

1 Introduction

1.1 Welcome

A powerful converting tool for Word and Excel



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1.2 Requirements

For our RL-FileWiz you need the following:

- Any Windows version from Win 95 or NT 4 to XP (or highr). For Windows 95 and NT 4 the installation of Internet Explorer version higher than 3 is required (Or apply the update for common controls "50comupd.exe").
- Word 97 (or higher) and/or Excel 97 (or higher)
- 2 MB free diskspace

1.3 Version history

1.00

First Release to the public.

1.01

Included Lotus formats to the Excel converter list.

1.02

- Mouse click in tree considers now the horizontal scrollbar position.
- After cancel of a file scan, existing results are not cleared any more.
- No more doubled backslash's in file pathes.
- New command line switch 'V'. Forces Excel/Word to run visible.
- No access violations any more when closing the trial version via cancel.
- The Word selection object does not work reliable when called from an external program. We now use the range object instead.

- Trial version always shows help screen at startup.

1.03

- Added version history to this documentation.
- Fixed bug concerning large Windows fonts. Messed up display completely. Thanks to Mr. Jim McBride.

1.04

- Added the ".html" extension to Word/Excel web converters.
- Maintain date and time of the source file (optional).

1.10

- Wizard is freeware. Some optical improvements.

1.11

- In case of multiple installed Office versions, you can now start a certain version before the wizard. By pressing 'Ignore' in the Wizard startup dialog you can use the running Office instance. Normally this is not the best idea, because of the limitations in the Office OLE controls. But for multiple Office versions this is really the only way to select a certain version!

2 Conversion process

2.1 How does FileWiz work?

FileWiz internally uses Word or Excel for the conversion process. It calls them via the OLE mechanism.

Therefore a maximum compatibility is achieved.

Because the OLE implementation of Excel and Word is not perfect, you should obey a few things:

- **Close Excel or Word before calling FileWiz!**
- **Don't call Excel or Word before the conversion is finished!**
- **If visible while FileWiz is running, do not close Word or Excel!**

Nothing bad will happen otherwise, but it's possible that Excel/Word will not accept user command any more.

2.2 Source and target concept

FileWiz will copy the whole subdirectory structure from the specified source directory to the specified target directory.

So if you chose

```
c:\Source Directory
  Subdirectory1
    Subdirectory 1.1 (10 Files)
    Subdirectory 1.2 (2 Files)
  Subdirectory2
    Subdirectory 2.1 (1 file)
    Subdirectory 2.2 (12 files)
    Subdirectory 2.3 (1254 files)
```

and select a target directory, let's say

```
c:\Target Directory
```

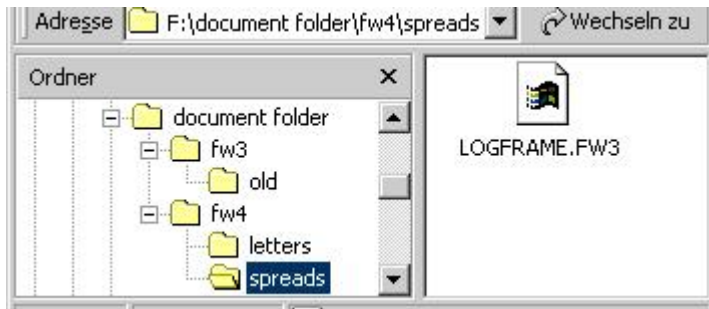
it will copy all subdirectories and the contained files from the source directory to this target directory, so after the conversion process you will have:

```
c:\Target Directory
  Subdirectory1
    Subdirectory 1.1 (10 Files)
    Subdirectory 1.2 (2 Files)
  Subdirectory2
    Subdirectory 2.1 (1 file)
    Subdirectory 2.2 (12 files)
    Subdirectory 2.3 (1254 files)
```

