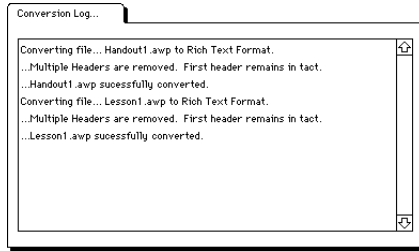


As your files are converted, an activity log is created. The log can be saved or printed from within the application. Logs can be viewed by any word processor or desktop publishing program that can read text files. A sample log is shown at right.



The log information can also be copied to your Macintosh clipboard by choosing Select All followed by Copy from the Edit Menu. To remove the information from the log, select Clear Log from the menu. See menu figure at right.

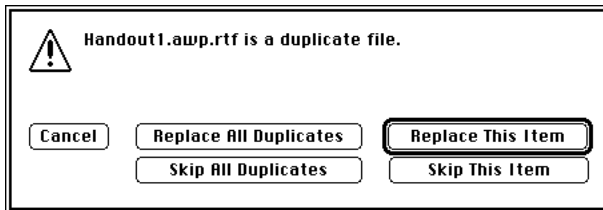
| Edit | |
|------------|----|
| Undo | ⌘Z |
| Cut | ⌘H |
| Copy | ⌘C |
| Paste | ⌘V |
| Select All | ⌘A |
| Clear Log | |

Files can now be transferred onto an IBM type disk for use in the IBM world. Remember DOS naming rules!



Duplicate File Names

If a file already exists, a dialog box will appear telling you the file name is already in use and requesting how to handle that situation. There are several options:



Cancel: Stop the transfers completely right now.

Replace All Duplicates: All files having names that are already taken will overwrite the existing files with the new files.

Skip All Duplicates: If the file name is already taken, that file will not be converted. This will happen with all duplicate files.

Replace This Item: Only this file will be overwritten.

Skip This Item: This file will not be converted.

Our help line is: 1-614-891-2111 (support@kitchen-sink.com)

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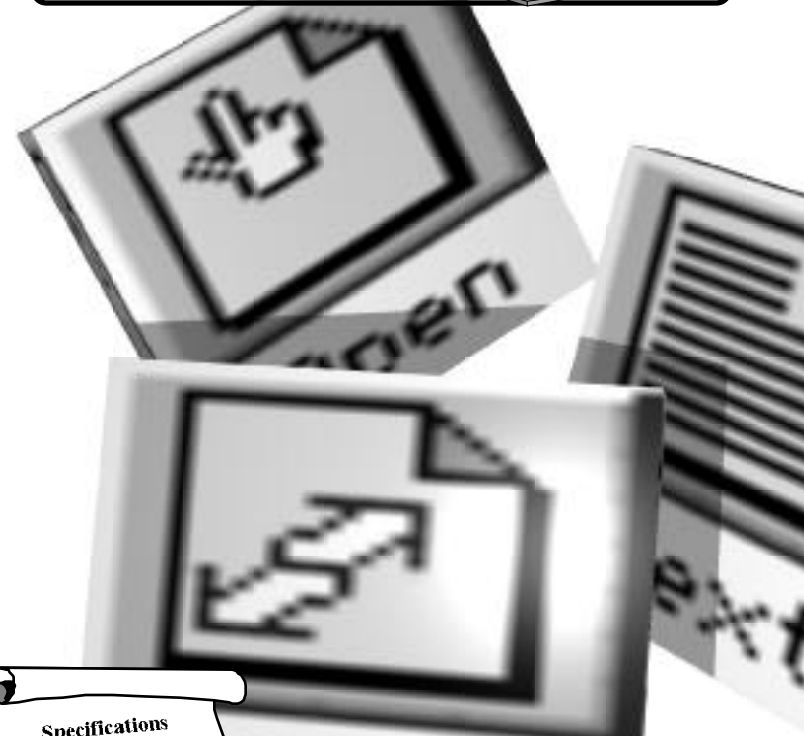
Convert AppleWorks Classic word processor files into RTF files for use on Mac and IBM (& clones) computers

AppleWorks to RTF

by: J. Eric Bush & Guy S. Forsythe
for the Apple Macintosh

7

Requires System 7.0 or later



Specifications

- Requires System 7.0 or later
- Converts files up to 256K
- Saves activity log
- Saves in Rich Text Format (RTF) or ASCII Text





AppleWorks to RTF Installation

The *AppleWorks to RTF* application is easy to install. If you wish to install the program on your hard drive, just drag the application from the program disk to your hard drive. Create a folder on the Mac called *Appleworks Files* and place it in that folder. After copying the program, store your program disk in a safe location.



