

Macintosh PC Exchange

User's Guide

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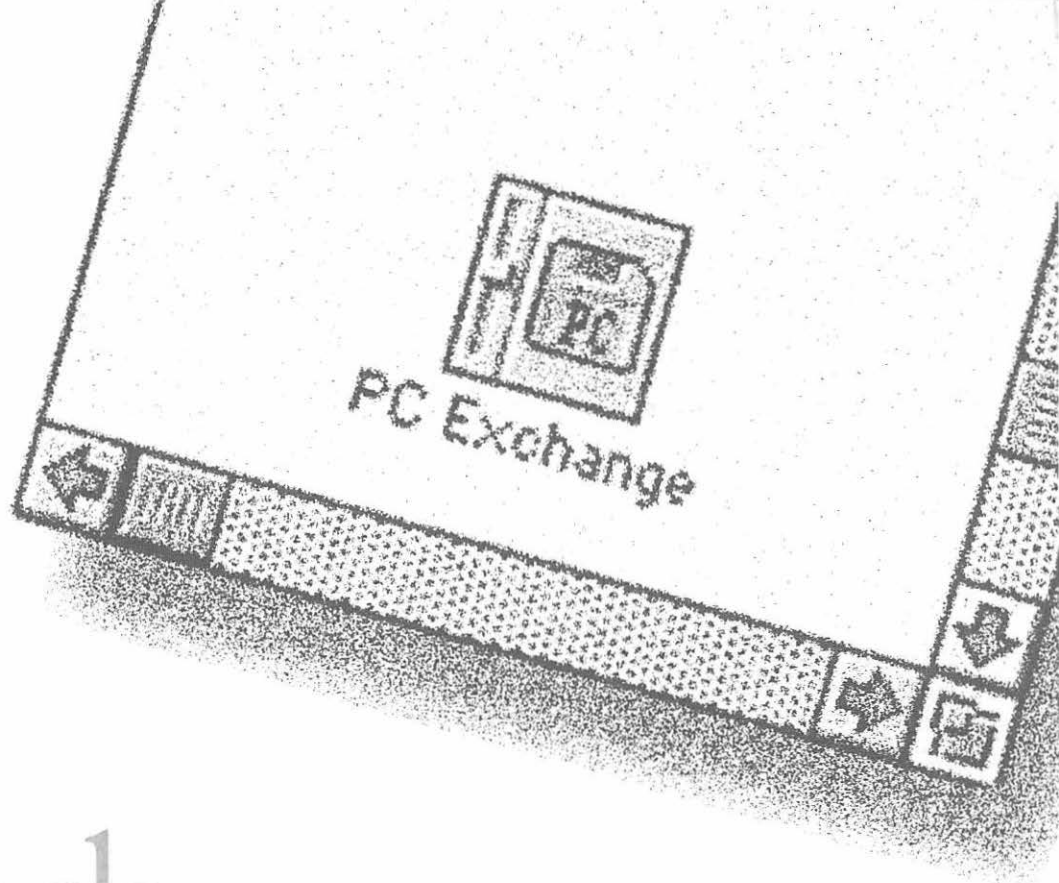
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Macintosh PC Exchange

User's Guide

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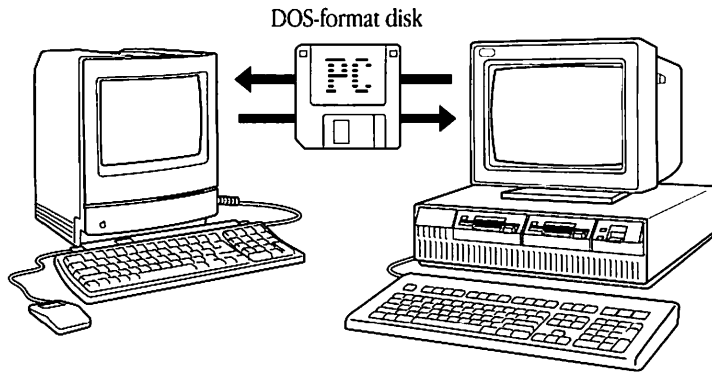
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Macintosh PC Exchange

Macintosh PC Exchange is software that lets you easily exchange documents between Macintosh computers and DOS or Windows computers using DOS-format floppy disks.

With Macintosh PC Exchange installed in your Macintosh system, your Macintosh can use and create floppy disks compatible with DOS computers.



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Macintosh PC Exchange at a Glance

You can use and create DOS-format disks.

