



**Version 1.0**  
**User Guide**

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# Welcome to VINC

VINC (View, Navigate & Convert) is an integrated document viewing and conversion utility. VINC provides rapid viewing and conversion of files created in different word processing and graphics software.

VINC solves common document exchange problems encountered as a result of cross-platform environments, intranets, and the Internet. With VINC, users can quickly view the text of word processing documents and images of graphics files without needing the original application it was created in!

VINC performs extremely accurate data conversion between different word processing document types, graphics files, and e-mail attachments. The files could have been created with any of the numerous Macintosh and Windows word processing software applications. VINC retains document formatting attributes including styles, paragraph indentations, headers, footers, sections, tables, and even embedded graphics! Additionally, VINC supports Japanese-language text contained in documents and retains the integrity of Japanese-language word processing files.

VINC also provides a powerful batch conversion facility for converting many files at once simply by targeting the folder they are in!

VINC is the ideal solution and companion in the following environments:

- Corporations with large numbers of files - VINC offers an easy way to convert to a standardized, company-wide format
- Publishing word processing files to the Web - VINC can convert different multiple word processing files to HTML in a single process.
- Cross-platform environments - VINC reads and writes both standard Windows and Macintosh files.
- Users who regularly receive different file formats - There is no need to acquire all of the original applications. VINC is all you need!

VINC is a plug-in driven application. The types of files VINC can read and/or write is limited by the plug-ins that are located within the VINC folder. VINC version 1.0 currently supports a rich array of word processing and graphics files.

# VINC's Features

- Quickly view the text and layout of documents created in word processing applications that you don't possess.
- Convert document files from one file format to another.
- Retain the layout, attributes, tables, and characteristics of the converted files.
- Convert Macintosh files to Windows files or vice versa.
- Supports over 60 Macintosh and Windows word processing and graphics file types
- Supports standard file types such as MS Word, RTF, AppleWorks, RecoWrite, HTML, JPEG, Photoshop, PNG, GIF, and more.
- Supports Japanese-language word processing files
- Drag and Drop to convert files.
- Batch convert multiple files.
- View and convert graphics files.
- Navigate through all available volumes and folders entirely within VINC.
- Bookmark files so you can easily and quickly refer to them later without searching.
- Print documents from within VINC.
- Automatically create a log of all converted files.
- Simple all-in-one interface
- View file information.
- Preset Source and Destination folders for conversions.
- Preset rules for automatic conversions.
- Very light and fast

## System Requirements

### **For Mac OS**

Minimum: PowerMacintosh computer equipped with at least a 180 Mhz processor (G3 recommended)  
OS: System 7.6.1 or higher (8.5 recommended), Appearance 1.0.3, TEC 1.4, QuickTime 3.0 or higher  
RAM: 10 MB

For Japanese-language files, the Japanese Language Kit with System 8.5 or higher is required.

A Web browser is required for the Layout Preview function.

