

**Convert and Open Files,  
No Matter Where They  
Come From.  
Instantly.**

**User's Guide**

**Conversions Plus<sup>®</sup> SUITE**

*Don't Get Caught With a File You Can't Open!*



# **User's Guide**

## **Conversions Plus**

**Windows 95, 98, NT 4.0 and 2000**

**DataViz, Inc.**

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# Welcome to Conversions Plus

Conversions Plus is a utility that helps you use and access files regardless of what format they are in or where they came from. With Conversions Plus you can:

- Open files that Windows doesn't recognize.
- Convert files for use in your favorite programs.
- View and print files even if you don't have the program that created the file.
- Decompress any archive file.
- Decode and use file attachments you receive via e-mail.
- Read, write and format Macintosh disks in your PC.

Conversions Plus contains file translation combinations supporting a variety of file formats. The translators provide conversions for the most popular word processing, spreadsheet, database and graphics programs. Converted documents retain all the original formatting (margins, paragraphs, bold, headers, footers, footnotes, embedded graphics, etc.) and are ready to use in your favorite PC program.

With Conversions Plus you can decompress any archive file that has been compressed using the most popular compression programs. You can view and print compressed files, as well as virtually any file on your computer.

Conversions Plus is considered "The DataViz Suite" of products and therefore includes all of the features of MacOpener® (the Macintosh Disk Opener).

E-mail has become a method to send and receive files. However, with all the different e-mail software available, the process of receiving attachments is not always reliable. Conversions Plus allows you to retrieve and use problem file attachments received via e-mail.

As mentioned, Conversions Plus includes the features of MacOpener, which allows you to read, write and format Macintosh disks in your PC. You will have access to Macintosh disks and files as if you were accessing a PC disk. Conversions Plus allows you to put a Macintosh disk (floppy, SCSI or CD-ROM) in your PC and copy files to and from that disk, as well as convert files from that disk directly on to your PC. It is the only product of its kind to provide both **file transfer** (via MacOpener) and **file translation**.

## Terms Used in This Manual

Conversions Plus supports a variety of Macintosh media. In order to simplify references to certain media, we will use the following conventions throughout the manual.

**SCSI Disk** will refer to any Macintosh SCSI media, removable cartridge or hard disk. These include SyQuest, Bernoulli or a Macintosh hard disk.

**Macintosh Disk** refers to any of the above and Macintosh CD-ROMs.

**Use Macintosh Disks** refers to reading, writing and formatting Macintosh disks with the exception of CD-ROMs (which are read only).

## Product Contents

Your package should include:

- This manual
- A CD-ROM disk
- Conversions Plus registration card
- Getting Started manual

## Installation

To install, place the Conversions Plus CD in your CD-ROM drive, and the installer will automatically run. If this does not happen, go to the CD and run "setup.exe".

## Technical Support

Technical support is only provided to registered users. For this reason, it is important that you fill out your registration card and return it to us. Our support group can be reached weekdays at (203) 268-0030 from 9:00 AM to 6:00 PM EST. You can also visit our web site at <http://www.dataviz.com>.

If you call for assistance, please have your registration number handy. It can be found in the "About Conversions Plus" box, which is accessed through the Help menu in the Conversions Plus program. It can also be found on your registration card.

## Upgrades

When you register your product, you will be put in our database and informed of all new releases of Conversions Plus. Upgrades are provided to all registered users for a reduced fee.

As new versions of programs are released, we will usually provide updated translators to support them. Therefore, it is important that you register so you will receive information regarding these important upgrades.

## Getting Started

For the experienced user, we have included a Getting Started manual which provides quick tips for using the product. If you have difficulty, please consult the appropriate section of the manual before calling our technical support department.

## Other DataViz Products

The following is a brief description of other DataViz products. These products are available to all DataViz customers at a reduced price.

### **MacOpener:**

This is a utility for Windows 95, 98, 2000 and NT that reads and writes Macintosh disks (SCSI, CD-ROMs and hard drives) in your PC. It allows you to copy files back and forth between a Macintosh disk and your PC, as well as format disks as Macintosh right in Windows. This product is also included with Conversions Plus.

### **Desktop To Go:**

Desktop To Go is a utility which synchronizes your desktop data with a Palm™ Organizer, Handspring™ Visor or IBM® WorkPad. It includes synchronizers for Microsoft® Outlook™ 97/98/2000 and Schedule+ 7.0-7.5.

### **Documents To Go:**

Documents To Go is a utility which views word processing and spreadsheet files (such as Word and Excel) on a Palm™ Organizer, Handspring™ Visor or IBM® WorkPad. There is no need to specially format your documents because Documents To Go automatically optimizes them for viewing on your handheld every time you synchronize.

### **MacLinkPlus:**

MacLinkPlus is a file translation utility for Macintosh that provides file conversions between Mac and PC files, as well as between different Macintosh formats. Once translated, all the original file formatting is retained.



# Chapter 1

## Using and Converting Files

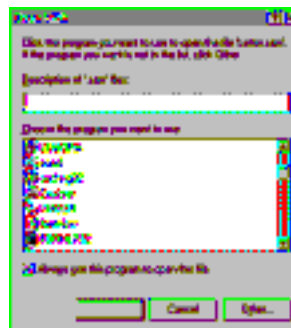
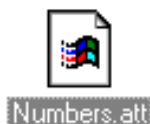
This chapter is designed to help you use or convert files when you don't have the program that created the file. It is divided into two sections. The first section will provide instructions for opening files that Windows cannot recognize.

The second section will provide information on converting files, so you can use them in the program of your choice or to give to someone else. Conversions Plus provides two methods for converting files, and each is explained in detail. The process for converting files from a Macintosh is the same as PC files and will be treated as such. For more information on exchanging disks between Macs and PCs, see Chapter 6, "Using Macintosh Disks in Your PC."

*Note:* The words "translate" and "convert" will be used interchangeably throughout this manual.

### Opening Problem Files

Sometimes you receive files and cannot use them in any of your programs. You may not have the program that created the file, or it may have the wrong extension associated with it. You may notice that when you double-click on the file, Windows is unable to recognize it. When this happens, the file will appear on your computer with a default document icon (as shown below on the left). When you double-click on the file, you will get the Windows "Open With" Dialog (as shown below on the right).

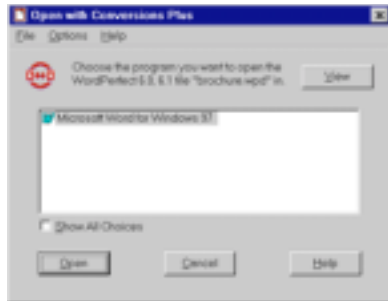


Conversions Plus will help you with these problem files by deciphering the files and providing you with information about them.

