.

To display bookmarks, choose Options from the Tools menu, and then select the View tab. Under Show, select the Bookmarks check box, and then choose the OK button. When the Bookmarks check box is selected, Word encloses each bookmark in brackets. If you add text to a heading, make sure the new text is inside those brackets. To update the cross-reference when you finish editing the heading, select the cross-reference or the entire document and press F9.

## **Running the Examples and Demos from a Network Installation**

If you install Word from a network administrator's installation (see Appendix B in the *Microsoft Word User's Guide*) and choose the Custom, Minimum, or Workstation options in Setup, you may run the Examples and Demos from the network server rather than installing it on your computer. If you do so, you *must* use a logical drive letter (for example, N:) to specify the network server before you run Setup from the network server. If you use a UNC pathname (of the form \\server\share) to connect to the network server, Setup will not be able to properly connect you to the Examples and Demos.

## Additional Word Startup Switches

When you start Word from the MS-DOS® command prompt, you can supply a "switch" to perform another task as Word starts. In addition to the switches listed in Chapter 1 of *Microsoft Word Quick Results*, you can use the following switches:

<u>To start Word</u>	<u>Type</u>
And load a Word Link Library (.WLL)	<b>win c:</b> <b>\winword\winword /WLL</b> <i>filename</i>
Without displaying Tips of the Day	<b>win c:\winword\winword /w</b>

## **Modifying How Word Compiles an Index**

You can modify the sort order and placement of index cross-references by changing your WINWORD6.INI file. By default, Word sorts index entries word by word and places index cross-references at the end of an index entry. If you want, you can have Word sort index entries letter by letter, and you can have Word place index cross-references where you add them.

### **Changing sort order in an index from word by word to letter by letter**

To change the sort order in your index from word by word to letter by letter, you add the following to your WINWORD6.INI file under [Index]:

```
; Sort letter by letter instead of word by word  
SortLetterByLetter=1
```

To change the index sort order back to word by word, remove this line from your WINWORD6.INI file.

### **Changing the placement of index cross-references**

To change the placement of index cross-references to the order in which you add them to the index entry, you add the following to your WINWORD6.INI file under [Index]:

```
; Use WinWord 2.0 behavior of placing cross-references where they're added  
WW2CrossReference=1
```

## Grouping Symbols at the Beginning of an Index

If you include symbols (such as ©, @, and so forth) in an index, and you want to group them at the beginning of the index, use the following procedure.

### To group symbols at the beginning of an index

1. Select a symbol that you have inserted in the document.
2. Press ALT+SHIFT+X (Windows) or OPTION+SHIFT+X (Macintosh).
3. In the Main Entry box, immediately following the symbol, type `;symbol_name` (semicolon followed by the pound sign, followed by the name of the symbol with no spaces). When typing the symbol name, use lowercase letters. For example, if you want the plus sign to appear in a list of symbols, you type `;plus` immediately after the symbol, so that `+;#plus` would appear in the Main Entry box.
4. Choose the Mark button. The dialog box stays open so that you can mark multiple index entries. Do not choose the Mark All button because every symbol in the document will be marked the same. You must mark each symbol individually.
5. To mark additional symbols, repeat steps 3 and 4.
6. When you finish marking symbols for index entries, choose the Close button in the Mark Index Entry dialog box.

When you mark index entries, Word inserts an XE (Index Entry) field in hidden text format in the document. If you mark + (the plus sign), for example, you will see `{XE "+;#plus"}` in your document. For &, you would see `{XE "&;#ampersand"}` in your document. When you compile the index, Word sorts the symbols by the spelling of the symbol name. In this example, the symbol for ampersand would appear before the plus sign. Each symbol is followed by the page number where the symbol was marked. All symbols are grouped under # (the pound sign) at the beginning of your index. You can either delete the pound sign or replace it with a heading, such as Symbols.

## Using Fields to Create a Table of Contents or Other Table

In addition to using heading styles and styles that you define, you can also create a table of contents or other table by using Table of Contents Entry (TC) fields. You first mark with a field the text or item you want included in the table and then you compile the table.

### To mark entries for a table of contents using TC fields

1. Select the text you want to be included in a table of contents.
2. Press ALT+SHIFT+O to display the Mark Table Of Contents Entry dialog box.  
The selected text will appear in the Entry box. If you want, you can apply formatting, such as making the text bold or italic. To display a shortcut menu, position the insertion point in the Entry box and click the right mouse button.
3. In the Table Identifier box, type or select **c** to indicate a table of contents entry. (If you use a letter other than **c**, you must use the Table Of Figures tab to compile your table.)
4. In the Level box, type or select a number for the level of the entry. The level number is similar to the heading level when you use styles to mark headings for a table of contents. A level 3 entry, for example, is subordinate to a level 2 entry.
5. Choose the Mark button. The dialog box stays open so that you can mark multiple entries.  
For more information about the TC field, double-click the Help button on the Standard toolbar. Then type **TC (Table of Contents Entry) field**
6. When you finish marking entries, choose the Close button.

### To compile a table of contents using TC fields

1. Position the insertion point where you want to create the table of contents.
2. From the Insert menu, choose Index And Tables, and then select the Table Of Contents tab.
3. In the Formats box, select the format you want for the table of contents. If you want to display page numbers in the table of contents, select the Show Page Numbers check box.
4. Choose the Options button.
5. Under Build Tables Of Contents From, clear the Styles check box, select the Table Entry Fields check box, and then choose the OK button.
6. Choose the OK button to compile the table of contents.

### To mark entries for a table of figures or other table using TC fields

1. Select the text you want to be included in a table of figures or other table.
2. Press ALT+SHIFT+O to display the Mark Table Of Contents Entry dialog box.  
The selected text will appear in the Entry box. If you want, you can apply formatting, such as making the text bold or italic. To display a shortcut menu, position the insertion point in the Entry box and click the right mouse button.
3. In the Table Identifier box, type or select a letter to identify entries for a particular table. Except for **f**, which indicates a table of figures entry, and **c**, which indicates a table of contents entry, you can assign any letter you want. Just make sure you keep track of which letters correspond to which tables, because you will use the table identifier when you compile the table.
4. Choose the Mark button. The dialog box stays open so that you can mark multiple entries.  
For more information about the TC field, double-click the Help button on the Standard toolbar. Then type **TC (Table of Contents Entry) field**
5. When you finish marking entries, choose the Close button.

### To compile a table of figures or other table using TC fields

1. Position the insertion point where you want to create the table of figures or other table.

2. From the Insert menu, choose Index And Tables, and then select the Table Of Figures tab.
3. In the Formats box, select the format you want for the table. If you want to display page numbers in the table, select the Show Page Numbers check box.
4. Choose the Options button.
5. Under Build Tables Of Figures From, clear the Style check box if it is selected, and select the Table Entry Fields check box.
6. In the Table Identifier box, type or select the table identifier, and then choose the OK button. The table identifier is the letter you used in the Mark Table Of Contents Entry dialog box to indicate a particular kind of table.
7. Choose the OK button to compile the table of figures or other table.

## **Confirming Changes to NORMAL.DOT**

When you add, delete, or change AutoText entries, macros, toolbars, and styles that are stored in the Normal document template, Word saves the template without asking you to confirm the changes. If you prefer to confirm such changes, choose Options from the Tools menu, and then select the Save tab. Select the Prompt To Save NORMAL.DOT check box, and then choose the OK button. Setting this option controls whether Word asks you to confirm changes only to NORMAL.DOT. Word always asks if you want to save changes to templates other than the Normal document template.

## **Going to Bookmarks Not in the Main Document Window**

When you want to go to a bookmark in an annotation, footnote, or endnote, you must first open the pane containing the item you want to go to, and then position the insertion point in that pane before you can use the Go To command or the Go To button in the Bookmark dialog box. If you try to go to an annotation, footnote, or endnote without following these steps, either the Go To button will not be available or the name of the bookmark will not appear. You cannot go to a bookmark in a header or footer.

## Customizing Sample Text for the Style Gallery Command

You can customize the sample formatted text Word displays in the Style Gallery dialog box (Format menu) by editing the following AutoText (glossary) entries for a particular template:

<u>Edit this entry</u>	<u>To change the sample for this Style Gallery option</u>
Gallery Example	Example
Gallery Style Samples	Style Samples

First, use the Open command on the File menu to open the template you want to modify. Then edit the appropriate AutoText entry and save the updated entry in the template.

## **Opening and Saving Word Documents Within Lotus Notes**

If Lotus Notes version 2.1 or version 3.0 is installed on your computer, the Word Setup program modifies your Notes configuration to allow Notes to open Word documents. To open a Word document in Notes, choose Import from the File menu, select Microsoft Word from the list of import file types, and then select the Word document you want to import. To save Notes text as a Word document, choose Export from the File menu, select Microsoft Word RTF from the list of export file types, and save the file. All versions of Word can open RTF files directly.

## **Support for Vendor Independent Messaging (VIM) 1.0**

Word supports Vendor Independent Messaging (VIM) 1.0, which means that you can use the Send and Add/Edit Routing Slip commands (File menu) in Word to send or route Word documents with mail applications such as Lotus cc:Mail that support VIM 1.0.

VIM is automatically installed by cc:Mail version 2.0 (or greater) and Notes version 3.0 (or greater). Lotus cc:Mail 1.11 users may get VIM support files from Lotus.

The DOS PATH command in the AUTOEXEC.BAT file must include the directory in which the mail application's VIM support files are stored. Otherwise, the Word Setup program will not install Word support for VIM. If Word support has already been installed, it will not function correctly if the VIM directory is not included in the DOS PATH command.

The Word support file for VIM 1.0 is called MAPIVIM.DLL and is stored in the System subdirectory of the Windows program directory.

## **If Help Displays "This resource cannot be displayed" Message**

If Word or WordBasic Help displays the message "This resource cannot be displayed," the Help support files SHARERES.DLL and WORDRES.DLL may not be properly installed.

- SHARERES.DLL must be installed in the System subdirectory of the Windows program directory.
- WORDRES.DLL must be installed in one of the directories specified in the PATH= line of the MS SHARERES section in the WIN.INI file. (WIN.INI is located in the Windows program directory.)
- There should be only one copy of SHARERES.DLL and WORDRES.DLL on your computer. Outdated versions should be deleted.

If these files are installed on your computer but in the wrong directories, you need to move them to the appropriate directories. (You can use the File Manager to search your computer's hard disk to determine where these files are stored.) You can also delete these files and use the Word Setup program to reinstall them.

## **Upgrading Additional Language Versions of the Proofing Tools**

If you purchased additional language versions of proofing tools (such as dictionaries) for use with Word version 2.x for Windows, you need to upgrade these proofing tools in order to use them with Word version 6.0 for Windows. To obtain new versions of the proofing tools, contact Microsoft customer service or the vendor from whom you originally purchased the proofing tools.

## **Using HP DeskJet Printers**

### **Background printing and the HP DeskJet 550C and 1200C**

Background printing is not available from Word 6.0 when using version 3.1 of the HPPC5.DRV and DESKJETC.DRV printer drivers due to an incompatibility between Word for Windows 6.0 and the HP drivers. HP is investigating a solution to resolve this incompatibility.

### **Printing envelopes on the HP DeskJet 500 and 550C**

For best results when printing envelopes on these printers, HP recommends that you feed the envelopes as described in the HP manual that came with the printer. Make sure to turn off the Clockwise Rotation option in Word. To turn off this option, choose Envelopes And Labels from the Tools menu, select Feed, and then clear the Clockwise Rotation check box.

## Special Notes on Using Word Version 6.0 with Other Software

### Word for Windows & Bookshelf

If you install Word 6.0 (without Bookshelf) over a Word 2.0 & Bookshelf installation, the Bookshelf button appears on the Word For Windows 2.0 toolbar, not the new Standard toolbar. In addition, the image on the Bookshelf button becomes a piggy bank picture. You can use the Customize command (Tools menu) to move the button to another toolbar or to change the button image.

### OS/2 2.1

If you are installing Word on a computer with OS/2 version 2.1 and Word Setup asks you to reboot your computer, answer No to avoid a system failure. Instead, manually run `_MSRSTRT.EXE` in your Windows directory.

