



Macintosh Easy Open

User's Guide

Apple Computer, Inc.

This manual and the software described in it are copyrighted, with all rights reserved. Under the copyright laws, this manual or the software may not be copied, in whole or in part, without written consent of Apple, except in the normal use of the software or to make a backup copy of the software. The same proprietary and copyright notices must be affixed to any permitted copies as were affixed to the original. This exception does not allow copies to be made for others, whether or not sold, but all of the material purchased (with all backup copies) may be sold, given, or loaned to another person. Under the law, copying includes translating into another language or format.

You may use the software on any computer owned by you, but extra copies cannot be made for this purpose.

The Apple logo is a trademark of Apple Computer, Inc., registered in the U.S. and other countries. Use of the "keyboard" Apple logo (Option-Shift-K) for commercial purposes without the prior written consent of Apple may constitute trademark infringement and unfair competition in violation of federal and state laws.

© Apple Computer, Inc., 1993
20525 Mariani Avenue
Cupertino, CA 95014-6299
(408) 996-1010

Apple, the Apple logo, APDA, AppleLink, and Macintosh are trademarks of Apple Computer, Inc., registered in the U.S. and other countries.

Adobe, Adobe Illustrator, and PostScript are trademarks of Adobe Systems Incorporated, which may be registered in certain jurisdictions.

After Dark is a trademark of Berkeley Systems, Inc.

Claris, HyperCard, MacPaint, and MacWrite are registered trademarks of Claris Corporation.

Exposure is a registered trademark of Preferred Publishers, Inc.

IBM is a registered trademark of International Business Machines Corporation.

ITC Zapf Dingbats is a registered trademark of International Typeface Corporation.

Microsoft is a registered trademark of Microsoft Corporation.

QuarkXPress is a registered trademark of Quark, Inc.

Studio 1 is a trademark of Electronic Arts, Inc.

Stuffit is a trademark of Aladdin Systems, Inc., and Raymond Lau.

Windows is a trademark of Microsoft Corporation.

Wingz is a trademark of Informix Software, Inc.

WordPerfect is a trademark of WordPerfect Corporation.

Wordstar is a registered trademark of MicroPro International Corporation.

Simultaneously published in the United States and Canada.

Mention of third-party products is for informational purposes only and constitutes neither an endorsement nor a recommendation. Apple assumes no responsibility with regard to the performance or use of these products.

Introduction v

Chapter 1 Welcome to Macintosh Easy Open 1

More choices for opening and converting documents 1

More information about documents 3

A brief summary 5

Chapter 2 Getting Started 7

What you need 7

Installing Macintosh Easy Open 8

Chapter 3 Using Macintosh Easy Open 15

Opening documents 16

About recommended choices 19

Dragging a document icon to a program icon 20

Copying and pasting between programs 20

Working with a document converter 21

Setting up and modifying a document converter 21

Converting documents 23

Keyboard shortcuts 24

Setting up Macintosh Easy Open: Your options 25

Chapter 4 Troubleshooting 27

Dear Apple Developer,

Here's the APDA version of our User's Guide for Macintosh® Easy Open, version 1.0. We provide this as a service to you and your new users, so that you know the important user tasks to cover in your product's user guide. This guide also shows the language Apple uses to describe the various elements involved in the file translation process.

There is an electronic version of this guide, in MacWrite II, on the Macintosh Easy Open disk. Feel free to use any of this material in the documentation for the Macintosh Easy Open translation extensions you may develop.

As you review this guide, you should make note of the following:

- There are warnings throughout the guide urging you to remove the sample translation extensions for XTND and RTF/styl after you try these as described in the guide. They work fine for an initial demonstration, but are beta-release software and may cause your system to crash during repeated use.
- There are troubleshooting items included in this guide. We encourage you to send us more items, based on your experience with Macintosh Easy Open. We can include them in later versions.

And, most of all, thank you for your support for Macintosh Easy Open...the power to read the rest!

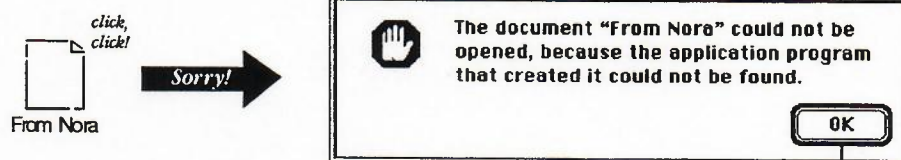
—Macintosh Easy Open Development Team

Welcome to Macintosh Easy Open

Macintosh Easy Open is a system software extension that lets your system open a document when you don't have the program that created it. You can also use Macintosh Easy Open to convert documents into another program's format without opening the documents. This chapter introduces the kinds of new choices and document information available.

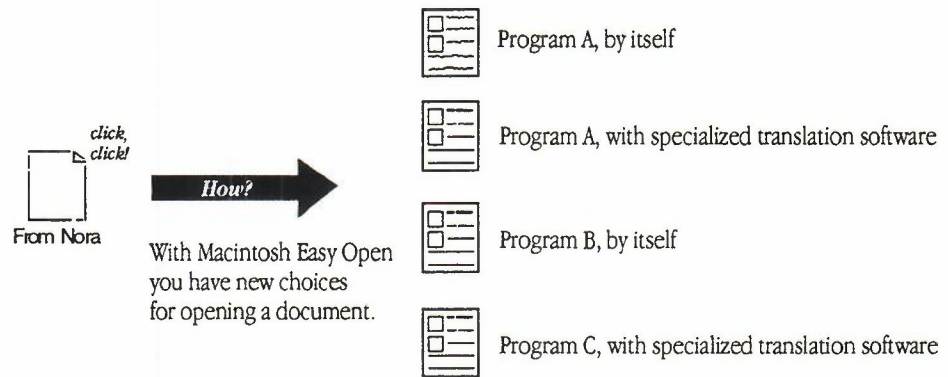
More choices for opening and converting documents

Without Macintosh Easy Open, documents from programs you don't have usually can't be opened. Here's what you see instead:



Without Macintosh Easy Open, you may often see this message, and your only choice is to click O.K.

