

Opening Files in Different Operating Systems

What would you like to learn?

- Opening Macintosh files on a PC with Windows
- Opening Windows PC files on a Macintosh
- Other considerations

Opening Macintosh files on a PC with Windows

Here's the situation: You have a Macintosh computer at home or in your office, but there is only a PC running the Windows operating system in your classroom. How are you going to open the floppy diskette or Zip disk with the files you need in order to teach your class?

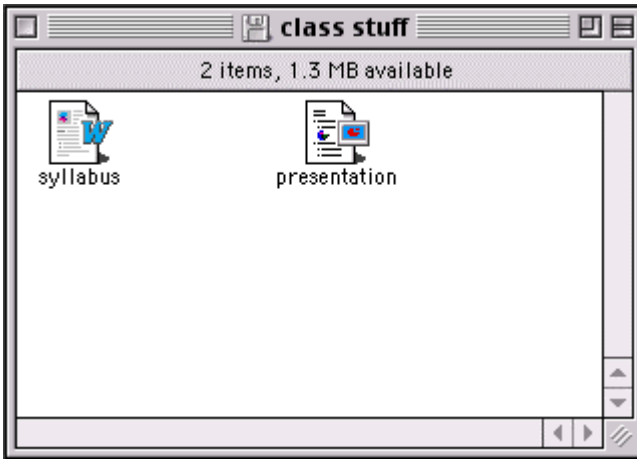
Well, the first thing you have to understand is that the PC isn't as friendly to the Mac as the Mac is to the PC. In other words, you can open a PC-formatted disk on a Mac, but unless you have special software, you can't open a Mac-formatted disk on a PC.

But there are some workarounds. In fact, these workarounds are not very difficult at all. The first one involves copying all of your files to a PC-formatted disk. Here's how to do this:

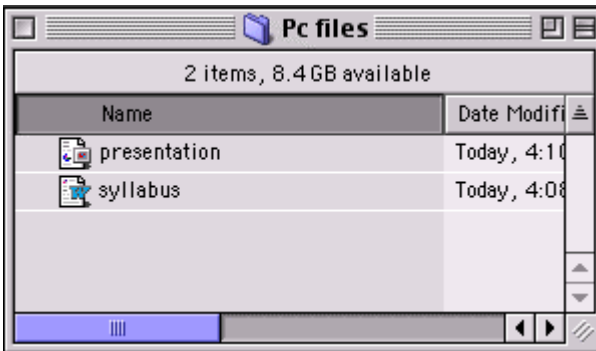
1. Open your hard drive by double-clicking its icon on the desktop, then create a new folder by going to the File menu and selecting New Folder. Name your new folder.



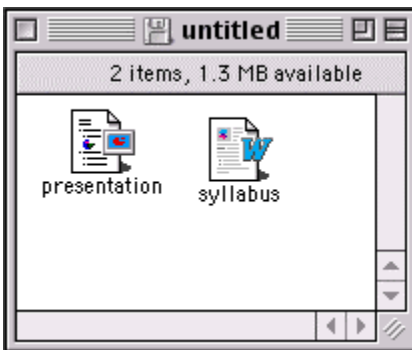
2. Insert your disk, and open it.



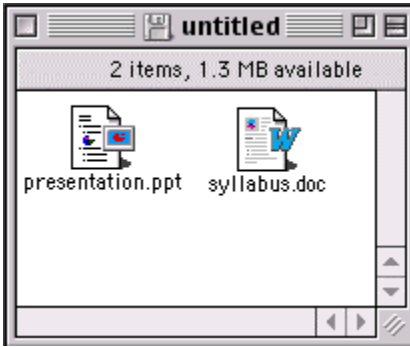
3. Copy the files from your disk to the folder you just created by dragging them to the folder (you might have to move the windows around to see both the files on the disk and the folder).



4. Eject your disk by dragging it to the Trash.
5. Insert a PC-formatted disk (You can either purchase a PC-formatted disk, or you can reformat a Mac disk. To reformat, insert the Mac disk, then choose Erase Disk from the Special menu. Name the disk, choose DOS 1.4MB for format, and click Erase). On some Macs, the PC-formatted disk will have the letters "PC" on it because the Mac program PC Exchange will automatically kick in.
6. Copy the files from your new folder on the hard drive to the floppy.

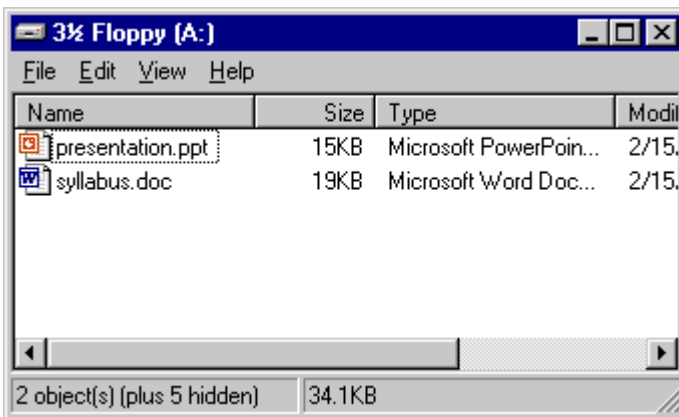


7. Click the name of each file to add the dot (".") and three-letter extension that will allow the PC to recognize it when the disk is opened on the PC. For example, add .doc to the end of files created in Microsoft Word, .xls to files created in Excel, and .ppt to files created in PowerPoint.



8. When you get to your PC, insert your PC-formatted disk. To open a file, you can launch the application program it was created in, then choose Open from the File menu, locate the file on the floppy drive (usually drive A:), then click Open.

You can also open the A: drive first by double-clicking My Computer, then double-clicking the A: drive, then double-clicking the file.



If you don't want to use the above method, you can try these possibilities:

- Send an e-mail to yourself, and attach the Mac files. When you get to the PC, open your e-mail, download the files, add the three-letter extensions, then open the files.
- Upload your files to a file server. When you get to a PC, download the files, add the three-letter extensions, then open the files.
- Bring a Macintosh laptop computer into the class. Disconnect the cable that runs from the PC to the projection system, and connect it to the laptop.