

Department
of the
Treasury

Internal
Revenue
Service

Office of
Chief Counsel

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March 12, 2003

New Word Processing
Subject: Standard for Office of Chief Counsel
Upon Incorporation
Cancellation Date: Into CCDM

Purpose

The purpose of this Notice is to inform all Chief Counsel employees that, as of September 30, 2003, Microsoft Word will be the standard word processing application for all of the Office of Chief Counsel.

Discussion

The Internal Revenue Service standardized on Microsoft Word in July 2000. At that time, the Office of Chief Counsel received a waiver to continue the use of WordPerfect due to the conversion time necessary to make the Document Generator Macros function with Microsoft Word. This waiver expires September 30, 2003.

WordPerfect has been the Office of Chief Counsel's standard for nearly fifteen years. At the time that WordPerfect became the Office's standard, WordPerfect was the clear leader for word processing software in the legal sector. Recently however, Microsoft Word has taken the overall lead in the legal sector and in the case of large law firms; it now is used in 80% of the firms. These law firms state that they have made the change due primarily to the predominant use of Microsoft Word by their clients. In addition to Word being IRS' standard, the Department of Treasury has also adopted Word as its standard. The Department of Justice currently has not standardized on Microsoft Word but can accept documents in Word format.

Filing Instructions: Binders _____ Master Sets: NO RO _____
NO: Circulate _____ Distribute to: All Personnel _____ Attorneys In: all divisions _____
RO: Circulate _____ Distribute to: All Personnel _____ Attorneys In: all divisions _____
Other: National FOIA Reading Room _____
Electronic Filename: MS Word.pdf _____ Original signed copy in: CC:FM:PM:P _____

Some courts still use WordPerfect but those accepting electronic submissions require these be made in a less proprietary format such as PDF or Portable Document Format which can easily be produced in Microsoft Word.

In order to facilitate the transition to Microsoft Word, we will have a transition period during which time work product will be accepted in either Microsoft Word or Corel WordPerfect formats. The transition period will begin in March, 2003 as training is made available and will end on September 30, 2003 at which time documents in WordPerfect will no longer be accepted. Counsel and NTEU continue to work to ensure that the interests of all employees are met with regard to the implementation of these matters.

In order to make this transition as easy as possible, several actions are being taken.

- First, all employees will have an opportunity to attend a one day, hands-on training class conducted by professional trainers. These sessions will be available at all locations across the country and every effort will be made to accommodate schedules.
- Secondly, a special Help Desk staffed by experienced Word trainers will be available via a toll free telephone number. This service will be available from 7:00 AM to 9:00 PM Eastern time during the transition period.
- Various instructional materials will be provided to each employee. These include a reference book entitled "Word 2002 Simplified", an internally developed desk guide outlining frequently used features, and a laminated job aid for quick reference. In addition, computer based training tutorials and step-by-step instructions will be available.

Seamless document conversion is an important aspect of the transition since everyone has a substantial collection of WordPerfect documents. Many times it is useful to use one of these already existing documents as a starting point for creating a new document on a similar subject. Microsoft Word can be used to open WordPerfect files and in most cases, no formatting is lost. Once you open a WordPerfect document in Microsoft Word and it is automatically converted, you may edit the document in any fashion and then save it as a Word document with a .doc extension replacing the .wpd extension. Some WordPerfect documents with complex formatting may not automatically convert correctly into Word. If this occurs, you may contact your local Computer Specialist who will have access to a specialized conversion utility which can remedy the problem.

It is important to note that significant problems can occur with documents if they are converted back and forth between WordPerfect and Word several times. Once you open a WordPerfect document in Word and make changes, it is recommended that you not re-open the document in WordPerfect. Additionally, if you receive a Word document to review or edit, it is recommended that you use Word not WordPerfect to edit the document.

