

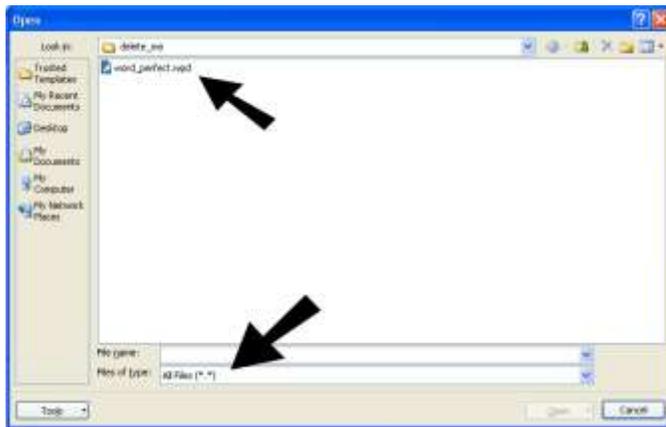
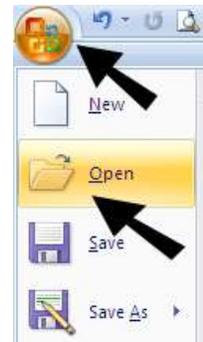
ABC Word Perfect Converter

ABC Word Perfect Converter is a program that will convert multiple Word Perfect files to Word files without having to open and save each file individually. This will save time for someone who has a large number of files. Should there be files that have complex formatting and many tables or graphics the converted files may not convert and appear exactly like the Word Perfect version. Some reformatting in Word 2007 may be required. It is important to proofread documents after converting.

As an alternative to using ABC Word Perfect Converter many teachers simply open their Word Perfect file in Word 2007 and save it as a .docx format.

To open a Word Perfect file in Word 2007 follow these steps:

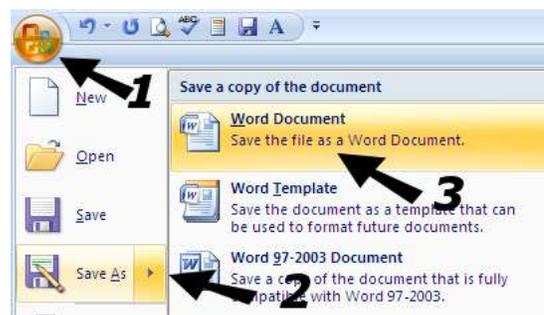
1. Launch Word 2007
2. Select the **Office Button** from the Word 2007 ribbon menu
3. Choose **Open** from the pull down menu
4. Navigate to the **folder** where the **Word Perfect** files are stored in the **Open** file dialogue box (Note: All files *.* should be in the Files of Type box)



5. Word 2007 will automatically convert the file as it is opened.

6. Save the file in Word 2007 format by choosing the **Office Button**, **Save As** and **Word Document**.

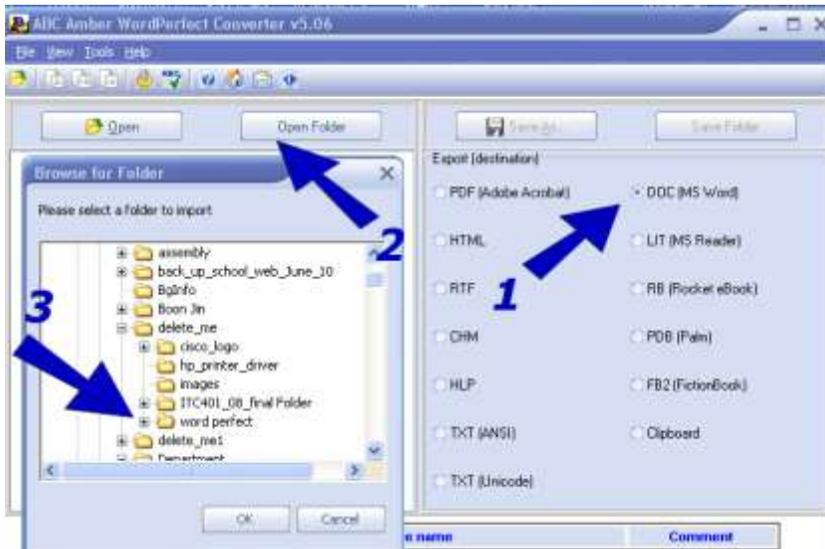
7. The file name will appear with a .docx at the end. i.e.: **students.docx** Choose Save to save the file (work with this new .docx format file from this point forward).



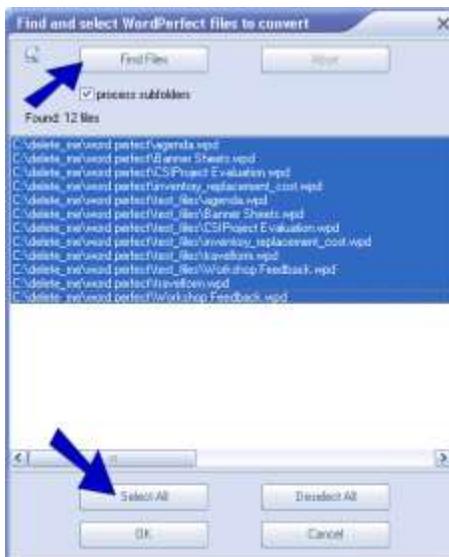
ABC Word Perfect Converter

The ABC word converter is a utility that will automatically convert large numbers of .wpd files to another format such as .doc or .pdf. TIE has a Provincial site license and each school STC has a copy of the utility program that can be used at school or on a teachers' home computer.

1. Launch ABC Converter
 - a. Check the **file format** for the export
 - b. Choose the **folder** on the computer where the .wpd files will be found



2. Select the files to be converted and choose **OK**



3. Click **OK** on the pop-up dialogue box and select the **"Save Folder"** button



4. Choose the folder where the new files will be placed. This can be the same folder where the .wpd files were found. The .wpd files will be unchanged and the new .doc files will be placed in the same folder.



5. Click **Start**



6. There will be a wait while the files are processed and converted. The amount of time will be dependent upon the number of Word Perfect files selected and the sizes of these files. Files that contain complex table and graphics and graphics may lose some formatting in the conversion process.
7. Close ABC WordPerfect converter and review the converted files in Word 2007. Make any editing changes and resave the file in .docx format.

ABC Word Perfect Converter

Each school STC has a copy of the ABC Word Computer and associated registration key. Many schools have installed the software on computers that have the software set up and ready to use. e.g.: in the library, staff room, or computer lab

If you do not have access to the software or registration key in your school you may follow the instructions below:

1. Download the software from
http://www.edu.pe.ca/journeyon/techsupport/abcwp_full.zip
2. Unzip the program file and place it in a folder on your computer or on the desktop.
3. Obtain the registration key for ACB Word Perfect Converter from your STC or request the key from [Iroberge.gov.pe.ca](mailto:iroberge.gov.pe.ca) (Make sure you request the key through your Groupwise education email account).
4. Save the key to the same folder where you saved the download (or on your desktop).
5. Open the key by double clicking on the file name. You will see the following message:
"Information in *.key has been successfully entered into the registry".
6. You are done! Run the program.
7. At the bottom of the window you should see: "Registered user: yourname" This lets you know that all demo version restrictions have been removed.