Macintosh Easy Open makes opening such documents and converting them into a document format you want as easy as any other basic Macintosh task. It gives your system the power to find programs that can open a document and list them for you. You then choose a program that can convert the document using its own internal translation capability, or one that uses specialized translation software:

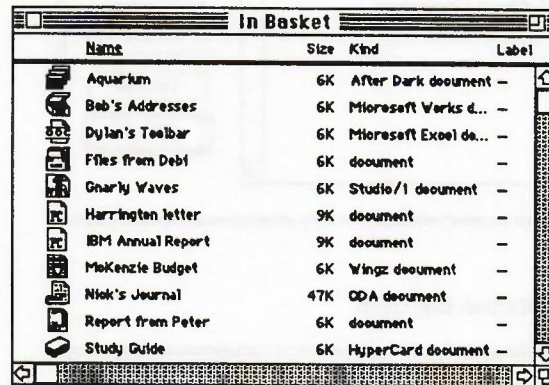


Although it sets up the conversion process, Macintosh Easy Open does not actually convert documents. It works with application programs and specialized translation software that do that. Macintosh Easy Open gathers information about documents and programs, lists the best options, remembers your choices, and reminds you of previous choices. With Macintosh Easy Open, you can experiment with your choices to find the one most suitable for a particular document.

More information about documents

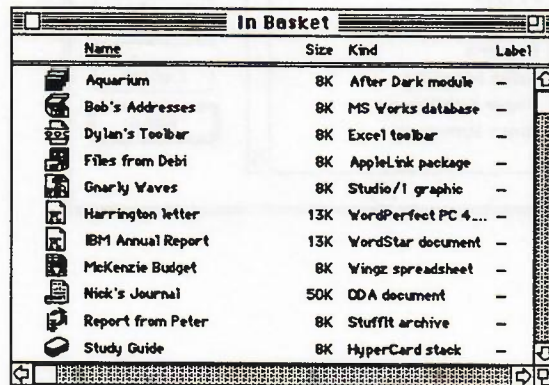
Macintosh Easy Open gives your system new information about the great variety of documents available on personal computers including documents created with programs you don't have and documents that were created on other computers, such as an IBM PC. When you choose (from the View menu) to view the contents of disks and folders by name, size, kind, or date, you'll see detailed information that isn't there without Macintosh Easy Open. Compare these examples:

Without Macintosh Easy



Name	Size	Kind	Label
Aquarium	6K	After Dark document	-
Bob's Addresses	6K	Microsoft Works d...	-
Dylan's Toolbar	6K	Microsoft Excel de...	-
Files from Debi	6K	document	-
Gnarly Waves	6K	Studio/I document	-
Harrington letter	9K	document	-
IBM Annual Report	9K	document	-
McKenzie Budget	6K	Wingz document	-
Nick's Journal	47K	ODA document	-
Report from Peter	6K	document	-
Study Guide	6K	HyperCard document	-

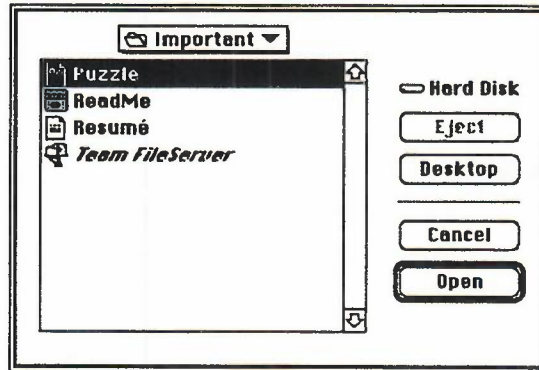
With Macintosh Easy Open



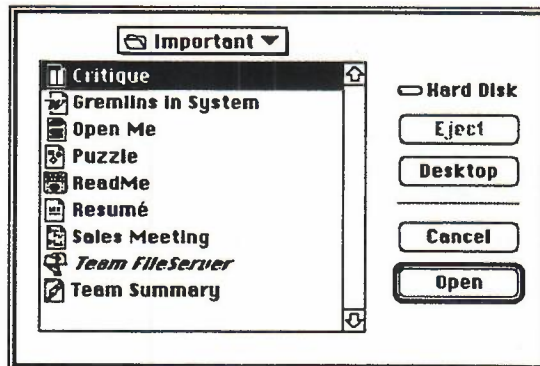
Name	Size	Kind	Label
Aquarium	8K	After Dark module	-
Bob's Addresses	8K	MS Works database	-
Dylan's Toolbar	8K	Excel toolbar	-
Files from Debi	8K	AppleLink package	-
Gnarly Waves	8K	Studio/I graphic	-
Harrington letter	13K	WordPerfect PC 4...	-
IBM Annual Report	13K	WordStar document	-
McKenzie Budget	8K	Wingz spreadsheet	-
Nick's Journal	50K	ODA document	-
Report from Peter	8K	Stuffit archive	-
Study Guide	8K	HyperCard stack	-

Macintosh Easy Open lists all choices of documents you can open when you are working in an application program. When you choose Open from a program's File menu, you may see more documents that can be opened with that program than when you didn't have Macintosh Easy Open:

Without Macintosh Easy Open



With Macintosh Easy Open



A brief summary

Here's a summary of what Macintosh Easy Open does for you:

- Lets you open documents created by programs you don't have the same way you open documents created by programs you do have.
- Searches for alternative programs and translation software on disks connected to your Macintosh and lets you choose from recommended choices for opening or converting a document.
- Offers you the option to convert one or more documents to a new format, without opening them.
- Adds to your list views of files new information about programs and kinds of documents, even documents created in DOS or Windows.

The next chapter provides step-by-step instructions for installing Macintosh Easy Open in your system.

Getting Started

Before you use Macintosh Easy Open, check to be sure that you have what you need and then install the needed software on your hard disk.

What you need

Before you install Macintosh Easy Open, you should be familiar with your Macintosh and its operation; specifically, you should know how to use the mouse and menus and how to work with disks, folders, and files. If you haven't had practice with these basic skills, see the learning materials that came with your computer.

To install and use Macintosh Easy Open, you need a hard disk with Macintosh system software version 7.0 or later already installed. You'll also need the Macintosh Easy Open disk and these instructions.

