

**Open Windows Files on Your Mac.
Instantly.**

User's Guide

MacLinkPlus[®] DELUXE

User's Guide

MacLinkPlus Deluxe

Macintosh and Power Macintosh

DataViz, Inc.

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Welcome to MacLinkPlus

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

- Open files that your Macintosh doesn't recognize.
- Translate files for use in your favorite programs.
- View files even if you don't have the program that created the file.
- Decompress archived files.
- Decode and use file attachments you receive via e-mail.

MacLinkPlus contains file translation combinations supporting a variety of file formats. Translators are provided for the most popular word processing, spreadsheet, database and graphics programs. Translated documents retain all the original formatting (margins, paragraphs, bold, headers, footers, footnotes, embedded graphics, etc.) and are ready to use in your favorite Macintosh programs.

With MacLinkPlus you can decompress any archived file that has been compressed using the most popular compression programs. You can view compressed files, as well as virtually any file on your computer.

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. MacLinkPlus includes special features for handling attachments, so you can retrieve and use problem files received via e-mail.

Product Contents

Your package should include:

- This manual
- A CD-ROM disk (*If your computer does not have a CD-ROM drive, contact DataViz at 800-733-0030 for floppy disks*)
- MacLinkPlus registration card
- Getting Started manual

Installation

To install, place the MacLinkPlus CD in your CD-ROM drive and double-click on the

MacLinkPlus installer. You will be asked to enter your contact information as well as your registration number and activation key (found on your MacLinkPlus registration card or on stickers included with your product if this is an upgrade). After entering this information, you must agree to the DataViz license agreement to proceed with the installation.

Please note: Various items will also be placed in your system folder during installation. An installer log will be put in the MacLinkPlus folder detailing what was installed where. The MacLinkPlus ReadMe file contains a complete list of all installed items and their locations.

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 MacLinkPlus" box, which is accessed in the Apple menu when running the MacLinkPlus program or by opening the MacLinkPlus Setup Control Panel. 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 MacLinkPlus. 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.

Web Buddy:

Web Buddy is a collection of powerful Internet utilities that help Netscape, Internet Explorer and other browsers easily save, collect, translate, organize and share information they find on the World Wide Web. It automates the collection of web pages or entire sites allowing users to “surf the web” at their convenience and browse off-line. Web Buddy is available for Macintosh, Power Macintosh and Windows 95/98.

Documents To Go:

Documents To Go is a Power Macintosh and Windows 95, 98, 2000 and NT 4.0 utility which allows you to use your desktop documents and spreadsheets (such as Word, Excel and ClarisWorks) on a 3Com® Palm™ Organizer or IBM® WorkPad™. It also includes a word processing and a spreadsheet viewer for the Palm Organizer.

Desktop To Go:

Desktop To Go is a Windows 95, 98, 2000 and NT 4.0 utility which synchronizes your desktop data with a 3Com® Palm™ Organizer or IBM® WorkPad™. It includes synchronizers for Microsoft® Outlook™ 97/98/2000 and Schedule+ 7.0-7.5.

Conversions Plus:

Conversions Plus is a file translation utility for Windows 95, 98, 2000 and NT 4.0 that provides file translations between Mac and PC files, as well as between different Windows formats. Once translated, all the original file formatting is retained. Conversions Plus also includes all the features of Attachment Opener and MacOpener.

Attachment Opener:

Attachment Opener is a utility designed for Windows 95, 98 and NT 4.0 that allows you to open, view, print and decompress files. Attachment Opener is designed to help you use virtually any file on your PC and includes special technology for handling file attachments you receive via e-mail. This product is included with Conversions Plus.

MacOpener:

This is a utility for Windows 95, 98, 2000 and NT 4.0 that reads and writes Macintosh disks (floppy, SCSI, CD-ROMs, hard drives, etc.) 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.

Chapter 1

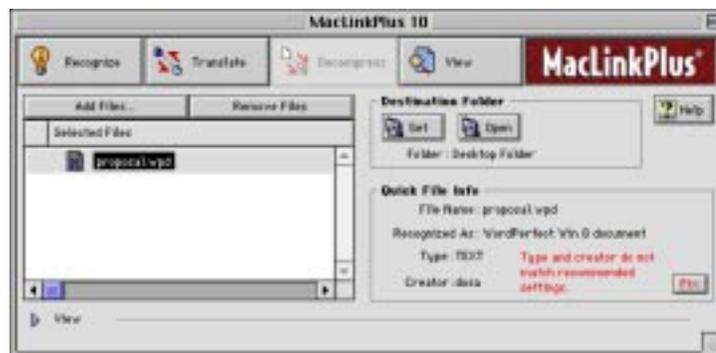
Translating Files

This chapter will provide information on translating files, so you can use them in the program of your choice or give them to someone else. MacLinkPlus provides various methods for translating files, and each is explained in detail.

MacLinkPlus Application Method

This is our new recommended method for translating files. To translate a file using the MacLinkPlus application, perform the following steps:

1. Double-click on the MacLinkPlus application in the MacLinkPlus folder.
2. You must add a file to the MacLinkPlus application to translate it. You can add one or more files or even a folder to MacLinkPlus by doing any of the following:
 - a) Click "Add Files..." and select a file
 - b) Drag the file into the MacLinkPlus application window
 - c) Drag the file on top of the MacLinkPlus icon
 - d) Control-click on the file and select "Send to MacLinkPlus"



3. Once you have added the file to MacLinkPlus, click on the file once to highlight it and click the "Translate" button.
4. Select the format you wish to translate the file into from one of the pull-down menus.
5. "Set" your destination folder if it is not the one in which you would like the translated file to appear.
6. Type in a new file name for the translated file.
7. Click "Translate".