You can open, edit, and save DOS documents using your favorite Macintosh application programs.

Using the PC Exchange control panel, you can specify which Macintosh programs are used to open DOS documents.

For example, DOS documents whose names end with this suffix ...

... are to be opened by this program ...

... as this type of document.

The screenshot shows a Macintosh window titled "REPORT.HLS" with a menu bar (File, Edit, View, Label, Special) and a spreadsheet. The spreadsheet has columns A through H and rows 1 through 16. The text "Monthly Sales Report" is centered in row 1. Overlaid on the spreadsheet is a "PC Exchange" control panel. The panel has a title bar and a scrollable list of mappings. Each mapping includes a DOS Suffix, an Application Program, and a Document Type. At the bottom of the panel are three buttons: "Add...", "Change...", and "Remove".

DOS Suffix	Application Program	Document Type
.ILL	Adobe Illustrator® 3.0	EPSF
.CAN	Canvas™ 3.0	TEXT
.WK1	Claris Resolve	TEXT
.WK3	Lotus 1-2-3	TEXT
.MDP	MacDraw Pro	PICT
.MW2	MacWrite II	TEXT
.XLS	Microsoft Excel 3.0	TEXT

Installing Macintosh PC Exchange

Do you have what you need?

To use Macintosh PC Exchange, you'll need:

- a Macintosh computer with system software version 7.0 or later
- a floppy disk drive capable of reading DOS disks, such as the Apple SuperDrive (also known as an FDHD or high-density drive)

The Apple Super Drive is included in all Macintosh computers *except* Macintosh Plus computers, Macintosh II computers without a disk drive upgrade, and Macintosh SE computers without a disk drive upgrade.

Macintosh PC Exchange uses a portion of your computer's memory (100–150K), so you should install it only if you plan to use disks from DOS computers.

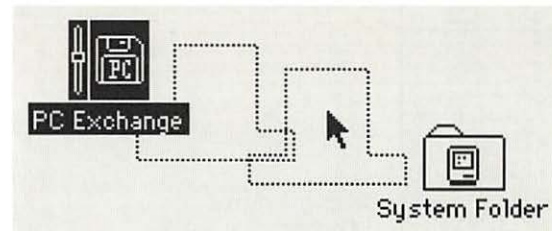
Restrictions on copying Macintosh PC Exchange

As a licensed user of Macintosh PC Exchange you may use the software on a single Apple computer and make one copy for backup purposes. However, you are not permitted to distribute additional copies of the software. (For more details, see the software licensing agreement.)

Installing the PC Exchange control panel

You install the PC Exchange control panel by copying it into the Control Panels folder and restarting your computer. Follow these steps:

1. **Insert the *Macintosh PC Exchange* disk into a floppy disk drive and open the disk icon.**
2. **Open the icon for your computer's hard disk.**
3. **Drag the PC Exchange icon onto the System Folder icon.**



A message appears asking if you want to place the file in the Control Panels folder. Click OK.

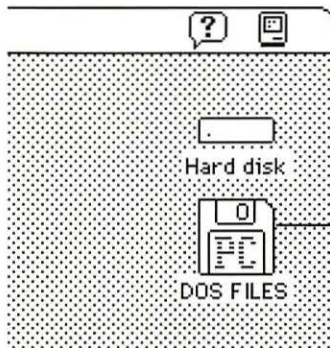
4. **Choose Restart from the Special menu.**

Your computer restarts with Macintosh PC Exchange installed.

Using DOS-format disks on your Macintosh

The *format* of a disk refers to the way the computer prepares the disk to receive information. Macintosh computers and DOS computers use different disk formats, but with Macintosh PC Exchange installed in your Macintosh system, your Macintosh can read disks of either format.

To use a DOS-format disk on your Macintosh, simply insert the disk into your computer's floppy disk drive. The disk's icon appears on the desktop. You can open the disk by double-clicking its icon—the same way you would open an ordinary Macintosh disk.



When you insert a DOS-format floppy disk, you see this icon.

❖ *If you see a message that the disk is unreadable, refer to the troubleshooting section at the end of this manual.* ❖

▲ **Warning:** Do not attempt to repair a DOS-format disk using disk repair utility programs intended for use on the Macintosh. Doing so is likely to destroy any information on the disk. If you must repair a DOS-format floppy disk, use a disk repair utility on your DOS computer. ▲

Creating a blank DOS-format disk

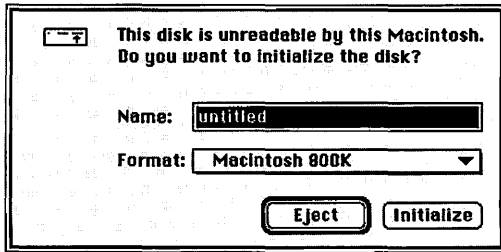
When you erase or initialize a disk on the Macintosh, you can choose its format—either Macintosh or DOS.

