

# Converting Between Microsoft® Word 6.0 for Windows® or Microsoft Word 6.0 for Windows NT™ and Ami Pro® 3.0

## Introduction

This document lists properties and features in Word and explains how those features convert from Word 6.0 to Ami Pro 3.0 and from Ami Pro 3.0 to Word 6.0. Each section covers a group of Word properties and their Ami Pro equivalents.

"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.

Features and Properties	Word to Ami Pro	Ami Pro to Word	Comments
<b>Document</b>			
Summary info	See comment	See comment	Keywords and comments are retained in both directions. Other summary information is lost.
Passwords	See comment	See comment	Ami Pro password-protected files cannot be opened in Word.
Default tab stops	No	N/S	
<b>Section</b>			
Line numbering	See comment	Yes	Word line numbering is converted to Number All Lines. Word does not have a "Number all text lines" feature, so Ami Pro "Number all text lines" numbering is converted with all lines numbered.
Left/right page margins	N/S	No	Ami Pro supports different margin settings for "right" and "left" page margins—that is, the right and left pages of facing pages can have different margin settings. These margin settings are converted to Word default settings.
Mirror margins	No	No	
Vertical alignment	No	No	
Paper size	Yes	Yes	
Orientation	Yes	No	
Page numbers	No	No	
Page text	N/S	No	In Ami Pro, the text "Page" is inserted as part of the page number field. Word doesn't have a similar field.
Section break	See comment	Yes	Ami Pro calls a section break "Page Layout formatting." Ami Pro has no equivalent to Word's odd, even, or continuous section breaks.

<b>Features and Properties</b>	<b>Word to Ami Pro</b>	<b>Ami Pro to Word</b>	<b>Comments</b>
<b>Columns</b>	See comment	See comment	Columns are converted to tables when there are multiple column settings on a single page separated by a section break.
Number of [columns]	See comment	Yes	The maximum number of columns in Ami Pro is eight. If a Word document with more than eight columns per page is converted, each column will be on a separate page.
Width	No	Yes	Word columns are always converted as equal-width columns.
Line between	No	No	
Space between	Yes	No	
<b>Headers and Footers</b>			
First page	Yes	Yes	
Even page	Yes	Yes	
Odd page	No	Yes	
All pages	Yes	Yes	
Distance from the edge	See comment	See comment	Word and Ami Pro measure header/footer distance from the edge of the page. The converter approximates the distances as closely as possible.
Floating headers/footers	N/S	See comment	The first floating header and footer in each page layout are converted.
<b>Paragraph</b>			
Alignment	Yes	Yes	
Indentation	Yes	Yes	
Space before/after	See comment	Yes	Word before and after paragraph spacing are converted to hard line breaks in Ami Pro.
Line spacing	Yes	See comment	Ami Pro custom line spacing is converted to Word "Exact" line spacing. Other spacing is converted to "At Least."
Widow/orphan control	No	No	
Keep lines together	No	No	
Keep with next	No	No	
Page break before	No	No	
Suppress line numbers	No	N/S	
Don't hyphenate	No	No	
Styles	No	No	Styles are converted as direct formatting.
<b>Font</b>			
Underline	See comment	Yes	Word dotted underline is lost when converted to Ami Pro.

<b>Features and Properties</b>	<b>Word to Ami Pro</b>	<b>Ami Pro to Word</b>	<b>Comments</b>
Superscript	No	Yes	<p>Word hidden text is converted to normal text in Ami Pro.</p> <p>Lowercase is an Ami Pro font format.</p> <p>Word raised/lowered is converted to Ami Pro superscript/subscript.</p> <p>Colors are mapped as close to the original colors as possible.</p>
Subscript	No	Yes	
Hidden	No	N/S	
Lowercase	N/S	No	
Expanded/condensed	No	No	
Raised/lowered	See comment	N/S	
Overstrike	N/S	No	
Kerning	No	N/S	
Color	See comment	See comment	
Language	No	No	
<b>Tabs</b>			
Leaders	Yes	No	Tab leader characters are not converted to Word. Word bar tabs are lost when converted to Ami Pro.
<b>Bullets and Numbering</b>			
Bullets	See comment	No	Word bullets are converted to plain text.
Numbering	See comment	No	Word numbering is converted to plain text.
Multilevel	See comment	N/S	Word multilevel numbering is converted to plain text.
Heading numbering	See comment	N/S	Word heading numbering is converted to plain text.
<b>Borders and Shading for Paragraphs</b>			
Page borders	N/S	No	<p>Page borders are not converted from Ami Pro to Word. Because Word does not support page borders, lines around a page in Ami Pro 3.0 are lost when converted to Word.</p> <p>Ami Pro top and bottom borders are converted. Custom border length is lost, as Word doesn't support it.</p>
Box	No	N/S	
Shadow	No	N/S	
Lines (top, bottom, left, right)	No	Yes	
Distance from text	No	Yes	
<b>Line style</b>	No	Yes	Line styles are mapped to the closest style if the exact line style does not exist.
Shading	No	N/S	
Color	No	Yes	