### Windows NT

- For best results using Word 6.0 on Windows NT version 3.10 (or Windows NT Advanced Server), please install Windows NT Service Pack 1 or higher. To verify the exact version of Windows NT, run `WINVER.EXE` from the Windows NT command prompt. The second line of the `WINVER` dialog box should read "Version 3.10 (build 528: CSD002)" or higher. Windows NT Service Pack 1 is available on CompuServe and via anonymous FTP on the Internet, as well as from Microsoft. For additional information on obtaining Windows NT Service Pack 1, consult *Your Guide to Service and Support for Microsoft Windows NT*, included with Windows NT.
- Word does not support selecting different paper trays in the current version of Windows NT. This means that you cannot print envelopes consistently with Word running on Windows NT. Use the Windows NT Print Manager to select a different form on which to print.
- The current version of Windows NT does not support printing embedded EPS graphics.
- The current version of Windows NT does not support printing to a file.

### Central Point Desktop

If you are installing Word on a computer with Central Point Desktop (included with Central Point's PC Tools for Windows) and Word Setup asks you to reboot your computer, answer No. Instead, manually run `_MSRSTRT.EXE` in your Windows directory.

### Windows Help Compiler

Versions of the Windows Help Compiler (`HC.EXE` and `HCP.EXE`) earlier than version 504 are incompatible with Word 6.0 RTF files. Upgrade to the latest version of the Windows Help Compiler for proper compilation of help files.

## **Accessing ODBC Databases Through a Network**

If you use an ODBC driver to access a database stored on a network server, you must first connect the server to a literal drive letter.

## **Storing Temporary Files on a RAM Drive**

Word 6.0 uses temporary files more extensively than Word 2.0. As a result, if your TEMP environment variable is set to your RAM drive, your RAM drive can fill up much more quickly than in Word 2.0. With Word 6.0, you should use a directory on a hard disk instead of your RAM drive as the TEMP directory.

## Custom and Network Installations

This topic contains tables of Word components and their default locations for standalone, network, and workstation installations.

[Files installed by Setup on a standalone workstation](#)

[Files installed by Setup on a network server](#)

[Files installed by Workstation Setup on workstations with individual copies of Windows](#)

[Files installed by Workstation Setup on workstations that run Windows from the network](#)

For more information on network installations and for instructions on creating custom installations for workstation users, see Appendix B, "Installing and Using Word on a Network," in the *Microsoft Word User's Guide*. For instructions on running Setup to install Word on a workstation, see Chapter 1, "Installing and Starting Word," in *Microsoft Word Quick Results*.

### Setting up Word on a network server

To set up Word on a network server, you must run the Setup program using the command line **setup /a** from a workstation connected to that server.

If you run Setup from the server itself, the Setup program will display a message indicating that it could not detect a network server and path for the Word program directory and asking for the correct server and path. If you continue setting up, all workstations set up from that network server will get local copies of shared components. If this is not what you want, exit the Setup program and then run it from a workstation connected to the network server, as recommended.

## Files installed by Setup on a standalone workstation

When you install Word for Windows on a standalone workstation, Setup copies files to the hard disk as follows for Typical, Complete, or Minimum installation. For information about the files installed by Workstation Setup, see [Files installed by Workstation Setup on workstations with individual copies of Windows](#) or [Files installed by Workstation Setup on workstations that run Windows from the network](#).

### WINWORD

<u>Files installed</u>	<u>Typical</u>	<u>Complete</u>	<u>Minimum</u>
<i>Executable files</i>			
WINWORD.EXE	Yes	Yes	Yes
MACRODE.EXE	Yes	Yes	No
<i>Registration file</i>			
WINWORD6.REG	Yes	Yes	Yes
<i>Interface strings</i>			
WWINTL.DLL	Yes	Yes	Yes
<i>Help</i>			
WDREADME.HLP	Yes	Yes	Yes
WINWORD.HLP	Yes	Yes	No
WRDBASIC.HLP	No	Yes	No
WORDHELP.DLL	Yes	Yes	Yes
WORDPSS.HLP	Yes	Yes	No
WORDRES.DLL	Yes	Yes	No
WPHELP.HLP (Setup queries user for Yes or No.)	Yes/No	Yes/No	Yes/No
<i>Hyphenation</i>			
HYPH.DLL	Yes	Yes	No
HY_EN.LEX	Yes	Yes	No
<i>Grammar checker</i>			
GRAM.DLL	Yes	Yes	No
GR_AM.LEX or GR_BR.LEX	Yes	Yes	No
<i>Converter to export to MS-DOS Text with Layout</i>			
TXTWLYT.CNV	Yes	Yes	No
<i>Screen fonts</i>			
DIALOG.FON	Yes	Yes	Yes

### WINWORD\CLIPART

<u>Files installed</u>	<u>Typical</u>	<u>Complete</u>	<u>Minimum</u>
<i>Sample Windows metafiles</i>			
*.WMF	Yes	Yes	No

### WINWORD\LETTERS

<u>Files installed</u>	<u>Typical</u>	<u>Complete</u>	<u>Minimum</u>
<i>Prewritten business letters</i>			
*.DOT	No	Yes	No

### WINWORD\MACROS

<u>Files installed</u>	<u>Typical</u>	<u>Complete</u>	<u>Minimum</u>
<i>Templates with sample macros</i>			
*.DOT	No	Yes	No

#### WINWORD\SETUP

<u>Files installed</u>	<u>Typical</u>	<u>Complete</u>	<u>Minimum</u>
<i>Setup files</i>			
SETUP.EXE	Yes	Yes	No
_MSSETUP.EXE	Yes	Yes	No
MSSETUP.DLL	Yes	Yes	No
WORD_BB.DLL	Yes	Yes	No
WINWORD6.INF	Yes	Yes	No
SETUP.STF	Yes	Yes	Yes
MSCPYDIS.DLL	Yes	Yes	No
ACMSETUP.HLP	Yes	Yes	No
ODBCINST.DLL	Yes	Yes	No
WWSETUP.TTF	Yes	Yes	No

#### WINWORD\STARTUP

*No files*

#### WINWORD\TEMPLATE

<u>Files installed</u>	<u>Typical</u>	<u>Complete</u>	<u>Minimum</u>
<i>Wizards, sample document templates, and sample forms</i>			
*.WIZ, *.WZS	Yes	Yes	No
*.DOT	Yes	Yes	No
*.DOT	Yes	Yes	No

#### WINWORD\WORDCBT

<u>Files installed</u>	<u>Typical</u>	<u>Complete</u>	<u>Minimum</u>
<i>Files for online examples, demonstrations, and the Quick Preview</i>			
*.*	Yes	Yes	No
PREVIEW.LES	Yes	Yes	No
*.DOC	Yes	Yes	No

#### WINDOWS

<u>Files installed</u>	<u>Typical</u>	<u>Complete</u>	<u>Minimum</u>
<i>Font mapping file</i>			
MSFNTMAP.INI	Yes	Yes	Yes
<i>Converter options file</i>			
MSTXTCNV.INI	Yes	Yes	Yes
<i>TrueType options file</i>			
TTEMBED.INI	Yes	Yes	Yes

#### WINDOWS\SYSTEM

<u>Files installed</u>	<u>Typical</u>	<u>Complete</u>	<u>Minimum</u>
<i>Dynamic-link libraries</i>			
MAPIVIM.DLL (if cc:Mail is installed)	Yes	Yes	Yes
SDM.DLL	Yes	Yes	Yes
CTL3DV2.DLL	Yes	Yes	Yes
SHARERES.DLL	Yes	Yes	No
WORDCBT.DLL	Yes	Yes	No
PCDLIB.DLL	No	Yes	No
TTEMBED.DLL	Yes	Yes	Yes
<i>Object linking and embedding (OLE) files</i>			
COMPOBJ.DLL	Yes	Yes	Yes
OLE2.DLL	Yes	Yes	Yes
OLE2.REG	Yes	Yes	Yes
OLE2CONV.DLL	Yes	Yes	Yes
OLE2DISP.DLL	Yes	Yes	Yes
OLE2NLS.DLL	Yes	Yes	Yes
OLE2PROX.DLL	Yes	Yes	Yes
STORAGE.DLL	Yes	Yes	Yes
<i>Open database connectivity (ODBC) files</i>			
ODBC.DLL	No	Yes	No
ODBCADM.EXE	No	Yes	No
ODBCINST.DLL	No	Yes	No
ODBCINST.HLP	No	Yes	No
XBS110.DLL	No	Yes	No
SIMBA.DLL	No	Yes	No
SIMADMIN.DLL	No	Yes	No
MSJETDSP.DLL	No	Yes	No
DRVDBASE.HLP	No	Yes	No
DRVFOX.HLP	No	Yes	No
PDX110.DLL	No	Yes	No
DRVPARDX.HLP	No	Yes	No
RED110.DLL	No	Yes	No
DRVACCSS.HLP	No	Yes	No
<i>WordArt TrueType font files</i>			
*.TTF	Yes	Yes	No
<i>Linedraw TrueType font file</i>			
LINEDRAW.TTF	Yes	Yes	No
<i>Equation Editor TrueType font file</i>			
MTEXTRA.TTF	No	Yes	No

*Toolbar button editor and the  
Microsoft toolbar*

COMMTB.DLL	Yes	Yes	Yes
MSTOOLBR.DLL	Yes	Yes	Yes

**WINDOWS\MSAPPS\EQUATION**

<u>Files installed</u>	<u>Typical</u>	<u>Complete</u>	<u>Minimum</u>
<i>Microsoft Equation Editor files</i>			
EQNEDIT.EXE	No	Yes	No
EQNEDIT.HLP	No	Yes	No
EQNEDIT2.REG	No	Yes	No

**WINDOWS\MSAPPS\GRPHFLT**

<u>Files installed</u>	<u>Typical</u>	<u>Complete</u>	<u>Minimum</u>
<i>Graphics filters</i>			
CGMIMP.FLT	No	Yes	No
MS.CGM	No	Yes	No
DRWIMP.FLT	No	Yes	No
MS.DRW	No	Yes	No
DXFIMP.FLT	No	Yes	No
EPSIMP.FLT	Yes	Yes	No
MS.EPS	No	Yes	No
GIFIMP.FLT	No	Yes	No
MS.GIF	No	Yes	No
IFFGIF.DLL	No	Yes	No
IFFPCD.DLL	No	Yes	No
IFFPCX.DLL	No	Yes	No
IFFTIFF.DLL	Yes	Yes	No
MS.TIF	No	Yes	No
PCDIMP.FLT	No	Yes	No
PCXIMP.FLT	No	Yes	No
MS.PCX	No	Yes	No
PICTIMP.FLT	Yes	Yes	Yes
MS.PCT	No	Yes	No
TIFFIMP.FLT	Yes	Yes	No
WPGEXP.FLT	Yes	Yes	No
WPGIMP.FLT	Yes	Yes	No
MS.WPG	No	Yes	No

**WINDOWS\MSAPPS\MSGRAPH**

<u>Files installed</u>	<u>Typical</u>	<u>Complete</u>	<u>Minimum</u>
<i>Microsoft Graph files</i>			
GRAPH.EXE	No	Yes	No
MSGRAPH.HLP	No	Yes	No
MSGRAPH3.REG	No	Yes	No

**WINDOWS\MSAPPS\MSINFO**

<u>Files installed</u>	<u>Typical</u>	<u>Complete</u>	<u>Minimum</u>
<i>System information</i>			
MSINFO.EXE	Yes	Yes	Yes

**WINDOWS\MSAPPS\PROOF**

<u>Files installed</u>	<u>Typical</u>	<u>Complete</u>	<u>Minimum</u>
<i>Proofing tools files</i>			
MSSPEL2.DLL	Yes	Yes	Yes
MSSP2_EN.LEX	Yes	Yes	Yes
MSTHES.DLL	Yes	Yes	No
MSTH_AM.LEX or MSTH_BR.LEX	Yes	Yes	No

**WINDOWS\MSAPPS\TEXTCONV**

<u>Files installed</u>	<u>Typical</u>	<u>Complete</u>	<u>Minimum</u>
<i>Text converters</i>			
MSWORD6.CNV	No	Yes	No
RFTDCA.CNV	No	Yes	No
RTF_DCA.TXT	No	Yes	No
WORDDOS.CNV	Yes	Yes	No
RTF_PCW.TXT	Yes	Yes	No
WORDMAC.CONV	Yes	Yes	No
RTF_MW5.TXT	Yes	Yes	No
WORDWIN2.CNV	Yes	Yes	Yes
WPFT5.CNV	Yes	Yes	No
WPFT5.EQU	Yes	Yes	No
RTF_WP5.TXT	Yes	Yes	No
WRITWIN.CNV	Yes	Yes	Yes
XLBIFF.CNV	Yes	Yes	No

**WINDOWS\MSAPPS\WORDART**

<u>Files installed</u>	<u>Typical</u>	<u>Complete</u>	<u>Minimum</u>
<i>Microsoft WordArt files</i>			
WORDART2.EXE	Yes	Yes	No
WORDART2.HLP	Yes	Yes	No
WORDART2.REG	Yes	Yes	No

In addition, if Setup detects that Lotus Notes is installed, \_MSIMP.DLL is copied to the Lotus Notes program directory (regardless of whether the installation is Typical, Complete, or Minimum).

