

Transferring Files To A PC

There are three ways to do this:

- via eMail
- Physically or
- via a network

(The network way of transferring information from one computer to another requires two or more computers to be connected together with Ethernet cables or a wireless system and will not be covered here.)

Transferring Files To A PC via eMail

There are three things to remember:

- Your file must be in a format which the PC (non-Macintosh) can understand.
- Your file must have the letters ".doc" (that's period-d-o-c) at the end of its name.
- You should encrypt the file before attaching it to your eMail.

Let's take these one at a time...

Use The Correct Format

File formats are like world languages (English, Italian, French, German, etc.). Each program has its own native file format. When you save a file with this format it means you'll be able to take advantage of all the features that program has to offer. The disadvantage to "native" formats is if you need to use that file on the web or in a different program or when you need to have another person use it on a non-Macintosh -- a PC.

In order to use files between programs and computers you need to find a generic format:

Generic File Formats						
	For use on the web	For use in word processors	For use in graphics programs	For use in spreadsheets	For use in PCs	For showing text, graphics & their placement on the page (in another program or a PC)
Text (words)	html text ascii	text ascii rtf	(doesn't apply)	syk text	text ascii rtf	pdf
Graphics (photos, drawings, etc.)	jpeg gif	(doesn't apply)	jpeg gif pict tiff	(doesn't apply)	jpeg gif	pdf

Pros and Cons to these Formats

	Pro	Con
HTML	Will duplicate the look of the original page in "most" cases.	Quality is good for the screen but may not look good when printed.
TEXT (ascii)	Very universal format for words and numbers. Word processors, spreadsheets and even database programs can open files in this format.	Strips out all formatting -- no bold, underline, color, font size, pictures, etc.
RTF (Rich Text Format)	Stores ALL the words, characters and paragraph breaks. Stores MOST of the formatting (bold, italic, underline, etc.)	Doesn't store graphics.
PDF	Can duplicate the look of the original page. Text and graphic quality is high (for screen and printer) and placement of these items is precise.	File size can be large.
JPEG	Small file size	Doesn't handle transparency
GIF	Small file size	Can't handle more than 256 colors
PICT	One of the original Macintosh graphic formats. Saves Raster (paint, dot-based) or Vector (drawing, math-based) images	File size is not as good as JPEG
TIFF	Can store complex picture information	File size can be larger than jpeg, pict or gif
SYLK	Can be opened in most any spreadsheet program -- Mac or PC	Does not retain special, program-specific data -- such as charts.

Below we will cover how to save a word processing document so it can be used. in a PC. You can start with any word processor: ClarisWorks, AppleWorks, NisusWriter or even the dreaded microsoft word. (NOTE: If you really think you have to buy microsoft word, why not try a cheaper and perhaps better alternative. One such product is "[ThinkFree Office](#)" (\$50). There are even helper programs, such as [MacLink Plus \(by DataViz\)](#) which convert MANY different formats between Macs and PCs.

We will start with AppleWorks -- included free with every consumer-level Macintosh (iMac, eMac and iBook) made by Apple, Inc. We will also be using Mac OS X (10.2 through 10.3.5).

Saving Your File In A Different Format

A document you create with AppleWorks can easily be converted into a format which can be understood by a PC:

- 1- (I assume you know how to create a word processing document in AppleWorks, so we'll start at the point of you saving that document.) Pull down the "File" menu and select "Save As..."
- 2- In the dialog box which appears, the bottom-left part contains a "File Format" menu which probably reads "AppleWorks". Pop this out and select "RTF" (Rich Text Format). This is a universal word processing format which most word processors (Mac and PC) can understand.
- 3- Give this file a name and be sure to end the name with the letters ".doc" -- that's period-d-o-c. NOTE: If the PC this file is going to is old, then you must use no more than 8-characters for the name and then add the ".doc" at the end.

4- In the top of this dialog box there should be a "Where" menu which may read "Documents". Pop this out and select "Desktop". (We want to be able to find it easily) Then click the "Save" button.

- At this point, that file has been "translated" into a different format and can be used by just about any word processing program (Mac or PC).
- To get it into a PC you can:
- eMail it,
- transfer it over a network,
- "burn" (place onto a blank) CD,
- place onto a floppy disk, or
- place it onto a "flash drive". (see below)

eMailing A File To A PC

In the above steps, we created a file in AppleWorks and saved it to the Desktop in the RTF format. Now we must "encrypt" or "compress" the file so it can travel, undamaged through the Internet...

