

**GLOBALVIEW for Microsoft Windows** 

# What's new in version 2.1

Xerox GLOBALVIEW Applications January, 1996

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographical errors will be corrected in subsequent editions.

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# GVWin 2.1 Release summary

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GLOBALVIEW for Microsoft Windows (GVWin) is a suite of office productivity and document management applications that runs in Microsoft Windows 3.x, Windows for Workgroups 3.1.x, or Windows 95 on a personal computer.

GLOBALVIEW is also available for UNIX workstations running Sun OS 4.1.x or Solaris, making it easy to share GLOBALVIEW documents in a mixed platform environment.

All GLOBALVIEW applications are based on the same easy-to-use, object-oriented model.

GLOBALVIEW for Microsoft Windows operates in the following network environments and provides iconic access to filing, printing, and mailing for each network.

- PC networks, such as Windows for Workgroups, Novell ODI, Banyan Vines, Token Ring, and Pathworks
- AccessBuilder remote communications
- XSoft Shared Document Services (SDS) network

Documents can be printed on Adobe PostScript, Hewlett-Packard PCL, and Xerox Interpress printers connected to your computer, or on the network.

## About this document

	This document gives an overview of GLOBALVIEW for Microsoft Windows (GVWin) software packages and applications.
New ▶▶▶	The New marker calls your attention to features or applications that are new in GVWin 2.1.
Improved >>>	The Improved marker calls attention to features that have been enhanced.

	Change description	
Environment	<ul> <li>Microsoft Windows 3.1</li> <li>Windows for Workgroups 3.1.x</li> <li>Microsoft Windows 95</li> </ul>	New
Configuration and installation	<ul> <li>Administration program (GV Admin) is simplified and provides more control of reserved disk space</li> <li>Installation with Token Ring networks is now supported</li> </ul>	Improved <b>New</b>
Converters	<ul> <li>Simplified converter user interface</li> <li>Improvements to Word for Windows 6.0, WordPerfect 6.0, and Excel 5.0 converters</li> <li>Update of converters for GV Paint canvases, and TIFF and PCX graphics</li> <li>Conversion performance improvements</li> <li>General conversion improvements</li> </ul>	Improved Improved Improved Improved Improved
CUSP	• A new CUSP program command provides access to subdirectories in the PC File Access window	New
Database Access	<ul> <li>RDBMS access via an easy-to-use interface</li> <li>Automate and customize with CUSP</li> <li>Results easily integrated in GLOBALVIEW documents, tables, and charts</li> </ul>	New New New
Documentation	• Several manuals have been updated to include the latest GVWin features: Workspace User Guide Text and Graphics Conversion User Guide Printing User Guide Installation Guide	New
Document Services Access	<ul> <li>Remote Document Open provides a quick view (but not edit) of documents in SDS file drawers</li> </ul>	New

## Table 1. GVWin 2.1 additions and enhancements at a glance

Table 1.	GVWin 2.1	additions and	d enhancements	at a glance
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	Change description	
Fonts and keyboards	<ul> <li>GVWin now uses the same fonts and international keyboards as GVX 2.1</li> <li>The ALT key no longer enters a character, so it can be used for Windows quick key sequences</li> </ul>	New New
GV Write	<ul> <li>Immediate frame feature provides a new option for managing text and frame placement</li> </ul>	New
Performance	• GV Admin provides a performance enhancing utility that defragments GV files on the hard disk	New
Printing	<ul> <li>Ability to print GLOBALVIEW documents using the Windows print facilities (GDI)</li> <li>Expanded PostScript printing options provide tray selection, color bitmap printing, and use of printers beyond the Windows default</li> </ul>	<b>New</b> Improved
Pro Illustrator Chem Illustrator	<ul> <li>The import and export of color bitmap graphics is now supported through XIF</li> </ul>	New
Workspace	<ul> <li>PC File Access allows copying or moving files to subdirectory icons without opening the subdirectory</li> <li>Multiple icons can be colorized simultaneously using the new Group Color property sheet</li> <li>Object Linker lets you run some Windows and DOS applications, such as Microsoft Word for Windows, from your GVWin workspace. Files from Windows applications appear as icons in your GVWin workspace that you can open and edit, mail, file, and place in shared books</li> <li>User Profile Copy Source is updated to include many common PC file types</li> </ul>	New New Improved