### **For Mac OS X**

OS: Mac OS X 10.1 or higher

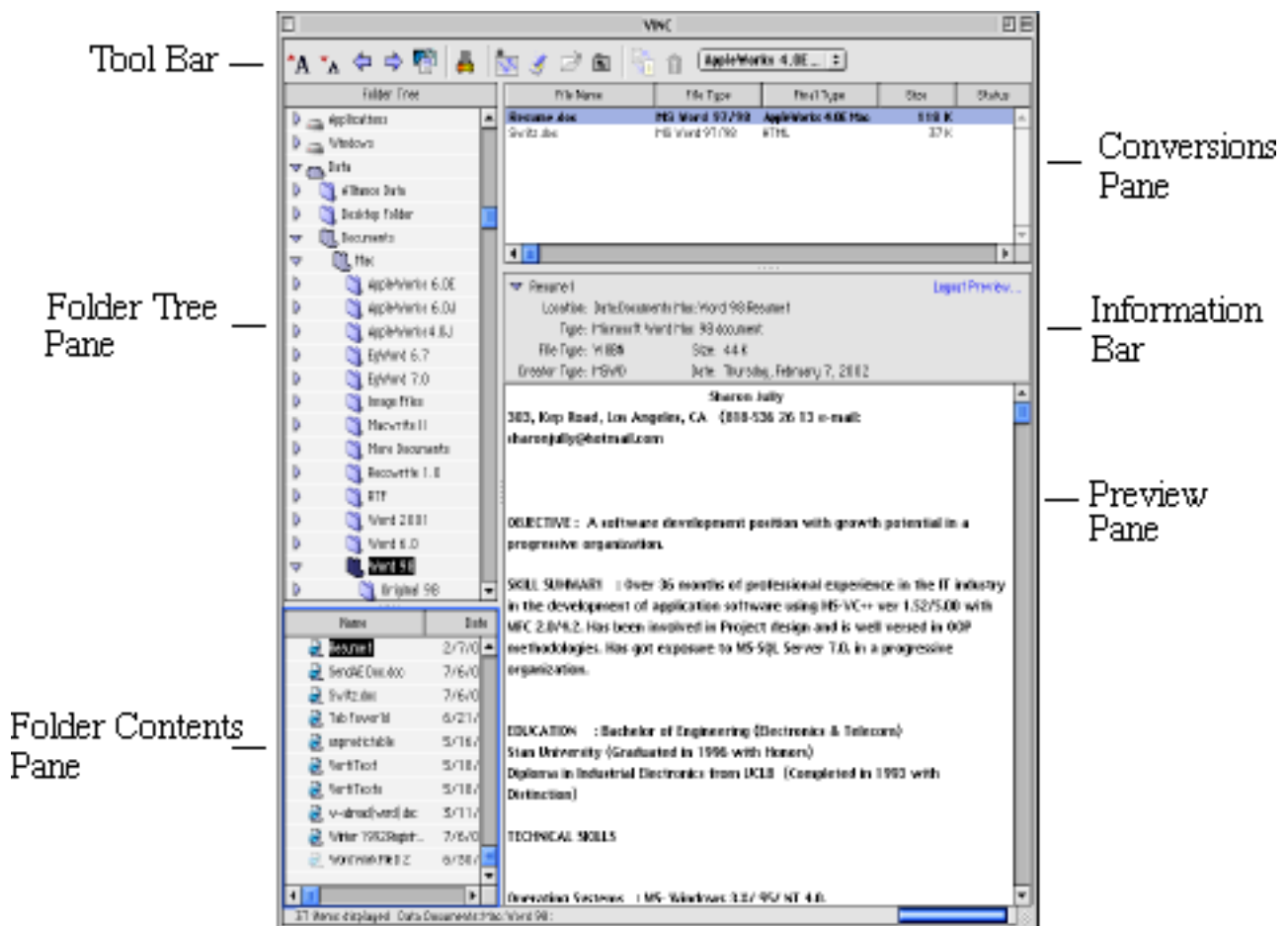
# VINC's User Interface

VINC is a single window application. This window is called the VINC Main Window. You can navigate through the volumes and folders, preview files, and convert files using the VINC Main Window.