First we must make sure our compression program is configured (setup) properly. (These next few steps only have to be done once.)

1. Open your hard drive.
2. Open your Applications folder.
3. Open your Utilities folder.
4. Open the StuffIt folder.
5. Launch (open) the program called DropStuff.
6. Pull down the Applications menu (which now shows "DropStuff") and select Preferences.
7. Across the top, click "Stuffing".
8. Make sure "Archive Type:" is "StuffIt". "Encrypt archives with password" should NOT be checked -- unless, you want to force the person receiving this file to type in a password. "Make self-extracting for:" "Windows" (this is important). Click the OK button then Quit this program. (We have basically set it up to do what we want from this point forward.)
9. You should now be looking at the StuffIt window. Drag the DropStuff icon to the Dock. You can change this later if you like but it might be more convenient this way. (You can close all open windows if you like.) There, now this is set up for the next steps.

Now Let's eMail That File

Now we're going to actually attach our file to an eMail message.

(These steps are part of the "every time" routine and will follow directly after step 4 in my previous steps "Saving Your File In A Different Format" above.)

5- You should now be in the "Finder" looking at the Desktop. Locate the file you saved and drag the its icon to the DropStuff icon in the Dock. When you release the mouse button a new file (or two) will appear on the Desktop somewhere. The file with its name ending in ".exe" is the file you will attach to your eMail -- that's period-e-x-e.

6- Open the program you use for eMail and start a new message. It's always a good idea to describe what you are sending, so go ahead and do that.

7- I don't know which eMail program you are using (hopefully Apple's "Mail" program) but when you are looking at the message there should be something along the top or down the side of that window which will allow you to attach a file to this message. It may have the word "Attach" or "Attachment" or "Enclose" or it may simply have a small

picture of a paperclip. (If you don't see this you may have to pull down a menu from the top of the screen to access this feature.) When you click on this icon a dialog box should appear. This is asking you to locate the file you want to attach to this message. If there is a "Where" menu pop it out and select "Desktop" (in our example, we placed the file on the Desktop) and locate your document. The DropStuff program may have created two files. Be sure to attach the one which ends with ".exe". There should be a button which indicates "Attach" or "Enclose", etc. Click it.

8- Finish your message with the Subject and who it is going to. (Of course, you can do any of this, including the attachment, in any order you like.) The final step is to go ahead and send this message -- just as you normally would.

Getting A File Out Of Your Macintosh

Why would you want to get a file out of your Macintosh?... To back it up for safe-keeping or to transfer it to another Mac or even to a PC (a non-Macintosh). Here are some common ways to get a file out of a Mac:

- Use a floppy disk - Most older (pre-iMac, pre-1998) Macs came with floppy disk drives. Your new Macintosh will not have such a device but you can still find them (under \$50).
- Use an Iomega "Zip" or "Jaz" disk - These were extremely popular methods for backing up and transferring files and they do hold a LOT more data than floppy disks. However, they are not as reliable as they should be.
- "Burn" (create) a CD - Although this will allow you to transfer files from Mac to PC, it's not always easy to find a "CD burner" (the actual device) which will work on older Macs.
- Use one of the forms of a new technology -- A USB "Flash Drive" (see below).

If you're going to use a floppy, Zip or Jaz disk to transfer a file from your Macintosh to a PC, you may be able to simply re-format (erase) it using the features built into your current Mac. (Use the "Special" menu in the Finder of Mac OS 9, 8, 7 or try the "Disk Utility" program included with Mac OS X. If re-formatting is not possible, you'll need to purchase a PC/IBM-formatted disk or bring it to a PC, insert it and re-format it that way. NOTE: When using floppy, Zip or Jaz disks, keep in mind that the material inside, which the data is stored on, can break down over time. The rule is... If one of these disks is more than 1-year old, buy a brand new disk and transfer your information to that. Then either throw the old disk out or use it as a scratch disk or one in which you never expect to be returned (when giving files to others).

Placing A File Onto A "Flash Drive"

A USB "flash drive" is made up of a USB port, for connecting to any USB-based computer -- Macintosh or PC... Computer memory (RAM)... Has no moving parts and comes in various sizes and shapes -- from something which looks like a highlighter to a wrist-watch.