Visual Recall

#### Table 1. GVWin 2.1 additions and enhancements at a glance

# Enhanced installation and administration

New	•••	The enhanced installation program (GV Setup) supports Microsoft Windows 95, in addition to Windows 3.1 and Windows for Workgroups 3.1.x. The program automatically checks network driver installation for compatibility with your PC network.
New	***	GV Setup supports GLOBALVIEW installation on computer's connected to a Token Ring network.
Improved	***	Changes to GV Setup simplify installation and provide more feedback.
		An updated <i>Installation Guide</i> leads you through the install process and provides additional information about network installation, upgrading, and administration.
New	***	The administration program (GV Admin) is simplified and enhanced to provide easier management of GLOBALVIEW files and reserved disk space.
		The Reserved Disk Administration option in GV Admin allows you to resize GLOBALVIEW reserved disk space without reinstalling the software or moving desktops. This process automatically defragments the reserved disk, and can be used for that purpose without changing reserved disk size.

Defragmentation organizes files to free up disk space and enhance your computer's performance. If you regularly create and delete many files, periodic defragmentation is recommended. For details, see Chapter 5 in the GVWin 2.1 *Installation Guide*.

# **Updated documentation**

New or updated features have been added to the following manuals, which are available with GVWin 2.1.

- GLOBALVIEW for Microsoft Windows Workspace User Guide updated to include:
  - Color for groups of icons in chapter 6
  - Window hide and restore in chapter 7
  - Keyboard accelerators in chapter 4
  - Object Linker in chapter 13
  - Menu scroll in chapter 3
  - PC File Access and PC file transfer enhancements in chapter 10
  - Starting GLOBALVIEW for the first time in chapter 2
- Text and Graphics Conversion User Guide updated to include:
  - Simplified converter interface
  - Updated list of conversion filters
- Printing User Guide updated to include:
  - Paper tray selection and switching for PS Printing in chapter 1
  - Printing through Microsoft Windows printing in chapter 2

The following new manuals are available:

- Database Access User Guide
- Link to Visual Recall User Guide

**Immediate frames**—The *Write and Draw User Guide* has not been updated, so information on using Immediate frames is included in the "GV Write" section of this document.

# **GLOBALVIEW packages**

The main GLOBALVIEW for Microsoft Windows (GVWin) foundation software is available in the following package:

- WorksPlus—Contains basic GV workspace and editors.
- **New** >>> New options in the WorksPlus package include Object Linker, Link to Visual Recall, and Token Ring network support.

Additional GLOBALVIEW solution packages are available:

- GV Analyst
- **New** >>> GV Database Access
  - GV Illustrators
  - GV Languages—GV Arabic Text, GV Hebrew Text, GV Chinese Text and GV Japanese Text
  - Document Services Access for GVWin
  - Application Developer's Toolkit

## **GLOBALVIEW WorksPlus package**

A number of improvements have been made in the baseline GLOBALVIEW software. Changes in applications included in GVWin WorksPlus are detailed in the following sections.

- **New >>> LP Windows printing**—When printing GLOBALVIEW documents, you can select the Microsoft Windows printing facilities. This option sends a GLOBALVIEW document to Windows for printing on a local or network installed Windows print device. For details, see the updated *Printing User Guide*.
- Improved →→→ PostScript printer paper tray selection and switching—When printing through Shared Document Services (SDS) or Local Printing, you can specify a paper tray or specify automatic switching from one paper tray to another when paper runs out. See the updated *Printing User Guide*.

## **GV Write**

GV Write is a full-featured, multi-language text editor. Features include: multiple columns, mixed portrait and landscape pages, styles, redlining, table of contents and index generators, footnotes, and mail merge. Documents can contain graphics, charts, and complex illustrations.

Specialized tools available in GV Write include:

- Equations—provides mathematical symbols and structures to add equations to your documents.
- Forms Fields—uses fields to create forms. Fill-in rules can automatically enter information and perform calculations.
- Hyphenation—for words that extend beyond line-end. Hyphenation dictionaries support: Danish, Dutch, Finnish, French, German, Italian, Norwegian, Portuguese, Spanish, Swedish, U.K. English, and U.S. English.
- International Keyboards—provides alternate keyboards for Albanian, Azerbaijani, Brazilian, Bulgarian, Czech, Estonian, Hausa, Hungarian, Indonesian, Latvian, Lithuanian, Polish, Portuguese, Romanian, Russian, Serbo-Croatian, Slovak, Slovene, Turkish, U.S. Turkish, Ukrainian, Uzbek, and Vietnamese.