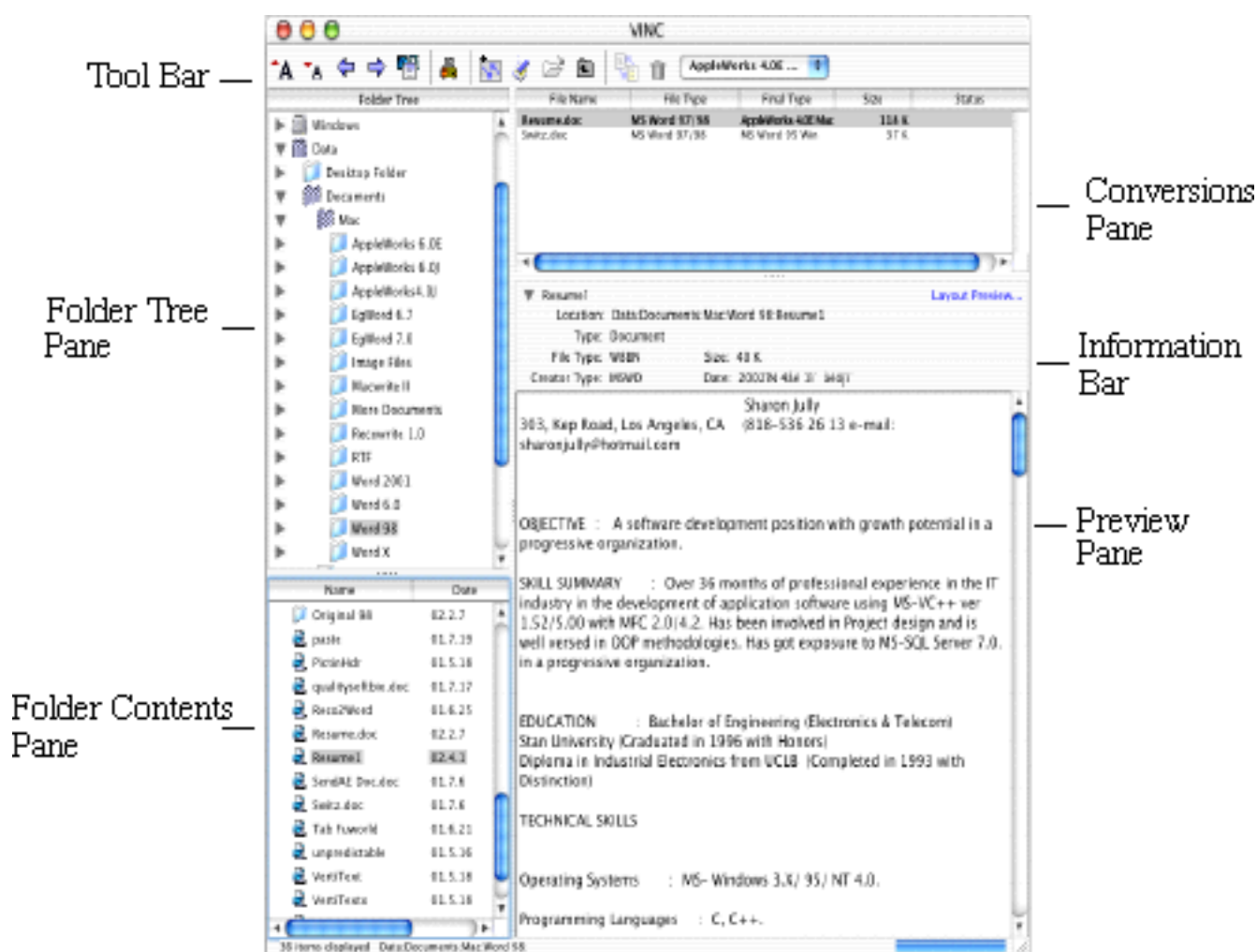
The VINC Main Window consists of the following parts:

- Tool Bar
- Folder Tree Pane
- Folder Contents Pane
- Conversions Pane
- Information Bar
- Preview Pane

## VINC Main Window (Mac OS version)



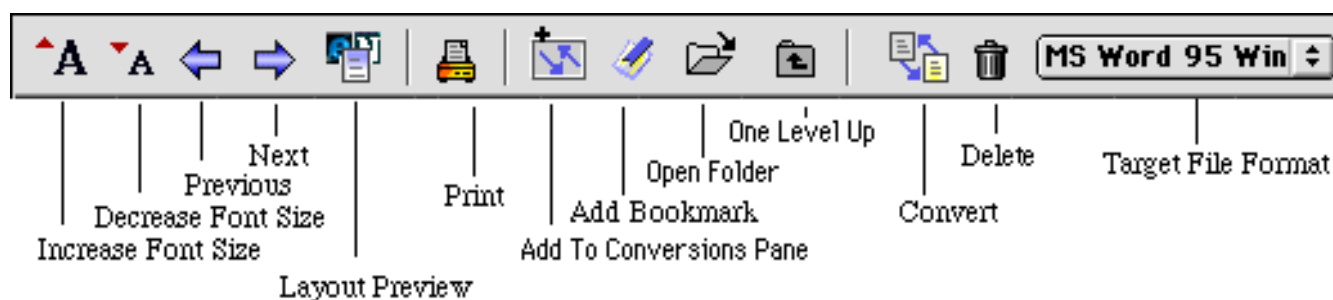
## VINC Main Window (Mac OS X version)



**Note:** This User Guide will describe the features using images of the Main Window and dialogs of the Mac OS version of VINC.