The best "type" of flash drive depends on your needs... If you like the idea of having a flash drive with you without thinking about it, then you might find a wristwatch version very useful. If you like having a flash drive sit on your desk, yet be unrecognizable, then you may want to buy one which comes inside a plastic dinosaur (or some other physical shape). On the other hand, if you simply want one which will work in every USB port, whether it's in your Macintosh or your friend's PC, then buy one which is as narrow and thin as possible.

If you have a flash drive simply insert it into your Macintosh and drag any of your files to the flash drive's icon. At that point, the Mac will make a copy (an exact duplicate) and in the flash drive. Once this is done, remove it and it's ready to be inserted into the USB port of any Macintosh (using MacOS 9.0 or higher) or PC.

Opening PC Files On A Macintosh

This can be accomplished in several ways:

- Using a helper program, such as [MacLink Plus \(by DataViz\)](#). (NOTE: MacLink Plus is the best program for this type of use. Buying it and installing it in your Macintosh means you only have to double-click on most any PC file and MacLink Plus will convert it for you automatically.) Some of these helper programs are even free, such as [DOCTOR \(by Stone Design\)](#).

- You may also be able to use your existing word processing program. (For these steps, we will use AppleWorks -- it's a good program and is included free with every "consumer-level" iMac, eMac and iBook.

No matter how you approach this at some point the program you are using will have to be upgraded, in order to keep up with the technology. Let's say you buy MacLink Plus today and are able to open microsoft word documents (created on a PC). Some time in the future, microsoft will upgrade their PC software and one day you'll receive a file from a PC user and you will not be able to open (read) it. So buying microsoft word or microsoft office is not the most economical way to go.

I mention this so you can plan your long-term spending on converting files from PC users.

Just as we saved our file as "RTF" (Rich Text Format) in the steps above, if PC person is sending you documents and you can talk them into converting them to RTF before sending them to you, you won't have to spend any extra money AND you'll be able to always read their files. Most of them aren't willing to do this however, so we have to do the following...

Let's say someone has eMailed an attachment to you or you've transferred a file into your Macintosh via a "flash drive". (see above) Let's say you double-click on this file's icon but nothing happens or a message appears informing you that the program which created it cannot be found.

- 1- Open (launch) AppleWorks or Apple's "TextEdit" (in the "Applications" folder).
- 2- Pull down the "File" menu and select "Open". (If you're using TextEdit, skip Step 3.)
- 3- In the dialog box that appears make sure "File Format" is set to "All Available"
- 4- Using this dialog box, navigate until you see the file you want to open. Then click on its name once. Now click the "Open" button. If you don't see the file (and you're sure it's where you are looking) or if AppleWorks (or TextEdit) fails to display this file properly, then you don't have a new enough translator. At this point, you'll need a newer version of AppleWorks or you'll have to purchase MacLink Plus (or a newer version). (If you're using TextEdit for this, visit Apple's "Support" page and see if there's a newer version. There may be a free upgrade available.)

That's all there is to it.

-- Paul Rego

Buying Used Equipment

A Note About The Apple Warranty

I phoned Apple's tech support department one day (11/5/01), to learn the details of how their warranty works. This is what I was told... Although Apple's warranty on Macintosh computers goes for one year, the warranty actually starts when that item is sold or when the box is opened --which ever comes first.

Here are two scenarios as examples:

- Let's say a customer purchases an iMac on June 1st. They have a 1-year warranty. They return it to the store on June 30th. There is absolutely nothing wrong with this iMac so the store decides to mark it down and re-sell it. A different customer buys it on July 1st. THIS customer only has an 11-month warranty.
- A brand new shipment of iMacs arrives at the local computer store. The store opens one of the boxes and puts that iMac on display so their customers can try it out. Six months later, Apple sends them newer iMacs. The store opens one of the new iMac boxes and puts that one on display. They take the other iMac and mark it down. A customer buys it but THEY only have a 6-month warranty.

Apple told me the warranty really begins whenever a product has a "history". In the first scenario above, that iMac's started its "history" when the first customer purchased it. The second scenario however, is slightly different. Although one box was opened by the store, Apple doesn't know about it. So this iMac still has no history. Now, let's say this iMac develops a problem or a salesperson contacts Apple tech support to learn how to install software on it, etc. The first thing the technician will ask for is the product's serial number. NOW, that iMac has a history.

Upon finding a great deal on an open box Macintosh, a smart customer will get the serial number and contact Apple to see if this particular product has a history and how long the warranty is.

