

Sharing documents between Word and WordPerfect

Both Word's and WordPerfect's conversion utilities that facilitate opening documents from a different program are designed basically for viewing and printing a file from another program. The conversion utilities are not meant to be used to edit documents in two different programs, going back-and-forth between the two (called round-tripping).

WordPerfect has had the feature allowing WordPerfect to save files into the Word .doc format for several program versions. This feature is improved with each version and WPX3 claims that a WordPerfect user could choose to save all documents in the .doc format. This is NOT recommended.

Word and WordPerfect look at a document in very different ways.

Primarily, WP sees a stream of text that you do things to, like damming a river to change it's course. You turn on Bold and everything from then on is Bold until you turn it off. Likewise with changing margins or tabs. WordPerfect inserts unseen codes to turn things on and off...

Word sees documents as built up of compartments, one inside of the other. Characters fit into paragraphs which fit into sections which fit into documents. Formatting changes change only the compartment to which they are applied. If you change the tab settings on one paragraph, the paragraphs that follow aren't changed (if those paragraphs exist when you make the change). Changes made in one paragraph will carry through in subsequent paragraphs which are created from that paragraph.

"Word for WordPerfect Users" on ADD Balance by Charles Kenyon (<http://www.addbalance.com/word/wordperfect.htm>)

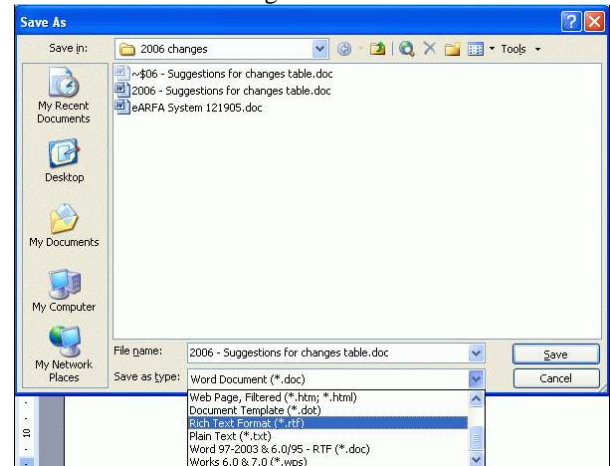
Opening and properly displaying a file that contains basic word processing features, such as bold, tabs, columns, graphics with normal text wrap, etc., is usually not a problem for either program. However, the more complex the document (using headers, equations, styles in WordPerfect, for example), the higher the probability that a document will not look correct in the other program.

So, if two or more people using WordPerfect and Word, are working on the document, share the document during the draft phase (contents only) and let one person finish and format the document.

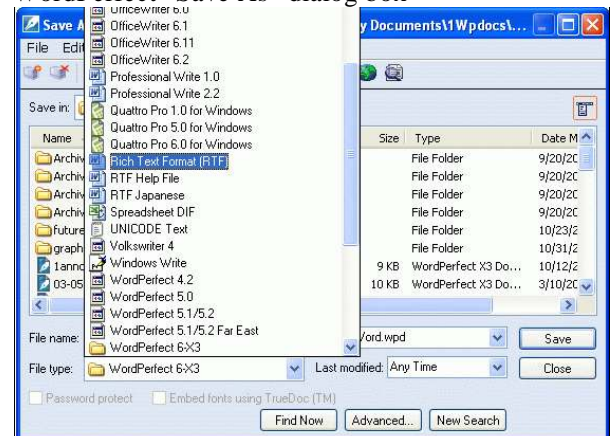
Use Rich Text Format

When you share a document with multiple people use a non-proprietary format that is readable by all word processors on PCs or Macs — Rich Text Format (RTF). The Rich Text Format preserves the appearance of text, such as font choice, bold, italics, etc., and preserves basic layout features, such as tabs, margins, columns, etc. Simply use *File > Save As* to save a second copy of your file to the Rich Text Format version (see sample images below).

Word "Save As" dialog box




WordPerfect "Save As" dialog box



I have found that many times the Rich Text Format preserves (or converts) advanced formatting features better than simply opening the document in the other word processor. I save files into RTF with the same file name in the same location as the original file. This way when I update the original I simply do another “save as” to update the RTF file.

Display the File Type of all files

To effectively use this method of saving your files you need to see the File Type information for all of your files. To see the File Type information in the Word or WordPerfect File - Open or File - Save As dialog box, click on the Views button  and select the Details option. Now each time you open the dialog box you will see all file information, including the File Type.

You should also use the Views - Details option when you use the My Computer, My Documents, or Windows Explorer program. Please follow these steps to make that View your default file view.

1. Open My Computer, My Documents, or Windows Explorer.
2. Select View > Details from the menu bar.
3. Select Tools > Folder Options from the menu bar.
4. In the Folder Options dialog box select the View tab.
5. Click on the Apply to All Folders button.
6. Click on the OK button.

~ Pam Peters

Use PDF to share documents on the Web

If you want to share a document on the Web convert it to a PDF (Portable Document Format) file. This is the standard format of documents transferred on the Internet. PDF files have the advantage of

- being opened with Adobe Reader from any Web browser on PC, Mac, or Linux,
- showing the document as you intended it to look, and
- being approximately the same size or smaller than the original file. PowerPoint slide show files, in particular, are smaller in the PDF version.

When you include PDF files on your website, be sure to tell the reader the link is to a PDF file and list the file size with each link (example: PDF 556 KB, 24 pages). The vast majority of links go to another Web page, so you need to inform users when something different is going to happen. You should also follow standard practice by providing a link on the page for users to go to the Adobe site to download the free Adobe Reader.

WordPerfect

If you have WordPerfect 9 or newer, you can convert your documents to the PDF format with the “Publish to PDF” feature. Please see the [Creating PDF files with WordPerfect](#) document on the CIT Tips, Tricks, and Techniques website for instructions.

Microsoft Office

To create PDF files from Word, Excel, or PowerPoint documents you need to install the Adobe Acrobat program (available from [IS Computer Sales](#)). After Acrobat is installed, the “Adobe PDF” option will be added to the menu bar and the PDFMaker toolbar will be added. Once your file is saved, use the “Convert to Adobe PDF” option to save the new file.

To create the smallest file possible, use the standard fonts of Times New Roman or Arial.

When you convert a PowerPoint slide show, each slide becomes a separate page in the PDF file. If you want to have multiple slides on the page or want to include your notes with the slide, you need to first send the slide show to Word and then convert to a PDF file.

1. Select File > Send to > Microsoft Office Word.
2. In the Send to Microsoft Office Word dialog box, select one of five Page Layout options (example: Notes below slides).
3. Edit this file like any Word file and save it.
4. Click on the Convert to Adobe PDF button and save the file to the proper location. NOTE: To work properly on the Web, the file name must be one word.

It is recommended that you share PowerPoint slide shows via the PDF format as the “Save as Web page” feature produces files larger than the original PPT file and can only be viewed correctly in the Internet Explorer Web browser.

~ Pam Peters