Features and Properties	Word to Ami Pro	Ami Pro to Word	Comments
<b>Frames</b>			.
Text wrap, No wrap around	N/S	No	
Text wrap, None	Yes	Yes	
Size	Yes	Yes	
Move with text (flow with text)	No	No	
Lock anchor	No	No	
Repeat (all pages, left, right)	N/S	No	Ami Pro repeat frames are converted to regular Word frames.
Transparent	N/S	No	.
Opaque	N/S	Yes	
Line around, shadow	No	No	
Tables in frames	No	No	The tables are converted, but all frame formatting is lost.
Drop caps	See comment	N/S	Positioning of drop caps will be off when converted to Ami Pro, as Ami Pro doesn't support varying subscript.
<b>Tables</b>			
Long tables	See comment	See comment	Ami Pro 3.0 tables in columns are placed at the end of the document.
Merged cells	No	See comment	Merged cell appearance is retained.
Row height			Custom table row height is converted to default row height.
Row indent	No	No	
Table alignment	No	No	Center- and right-aligned tables are converted to left-aligned tables.
Heading row	No	No	
Borders	No	Yes	
Shading and background pattern	No	No	
Number formatting	N/S	See comment	Numbers in a table that are number formatted in Ami Pro (for example, numbers that contain a dollar sign or percent sign) are converted as nonformatted numbers in Word.
Page breaks inserted between table rows	Yes	No	Page breaks inserted between table rows in Ami Pro are row attributes and have no equivalent table feature in Word.

<b>Features and Properties</b>	<b>Word to Ami Pro</b>	<b>Ami Pro to Word</b>	<b>Comments</b>
<b>Pictures</b>	No	No	
<b>OLE</b> Object size, position, cropping, and scaling Object data	No No See comment	Yes Yes Yes	Objects are updated when the file is opened in Word.
<b>Footnotes and Annotations</b>  Number start at Custom mark  Endnotes  Continuous/restart each section or page Footnote separators and continuations Maximum number  Footnotes in tables   Annotations in headers/footers Annotation initials	  Yes See comment  Yes  No No N/A See comment  N/S Yes	  Yes See comment See comment No No See comment See comment  No Yes	  Custom footnotes are converted to numeric footnotes.  Endnotes are converted to footnotes at the bottom of the page.   Word or Ami Pro's default separators are used.  No more than 30 footnotes per page are converted to Word.  Ami Pro footnote reference numbers and footnote text are converted, but the footnote property is lost. All text becomes normal text in a table. Word footnotes in a table become annotations (without annotation initials) when converted to Ami Pro.  Annotations in headers and footers are lost.
<b>Fields</b>  Page number Date and time	See comment Yes Yes	See comment Yes Yes	Field results are retained where possible.   Ami Pro's NOW field is not converted. Date and time formatting is not retained.
<b>Other Areas</b>  Mail merge  Drawing objects Revision marks  Bookmarks	 Yes  No See comment  Yes	 Yes  N/S Yes  Yes	 Mail merge fields that are supported by both applications are converted. Merge data files are different between the two products and may need adjustments after conversion.   Word deletions are converted, and additions are converted as normal text. Ami Pro revisions are converted, but the color and author information is lost.  Bookmarks that mark tables or frames are lost when

Features and Properties	Word to Ami Pro	Ami Pro to Word	Comments
Master document	No	N/S	converting to Word. Although Word does support bookmarks for table rows, cells, and full tables, converted documents will not retain these bookmarks. Extended characters in bookmarks are not mapped correctly.
Currency symbols	N/S	No	Ami Pro currency symbols are a cell attribute. Word does not have a similar table feature.
Equations	No	No	Equations are not converted.
Ami Pro charts	N/S	No	Charts are not converted.
Tables of contents and indexes	See comment	See comment	Tables of contents and indexes are converted as plain text. Index and table of contents entries are converted.