

Oregon Law Practice Management

Practice Management Tips for Oregon Lawyers



Avoid Strife, Strip Out Coding in Word

Are you a [WordPerfect](#) user in a [Word](#) world? Would you rather give a key note address to an audience of strangers than convert a [Word](#) document? You are not alone! What appears to be an easy task is actually quite deceiving.



First, let me refer you to [Jan Berinstein](#) and her excellent [blog](#). Jan's tips and tricks will go a long way toward helping. And if you want the definitive guidebook on using [Word](#) in the law office, consider Jan's books: *Formatting Legal Documents with Microsoft Word 2007* or *Formatting Legal Documents with Microsoft Word 2010*. Read more [here](#).

Why does the migration from [Word](#) to [WordPerfect](#) pose a problem? Isn't it just a matter of opening your [Word](#) document in [WordPerfect](#) and wa-la! Off you go? Unfortunately, no.

While we don't commonly think of [Word](#) as using "codes" to control formatting, it most certainly does. And when you open a [Word](#) document in [WordPerfect](#) you unwittingly inherit [Word's](#) embedded styles and other formatting – which can cause strange results. What should you do?

Setting aside third-party options, the easiest approach is to use WordPad as a bridge to strip out [Word's](#) formatting. The result? A clean, code-free document. In Windows XP, you will find WordPad under your Start Menu > All Programs > Accessories. Here are the steps:

1. In WordPad, select File, Open...
2. In File, Open... change the setting under "Files of Type" to All Documents [*.*].
3. Open the Word® file you wish to strip codes from.
4. Select File, Save As.
5. Change the setting under "Save as type" to Text Document [*.txt].

6. When you see the warning:
“You are about to save the document in a Text-Only format, which will remove all formatting. Are you sure you want to do this?”
Click Yes.
7. Close WordPad.
8. Open the file in WordPerfect.®
9. The Convert File Format box will appear. Click OK.
10. Format your document as desired in WordPerfect.

My thanks to [Dee Crocker](#), practice management advisor extraordinaire for the idea.

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Originally published August 3, 2010 at

<http://oregonlawpracticemanagement.wordpress.com/2010/08/03/avoid-strife-strip-out-coding-in-word/>