Using the conversion utility

The conversion utility lets you convert files in various formats to one of five Windows- or Macintosh-based WordPerfect file formats.

In this section, you'll learn about

- starting and quitting the conversion utility
- converting files
- specifying file conversion options

For more information about the file formats supported by the conversion utility, see "Reference: Using the conversion utility."

Starting and quitting the conversion utility

You can start and quit the conversion utility.

{button ,AL(`Starting and quitting the conversion utility;',0,"Defaultoverview",)} <u>How to</u>

To start the conversion utility

- On the Windows taskbar, click **Start ▶ Programs ▶ WordPerfect Office 11 ▶ Utilities ▶ Conversion utility**.

{button ,AL(`Starting and quitting the conversion utility;',0,"Defaultoverview",)} **Related topics**

To quit the conversion utility

- Click **Close**.

{button ,AL(`Starting and quitting the conversion utility;',0,"Defaultoverview",)} <u>**Related topics**</u>

Converting files

You can convert files in various formats to a single Windows- or Macintosh-based WordPerfect file format. You can also convert imported comma separated value (CSV) files.

For more information about the file formats supported by the conversion utility, see <u>"Reference: Using the conversion utility."</u>

{button ,AL(`Converting files;',0,"Defaultoverview",)} <u>How to</u>

To convert a file to WordPerfect

1 Start the conversion utility.

2 Click **Add**.

3 Choose the drive and folder where the file you want to convert is stored.

4 Click the file.

5 Click **Add**.

The path and filename display in the **Files to be converted** box.

6 From the **Convert to** list box, choose a version of WordPerfect.

You can also

Convert all files in a folder	Click **Add**. Choose the drive and folder where the files you want to convert are stored. Click **Add all**. If you want to convert the files in the folders within the folder, enable the **Include subfolders** check box.
Remove a file from the **Files to be converted** list	Click a file, and click **Remove**.
Remove all files from the **Files to be converted** list	Click **Clear**.
Save a copy of the converted file as a CSV file	Enable the **Create a conversion file** check box. Click the **Browse** button, and choose the drive and folder where you want to save the file. Click **Save**.
Create a folder in which to save converted files	In the **Save location** area, enable the **New folder** option. Click **Create folder**. Choose the drive and folder where you want to create the folder.

Note

- You can also import CSV files into WordPerfect. For more information, see "To convert an imported comma separated value (CSV) file into WordPerfect."

Tip

- By default, the files you convert are saved in the same folder as the original files. You can save the converted file to another folder by enabling the **New folder** option, clicking the **Browse** button, and choosing a folder.

{button ,AL(`Converting files;',0,"Defaultoverview",)} **Related topics**

To convert an imported comma separated value (CSV) file into WordPerfect

1 Start the conversion utility.

2 Click **Import**.

3 Click **Add**.

4 Choose the drive and folder where the **CSV** file is stored.

5 Click a file.

6 Click **Open**.

The path and filename display in the **Imported conversion files** list.

7 Click **OK**.

8 From the **Convert to** list box, choose a version of WordPerfect.

You can also

Remove a file from the **Files to be converted** list	Choose a file, and click **Remove**.
Remove all files from the **Files to be converted** list	Click **Clear**.
Create a folder in which to save the converted file	In the **Save location** area, enable the **New folder** option. Click **Create folder**. Choose the drive and folder where you want to create the folder.

 Tip

- By default, the files you convert are saved in the same folder as the original files. You can save the converted file to another folder by enabling the **New folder** option, clicking the **Browse** button, and choosing a folder.

{button ,AL(`Converting files;',0,"Defaultoverview",)} **Related topics**

Specifying file conversion options

The conversion utility lets you generate a log file for each file conversion. You can also specify how the conversion utility handles duplicate filenames.

{button ,AL(`Specifying file conversion options;',0,"Defaultoverview",)} <u>How to</u>

To generate a log file

1 Start the conversion utility.

2 Click **Options**.

3 In the **Export options** area, enable the **Generate log file** check box.

Tip

- By default, the log file is named **Conversion_log.txt**, and it's stored in the **\\My Documents** folder. You can rename the log file and save it in a different folder. Click the **Browse** button. Choose the drive and folder where you want to save the file. Type a filename in the **Filename** box, and click **Open**.

{button ,AL(`Specifying file conversion options;',0,"Defaultoverview",)} Related topics

To specify saving options for duplicate filenames

1 Start the conversion utility.

2 Click **Options**.

3 In the **When saving, if filename already exists** area, enable one of the following options:

- **Show warning**—to display a warning before overwriting a file with an existing filename
- **Skip to next file**—to abandon the conversion of a file with an existing filename, and to continue converting the other files in the **Files to be converted** list
- **Overwrite original file**—to replace the existing file with the converted file
- **Auto rename**—to automatically rename a converted file with a filename you specify

If you chose **Auto rename**, specify a new filename convention by typing text in the **New name = Old name +** box; for example, if a duplicated filename is **Financial_Report.wpd**, you can type **_Q4** in the **New name = Old name +** box to automatically rename the converted file to **Financial_Report_Q4.wpd**.