## Tool Bar

The Tool Bar contains the following icon buttons.



The Tool Bar contains the following icon buttons.

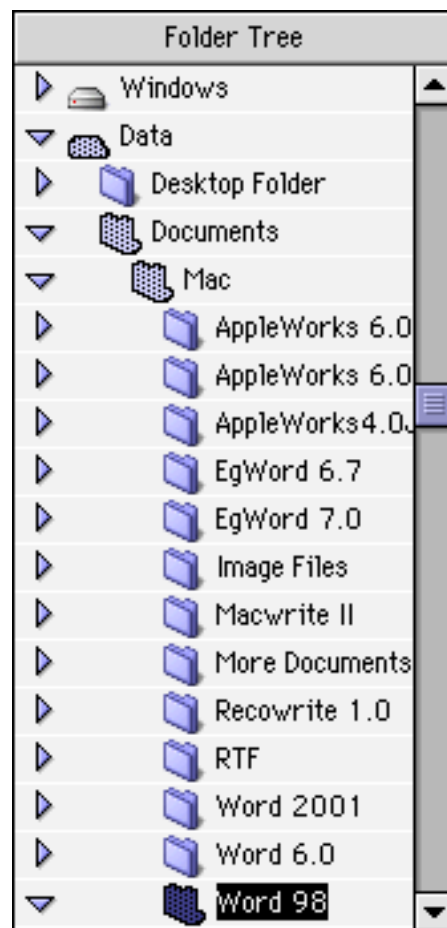
- |                           |                                                    |
|---------------------------|----------------------------------------------------|
| • INCREASE FONT SIZE      | Increase the font size of the Quick Preview.       |
| • DECREASE FONT SIZE      | Decrease the font size of the Quick Preview.       |
| • PREVIOUS                | View the previous document.                        |
| • NEXT                    | View the next document.                            |
| • LAYOUT PREVIEW          | Preview the layout in the default Web browser.     |
| • PRINT                   | Print the currently previewed file.                |
| • ADD TO CONVERSIONS PANE | Add the selected file(s) to the Conversions pane.  |
| • BOOKMARK                | Bookmark the selected file or folder.              |
| • OPEN FOLDER             | Open selected folder.                              |
| • ONE LEVEL UP            | Navigate one directory level up.                   |
| • CONVERT                 | Convert file(s) selected in the Conversions pane.  |
| • DELETE                  | Delete selected file(s) from the Conversions pane. |
| • TARGET FILE FORMAT      | Pop-up menu of target file types                   |



## Folder Tree Pane

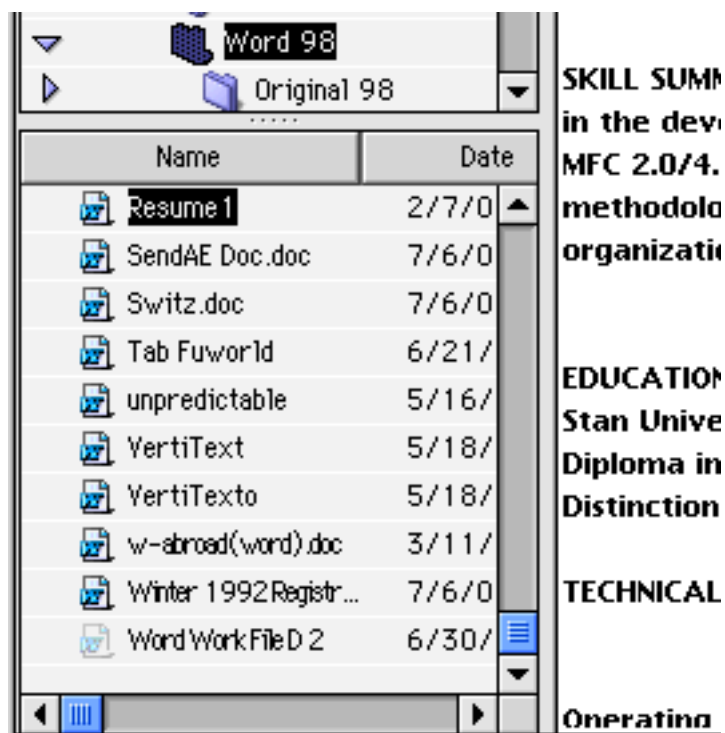
The Folder Tree pane is similar to the List view of a folder on the Desktop. The Folder Tree pane shows all mounted volumes including networked volumes. The Folder Tree pane is automatically refreshed whenever volumes are added or removed.