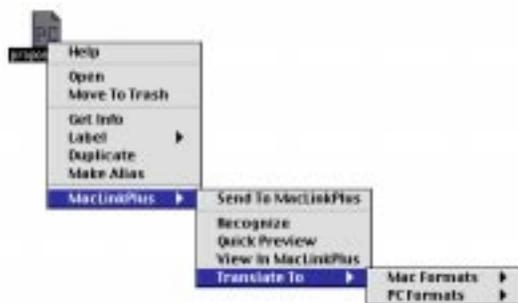
The translated file will appear in the Destination Folder selected in MacLinkPlus.

Note: In the "Translation Settings" window that appears after clicking Translate, you can select the option "Don't Show This Dialog Again". If you check this option, when choose to translate a file (step 3 above), MacLinkPlus will automatically translate the file to the preference set without bringing up the File Translation Settings window.

Control-Click Method

This method utilizes the "Control-click" option available when using Mac OS 8.0 or higher and a Power Mac. Perform the following steps to translate a file:

1. Find the file you wish to translate. If the file is on any type of disk or on a server, you may want to copy it to your hard drive first. This will speed up the translation process.
2. Control-click on the file (hold down the control key while clicking on the file until a menu pops up). A menu will appear giving you different options for this file. In the MacLinkPlus contextual menu, choose "Translate to" and either "Mac Formats" or "PC Formats"



3. Choose the format you wish to translate the file into. If you select "MacLinkPlus Preference", the file will be translated to the Preference set in the MacLinkPlus application.
4. Once you have chosen a format to translate into, the MacLinkPlus application will launch and automatically translate the file.

The location of the resulting file can vary for this method. You have three choices to save the result:

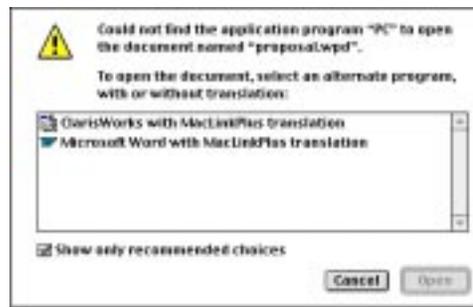
- a) in the same folder as the original file
- b) on the Desktop
- c) in the same folder set as the Destination Folder in MacLinkPlus

You can change the location of the resulting file in the Preferences. Select Preferences from the Edit menu. Under the General category there are options for the Contextual Menu.

Double-click Method

This is the best method to translate files if you wish to open them immediately. Perform the following steps to translate a file:

1. Find the file that you wish to translate. If the file is on any type of disk or on a server, you may want to copy it to your hard drive first. This will speed up the translation process.
2. Double-click on the file. You will see the following window:



You will be presented with the applications that can open the file with the help of the MacLinkPlus translation library.

3. Click on the application that you want to open the file into and click "Open".

4. If you choose an application that uses "MacLinkPlus translation", MacLinkPlus will translate the file into that application's file format or a file format that it can read. When the file is being translated, you will see a status bar similar to the one shown below:



5. At the end of the translation, the chosen application will launch and open the newly translated file. You can now treat the translated file as if it were originally created in that application (so you can edit it, save it, etc.).

If you always want to open your files into the same word processing, spreadsheet, database or graphics application, open the Mac OS Easy Open Control Panel and turn off the option "Always Show Dialog Box". With this option turned off, similar file types (i.e., all WordPerfect 8.0 files) will always open in the same application on your Mac.

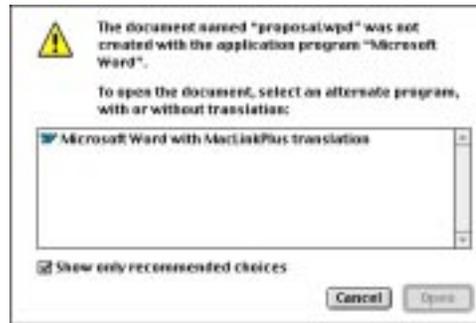
Drag to Translate Method

Perform the following steps to translate a file :

1. Find the file that you wish to translate and drag it on top of the application you wish to open it in.



2. If the application can open the file either on its own or with the help of the MacLinkPlus translation library, you will be presented with the following window:



3. Click on the application that you want to open the file into and click "Open". Usually, you will be given one translation option for opening the file. Sometimes, however, you will need to choose between opening the file with the application's "built-in" capabilities or with MacLinkPlus translation.
4. If you choose to use "MacLinkPlus translation" to open the file, MacLinkPlus will translate the file into that application's file format or a file format that it can read. When the file is being translated, you will see a status bar similar to the one shown below:



5. At the end of the translation, the chosen application will launch and open the newly translated file. You can now treat the translated file as if it were originally created in that application (so you can edit it, save it, etc.).

Document Converter Method

This method involves the use of the Document Converter. This method is recommended for translating multiple files or for translating a file you do not wish to open immediately. Perform the following steps to use the document converter for translating

a file:

1. Open the MacLinkPlus folder.
2. Make a duplicate of the "Document Converter" by clicking on it **ONCE** and then selecting "Duplicate" from the File menu.
3. Double-click on the "Document Converter copy". A list will come up giving you choices of MacLinkPlus translators.



4. Scroll through the list of translators until you find the application or format you want and click on it.
5. Click "Set". The Document Converter copy will be renamed appropriately showing the format it is set to.



to Microsoft Word document

6. Drag the file you wish to translate over the Document Converter that you just created. If you wish to translate several files, you can place them all in a folder and drag the folder over the Document Converter or select several files and drag them all at once over the Document Converter.
7. MacLinkPlus will translate the file(s) into the appropriate format and place the translated file(s) in the same folder as the Document Converter.