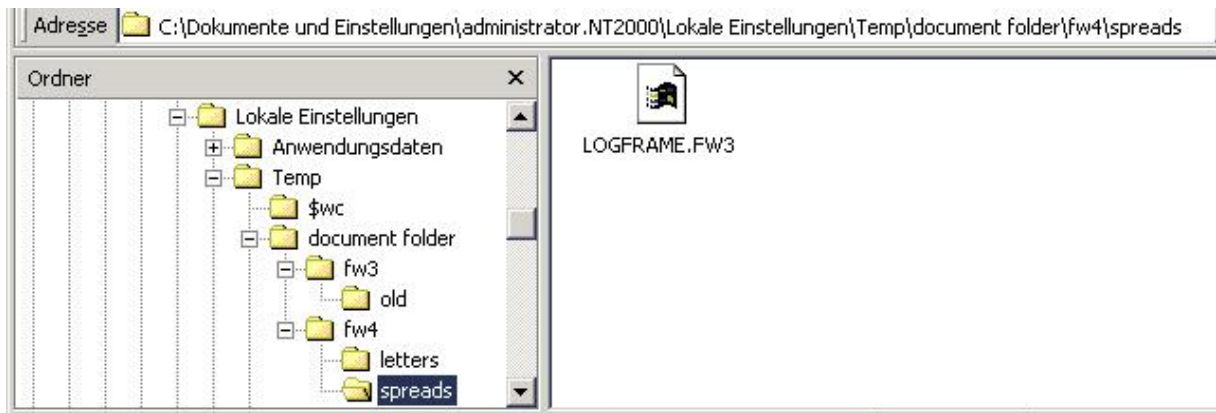
EXAMPLE:

Start path: "F:\document folder"

Target path: "C:\Dokumente und Einstellungen\administrator.NT2000\Lokale Einstellungen\temp"

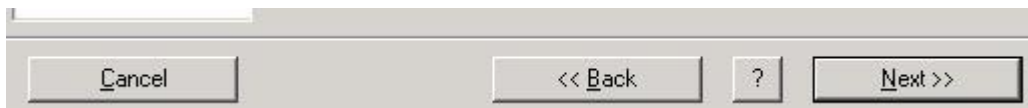


FileWiz saved the converted files



2.3 Navigation

FileWiz has a consistent user interface. At the bottom of the FileWiz window you can see the following navigation buttons:



Above these buttons you will find the configuration dialogs. Step through every dialog using *Next*, specify the conversion process and after step 5 you will be done.

Cancel

Terminates the FileWiz program.

Back

Go to the previous configuration step.

?

Call this help (The F1 key works also).

Next

Go to the next configuration step. This button is only enabled, if all required inputs are done.

2.4 Command line options

FileWiz understands a few command line options:

/t<sec>

Use the t-option to specify the inactivity time in seconds after which Word or Excel are terminated automatically. Values below 30 are ignored. The default value is 60 seconds.

```
FileWiz /t120
```

/i<sec>

Here you can control the display time in seconds of the splash screen at startup. A value of zero does not show the splash screen at all.

```
FileWiz /i0
```

/s<path>

Specify the starting path of your source files. Of course you can manually select another path in step 3. If your path contains spaces or other OS reserved characters, please quote the argument:

```
FileWiz "/sc:\Eigene Dateien"
```

/d<path>

Specify the destination path for the conversion. Of course you can manually select another path in step 4.

If your path contains spaces or other OS reserved characters, please quote the argument:

```
FileWiz "/df:\temp"
```

/w

This command forces FileWiz to start Word immediately after start. Step 1 will be skipped.

/e

This command forces FileWiz to start Excel immediately after start. Step 1 will be skipped.