- Spelling Checker—verifies spelling using standard lexicons or dictionaries you create. Lexicons are available for: U.S. English, Danish, Dutch, French, German, Italian, Portuguese, Spanish, Swedish, and U.K. English.
- Tables—include easy-to-use methods for creating tables with expanding rows and columns.
- Thesaurus—helps you select words that express the meaning you want to convey.
- New **>>>** Immediate frames prevent text backfill—When a frame is too large to fit on the page with its anchor, the frame moves to the next page when you paginate the document. Text that follows the frame may backfill between the anchor and the frame. To prevent this backfill and ensure that the frame is immediately after the anchor, use the Immediate option.

#### To prevent text from filling in between a frame and anchor:

1. Select the frame border and press PROPS.

The Frame property sheet appears.

- 2. Select Immediate for the Alignment property.
- 3. Select Done.
- 4. Paginate the document.

If the frame fits on the page containing the frame's anchor, the frame falls immediately after the anchor. If the frame does not fit on the page with its anchor, the frame moves to the next page. Any space between the frame anchor and the bottom of the page is left blank.

**Improved >>> Color in documents**—The colors GVWin uses to display and print GLOBALVIEW documents are now closer to the colors used by GVX on a UNIX workstation.

#### Converters

GLOBALVIEW provides extensive filters that you can use to convert data files, documents, graphics, and spreadsheets to and from GLOBALVIEW format.

◆ Note: GV Write documents can contain appearance attributes that are not supported by other application formats. The converter attempts to minimize manual rework after

conversion, but must make tradeoffs where capabilities differ. For example, conversion preserves all page format information (even if it changes document appearance) and preserves graphics frames at the expense of graphic hierarchical structure. This allows you to make the best decisions about formatting your document after conversion.✦

The Converter provides an extensive line of Mastersoft Word for Word (WFW) filters, as well as the following XSoft converters:

- File Conversion of CGM Documents—To convert files to and from GLOBALVIEW and CGM (Computer Graphics Metafile) document formats.
- File Conversion of Lotus 1-2-3 ™ Spreadsheets—To import and export spreadsheet data between GV Calc and Lotus 1-2-3 versions 1A, 2.0, and 3.1.
- File Conversion of ODA Documents—To convert files to and from GLOBALVIEW and ODA (Office Document Architecture) document formats.
- File Conversion of 860 Documents—To convert files to and from GLOBALVIEW and Xerox 860 document formats.
- File Conversion of Raster Graphics—To import and export the following raster graphic formats (black and white only):
  - CALS
  - MacPaint
  - Sun
  - Xerox IMG
- Illustrator from HPGL converter—To convert HPGL files into Illustrator frames in GLOBALVIEW documents.
- Pro Illustrator to IGES converter—To convert Pro Illustrator frames in GLOBALVIEW documents to IGES files.
- Pro Illustrator from IGES converter—To convert IGES files to Pro Illustrator frames in GLOBALVIEW documents.
- **Improved → → →** The user interface for the Converter has been enhanced and simplified to streamline the conversion process. See the updated Text and Graphics Conversion User Guide.

Improved → → → Mastersoft Word For Word (WFW) filters—Several filters have been updated to include improvements or support for the latest software releases. See Table 2 for a list of filters.

◆ Note: Mastersoft Word for Word vector graphics conversion capabilities are not supported in this release.◆

- The new PCX and TIFF filters support black and white and color raster graphics conversion to and from GV Paint.
- Mastersoft Word for Word filters now support embedded color graphics conversion.

