

**DataViz**  
Compatibility. Instantly.

# Open, View & Convert Mac Files On Your PC. Instantly.



GETTING STARTED MANUAL

**Conversions Plus<sup>®</sup> SUITE**  
*Don't Get Caught With a File You Can't Open!* FOR WINDOWS

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## INTRODUCTION

Conversions Plus® is a utility that helps you use and access files regardless of what format they are in or where they came from. This guide will show you how to:

- Install Conversions Plus
- Translate Word Processing, Spreadsheet, Database or Graphic Files
- View files even if you don't have the program that created the file.
- Decompress archived files and Decode file attachments you receive via e-mail
- Retrieve a File from Garbage E-mail Text
- Copying Files Between Macs and Windows PCs

### **Where else can I get help?**

For more detailed product information consult your Conversions Plus Help file or the PDF Manual. In the Help file you can find more detailed information on:

- Conversions Plus Preferences
- Mounting different Mac Media
- Correcting Illegal File Names

A full Conversions Plus Manual is installed on your system with the product. It can be found in your C:\Program Files\Conversions Plus directory. You can also download this manual at <http://www.dataviz.com/cp-download>

The manual is available in PDF format which you can open and print with Acrobat Reader. You can download Acrobat Reader for free at <http://www.adobe.com>

## C O N T A C T U S

**You can contact DataViz directly at:**

Sales/Customer Service: 800.733.0030  
Technical Support: 203.874.0085  
Web: [www.dataviz.com](http://www.dataviz.com)

**Our sales and support departments are available:**

Monday - Friday 9am-6pm EST.

If you call for assistance, please have your registration number handy. It can be found in the "About Conversions Plus" box which is accessible through the Help menu in the Conversions Plus program. It can also be found on your registration card. Most answers to our customers' questions are readily available via our web site.

**Our technical support home page can be found at:**

<http://www.dataviz.com/cptech>

# INSTALLATION QUESTIONS

## 1. Where are my Registration Number and Activation Key located?

*If this software was purchased from a retail software store, mail-order catalog, etc...*

Your registration number and activation key can be found on the Registration Card included with your product.

*If this software was purchased directly from DataViz...*

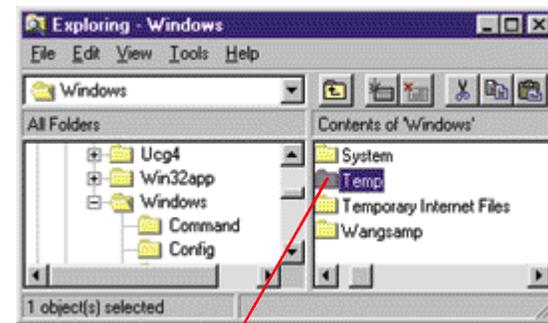
Your registration number and activation key can be found on stickers included with your software.

*If you are reinstalling the software and have misplaced your Registration Number and/or Activation Key...*

Please see the following address to look for this information:  
<http://www.dataviz.com/keys>

## 2. I am having problems installing the product. What should I try first?

Delete any items in your "Temp" directory and try installing again (*Note: You may wish to backup the contents of your Temp directory prior to doing this*). The Temp directory is typically located in your Windows directory (c:\windows\temp) or the root level of your hard drive (c:\temp).



Delete any items in this folder. Our software uses the Temp directory during installation. If there are items left from other programs, they may interfere with the installation. If you get a message that certain items cannot be removed, it is OK to leave them.

## 3. Will this installation replace any older version of the product?

Yes, providing you install the software in the same location as the previous version. If you choose to install in a new location, you will have to manually remove the files from the old location.

## CONVERTING FILES

### **Converting a Word Processing, Spreadsheet, Database or Graphic File**

#### **Right-click Method**

1. Right-click on the file.
2. From the Conversions Plus menu, choose "Convert".
3. Select the format you wish to convert the file into.
4. Type a name for the converted file.
5. Select the resulting location for the converted file.
6. Click the "Convert" button.

You can also convert multiple files simply by selecting all of them at once (or selecting an entire folder) and right-clicking them.

#### **Conversions Plus Application Method:**

1. Launch the Conversions Plus application.
2. In Conversions Plus find the file you want to convert in your Folder list and select the file in your Contents list.
3. Click on the Convert button.
4. Select the format you wish to convert the file into.
5. Type in a name for the converted file (the default name is listed).
6. Click the "Convert" button.

## GARBAGE TEXT

### **How to Retrieve a File from Garbage E-mail Text**

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. Your e-mail package must recognize the encoding format and "decode" the attached file(s). 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. 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. To open these files using Conversions Plus:

1. Go to the Conversions Plus Program Group and run the Attachment Wizard.
2. Select the entire e-mail message either with your cursor or by using the Edit-Select All command (*Note: the Attachment Wizard will remain in front of the e-mail message while you are selecting the text*).
3. 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 Control-C shortcut.
4. Click the <Next> button on the Attachment Wizard.
5. Save the file (or files) to a selected folder.