You probably purchased Macintosh Easy Open because you have specific translation software that you wish to use with it. Translation software designed to work with Macintosh Easy Open is the easiest to use and gets the best translation results. You can find translation software that works with Macintosh Easy Open at most stores that sell Macintosh software.

Installing Macintosh Easy Open

These instructions refer specifically to using the Macintosh Easy Open disk to install the files you need, but they also apply if you do the installation from a hard disk or over a network connection.

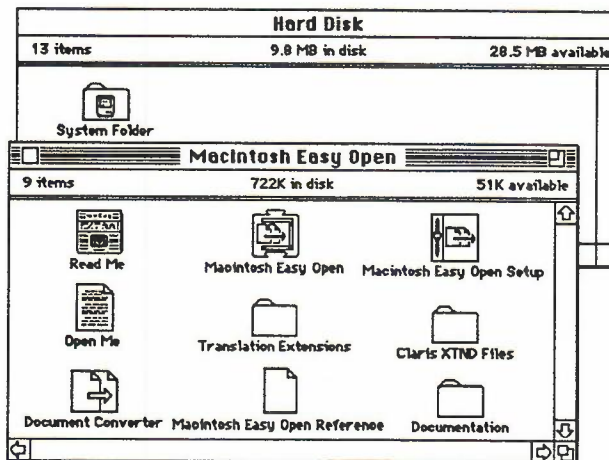
To install Macintosh Easy Open on your hard disk, follow these steps:

1. **Start up your computer.**
2. **Make a copy of the Macintosh Easy Open disk.**

It's always a good idea to save your original software disk and work with a copy. Check your license agreement to see how many copies you are allowed to make for yourself.

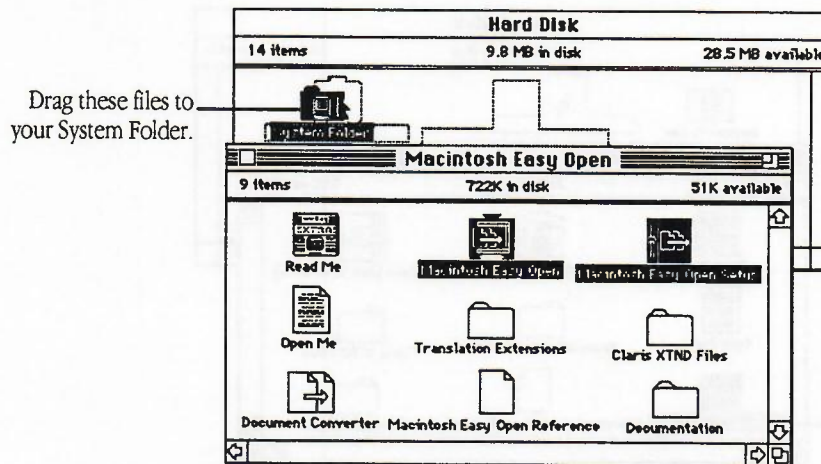
3. **Insert the copy of your Macintosh Easy Open disk in your computer and open the disk icon.**

Open the Macintosh Easy Open disk on your desktop.



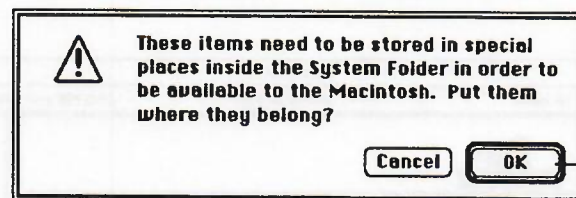
If you are installing from a hard disk or over a network, ask your network administrator for the location of the Macintosh Easy Open files you need.

4. Copy Macintosh Easy Open and Macintosh Easy Open Setup to the System Folder on the hard disk you use for startup.



A message appears asking if the files can be placed in special folders within the system folder.

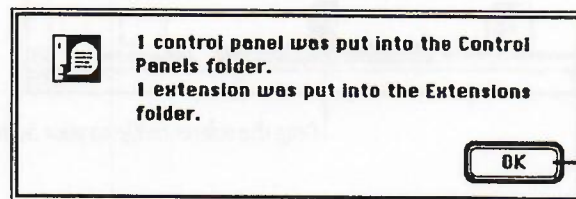
5. Click OK.



Click OK to have the system put the files in the appropriate places.

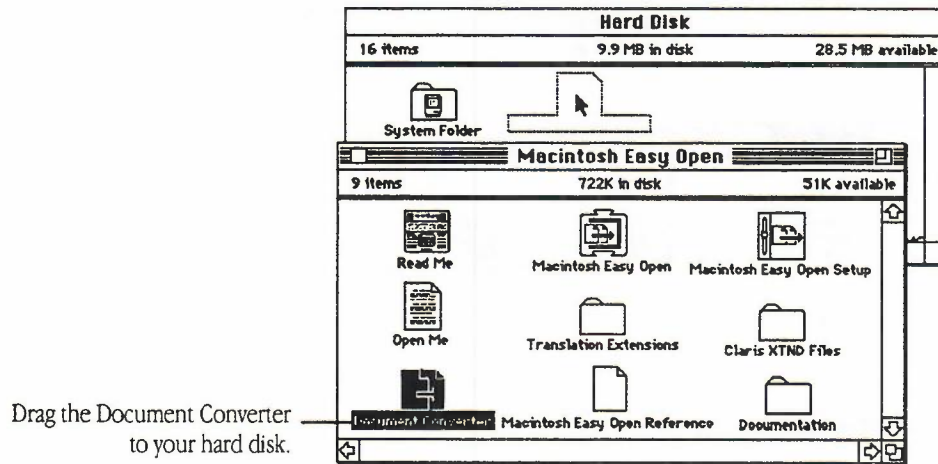
A message appears telling you where the files were placed.

