GATT Office Circular No. 344

WINDOWS AND WORDPERFECT FOR WINDOWS
INFORMATION AND GUIDELINES

1. As explained by the Task Force in the information session held in the Council Room on 25 February 1993, the switch-over from DisplayWrite 4 to WordPerfect for Windows will take from eight to ten months to complete. To ensure as smooth a transition as possible, the changeover will be effected in the following stages:

(a) installation of equipment;
(b) training;
(c) document production.

Installation of equipment

2. SISD has already started delivering new computers to the divisions which participated in the pilot stage of the project; other divisions will receive their computers in due course. As suggested by the Task Force, the installation of PCs will be completed at least two weeks before training commences. This will allow staff members to become acquainted with their machines by following the Windows tutorial and to familiarise themselves with WordPerfect through its Workbook. The trainers (who will also act as "hot-liners") will provide any assistance that may be required at this point.

Training

3. Training for all designated staff members will be provided in two parts. The basic training session will last for five half days: the first day will be devoted to Windows and the last four to WordPerfect for Windows. An additional training session, structured in the same way, will take place two weeks later. Training started on 5 April 1993 in room 64, which has been specially equipped for the purpose.

4. It is expected that one staff member per division will follow an advanced course of instruction to develop an expertise in WPW, who will then assist his/her colleagues with any problems. Directors wishing to designate a member of their staff for advanced training should inform the responsible Task Force officer (A. Meylahn, Ext. 5213). Advanced training will start in June 1993 in the "Chemin des Mines".

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1. The workbook and other manuals can be obtained from M.C. Berna, Ext. 5159
2. E. Sesar (Ext. 5479) and S. Gripari (Ext. 5457)/V. Seigle (Ext. 5386)

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Document production

5. **Personal and internal papers** (any document not circulated with an official symbol) can be prepared using WPW as soon as the equipment and software have been installed. Each user may decide when he/she is ready to start using the new software.

6. On the other hand, the preparation of official documents (those produced for circulation bearing a symbol), will only begin when training is complete.

7. When a division is ready to prepare and submit a particular document series with WPW, the Documents Control Section should be informed (M. Banihachemi, Ext. 5219) so that TDD can arrange for the other two official language versions of the document to be produced in WPW as well. It should be noted that once a document from a series is submitted in WPW format, the division will **not** be able to revert to DW4 for the preparation of subsequent documents in that series.

8. Since certain document series (L, SPEC, etc.) are prepared by many divisions, it is expected that submission of these series with WPW will only take place when all relevant divisions have been trained. As a consequence, all divisions preparing these documents will have to use DW4 for them during the transitional period. Every effort will be made to minimise any inconvenience that this may cause.

9. Staff members are reminded that GATT documents in the three official languages will be stored in a host computer, in the "Documents Data Base"; 36,000 documents have been stored to date. All of this documentation will be accessible through the network.

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