

Dear Microsoft® Customer:

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

The following table shows the converters included in this package. To use these converters, follow the instructions in this letter for copying and installing the converter files. More information about the conversion options is in the online document CONVINFO.DOC on the disk in this package.

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

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

WPFT4.CNV            Converts documents to and from WordPerfect 4.1 and 4.2 formats.

To use the converters, copy the files from the enclosed disk to your Word program directory (usually C:\WINWORD). For example, put the disk in drive A and type

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

where *directory* is the name of your Word program directory.

In most cases, Word automatically installs the appropriate converter the first time you use Word to open a file created in another application. Word installs the converter by adding information to the [MSWord Text Converters] section of your WIN.INI file.

If you want to save a Word document in another format but do not have a document in that format that you can open, you need to install the appropriate converter information manually after you copy the converter file to your Word program directory. Use the following procedure to add information to the [MSWord Text Converters] section of your WIN.INI file.

### To add converter information to your WIN.INI file

1. Make sure you have copied the appropriate converter files to your Word program directory.
2. In Word, from the Tools menu, choose Options (ALT, O, O).
3. Under Category, select WIN.INI.
4. In the Application box, select MSWord Text Converters.
5. In the Option box, type the name of the converter you want to install.  
See the table below for the correct syntax for each converter filename.
6. In the Setting box, type the appropriate converter and path information.  
See the table below for the correct syntax for this information. Substitute the name of your Word program directory (usually C:\WINWORD) where *directory* appears in the sample syntax.
7. Choose Set to add the information to the WIN.INI file.
8. Repeat steps 5 through 7 for each additional converter you want to install manually.
9. Choose Close to exit the Options dialog box.

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Note When you add information about a converter, you must use the syntax shown in the following table.

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**Converter filename  
(type in Option  
box)**

**Converter and path information  
(type in Setting box)**

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MulMate3

MultiMate 3.3, *directory*\MULTIMAT.CNV, DOC

MulMateAdv

MultiMate Advantage, *directory*\MULTIMAT.CNV, DOC

MulMateII

MultiMate Adv II, *directory*\MULTIMAT.CNV, DOC

MulMate4

MultiMate 4.0, *directory*\MULTIMAT.CNV, DOX

Works for DOS 2.0

Works for DOS 2.0, *directory*\WRKSDOS.CNV, WPS

MSWorksWin Works for Windows, *directory\WRKSWIN.CNV*, WPS

MSMultiPlan MultiPlan, *directory\MULTIPLAN.CNV*, MP

WordPerfect 4.1 WordPerfect 4.1, *directory\WPFT4.CNV*, DOC

WordPerfect 4.2 WordPerfect 4.2, *directory\WPFT4.CNV*, DOC

For example, if your Word program directory is C:\WINWORD, to install the MultiMate version 4 converter manually, you would type

**MulMate4**

in the Option box and

**MultiMate 4.0, C:\WINWORD\MULTIMAT.CNV, DOX**

in the Setting box.

For more information about using Word with documents created in other word-processing programs, see Chapter 35, “Converting File Formats,” in the *Microsoft Word User’s Guide*. For more information about editing the WIN.INI file, see Appendix B, “Modifying the WIN.INI File,” in the *Microsoft Word User’s Guide*.

Thank you for your support of Microsoft products.