▲ **Warning:** Before you erase or initialize a disk, be sure that the disk contains no information you want to save. ▲

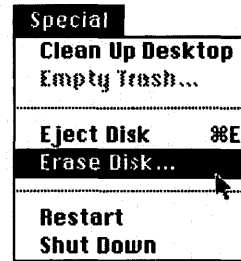
To create a blank DOS-format disk on your Macintosh, follow these steps:

1. Insert a floppy disk and, if necessary, choose the Erase Disk command.

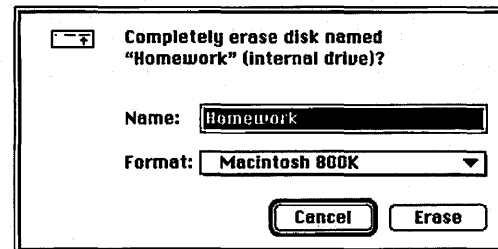
- If the disk is brand new, a dialog box appears in which you can specify the disk's name and format before the computer initializes it.



- If the disk has already been used, you'll need to erase it. Select the disk by clicking its icon, then choose Erase Disk from the Special menu.



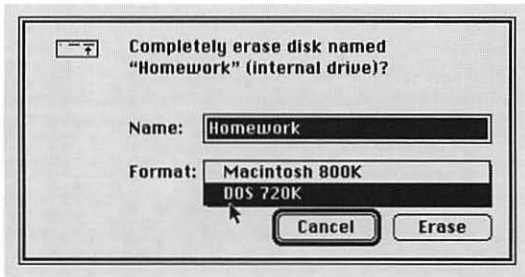
A dialog box appears in which you can specify the name and format of the disk.



continues ►

2. **Type a name for the disk, if you like.**
3. **Choose the disk format you want from the Format pop-up menu.**

The list of available formats varies depending on your disk drive and the capacity of the disk. Choose DOS only if you plan to use the disk on both Macintosh and DOS computers.



4. **Click Erase (or Initialize).**

If you're initializing a disk, an alert box appears asking if you are sure you want to continue. Click the Continue button.

The Macintosh prepares the disk in the format you chose.

Usually it takes less than a minute to initialize or erase a floppy disk. However, if portions of the disk have been damaged, the Macintosh will preserve the undamaged portions of the disk, and the initialization process may take several minutes.

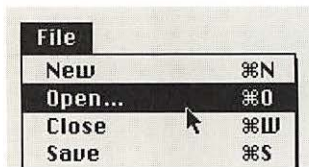
If you changed the disk's format from Macintosh to DOS, or vice versa, you won't see the disk's icon change until you re-insert the disk.

Opening DOS documents on your Macintosh

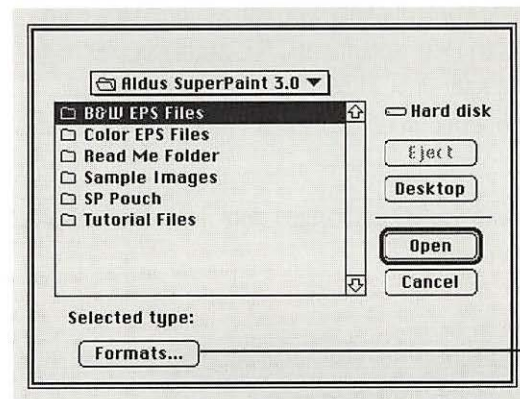
Opening a document from within a Macintosh program

The surest way to open a DOS document on the Macintosh is to use the Open command from within an application program.

1. Open the program you want to use.
2. Choose Open from the File menu.



A directory dialog box appears.



Many programs have buttons or pop-up menus that let you open or import documents of a particular file format.