Filter	Version	New, Improved, Removed
Ami Professional	1.0, 1.1, 1.2, 2.0, and 3.0	Improved
ASCII: smart, standard, and stripped		Improved
DCA Revisable Form Text		Improved
DCA Revisable Form Text as used with DisplayWrite 5	5	Improved
DisplayWrite (Native)	2, 3, 4, and 5	Improved
Excel (with tabs or spaces)	2.1 through 5.0	Improved
Excel for Mac	3.0 through 4.0	Improved
FrameMaker (Maker Interchange Format)		
Interleaf Publisher (ASCII)	1.1, 5.2	Improved
Lotus 1-2-3 conversion from 1A, 2.0 with tabs/PC, spaces/PC, or spaces/LICS character set; conversion from 2.0 with tabs/PC or columnar/LICS character set	from 1A, 2.0, and 3.0	Improved
Lotus 1-2-3 conversion to 1A, 2.0 PC character set, and 2.0 LICS character set	to 1A, 2.0, and 3.0	Improved
MacWrite	4.5, 4.6, and 5.0	Removed
MacWrite II	1.0 and 1.1	Removed

 Table 2.
 Mastersoft Word for Word conversion filters

Filter	Version	New, Improved, Removed
MASS-11	8.0	Removed
Microsoft Rich Text Format (RTF)		Improved
Microsoft Word	3.0, 3.1, 4.0, 5.0, 5.5, and 6.0	Improved
Microsoft Word for Macintosh	3.0, 4.0, and 5.0	Improved
Microsoft Word for Windows	1.x, 2.x, and 6.0	Improved
PCX to and from GV Paint canvas and color canvas		New
TIFF to and from GV Paint canvas and color canvas		New
WordPerfect	4.1, 4.2, 5.0, 5.1, and 6.0	Improved
WordPerfect for Windows	5.1, 5.2 and 6.0	Improved
WordPerfect for Macintosh	1.0	Removed
Wordstar	3.3, 3.31, 3.45, 4.0, 5.0, 5.5, 6.0, and 7.0	Improved
XIF (Xerox Interchange Format)		Improved

Table 2.Mastersoft Word for Word conversion filters

## **GV** Draw

Use GV Draw to enhance your documents with vector graphics consisting of points, lines, curves, and geometric shapes, as well as annotations and call-outs for your image graphics.

#### **GV** Paint

GV Paint provides a color canvas to create color raster images, and a black and white canvas to create black and white bitmap images. You can easily integrate images you create into a GLOBALVIEW document.

GV Paint offers a variety of paint modes, brush sizes, textures, shadings, and shapes. Transform canvases using scale, stretch, flip, rotate, and invert (for black and white images).

### **GV** Chart

Use GV Chart to transform numerical data from tables into bar charts, pie charts, line charts, or scatter diagrams.

GV Chart offers a range of shadings, textures, and line styles to enhance your chart. You can incorporate any chart in a GLOBALVIEW document, or combine a chart with illustrations.

#### **Programming with CUSP**

The CUSP (Customer Programming) Buttons application provides an efficient way to automate a routine series of document tasks. Using CUSP Buttons, you write a CUSP program that includes all of the steps in the task. You place the button either in your workspace or in a document. You execute the program by selecting the button.

With CUSP Buttons you can access files on your computer, manipulate documents and other objects in the GLOBALVIEW workspace, and interface with network resources. CUSP Buttons provide the ability to access an object's cover sheet and enter mailing information. For details, see the Cover Sheet Mail Agent User Guide included in the Document Services Access documentation package.

The following CUSP Button related documentation is available in the Application Developer's Toolkit:

- Advanced Fill-in Rules and Data Capture User Guide
- Agents: CUSP Button User Guide
- **New >>>** A new CUSP term, PCDirectory, is available for accessing directories inside a PC File Access window. The new term is analogous to the GVX term UNIXDirectory.

#### **GVWin Online Help**

Online Help is provided with the WorksPlus packages and covers WorksPlus features and applications, including GV Paint and GV Chart.

An online Quick Tour is also provided to acquaint new users with GLOBALVIEW basics.

#### Link to Visual Recall

**New >>>** The 2.0 version of Visual Recall supports the storage, indexing, and retrieval of GLOBALVIEW documents.

Visual Recall is a complete document management system that allows you to find, browse, edit, print, and share electronic documents stored on Novell NetWare servers.

GVWin 2.1 provides access to Visual Recall through the Link to Visual Recall application. Use the custom installation option to install this application. See the *Link to Visual Recall User Guide* for information on using Visual Recall for GLOBALVIEW documents.

