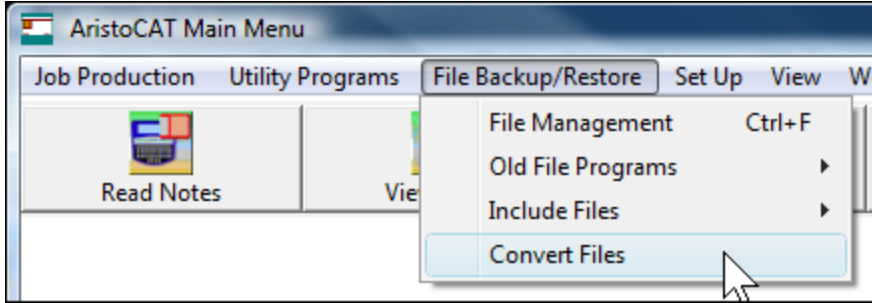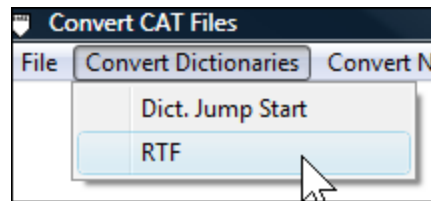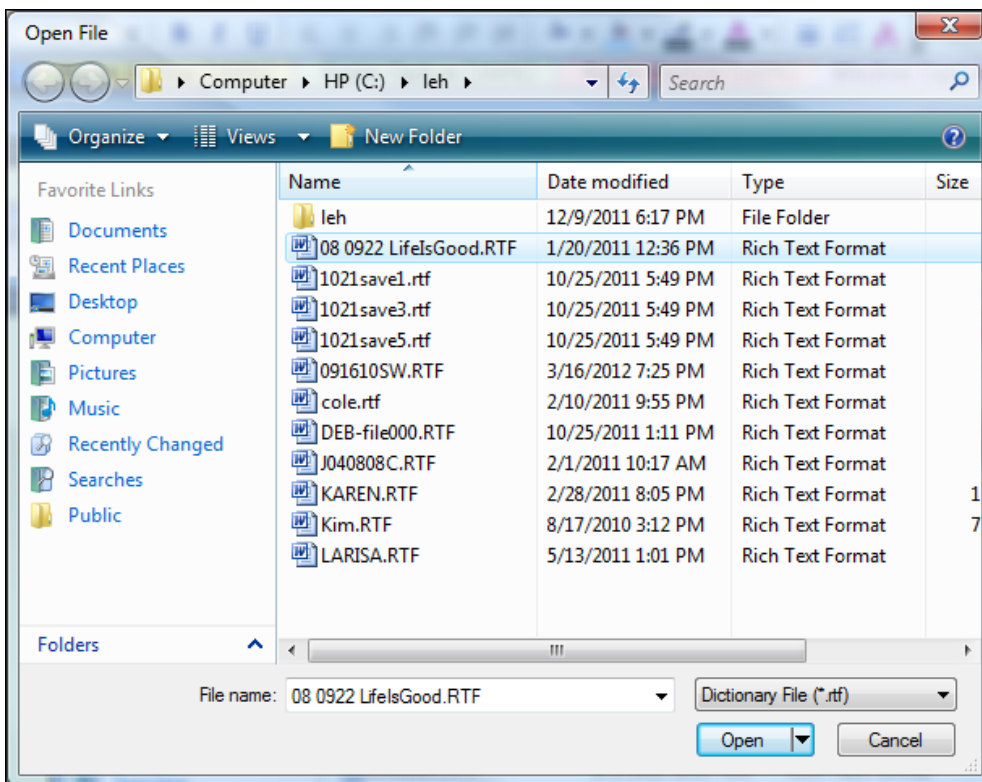1. On the AristoCAT Main Menu, click on the File Backup/Restore menu, then click Convert Files:
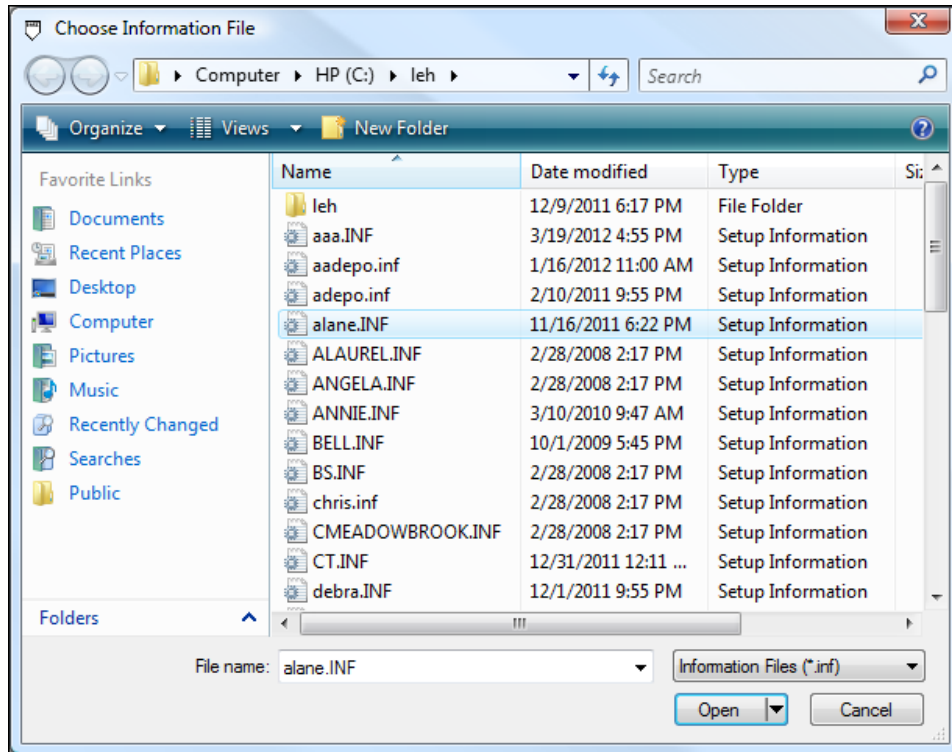