Once a Document Converter has been "Set", it will always translate files into that format unless you change it (by repeating steps 3-5 above). You can also make multiple Document Converters for various formats. In addition, you can move a Document Converter to any place on your hard drive (such as your Desktop), so that you can access it easily.

Chapter 2

Viewing Files

Many times you have a file and want to get a quick preview of its contents. This chapter will explain how MacLinkPlus will let you view the text from virtually any word processing, spreadsheet or database file without having to launch any program. In addition, you can view any graphic file supported by MacLinkPlus.

MacLinkPlus provides various methods for viewing files, and each is explained in detail.

Control-Click Method

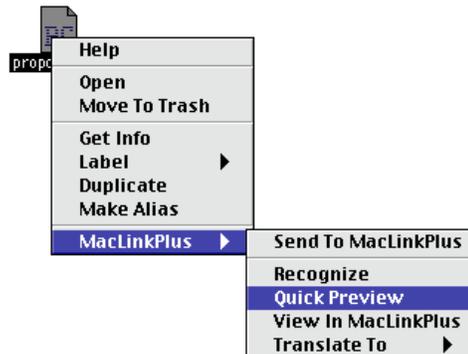
This method utilizes the "Control-click" option available when using Mac OS 8.0 or higher.

◆ Quick Preview Method

This is the fastest method to view files. The Quick Preview gives you an immediate view of the contents of a file without launching the MacLinkPlus application. You are not able to copy file contents when viewing a file with the Quick Preview method.

To view a file's contents using the Quick Preview option, do the following:

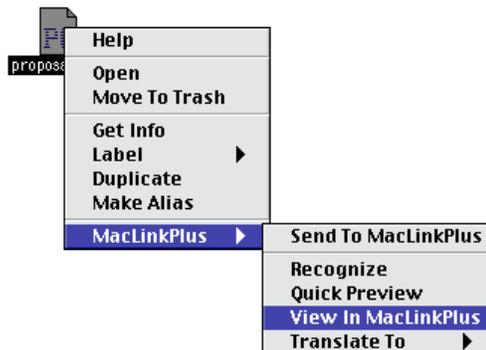
1. Find the file that you wish to view. If the file is on any type of disk or on a server, you may want to copy it to your hard drive first. This will speed up the viewing process.
2. Control-click on the file.
3. In the MacLinkPlus contextual menu, choose "Quick Preview".



◆ **View in MacLinkPlus Method**

This method will launch the MacLinkPlus application so you can also copy the file contents, translate the file, etc.

1. Find the file that you wish to view. If the file is on any type of disk or on a server, you may want to copy it to your hard drive first. This will speed up the viewing process.
2. Control-click on the file.
3. In the MacLinkPlus contextual menu, choose "View in MacLinkPlus".



MacLinkPlus will launch and the View portion of the MacLinkPlus window will display the file contents.

MacLinkPlus Application Method

The last method to view files involves using the actual MacLinkPlus application. To view a file using the MacLinkPlus application, perform the following steps:

1. Double-click on the MacLinkPlus application in the MacLinkPlus folder.
2. You must add a file to the MacLinkPlus application to view it. You can add one or more files to MacLinkPlus by doing any of the following:
 - a) Click "Add Files..." and select a file
 - b) Drag the file into the MacLinkPlus application window
 - c) Drag the file on top of the MacLinkPlus icon
 - d) Control-click on the file and select "Send to MacLinkPlus"
3. Once you have added the file to MacLinkPlus, highlight the file and click the "View" button. The View portion of the MacLinkPlus window will display the file contents. When viewing Text files you can select text and copy to the clipboard or drag the text to a clipping file.



Chapter 3

Decompressing Files

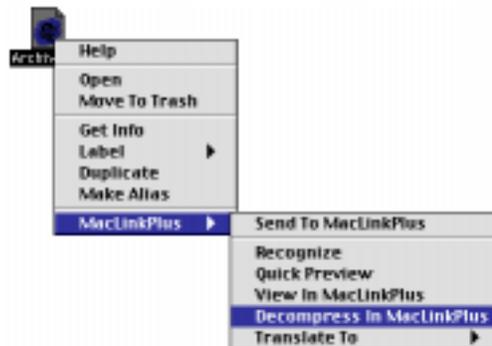
Often times, files you download from the Internet or receive via e-mail are compressed to save space (and transfer time). MacLinkPlus will allow you to open a compressed file and extract, view or translate it. You can decompress any file that was created using the most popular compression formats, including .sit, Zip, Gzip, Tar, and Z.

MacLinkPlus provides various methods for viewing files, and each is explained in detail.

Control-Click Method

This method utilizes the "Control-click" option available when using Mac OS 8.0 or higher. To decompress a file using the Control-click method, do the following:

1. Find the file that you wish to decompress. If the file is on any type of disk or on a server, you may want to copy it to your hard drive first. This will speed up the decompression process.
2. Control-click on the file.
3. In the MacLinkPlus contextual menu, choose "Decompress in MacLinkPlus".



MacLinkPlus will launch and automatically decompress the file. MacLinkPlus will create a folder with the same name as the original archive. This folder will contain the decompressed file(s).