## Files installed by Setup on a network server

When you install Word on a network server, Setup creates the following directory structure.

```
\WINWORD
  \CLIPART
  \LETTERS
  \MACROS
  \SHARED
  \SYSTEM
  \TEMPLATE
  \WORDCBT
```

Installing Word on a network server does not modify the WINDOWS or WINDOWS\SYSTEM directory on the server's hard disk, unless Setup runs from a workstation that is using a shared version of Windows. From a workstation that is not using a shared version of Windows, Setup copies all files that are installed in the WINDOWS and WINDOWS\SYSTEM directories during a Complete setup to the WINWORD\SYSTEM directory on the server; from a workstation that is using a shared version of Windows, Setup updates the WINDOWS and WINDOWS\SYSTEM directories on the server as appropriate (note that you must have write access to the server's WINDOWS and WINDOWS\SYSTEM directories).

Setup copies the ADMIN.INF file to the WINWORD directory on the network server and renames the file WINWORD6.INF.

Also note that Setup does not create a SETUP directory within the program directory, as it does for a Complete installation. All the setup files are placed in the WINWORD program directory.

Setup stores a copy of all shared applications, converters, and graphics filters in the WINWORD\SHARED directory on the network server; this is the source for setting up local versions of these files on standalone workstations. In addition, Setup creates the following directory structure for shared components (or updates shared components if they already exist).

```
\MSAPPS
  \EQUATION
  \GRPHFLT
  \MSGGRAPH
  \MSINFO
  \PROOF
  \TEXTCONV
  \WORDART
```

Note that the shared components stored in the MSAPPS directory can be updated by subsequent application installations on the network server; files in the WINWORD\SHARED directory cannot.

For complete lists of the files copied by Setup into the directories described above, see the corresponding directories in [Files installed by Setup on a standalone workstation.](#)

## **Files installed by Workstation Setup on workstations with individual copies of Windows**

Workstation Setup for Word for Windows installs three types of files: system files, application files, and private initialization files. Note that Setup must have write access to the following directories on the target workstation to set them up as shown:

### **WINWORD**

*No files*

### **WINWORD\SETUP**

SETUP.STF

### **WINWORD\STARTUP**

*No files*

### **WINWORD\TEMPLATE**

*No files*

Like Complete Setup, Workstation Setup copies system files to the workstation's WINDOWS and WINDOWS\SYSTEM directories. For a complete listing of the files copied to these directories, see [Files installed by Setup on a standalone workstation.](#)

If the network server does not specify that Workstation Setup should install "local" or "shared" versions of the tools in the server's MSAPPS subdirectories, Setup prompts the user to specify Local or Shared. If the user selects Local, Setup installs the MSAPPS files on the user's hard disk as in a standalone workstation installation. If the user selects Shared, the files are not copied to the user's hard disk.

## **Files installed by Workstation Setup on workstations that run Windows from the network**

When Setup installs Word for Windows on a workstation that uses a shared copy of Windows, it does not update the system files or the application files. Setup does, however, require write access to the following directories on the target workstation to set them up as shown:

### **WINWORD**

*No files*

### **WINWORD\SETUP**

SETUP.STF

### **WINWORD\STARTUP**

*No files*

### **WINWORD\TEMPLATE**

*No files*

Before performing workstation installations, the administrator must have write access to the server's system directories, and install Word on the server first. This allows Setup to update all system components properly. System components include DLLs (such as SDM.DLL and MAPIVIM.DLL) and common components (such as Equation Editor and Microsoft Graph).

Ensuring that system components are updated on the network prevents Setup from attempting to install system components during subsequent workstation installations (when Setup may not have write access to do so).

## **Graphics Filters**

[Overview](#)

[Installing Graphics Filters](#)

[Information on Specific Filters](#)

[Windows and Graphics Limitations](#)

[Troubleshooting](#)

## Overview of Graphics Filters

This section provides information about limitations and options when importing graphics saved in the following graphic file formats into Microsoft Word for Windows documents.

[CompuServe GIF \(.GIF\)](#)

[Computer Graphics Metafile \(.CGM\)](#)

[Encapsulated PostScript \(.EPS\)](#)

[Macintosh PICT \(.PCT\)](#)

[Micrografx Designer/Draw \(.DRW\)](#)

[PC Paintbrush \(.PCX\)](#)

[Tagged Image File Format \(.TIF\)](#)

[Windows Bitmaps and Metafiles \(.BMP, .WMF\)](#)

[WordPerfect Graphics \(.WPG\)](#)

[WordPerfect Graphics Export \(.WPG\)](#)

All graphic import filters have been written to the Aldus Graphic Filter Specification version 1.0 and are intended to run under Windows version 3.0 or later.

To enhance display and scrolling speed, a Windows metafile representation of each imported picture becomes a part of your document. The size of your file increases considerably with the inclusion of these metafile representations. You can choose not to include these metafiles by selecting the Link To File option and clearing the Save Picture in Document option in the Picture dialog box (Insert menu).

You should not run converters while multitasking.

### Additional Converters

Additional graphics filters for the following file formats are also available from Microsoft:

- AutoCAD DXF (.DXF)
- AutoCAD plotter files (ADI)
- Corel Draw 3.0 (CDR)
- HP Graphics Language (HPGL)
- Kodak Photo CD (.PCD)
- Lotus 1-2-3 graphics files (PIC)
- Truevision Targa (TGA)

To obtain the Supplemental File Conversion disks (one 5.25-inch [1.2 MB] and one 3.5-inch disk [1.44 MB]) free of charge, see the "Microsoft Word for Windows Supplemental Offers" coupon included in your Word for Windows package. If you cannot locate this coupon, please call the Microsoft Sales Information Center at (800) 426-9400. Deaf or hard-of-hearing customers can call Microsoft Text Telephone (TT/TDD) services at (800) 892-5234.

These converters are also available for downloading from the Microsoft Download Service or from the MSWord Forum Files Library on CompuServe. For more information on accessing these services, see [Using the Microsoft Download Service](#) and [Using Microsoft Forums on CompuServe](#).

## Installing Graphics Filters

You should use the Word Setup program to install these graphics filters. If you want to add filters after installing Word, start Setup and select the Complete/Custom Installation option. Then select the check box for Converters, Filters, and Data Access. Choose the Change Option button and select the Graphics Filters check box. (Do not clear check boxes corresponding to components you have already installed, or the Setup program will uninstall them.)

If you do not install the filters using the Setup program, you must copy and decompress the filters manually. For more information, see Chapter 1, "Installing and Starting Word" in *Microsoft Word Quick Results*.

In addition, note that each filter must be listed in the Windows WIN.INI file. You can add listings using the Advanced Settings dialog box or by adding the listings directly to the WIN.INI file.

### To use the Advanced Settings dialog box to add graphics filter entries to WIN.INI

1. From the Tools menu, choose Macro.
2. In the Macros Available In box, select Word Commands.
3. Select ToolsAdvancedSettings from the list of commands.
3. Choose the Run button.
4. In the Categories list in the Advanced Settings dialog box, type or select MS Graphic Import Filters (WIN.INI) or MS Graphic Export Filters (WIN.INI).
5. In the Option box, type the name of the filter you want to add.
6. In the Setting box, type the path and filename of the filter.
7. Choose the Set button.

If you want to work with the WIN.INI file directly, use the syntax in the following list for the filter you want to install. If necessary, replace the path "C:\WINDOWS\MSAPPS\GRPHFLT" with the appropriate path to the filter.

[MS Graphic Import Filters]

DrawPerfect(.WPG)=C:\WINDOWS\MSAPPS\GRPHFLT\WPGIMP.FLT,WPG

Micrografx Designer/Draw(.DRW)=C:\WINDOWS\MSAPPS\GRPHFLT\DRWIMP.FLT,DRW

CompuServe GIF(.GIF)=C:\WINDOWS\MSAPPS\GRPHFLT\GIFIMP.FLT,GIF

Macintosh PICT Filter(.PCT)=C:\WINDOWS\MSAPPS\GRPHFLT\PICTIMP.FLT,PCT

Computer Graphics Metafile(.CGM)=C:\WINDOWS\MSAPPS\GRPHFLT\CGMIMP.FLT,CGM

Encapsulated PostScript(.EPS)=C:\WINDOWS\MSAPPS\GRPHFLT\EPSIMP.FLT,EPS

Tagged Image Format(.TIF)=C:\WINDOWS\MSAPPS\GRPHFLT\TIFFIMP.FLT,TIF

PC Paintbrush(.PCX)=C:\WINDOWS\MSAPPS\GRPHFLT\PCXIMP.FLT,PCX

[MS Graphic Export Filters]

DrawPerfect(.WPG)=C:\WINDOWS\MSAPPS\GRPHFLT\WPGEXP.FLT,WPG

### BitmapMemory

Under the [Microsoft Word] section of the WINWORD6.INI file, you can add the entry BitmapMemory= $x$ , where  $x$  is the size of the bitmap cache in kilobytes. Word uses a default size of 1024K. Increasing this number increases the size of the bitmap cache Word uses for speeding picture redraw. You should not specify a number greater than the amount of available free RAM. Setting this number to 0 (zero) may solve problems with certain video drivers, but will considerably slow picture redraw.

## Troubleshooting

If a filter cannot convert a graphic that you want to insert, you may see a message saying that the file is empty or does not contain a graphic, or that the graphics filter could not convert the file. Check the following list of procedures and considerations for suggestions about how to correct the problem:

- If you have trouble importing a graphic into Word, it may not have been saved properly by the application in which you created it. Try reloading the graphic into the original application. If the image does not appear as it did when originally created, or if the application cannot read the file, try exporting the file in a different format.
- Is the appropriate graphics filter properly installed and correctly listed in the [MS Graphic Import Filters] section of WIN.INI?
- How much memory is available on your system? Word requires at least as much memory as the size of the uncompressed graphic image.
- How much TEMP disk space is available? Whenever a graphic is imported into a Word document, the document file size permanently increases by approximately the size of the original graphic file. If there is not at least this much space available and enough room for Windows to maintain its temporary swap files, you cannot import the graphic image.
- If the source is a Windows application, try copying the picture to the Clipboard and then pasting the picture directly into Word.
- If the file format of the graphic is a version not supported by one of the import filters, try opening the graphic in the original application and saving it in another format.

## Windows and Graphics Limitations

If a graphic that you import is not converted properly, the problem may be due to differences between the original graphic format and the way Windows handles graphics.

### Text in Windows Object- or Vector-oriented Pictures

Limitations in graphic primitives in Windows pictures prevent display and printing of the following:

- Mirrored or backward text
- Rotated or vertical text (unless scalable or vector fonts are used)
- Double underline and outline

### Scaling

Windows may not scale an image as expected. For example, if a bitmap is reduced or viewed at less than 100 percent size, display information may be lost. This can result in missing thin lines, odd patterns, or grid lines. Pieces may appear to be missing. These are artifacts of scaling a bitmap for display on your monitor and usually are not present in the higher-resolution printout.

If the image is a object- or vector-oriented picture, text can only be scaled by its point size. Stretching a character to make it disproportionately tall or disproportionately wide may result in poor text layout.

### Color

Word now uses a fixed 256-color palette if your system is capable of displaying more than 16 colors. Depending on the type of image, it will either be mapped to the palette, or dithered using the 16 Windows colors. By doing this, Word achieves a more accurate on-screen display while still providing excellent redraw speed. If you have a printer and a printer driver that support more than the standard 16 Windows colors, the colors in the picture are rendered as appropriately as possible using information contained within the graphic. A 300 dpi laser printer may simulate 256 colors by dithering.