2. On the Convert CAT Files menu, click on the Convert Dictionaries menu, then click the RTF menu:
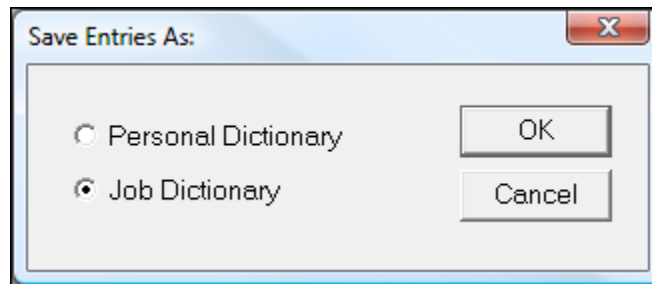

3. Now choose the name of the RTF file you want to convert and click Open:
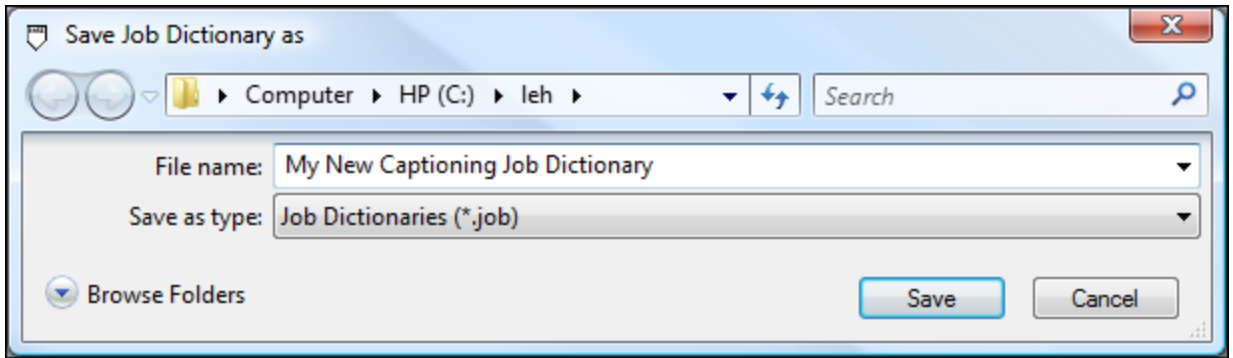
4. Then choose your information file and click Open:

5. Now decide whether you want to convert the RTF file as a personal dictionary or job dictionary. Choose Job Dictionary and click OK:

6. Next you will be asked what you want to name the job dictionary. Type in a name and click Save:

7. The last step is to go to the AristoCAT Dictionary Management program, click on the Job Dictionary menu, click on Update Job Dictionary and then update the job dictionary you just converted.