The location of the resulting folder can vary for this method. You have three choices for the result:

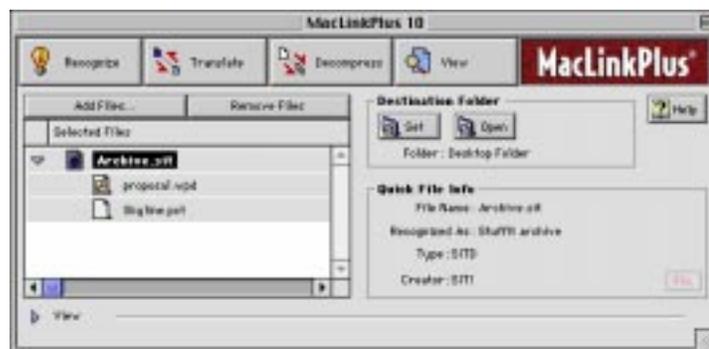
- a) in the same folder as the original archive
- b) on the Desktop
- c) in the same folder set as the Destination Folder in MacLinkPlus

You can change the location of the resulting file in the Preferences. Select Preferences from the Edit menu. Under the General category there are options for the Contextual Menu.

MacLinkPlus Application Method

The last method to decompress files involves using the actual MacLinkPlus application. To decompress a file using the MacLinkPlus application, perform the following steps:

1. Double-click on the MacLinkPlus application in the MacLinkPlus folder.
2. You must add a file to the MacLinkPlus application to decompress it. You can add one or more files to MacLinkPlus by doing any of the following:
 - a) Click "Add Files..." and select a file
 - b) Drag the file into the MacLinkPlus application window
 - c) Drag the file on top of the MacLinkPlus icon
 - d) Control-click on the file and select "Send to MacLinkPlus"



3. Once you have added the file to MacLinkPlus, highlight the file and click the "Decompress" button. The file(s) will be decompressed and the results will be in the Destination Folder set in MacLinkPlus.

Click the turn down arrow in the Selected Files List to display the individual items contained within an archive. Decompress individual items within archives by selecting the item and clicking decompress.

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 MacLinkPlus with E-mail "Garbage Text"

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. MacLinkPlus can assist you in retrieving the attached files from your e-mail message when they appear as garbage text, as in the following example:



To use MacLinkPlus to retrieve your attachment from the garbage text, use the following method:

1. You must create a file from the e-mail message to add to MacLinkPlus. Either save the e-mail message as text or select all the text of the e-mail message and drag it to a "clipping" file (if your e-mail program supports text drag and drop).



You now will have a file that MacLinkPlus can work with.

2. Double-click on the MacLinkPlus application in the MacLinkPlus folder.
3. You must now add the file to the MacLinkPlus application to use it. You can add the file to MacLinkPlus by doing any of the following:
 - a) Click "Add Files..." and select a file
 - b) Drag the file into the MacLinkPlus application window
 - c) Drag the file on top of the MacLinkPlus icon
 - d) Control-click on the file and select "Send to MacLinkPlus"
4. Select the file in MacLinkPlus and click "Decode". The resulting file will be saved in the Destination Folder set in MacLinkPlus.

Chapter 5

Using Problem Files

Sometimes you receive files via e-mail or other methods 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 Type and Creator associated with it. You may notice that when you double-click on the file, your Macintosh is unable to recognize it.

If the file you are using has the wrong Type and Creator, it 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 most likely get the following window (as shown below on the right) with some choices of programs to open the file.

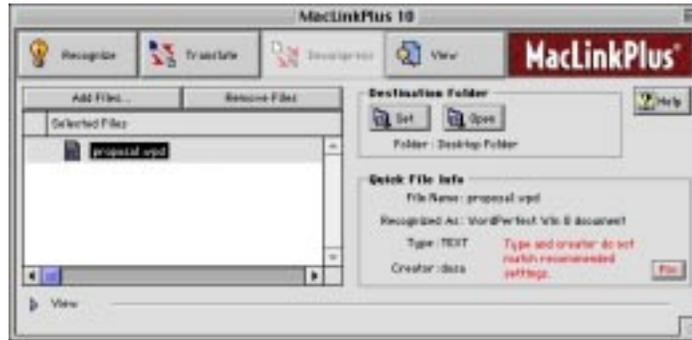


MacLinkPlus will help you with these problem files by deciphering the files and providing you with information about them. To use problem files on your Macintosh, you can follow any of the methods described below.

MacLinkPlus Application Method

This is our new recommended method for getting help using any file that you are having difficulty opening. From the MacLinkPlus application you have access to all the MacLinkPlus capability from a single, straightforward interface. If you are having trouble using a file, perform the following steps:

1. Double-click on the MacLinkPlus application in the MacLinkPlus folder.

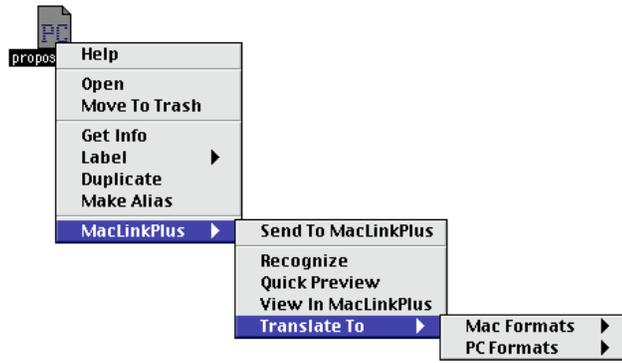


2. You must add a file to the MacLinkPlus application to perform actions on it. You can add one or more files to MacLinkPlus by doing any of the following:
 - a) Click "Add Files..." and select a file
 - b) Drag the file into the MacLinkPlus application window
 - c) Drag the file on top of the MacLinkPlus icon
 - d) Control-click on the file and select "Send to MacLinkPlus"
 - e) Double-click on the file and select "MacLinkPlus" from the Mac OS Easy Open window
3. Once you have added the file to MacLinkPlus, highlight the file to perform any MacLinkPlus actions on it (such as Translate, View, etc.). See Chapter 6 for more information on using the MacLinkPlus application.