3. Select the document you want, and click Open.

❖ *If you have problems opening the document, refer to the troubleshooting section at the end of this manual.* ❖

Opening a document by double-clicking its icon

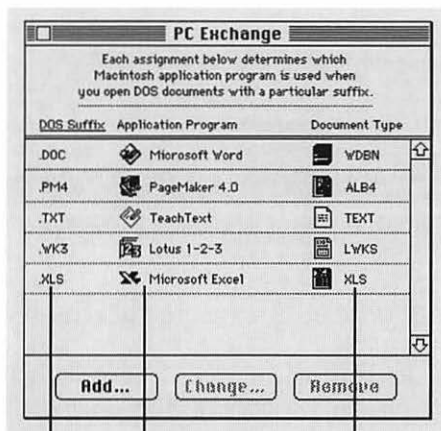
You can also open a DOS document by double-clicking its icon. However, when you double-click a DOS document's icon, the document doesn't "know" which Macintosh application program you want to open—so you'll see a message saying that "the application program could not be found."

You can specify which Macintosh application programs are used to open DOS documents using the PC Exchange control panel.

Assigning Macintosh programs to DOS documents

Using the PC Exchange control panel, you can assign Macintosh application programs to DOS documents. For example, you can specify that all DOS documents whose filenames end with the suffix .XLS are to be opened in the Macintosh program Microsoft Excel.

The figure below shows the PC Exchange control panel with some assignments already created.



DOS documents whose names end with this suffix ...

... are to be opened by this Macintosh program ...

... as this type of document.

Before you can assign a Macintosh program to a group of DOS documents, there are three questions you need to answer:

- **What suffix do the documents have in common?**

Many DOS programs automatically add a three-letter suffix (or filename *extension*) to a document's name. For example, these PageMaker documents all share the suffix .PM4:

NEWS.PM4

REPORT.PM4

RESUME.PM4

- **What Macintosh application program do you want to use to open the documents?**

One of the defining characteristics of a Macintosh document is the document's *creator*—that is, the Macintosh program used to create the document. When you double-click a document's icon, the Macintosh knows to open this program.

Of course, DOS documents were not created by Macintosh application programs—so when you double-click a DOS document's icon, the Macintosh doesn't know which program to open. However, using the PC Exchange control panel, you can assign Macintosh programs to DOS documents.

■ What type of document is it?

Most programs are able to open or import some, but not all, types of documents. A document's *type* is a three- or four-letter code (such as TEXT or PICT) that tells a program whether or not it can recognize the document. If a program is unable to recognize a document's type, the program will not display the document in its directory dialog box.

Unless you specify otherwise, the Macintosh assumes that all DOS documents have the document type TEXT. (The information in the next section, "Recommended Assignments for Some Widely Used Application Programs," will help you assign the correct type to DOS documents.)

A document's type is different from its *file format*, which refers to the way information within the document is encoded. If a program is unable to accurately interpret a document's file format, the document's formatting may be displayed incorrectly. (To find out which file formats a program can understand, refer to the documentation for the program.)









Recommended assignments for some widely used application programs

The information in this section will help you assign documents from some widely used DOS/Windows programs to some widely used Macintosh programs. (For more information, see the documentation for your application programs.)

AMI Pro (Windows), version 2.0

When you save documents in AMI Pro (Windows), version 2.0, the program automatically saves them with the suffix .SAM.





To open these documents on the Macintosh, add one of the following assignments to the PC Exchange control panel:

DOS Suffix	Macintosh application	Document type
.SAM	 MacWrite® II (version 1.1)	 TEXT
.SAM	 Microsoft Word (version 5.0)	 TEXT
.SAM	 WordPerfect (version 2.0)	 TEXT
.SAM	 WriteNow (version 2.2)	 TEXT

Lotus 1-2-3 (Windows), version 1.0

When you save documents in Lotus 1-2-3 (Windows), version 1.0, the program automatically saves them with the suffix .WK3.





To open these Lotus 1-2-3 documents on the Macintosh, add one of the following assignments to the PC Exchange control panel:

DOS Suffix	Macintosh application	Document type
.WK3	 Lotus 1-2-3 (version 1.0)	 TEXT
.WK3	 Microsoft Excel (version 3.0)	 TEXT

Microsoft Excel (Windows), version 3.0

When you save documents in Microsoft Excel (Windows), version 3.0, the program automatically saves them with the suffix .XLS.



To open these Microsoft Excel documents on the Macintosh, add one of the following assignments to the PC Exchange control panel:

DOS Suffix	Macintosh application	Document type
.XLS	 Lotus 1-2-3 (version 1.0)	 TEXT
.XLS	 Microsoft Excel (version 3.0)	 TEXT

Microsoft Word (Windows), version 2.0

When you save documents in Microsoft Word (Windows), version 2.0, the program automatically saves them with the suffix .DOC.