Clicking the triangle next to a particular volume reveals or hides the folders contained within that volume. Clicking any volume, folder, or subfolder icon in the Folder Tree pane shows the items in the Folder Contents pane directly below.



### Folder Contents Pane

The Folder Contents pane is similar to the List view of a folder on the Desktop. The Folder Contents pane displays the contents of the volume or folder selected in the Folder Tree pane directly above.



VINC previews the contents of any (supported) word processing or graphics file simply by selecting the item. Clicking any file (whether supported by VINC or not) results in the file's information appearing in the Information Bar.

Double-clicking a supported file adds the file into the Conversions pane. Double-clicking a folder populates the Folder Contents pane with the contents of the folder.

By clicking any of the column headers, the contents are sorted and displayed with respect to the column in ascending or descending order. The width of the columns in the Folder Tree pane can be resized by dragging the column borders left or right.

Click header to sort column



Drag to resize column

Name	Date
 EndlessTable98	5/16/01
 Envelope 1	5/16/01
 Finland	7/6/01
 Finland 1	7/6/01
 Finland_distributors	7/6/01
 gulp	5/31/01
 Insert text	6/2/01
 ivory	6/22/01

**Note:** If a folder contains a large number of items, the Folder Contents pane may take a long time to populate its contents. Pressing the Command and period keys will terminate this process.

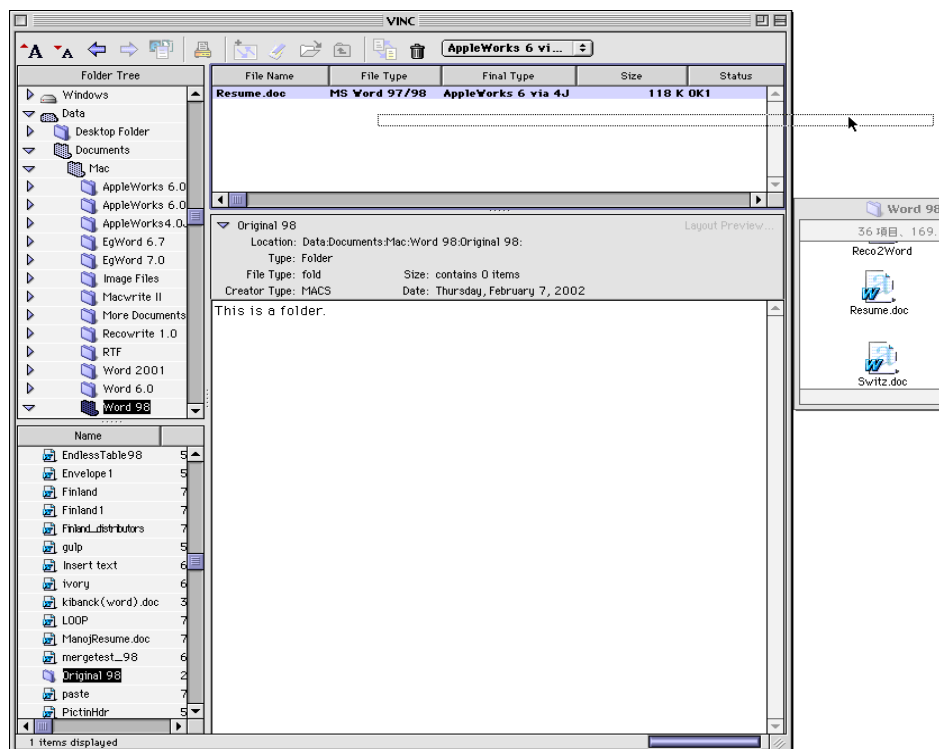
## Conversions Pane

The Conversions pane is used for converting files from one type to another. To convert files using the Conversions pane, you must first add them into this pane.