To access any file on your computer with Conversions Plus, all you have to do is double-click on the file. When Windows is unable to open the file, Conversions Plus will intercept and:

- Figure out the file format (the program that created it)
- Check the file extension and correct it if necessary
- Determine if the file can be opened in a program you have on your PC

If Conversions Plus can open the file in an appropriate program you will get the following "Open with Conversions Plus" Window.



For example, in the above situation, the user double-clicked on a WordPerfect document, but has Word on the computer. The user can select Microsoft Word from the list, click "Open", and Conversions Plus will convert the file and open it in Word.

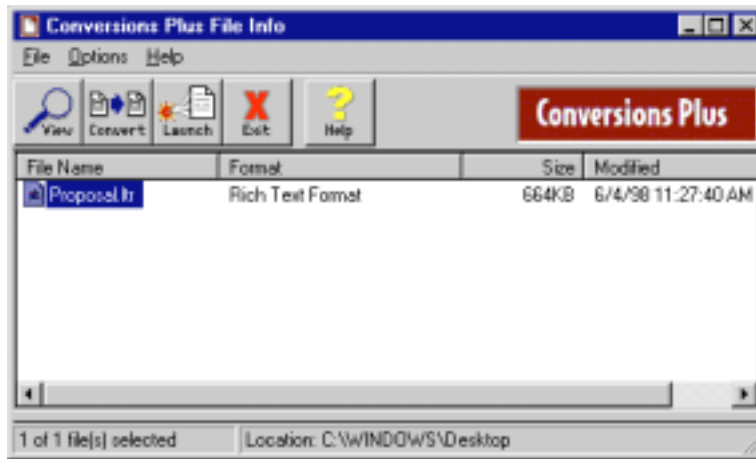
If Conversions Plus cannot open the file or find an appropriate program on your computer, you will see the "Quick File Information" window.



This window gives you the file type and offers you a tip for using the file and/or a quick view of the file.

## Getting Information on Files

In some cases, you receive a file and want information about it before using it. Conversions Plus provides you with information about virtually any file you have on your machine. To get information on particular file(s), select the file(s), right-click on them and select "Info" from the Conversions Plus menu. This will bring you to the "Conversions Plus File Info" window.



From this window you have the option to view, convert or launch the file(s). You can also get information on files by dragging and dropping the files over the Conversions Plus icon, which is placed on your desktop during installation.

### ◆ Viewing Files

From the Information Window, you have the option to view any of the files listed. This is useful when you want to get a quick view of a file without having to launch or convert the file (even if you do not have the program that created it). To use this feature, simply highlight the file(s) you want to view and click <View>. For more information on viewing files, see Chapter 2.

### ◆ Converting Files

From the Information Window, you have the option to convert files to any of the formats that Conversions Plus supports. This will allow you to use the file in a program of your choice or convert a file to a format somebody else can use. Information about how to convert files is detailed in the following section of this chapter.

### ◆ Launching Files

From the File Info window, you can also launch any of the files listed in their original programs. To do this, either highlight the file within the Information Window and click <Launch> or double-click on the file.

## Converting Files

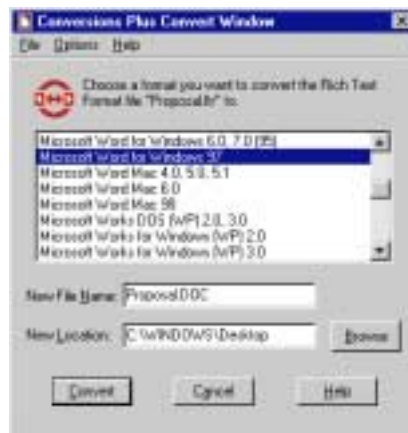
In addition to opening problem files, Conversions Plus can also convert files to the program of your choice. There are two methods for converting files when using Conversions Plus. One is by right-clicking on files and the other is to use the Conversions Plus program.

## Right-Clicking to Convert

This is the quickest and easiest method for converting files between different programs. To convert a file, simply right-click on the file and from the Conversions Plus menu item choose "Convert".



This will bring you to the following "Conversions Plus Convert Window":



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To convert the file:

1. Select the file format you would like to convert the file to from the format list.
2. Type in a name for the file (the default name is listed). Conversions Plus will add the correct extension to the file, based on the format chosen in Step 1.
3. Choose a location for the translated document. You have the option to browse your computer to determine a location for the converted file by clicking **<Browse>**. You can also create a new folder by selecting **<New Folder>** from the Browse Window.  
*Note: The folder that will initially appear for your new location is your default document folder from your preferences. For more information on this, see Chapter 5, "Preferences".*
4. Click **<Convert>**.

This will bring up the Conversion Status window. Once the conversion is complete, the new document will be in the designated folder. You can now use it as you would any file originally created in that program.

## Converting Graphic Files

There are many types of graphic formats available. Some formats are specific to programs, while others are more general and encompass many types of files. The formats supported in Conversions Plus are general formats, such as EPS, GIF, TIFF, JPEG and PICT. By supporting these formats, Conversions Plus allows you to use virtually any graphic file, as most programs will save files into one of these general formats.

When converting entire graphic files, you should use the same procedures discussed above for converting files. Conversions Plus provides you with some unique features when converting graphic files, which include converting portions of graphic files as well as converting images from the Windows clipboard.

## Converting Portions of Graphic Files

To convert only a portion of a graphic file, you need to first preview the graphic in the "Conversions Plus File Viewer" window. To do this, right-click on the file and choose **<View>** from the Conversions Plus menu selections.



From this window, use your cursor to select the portion of the graphic you would like to convert. Once selected, click <Convert>. This will take you to the "Convert" window. Follow the steps explained above for converting an entire file.

## Converting Clipboard Files

Conversions Plus includes a feature that allows you to convert images to and from the Windows clipboard. This is useful when you have a graphic within a file that Conversions Plus does not support directly. You may also have a graphic within a document that you wish to have as a stand-alone file.

For example, you may have a graphic image located in a PowerPoint presentation that you want to save for future use. All you need to do is copy the image from the presentation to the clipboard. You can then use Conversions Plus to convert the graphic image, by selecting the Windows clipboard file to convert. The procedure for using the Conversions Plus program to convert documents is explained later in this chapter.

## Quick Convert

The Quick Convert feature of Conversions Plus allows you to quickly convert files to your preferred formats without having to access the Conversions Plus interface. To do this, simply right-click on the file you would like to convert and go to the "Quick Convert" section of Conversions Plus. The converted document will be placed in the destination folder specified in the Conversions Plus preferences.

Conversions Plus saves the last five formats you converted files to and lists them in your Quick Convert list. If you would like to preset the default formats to a select set of programs, you can do so from within the Preferences setting. Preferences and their features are detailed in Chapter 5, "Preferences".