AppleWorks to RTF Overview

If you are like me...you loved your Apple II computer. You used it for everything. You entered your life into the *AppleWorks* word processor. You carefully placed every command in your *AppleWorks* files so that the printed page would come out just the way you wanted it.

Then you made a decision to upgrade from your Apple II to a Macintosh. There were several products that claimed to be able to convert your Apple II files to the Macintosh format. Usually this involved saving your files to Text format which meant you lost the formatting you worked so hard to accomplish.

For this reason, we wrote *AppleWorks to RTF*. We convert files to *Microsoft's Rich Text Format* because it allows us to keep most of the formatting options of *AppleWorks* and be loaded into almost every word processor and desktop publishing program for the Macintosh or IBM (and clones).



AppleWorks to RTF Getting Started

There are a few things to consider before using the *AppleWorks to RTF* application. The most important being how to get your files from your Apple II onto a Macintosh disk so it can be converted. We offer a few suggested steps below:

1. If you have 5.25" disks, the files need to be moved to 3.5" disks. This applies to everyone except those who have a Macintosh LC with a //e card and 5.25" disk drive installed on the LC.

Files can be copied from 5.25" disks several ways. The simplest method is to locate an Apple IIgs which has a 5.25" drive and a 3.5" drive. Then copy the files from one disk to the other with a utility such as Copy II Plus, the IIgs Finder, or your favorite ProDOS disk utilities (like our own *System II*.)

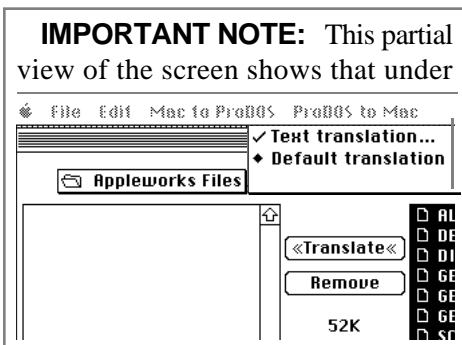
2. Once you have your *AppleWorks* files on 3.5" ProDOS disks, they need to be placed on Macintosh disks or on your Macintosh hard drive or server.



Moving Files to Your Mac

NOTE: If you are using System 7.5 or the ProDOS system extension (comes with the LC Apple IIe Card but may not have been installed), you can skip to the next section.

You can use *Apple File Exchange* to copy files from a ProDOS 3.5" disk to a Macintosh disk. Instructions for using *Apple File Exchange* are located in the Macintosh User's Guide that came with your Macintosh computer.



the ProDOS to Mac menu, "Text translation..." has been selected. The important thing to remember is that you do NOT want the *AppleWorks to Microsoft Works* translation in effect.

Move the files to your *Appleworks Files* folder on the Mac.

When you are selecting the *AppleWorks* files on the ProDOS disk, click the mouse on the first file name. Now move to the bottom of the list of the *AppleWorks* files. Hold down the Shift Key as you click the mouse on the last file name in the list. All of the files will be selected. Click on Translate and all the selected files will transfer to the Mac disk.

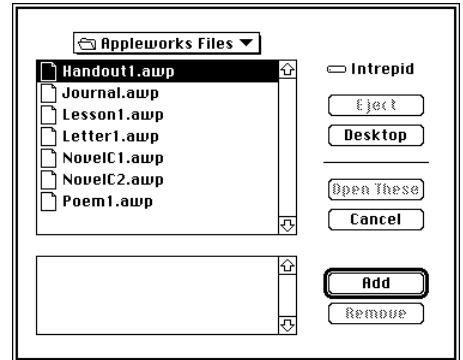


Using AppleWorks to RTF



Open

The first step in converting files with *AppleWorks to RTF* is to select the files you want to convert. To select files, click the Open Icon or select Open from the File Menu. You will be rewarded with a dialog box like the one shown below.



A file can be added to the list to be converted by double-clicking the file name, or selecting the file and clicking the Add button. When you are finished selecting files, click Open These.



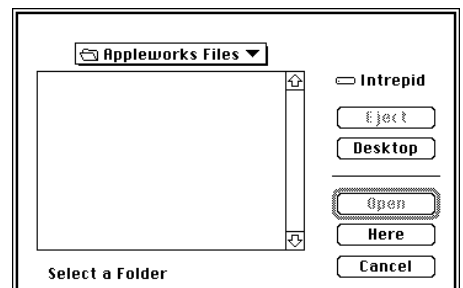
RTF



Text

The type of conversion performed by *AppleWorks to RTF* is up to the user. Sometimes you want to retain your formatting and sometimes you just want the text. Both conversions are supported. Again, you can select the conversion by the icon like those shown to the left or you can select from the from the Conversions menu.

To select the location to store the converted files, the following dialog box will appear. When the directory name where you want to store the files appears above the file listings, select the Here button.



(Please turn to back cover)