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

## PROBLEM FILES

Many times you receive a file you cannot use because it has the wrong extension, or you do not have the program that created it. To use these “problem” files, simply:

1. Double-click on the file.
2. If the file has the wrong extension and you have the program it was created in, Conversions Plus will let you correct the extension and open the file in the correct program.
3. If the file has the right extension, but you do not have the program it was created in, Conversions Plus will tell you the format of the file. It will also let you view the contents of the file with the Conversions Plus File Viewer, give you a tip on how to use the file, or let you pass the file to Windows to try and open.

## DECOMPRESSING FILES

When installing Conversions Plus, you have the option of using it as your default decompression utility. If you choose to use it as your default, all compressed files will appear with the following icon:



To decompress a file:

1. Double-click on the file and the Conversions Plus Archive Viewer will launch, displaying the contents of the compressed file.
2. From the Conversions Plus Archive Viewer, you can extract, view or launch any file by selecting the file and clicking the appropriate button.

## VIEWING FILES

### **How to View the Contents of Any File**

1. Right-click on the file.
2. From the Conversions Plus menu choose "View".
3. This will launch the Conversions Plus File Viewer which will give you a WYSIWYG (what you see is what you get) view of the file.

When viewing a file within the Conversions Plus File Viewer, you can also get more information about the file, print the file, or launch the file in its Windows program.

### **How to View Attachments in Microsoft Outlook, Outlook Express or Exchange Mail**

1. Right-click on the attachment.
2. Select "Quick View" from the menu.
3. This will launch the Conversions Plus File Viewer.

*Note: This option will only be available if you choose to enable integrated viewing during installation or in the Conversions Plus preferences.*

## READING MAC DISKS

### **Copy a File from a Macintosh Disk to Your PC**

After installing Conversions Plus, you can read Macintosh 1.44 MB HD floppy disks, Zip disks, Jaz disks, CD-ROMs, etc. on your PC just as if they were PC disks. *Note: Conversions Plus does not support reading low density (including double density). Macintosh floppy disks because PC disk drives are not compatible with them.*

### **To copy files from a Macintosh disk:**

#### **From your desktop or the Windows Explorer:**

1. Double-click on the disk drive that contains the Macintosh disk.
2. Copy the files to your PC as you would if they were on a PC disk.

#### **From within a Windows program:**

1. From the "File:Open" menu, select the disk drive which contains the Macintosh disk.
2. Select the file from the Mac disk that you wish to open.

## WRITING MAC DISKS

### **Copying a File from Your PC to a Macintosh Disk**

After installing Conversions Plus, you can write to Macintosh 1.44 MB HD floppy disks, Zip disks, Jaz disks, etc. on your PC just as if they were PC disks.

*Note: Conversions Plus does not support writing to low density (including double density) Macintosh floppy disks because PC disk drives are not compatible with them. It also does not allow the user to burn files onto a Mac formatted CD.*

### **To copy files to a Macintosh disk:**

#### **From your desktop or the Windows Explorer:**

1. Drag the file(s) you wish to copy to the drive that contains the Macintosh disk.

#### **From within a Windows program:**

1. From the "File:Save As" menu, select the disk drive which contains the Macintosh disk.
2. Save the file.

## FORMATTING MAC DISKS

### **How to Format a Macintosh Disk**

After installing Conversions Plus, you can format 1.44 MB HD floppy disks, Zip disks, Jaz disks, etc. as Macintosh on your PC. *Note: Conversions Plus does not support formatting low density (including double density) Macintosh floppy disks because PC disk drives are not compatible with them.* In addition, you cannot format CD-R/CD-RW because that is done by the CD Rom manufacturer's drivers.

### **To format a disk as Macintosh:**

1. Right-click on the drive that contains the disk to be formatted.
2. Select "MacFormat" from the menu.
3. Proceed as if you were formatting a PC disk.

*or*

1. Select "MacFormat" from the Conversions Plus Program Group in the Windows Start menu.
2. Select the drive that contains the disk to be formatted.
3. Proceed as if you were formatting a PC disk.

## S U P P O R T E D F E A T U R E S

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

### **PC**

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

## TRANSLATOR LIST

The following is a complete list of the translators supported in Conversions Plus. All translators are read and write, unless otherwise specified.

### 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, XP  
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), 2001  
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, XP  
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

#### 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

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), 2001  
MS Works 2.0, 3.0, 4.0

#### Mac

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

## **GRAPHIC FORMATS**

Graphics Formats  
EPS w/Thumbnail  
GIF  
JPEG  
PICT/PICT 2

PC Paintbrush (PCX)  
TIFF  
Windows Bitmap (BMP)  
Windows Metafile (WMF)  
WordPerfect (WPG, WPG2)

## **COMPRESSION**

Gzip  
TAR  
Z  
Zip

## **ENCODING**

Binhex  
MacBinary  
MIME  
uuEncode



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