## Converting Batches of Files

Conversions Plus allows you to convert multiple files in one session. You can do this by selecting a batch of files (using the Control or Shift keys) or an entire folder. Right-click on the files or folder and select <Convert> from the Conversions Plus menu. This will bring you to the Batch Conversion Settings Window:



From this window you should:

1. Select the format for each of the file types from the format lists provided.
2. Choose a location for the translated documents. You have the option to browse your computer to determine a location for the converted files by clicking <Browse>. You can also create a new folder by selecting <New Folder> from the Browse Window.
3. If you would like to save these settings as your default formats for batch translations, check the box provided.
4. Click <OK>.

This will bring you to the status window, which provides you with a translation status of the batch of files being converted. Once the conversions are complete, you will get the "Batch Statistics" window shown below.



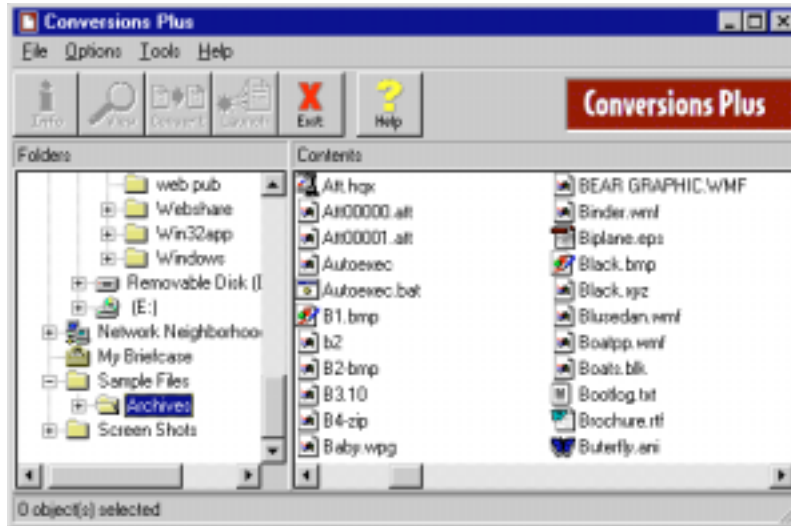
It will tell you:

- The number of total files you selected
- The number of files that were converted
- The number of files that were simply copied with no conversion
- The number of files that were renamed
- The number of errors that occurred in the conversion process

For more detailed information about any of the statistics listed, you will need to view the log. To do so, click on the <**View Log**> button. You can also save your log file for future reference.

## Using the Conversions Plus Program

The second method for converting files, involves using the Conversions Plus program. All of the features mentioned in this chapter are accessible through the Conversions Plus program as well as from the Windows Explorer (via right-click, double-click or drag and drop). To access Conversions Plus, run it from the Conversions Plus Program Group within the Start menu. Conversions Plus provides you with an Explorer like interface, from which you can select files.



From this window, you simply select the file(s) you are interested in. You have the options to get information, view, convert, or launch the file(s). When choosing one of these options, Conversions Plus will bring you to the appropriate window.

- ◆ **Getting File Information**

As explained earlier, the Information Window provides you with additional details on the selected file(s).

- ◆ **Viewing Files**

From within Conversions Plus, you have the option to view any of the files listed. To use this feature, simply highlight the file(s) you want to view and click **<View>**.

- ◆ **Converting Files**

You can choose to convert files by selecting the file(s) and clicking **<Convert>**. The steps you will encounter are the same as the ones described earlier when you right-click to convert. When converting graphic files from the Windows clipboard, you should choose the clipboard file, it is located on the desktop, entitled "Windows Clipboard".

- ◆ **Launching Files**

From within Conversions Plus, you can also launch any of the files listed in their

original programs, assuming you have the program on your machine. To do this select the file(s) and click <Launch>.

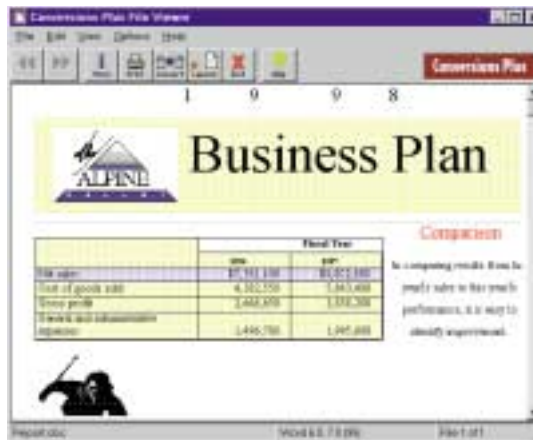
# Chapter 2

## Viewing and Printing Files

Many times you have a file and want to get a quick preview of it to determine its contents. This chapter will explain how Conversions Plus will let you view and print virtually any word processing, spreadsheet, database or graphic file without having to launch any programs.

### How to View Files

To view file(s) with Conversions Plus, right-click on them and select "View" from the Conversions Plus Menu. Conversions Plus will provide you with a WYSIWYG (what you see is what you get) view of the file with all the formatting intact.



From this window, you have a variety of options for handling the file.

- ◆ **More Information**

When you click on the <More> button, Conversions Plus will give you additional information about the file being viewed in the Window.



You are given details about the format of the file, the date and time it was created and modified and the size of the file. Additionally, you are presented with the DOS name and location of the file.

◆ **Print**

When viewing a file, you can either print the entire file or a selected portion. If you would like to print the entire file, click **<Print>** and Conversions Plus will print the file as you see it on your screen. To print a selection, highlight the portion of the file you wish to print and select **<Print>**.

◆ **Convert**

You can choose to convert file(s) by selecting the file(s) and clicking **<Convert>**. The steps you will encounter when converting a file are the same as the ones described in Chapter 1, "Using and Converting Files".

◆ **Launch**

From the View Window, you can launch the file being viewed in the program it was created in, assuming you have the program on your machine. To do this, simply click **<Launch>**.

## Viewing Attachments Received in Microsoft Outlook, Outlook Express or Exchange Mail

Conversions Plus can view the contents of any attachment received in Microsoft Outlook, Outlook Express or Exchange Mail. If you receive attachments through any of these mail packages, you can quickly view the contents of these files by simply right-clicking on the attachments and selecting "Quick View".





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# Chapter 3

## Decompressing Files

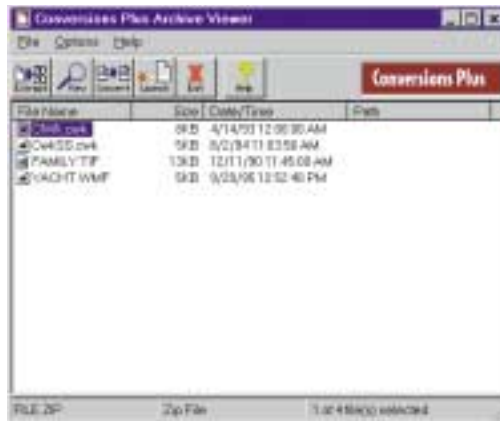
Often times, files you download from the Internet or receive via e-mail are compressed to save space (and transfer time). Conversions Plus will allow you to open a compressed file and extract, view or print its contents. It will allow you to decompress any file that was created using the most popular compression formats, including Zip, Gzip, Tar, and z.