To open these documents in Microsoft Word (Macintosh), version 5.0, add the following assignment to the PC Exchange control panel:

DOS Suffix	Macintosh application	Document type
.DOC	 Microsoft Word (version 5.0)	 WDBN

PageMaker (Windows), version 4.0

When you save documents in PageMaker (Windows), version 4.0, the program automatically saves them with the suffix .PM4.







To open these documents in PageMaker (Macintosh), version 4.0, add the following assignment to the PC Exchange control panel:

DOS Suffix	Macintosh application	Document type
.PM4	 PageMaker (version 4.0)	 ALB4

Quattro (DOS), version 3.0

When saving documents in Quattro (DOS), version 3.0, be sure to save them with the suffix .WK1 (rather than the default suffix, .WQ1). Quattro saves documents ending in .WK1 in the Lotus 1-2-3 file format, which can be interpreted by many Macintosh spreadsheet programs.



To open these Quattro documents on the Macintosh, add one of the following assignments to the PC Exchange control panel:

DOS Suffix	Macintosh application	Document type
.WK1	 Claris Resolve™ (version 3.0)	 TEXT
.WK1	 Lotus 1-2-3 (version 1.0)	 TEXT
.WK1	 Microsoft Excel (version 3.0)	 TEXT

Ventura Publisher (Windows), version 3.2

When you save documents in Ventura Publisher (Windows), version 3.2, the program automatically saves them with the suffix .CHP.

To open these documents in Ventura Publisher (Macintosh), version 3.2, add the following assignment to the PC Exchange control panel:

DOS Suffix	Macintosh application	Document type
.CHP	 Ventura Publisher (version 3.2)	 VCHP

WordPerfect (DOS) version 5.1

WordPerfect (DOS), version 5.1, does not automatically add a suffix to the names of documents. The easiest way to open WordPerfect (DOS) documents on the Macintosh is by choosing the Open command from within an application program.

Adding an assignment to the PC Exchange control panel

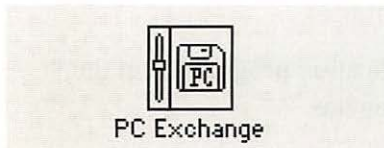
To add an assignment, follow these steps:

1. Choose Control Panels from the Apple (🍏) menu.

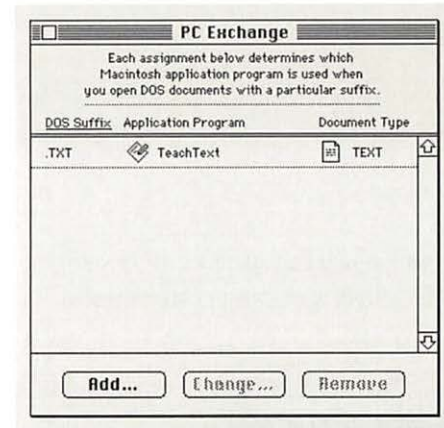
The Control Panels folder opens.

2. Open the PC Exchange control panel.

Double-click the PC Exchange icon, or select the icon and choose Open from the File menu.



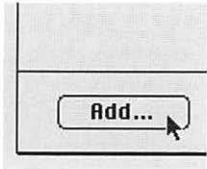
The PC Exchange control panel appears.



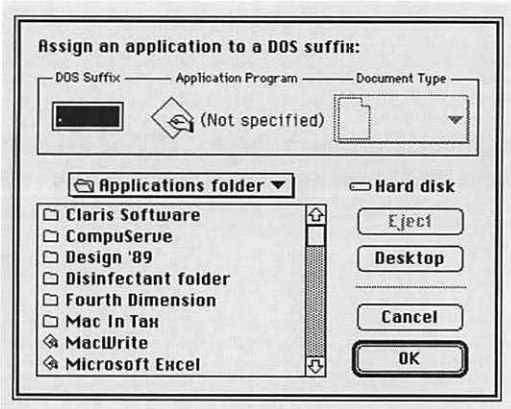
The control panel already contains one assignment, which specifies that documents ending with the letters .TXT are to be opened by TeachText as TEXT documents.

continues ►

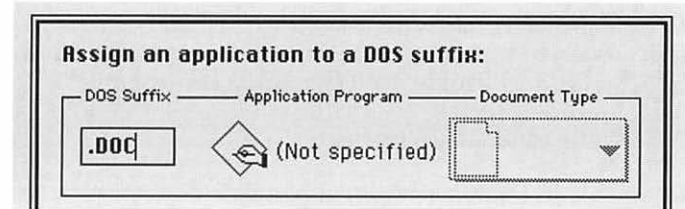
3. Click the Add button.