/v

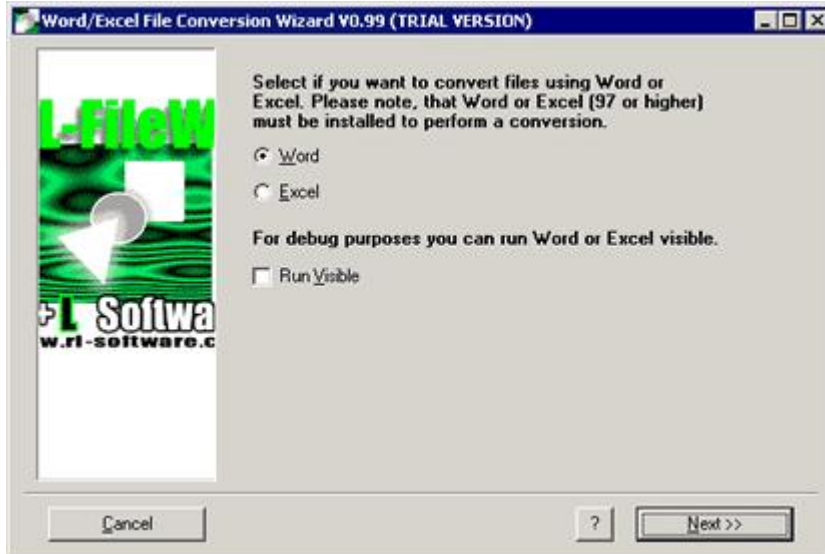
This command forces FileWiz to run Excel or Word visible.

Of course you can combine all options in one command, the order does not matter:

```
FileWiz /i0 /t120 /df:\temp "/sc:\Eigene Dateien"
```

2.5 Steps

2.5.1 1. Select Word or Excel



Word/Excel

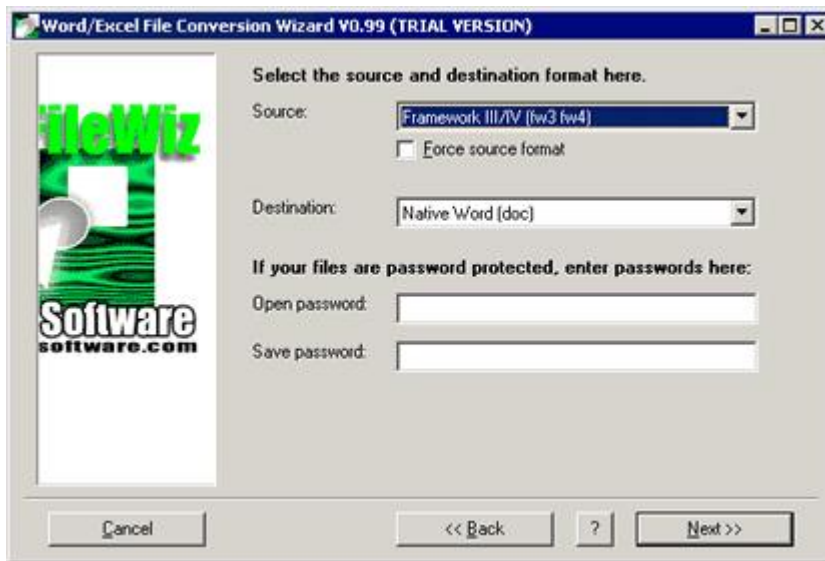
Check *Word*, if you want to use Word. Or check *Excel* for Excel. The specified application will be started automatically after pressing NEXT. If the specified application is not installed, the next step is not reachable.

Run Visible

When this is checked, you can see Word or Excel Window while the conversion takes place. This can be very useful to track down problems. **DO NOT CLOSE WORD OR EXCEL WHILE FILEWIZ IS RUNNING!!!**

Unchecked you will not see Word or Excel Window work.

2.5.2 2. Select file formats



Source

Here you can select one of the available source formats. This depends on the selected Office application and on which converters are installed.

Force source format

While opening, Word or Excel try to identify the format of a source file automatically. This identification disregards the extensions (for example: DOC,WKS) of the file! Instead every installed converter is asked if it can handle this file. Sometimes a converter states, that he understands the file format, but actually, this might be not true! For example: the Excel DBF4 converter thinks on some FW4 files, that it can read them. The result is complete nonsense. In such a case check *Force source format*. Word or Excel will open files using the specified source format at first. Only if the opening fails, the automatic identification will be started. Normally it is best to leave *Force source format* unchecked.

Destination

Here you can select one of the available destination formats. This depends on the selected Office application and on which converters are installed. Please note that many source format converters can not write their format, they are readonly!

Open password

Here you can specify an open password. All files will be opened with this password. Files which are not protected will open without problem, then Word or Excel simply ignore the given password. In step 4 you can specify if you want to save the file with the given password or not. So it's possible to remove the password for a lot of files.