### How to Decompress Files

When you install Conversions Plus, you will have the option to use it as your default decompression utility. If you choose it as your default, all compressed files on your PC will appear with the Conversions Plus compressed file icon shown below:



Using Conversions Plus to decompress these files is easy. Simply double-click on the file, and Conversions Plus will display the contents of the compressed file in the Conversions Plus "Archive Viewer" window.



You will notice in this window that you have the option to extract, view, convert or launch any file contained in the archive.

#### ◆ Extracting Files

You can extract files to a specific location in a variety of ways. The easiest is to click on the desired files and click **<Extract>**. When you do this, Conversions Plus will prompt you to choose a location to save the extracted files.



Once you have chosen where to put the extracted files, click **<Extract>**. The files you selected are now in their original format in the chosen folder.

You can also drag and drop file(s) from the Archive Viewer window to any folder in the Windows Explorer (including the desktop).

◆ **Viewing Files**

Within the Archive Viewer window, you have the option to view any of the files listed. To use this feature, simply highlight the file(s) and click **<View>**. For more information on viewing files, see Chapter 2, "Viewing and Printing Files".

◆ **Converting Files**

From this window you also have the option to convert any of the files listed in the archive. To do this, highlight the file(s) and click **<Convert>**. For more information on converting files, see Chapter 1, "Using and Converting Files".

◆ **Launching Files**

The Archive Viewer window also allows you to launch any of the files in the archive. To do this, either highlight the file and click **<Launch>** or double-click on the file. Conversions Plus will open the file in its appropriate program, assuming you have the program on your computer.

## Using the Conversions Plus Program to Decompress Files

As mentioned in previous chapters, the Conversions Plus program can be used to access files. You can also decompress files from within Conversions Plus. To do this, highlight the file and click **<View>**. This will bring you to the Archive Viewer window described in the above sections.



## Chapter 4

# Retrieving Files from E-mail

When file(s) are sent attached to an e-mail message, they are encoded by the mail package that is sending the e-mail using one of several encoding formats (uuEncode, MIME, Binhex, etc.). In order to be received correctly, your e-mail package must recognize the encoding format and “decode” the attached file(s) back to their original form. Problems can arise when either your e-mail program does not support the encoding format or the file was not encoded properly by the sender’s mail package.

### Using the Attachment Wizard

In either of the above situations, the file that was sent to you may appear as garbage (unrecognizable) text at the end of the e-mail message instead of as an attachment. The Attachment wizard is designed to assist you in retrieving the attached files from your e-mail message when they appear as garbage text at the end of your message, as in the following example:



To use the Attachment Wizard, simply run it from the Conversions Plus Program Group in the Start menu. The Wizard will lead you through the steps of retrieving your files. You will be prompted to:

1. Select the entire e-mail message either with your cursor or using the Edit-Select All command. (**Note: the Attachment Wizard will still remain in front of the e-mail message while you are selecting the text).**



2. Once all the text in the e-mail message is selected, copy the selected text to the Windows Clipboard (either by using the Edit-Copy command or the Ctrl+C shortcut) and click the <Next> button on the Attachment Wizard.
3. You will be presented with the following screen to select the file(s) to save and a destination folder to save them in:



Once you have completed these steps you will have the files that were sent to you saved on your PC. These files are now ready to use if you have a program to open them, or you can use Conversions Plus to convert them to a desired format.

In the future, you can skip the first Wizard screen by selecting the e-mail text first and copying it to the Windows Clipboard prior to running the Attachment Wizard.

# Chapter 5

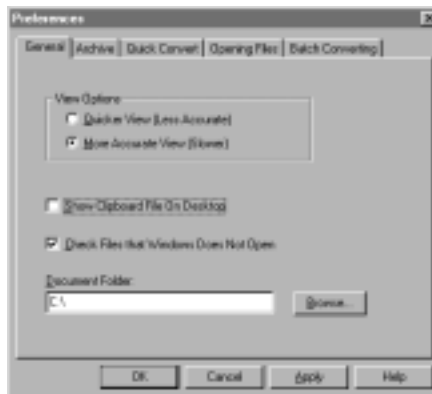
## Preferences

The Conversions Plus preferences are designed to allow you to use the product as you prefer. This chapter provides information about each individual preference and the functionality it provides.

To access the Conversions Plus Preferences, simply choose "Preferences" from the Options menu in any of the Conversions Plus windows. This will bring you to the main preferences window. An explanation of each tab follows.

### General Preferences

This area of the Conversions Plus preferences is used to choose general and viewing preferences.



**◆ View Options**

You have two options when viewing files:

1. **Quicker View** - when you choose this option, files you choose to view will come up in the File Viewer window more quickly but may not show some of the file's formatting.
2. **More Accurate View** - when you select this option, the files you choose to view will appear with more of their formatting intact, however it may take longer for them to appear in the File Viewer window.

**◆ Show Clipboard File**

When you select this option, the Windows clipboard will appear as a file in your Desktop folder. This file will need to be accessed when you are converting graphics files from the Windows clipboard as explained in Chapter 1.

**◆ Check Files That Windows Can't Open**

When selected, this option will prompt Conversions Plus to intercept a file you have double-clicked on when Windows cannot open the file. This is explained in Chapter 1 under the "Opening Problem Files" section.

**◆ Document Folder**

This is the folder that Conversions Plus uses to place files converted from the Open dialog, as well as the default folder used in the Convert dialog.

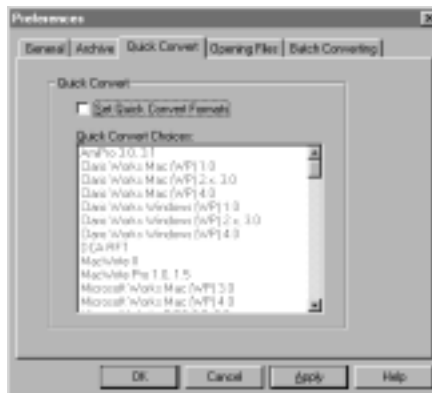
## Archive Preferences



Within this tab you can choose the folder to which you would like to extract files contained in an Archive (or compressed file). By default, Conversions Plus will place the extracted files in the most recently used folder. You can specify a particular folder for the files by clicking "Specific Folder" and typing in the location of the folder (or browse for a specific folder by clicking "Browse").

## Quick Convert Preferences

This section of the preferences is to be used to set your quick convert formats.