The following filters use the color information in the file as indicated:

BMP, CGM, DRW,	Use color palette in file
EPS, GIF, PCX, PICT,	
TIFF, WMF, WPG	

## **Information on Specific Filters**

This topic contains information on importing the following graphic file formats into Microsoft Word for Windows documents.

CompuServe GIF (.GIF)

Computer Graphics Metafile (.CGM)

Encapsulated PostScript (.EPS)

Macintosh PICT (.PCT)

Micrografx Designer/Draw (.DRW)

PC Paintbrush (.PCX)

Tagged Image File Format (.TIF)

Windows Bitmaps and Metafiles (.BMP, .WMF)

WordPerfect Graphics (.WPG)

WordPerfect Graphics Export (.WPG)

## **Tagged Image File Format (.TIF)**

The TIFF 5.0 filter supports all image types and compressions described in the TIFF Specification Revision 5.0. These types include monochrome, grayscale, palette color, and RGB full color images. This filter does not support TIFF Revision 6.0.

## **CompuServe GIF (.GIF)**

The CompuServe GIF filter supports versions GIF87a and GIF89a.

## **Macintosh PICT (.PCT)**

This filter supports both PICT and PICT2 formats

## **Encapsulated PostScript (.EPS)**

This EPS graphics filter EPSIMP.FLT supports the Adobe Systems Encapsulated PostScript Specification versions 1.0 and 2.0.

An EPS file is a standard PostScript language file with an optional bitmap screen preview included in the format. An EPS file is generally included in other documents, such as Word files, as an illustration. The Word for Windows 6.0 EPS filter supports EPS images with Tagged Image File Format (TIFF) 5.0 or Windows Metafile (WMF) embedded display images.

If an EPS file contains an embedded TIFF or WMF display image, a representation of the image is displayed in Word for Windows. The quality of the display image depends on the resolution of the TIFF or WMF image embedded in the EPS file. Because such display images are intended primarily for positioning aid in page composition, resolution is often low.

If an embedded TIFF or WMF display image is not included, or if the image is considered invalid by the converter, a graphics bounding box appears instead of a display image.

### **Printing Documents Containing EPS Graphics**

When printing to a PostScript printer, regardless of whether a TIFF or WMF display image is embedded in the EPS file, the PostScript commands from the PostScript section of the file are sent to the printer. The on-screen resolution of the display image has no effect on the printing quality of the file.

When printing to a non-PostScript printer, if a TIFF or WMF display image is embedded in the EPS file, the TIFF or WMF image is printed. As indicated above, such images are normally of low resolution (for example, 128 x 128 bits). When a document containing an embedded EPS image is sent to a non-PostScript printer, the resolution of the printed image is relatively low.

If a document contains an EPS file without an embedded TIFF or WMF display image, or if the image is considered invalid by the converter, only the bounding box is printed on a non-PostScript printer.

Word for Windows version 1.x supplied macros to import EPS image files, but these macros limited the sizing and positioning of imported pictures. If you installed the EPS macros on your templates, you must remove them to use the new EPS graphics filter, EPSIMP.FLT, with documents attached to those templates. You can remove the old EPS macros by deleting the macros called InsertPicture and FilePrint.

### **Requirements for EPS**

The first line in the EPS header (the first line in the EPS file) must be the version comment: "%!PS-Adobe-2.0 EPSF-2.0" (you can substitute "1.0" for "2.0" in the header). This line indicates that the PostScript language file conforms to the Adobe standard.

The following comment must also be present in the EPS header: "%BoundingBox: LLx LLy URx URy". The LL variables represent the border lengths of an EPS graphic.

Some applications can generate printer-specific EPS files by intercepting PostScript output to a file. Unfortunately, not all applications strictly follow the standard format as set forth by Adobe. Consequently, a PostScript print file generated by a printer driver for one PostScript printer may not be printed correctly on another PostScript device.

The Word for Windows EPS graphics filter is not designed to reinterpret an EPS file's PostScript code to overcome nonstandard contents. If an EPS file does not follow the Adobe specification, Word can display a bounding box for the image on screen, and when asked to print, send the original PostScript code to the current PostScript printer.

For more information on the Encapsulated PostScript Specification, contact the PostScript Developer Support Group at:

Adobe Systems Incorporated  
1585 Charleston Road PO Box 7900  
Mountain View, CA 94039-7900  
(415) 961-4111

## **PC Paintbrush (.PCX)**

The PCX graphics filter PCXIMP.FLT supports all versions of the PCX file format through ZSoft's version 3.0, with support for 256-color images. This is the common interchange format used by Microsoft Windows Paintbrush.

### **The Size of PCX Pictures May Change When Imported into Word**

The creating application may include additional white space above, below, and/or to the left or right of the image when exporting the picture. You can crop the picture in Word to get the effect you want.

When the creating application exports a PCX file as a virtual bitmap, the resolution option selected during export may cause a change in picture size when the image is imported into a Word for Windows document. You can scale the image in Word to the size you want.

### **Note**

The filter supports PCX graphics generated by the capture utility included with Word for MS-DOS.

## WordPerfect Graphics (.WPG)

The WPG import filter is also used by the WordPerfect document converter to convert graphics embedded in a WordPerfect document.

The filter uses the size of the picture frame stored in the WPG file to determine the size of the picture to import. The picture-frame size of WPG graphics created by DrawPerfect is the size of the screen.

### Options

#### Retain Background

WPG images often contain a background color that may impair the fidelity of the image when imported into Word. By default, the filter will remove this background color to improve clarity. This behavior can be changed by editing the MSTXTCNV.INI file located in your Windows directory. The [WPGImport] section of this file includes a RetainBackground setting. By assigning a value of 1 to this setting, all background color will be retained upon import. Word provides the EditConversionOptions macro to facilitate editing MSTXTCNV.INI. For information on using this macro, see [To modify conversion options](#).

#### Display Progress Meter

When importing WordPerfect documents containing graphics, the default behavior is to not display the progress meter for each graphic. This behavior can be changed by editing a setting in MSTXTCNV.INI. Word provides the EditConversionOptions macro to facilitate editing MSTXTCNV.INI. For information on using this macro, see [To modify conversion options](#).

### Limitations

- EPS images in WPG format do not maintain PostScript code when inserted into Word.
- For bitmap rotation, only 90-degree increments are supported.
- WPG files with large embedded bitmaps may have problems displaying when using the Mach series video drivers from ATI. If you suspect that this may be happening, try changing your video driver to the 8514/a drivers supplied with Windows. You can do this by running Windows Setup.

## **WordPerfect Graphics Export (.WPG)**

When you convert a Word for Windows document to WordPerfect format, this export filter converts Windows Metafiles to the WordPerfect Graphic format used by WordPerfect Corporation products . When you want to convert a Word document containing graphics to WordPerfect format, the WordPerfect text converter runs this filter for each graphic in the Word document and embeds each converted graphic in the WordPerfect document.

### **Options**

#### **Display Progress Meter**

When exporting Word documents containing graphics, the default behavior is to not display the progress meter for each graphic. This behavior can also be changed by editing a setting in MSTXTCNV.INI. Word provides the EditConversionOptions macro to facilitate editing MSTXTCNV.INI. For information on using this macro, see [To modify conversion options.](#)

#### **Limitations:**

EPS pictures are converted by dropping the PostScript code and converting the screen representation.

## **Windows Bitmaps and Metafiles (.BMP, .WMF)**

Word for Windows supports Windows bitmap (BMP) files and Windows metafiles directly, without a separate graphic filter. WMF files must be in the Aldus Placeable Metafile format (which contains a header with org and ext information).

Aldus and Micrografx have created an extended version of the Windows Metafile Format called the "Placeable Metafile Format." In this extended format, 22 bytes of information have been added to the standard metafile header. This information allows the metafile to specify how the metafile is to be placed and sized.

The WMF filter rejects files that do not have the correct key, checksum, bounding rectangle and/or enough data in the file.

## **Micrografx Designer/Draw (.DRW)**

This graphics filter supports Micrografx Designer version 3.x , Charisma 2.1, and Draw DRW files. By default, the DRW filter imports only the entire first page of a file as it would appear in Micrografx Designer, because DRW files don't contain information on the size of the image. Once the image is imported, the bounding box may be cropped to make it tightly fit the size of the image.

### **Limitations**

- Text arrays are not supported.
- Some Micrografx Designer 3.x fonts are not supported with this version of the DRW filter.
- Clip paths, which require clipping regions, aren't supported in GDI metafiles.
- Tiled paths, which permit object-oriented fills to be put behind clip paths, aren't supported.

## **Computer Graphics Metafile (.CGM)**

The Word for Windows 6.0 Computer Graphics Metafile (CGM) import filter, CGMIMP.FLT, can import CGM graphic files that conform to version 1 of the CGM specification. This filter is not certified CALS-compliant, but it supports most CALS elements.

### **Supported CGM Elements**

The following CGM Graphical Primitive and Attribute Elements are supported:

- Line type: standard ANSI set.
- Marker type: standard ANSI set.
- Edge type: standard ANSI set.
- Line elements: polyline, disjoint polyline, circular arc 3 point, circular arc center, and elliptical arc. Pens with a physical width greater than one pixel will always have a solid style. A nonsolid-style pen always has a width of 1 pixel.
- Fill elements: polygon, polygon set, rectangle, circle, circular arc 3, point close, circular arc center close, elliptical arc close, and ellipse.
- Interior style: solid, pattern, hatch, and empty.
- Text elements: text, restricted text, and append text. Attribute changes within a text string are not recognized.
- Polygon set.

### **Limitations**

The following CGM Graphical Primitive and Attribute Elements are not supported:

- Cell array.
- Character spacing.
- Character orientation.
- Character set index (only one character set is used).
- Interior style (only hollow and solid are supported).
- Pattern table.
- Pattern size.
- Gradients and bitmap fill patterns.
- Strikethrough and underline attributes are not maintained when imported. CGM doesn't support these text styles, and this information is lost unless the source application simulates the styles by drawing lines.

## **Printers and Printing**

Following are some common printing questions. Each question is followed by the word ANSWER. To see the answer to the question, click ANSWER.

1. When I try to print, nothing happens. What should I do? [ANSWER](#)
2. Why don't borders and graphics appear in my printed document? [ANSWER](#)
3. Why don't table gridlines appear in my printed document? [ANSWER](#)
4. Is there a quick way to cancel printing a document? [ANSWER](#)
5. Why do the addresses on my envelopes print in the wrong position? [ANSWER](#)
6. How do I change the formatting of envelopes I print in Word? [ANSWER](#)
7. How can I increase Word's printing speed? [ANSWER](#)
8. I am using a Hewlett-Packard LaserJet IIP with Word and my envelope does not print or it prints incorrectly. What can I do? [ANSWER](#)
9. How do I get my document to print from a different tray on my printer? [ANSWER](#)

**Q: When I try to print, nothing happens. What should I do?**

**A:** A printer may fail to print for a wide variety of reasons. Here are some troubleshooting steps to follow:

- Make sure that your printer is turned on and that it is online. (There may be a button or switch marked "Online.")
- Check both ends of the cable between your computer and printer to verify that the connections are tight.
- Verify that the page range you have selected in the Print dialog box (File menu) corresponds to the pages you want to print.
- Make sure that the selected printer matches the printer you are using. Choose Print from the File menu and check the active printer.
- Check the status of your print job in the Print Manager (Windows). If the print job is stalled, you may be able to restart it by choosing the Resume Printing Document command from the Document menu.
- Try printing another document. If that document prints, the problem may be related to your original document. Copy and paste the contents of your original document into another document and try printing again.
- If you are printing over a network, make sure your network connection is intact. Check with your network administrator for assistance.
- If you still can't print, try to print a file from Write (Windows). If you cannot print with Write, the problem is probably affecting all your Windows-based applications. See [Calling Microsoft Support Services in the United States](#) or [Getting Product Support Worldwide](#).

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**See also**

[Printers and Printing](#)

**Q: Why don't borders and graphics appear in my printed document?**

**A:** This problem can occur for the following reasons:

- You have selected the Draft Output option, which prints a document without formatting or graphics. To print the borders and graphics in the document, choose Options from the Tools menu and then select the Print tab. Under Printing Options, clear the Draft Output check box.
- Make sure that the Drawing Objects option, which prints graphics, is turned on. From the Tools menu, choose Options, and then select the Print tab. Under Include With Document, select the Drawing Objects check box.
- Word or Windows may be low on memory. See [Freeing up memory](#).