Control-click Method

This method utilizes the "Control-click" option available when using Mac OS 8.0 or higher. Perform the following steps to use a file:

1. Find the file you wish to use. If the file is on any type of disk or on a server, you may want to copy it to your hard drive first. This will speed up the reading process.
2. Control-click on the file. A menu will appear giving you different options for this file. In the MacLinkPlus contextual menu, select "Translate to" and either "Mac Formats" or "PC Formats"



If the file is compressed or encoded, you can also choose to decompress the file in MacLinkPlus. See Chapter 6 for more information on using the MacLinkPlus application.

3. Choose the format you wish to translate the file into. If you select "MacLinkPlus Preference", the file will be translated to the Preference set in the MacLinkPlus application.
4. Once you have chosen a format to translate into, the MacLinkPlus application will launch and automatically translate the file.

The location of the resulting file(s) can vary for this method. You have three choices for the result:

- a) in the same folder as the original file
- b) on the Desktop
- c) in the same folder set as the Destination Folder in MacLinkPlus

To change the location of the resulting file(s), open the MacLinkPlus Setup Control Panel, choose "Contextual Menu Result File Location" under "Category" and choose one of the three preferences.

Double-click Method

This is the best method to try if you would like to use the file immediately. Perform the following steps to use the file:

1. Find the file that you wish to use. If the file is on any type of disk or on a server,

you may want to copy it to your hard drive first. This will speed up the reading process.

2. Double-click on the file. You will see the following window:



You will be presented with the applications that can open the file with the help of the MacLinkPlus translation library.

3. Click on the application that you want to open the file into and click "Open". The MacLinkPlus application will also appear in the list. If you choose to open the file with MacLinkPlus, follow the steps in this section for using the MacLinkPlus application.
4. If you choose an application that uses "MacLinkPlus translation" to open the file, MacLinkPlus will translate the file into that application's file format or a file format that it can read. In addition, if the file is compressed or encoded, MacLinkPlus will automatically decompress and decode it. When the file is being translated, you will see a status bar similar to the one shown below:



5. At the end of the translation, the chosen application will launch and open the newly translated file. You can now treat the translated file as if it were originally created in that application (so you can edit it, save it, etc.).

Drag to Translate Method

Perform the following steps to use a file:

1. Find the file that you wish to use and drag it on top of the application you wish to open it in.



2. If the application can open the file either on its own or with the help of the MacLinkPlus translation library, you will be presented with the following window:



3. Click on the application that you want to open the file into and click "Open". Usually, you will be given one translation option for opening the file. Sometimes, however, you will need to choose between opening the file with the application's "built-in" capabilities or with MacLinkPlus translation.
4. If you choose to use "MacLinkPlus translation" to open the file, MacLinkPlus will translate the file into that application's file format or a file format that it can read. In addition, if the file is compressed or encoded, MacLinkPlus will automatically decompress and decode it. When the file is being translated, you will see a status bar similar to the one shown below:

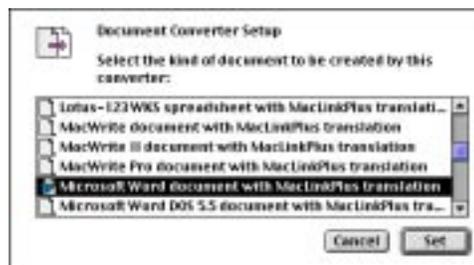


5. At the end of the translation, the chosen application will launch and open the newly translated file. You can now treat the translated file as if it were originally created in that application (so you can edit it, save it, etc.).

Document Converter Method

This method involves the use of the Document Converter. This method is recommended for translating multiple files or for translating a file you do not wish to open immediately. Perform the following steps to use the document converter:

1. Open the MacLinkPlus folder.
2. Make a duplicate of the "Document Converter" by clicking on it **ONCE** and then selecting "Duplicate" from the File menu.
3. Double-click on the "Document Converter copy". A list will come up giving you choices of MacLinkPlus translators.



4. Scroll through the list of translators until you find the application or format you wish to translate to and click on it.
5. Click "Set". The Document Converter copy will be renamed appropriately showing the format it is set to.



to Microsoft Word document

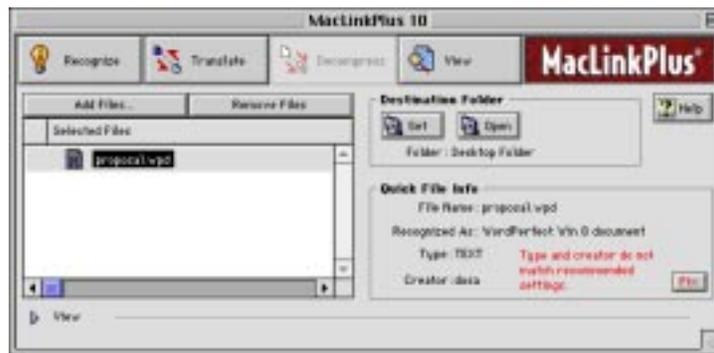
6. Drag the file you wish to translate over the Document Converter that you just created. If you wish to translate several files, you can place them all in a folder and drag the folder over the Document Converter or select several files and drag them all at once over the Document Converter.
7. MacLinkPlus will translate the file(s) into the appropriate format and place the translated file(s) in the same folder as the Document Converter. In addition, if the file is compressed or encoded, MacLinkPlus will automatically decompress and decode it.