When you right-click on a file, Conversions Plus adds a "Quick Convert" item to the

Conversions Plus menu. By default, the formats listed under the Quick Convert Menu will be the last five formats you converted files to. You have the option to preset the default formats to a select set. To do this, select "Set Quick Convert Formats" and choose your formats from the list provided - you can choose as many formats as you like. Once set, the chosen formats will be the default formats listed in the your Quick Convert menu.

To clear the list, and thus return the Quick Convert menu to the last five formats you converted files to, simply uncheck the "Set Quick Convert Formats". You can also modify your selections by deselecting formats and choosing new ones.

## Opening Files Preferences

Within this preference tab, you can choose the programs you would like Conversions Plus to open files into when Windows cannot recognize them.



When programs are selected within this window, Conversions Plus will skip the Open dialog box (as described in Chapter 1) and automatically open files in the preferred program.

Within each of the individual areas of this window, you will find only programs that are present on your computer listed as choices. If you want to open the file in a program that is not present on your computer, you would need to convert the file.

- ◆ **Always Show Open Dialog**

When selected, Conversions Plus will always stop at the Open dialog box. Ordinarily,

if Conversions Plus does not find a program to convert the selected file into, it will pass the file to Windows. When this option is selected the file will be intercepted by Conversions Plus, and you will be able to manually select a program (by choosing "Show All Choices") to open the file, even if a preference is already set.

## Batch Conversion Preferences

This is the section of the preferences where you choose default formats for converting a batch of files.



When converting a batch of files or an entire folder you must determine the appropriate programs to convert the files to as well as a location for the converted files. You can set your default programs and location from within this preference window. Each time you choose to convert a batch, you will have the option to change these default settings.

### ◆ File Options

When you choose "File Options" within the Batch Converting Window, you will be brought to the Batch File Options window.



***For Files Which Cannot Be Converted***

When converting a batch of files, you need to determine how you would like Conversions Plus to handle files that it cannot convert. You can choose to skip the file altogether or copy the file "as is" (i.e. with no conversion).

***For File Naming Conflicts***

When converting a batch of files, you may have a file that has the same name as a file already located in the destination folder. When this is the case, you can choose to have Conversions Plus overwrite the existing file or assign a unique name to the file you are converting.

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# Chapter 6

## Using Macintosh Disks in Your PC

Conversions Plus allows you to use Macintosh disks and files on your PC by including the DataViz utility program, MacOpener. This chapter provides information on the MacOpener Driver as well as information on the Macintosh file structure. For additional information on Macintosh files, consult Appendix D, "Macintosh Files".

### Disk Format

All computers are not designed alike. Therefore programs, files and disks cannot be easily shared by different types of computers. Different computers use different File Systems to store information on disks. These File Systems refer to the position of directories and files on the disk, like a Table of Contents. On the PC, Windows uses the FAT (File Allocation Table) System for initializing floppy disks and hard disks. The Macintosh uses a different format (Hierarchical File Systems (HFS and now HFS+)) with long file names and more directory information about each file. In other words, the disk format, or the way files are stored on the disk, is different for PCs and Macs.

To deal with this incompatible disk format issue, Conversions Plus gives your PC the ability to access Macintosh disks from the Windows desktop, Explorer or any PC program.

### The MacOpener Driver

To deal with this incompatible disk format issue, Conversions Plus includes a Macintosh System Driver, MacOpener. The MacOpener Driver allows you to use and format Macintosh disks in your PC just as if they were PC disks. It provides this functionality seamlessly by automatically installing a Windows driver onto your system. The driver gives you access to any type of Macintosh disk from anywhere on your PC and runs automatically as any Windows driver would. This feature of Conversions Plus provides the file transfer mechanism needed to move files from a Macintosh disk to your PC and vice versa.

## SCSI Disks

Like floppy disks, SCSI (Small Computer Systems Interface) disks are also different between the Macintosh and the PC. Disks that fall into this category include: Macintosh Hard Drives, Macintosh Zip disks, Macintosh SyQuest Cartridges and Macintosh CD-ROMs. As with Macintosh floppy disks, Conversions Plus will recognize these disks and allow you to read, write and format them (Macintosh CD-ROMs cannot be written to or formatted as they are read-only).

## File Format

A file's format, or the way the information is organized within the file, is generally unique to the program that created it. This is the case whether the disk format is PC or Macintosh: a file from program X is the same file, whether it is on a hard disk, a floppy disk or a network file server.

When different programs are being used on the PC and Mac, these file format issues become an obstacle. Conversions Plus removes this obstacle by providing the capability to convert as well as copy files. The MacOpener Driver allows you put a Macintosh disk in your PC and **copy** a file, while the included file translators **convert** the contents of the file.

## Setting the Driver Preferences

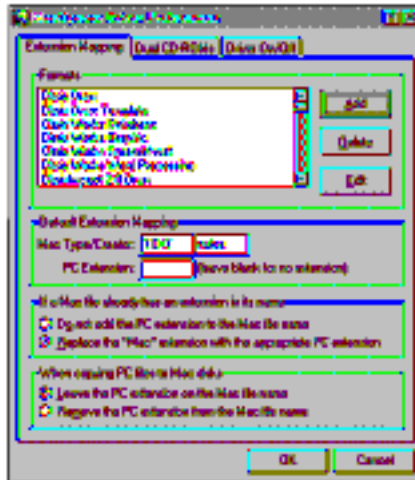
The MacOpener Driver includes a number of preferences for using Macintosh disks and copying files. These preferences can be accessed through the Start menu of Windows. Simply go to the Conversions Plus Program Group and select the MacOpener Driver Preferences. A description of these preferences and their functionality follows.

## Extension Mapping

Every file contains information which helps identify its format. This information is stored differently on a Macintosh than it is on a PC. On the Macintosh, each file has a File Type and Creator. This identifies the format of the file and the program that created it. On the PC, programs recognize files by their PC extension (usually 3 characters), with each program assigning a different extension to a file.

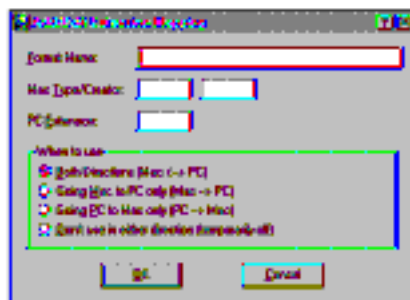
When moving files between Macs and PCs, this Mac specific file information is normally lost. Conversions Plus will preserve this information using a technique called Extension Mapping. Extension Mapping is the process of keeping the appropriate file information when moving files across platforms.

Conversions Plus ships with a database of Macintosh File Types and Creators and their corresponding PC extensions. This combination of an extension and a File Type and Creator is referred to as a file format. Within the Extension Mapping Window you have the option to add file formats to the database, as well as to edit existing formats. There are also a number of options to choose from when moving files between the PC and the Macintosh. The screen below shows the options for Extension Mapping:



#### ◆ Adding to or Editing the Extension Mapping Database

Conversions Plus ships with a database of known file formats and their corresponding information. If you are using a file format which is not currently in the Extensions Database, you have the option to add it. Open the Extension Mapping window and click <Add>.