Things To Look For

If you want to save some money the next time you're calling for prices on a certain product. Instead of giving up on the Apple brand, ask if they have a refurbished version of that product. To understand what that means, let me explain it a little further...

There are three types of secondhand items you can purchase: Used, Company Refurbished and Apple Refurbished.

- Used:

No matter where you purchase this type of item (through your local newspaper or from a mail-order company) "used" simply means someone had it for a while and they are now selling it.

- Company Refurbished:

This is the same as "used" but instead of simply selling you someone else's equipment, the technicians at the company you purchase it from have gone through this product and certified that it can now be resold. (They check it over adjusting anything that needs it and replacing components when necessary.) That company will usually provide you with a 30 to 90-day warranty.

- Apple Refurbished:

This is the best type to get. "Apple Refurbished" is the same as "Company Refurbished" but with the added benefit of being certified for resale by Apple itself. (Sometimes the company you purchase it from can "Apple Refurbish" it -- because their technicians are

certified by Apple.) This is also offered with a 30 to 90-day warranty. The difference is, before the warranty runs out, you can simply call Apple or any Apple Authorized Service Center and tell them you want to extend this warranty.

NOTE: If the warranty has run out on any Apple product (new, used or refurbished) and you want to have it covered by Apple's AppleCare warranty, you will have to take that item to an Apple Authorized Service Center and pay them their usual "examination fee" (typically \$40 to \$90) to certify that it can now be covered by Apple's warranty.

-- Paul Rego

Checking the Battery

You should check to see if your Mac's "clock" battery is still doing its job. No, I'm not talking about PowerBook batteries and 'YES' there IS a battery inside your desktop Macintosh.

In some Macintosh models, this battery is wired differently. With some Macs, if the battery is dead, it won't even start. On other models, every time you turn it on, the printer settings will change and you might not be able to print. (Of course, all you have to do in this case is open the Chooser and reset the printer information -- every time you turn it on.

Look in the upper-right corner of the screen. Is the time displayed? (If not, read below) If it is, click on it once. It will change to the date for a few seconds. Notice the year. If year is 1904, 1956 or 1957 most likely the battery is dead.

If you do not see the time displayed in the upper-right corner of the screen, do the following:

1. Pull down the Apple menu
2. Select Control Panels
3. In the window that opens, locate something called "Date & Time" or "General". (These are different depending on which Operating System is currently being used by your Mac.)
4. Notice the year. If the year is 1904, 1956 or 1957 most likely the battery is dead.

Almost all desktop Macs use:

- 1/2 AA (half double 'A'), 3.6 volt lithium (\$10 at Radio Shack), OR...
- Cube-shaped, alkaline, 4.5 volt battery with two wires attached (about \$19 but not available from Radio Shack)

Where can you get a new battery? Try the following companies:

- MacResQ - 888/447-3728 - <http://www.macresq.com>
- Sun Remarketing - 800/821-3221 - <http://www.sunrem.com>
- Pre-Owned Electronics - 800/274-5343 - <http://www.preowned.com>
- T.D.Curran - 800/645-2533 - <http://www.tdcurran.com>

The Progression Of Bytes

Number Of Units	Terminology	Representative Letters
A unit of information expressed as a "0" or "1" in binary notation. It takes 8-bits to equal 1 Byte	bit (a combination of "binary" and "digit")	b
1 to 1023	bytes	B
thousands	kilobytes	KB
millions	megabytes	MB
billions	gigabytes	GB
trillions	terabytes	TB
quadrillions	petabytes	PB
quintillions	exabytes	EB

Some Trivia About "Bytes"

- Yes, "technically" it does make a difference whether a lowercase "b" or uppercase "B" is used. For example, when referring to USB 2.0 speeds, you can say "60MBps" (60 megabytes per second) or "480Mbps" (480 megabits per second). Both speeds are the same and can be written either way.
- It takes 1,024 units, in one of the above categories, to equal "1" unit of the next category. For example, it takes 1,024 bytes to equal 1KB (1 kilobyte). For the sake of Marketing or easy math, most companies use the "1000 units equals the next increment" formula when talking about hard drive capacity.
- Leopard (Mac OS X version 10.5) will be able to access up to 4TB (terabytes) of physical memory (RAM, hard drive space, etc.).
- Leopard's 64-bit addressing means it will be able to utilize up to 16-EB (exabytes) of virtual memory. ("Virtual Memory" is RAM that's stored on the hard drive.)