File Name	File Type	Final Type	Size	Status
<b>Resume.doc</b>	<b>MS Word 97/98</b>	<b>AppleWorks 4.0E Mac</b>	<b>118 K</b>	
Switz.doc	MS Word 97/98	HTML	37 K	

Several methods exist for adding files into the Conversions pane. You can either drag and drop files from the Desktop into the Conversions pane or you can double-click a file in the Folder Contents pane.

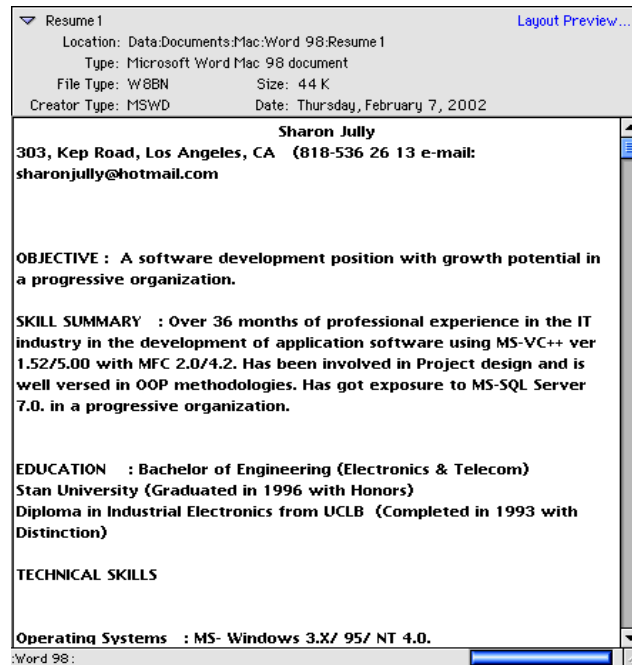
To convert files, set the final type to convert to (the target file type) from the Target File Format pop-up menu, and drag the files from the Conversions pane to the Desktop. After the conversion process a Conversion Report dialog appears.



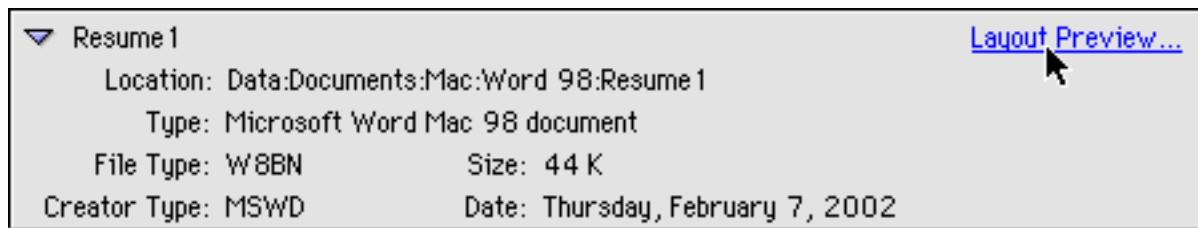
Clicking any of the column headers sorts the contents with respect to the column in ascending or descending order. The width of the columns in the Conversions pane can be resized by dragging the column borders left or right.

## Preview Pane

The Preview pane is used when performing a Quick Preview of a document that is selected in the Folder Contents pane. The Preview pane shows the text of a file using VINC's default font and size. For graphics files, the graphics image is shown. To view the file using Layout Preview, click "Layout Preview..." in the Information Bar.