Once a Document Converter has been "Set", it will always translate files into that format unless you change it (by repeating steps 3-5 above). You can also make multiple Document Converters for various formats. In addition, you can move a Document Converter to any place on your hard drive (such as your Desktop), so that you can access it easily.

Chapter 6

Using the MacLinkPlus Application

To use MacLinkPlus, double-click on the MacLinkPlus icon in the MacLinkPlus folder. MacLinkPlus will launch and you will be presented with the following user interface:



Adding Files to MacLinkPlus

In order to perform an action to a file, it first must be added to the MacLinkPlus application. This can be done in a variety of ways, as listed below:

- a) Click "Add Files..." and select a file
- b) Drag the file into the MacLinkPlus application window
- c) Drag the file on top of the MacLinkPlus icon
- d) Control-click on the file and select "Send to MacLinkPlus"
- e) Double-click on the file and select "MacLinkPlus" from the Mac OS Easy Open window

Once one or more files are added to MacLinkPlus, you can simply select a file to use it. The "Quick File Info" area of the MacLinkPlus application will present you with

information about the file such as the file name, what MacLinkPlus recognizes the file as and the Type and Creator information. If MacLinkPlus sees that the Type and Creator are incorrect, you can click on the "Fix" button, and MacLinkPlus will apply the correct Type and Creator to the file.

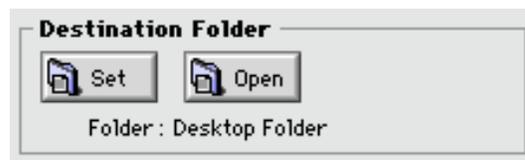
You may also notice in the "Selected Files" area of MacLinkPlus that certain files may have what is called a "disclosure triangle" next to them. Generally, you will see this triangle next to compressed or encoded files indicating that there are probably other files contained within an archive or within email encoding. All folders that are dragged over MacLinkPlus will also appear with the turn down "disclosure triangle" just as they do in the standard Finder window list view.



By clicking on the triangle, MacLinkPlus will show all the files contained in that compressed or encoded file (or archive). You can then select any of the files contained in that archive to perform an action on them.

Destination Folder

Once you have added one or more files to MacLinkPlus, you can perform various actions on them. If you translate or decompress a file, the new file will be located in the Destination Folder set in the MacLinkPlus application.



To set the location of the Destination Folder, simply click the "Set" button and select the folder you wish to use as your Destination Folder. After performing a translation or decompression, MacLinkPlus also allows you to immediately open the Destination Folder. Just click the "Open" button, and you will be brought to the Destination Folder containing your translated file(s).

Recognizing Files

MacLinkPlus can give you important information on any selected file. To get file information, highlight the file and click the "Recognize" button. You will be presented with the following window:



This "Info" window will give you important file details such as the file format, size, when it was created and modified, Type and Creator information, etc. In addition, the Info window will provide a translation tip as to how to use the file.

Translating Files

MacLinkPlus can translate files supported by its translation library. To translate files,

highlight one or more files and click the "Translate" button. If you have not set your Translator Preferences, you will be presented with the following window:



If you had previously set your Translator Preferences, the file(s) selected will translate to the pre-selected format(s). If you have not set your preferences, select the format(s) you would like to translate the highlighted file(s) into and click "Translate". MacLinkPlus will translate the files into the appropriate format. In addition, if one or more of the highlighted files were compressed or encoded, MacLinkPlus will automatically decompress or decode the file during translation.

Click Save Settings to make these selected formats your preferred translator destination formats. Otherwise, the formats you choose will only apply to the current translation.

The translated file(s) will be located in the Destination Folder selected in the MacLinkPlus application.

Decompressing Files

MacLinkPlus can decompress or decode files supported by its decompression library. As discussed earlier, you may notice in the "Selected Files" area of MacLinkPlus that certain files may have what is called a "disclosure triangle" next to them. You will see this triangle next to compressed or encoded files.



By clicking on the triangle, MacLinkPlus will show all the files contained in that archive file. To decompress the files, you can either select the archive containing the compressed files, or select any of the individual files contained in the archive. Once you have highlighted the file(s) you wish to decompress, click the "Decompress" button.

The decompressed file(s) will be located in the Destination Folder selected in the MacLinkPlus application.

Viewing Files

MacLinkPlus also allows you to view the text contained in word processing, spreadsheet and database files. In addition, you can view graphics files for any of the supported graphic formats.

To view a file, simply highlight the file and click "View". The "View" portion of the MacLinkPlus application will display the file contents.



Chapter 7

Preferences

The MacLinkPlus preferences are designed to allow you to control how automatic the MacLinkPlus processes are and to handle conflicts. This chapter provides information about each individual preference and the functionality it provides.

To access the MacLinkPlus Preferences, simply choose "Preferences..." from the Edit menu from within the MacLinkPlus application. To choose options for a particular preference, select the preference from the pull down menu. An explanation of each preference follows.

General Preferences

The General Preferences window is shown below:



Note: Any preference marked with an asterisk (*) can be modified both in the MacLinkPlus application and the MacLinkPlus Setup Control Panel.

◆ **Auto launch and quit**

Auto launch destination application:

After translating a file, checking the box will have MacLinkPlus launch the destination application and automatically open the translated file.

Quit MacLinkPlus after translation:

Many times you will probably want to use MacLinkPlus to translate a single document. Therefore, once the document is translated, you will not need the MacLinkPlus application running. Checking this box will quit MacLinkPlus after the file is translated.