You will need to fill in all the appropriate file information. The Format Name is used to identify the entry in the Extensions Database and can be assigned any name you choose. If you are unsure of the of the Type and Creator information, this information can be found quickly by:

1. Highlighting the Macintosh file you are interested in.
2. Selecting "Properties".
3. Selecting the Macintosh Properties Tab.

The Type and Creator information will appear on that screen.

If you would like to edit a format that is already included in the Extensions Database, simply select that format and click <Edit>. You can then make the necessary changes to the selected format.

For any format in the Extension Database, you have the choice to use the mapped format:

- Going both directions (i.e. PC to Mac and Mac to PC)
- Going Mac to PC only
- Going PC to Mac only
- Not at all (i.e. temporarily disable the format)

These choices are useful when you have different versions of the same format. For example, assume you have "mapped" both Excel version 4.0 and 5.0 to have an .XLS extension when moving Mac files to the PC. When you are moving a PC .XLS file to the Macintosh, MacOpener needs to know whether to map the file to Excel (for Macintosh) version 4.0 OR 5.0.

#### ◆ **Deleting Formats From the Extension Mapping Database**

Although you have the option, it is not recommended that you delete formats from the Extensions Database. If you do not want to use a format, simply disable it using the "temporarily off" option mentioned above.

#### ◆ **Default Extension Mapping**

The default information is used when Conversions Plus encounters a file format not found in the Extensions Database. The recommended choices for a default Type and Creator are TEXT and mdos respectively (both CASE SENSITIVE) and no PC extension.

#### ◆ **If a Mac file already has an extension in its name**

When a file has been named on the Macintosh with a 3 character extension included at the end, you have two choices for handling this file and its extension. During file transfer to a PC, you can choose:

- Do not add the PC extension - Conversions Plus will not add the appropriate PC extension if a Mac extension is already present.
- Append the PC extension - Conversions Plus will append any extension that is on the file with the PC extension specified in your Extension Mapping Database. If the extension is already correct, Conversions Plus will leave the file as is.

◆ **When copying PC Files to Mac disks**

As in the previous section, Conversions Plus needs to be directed as to what to do with a file extension if one is already present. During file transfer to Mac disks, you can choose to:

- Leave the PC file extension on the file
- Remove it when copying the file to the Macintosh

On the PC, if you assigned the same name to two different files and choose to eliminate the file extension when copying files to the Mac, the second file copied will overwrite the first file, as they now have the same name. Therefore, you will not have both files, but only the last one you copied over to the Mac.

\* Please note, for your convenience, in all of the above cases the recommended option has been selected as a default.

## Dual CD-ROMs

Dual CD-ROMs contain both Macintosh and PC files with only one set of files accessible at a time. You can specify which part of the Dual CD-ROM you would like to view when you open your CD-ROM drive. The recommended preference is for the PC portion of the CD-ROM to be visible rather than the Macintosh portion. If you need to see the Macintosh files rather than PC files, select the option to see "Macintosh portion as a priority" in the CD-ROM preference window. If Conversions Plus is working as you anticipated, do not concern yourself with changing the settings from the defaults.

## Driver On/Off

This preference gives you the ability to disable the MacOpener Driver. To turn the driver off, select "Disable MacOpener Driver" and restart your machine. With the Driver disabled, the MacOpener Driver will not be loaded when you start your PC. If you choose to do this, you will not be able to use Macintosh disks from the Windows desktop or from within other programs.

## Formatting a Macintosh Disk

The MacOpener Driver includes the ability to format any Macintosh Disk (HD Floppy disks, removable cartridges or hard drives) directly on your PC. There are two methods for doing this.

One way to format a Macintosh disk is just as you would a PC disk. Put a disk in your drive and right click the drive. Just as you have a "Format" command for PC disks, you now have a "MacFormat" command for Macintosh disks. Select MacFormat and proceed just as you would when formatting a PC disk.

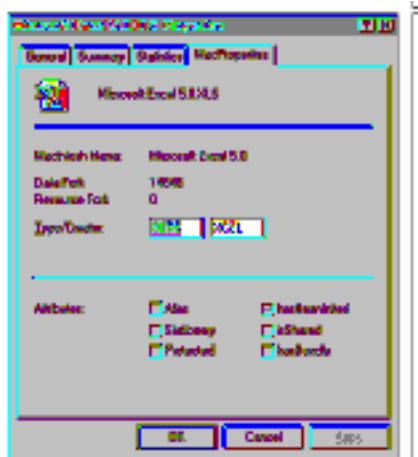
The second method utilizes the MacFormat program included with Conversions Plus. To use this method, go to the Start menu and under the Conversions Plus Program Group, select "MacFormat".



A dialog box will appear asking you which disk drive you would like to format. Choose the drive and follow the instructions as you would for a PC disk.

## Macintosh Properties

When you are viewing Macintosh disks and files using the MacOpener Driver, you are able to view the properties of the file or folder, just as you would with PC files and folders. Right-click the Macintosh file/folder and select "Properties". Within the Properties window, you will notice a tab entitled "MacProperties". This will give you Macintosh specific information on the selected file or folder.



The **Macintosh Name** refers to the name of the file or folder as it exists on the Macintosh disk. This name may differ slightly from the name of the file in Windows, as the two operating systems differ in the number of characters they allow in file names. Macintosh files consist of two parts, the Data Fork and the Resource Fork. These sections in the Macintosh Properties window refer to the size of the Data Fork and Resource Fork of the Macintosh file.

The Macintosh File **Type and Creator** are the specific file information assigned to the file by the Macintosh. These are used in the Conversions Plus Extension Mapping scheme to assign the proper PC extension to the file. The **Attributes** section describes Macintosh specific file properties and provides additional information about the file.



# Chapter 7

## Name Doctor™

Name Doctor is a powerful new feature included with Conversions Plus to help you correct naming problems with Macintosh files on servers (generally found on a Macintosh Name Space). Name Doctor allows you to either add the appropriate extensions to files or correct file names that include illegal characters. Again, this feature is specifically for files found on a server. Any files copied from a Macintosh disk will have the names corrected (if necessary) by the MacOpener Driver. See Chapter 6 for more information on the MacOpener Driver.

### Adding Extensions to File Names

Name Doctor can add the appropriate extension to any file that it recognizes. To add the appropriate extension to one or more files, do the following:

1. Launch the Conversions Plus program from the Conversions Plus Program Group (in the Windows Start menu).
2. On the right side of the Conversions Plus window, select the file(s) or folder(s) containing the files you wish to add the extensions to.
3. From the "Tools" menu, choose "Name Doctor". You will be presented with the Name Doctor preferences.



