

Transferring Files between Mac and PC

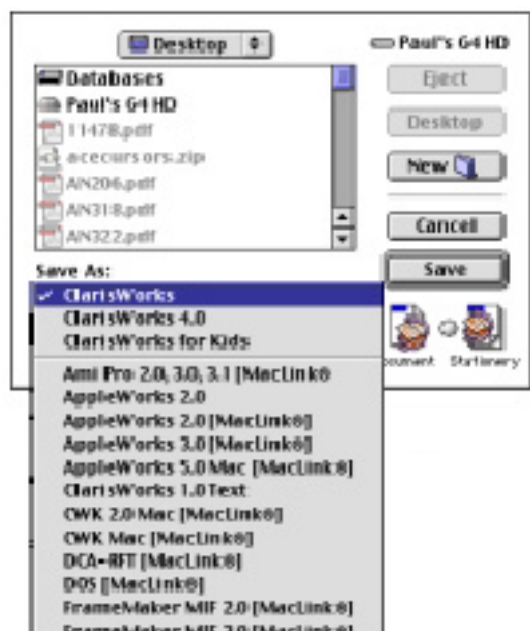
Quick Guide

Floppies

All Macs since at least 1995 can read standard PC floppy discs, so the first thing to do is to use a PC formatted floppy to transfer the files. (PC's can't read Mac discs unless you buy a special program called MacOpener.)

File formats

On your PC, you will probably be using a version of Microsoft Word, whereas most Macs in schools will use ClarisWorks. You could buy a Mac version of Word, or a PC version of ClarisWorks, and this will help transferring files.



If you have different programs on each computer though, you must save files from Word and ClarisWorks in a format that the other program can read.

In ClarisWorks, click 'File' > 'Save as', then click the 'Save as' button, and you will get a list of different formats to choose from. You probably won't be offered as many as you see here, unless you have a recent Mac.

Choose a Word 6/95 format if you can, otherwise choose 'RTF'. Then click 'Save'.

Put the floppy disc into the PC, start up Word, and then use 'File' > 'Open' to open the file. (Don't double click on the file

itself - the PC probably won't recognise it as a Word file.) Transfer from Word on the PC to the Mac is the reverse - click 'File' > 'Save as', then choose Word 6/95, or RTF from the 'Save as Document type' menu.



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