A dialog box appears in which you can specify a DOS suffix and its corresponding Macintosh application program and document type.



4. Type a three-letter DOS suffix in the DOS Suffix box.

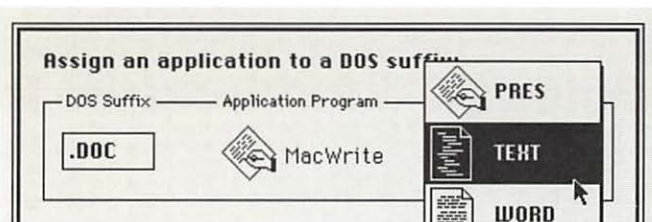


(Or to specify which Macintosh program will open DOS documents with *no suffix*, click inside the box to set the insertion point, but leave it blank.)

5. Choose a Macintosh application program from the lower section of the dialog box.



6. **Choose a document type from the Document Type pop-up menu.**



Document types are indicated by icons and four-letter codes whose meanings are seldom obvious. For help choosing the correct document type, see the information in the previous section, “Recommended Assignments for Some Widely Used Application Programs.”

If you don't know which document type to choose, try TEXT.

7. **Once you've specified a DOS suffix, a Macintosh application program, and the appropriate document type, click OK.**

The assignment you specified is added to the list of assignments in the control panel.

Trying out an assignment

To try out an assignment you've added to the PC Exchange control panel, follow these steps:

1. **Insert a DOS-format floppy disk and open its icon.**

PC Exchange assignments take effect when you insert a floppy disk, or when you open a DOS-format floppy disk. (If the disk window was already open, you need to close it and open it again.)

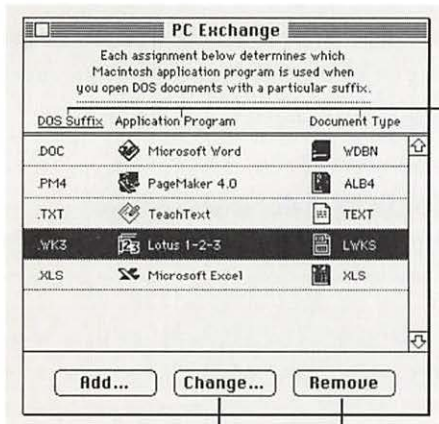
2. **Double-click the icon of a DOS document whose filename ends with the suffix you specified.**

The document is opened by the appropriate Macintosh application program. (You might see a message that the document's file format is being converted.)

- ❖ *If you have problems opening documents, refer to the troubleshooting section at the end of this manual.* ❖

Editing the list of assignments

You can change, remove, and sort assignments in the PC Exchange control panel.



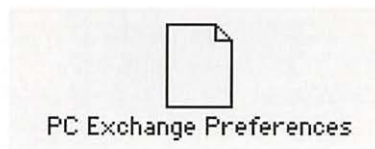
To sort the list of assignments, click a category.

To change an assignment, select it in the list, then click Change.

To remove an assignment, select it in the list, then click Remove.

Sharing assignment lists with other users

The list of assignments is stored in the PC Exchange Preferences file. This file is stored in the Preferences folder inside the System Folder.



You can make sure that every licensed user of Macintosh PC Exchange in your office uses the same assignments. Make copies of the PC Exchange Preferences file and place one copy in the Preferences folder (inside the System Folder) of each licensed user's Macintosh.

Do not change the name of the PC Exchange Preferences file.

Saving documents onto a DOS-format disk

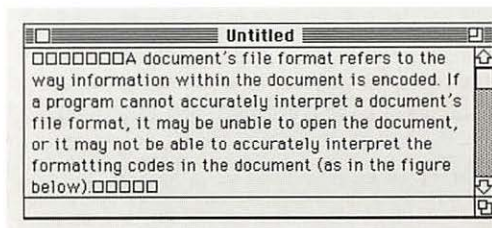
You save documents onto a DOS-format disk the same way you save them onto a Macintosh disk—by choosing the Save command from the File menu.