Under the section "Actions to Perform", select "Add Correct Extensions to Files" and click "Start".

Name Doctor can also prompt you to confirm each name change and remove the original files after renaming. **BE CAREFUL** when using the latter option. Changing the name of these files may cause problems for other users. For example, they may have documents linked to the selected files (and a name change would break the link).

## Correcting Illegal Files Names

On the Macintosh, users are allowed to use characters in file names that are "illegal" in Windows (such as "\" or ":"). Name Doctor can replace any illegal characters in Macintosh file names, so the files can be copied correctly from a Macintosh Name Space on a server to a Windows PC.

To correct the illegal Windows characters in Macintosh file names, do the following:

1. Launch the Conversions Plus program from the Conversions Plus Program Group (in the Windows Start menu).
2. On the right side of the Conversions Plus window, select the file(s) or folder(s) containing the files for which you wish to fix the illegal characters.
3. From the "Tools" menu, choose "Name Doctor". You will be presented with the Name Doctor preferences.

4. Under the section "Actions to Perform", select "Correct Illegal File Names" and click "Start".

Name Doctor can also prompt you to confirm each name change and remove the original files after renaming. **BE CAREFUL** when using the latter option. Changing the name of these files may cause problems for other users. For example, they may have documents linked to the selected files (and a name change would break the link).

## Preview

If you would like to see the results of adding extensions to file names or correcting illegal characters prior to actually performing the action, you can click the "Preview" button in Name Doctor. This feature will show you all the changes that would have been made had you actually performed the Name Doctor process.



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# The File Conversion Library

This appendix provides information about the structure, capabilities, and use of the file converters included in Conversions Plus. It includes information about the features supported, as well as possible workarounds for programs that are not directly supported.

## Readers and Writers

File converters in Conversions Plus exist as pairs of Readers and Writers.

Each **Reader** is capable of reading a specific kind of file. It identifies all the text, formatting, and control information, and stores it in a standard way that can be used to build many types of files. Each **Writer** can use this standard stored information to build a specific type of file with the appropriate text, formatting, and control information.

When you convert a file from one format to another using Conversions Plus, the appropriate **Reader** is used to read the file and break it down into the necessary elements. Simultaneously, the appropriate **Writer** is used to create the new file, using all of these original elements.

For example, a request to convert a Microsoft Word file from the Macintosh to a WordPerfect file on the PC utilizes the Microsoft Word Reader and the WordPerfect Writer.

A complete list of converters included with the product is provided in Appendix C.

## Features Supported

Conversions Plus concentrates on providing quality translations in all of its conversion paths. You will find that virtually all formatting is supported within any given translation.

The features converted within a document are dependent upon those that a particular program supports. For example, if you have created style sheets in a Word for Windows document and convert that document to MacWrite II, the style sheets will not be translated, as MacWrite II does not support the style sheet feature.

A list of the features supported in each of the translators is provided in Appendix B.

## File Recognition

Conversions Plus has a built-in Automatic File Recognition feature. The program recognizes a file by identifying the file contents, or by examining the file extension.

## Workaround Conversions

Conversions Plus contains Readers and Writers for many of the popular word processing, spreadsheet, graphic and database formats available. While it does have an extensive library, Conversions Plus does not support every program on the market.

In situations where a particular translator does not exist, there is usually a workaround solution to convert the file. Many programs give you an alternative to "Save" the file into another format that Conversions Plus can translate. When this is an option, you should choose the format which is richest in the features it supports, so that maximum formatting is retained. For a list of formats supported by Conversions Plus, see Appendix C.

**Character Attributes:**

Bold  
Italics  
Outline  
Shadow  
Underline  
Double Underline  
Word Underline  
Dotted Underline  
Wave Underline  
Subscript  
Superscript  
Hidden Text  
Small Caps  
All Caps  
Strikethru  
Text Color  
Background Colors  
Foreground Shading  
Background Shading  
Fonts & Font Sizes  
Redline  
Expanded  
Condensed

**Paragraph Attributes:**

Margins  
Indents  
Tabs  
Justification  
Line Spacing  
Paragraph Spacing  
Borders  
Shading

**Document Attributes:**

Margins  
Page Setup  
Mirror

Headers  
Footers  
Auto Numbering & bulleting

**Other Attributes:**

Footnotes  
Endnotes  
Hard Page Breaks  
Date & Time Stamping  
Page Number  
Newspaper Columns  
Parallel Columns  
Extended Columns  
Style Sheets  
Tables  
Absolutely Positioned Objects  
Hyperlinks

**Spreadsheet Attributes:**

Row Heights  
Column Widths  
Split Panes  
Print Area  
Embedded Objects  
3D

Conversions Plus will support the features listed when the program being translated to supports the feature.

## The Translator List

This appendix provides a complete list of the translators supported in Conversions Plus. All translators are read and write, unless otherwise specified. For "workaround translations" see Appendix A, "The File Translations Library."

### Word Processing

#### PC

Ami Pro 1.2 (Read Only)  
 Ami Pro 2.0, 3.x  
 AppleWorks 5  
 ClarisWorks 1.0, 2.x, 3.0, 4.0, 5.0  
 DCA/RFT  
 MS Word DOS 5.5  
 MS Word for Windows 2.0, 6.0, 7.0 (95), 8.0 (97), 2000  
 MS Works 2.0, 3.0, 4.0, 4.5  
 Multimate Advantage 1.0 (Read only)  
 Multimate 3.x, 4.0  
 Text  
 WordPerfect 5.0 (Read Only)  
 WordPerfect 5.1, 6.x  
 WordPerfect Windows 5.x, 6.x, 7.0, 8.0, 9.0  
 WordPerfect Works 2.0  
 WordStar (DOS) 5.5, 6.0, 7.0  
 Word Pro 96, 97, 98, Millennium (9.5)

#### Mac

AppleWorks 5.0  
 AppleWorks 6.0 (Read Only)  
 ClarisWorks 1.0, 2.x, 3.0, 4.0, 5.0  
 MacWrite II  
 MacWrite Pro 1.0, 1.5  
 MS Word 4.0, 5.x, 6.0, 8.0 (98)  
 MS Works 2.0 (Read Only)  
 MS Works 3.0, 4.0  
 RTF  
 Text  
 WordPerfect 2.0, 2.1, 3.x

### Spreadsheet

#### PC

AppleWorks 5.0  
 ClarisWorks 1.0, 2.x, 3.0, 4.0, 5.0  
 Excel 4.0, 5.0, 7.0 (95), 8.0 (97), 2000  
 Lotus 1-2-3 (WKS, WK1, WK3, WK4, 97, 98, Millennium)  
 MS Works 2.0, 3.0, 4.0, 4.5  
 Quattro Pro (DOS) 4.0  
 Quattro Pro (Windows) 1.0, 5.0, 6.0, 7.0, 8.0  
 Quattro Pro (Windows) 9.0 (Read Only)  
 WordPerfect Works 2.0