◆ **Contextual Menu Result File Location Preferences***

When using the MacLinkPlus contextual menu (Mac OS 8 users and above), this preference specifies the location of translated or decompressed files. You can choose to save the file in the following locations:

Same Location as the Original File:

The resulting file will be saved in the same folder as the original.

Desktop:

The resulting file will be saved on the Macintosh desktop.

MacLinkPlus Application Preference:

The resulting file will be saved to the folder set as the Destination Folder in the MacLinkPlus application.

Note: Any preference marked with an asterisk (*) can be modified both in the MacLinkPlus application and the MacLinkPlus Setup Control Panel.

Translator Preferences

The Translator Preferences window is shown below:



- ◆ **Translator Preferences**

For each file type (i.e., word processing, spreadsheet, etc.) you can select a format to always translate similar file types into. For example, if you set word processing to "Word Mac 98", whenever you highlight a word processing file in MacLinkPlus and clicked "Translate", the file would automatically be translated to Word Mac 98.

If you leave any of the options set to "None", any time you translate a file of that type, this window will prompt you to select a destination format for translating the file.

- ◆ **Always Ask to Choose a Destination Format**

When this box is checked, no matter if you set your Translator Preferences above or not, this window will be displayed when you highlight a file and click "Translate" in the MacLinkPlus application. This will allow you to verify your Translator Preferences prior to MacLinkPlus translating the file.

- ◆ **Destination Folder**

This area allows you to set your Destination Folder for translated files or open the Destination Folder immediately.

Note: Any preference marked with an asterisk (*) can be modified both in the MacLinkPlus application and the MacLinkPlus Setup Control Panel.

Language Preferences*

The Language Preferences window is shown below:



This window allows you to select a language for mapping extended ASCII characters during translation of word processing, spreadsheet and database files. The "Multi-National" option should be sufficient for most users as it handles most American and European languages.

Note: Any preference marked with an asterisk (*) can be modified both in the MacLinkPlus application and the MacLinkPlus Setup Control Panel.

File Naming Preferences*

The File Naming Preferences window is shown below:



- ◆ **Add Format Identifier to Mac File Names**

When translating files to Macintosh formats, checking this box will add the file format name to the translated file. For example, if you translate a Windows file called "proposal.doc" to a Macintosh Word 98 file format, the name of the translated document will be "proposal.doc (Word 98)". This easily lets any user know the file format of the translated file.
- ◆ **PC File Names**

When translating files to PC formats, you have the option to have MacLinkPlus retain long file names (as found with Windows 95) or use the DOS naming convention of eight characters plus a three character extension. If you choose the DOS naming convention and the original file contained more than eight characters, MacLinkPlus would truncate the file name to eight characters and attach the appropriate extension to the file.
- ◆ **For File Naming Conflicts**

If you have two or more files resulting with the same file name after translation, MacLinkPlus can either apply a unique file name to each file, or overwrite the previously translated file with the new one.

If you apply a unique file name, MacLinkPlus will use the following convention:

Note: Any preference marked with an asterisk (*) can be modified both in the MacLinkPlus application and the MacLinkPlus Setup Control Panel.

sample.doc (the original file)
 sample1.doc (the first translated file with a name conflict)
 sample2.doc (the second translated file with a name conflict)
 etc.

HTML Preferences*

The HTML Preferences window is shown below:



◆ Embedded Graphics

Graphics that appear in HTML documents do not exist in the actual HTML file, but are referenced in the HTML and stored elsewhere. Therefore, you have various options on how to handle the translation of embedded graphics for HTML translations.

Translate all graphics:

MacLinkPlus will check to see if the graphic files are stored in cache on your hard drive and try to translate them. Otherwise, it will make a live connection to the Internet to retrieve the graphics.

Translate all graphics (prompt for connection):

MacLinkPlus will check to see if the graphic files are stored in cache on your hard drive and try to translate them. Otherwise, it will prompt you before making a live connection to the Internet to retrieve the graphics.

Note: Any preference marked with an asterisk (*) can be modified both in the MacLinkPlus application and the MacLinkPlus Setup Control Panel.

Translate local graphics:

MacLinkPlus will only translate the graphics if they are stored in cache on your hard drive.

Skip all graphics (use placeholders):

MacLinkPlus will insert a default graphic in any location of the file which originally contained an image. This is useful if you would like to insert the original graphics at a later date and need to know their positioning in the document.

Skip all graphics:

During translation, all embedded graphics will be ignored.

◆ URL Referencing

Most HTML documents contain URLs which point to other locations. MacLinkPlus has various options for handling URLs during translation.

Reference URLs as endnotes/footnotes:

All URLs contained in the resulting document will be listed as endnotes/footnotes for reference.

Maintain URLs when possible:

URLs will be maintained for applications that support them. Otherwise, the URLs will be listed as endnotes/footnotes.

Ignore URLs:

Any URL in the HTML document will be ignored during translation.

◆ Connection

When MacLinkPlus attempts to connect to the Internet to retrieve and translate graphics for HTML documents, these settings determine the number of times it attempts to retrieve the graphic (Retries) and the length of time it waits for a response from the host (Time Out).

Note: Any preference marked with an asterisk (*) can be modified both in the MacLinkPlus application and the MacLinkPlus Setup Control Panel.