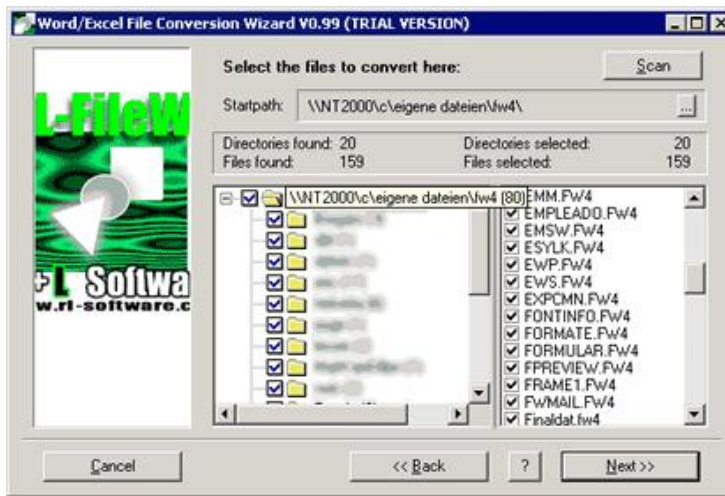
Save password

Here you can specify an save password.

Files which are not protected will open without problem, then Word or Excel simply ignore the given password.

In step 4 you can specify if you want to save the file with the given password or not. So it's possible to remove the password for a lot of files.

2.5.3 3. Select source files



Scan

After specifying the startpath, please push this button. FileWiz starts scanning for files with the extension given by the source format. The scanning process can take some time! If no files are found the following message box will display:



Startpath

The default path for scanning is your document folder. By pushing this button you can change the starting point for the file scan. FileWiz will save all files in the same subdirectory structure as in this starting path. In step 4 you can specify the saving path.

Info panel

Directories found	All directories containing matching files are counted here. Directories which contain only subdirectories are counted as well.
Files found	Number of all files found.
Directories selected	Number of all directories which contain at least on selected file.
Files selected	Number of all selected files.

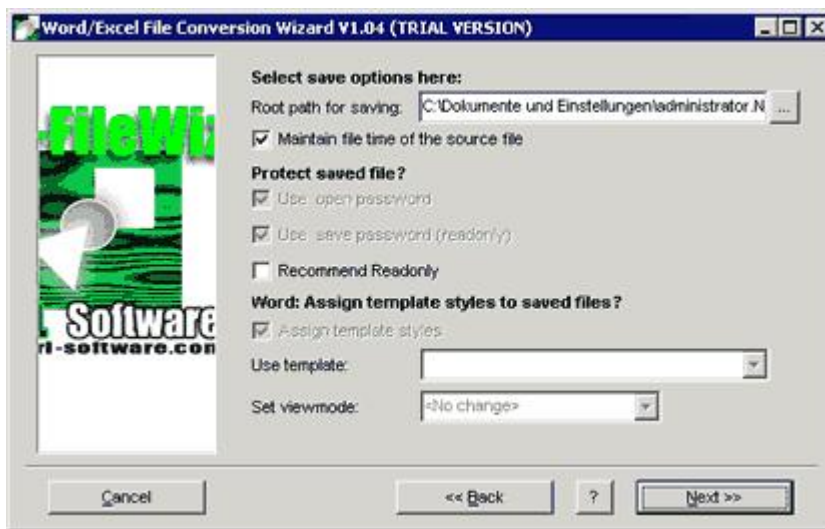
Tree window

All directories which contain matching files (or subdirectories) are displayed here. You can simply de/select whole directories by clicking left of the directory name (the bigger square box). Subdirectories are de/selected automatically. The info panel reflects your changes immediately.

Filelist

Select a directory in the *tree window*. All files of this directory are displayed here. You can de/select files individually by clicking on the square box left of the filename.

2.5.4 4. Destination options



Root Path for Saving

All files which had been chosen in the starting path (stated in step 3) will be saved here (respective subdirectories will be created if not present). The default path is your temporary folder.

The whole directory structure of the selected source directories will be mirrored.