6. Click OK.



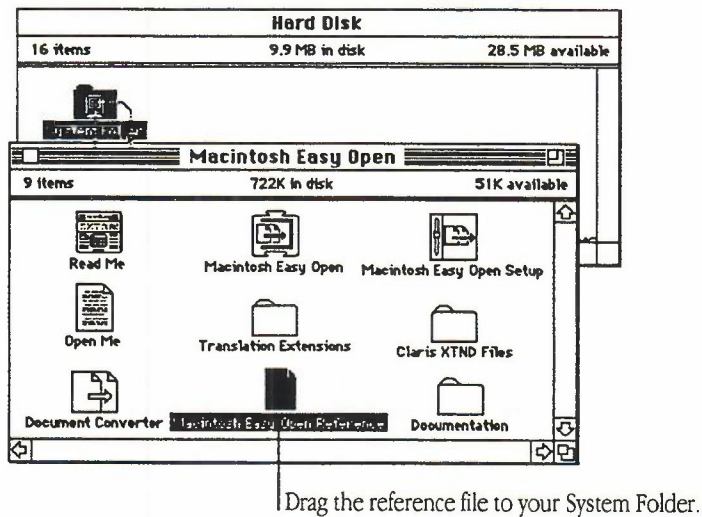
Click OK.

7. Copy the Document Converter to a convenient location on the hard disk you use for startup.



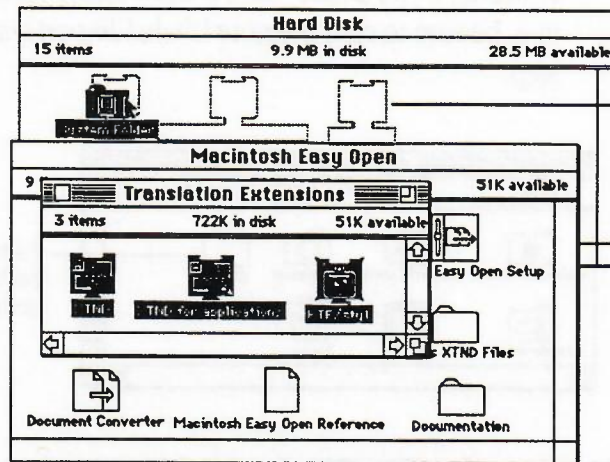
In the next chapter you'll practice using the Document Converter, so you'll need easy access to it.

8. Copy the Macintosh Easy Open Reference to your System Folder.



You won't ever use the reference file yourself, but it contains program and document information Macintosh Easy Open needs.

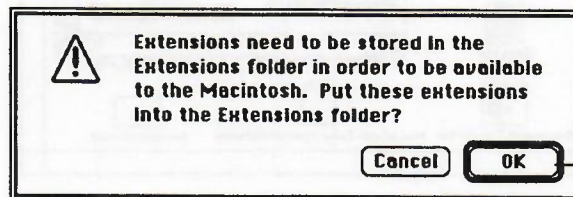
9. Open the Translation Extensions folder and copy all three sample translation extension files to your System Folder.



Open the Translation Extensions folder and drag the XTND, the XTND for applications, and the RTF/styl files to your System Folder.

These files are examples of typical Macintosh Easy Open translation extensions. The XTND and the XTND for applications extension files are designed to link Macintosh Easy Open to Claris programs and file translation software. The RTF/styl extension file is an additional file required for translating material when copying and pasting between certain programs, such as between Microsoft Word and MacWrite II.

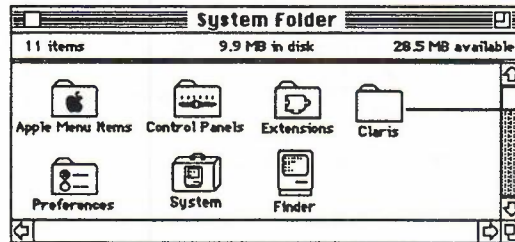
10. When you see the system message asking to put these extension files in the Extensions folder, click OK.



Click OK.

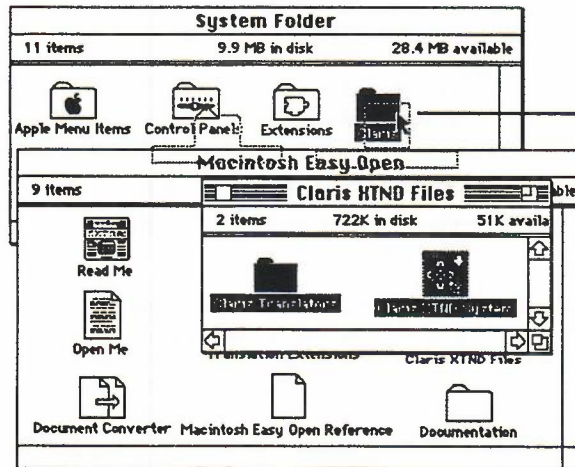
11. In preparation for step 12, open your System Folder and if you don't see a folder named *Claris*, create a new folder with that name.

However, if you already have a Claris folder and it has Claris Translators folder in it, be sure to read the note labeled *Important* in Step 12 before doing that step.



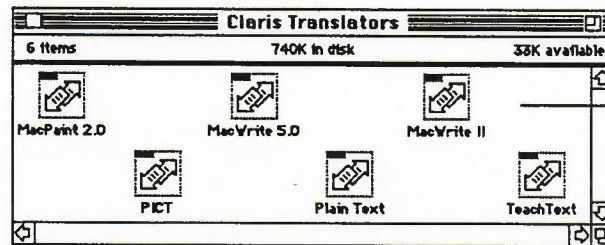
If you don't have a Claris folder inside your System Folder, create one.

12. Open the Claris XTND Files folder on the Macintosh Easy Open disk and copy the Claris XTND System file and the Claris Translators folder to the Claris folder in your System Folder.



Drag the Claris translation software to your Claris folder.

△ **Important:** If you already have some Claris translator files in a folder called Claris Translators, do not replace that folder with the folder on the Macintosh Easy Open disk. Instead, just copy the individual translator files from the Macintosh Easy Open disk to your Claris Translators folder. Click OK to replace the old files with the new improved ones shown below. △



If you already have Claris Translator files, be sure to replace only these files.

13. Choose Restart from the Special menu.

The system rebuilds the desktop after you restart and makes the new information about programs and kinds of documents available for Macintosh Easy Open to use.

If for some reason you don't see a message telling you that the desktop is being rebuilt, you'll need to restart again. However, this time hold down both the Command (⌘) and Option (⌥) keys after you choose Restart from the Special menu.

