Converting From Microsoft Word 6.0 for Windows/Macintosh to Microsoft Word 5.x for Macintosh

Microsoft Word 6.0 for Windows/Macintosh reads Microsoft Word 4.x - 5.x for Macintosh, as well as all previous formats of Word for Windows directly. This section discusses problems or limitations that may arise when converting Word 6.0 for Windows/Macintosh documents into Word 5.x format by reading the Word 6.0 document into Word 5.x for Macintosh.

Note: In order for Word for the Macintosh to correctly convert graphics, you must have the Windows Metafile Converter installed on your machine. This file shipped with Word 5.x for Macintosh and is installed by default in your Word Commands folder. If this file is not present, please reinstall it from your original Word disks.

The table uses the following conventions:
Yes = the feature or property is converted into Word for Macintosh
No = the feature or property is not converted into Word for Macintosh
N/S = the feature or property is not supported in Word for Macintosh, but may be emulated if possible

Feature	Word 6.0 to Word 5.x	Comments
Character Formatting		
Expand/Condense	Yes	Word 6.0 supports finer control over this. The value is rounded to the closest value Word 5.x supports.
Superscript/Subscript	N/S	Word 6.0 uses a new method for super/subscript. This is converted to raised/lowered characters, which is equivalent to Word 5.x super/subscript.
Kerning	N/S	
Paragraph Formatting		
Borders, shading	See comment	Word 6.0 has more borders and shading options than Word 5.x. Word 6.0 borders are mapped to the closest approximation in Word 5.x.
Columns		
Line Between Columns	N/S	
Variable-width Columns	N/S	Variable-width columns are mapped to equal-width columns in Word 5.x.
Section Formatting		
Line numbering(Start At #)	N/S	
Vertical alignment(top, centered, justified)	N/S	
Other Features		
Annotations	See comment	Text annotations are retained when converting to Word version 5.1 for the Macintosh; otherwise, annotations are not supported. Voice annotations are never converted.

Bookmarks & References	N/S	
Bullets/Numbering	Yes	Automatic bullets and numbers are converted to normal text.
Cell borders, shading	See comment	Word 6.0 has more borders and shading options than Word 5.x. Word 6.0 borders are mapped to the closest approximation in Word 5.x.
Character Styles	No	Character style definitions are lost. All style formatting is retained as direct formatting.
Drawing Layer	No	All drawn objects are lost.
Endnotes	Yes	All footnotes and endnotes are retained, but they are merged into one sequentially numbered set of notes. The resulting location is dependent on the type of notes found.
Extended Characters	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.
Fields	N/S	Word 5.x does not support fields. Field results are retained, and where possible, fields are converted to Word 5.x glossary entries.
Form Fields	See comment	Results of text fields are displayed. Other form fields and bar code fields have no result to display.
Language	N/S	
Mail Merge	See comment	When opening Word 6.0 documents in Word 5.x, 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 5.x. from Word 6.0. Reading in Word 6.0 files will only convert the master document; subdocuments must be read in separately.
Object linking and embedding	No	The last result of an object or link is retained as either a picture or text, but the object or link itself is lost.

Page Numbering	See comment	Word 6.0 has more page numbering options than Word 5.x. These are mapped to the closest alternative in Word 5.x
Revision marks	N/S	Word 5.x does not support revision marks. Character formatting indicating revised text is retained.
Styles	See comment	Word for the Macintosh allows only 255 defined styles. Style definitions numbered greater than that are omitted, along with any references to them. All formatting is preserved, however.

Font Mapping

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

To Create a Font-Mapping File

You must create a font-mapping file in order to enable this feature in the converter. The following table lists the correct name of the font-mapping file. Note that this is the same name used for the Word 2.0 for Windows font-mapping file. This is to allow you to use the same mapping pairs for both converters.

Format	Font-Mapping File Name
Word 6.0 for Windows	MS Word for Win FontMap

When you create a font-mapping file, you must spell the file names exactly as they appear in the preceding table or the converter will be unable to use the font-mapping file. Font-mapping files can be saved in the Preferences folder if you are using System 7, the folder containing the document being opened or saved, the Word Commands folder, or the Word folder.

