1. To convert a Word-94 (6.x) version of Act.dot to Word-97 (8.x), follow these steps:

2. Open the Word-95 macro with Word-97.
    2.1. Open …/Word/Master/6/act.dot with Word-97.
    2.2. When you get a warning about macros being unsafe, select "Enable Macros" .
    2.3. Select OK when VisualBasic tells you that some features of the macro are incompatible with Word-97
    2.4. Now that Word-97 has opened act.dot, select "Tools->Macro->Visual Basic Editor".

3. Fix compile incompatibilities.
    3.1. In VisualBasic select "Debug->Compile TemplateProject".
    3.2. At the first error, look at the top of file and remove the "rem" from the function causing the error.
    3.3. Select "Debug->Compile TemplateProject" again.
    4.4. At the next error, look at the top of the file and remove the "rem" from the three function declarations
    3.5. Select "Debug->Compile TemplateProject" again. There should be no errors.
    3.6. Macro conversion is now complete.
    3.7. In VisualBasic, select "File->Return to Word".
    3.8. Select "File->Save As…" and save the document as …/Word/Master/8/act.dot.

4. Fix problems with WordBasic legacy object.
    4.1. From Visual Basic, select "Edit->Replace".
    4.2. Select "Current Project" from the "Search" group box.
    4.3. Enter the three characters: "Single Quote-Tilde-Single Quote" in the Find text box.
    4.4. Clear anything out of the Replace text box. (Should be like this already)
    4.5 Select "Replace All".

5. Clean up after Word-97's failed conversion of customized menus.
    5.1. In Word-97, select "Tools->Customize…".
    5.2. Select the "ToolBars" tab from the "Customize" modeless dialog box.
    5.3. Select each of the checked tool bars and click on "Reset".
    5.4. Select "OK"

6. Customize the menus for ACT!
    6.1. Select the "Commands" tab.
    6.2. Select "Macros" from the "Categories" drop-down list.
    6.3. Select the "File" menu which will drop it down for customizing.
    6.4. Drag the "SendEmailUsingAct" macro to the bottom of the "File" menu.
    6.5. Right click on the new menu item that you just created to bring up its properties.
    6.6. Select "Begin New Group".
    6.7. Rename the menu item that you just created to "Send E-&Mail Using ACT!…
    6.8. Drag the "SendFaxUsingAct" macro to the bottom of the "File" menu.
    6.9. Right click on the new menu item that you just created to bring up its properties.
    6.10. Rename the menu item that you just created to "Send &Fax Using ACT!…"
    6.11. Select the "Insert" menu which will drop it down for customizing.
    6.12. Drag the "ZActShowFields" macro to the bottom of the "Insert" menu.
    6.13. Right click on the new menu item that you just created to bring up its properties.
    6.14. Select "Begin New Group".
    6.15. Rename the menu item that you just created to "ACT! Mail-Merge Fields…"
    6.16. In the "Customize" menu, select "Close".

7. Finish
    7.1. Select File->Close and save changes.