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**See also**

[Printers and Printing](#)

**Q: Why don't table gridlines appear in my printed document?**

**A:** Table gridlines appear only on the screen. To print vertical and horizontal lines between cells, you must apply borders to the table.

The easiest way to apply borders is to use the Table AutoFormat command on the Table menu, which automatically applies predefined borders and shading to a table. See [Adding borders and shading to a table](#).

You can also use the Borders toolbar or the Borders And Shading command on the Format menu to create custom borders and shading. For more information, see [Borders And Shading command](#).

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**See also**

[Printers and Printing](#)

**Q: Is there a quick way to cancel printing a document?**

**A:** Word will stop printing a document if you do one of the following:

- If background printing is off, press ESC.
- If background printing is on, double-click the printer icon on the status bar, or choose Print from the File menu, and then choose the Stop Print button.

 Printer icon

Background printing allows you to continue working in Word while you print a document. Background printing uses memory; to speed up printing, clear the Background Printing check box, an option on the Print tab in the Options dialog box (Tools menu).

**Note**

If you are printing a short document, the printer icon may not appear on the status bar long enough to click it to cancel printing.

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**See also**

[Printers and Printing](#)

**Q: Why do the addresses on my envelopes print in the wrong position?**

**A:** An envelope address may not print in the correct location for the following reasons:

- You may have selected the wrong printer bin or set other envelope printing options incorrectly.
- You may need to adjust the location where Word prints the address on the envelope. You can adjust the location of the address in page layout view or print preview.

For information about setting envelope printing options and adjusting the location of the address for a single envelope, see [Creating and printing an envelope](#). If you are printing multiple envelopes during a mail-merge operation, see [Setting up and printing envelopes by using Mail Merge](#).

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**See also**

[Printers and Printing](#)

**Q: How do I change the formatting of envelopes I print in Word?**

**A:** Use the following steps to set the positioning and character formatting of envelope addresses and return addresses:

1. From the Tools menu, choose Envelopes And Labels.
2. Select the Envelopes tab and then choose the Options button.
3. In the Envelope Options dialog box, select the Envelope Options tab.
4. Modify the character formatting and positioning settings for the delivery and return addresses and then choose OK.

If you want to change the default character formatting settings, choose the Default button in the Envelope Return Address and Envelope Address dialog boxes.

5. Print your envelope or add it to your document.

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**See also**

[Printers and Printing](#)

**Q: How can I increase Word's printing speed?**

**A:** Here are six things you can do to increase printing speed in Word:

- Use a font stored your printer instead of a downloadable font.
- Make sure there is a SET TEMP statement in your AUTOEXEC.BAT file and that it points to a valid directory.
- Make sure there are at least 2 megabytes of free space on your hard disk.
- In the Print Manager (Windows), choose Background Printing from the Options menu. Under Printing Priority, select the High option.
- Free up memory. See [Freeing up memory](#).
- Clear the Background Printing check box on the Printing tab in the Options dialog box (Tools). When this option is not selected, documents print faster, but you have to wait until Word finishes printing before you can continue working.

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**See also**

[Printers and Printing](#)

**Q: I am using a Hewlett-Packard LaserJet IIP with Word and my envelope does not print or prints incorrectly. What can I do?**

**A:** If you are running Windows version 3.1, make sure that the printer selected in the Print Setup dialog box is the LaserJet IIP, rather than the LaserJet Series II. If the LaserJet Series II is selected, the envelope address will print in the wrong position.

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**See also**

[Printers and Printing](#)

**Q: How do I get my document to print from a different tray on my printer?**

**A:** Use the following steps to switch to a different paper tray:

1. From the File menu, choose Page Setup.
2. Select the Paper Source tab.
3. In the First Page and Other Pages lists, select the printer bins you want to use, and then choose OK.

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**See also**

[Printers and Printing](#)

## **File Conversion Limitations and Options**

[Overview](#)

[Conversion Limitations](#)

[Modifying Conversion Options](#)

[Substituting Fonts When Converting Documents](#)

## Overview of File Conversion Limitations and Options

### Conversions Limitations

It is not always possible to convert everything in a document, often because a feature is unavailable or implemented very differently in Word or in the other application. This topic explains the limitations when converting files to and from various file formats. See [Conversion Limitations](#).

For more information on opening files in other file formats, see [Converting File Formats](#) in the Word Help file. To convert several files at once with a batch macro, see CONVERT.DOT in [Supplied Macros](#). For more information on improving compatibility of documents converted from other word processors to Word, see [Compatibility Options](#) in the Word Help file.

### Modifying Conversion Options

By modifying conversion options, you can change how some converters deal with certain document elements that you may want to be converted in different ways, depending on the particular documents being converted. This topic discusses how to run the EditConversionOptions macro to modify conversion options. For information on running this macro, see [Modifying Conversion Options](#).

### Font Substitution

When you convert documents to and from other file formats, you may find that, due to differences in printer drivers and installed fonts, the fonts in the original document are not available to the application that is used with the converted document. This topic explains how to specify which fonts to substitute when converting documents between Word and other applications. For information on substituting fonts, see [Substituting Fonts When Converting Documents](#).

### Additional Converters

Converters to convert the following file formats are also available from Microsoft:

- MultiMate 3.3, MultiMate Advantage, MultiMate Advantage II, and MultiMate 4.0
- DisplayWrite versions 4v1, 4v2, and 5.0 (import only)
- Lotus 1-2-3 version 2.x and 3.x
- Microsoft Publisher version 2.0
- Microsoft Word for Windows 1.x (required for export only)
- Microsoft Works for MS-DOS
- Microsoft Word for MS-DOS Glossary Conversion
- Microsoft Works for Windows
- Microsoft Multiplan versions 3.x and 4.2
- WordStar versions 3.3, 3.45, 4.0, 5.0, 5.5, 6.0, and 7.0
- WordPerfect versions 4.1 and 4.2

For information on converting to and from these formats, see SCNVINFO.DOC, on the Supplemental Conversions Disks. For information on supplemental graphics filters, see [Overview of Graphics Filters](#).

To obtain the Supplemental File Conversion disks (one 5.25-inch [1.2 MB] and one 3.5-inch disk [1.44 MB]) free of charge, see the "Microsoft Word for Windows Supplemental Offers" coupon included in your Word for Windows package. If you cannot locate this coupon, please call the Microsoft Sales Information Center at (800) 426-9400. Deaf or hard-of-hearing customers can call Microsoft Text Telephone (TT/TDD) services at (800) 892-5234.

These converters are also available for downloading from the Microsoft Download Service or from the MSWord Forum Files Library on CompuServe. For more information on accessing these services, see [Using the Microsoft Download Service](#) and [Using Microsoft Forums on CompuServe](#).

## **Conversion Limitations**

Conversion limitations are listed in table format. The features are organized by type of formatting: character, paragraph, column, page, table, or document. The tables list only features that are not converted, are not supported in one product or the other, or that require some comment. "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.

[Converting From Microsoft 6.0 to Microsoft Word for Windows 2.0](#)

[Converting Between Microsoft Word 6.0 and Microsoft Word for the Apple Macintosh Versions 4.0 and 5.x](#)

[Converting Between Microsoft Word 6.0 and Microsoft Word for MS-DOS](#)

[Converting Between Microsoft Word 6.0 and WordPerfect 5.0, 5.1, and 5.2](#)

[Converting Between Microsoft Word 6.0 and Microsoft Write for Windows](#)

[Converting from Microsoft Excel to Microsoft Word 6.0](#)

[Converting Between Microsoft Word 6.0 and RFT-DCA](#)

[Converting Between Microsoft Word 6.0 and Text with Layout](#)

## Converting From Microsoft Word for Windows 6.0 to Microsoft Word for Windows 2.0

Word 6.0 reads all previous formats of Word for Windows directly. This section discusses problems or limitations that may arise when converting Word 6.0 documents into Word 2.0 format, either by saving as Word for Windows 2.0 format or by reading the Word for Windows 6.0 document into Word 2.0.

<u>Feature</u>	<u>Word 6.0 to Word 2.0</u>	<u>Comments</u>
<b>Character Formatting</b>		
Superscript/Subscript	N/S	This property is emulated with raised/lowered.
Expand/Condense	Yes	Word 6.0 supports finer control over this. The value is rounded to the closest value Word 2.0 supports.
Underline	Yes	Dotted-underline formatting is not supported in Word 2.0
Kerning	N/S	
<b>Paragraph Formatting</b>		
Borders, shading	See comment	Word 6.0 has more borders and shading options than Word 2.0. Word 6.0 borders are mapped to the closest approximation in Word 2.0.
<b>Other Features</b>		
Cell borders, shading	See comment	Word 6.0 has more borders and shading options than Word 2.0. Word 6.0 borders are mapped to the closest approximation in Word 2.0.
Fields	See comment	Word 6.0 has additional fields and field switches. These are preserved in conversion along with the current results. If these fields are updated, the results may be lost. Reopening the file in Word 6.0 and updating the fields will restore the result.
Drawing Layer	No	All drawn objects are lost.
Form Fields	See comment	Results of text fields are displayed. Other form fields and bar code fields have no result to display.
Styles	See comment	Word 2.0 allows only 223 user-defined styles. Style numbers greater than that and style references to them are not retained, although the formatting is.
Endnotes	Yes	All footnotes and endnotes are retained, but they are merged into one continuous stream.
Bullets/Numbering	Yes	Automatic bullets and numbers are converted to plain text.
Character Styles	No	Style definitions are lost, although formatting is retained.

Bar Tabs	No	
Mail Merge	See comment	When opening Word 6.0 documents in Word 2.0, mail merge documents (main documents, header sources, and data sources) lose their association with each other. This association can be restored by running Print Merge again.
Master Documents	No	Master documents lose the contents and association with the subdocuments. Subdocuments are automatically converted into separate files if you save as Word 2.0. Reading in Word 6.0 files will only convert the master document.
Revision marks	see comments	Multiple author/color revision marks convert to single color.
Variable-width Columns	N/S	Variable-width columns are mapped to equal-width columns.
Bookmarks & References	See comment	Word 6.0 allows greater flexibility in naming bookmarks. These are converted as closely as possible along with the corresponding references.
Page Numbering	See comment	Word 6.0 has more page numbering options than Word 2.0. These are mapped to the closest alternative in Word 2.0

## **Converting Between Microsoft Word for Windows 6.0 and Microsoft Write for Windows**

After converting a Write document to Word 6.0 and back, it may appear that objects were lost in the conversion. If this happens, simply repaginate the final document within Write, and the objects should reappear.

## Converting Between Microsoft Word 6.0 and Microsoft Word for the Apple Macintosh Versions 4.0 and 5.x

To ensure specific translation of fonts, font-mapping is recommended. See [Substituting Fonts When Converting Documents](#). Also included in that topic are special font-mapping instructions for Microsoft Word for the Apple Macintosh, version 4.0.