▲ **Important:** Be sure to leave at least 5K of extra disk space when you save or copy files onto a DOS-format floppy disk. (The Macintosh needs this space to store invisible files that keep track of Macintosh-specific information about files on the disk, such as the location of icons and windows on the Macintosh desktop.) ▲

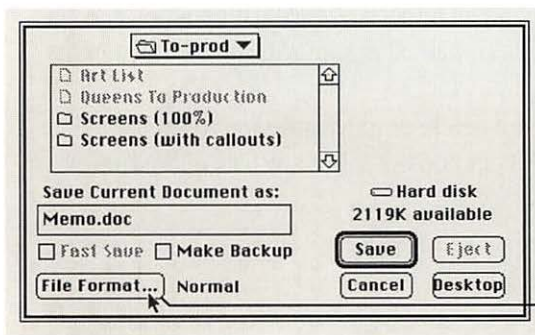
Choosing a file format

In some programs you'll have the choice of saving the document in one of several file formats.

A document's *file format* refers to the way information within the document is encoded. If a program cannot accurately interpret a document's file format, it may not be able to accurately interpret the formatting codes in the document (as in the figure below).



When you save a document that you plan to use with another program, be sure to save it in a file format that the other program can understand. (To find out what file formats a program is able to open, import, and save, see the documentation you received with the program.)



The Save As dialog box may include buttons or pop-up menus for choosing a file format.

Naming files for use on both Macintosh and DOS computers

On DOS computers, filenames are limited to eight characters (plus a three-letter suffix) and may not contain spaces. The rules for naming Macintosh files are less restrictive. Therefore, when working on the Macintosh, it's possible to give a file a name that would be illegal on DOS computers.

For example, suppose you created a file on your Macintosh named July Budget.DOC

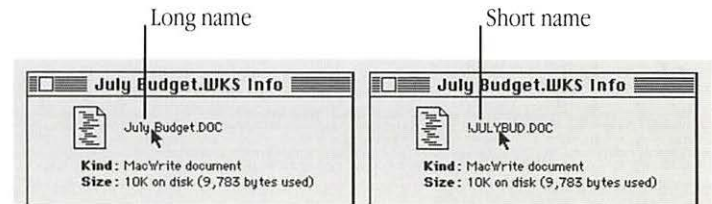
If you viewed the same file on a DOS computer, its name would be

!JULYBUD.DOC

The exclamation mark (!) indicates that the name has been shortened.

A file can thus have two names: a long name (for when the file is displayed on the Macintosh) and a short name (for when it's displayed on a DOS computer).

While using a DOS-format floppy disk on the Macintosh, you can see a document's short name by selecting the document, choosing the Get Info command from the File menu, and clicking the document's name in the Info dialog box. (For this procedure to work, you must have the File Sharing Extension that came with System 7 installed in your Extensions Folder, inside your system folder.)



Viewing the contents of a disk on your DOS computer

When you view the directory of a disk on your DOS computer, you might notice additional directories named RESOURCE.FRK. These directories contain important information, known as *resources*, which are contained in some Macintosh documents.

▲ **Warning:** Do not delete or move any directories named RESOURCE.FRK, and do not move any files out of these directories. ▲

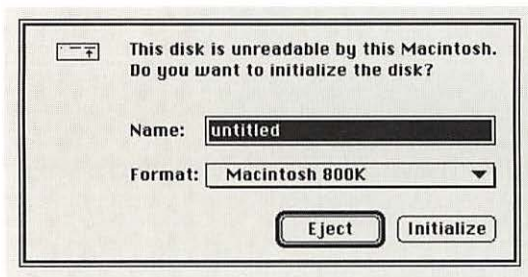
Troubleshooting

Your Macintosh can't read a floppy disk

Situation:

You insert a disk into the floppy disk drive on your Macintosh, and a dialog box appears saying the disk is unreadable:

Possible causes if you see this message:



- The disk may have been formatted incorrectly on a DOS computer. On DOS computers it's possible to format a standard double-sided disk in a high-density (1440K) format, and vice versa. Disks formatted this way cannot be read by a Macintosh computer.

When formatting disks on a DOS computer, always format standard double-sided disks in the 720K format. Always format high-density disks in the 1440K format.

If a disk has been formatted incorrectly, you should copy the contents of the disk onto another disk that has been properly formatted.

- The disk might be damaged. You can try a DOS disk repair utility to retrieve information from the disk.
- If the disk has never been used, you simply need to initialize it.
- If you cannot choose from more than one disk format, your computer doesn't have the proper type of disk drive for reading DOS-format disks. You need to get a disk drive capable of reading DOS-format disks, such as the Apple SuperDrive.