The rest of this document consists of a sample font-mapping file. The font-mapping file is written so that you can select it, copy it, and then paste it into a new document. You must save the new document as a Text Only file, using the appropriate name in the preceding table, before you can use it as a font-mapping file for the converter. Note that the Word 6.0 for Windows and Word 2.0 for Windows converters use the same font-mapping file. Information on setting up font-mappings both to and from Word for Windows is included below, although the Word 6.0 converter will only use the section mapping from Word for Windows.

The first character of each line in the sample font-mapping file is a number sign (#). This character is used as a comment marker in a font-mapping file. The converter ignores each line that begins with a comment marker. The comment marker should be included in the font-mapping files you create. They should only be removed from the lines in the font-mapping file that you want to take effect.

Sample Font-Mapping File

Microsoft Word for Windows Sample Font-Mapping File

```
#--------------------Copy text below-----------------------
# This is a sample font-mapping file for converting documents between Word for the
# Macintosh and Word for Windows. In order for this file to be used by the converter,
# all of the lines of this sample file should be selected then copied and pasted into a
# new document. You must save the new document as a Text Only file with the
# name "MS Word for Win FontMap" in one of the following locations:
#
# • The Preferences folder if you are using System 7.
# • The same folder as the Word for Windows document being
#    read into Word for the Macintosh or saved as Word for Windows.
# • The same folder as the Word for Windows converter. Word
#    installs this converter in the Word Commands folder
#    within the Word folder.
# • The Word folder.
#
# Converting to Word for Windows
#
# The font-mapping entries for converting to Word for Windows are in the
# section called "To win word." It is necessary to have a space between the
# words "win" and "word." Each line of this section describes how a particular
# Word for the Macintosh font should map to a Word for Windows font
# during the conversion. The syntax for each entry is:
#
# <MacFontName>;<WinFontName>
#
# <MacFontName> is the name of the Macintosh font you want to replace with
# the Windows font defined by <WinFontName>. It is separated from the
# <WinFontName> by a semicolon.
#
# For example, suppose you want to customize how the Geneva font is
# mapped when converting to Word for Windows. If you are using the Windows
```

PostScript printer driver, then you will probably want that font to become "Helvetica."
In the "To win word" section, the following entry should be made without the
comment marker (#) at the start of the line:
#
Geneva; Helvetica
#
This entry tells the converter to use font "Helvetica" in place of Geneva whenever
it creates a Word for Windows document. It is important for the font to be
spelled in the font-mapping file exactly as it is in Word for the Macintosh.
#
Converting from Word for Windows
#
The font-mapping entries for converting from Word for Windows are in the
section called "From win word." Once again, it is necessary to have a space
between the words "win" and "word." Each line of this section describes how a
particular Word for Windows font should map to a Word for the Macintosh
font during conversion. The syntax for each entry is:
#
<WinFontName>;<MacFontName>
#
<WinFontName> is the name of the Windows font you want to replace
with the Macintosh font defined by <MacFontName>. It is separated from
the <MacFontName> by a semicolon. <MacFontName> must be spelled
exactly as it appears on your Macintosh..
#
Each entry in this sample file is marked as a comment. In order for the
mapping to take effect, remove the comment marker (#) at the beginning
of each appropriate line. Any new entries you insert should not have a
comment marker at the beginning of the line.
#
To win word
#Chicago; Chicago
#Courier; Courier New
#Geneva; Arial
#Helvetica; Arial
#Monaco; Courier New
#New York; Times New Roman
#Palatino; Palatino
#Symbol; Symbol
#Times; Times New Roman
#
From win word
#Arial; Helvetica
#Courier; Courier
#Courier New; Courier
#Modern; Courier
#Symbol; Symbol
#Times New Roman; Times
#Roman; Times
#Script; Embassy BT
#
#----------end of file----------