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{button ,AL(`Specifying file conversion options;',0,"Defaultoverview",)} <u>Related topics</u>

Reference: Using the conversion utility

The conversion utility lets you convert files in various formats to one of five Windows- or Macintosh-based WordPerfect file formats.

{button ,AL(`Reference Using the conversion utility;',0,"Defaultoverview",)} <u>How to</u>

WordPerfect file formats for converted files

The following list details the Windows- and Macintosh-based versions of WordPerfect, and the corresponding filename extensions, to which you can convert files.

WordPerfect version	Filename extension
Corel WordPerfect 6/7/8	WPD
Corel WordPerfect 9/10/11	WPD
Corel WordPerfect 4.2, 5.0, 5.1, 5.2	WP
Corel WordPerfect 2.0, 2.1, 3.0, 3.1, 3.5 Macintosh	WPM
Corel WordPerfect 5.1, 5.2 Far East	WP
Corel WordPerfect Compound File	WPD

{button ,AL(`Reference Using the conversion utility;',0,"Defaultoverview",)} Related topics

Supported file formats for conversion

The following list details the text file and application-specific file formats, and their corresponding filename extensions, that can be converted to WordPerfect.

File type	Filename extension
Ami Pro 1.2, 1.2a, 1.2b, 2.0, 3.0	SAM
ANSI (Windows) Delimited text	TXT
ANSI (Windows) CR/LF to Srt	TXT
ANSI (Windows) Text	TXT
ASCII (DOS) Delimited Text	TXT
ASCII (DOS) CR/LF to Srt	TXT
ASCII DOS Text	TXT
Borland Sprint	
DisplayWrite 4.0, 4.2, 5.0	DOC
Hypertext Markup Language	HTM
IA5	
IBM DCA FFT	FFT
IBM DCA RFT	RTF
Microsoft Word 4.0, 5.0, 5.5	DOC
Microsoft Word for Windows 1.0, 1.1, 1.1a	DOC
Microsoft Word for Windows 1.2 or 1.2a	DOC
Microsoft Word for Windows 2.0, 2.0a, 2.0b, 2.0c	DOC
Microsoft Word for Windows 5.0	DOC
Microsoft Word for Windows 6.0/7.0	DOC
Microsoft Word 97/2000	DOC
Microsoft Word 2002	DOC
MultiMate Advantage II 1.0	DOX
MultiMate 3.3 or 3.6	DOX
MultiMate 4.0	DOC
Navy DIF Standard	DIF
StarOffice Writer 6.0, 6.1, 6.11, 6.2	WP
QuickFinder Log	
Professional Write 1.0 or 2.2	DOC
Rich Text Format	RTF
RTF Japanese	RTF
SGML	
Unicode Text	TXT
Volkswriter 4	VW
Windows Write	WRI
Corel WordPerfect 2.0, 2.1, 3.0, 3.1, 3.5 for Macintosh	WPM
Corel WordPerfect 4.2, 5.0, 5.1, 5.2	WP
Corel WordPerfect 5.1/5.2 Far East	WP

Corel WordPerfect 6/7/8	WPD
Corel WordPerfect 9/10	WPD
WordPerfect Compound File	WPD
WordStar 2000 1.0, 2.0, 3.0	WDS
WordStar 3.3, 3.31, 3.4, or 4.0	WDS
WordStar 5.0, 5.0, 7.0	WSD
WP Works 2.0 Word Processor	WPW
XyWrite III Plus 3.55, 3.56, 4.0	XY

{button ,AL(`Reference Using the conversion utility;',0,"Defaultoverview",)} Related topics

Conversion Utility What's this?

Closes this dialog box without saving any changes you have made.

Closes the dialog boxes and saves any changes you have made.

Lets you add files to the list.

Lets you choose the folder in which you want to save converted files.

Lets you choose the drive and folder where you want to save converted files.

Lets you choose the drive and folder where you want to save the converted file.

Lets you choose a drive and folder.

Lets you save a copy of the converted file as a CSV file.

Lets you generate a log file.

Removes all files from the list.

Lets you choose the file format to which you want to convert files.

Lists imported CSV files.

Lets you create a folder in which to save converted files.

Displays the file path to the drive and folder where you want to save CSV files.

Displays the file path to the drive and folder where you want to save the log file.

Lets you type text to specify how you want a duplicate filename to be changed.

Lets you choose files to import.

Lists the files to be converted.

Lets you specify file export options and saving options for duplicate filenames.

Lets you automatically rename a converted file with a filename you specify.

Lets you specify a new folder in which to save converted files.

Lets you save converted files in the same folder as the original files.

Lets you replace the existing file with the converted file.

Lets you automatically rename a converted file.

Displays a warning before overwriting a file with an existing filename.

Lets you abandon the conversion of a file with an existing filename.

Lets you abandon the conversion of a file with an existing filename.

Lets you remove files from the list.

Closes the dialog box and saves any changes you have made.

Click to display Help information.

The **Browse** button lets you search for folders and files.