

Tedious clean-up can be avoided if you:

- **Are Consistent!**
- **Minimize Formatting** – especially font and style switching, use of elaborate style sheets, use of multiple columns and line-drawings.
- **Use WORD WRAP** – don't end every line with a carriage return. Carriage returns are for paragraph endings.
- Use double-sided, double-density diskettes when sending documents for "Keyword Conversion". Users with high density (HD) diskette drives should read the DOS manual, FORMAT command for information on preparing double-sided, double-density diskettes on your machines.

3.2.2 Software-to-Software Data Conversion

Not only do most software packages have internal storage formats, but those that export data do so into several different standards of interchange formats. Most spreadsheets have DIF import/export features. The Microsoft Corporation supports a self-made standard called SYLK. Lotus 1-2-3 and Symphony provide a Translate facility to exchange data between each other and to and from dBASE, Jazz, VisiCalc (remember VisiCalc?), and DIF.

These facilities can save time and expense, and make data transfer more convenient. For example, you can quite easily export an ASCII representation of a spreadsheet and then import it directly into a word processing document, thus saving the time and error-prone effort of re-entering the figures into a report.

If you are unsure about how to use one of these facilities, please contact the Microcentre for help.