## **Object Linker**

**New >>>** Object Linker is a new feature in GVWin WorksPlus. It allows you to set up links between Windows applications and icons in your GLOBALVIEW workspace.

For example, when you open an icon containing spreadsheet data, Object Linker can run Lotus 1-2-3 <sup>™</sup> and load the spreadsheet data into the Lotus 1-2-3 window.

You manage icons created by Windows applications in the same way you manage GLOBALVIEW icons. You can file the icons, share them using Shared Books, and mail the icons with Shared Document Services.

You use the User Profile to tell GLOBALVIEW which Windows application to run with each type of icon you plan to open. Object Linker can launch Windows executable files (.exe), PIF files for DOS executable files (.pif), and DOS batch files (.bat).

◆ Note: You must add a GVWin Object Linker section to your GLOBALVIEW User Profile to activate the Object Linker application.◆

See the chapter, "Using Object Linker," in the updated *GLOBALVIEW for Microsoft Windows Workspace User Guide* for details.

◆ Note: You cannot use CUSP programs with Object Linker.◆

# **Document Services Access for GLOBALVIEW**

Document Services Access (DSA) provides filing, mailing, and printing access on a Shared Document Services network.

The DSA package includes the following user guides:

- Network Access User Guide
- Shared Books User Guide
- Cover Sheet Mail Agent User Guide

Document Services Access installation lets you choose Basic DSA access or Advanced DSA which includes Shared Books.

Using Shared Books, you and your co-workers can collaborate on a single project. Project team members can assemble documents in a shared book so the documents can be controlled and processed together. You must have the appropriate access rights to edit documents in the shared book. Shared Books prevents two people from updating the same information simultaneously and tracks revisions.

# **GLOBALVIEW Analyst package**

The GLOBALVIEW Analyst package contains applications for organizing and managing information. Information organized by one tool can be reorganized by other tools and integrated into GLOBALVIEW documents.

GV Analyst includes the following documentation:

- Data Management User Guide [Data Capture, Calc, List, Mail Merge, and Fill-in Rules]
- Learning Data Management Features [List, Calc, and Mail Merge]
- ViewCards User Guide and ViewCards Release Notes

See the following sections for information about each tool.

### GV Calc

With GV Calc, you can organize data in a spreadsheet for performing calculations and manipulating data items. Formulas to manipulate data include: arithmetic functions, trigonometric functions, logical operators, and "what if" questions.

#### **GV Data Capture**

With GV Data Capture, you "capture" structured ASCII text from a host or non-Xerox document and format it into a table. With the data captured in a table, you can sort it, style it, analyze it, and generate charts from it.

## **GV** List

Using GV List, you organize data in record files, giving you a personal database for accessing, sorting, and filtering information. You can then retrieve records for viewing, printing, and incorporating into other documents.

You can enter data directly into a record file or copy documents containing fields or tables to a record file icon. You can output data in new document formats with fields and tables.

## **GV ViewCards**

With GV ViewCards, you can randomly file text and graphics and use links to connect the information as your ideas develop. The software is based on the concept of hypertext, or non-sequential writing, and provides an alternative to the traditional way of organizing, presenting, and viewing information.

Using cards, boxes, and browsers, you can store, organize, and access information.

## **GLOBALVIEW Database Access package**

New >>> Database Access (DBA) is a new application that provides connection to Relational Database Access Management Systems (RDBMS). Currently, Oracle and Ingres are supported.

♦ Note: Database Access uses Microsoft Open Database Connection (ODBC) to access your database. Obtain the ODBC compliant drivers for your database from your database vendor.◆ Database Access uses the GLOBALVIEW document as the interface for data query and retrieval operations. Database Access combines powerful data and document management capabilities by providing:

- Creation of ad hoc queries with minimal knowledge of Structured Query Language (SQL) commands
- Interactive and automated capabilities
- Integration of data into fully formatted GLOBALVIEW
   documents
- Creation of business solutions with GLOBALVIEW documents and CUSP (Customer Programming) buttons.

You use Database Access, along with your knowledge of SQL and GLOBALVIEW, to retrieve data, send data, create form documents, manage a Database Access session, and automate your work process.

This new package includes the *Database Access User Guide*. For specific details about this application operating in GVWin, see the *Database Access Release Notes*.