<u>Feature</u>	<u>Word 6.0 to Word for the Macintosh</u>	<u>Word for the Macintosh to Word 6.0</u>	<u>Comments</u>
<b>Character Formatting</b>			
Outline	N/S	See comment	Converted to normal text in Word 6.0.
Shadow	N/S	See comment	Converted to normal text in Word 6.0.
Superscript/Subscript	See comment	Yes	Word 6.0 superscript/subscript is different from previous versions of Word. This property is emulated using raised/lowered character formatting.
Kerning	No	N/S	
Expand/Condense	See comment	Yes	Word 6.0 supports finer control of this property. This value is rounded to the closest value that Word for the Macintosh supports.
<b>Paragraph Formatting</b>			
Borders/Shading	See comment	Yes	Word 6.0 has more options for borders and shading than Word for the Macintosh, including color. These are mapped to the closest Word for the Macintosh value available.
<b>Columns</b>			
Columns	Yes	Yes	Line Between not converted.
Variable-width Columns	See comment	N/S	Variable-width columns are mapped to equal-width columns in Word for the Macintosh.
<b>Page Formatting</b>			
Page formatting for Word for the Macintosh documents is stored in the Macintosh print record. On export, the converter is unable to create a print record.			
Page orientation	No	Yes	
Page size	No	Yes	
Paper source	No	Yes	
<b>Section Formatting</b>			
Line numbering (Start At #)	No	N/S	
Vertical alignment (top, centered, justified)	No	N/S	

## Other Features

Annotations	See comment	Yes	Annotations are retained when converting to Word for the Macintosh version 5.1; otherwise, annotations are converted to footnotes.
Fields (FILENAME)	No	N/S	
Graphics	See comment	Yes	<p>When converting from Word 6.0 to Word for the Macintosh version 5.x, graphics are retained, provided the conversion is performed from within Word for the Macintosh.</p> <p>When converting to Word for the Macintosh version 4, an empty graphics frame is created in the Word for the Macintosh document.</p>
Language	No	N/S	
Revision marks	No	N/S	Character formatting indicating revised text is retained.
Subdocuments (INCLUDE field)	See comment	N/S	If the RetainInclude flag is set to Yes in the [MacWordConv] section of MSTXTCNV.INI, then the include field will be converted; however, any path information in the field will be lost. Otherwise the latest result is inserted in the Word for the Macintosh document and the INCLUDE field is lost.
Master Documents	No	N/S	Master documents lose the contents of the subdocuments and the references, but all the subdocuments are converted at the same time as the master document into separate documents.
Cross-references and bookmarks	No	N/S	
Object linking and embedding	Yes	Yes	OLE objects may be edited after conversion, providing the OLE server is available on the target platform.
Drawing layer	No	N/S	
Cell borders/shading	See comment	Yes	Word 6.0 has more options for borders and shading than Word for the Macintosh, including color. These are mapped to the closest Word for the Macintosh value available.
Fields (Form and bar code fields)	See comment	N/S	Results of text form fields are retained. Other fields have no result that can be displayed.
Styles	See comment	See comment	Word for the Macintosh allows only 255 defined styles. Style definitions

Character Styles	No	N/S		numbered greater than that are omitted, along with any references to them. All formatting is preserved, however.
				Character style definitions are lost. All formatting is retained.
Bullets/Numbering	See comment	N/S	Automatic bullets/numbers are converted to plain text.	Endnotes See comment
				N/S All footnotes and endnotes are retained, but they are merged into one continuous stream.
Page Numbering	See comment	Yes		Word 6.0 has more page numbering options than Word for the Macintosh. These are mapped to the closest alternative.
Extended Characters	See comment	See comment		Some ANSI extended characters have no Macintosh character set equivalent, and vice versa. If the equivalent character is not available, it is replaced by the underscore ( _ ) character. Equivalent characters available in fonts such as Symbol or Wingdings can be used to replace lost characters following conversion.  Characters available in the unique symbol sets of Microsoft TrueType fonts are retained, provided that the same font is available on both platforms.

### Options for the Word for the Macintosh Converter

These options are stored in the [MacWordConv] section of the MSTXTCNV.INI file located in your Windows directory. Word provides the Edit Conversion Options macro to facilitate editing MSTXTCNV.INI. For information on using this macro, see [To modify conversion options](#).

<u>Option</u>	<u>Setting</u>	<u>Comment</u>
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 the Macintosh version 4.0 files are used.
	No	Dialog boxes for user-defined font-mapping files for Word for the Macintosh version 4.0 files are not used.
RetainInclude=	Yes/blank	Converts INCLUDE fields as well as their results.

No

Converts INCLUDE field results only.

## Converting Between Microsoft Word 6.0 and Microsoft Word for MS-DOS

Following this table are information and procedures on converting styles and graphics between the products.

<u>Feature</u>	<u>Word 6.0 to Word for MS-DOS</u>	<u>Word for MS-DOS to Word 6.0</u>	<u>Comments</u>
<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 6.0 word and dotted underlining become single underlining in Word for MS-DOS.
Spacing (condensed, expanded)	No	N/S	Word 6.0 condensed and expanded characters become normal characters in Word for MS-DOS.
Subscript/superscript	Yes	Yes	Word for MS-DOS superscript and subscript are automatically offset above or below the character baseline by 3 points. For more information, see <a href="#">Modifying Conversion Options</a>
<b>Columns</b>			
Line Between	No	N/S	Line Between formatting in Word for Windows is not converted to Word for MS-DOS.
Uneven columns	See comment	See comment	Word for MS-DOS only supports even-width columns so Word 6.0 uneven columns become even when converted to Word for MS-DOS.
<b>Document Formatting</b>			
Default tab stops	No	Yes	See the information on the MWINI switch in [Conversion Options] in the MSTXTCNV.INI File. You can change conversion options using the EditConversionOptions macro. For more information, see <a href="#">Modifying Conversion Options</a> .
Footnote position	See comment	Yes	Word for MS-DOS does not support footnotes beneath text; those are converted to end-of-page footnotes. Endnotes become footnotes in Word for MS-DOS.
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 in [Conversion Options] in the MSTXTCNV.INI File. You can change conversion options using the EditConversionOptions macro. For

more information, see [Modifying Conversion Options](#).

**Page Formatting**

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	

**Paragraph Formatting**

Page break before	Yes	N/S	Word 6.0 Page Break Before formatting is converted to manual page breaks in Word for MS-DOS.
Line spacing	Yes	Yes	For more information, see <a href="#">Modifying Conversion Options</a> .

**Section Formatting**

Line numbering (Start At #)	No	N/S	Word for MS-DOS line numbers always start at 1.
Vertical alignment (top, centered, justified)	Yes	No	
Page numbers	Yes	Yes	Word for MS-DOS page numbers are put in a header or footer in Word 6.0.

**Tables**

Tables	Yes	Yes	Word 6.0 tables become side-by-side paragraphs in Word for MS-DOS version 5.5 and earlier, and vice versa. Multiple conversions of the document may result in changes to the left and right indents.
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**Other Features**

Bookmarks	See comment	Yes	Word 6.0 bookmark names longer than 20 characters are not converted in Word for MS-DOS.
Fields (DATE, TIME, FILENAME)	Yes	Yes	Word 6.0 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 6.0 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 are not supported in Word for MS-DOS.
Graphics (scaling, cropping)	See comment	See comment	Links to graphics in Word 6.0 are converted to Word for MS-DOS if the graphic format is supported in Word for MS-DOS. For more information, see "Converting

Language	Yes	Yes	Graphics," later in this topic. Legal, medical, and user-defined dictionaries will convert to the default language.
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 6.0 word and dotted underlining become single underlining in Word for MS-DOS.
Spacing (condensed, expanded)	No	N/S	Word 6.0 condensed and expanded characters become normal characters 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.

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

In Word for MS-DOS, styles are stored in a style sheet file that is attached to the Word file. When you convert a document from Word for MS-DOS to Word for Windows format, the conversion filter looks for the style sheet file that was attached to the original document. If that style sheet file is found, paragraph and character styles used in the Word for MS-DOS document are stored in the Word for Windows document; the Word for MS-DOS Style ID becomes the Word for Windows style name. If the style sheet file is not found, the converter prompts you for the file's location. You can either specify the location or choose not to. If you choose not to specify the style sheet file location, all formatting applied with styles in the Word for MS-DOS document is converted to direct formatting.

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. If a style with the same name as the Word for MS-DOS style already exists in the active template in Word for Windows, the Word for MS-DOS style overrides the Windows style.

If you do not wish to be prompted for missing style sheet files, you can modify the functionality of the Word for MS-DOS converter so that this message is not displayed. For more information, see the discussion of the Word for MS-DOS StyleDialog option in the EditConversionOptions macro stored in the CONVERT.DOT template. The Word for Windows Setup program installs CONVERT.DOT in the MACROS subdirectory of the Word program directory. For more information, see [Modifying Conversion Options](#).

You can add the styles in the converted document to a Word for Windows template in the same way that you can add styles from a Word for Windows document and use the template to create other Word for Windows documents. For more information, see [Copying styles, AutoText entries, toolbars, or macros to the attached template from another 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**

Macros for converting Word for MS-DOS glossary files to Word for Windows 6.0 autotext entries are available on the Supplemental Conversions Kit. See SCNVINFO.DOC in the kit for more information.