Possible causes if you see a message like this:

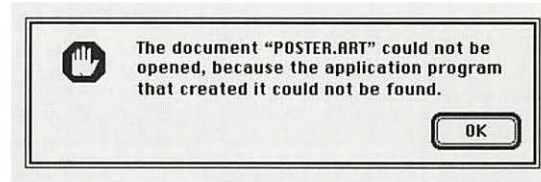


- Macintosh PC Exchange might not be installed properly. Be sure that you placed the PC Exchange icon in the Control Panels folder and restarted your computer. (See "Installing Macintosh PC Exchange" earlier in this manual.)
- You might be using an earlier version of Macintosh system software. To use Macintosh PC Exchange, you must use system software version 7.0 or later.

You double-click a DOS document's icon, but a program does not open

Situation:

You double-click a document's icon and a message appears saying that the application program could not be found.



Possible causes:

- The Macintosh doesn't know which application program you want to open.

Try opening the program you want to use first, then choosing the Open command from the File menu. (See "Opening DOS Documents on Your Macintosh" earlier in this manual.)

You can also use the PC Exchange control panel to specify which Macintosh program is used to open the document. (See "Assigning Macintosh Programs to DOS Documents" earlier in this manual.)

- You may be trying to access the document over a network. PC Exchange assignments do not work for files over a network. PC Exchange assignments work only for documents on DOS-format floppy disks and documents that have been copied from DOS-format floppy disks.
- The application program may not be on your hard disk or any other mounted disk.

You double-click a DOS document's icon, and a program opens, but the document doesn't

Situation:

You double-click a document's icon, and an application program opens, but not the document. (Depending upon the program, you might see an error message.)

Possible causes:

- The application program may not be able to open DOS documents when you double-click their icons. Try opening the document from within the program by using the Open command.
- The document may have been assigned a document type that the program is unable to open. Use the PC Exchange control panel to change the document's type to one that can be opened by the program. (See "Assigning Macintosh Programs to DOS Documents" earlier in this manual for a table of recommended document type assignments.)

You can't open a document from within a program

Situation:

When you choose the Open command in an application program, the directory dialog box appears, but the document you want is not listed.

Possible causes:

- The document has been assigned a document type that the program cannot recognize. Try opening the document with another application program.

You can also try using the PC Exchange control panel to assign the document a document type that can be recognized by the program. (See "Assigning Macintosh Application Programs to DOS Documents" earlier in this manual for a table of recommended document type assignments.)

- You may be trying to access the document over a network. PC Exchange assignments do not work for files over a network. PC Exchange assignments work only for documents on DOS-format floppy disks and documents that have been copied from DOS-format floppy disks.

A document's formatting is displayed incorrectly

Situation:

You open a document and its formatting is no longer correct. You might see strange codes or text characters in the document.

Possible cause:

The application program is able to recognize the document's type, but it cannot accurately interpret the document's *file format*. (The file format is the way information within the document is encoded.) For example, the Macintosh program TeachText may be able to open a DOS word-processing document, but it may be unable to interpret the DOS codes that control formatting.

Your application program may have special procedures for opening and saving documents with different file formats. (See the documentation for your application program.)

You can also try opening the document in another application program—one that is able to interpret the document's file format accurately.

In this situation it sometimes helps to assign the document a different document type. (See "Recommended Assignments for Some Widely Used Application Programs" earlier in this manual for a table of recommended document type assignments.)

Special text characters are displayed incorrectly on a DOS computer

Situation:

A document you created on your Macintosh contains special text characters, such as those shown below:

é ü ñ

When you open the document on your DOS computer, incorrect characters appear in place of these characters.

Possible cause:

The Macintosh uses a set of 256 text characters, whereas DOS computers use a set of only 128 characters. Therefore some characters that can be displayed on the Macintosh are not accurately displayed on DOS computers.

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The Apple Publishing System

This Apple manual was written and edited on a desktop publishing system using Apple Macintosh computers and Microsoft Word. Proof pages were created on Apple LaserWriter printers and on the QMS ColorScript 100 color printer. Final pages were produced in QuarkXPress and output directly to separated film on a Linotronic 300 imagesetter. Line art was created with Adobe Illustrator. Cover art was produced with Adobe Photoshop. Screen shots were created and modified with system software, Exposure, and SuperPaint.

Text type is Apple's corporate font, a condensed version of Garamond. Ornaments are ITC Zapf Dingbats® and custom symbols designed for Apple Computer. Some elements, such as computer voice, are set in Apple Courier, a fixed-width font.

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