Outline and Paragraph Numbering Preferences*

The Outline and Paragraph Numbering Preferences window is shown below:



- ◆ **Treat Numbers and Bullets as Text**

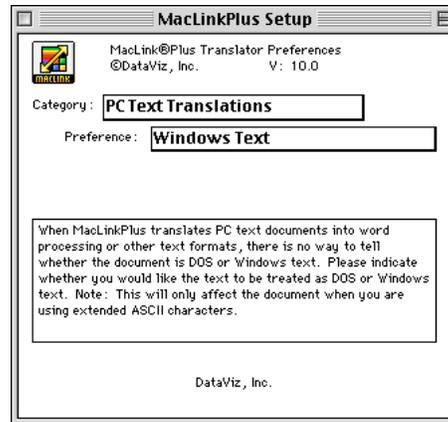
MacLinkPlus supports features such as paragraph numbering and bulleting during translation, but these features can be "distorted" after translation because the application may automatically adjust or renumber the file when opening it.

To maintain the true "look" of the original document, you can choose to treat numbers and bullets as text during the translation. Therefore, the formatting is retained, and the new application will not try to adjust the text.

Note: Any preference marked with an asterisk (*) can be modified both in the MacLinkPlus application and the MacLinkPlus Setup Control Panel.

PC Text Translation Preferences (Control Panel Preference only)

The PC Text Translation Preference option in the MacLinkPlus Setup Control Panel is shown below:



When translating files from PC text, this option lets you specify whether the text is in a DOS or Windows format. Extended ASCII characters are different for DOS and Windows, and thus could be mapped incorrectly during a translation. MacLinkPlus does not have any way of determining whether the original file is from DOS or Windows. Therefore, it is up to the user to specify the original file format.

Note: This setting only affects PC text documents that contain extended ASCII characters.

Note: Any preference marked with an asterisk (*) can be modified both in the MacLinkPlus application and the MacLinkPlus Setup Control Panel.

The File Translation Library

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

Readers and Writers

File translators in MacLinkPlus 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 translate a file from one format to another using MacLinkPlus, 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 translate 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 translators included with the product is provided in Appendix C.

Features Supported

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

The features translated 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 translate 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

MacLinkPlus has a built-in Automatic File Recognition feature. The program recognizes a file by identifying the file contents, examining the file extension or the Macintosh Type and Creator.

Workaround Translations

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

In situations where a particular translator does not exist, there is usually a workaround solution to translate the file. Many programs give you an alternative to "Save" the file into another format that MacLinkPlus 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 MacLinkPlus, 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

MacLinkPlus 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 MacLinkPlus. All translators are read and write, unless otherwise specified. For "workaround translations" see Appendix A, "The File Translation Library".

Word Processing

PC

Ami Pro 1.2, 2.0, 3.x
 AppleWorks 5.0
 ClarisWorks 1.0, 3.0, 4.0, 5.0
 DCA/RFT
 HTML (read only)
 MS Word DOS through version 6.0
 MS Word for Windows 2.0, 6.0, 7.0 (95), 8.0 (97), 2000
 MS Works for DOS 2.0, 3.0
 MS Works for Windows 2.0, 3.0, 4.0, 4.5
 Multimate through version 4.0
 Office Writer 5.0, 6.0
 Professional Write 2.0
 RTF
 Text
 WordPerfect DOS 4.2, 5.0, 5.1, 6.0
 WordPerfect Windows 5.x, 6.x, 7.0, 8.0
 WordPerfect Works 2.0
 WordStar 3.0, 4.0, 5.0, 6.0, 7.0
 XYWrite III

Mac

AppleWorks 5.0
 ClarisWorks 1.0, 2.x, 3.0, 4.0, 5.0
 FrameMaker MIF 2.0, 3.0
 MacWrite 4.5, 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, 3.0, 4.0
 Nisus 3.0, 3.4
 Nisus Writer 4.0
 Publish Text
 RTF
 Text
 WordPerfect 1.0, 2.x, 3.x
 WriteNow 2.0, 3.0, 4.0
 AppleWorks (Apple II) 2.1, 3.0

Spreadsheet

PC

AppleWorks 5.0
 ClarisWorks 1.0, 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)
 MS Works for DOS 2.0, 3.0
 MS Works for Windows 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
 SYLK
 Symphony (WRK, WR1)
 WordPerfect Works 2.0

Mac

AppleWorks 5.0
 ClarisWorks 1.0, 2.x, 3.0, 4.0, 5.0
 Excel 2.0, 3.0, 4.0, 5.0, 8.0 (98)
 MS Works 2.0, 3.0, 4.0
 SYLK
 AppleWorks (Apple II) 3.0

Database

PC

ClarisWorks 1.x, 3.x, 4.0
 Comma Separated Values (write only)
 dBase II, III, IV (DBF)
 FoxBASE/FoxPro
 MS Works for DOS 2.0, 3.0
 MS Works for Windows 2.0, 3.0, 4.0
 Tab Text (write only)
 WordPerfect Works 2.0

Mac

ClarisWorks 1.0, 2.x, 3.0, 4.0
Comma Separated Values (write only)
FoxBASE/FoxPro
MS Works 2.0, 3.0, 4.0
Tab Text (write only)
AppleWorks (Apple II) 2.1, 3.0

Graphics Formats

AutoCAD.DXF (read only)
GIF
Harvard Graphics.CGM 2.3, 3.0 (read only)
JPEG
Lotus.PIC (read only)
Lotus Freelance.CGM (read only)
PC Paintbrush.PCX
PICT/PICT 2
TIFF
Ventura Publisher.GEM (read only)
Ventura Publisher.IMG (read only)
Windows Bitmap.BMP
Windows Metafile.WMF
WordPerfect.WPG 1.0, 2.0
EPS (translate between Mac and PC formats only)

Compression

Compact Pro (.cpt)
MacBinary
Gzip
StuffIt (.sit)
TAR
Z
Zip

Encoding

BinHex
MIME
uuEncode