In the future, when you want to install additional file translation software that works with Macintosh Easy Open, follow the translation product's installation guidelines but disregard any instruction to install Macintosh Easy Open. It's already installed.

▲ **Warning:** The three sample translation extension files included with Macintosh Easy Open (XTND, XTND for applications, and RTF/styl) were created for demonstration only. Don't use these in your daily work. When you have finished learning how to use Macintosh Easy Open, remove these files from your Extensions folder and restart your computer. ▲

You're ready to use Macintosh Easy Open with the sample file translation software you just installed. Now turn to Chapter 3, "Using Macintosh Easy Open," to learn how.

Using Macintosh Easy Open

With Macintosh Easy Open you have all the usual ways to open documents on a Macintosh, to cut and paste between documents, and to use keyboard shortcuts. Here is what's new:

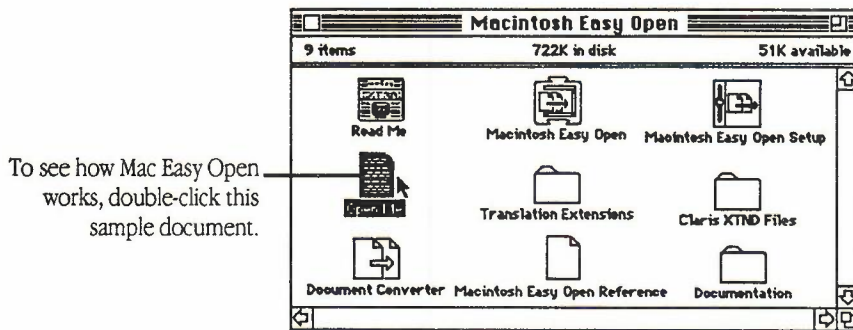
- You have choices of programs and translation software to use in opening and converting documents.
- You can make specialized document converters for fast, direct conversions.
- You can set up Macintosh Easy Open to suit your preferences.



Opening documents

Double-clicking is the easiest way to open a document icon on the desktop. To see how Macintosh Easy Open works, follow these instructions to open the sample document, Open Me.

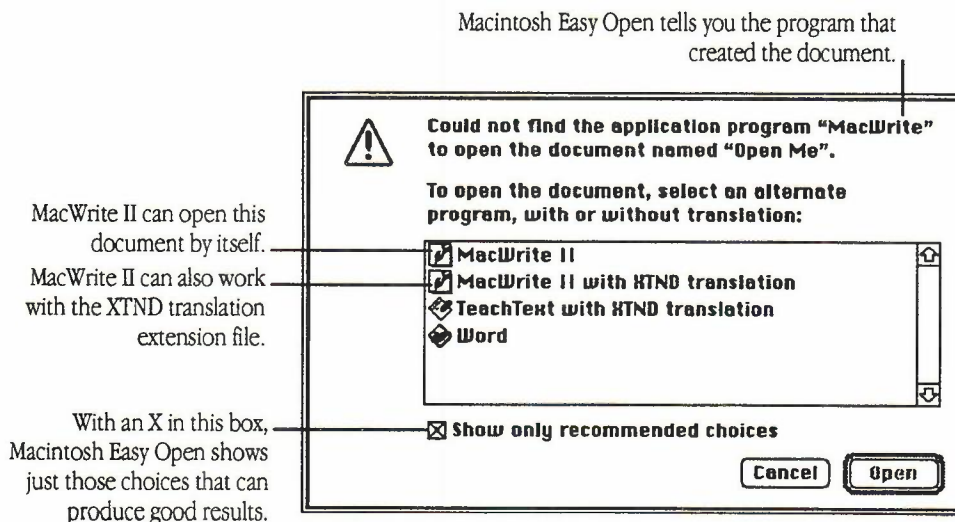
1. Double-click the Open Me icon in the Macintosh Easy Open disk window.



❖ *By the way:* Open Me is a MacWrite, version 5.0, document. If you have the MacWrite 5.0 program, for the sake of this demonstration you may wish to remove it temporarily from your system. ❖

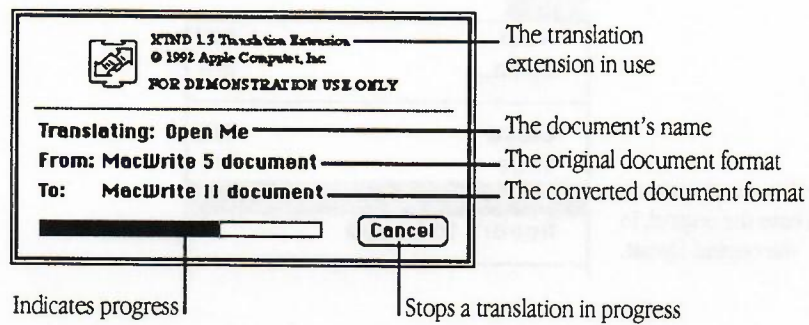
2. Review the list and click to select your translation preference.

You can select just one choice at a time. Choices you see depend on the kind of programs and translation software you have available. Often, choices that include translation extensions offer the best results, but you can always try another one if you're not satisfied with your first choice.



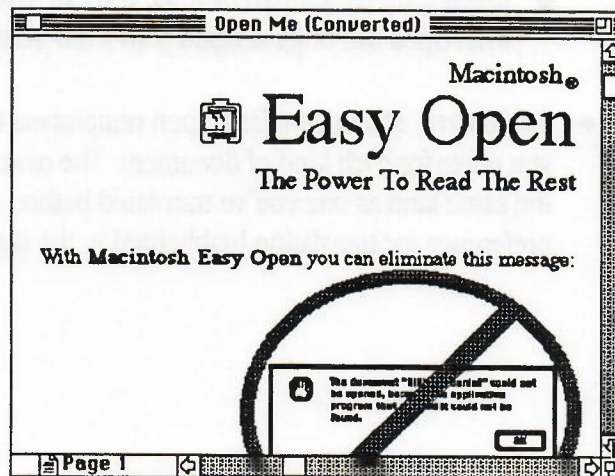
3. Click the Open button.