### **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 INCLUDEPICTURE 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:

```
{includepicture 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 INCLUDEPICTURE 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 filename extension by default. (CAPTURE.COM also creates ASCII text files which have a .LST 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 [Importing Graphics](#) and [Overview of Graphics Filters](#).

## Converting Between Microsoft Word 6.0 and WordPerfect 5.0, 5.1, and 5.2

To ensure specific translation of fonts, font-mapping is recommended. See [Substituting Fonts When Converting Documents](#).

The WordPerfect 5.x converter shipped with Word for Windows 6.0 is designed to take advantage of features and conversion capabilities specifically available in Word for Windows 6.0. For best results converting to and from Word for Windows 6.0, use the WordPerfect 5.x converter shipped with Word for Windows 6.0.

### 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, paginate, and save the converted file in WordPerfect before converting back to Word.

<u>Feature</u>	<u>Word 6.0 to WordPerfect</u>	<u>WordPerfect to Word 6.0</u>	<u>Comments</u>
<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	See comment	See comment	WordPerfect strikeout becomes strikethrough formatting in Word; WordPerfect redlining becomes revision marking in Word. Word strikethrough formatting converts to strikeout in WordPerfect; Word revision marking converts to WordPerfect redlining.
Underlining	Yes	Yes	Underlining format is preserved, but the type of underlining may be changed.
Spacing (condensed, expanded)	No	N/S	
Kerning	Yes	Yes	
<b>Paragraph Formatting</b>			
Alignment	Yes	Yes	Centering codes may have to be individually repositioned in WordPerfect after conversion.
First-line indents	Yes	Yes	First-line indents are created with tabs in WordPerfect.
Page Break Before	Yes	N/S	Approximated with a page break in WordPerfect.
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	
[Center]/[Flsh Rgt] codes	N/S	See comment	From WordPerfect to Word, Center and Flush Right codes convert to center and right-aligned tab stops.

## Section Formatting

Headers/footers	Yes	Yes	Last header/footer/page number defined for a position is used; all others are lost.
Margins	Yes	Yes	Word margins are measured from the paper's edge to body text; WordPerfect margins are measured from the edge to the header. The conversion adjusts the margins as needed to preserve page layout. If problems are experienced with margins (for example, if they are set outside the printable range in Word), choose Page Setup from the File menu, select the Margins tab and click OK. If margins need to be adjusted, Word will ask to fix them.
Line numbering	Yes	Yes	From Text is not converted.
Page numbering (Start At)	No	No	
Vertical alignment	See comment	No	Converted for first page only.
Newspaper Columns	Yes	Yes	Line Between formatting is not supported by WordPerfect.
Parallel Columns	N/S	See comment	From WordPerfect to Word, parallel columns convert to tables. If a parallel column layout contains a page-anchored box, the entire parallel column converts to newspaper columns.

## Tables

Tables	Yes	Yes	Vertical merging of cells is not converted.
Table Formulas/Math	No	No	
Vertical Table Cell Merge	N/S	No	
Decimal table cell alignment	N/S	See comment	Converted to right paragraph alignment.

## Document Formatting

Default tab stops	No	Yes	
Footnotes	Yes	Yes	Footnotes placed at end of sections are converted to endnotes since WordPerfect doesn't have sections. 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	Yes	Yes	Widow Control is a document property in Word; Even/Odd pages is not converted.

## Other Features

Annotations	Yes	N/S	Annotations become WordPerfect Comment text.
Outlining/Paragraph Numbers/Word 6.0 Lists	Yes	Yes	Paragraph numbers convert to sequence fields when present in Tables, Footnotes, and other non-body text locations. Word Lists convert to paragraph numbers.
Print merge commands	Yes	Yes	Word data source documents can be either tab or comma delimited or in table format to convert to WordPerfect. Word automatically converts WordPerfect secondary files to Word data source document format. Conditional print merge constructs and macros are lost when converting to Word.
Date/time stamps	Yes	Yes	Default formats only.
Subdocuments (INCLUDE field)	Yes	See comment	WordPerfect master documents and subdocuments convert to Word master documents and subdocuments. Word master documents and subdocuments convert to WordPerfect master documents and subdocuments.
Equations	See comment	See comment	From Word to WordPerfect, equation objects are converted as editable equation boxes. Equation fields are not converted from Word to WordPerfect. From WordPerfect to Word, equations are converted as editable equation objects.
Extended characters	Yes	Yes	Extended characters that are available in both products are converted.
Text Boxes/Lines	Yes	Yes	Some text boxes and lines convert to Word drawing layer objects. Drawing layer objects are only visible in page layout view and print preview, and when printing. Drawing layer objects will not appear in normal view.
Line Draw	Yes	Yes	Line Draw characters are converted; however, Word's line spacing causes gaps to appear between line draw characters on successive lines. This can be corrected for printing by setting line spacing to the exact current font size in points. Choose Paragraph from the Format menu to change line spacing.
PRIVATE field codes	N/S	See comment	PRIVATE fields are inserted by the WordPerfect converter to preserve

Styles	Yes	See comment	<p>information needed to accurately save the file back to WordPerfect format. These fields should not be edited and have no effect on the document.</p> <p>From WordPerfect to Word, styles containing paragraph formatting codes convert to paragraph styles. WordPerfect styles containing only character formatting convert to character styles in Word. Text contained in a style is converted as normal text.</p>
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## Converting Between Microsoft Word 6.0 and RFT-DCA

To ensure specific translation of fonts, a font-mapping file is recommended. See [Substituting Fonts When Converting Documents](#).

<u>Feature</u>	<u>Word 6.0 to RFT-DCA</u>	<u>RFT-DCA to Word 6.0</u>	<u>Comments</u>
<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	Hidden text is 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 <a href="#">Modifying Conversion Options</a> .
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	RFT-DCA 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 6.0 Keep With Next formatting is converted to RFT-DCA "keep" property.
Paragraph/break before	Yes		Page Break Before formatting is converted to separate hard page breaks before the paragraph in RFT-DCA.
Space before/after para	See comment		Space before and after is simulated with blank lines.
Tab (decimal)	See comment	See comment	RFT-DCA can align any characters with a period or a comma. Word 6.0 can decimal align only with numeric characters and periods.
<b>Section Formatting</b>			
Section			RFT-DCA has no section formats.
Columns	See comment	See comment	The only column conversion

supported is RFT-DCA fixed columns of equal length to Word 6.0 columns.

RFT-DCA Flowing Balanced columns convert to Word 6.0 columns followed by a continuous section break (creates a balancing effect). RFT-DCA Flowing, but not Balanced, columns convert to Word 6.0 columns. RFT-DCA Related Text Columns convert to Word 6.0 Tables.

Different First Page is not converted.

Headers/footers	See comment	Yes
Line numbering	No	No
Vertical alignment	No	N/S

### Document Formatting

Footnotes	See comment	Yes
Margins	Yes	Yes
Widow control	No	No
Mirror Margins, Even/Odd Pages	No	N/S
Page size	Yes	Yes

All footnotes are positioned at bottom of page when converting from Word 6.0 to RFT-DCA.

Margins are emulated as closely as possible, but may not convert exactly due to font differences and differences in the layout options of Word 6.0 and RFT-DCA.

Widow control is always set to "on" during conversion.

Even and odd headers and footers are supported.

### Other Features

Absolute-positioned objects	No	N/S
Annotations	No	N/S
Styles	See comment	N/S
Outlining	See comment	See comment
Tables	See comment	N/S
Indexes/Tables of Contents	See comment	See comment
Print Merge commands	No	No
Date/time stamps	Yes	Yes
Page number	Yes	Yes
Subdocuments (INCLUDETEXT field)	See comment	No

Styles are converted to direct formatting.

Appearance is preserved.

Tabular columns and word-wrap columns convert to Word 6.0. Word Tables convert to RFT-DCA Related Text Columns.

Appearance is preserved.

TIME fields are ignored by RFT-DCA.

Page numbers are converted, but not page number formatting.

The latest result is inserted and the INCLUDETEXT field is lost.

Cross-references and bookmarks	No	N/S	
Formulas	No	N/S	
Graphics	No	No	If you encounter difficulties saving a file containing graphics as RFT-DCA format, try double-clicking the graphics, then returning to the document before saving.
Extended characters	Yes	Yes	Converted when available in EBCDIC character sets 256 and 259 and ANSI. ANSI publishing characters are not converted back and forth.
Stop Codes and Prompted Stop Codes	N/S	No	
Auto Text	No	N/S	
Linedraw	See comment	Yes	Word 6.0's line spacing causes vertical gaps in converted line drawn objects that span multiple lines. To eliminate the gaps for printing, change the line draw paragraph's line spacing to exactly the current font size in points. To set line spacing, choose Paragraph from the Format menu.
Font Mapping	See comment	Yes	See <u>Substituting Fonts When Converting Documents</u> . Fonts convert to Courier New by default in Word 6.0, but the original font names are preserved and exported to the correct font when saved again as RFT-DCA.

## Converting Between Microsoft Word 6.0 and Text with Layout

<u>Feature</u>	<u>Word 6.0 to Text with Layout</u>	<u>Text with Layout to Word 6.0</u>	<u>Comments</u>
<b>Character Formatting</b>			
Character	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 an MS-DOS-based application, the MS-DOS Text with Layout format should be used.
<b>Columns</b>			
Columns	See comment	Line Between formatting is not converted.	Document Formatting Document See comment Widow control is not converted.
<b>Page Formatting</b>			
Page			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

Position	See comment	N/S	header is placed at the beginning of the converted document, and the text of the first-page header is lost. Header/footer distance from the page edge is not preserved. Footers are placed at the beginning of the page.
Line numbering	No		
Page numbering (Start At)	No		
<b>Tables</b>			
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.
Indents	See comment	N/S	Right indents and hanging indents applied within table cells are not retained.
Tables			Table text and structure are preserved in conversion to text.
<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		Fields are converted to the text of the last result.
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 from Microsoft Excel to Microsoft Word 6.0

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

<u>Feature (From Excel to Word only)</u>	<u>Comments</u>
<b>Formatting</b>	
Fill	Specified fill character(s) become left aligned.
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	Converted as regular table columns.
<b>Numeric formatting</b>	
Regular 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 "?" and "*" (asterisk) characters are not supported when used to define fractional number formats. For example, if the value of a cell were 0.5, and the user-defined number format were "# ?/?," Microsoft Excel displays 1/2; Word will display 0.5
<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.

### Notes on Converting from Excel 4.0

- Excel 4.0 allows you to press ALT+ENTER to begin a new line within a text cell. The resulting newline character is translated to a paragraph mark in a table if the original Excel worksheet width is 32 columns or less, or to a newline character in tab-delimited text. These conversions ensure mail-merge compatibility.

## **Modifying Conversion Options**

If a document isn't converted the way you'd like it to be, you may be able to change some aspects of the conversion with the EditConversionOptions macro. Depending on the converter you're using, you may be able to specify such things as the preferred line length or how you want certain fields to be converted. To view and edit available options, run the EditConversionOptions macro in the CONVERT.DOT template (the Word Setup program stores this template in the MACROS subdirectory of the Word program directory). The options you set are saved in the MSTXTCNV.INI file in the Windows directory. See [To modify conversion options](#)

## **Improving Word's Compatibility With Other Word Processors**

In addition to modifying conversions, you can set compatibility options to make Word behave the way another word processor does with respect to certain features when working on a document converted from another word processor. These options, unlike the conversion options, do not change the document, but merely the way it works in Word. For more information, see Chapter 26, "Converting File Formats," in the *Microsoft Word User's Guide*, or see [Compatibility Options](#) in the Word Help file.

## Substituting Fonts When Converting Documents

If a converted document contains fonts that aren't available on your computer or with your printer driver, Word automatically substitutes similar fonts. However, you may find that line breaks, page breaks, and the length of the converted document don't match the original document. You can control which fonts are substituted when converting documents to or from Word for Windows.

To control font substitution when converting documents from other applications to Word, see [Improving compatibility with a document created in a different file format](#) in the Word Help file, or Chapter 26, "Converting File Formats," in the *Microsoft Word User's Guide*.

To control font substitution when converting documents from Word to other applications, you modify a font-mapping file that is supplied with Word. The font-mapping files listed in the following table are supplied. To customize a file, open it in Word and follow the instructions contained in the file itself. Save the customized file with the same filename and the filename extension .DAT in the directory where the text converter is located, usually the MSAPPS\TEXTCONV subdirectory of the Windows program directory.

Alternately, the font-mapping file may be placed in the same directory as the file is being saved to.

<u>To convert from Word for Windows into this format</u>	<u>Modify this file</u>
Word for MS-DOS	RTF_PCW.TXT
Word for the Macintosh 5.x	RTF_MW5.TXT
	T
RFT-DCA	RTF_DCA.TXT
WordPerfect 5.x	RTF_WP5.TXT

## 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 the Macintosh 5.x 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 the 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. For information on contacting Product Support Services, see [Calling Microsoft Support Services in the United States](#) or [Getting Product Support Worldwide](#).

When opening Word for Macintosh 4.0 documents in Word for Windows, fonts with numbers greater than 128 are mapped to font names with the following syntax: "Font<font number>", so font number 2001 and 2001 would become "Font2000" and "Font2001" respectively.

### Font Mapping Dialog

The Word for the Macintosh converter has an option to determine whether a dialog will be displayed in order to locate the font-mapping file. This behavior is controlled via the following FontDialog setting in the [MacWordConv] section in the MSTXTCNV.INI file, described in the following table:

FontDialog=	Yes/blank	Dialog boxes for user-defined font-mapping files for Word for the Macintosh version 4.0 files are used.
	No	Dialog boxes for user-defined font-mapping files for Word for the Macintosh version 4.0 files are not

used.

For more information on changing these options, please see [Modifying Conversion Options](#).

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

The font-mapping file, MAC\_FONT.DAT, 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 Windows font that will be replaced in Word for the Macintosh by the associated *MacFont#* when converting to a Word for the Macintosh 4.0 document from Word for Windows. 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 from Word for Windows to Word for the Macintosh:

```
Arial;2  
Arial;3
```

then all characters in the Arial font will be given font number 3.

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. 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 from Word for Windows to Word for the Macintosh:

```
Arial;3  
Arial-Narrow;3
```

then all characters in the Arial or Arial-Narrow font will be given font number 3.

### **To modify conversion options**

The EditConversionOptions macro is stored in the CONVERT.DOT template, which is located in the MACROS subdirectory of the Word program directory. If you want to make the EditConversionOptions macro readily accessible, you can load this template as a global template.

### **To run the EditConversionOptions macro**

1. Open the CONVERT.DOT template.
2. From the Tools menu, choose Macro.
3. Select EditConversionsOptions in the Macro Name list.
4. Choose the Run button.
5. Follow the instructions on the screen.

## WINWORD6.INI Options

The following sections and their corresponding settings in the WINWORD6.INI file in the Windows directory control the defaults and behavior of Word 6.0.

### [Microsoft Word]

<u>Setting</u>	<u>Description</u>
ASKFORPRINTERPICTURE=<1,0>	Controls how Microsoft Excel DDE results display: 0 Color 1 Black and white
BitmapMemory=xxxx	Sets the maximum size of bitmap caching used for graphics. Increase for better graphics performance. Default cache size is 1024K.
CACHESIZE=xxx	Sets the maximum size of caching used for Word documents. Increase for better performance. Minimum cache size is 64K, which is also the default.
DDETIMEOUT=xxx	Sets the amount of time Word waits for DDE messages from another application, measured in seconds. Default is 60.
PICEDITCLASS=<classname>	Specifies the object class name for an alternative drawing server. The default is "Word.Picture.6".
DATEFORMAT=<datetemplate>	Sets the default date format for the DATE field. For example, "dddd, MMMM d, yyyy" sets the default to a result such as "Tuesday, September 7, 1993."
DISPLAY=<0-3>	Sets special screen redraw behavior, in case of screen redraw problems with a particular screen driver. 0 (zero) Overrides autodetection of appropriate redraw behavior for some screen drivers. Word automatically adopts special redraw behavior for some screen drivers. This setting overrides that behavior. Not normally needed. 1 Eliminates line redraw problems that occur with some screen drivers. Use only if "snow" is displayed while typing. 2 Eliminates screen redraw problems that occur with some screen drivers. Use only if screen "remnants" appear when line spacing is other than single-spaced or the style area is displayed. 3 Combines options 1 and 2.
TIMEFORMAT=<timetemplate>	Sets the default time format for the TIME field. For example, "HH:mm" sets the default to a result such as "15:50."
NovellNet=<yes/no>	Sets special networking code in Word to enable Novell networking.
MessageBeeps=<yes/no>	Turns on the beep for message boxes. The default is Yes.
TrackFaceColor=<yes/no>	Tracks the face color of buttons from the

SlowShading=<yes/no>	Windows settings. Makes Word use a slower algorithm to do shading, creating better results. Included for compatibility reasons.
NoOwnerFiles=<yes/no>	By default, Word creates small owner files to know who is currently using a file to avoid two instances accessing the same file. If this setting is off, Word doesn't create these files.
NetworkButtons=<yes/no>	Specifies whether to hide or show the Network button in dialog boxes such as Open, Save As, and Open Data Source.
UpdateDictionaryNumber=<num>	Specifies the custom dictionary for the spelling checker to add words to; the number corresponds to the order of the custom dictionary in the list in the Custom Dictionaries dialog box.
WPHelp=<1,0>	Specifies whether to use WordPerfect key combinations: 0 (zero) Do not use WordPerfect keys 1 Use WordPerfect keys
DOC-EXTENSION=.DOC	The default extension added to Word document filenames.
DOT-EXTENSION=.DOT	The default extension added to Word template filenames.
BAK-EXTENSION=.BAK	The default extension added to Word backup document filenames.
USER-DOT-PATH=<path>	The default directory where user templates are located. The default is C:\WINWORD\TEMPLATES
WORKGROUP-DOT-PATH=<path>	The default directory where workgroup templates are located.
INI-PATH=<path>	The default directory where the user options stored in .INI files are located. The default is C:\WINWORD
DOC-PATH=<path>	The default directory in which Word first proposes to store documents. The default is C:\WINWORD
TOOLS-PATH=<path>	The default directory where Word tools, such as dictionaries, are located. The default is C:\WINWORD
PICTURE-PATH=<path>	The default directory where the clipart pictures supplied with Word are located. The default is C:\WINWORD\CLIPART
AUTOSAVE-PATH=<path>	The default directory where the temporary files Word automatically saves are located. The default is C:\WINWORD.
CBT-PATH=<path>	The default directory where Word examples and practices are located. The default is C:\WINWORD\WORDCBT

STARTUP-PATH=<path>

Specifies the startup directory used by Word.  
The default is C:\WINWORD\STARTUP

Note that the following proofing settings in the [Microsoft Word] section of WINWORD6.INI take precedence over any others in other .INI files.

Spelling <lang#>[,<proof#>]=<path to dll>,<path to dict>

Names the DLL and dictionary for a given language and spelling dictionary. The default is the following:

Spelling 1033,0=C:  
\WINDOWS\MSAPPS\PROOF\MSSPEL2.  
DLL, C:  
\WINDOWS\MSAPPS\PROOF\MSSP2\_EN  
.LEX

Grammar <lang#>[,<proof#>]=<path to dll>,<path to dict>

Names the DLL and dictionary for a given language and grammar checker. The default is the following:

Grammar 2057,0=C:  
\WINWORD\GRAM.DLL, C:  
\WINWORD\GR\_AM.LEX

Thesaurus <lang#>[,<proof#>]=<path to dll>,<path to database>

Names the DLL and dictionary for a given language and thesaurus dictionary. The default is the following:

Thesaurus 1033,0=C:  
\WINDOWS\MSAPPS\PROOF\MSTHES.  
DLL, C:  
\WINDOWS\MSAPPS\PROOF\MSTH\_AM  
.LEX

Hyphenate <lang#>[,<proof#>]=<path to dll>,<path to database>

Names the DLL and dictionary for a given language and hyphenation dictionary. The default is the following:

Hyphenate 1031,0=C:  
\WINWORD\HYPH.DLL, C:  
\WINWORD\HY\_GE.LEX

### [MSWord Text Converters]

<u>Setting</u>	<u>Description</u>
<convtype>=<description>,<path>, [ ext]* [,<options>]	Specifies the location of text converters used to convert documents from other file formats. Here are some examples:  DOS Text with Layout=DOS Text with Layout, C:\WINWORD\TXTWLYT.CNV, asc  Text with Layout=Text with Layout, C:\WINWORD\TXTWLYT.CNV, ans  Lotus123=Lotus 1-2-3, C:\WINWORD\LOTUS123.CNV, wk1 wk3  MSPub=Windows Publisher, C:\WINDOWS\MSAPPS\TEXTCONV\MSWI

NPUB.CNV, pub  
 MSWordWin1=Word for Windows 1.1x, C:  
 \WINDOWS\MSAPPS\TEXTCONV\WOR  
 DWIN1.CNV, doc  
 MSWorksDos=MS Works, C:  
 \WINDOWS\MSAPPS\TEXTCONV\WRK  
 SDOS.CNV, wps  
 MS-DOS Text with Layout=MS-DOS Text  
 with Layout, C:  
 \WINWORD\TXTWLYT.CNV, asc

### [Table of Authorities Categories]

<u>Setting</u>	<u>Description</u>
Category <1-16>=<category>	<p>Defines the 16 categories for the Table of Authorities. The defaults are the following:</p> <p>Category 1=Cases            Category 2=Statutes            Category 3=Other Authorities            Category 4=Rules            Category 5=Treatises            Category 6=Regulations            Category 7=Constitutional Provisions            Category 8=8            ...            Category 16=16</p>

### [Index]

<u>Setting</u>	<u>Description</u>
WW2CrossReference=<0,1>	<p>Sets the behavior of the Cross-reference command.</p> <p>0 (zero) Use Word 6.0 behavior (default)            1 Use Word 2.0 behavior (placing cross-reference entries wherever they fall)</p>
SortLetterByLetter=<0,1>	<p>Sets the behaviour of the Index and Tables command.</p> <p>0 (zero) Sort compiled index word by word            1 Sort compiled index letter by letter</p>

### [<printer>]

<u>Setting</u>	<u>Description</u>
EnvFeed=<num>	Specifies which method to use for feeding envelopes.
EnvBin=<num>	Specifies which bin to use for feeding envelopes.

### [MSWord Editable Sections]

<names>

Specifies a non-default settings-file section to add to the Categories list in the Advanced Settings dialog box (ToolsAdvancedSettings macro).

## [Help]

<u>Setting</u>	<u>Description</u>
WPHELP.HLP=<path><filename>	The location and filename of the help for WordPerfect users upgrading to Word. The default is C:\WINWORD\WPHELP.HLP.
WINWORD.HLP=<path><filename>	The location and filename of the Word Help file. The default is C:\WINWORD\WINWORD.HLP.
WRDBASIC.HLP=<path><filename>	The location and filename of the WordBasic Help file. The default is C:\WINWORD\WRDBASIC.HLP.
WORDPSS.HLP=<path><filename>	The location and filename of the PSS Help file. The default is C:\WINWORD.
WDREADME.HLP=<path><filename> >	The location and filename of the Readme Help file. The default is C:\WINWORD\WDREADME.HLP.

## Supplied Macros

The following templates (installed in the MACROS subdirectory of the Word program directory) contain macros that you may find useful in your daily work. If you find one or more of these macros useful, you can load the template as a global template and then assign the macro to a toolbar, menu, or shortcut key.

MACRO60.DOT

TABLES.DOT

LAYOUT.DOT

CONVERT.DOT

PRESENT.DOT

Note: If you install Microsoft Office, PRESENT.DOT is installed in the STARTUP subdirectory of the Word program directory. PRESENT.DOT contains a macro that turns your Word document into a Microsoft PowerPoint presentation.

For more information on loading a template as a global template, see [Document Templates](#) in the Word Help file. To assign a macro to a toolbar, menu, or shortcut key, see [Recording and Running Macros](#) in the Word Help file.

## MACRO60.DOT

The MACRO60.DOT template contains useful macros you can use in your general work.

<u>Macro</u>	<u>Explanation</u>
DisableAutoBackup	Disables the Enable/Disable Auto Backup command on the File menu (added by the EnableAutoBackup macro) and removes the FileSave and FileSaveAs macros.
EnableAutoBackup	Adds the Enable/Disable Auto Backup command to the File menu. It also creates FileSave and FileSaveAs macros that create backups when you save files. The macro prompts you for a location to save the backups.
ExitAll	Closes all open document, template, and macro-editing windows. A dialog box lists all open documents and asks if you want to save them.
FindSymbol	Finds and replaces symbols inserted with the Symbol command (Insert menu). In the Find And Replace Symbols dialog box, choose the Find What button to select the symbol to search for; choose the Replace With button to select the symbol to replace it with.
FontSampleGenerator	Generates a sample document that you can print out to show all printable fonts on your system in the point size you specify.
MindBender	Demonstrates through a sample game several methods for using dynamic dialog boxes.
OrganizationalChartMaker	Builds an organizational chart using the drawing tools in Word. Set up the hierarchy using built-in heading styles (do not include any tab characters) and run the macro.
PrintSel2File	Saves selected text in an MS-DOS text file. Select the text and run the macro. You can append to or overwrite an existing file or create a new one.

RunWizard

Displays a dialog box of available Wizards that you can run.

SuperDocStatistics

Displays a dialog box with a comprehensive list of the open document's statistics. For example, all fonts used in the document are listed.

## TABLES.DOT

The TABLES.DOT template contains useful macros you can use in working with tables.

<u>Macro</u>		<u>Explanation</u>	
AccessExporter		Converts a selected Word table into an Access table.	
TableFillDown		Fills cells in the selected table column with the top-most value of each column. Select the columns you want to fill and run the macro.	
TableFillRight	Fills cells in the selected table row with the left-most value of each row. Select the rows you want to fill and run the macro.	TableMath	Helps you insert = (Formula) fields into a table by selecting cell references and calculation types such as sum, average, and count. Position the insertion point in the table and run the macro.
TableNumber		Adds numbering to rows or columns. If necessary, a row or column is added to contain the numbering. Position the insertion point in the table, start the macro, and select the numbering option you want from the dialog box.	

## LAYOUT.DOT

The LAYOUT.DOT template contains useful macros you can use in manipulating text and page layouts.

<u>Macro</u>	<u>Explanation</u>
ArrangeWindows	Displays a dialog box where you can choose to arrange all open windows tiled, horizontally, vertically, or cascaded.
BaseShiftDown	Lowers selected text by one point. To lower the text further, run the macro again.
BaseShiftUp	Raises selected text by one half point. To raise the text further, run the macro again.
Cascade	Rearranges all open windows so they overlap in a cascade.
CharacterTrackIn	Condenses the spacing of a selection by fractions of the font size. To condense the text further, run the macro again.
CharacterTrackOut	Expands the spacing of a selection by fractions of the font size. To condense the text further, run the macro again.
DecreaseFont	Reduces the font size of a selection by one point. To reduce the font size further, run the macro again.
DecreaseLeftAndRightIndent	Decreases the indent for the selected paragraphs an equal amount towards the left and right margins using the default tab settings.
IncreaseFont	Increases the font size of a selection by one point. To increase the font size further, run the macro again.
IncreaseLeftAndRightIndent	Indents selected paragraphs an equal amount from the left and right margins using the default tab settings.
LineSpaceIn	Decreases line spacing for the selected paragraph or paragraphs.
LineSpaceOut	Increases line spacing for the selected paragraph or paragraphs.
Overscore	Adds an overscore to selected text by replacing the text with an EQ (Equation) field.

PrintableCharacters	Creates a document containing all printable characters for a font. When you run the macro, the Font dialog box (Format menu) is displayed so you can choose the font.
SectionManager	Displays all section-level formatting in one dialog box. You can also modify section formatting using the Page Setup, Page No's, and Columns buttons.
TileHorizontally	Tiles all open documents horizontally.
TileVertically	Tiles all open documents vertically.

## CONVERT.DOT

The CONVERT.DOT template contains useful macros to simplify conversions and changing conversion options.

<u>Macro</u>	<u>Explanation</u>
BatchConversion	Runs a Wizard that helps you select and convert multiple files from another format to Word or vice versa.
EditConversionOptions	Opens a dialog box that allows you to customize file conversion settings. The macro changes the conversion options by changing the settings in the mstxcnv.ini file.

## **PRESENT.DOT**

The PRESENT.DOT template contains the PresentIt macro, which copies the active Word document into a Microsoft PowerPoint presentation. You can then edit the document in Microsoft PowerPoint to create slides for a presentation.

When PRESENT.DOT is loaded as a global template, Word adds the Present It button to the Microsoft toolbar. If you install Microsoft Office, PRESENT.DOT is installed in the STARTUP subdirectory and Word automatically loads it as a global template.

To use the PresentIt macro, you must have Microsoft PowerPoint installed on your computer or on a network server to which your computer is connected.