#### Mac

AppleWorks 5.0  
 AppleWorks 6.0 (Read Only)  
 ClarisWorks 1.0, 2.x, 3.0, 4.0, 5.0  
 Excel 4.0, 5.0, 8.0 (98)  
 MS Works 2.0, 3.0, 4.0

### Database

#### PC

ClarisWorks 1.x, 3.x, 4.0  
 dBase II, III, IV (DBF)  
 FoxBASE/FoxPro  
 MS Works 2.0, 3.0, 4.0, 4.5  
 WordPerfect Works 2.0

#### Mac

ClarisWorks 1.0, 2.x, 3.0, 4.0  
 FoxBASE/FoxPro  
 MS Works 3.0, 4.0

### Graphics Formats

EPS w/Thumbnail  
 GIF  
 JPEG  
 PICT/PICT 2  
 PC Paintbrush (PCX)  
 TIFF  
 Windows Bitmap (BMP)  
 Windows Metafile (WMF)  
 WordPerfect (WPG, WPG 2)

### Compression

Gzip  
 TAR  
 Z  
 Zip

### Encoding

Binhex  
 MacBinary  
 MIME  
 uuEncode

---

# Macintosh Files

Macintosh files have a unique file structure that differs from the PC (or any other computer) in the following ways:

- 1) Each file can have a data fork, a resource fork or both. Usually Macintosh programs have a resource fork with no data fork, and files created by those programs (such as word processing documents or spreadsheets) have a data fork and no resource fork. The data fork of a file is equivalent to an entire file on the PC, since the PC does not support the 2-part file concept. There is no equivalent to a resource fork on the PC.
- 2) Every file has certain attributes associated with it. On the PC, the file attributes are its date, time and size. On the Macintosh, files have more attributes associated with them than PC files. Two of the most important are called Type and Creator. The Type indicates to that Macintosh program whether the file is a document, a dictionary, a preference file, etc. and the Creator identifies which program created the document. These can be thought of as a more descriptive version of the PC file extension (which can be used to identify the type of file and program that created it).

## Macintosh Text Files

Text files are represented differently on the Macintosh and the PC. On the Macintosh, a "return" at the end of a line is represented by a carriage return (<CR>) only. On the PC, the "return" at the end of a line is represented by a carriage return, line feed pair (<CR><LF>). Another difference is the set of characters available. Certain characters on the PC do not exist on the Macintosh, certain characters on the Macintosh do not exist on the PC, and certain characters are represented by different ASCII values (even DOS and Windows have certain discrepancies in the way they represent characters). Most of the differences in these sets are not with commonly used characters, but rather with extended ASCII characters.

# DOS/Windows File Extensions

This table is a summary of the common file extensions you may see on a PC file. In many cases, these extensions are required or expected by the application. In other cases, they are common usage but are not required. You may wish to visit <http://www.whatis.com> for a complete list of file extensions.

## Common DOS or Windows File Extensions

.ARC	ARC Compressed File
.ARJ	ARJ Compressed File
.AVI	AVI Video/Sound File
.BAK	Backup File
.BAS	BASIC program File
.BAT	DOS 'Batch' command File
.BIN	Mac Binary File
.BMP	Windows Bitmap Graphic
.CDR	Corel Draw Graphic
.CLP	Windows Clipboard File
.CVS	Canvas Graphic
.CGM	Computer Graphics Metafile
.COM	Executable (binary) file; not translatable
.CSV	Comma Separated Values
.CWK	ClarisWorks File
.DBF	dBase II, III, IV data File
.DIF	DIF file (common)
.DLL	Dynamically Linked Library;not translatable
.DOC	Multimate (through v3), MS Word (PC), and Word for Windows documents
.DOX	Multimate v4.0 document
.DXF	AutoCad DXF Graphic
.ENV	Envoy
.EPS	Encapsulated PostScript
.EXE	Executable (binary) file; not translatable
.FM3	FileMaker or FrameMaker file
.FH3	Freehand 3.x

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.FH	Freehand (the numbers following represent the Version #)
.GEM	Ventura Publisher GEM
.GIF	Graphics Interchange Format (CompuServe)
.GZ	UNIX Gzip Compressed File
.HQX	Binhex Encoded File
.HTM	HTML Document
.IMG	Ventura Publisher IMG
.JPG	JPEG Graphic File
.LHA	LHA Compressed File
.MEM	dBase Memory File
.MIF	FrameMaker MIF
.MLP	MacLinkPlus Print Capture File
.OBJ	Compiled object file; usually not translatable
.PCC	PC Paintbrush Graphic
.PCT	PICT Graphic
.PCX	PC Paintbrush Graphic
.PDF	Adobe Acrobat
.PIC	Lotus Graphic
.PM	PageMaker File (the numbers following represent the Version #)
.PPT	Power Point File
.PRG	dBase program
.PRN	'Print' file, usually a comma separated values data file
.PUB	PageMaker 2.0 File
.PXL	Pocket Excel Spreadsheet
.QED	Quicken File
.QXP	QuarkXPress File
.RFT	DisplayWrite Revisable Form Text (DCA format)
.RTF	Rich Text Format
.SAM	AmiPro File
.SIT	Stuffit Macintosh Archive
.STY	MS Word Style Sheet
.SYL	SYLK format (common); variations are .SLK, .SK
.SYS	DOS system file; usually not translatable
.TAB	Tab Text
.TAR	UNIX Tar Archive
.TGA	Targa Graphic
.TIF	TIFF Graphic
.TSV	Tab Values
.TXT	ASCII Text file (common)
.UUE	UUencoded File

.WAV	Wav Sound File
.WB1	Quattro Pro Windows 5.0
.WB2	Quattro Pro Windows 6.0
.WDB	Works Database File
.WKS	Lotus 1A spreadsheet, MS Works spreadsheet
.WK1	Lotus 2A spreadsheet
.WK3	Lotus 3 (3-D) spreadsheet
.WK4	Lotus 4 & 5 (3-D) spreadsheet
.WMF	Windows Metafile Graphic
.WP	OfficeWriter (required), WordPerfect (common)
.WPD	WordPerfect (common); variation is .WP
.WPG	WordPerfect Graphic
.WPS	Microsoft Works Word Processing document
.WPW	WordPerfect Works File
.WQ1	Quattro Pro DOS
.WRK	Symphony spreadsheet
.WR1	Symphony spreadsheet
.WS	WordStar document (common)
.XLC	Excel chart
.XLM	Excel macro
.XLS	Excel spreadsheet
.XLW	Excel Workspace
.XY	XyWrite (common) File
.Z	LZW Archive
.ZIP	Zip Compressed File
.ZOO	Zoo Archive File