A progress indicator appears as the document is being translated:



4. When the document opens, check to see if its formatting is satisfactory.

Macintosh Easy Open renames the document to show that it has been converted to a new program format.



5. If you wish to save the converted copy, choose **Save As...** from the **File** menu and put the copy in the location of your choice.

If you save this new document, you'll still have the original, in the original format.

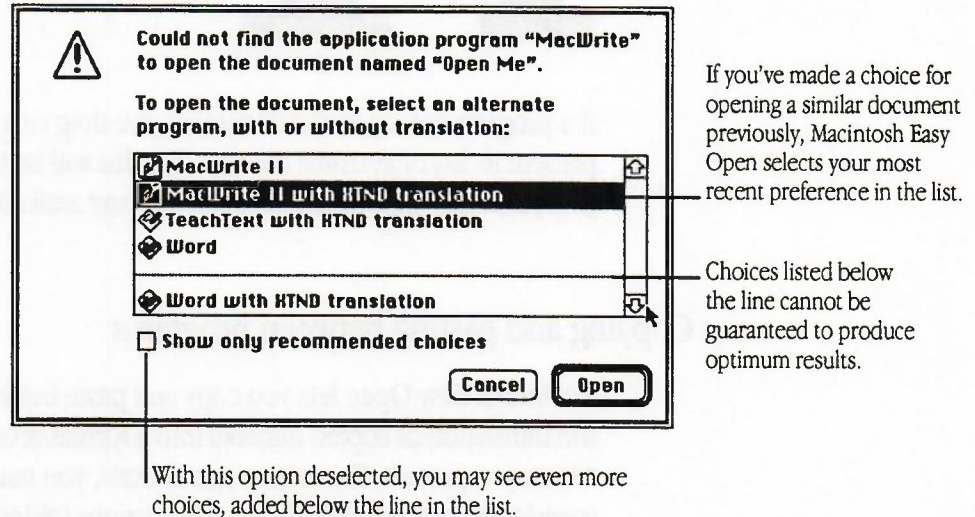
File	
New	⌘N
Open...	⌘O
Close	⌘W
Save	⌘S
Save As...	
Revert to Saved	

If you don't like the results of the translation choice you made, you have some options:

- If you're sure you don't want this choice, you can quit the program without saving the new document and double-click the Open Me icon again to make another choice.
 - If you want to compare results, you can save the converted document and then open the original again with a different choice.
- ❖ *By the way:* Macintosh Easy Open remembers the most recent preference you make for each kind of document. The next time you open a document of the same kind as one you've translated before, you'll see your most recent preference for translation highlighted in the list of choices. ❖

About recommended choices

Macintosh Easy Open is set to show only those choices that could produce an exact, or very close, replication of the original document. However, you may also have the option to click to deselect the 'Show only recommended choices' box and see other possible choices. If you decide to use one of the non-recommended choices, shown below a line in the list, you'll need to experiment to see if the results are satisfactory.

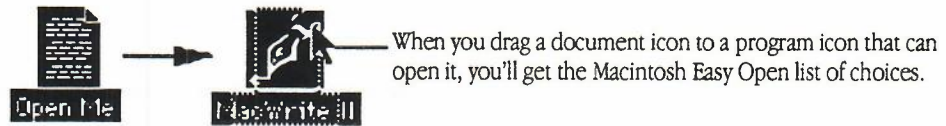


Sometimes the 'Show only recommended choices' option is not available, because there are not both recommended and non-recommended choices for a document. Here is how Macintosh Easy Open handles those cases:

- When there are no choices that produce optimum results, Macintosh Easy Open just shows choices that could open the document simply as text, without the original formatting.
- When there are only recommended choices available, Macintosh Easy Open just shows those choices.

Dragging a document icon to a program icon

With Macintosh Easy Open added to your system, you can open one or more documents by dragging document icons to the icon of any program with the ability to open that document. You know the program can open a document if dragging the document icon to it causes the program icon to highlight.



If a program can open the document you drag to it, Macintosh Easy Open will present its list of available choices. This list will be limited to choices that include that particular application program and any available translation software.

Copying and pasting between programs

Macintosh Easy Open lets you copy and paste between programs by managing the translation of copied material into a format acceptable in the document where you paste it. For certain translations, you may need to have a special *scrap translation extension* file in your Extensions folder to ensure that all fonts and styles can be translated with precision.

You put one of these files, called "RTF/styl," into your Extensions folder when you installed Macintosh Easy Open. RTF/styl is a scrap translation extension file used for translating material from Rich Text Format (RTF) to the "styl" format, and vice-versa. For example, with this extension file in your system, you can copy part of a Microsoft Word file (which uses the RTF format) and paste it into a MacWrite II file (which uses the styl format) and get a precise translation.

Macintosh Easy Open handles automatic updating between programs with the "publish and subscribe" (automatic updating) capability much the same way that it handles standard copying and pasting.

- ▲ **Warning:** The RTF/styl scrap translation extension file provided for this version of Macintosh Easy Open is for demonstration only and should be removed from your Extensions folder before you resume your regular work. ▲

Working with a document converter

A document converter is a convenient system utility that you set up to convert documents to a specific program's format, without opening the document. Once you set up a document converter for a particular type of conversion, you can convert documents easily and quickly, by dragging their icons to the converter icon.

Setting up and modifying a document converter

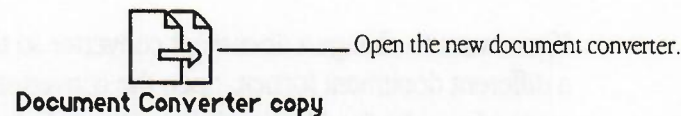
You can have a specific document converter icon for each type of document format you want for converted documents. Document converter files require very little storage space on your disk (about 5 kilobytes each).