You can choose the same path as the source starting path, but we would not recommend this. It would be better to choose a different place, which makes things more clear.

Maintain file time of the source file

When checked, FileWiz maintains the date and time of the source file.

Use open password

See also step 2. This option is only available, if an open password in step 2 was entered.

Use save password

See also step 2. This option is only available, if a save password in step 2 was entered.

Recommend Readonly

When checked, the file is written with the *Recommend Readonly* flag active. For more details please see the Office documentation.

Assign template styles (Word only!)

Before a Word file will be saved, FileWiz will assign the template styles given by *Use template*. You can change the look of your Word files with this feature. Advanced users may create special templates in order to homogenize thousands of files (fonts, styles) in one go!!!

Use template (Word only!)

If you have checked *Assign template styles*, than you can select one of the available Word templates here (they need to be in the users templates folder).

Set viewmode (Word only!)

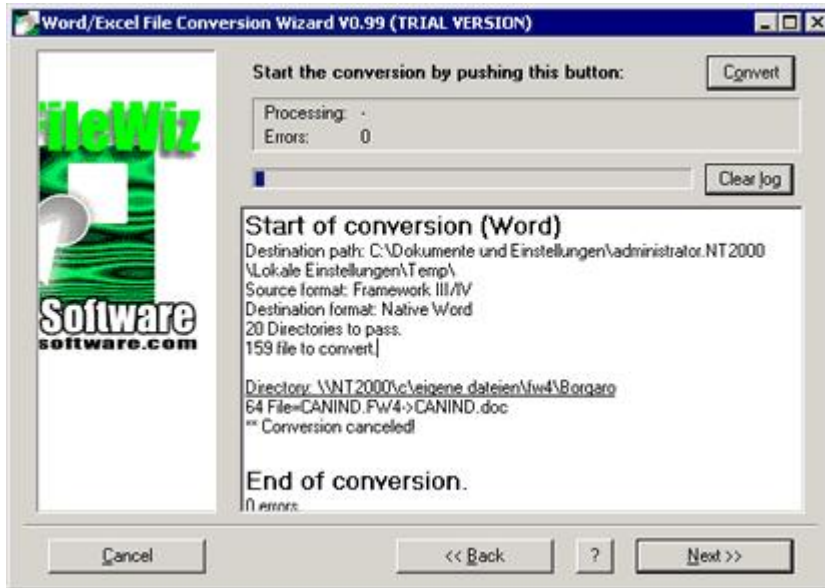
Word can display a document in different ways. Also it can display a document map on the left side of the Word window.

Here you can select one of the different Word view modes, with document map or not. The default value is "<No change>", which leaves the view mode of the source file untouched.

For Framework files we recommend the "*Online + Document Map*" option, which gives a more

familiar look (for Framework users!).

2.5.5 5. The conversion



Convert

Push this button to start the conversion. The conversion process may take a while. All actions are logged in the log window below.

Info panel

Processing Path and filename of the actual processed file
Errors Number of errors occurred during the batch conversion process

Progress bar

The progress bar above the log window grows while the conversion is running.

Clear log

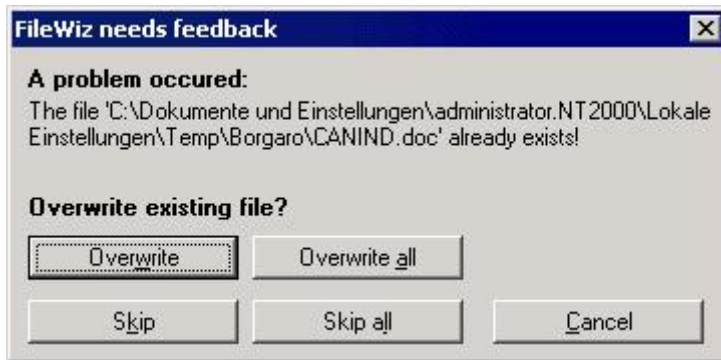
Clears the content of the log window below.

Log window

All actions and errors are logged here. Every new text is appended at the end. To clear the log you have to push *Clear log*. In the final step you can save the contents of the log window.