For users of the now discontinued DocuTeam product, Database Access provides powerful database access features for your applications.

## **GLOBALVIEW Illustrator package**

The GLOBALVIEW Illustrator package includes two drawing applications for creating detailed vector graphics.

The following documentation is available:

- Pro Illustrator Reference Manual
- Pro Illustrator Reference Supplement
- Pro Illustrator Tutorial
- Chemical Illustrator Reference Manual
- Chemical Illustrator Tutorial
- **New >>>** You can now import and export color bitmap graphics for both the Pro Illustrator and Chemical Illustrator applications.
- **Interoperability >>** Pro Illustrator and Chemical Illustrator are now available in GLOBALVIEW for X Windows 2.1 for UNIX workstations,

enabling you to share files in a mixed workstation environment.

#### **GV Pro Illustrator**

Using GV Pro Illustrator, you can create a variety of graphic images. Predefined objects help you construct simple to complex designs. Measuring and layout tools give you precise control. You can transform objects using scale, stretch, rotate, flip, and shear commands.

The online Quick Art folder contains a variety of items such as symbols, rulers, shapes, borders, and decorative letters.

#### **GV** Chemical Illustrator

Using GV Chemical Illustrator, you can draw bonds, atoms, rings, and structures creating simple to complex chemical illustrations. Tools support drawing, labeling, annotating, and modifying chemical structures and reaction schemes.

You can scale, rotate, and flip individual objects. Chemical Illustrator also includes a symbol library of chemical objects.

## **GLOBALVIEW Language packages**

GLOBALVIEW provides optional applications for creating text in Arabic, Hebrew, Chinese and Japanese. Each application is completely integrated with the GV Write package.

**New interoperability >>>** GV Chinese and GV Japanese Text Capabilities are now available in GLOBALVIEW for X Windows 2.1 on UNIX workstations that use Solaris, enabling you to share files in a mixed workstation environment.

## **GV** Arabic Text Package

Using the GV Arabic Text Package, you can create documents in the Arabic, Persian, Urdu, and Pashto languages. The software provides correct visual rendering for letters, ligatures, and numerals, and supports mixed directional text entry and editing capabilities.

The manual, Creating Text in Arabic, tells you how to use this product.

#### **GV Hebrew Text Package**

Using the GV Hebrew Text Package, you can create documents in the Hebrew language. The software provides correct visual rendering for Hebrew letters and supports mixed directional text entry and editing capabilities.

The manual, *Creating Text in Hebrew*, tells you how to use this product.

## **GV Pacific Rim Languages package**

**GV Chinese Text Capability**—provides you with the tools to compose, edit, and print Chinese documents. The software supports Pinyin-Plus, Bopomofo, and telegraph code typing methods. You can format Chinese text in Classic (traditional) or Modern (simplified) font for printing.

Extensive system dictionaries provide nearly 10,000 single Chinese characters and over 130,000 compound words.

The manual, *Creating Text in Chinese*, tells you how to use this product.

**GV Japanese Text Capability**—provides you with the tools to compose, edit, and print Japanese documents. The software supports Direct Kana and Romaji Kana typing methods. You can format Japanese text in Classic (Mincho) or Modern (Gothic) font for printing.

Extensive system dictionaries support all Japanese Industrial Standard (JIS) Level I and Level II Kanji.

The manual, Creating Text in Japanese, tells you how to use this product.

# **Application Developer's Toolkit**

The Application Developer's Toolkit provides the syntax for using fill-in rules to extract data from forms fields in documents and views in record files. Also included in the toolkit are online samples for fill-in rules and GV Data Capture, and the syntax for CUSP Buttons.

In addition to Toolkit manuals, this package includes manuals for CUSP Buttons, data capture, and fill-in rules:

- GLOBALVIEW Agents: CUSP Buttons User Guide
- GLOBALVIEW Advanced Fill-in Rules and Data Capture User Guide

◆ Note: The ODI Toolkit software and XIF Toolkit software is only available for UNIX workstations.◆

## **Features removed**

Some features available in earlier releases of GLOBALVIEW have been replaced or superseded in GVWin version 2.1.

**Removed >>>** Conversion filters—Some little used Mastersoft Word for Word filters were updated to support only more recent software versions. For details, see Table 2.