Follow these steps to set up a document converter:

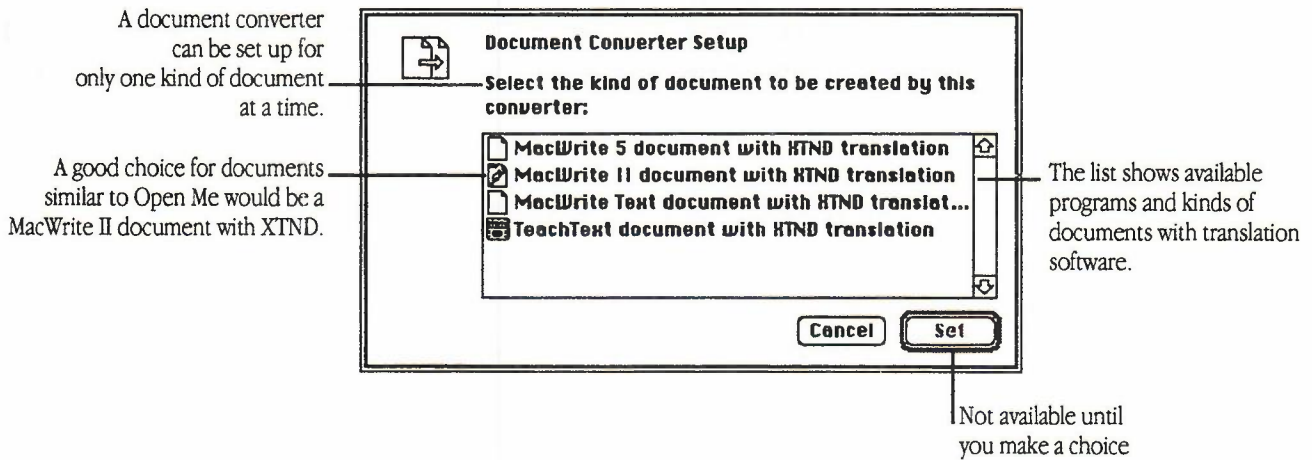
1. **Select the Document Converter on your hard disk and choose Duplicate from the File menu.**



2. **Open the copy of the document converter.**

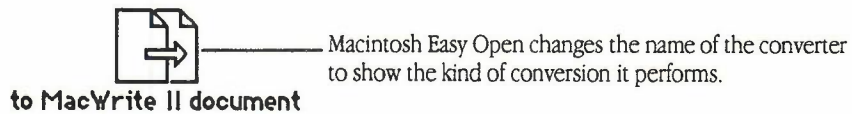


3. Click the kind of document you want this converter to create.



4. Click the Set button.

Macintosh Easy Open gives the new document converter an appropriate name. You can change this name, if you like.



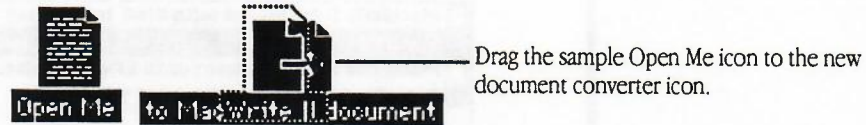
If you want to change a document converter so that it converts documents to a different document format, open the converter icon again and select a new option from the list. Macintosh Easy Open changes the converter's name appropriately.

Converting documents

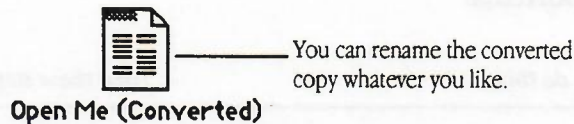
Once you have a document converter set up, it's easy to use. You can practice with the original Open Me document:

To convert the document, drag the Open Me icon to the document converter icon and release the mouse button.

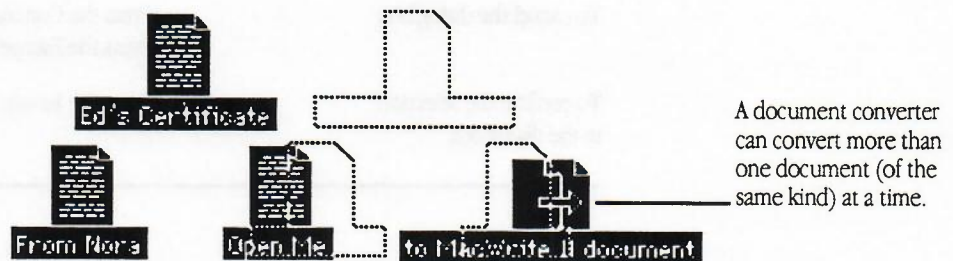
Both icons become highlighted, showing that the conversion has begun.



Macintosh Easy Open creates a copy of the document, adds (*Converted*) to the document name, and leaves the original untouched. You can rename the converted copy whatever you like.



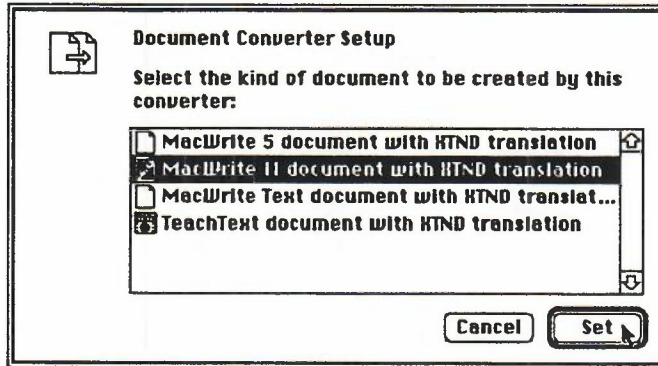
To convert a group of documents to a new format, select the icons and drag them to a document converter that you have set up.



You can also drag one or more folders of documents to the document converter. When converted, the name of the new folder has (*Converted*) added, but the documents inside the folder keep their original names.

Keyboard shortcuts

You can use standard Macintosh keyboard shortcuts when working with Macintosh Easy Open dialog boxes for opening documents and setting up converters.



Shortcuts:

To do this:

Take these steps:

To select an item, when no item is already selected

Type the first letter(s) of the name, or,
Press the Down arrow key (↓)

To select a different item, when one is already selected

Type the first letter(s) of the name, or,
Use the Up (↑) or Down (↓) arrow keys.

To cancel the dialog box

Press the Command key (⌘) and Period key (.), or,
Press the Escape key (esc).