2.5.6 5.1 File already exists

If FileWiz detects that it could overwrite an existing file the following dialog appears:

**Overwrite**

The file will be overwritten. If FileWiz will detect another existing file, you will be asked again.

Overwrite all

The file will be overwritten. If FileWiz will detect more existing files, all of them will be overwritten without asking you again.

Skip

The file will be kept and not be overwritten. If FileWiz will detect another existing file, you will be asked again.

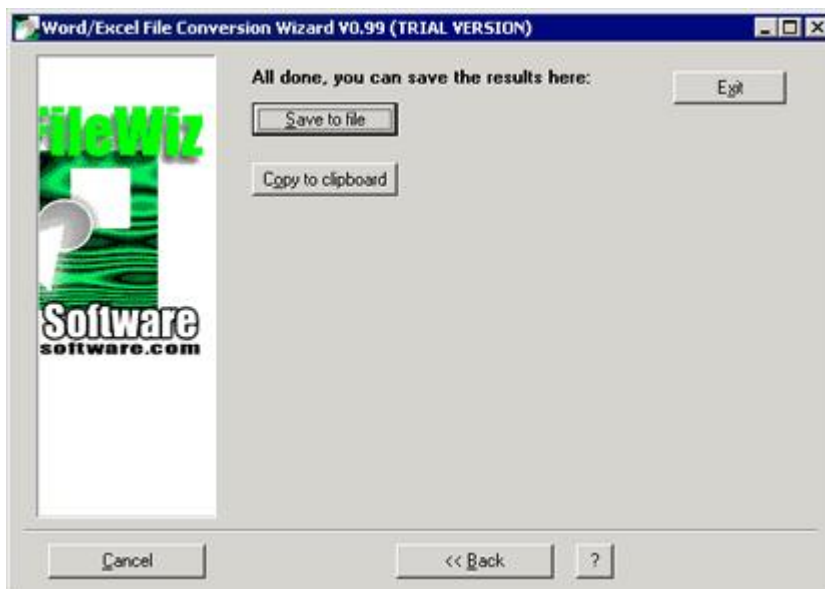
Skip all

The file will be kept and not be overwritten. If FileWiz will detect more existing files, all of them will be kept without asking you again.

Cancel

By pushing this button the conversion process will be stopped.

2.5.7 6. Results

**Save to file**

By pushing this button you can save the content of the log window to a RTF file.

Copy to clipboard

By pushing this button you can save the content of the log window to the clipboard. Afterwards you can paste the clipboard content in every application which processes text.

Exit

The whole work is done. Leave the program with this button.

3 FAQ

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www.rl-software.com/faq

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5 Free File Conversion Wizard

A powerful converting tool for Word and Excel

- Works with Word and Excel (97 or higher)
- External program, changes nothing in Word or Excel. No AddIns!
- Robust multithreaded design, survives most Word/Excel crashes without problem
- Converts an unlimited number of files
- Handles and reproduces nested directory structures
- Assign a new template style to a lot of Word files in one go
- Un/protects your Word and Excel file with passwords
- Easy to use: 5 comfortable steps to specify the conversion process
- Convenient, selfextracting and selfinstalling setup procedure
- Full functional, no restrictions

To convert a large number of files, the demo version and the premium version of our converters allow the usage of our RL-File-Conversion-Wizard. Please note: this does not apply to the standalone converter versions! (Budget and Conversion Suite).

You can download the Wizard from our website www.rl-software.com/converter/file-conversion-wizard.htm. It's completely free.



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6 Ordering & Contact










6.1 Products



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	WKS&WDB Budget converter. Standalone, no MS Excel required.		10.00 €	11.90 €
	Framework III/IV (*.fw3;*.fw4) to Excel Converter		Standard: 100.00 € Premium: 200.00 €	119.00 € 238.00 €
	Framework III/IV (*.fw3;*.fw4) to Word Converter		Standard: 100.00 € Premium: 200.00 €	118.00 € 238.00 €
	Framework Modification for fast Computers	Please <u>contact us</u> for more information.	100.00 €	119.00 €

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6.2 Our address



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