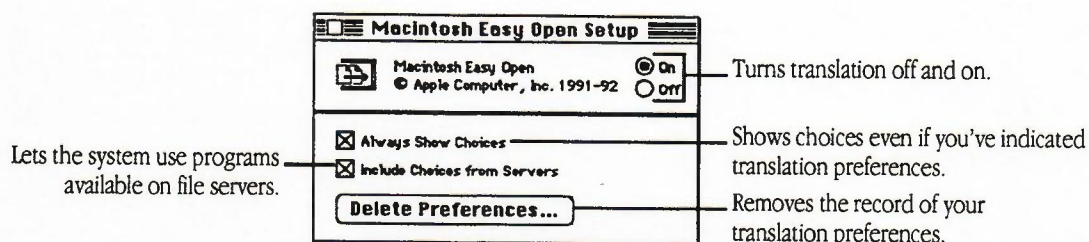
To confirm the selection in the dialog box

Press the Return key (↵) or the Enter key (↵).

Setting up Macintosh Easy Open: Your options

You have some options for how Macintosh Easy Open works with your system.

To see your options, open Macintosh Easy Open Setup, located in the Control Panels folder.



On/off

When you don't need to translate documents, you can turn off Macintosh Easy Open. However, as long as Macintosh Easy Open is on your startup disk, you still see extra information in list views of files and you can still use your document converters.

Always Show Choices

With Always Show Choices selected, the system presents the list of choices for translation even if you have already indicated a preference for opening a particular kind of document. When you deselect this option, Macintosh Easy Open uses the preferences you have established without asking for confirmation.

Include Choices from Servers

Macintosh Easy Open is normally set to search for programs on all available disks, even on file servers that you have made available on your desktop. Using a program on a remote disk over a network could take a long time. If you would rather have the system search for programs only on hard disks directly connected to your Macintosh, click to deselect this control.

Delete Preferences

To erase Macintosh Easy Open's record of choices you've made for specific translation preferences, click the Delete Preferences button. For instance, if you get new translation software, it may be convenient to delete all your previous choices at once and let the system prompt you for each new choice.

Troubleshooting

If you have trouble using Macintosh Easy Open, read the problems listed in **bold print** in this chapter to see if one is similar to your problem. Then follow the appropriate suggestions.

△ **Important:** Apple developers, please send Apple your suggestions for additional troubleshooting problems and solutions. △

When you try to open documents you don't get the Macintosh Easy Open list of choices.

Check the following:

- Is the Macintosh Easy Open extension in your Extensions folder (inside your System Folder) and have you restarted your computer since adding this extension to the folder?
- Do you have the required Macintosh Easy Open translation extensions in your Extensions folder? For this version of Macintosh Easy Open, you need the XTND, the XTND for applications, and the RTF/styl translation extension files.
- Is Macintosh Easy Open turned on in the Macintosh Easy Open Setup control panel?
- Is Always Show Choices selected in the Setup control panel? If it's not, Macintosh Easy Open uses your most recent preference instead of showing the choices.
- Has your desktop been rebuilt since installing new application software? If not, rebuild your desktop by restarting your computer while pressing the Command (⌘) and Option keys.

- Does one of Macintosh Easy Open translation extensions you have installed work with the document you're trying to open? Remember, Macintosh Easy Open doesn't do the translation. It works with the appropriate translation software. You may need to obtain specific translation software for the translation in question.

When you open a document, what you see looks wrong.

Try these possible remedies:

- Try opening the original document again and making a different choice of a program to translate with.
- If you opened the document without available translation software, try opening it with translation.
- Does one of the Macintosh Easy Open translation extensions you have installed work with the document you're trying to open? Remember, Macintosh Easy Open doesn't do the translation. It requires programs with or without translation software to actually translate documents.

You've already made a preference for translating a particular kind of document which you open often, and you don't want to see the list of choices.

Choose Control Panels from the Apple () menu and open the Macintosh Easy Open Setup control panel. Click to turn off 'Always Show Choices' (by removing the X from the box.)

When you choose to open some documents, it takes a long time (more than 3-4 minutes) to actually open.

If you are on a network and have other disks (such as file servers) accessible ("mounted") on your startup disk, Macintosh Easy Open may have presented you with the choice of a program that is on another disk. If you chose such a program, the system is using it over the network and consequently the speed of performance will be determined by network activity. If you don't wish to use programs located on disks accessible through a network, you can turn off this option. (Choose Control Panels from the Apple () menu, then open Macintosh Easy Open Setup and deselect Include Choices on Servers by clicking to remove the X.)

You have an application program on a floppy disk inserted in your computer, but it doesn't appear in the Macintosh Easy Open list of choices.

Application programs need to be located on hard disks for use by Macintosh Easy Open. Copy the program onto your hard disk. (Macintosh Easy Open can open *documents* that are located on floppy disks, however.)

When you paste material from one program into a document from another program, you don't get the formatting you expected.

In most cases, to get the optimum translation during copying and pasting, you need a specific scrap translation extension file in your Extensions folder. Check the documentation that came with your translation extension to see if you need a scrap translation extension file. If you do need this file, check that it is in your Extensions folder. If it's not, add it now. If you have the file in the right place, and the problem persists, contact the company that makes the translation extension.

When you use the System 7 "publish and subscribe" feature to automatically update ("publish") material from one program to another, it updates a document using the wrong format.

Macintosh Easy Open handles automatic updating between documents and programs in Macintosh System 7 much the same way that it handles standard copying and pasting. You may need a specific scrap translation extension file to make the required translation.

You've added specific translation software to your system but those options don't show up in the Macintosh Easy Open list of choices for the document in question.

Here are two things to check:

- Be sure you installed the translation software correctly. See the documentation that accompanies it.
- The translation software may not be able to do the kind of translation you expected. Read the documentation or contact the company that makes the translation software.

The Apple Publishing System

This Apple manual was written, edited, and produced on a desktop publishing system using Apple Macintosh computers and QuarkXPress. Final pages were created on Apple LaserWriter printers. Line art was created with Adobe Illustrator. 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.

PostScript®, the LaserWriter page-description language, was developed by Adobe Systems Incorporated.



Apple Computer, Inc.
20525 Mariani Avenue
Cupertino, California 95014-6299
(408) 996-1010
TLX 171-576

030-3761-A
Printed in U.S.A.