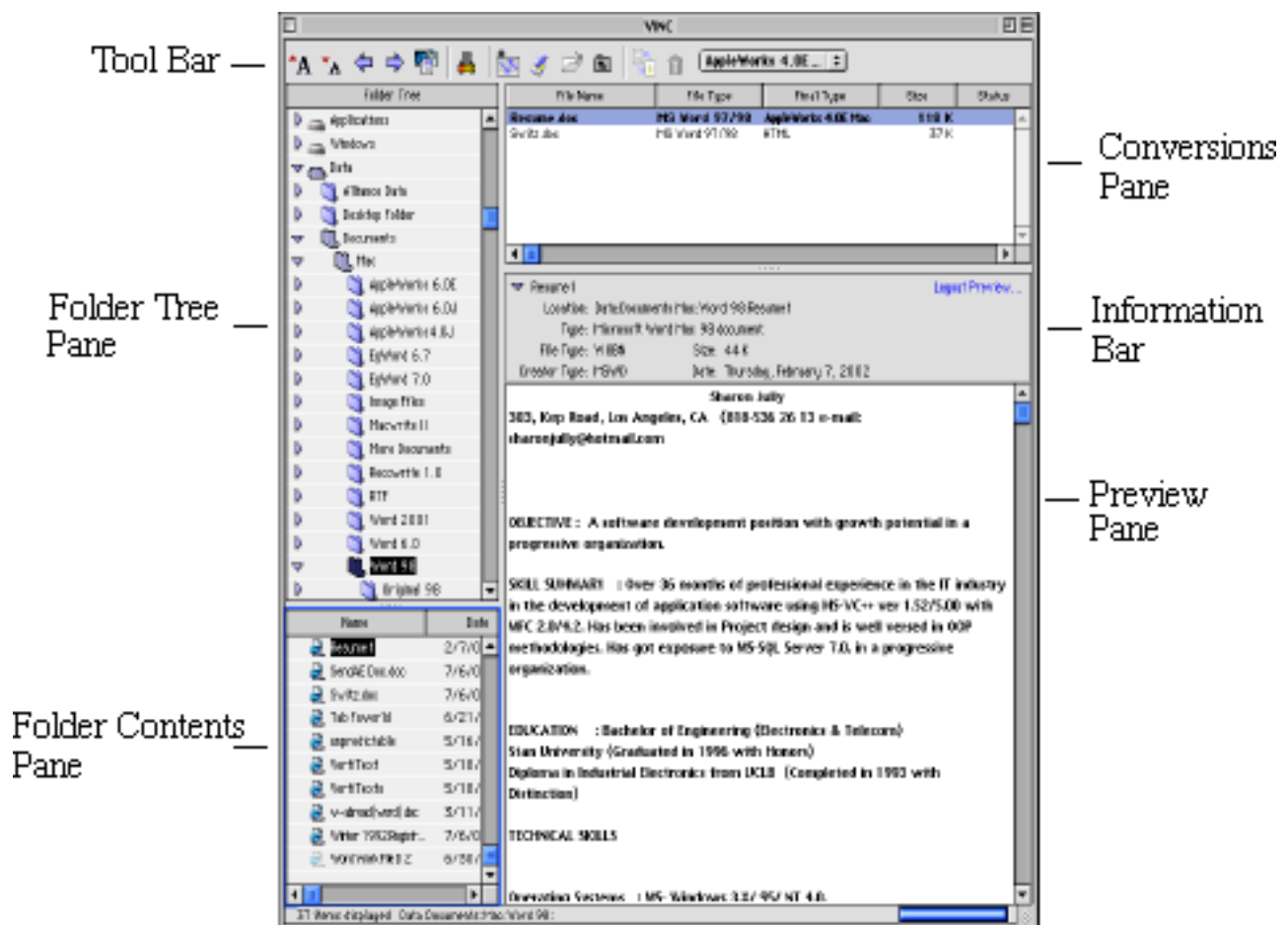
## Information Bar



The Information Bar presents information about the file or folder selected in the Folder Contents pane. It also contains the Layout Preview button. To see a Layout Preview of the file, click “Layout Preview...”. The document is then previewed in your computer’s default Web browser.

**Note:** The Layout Preview button is disabled if the selected file is not supported by VINC.

# Using VINC



## Converting Files

VINC converts a file to a different type by utilizing the contents of the original file. During the conversion process, the original file is not modified or altered in any way.

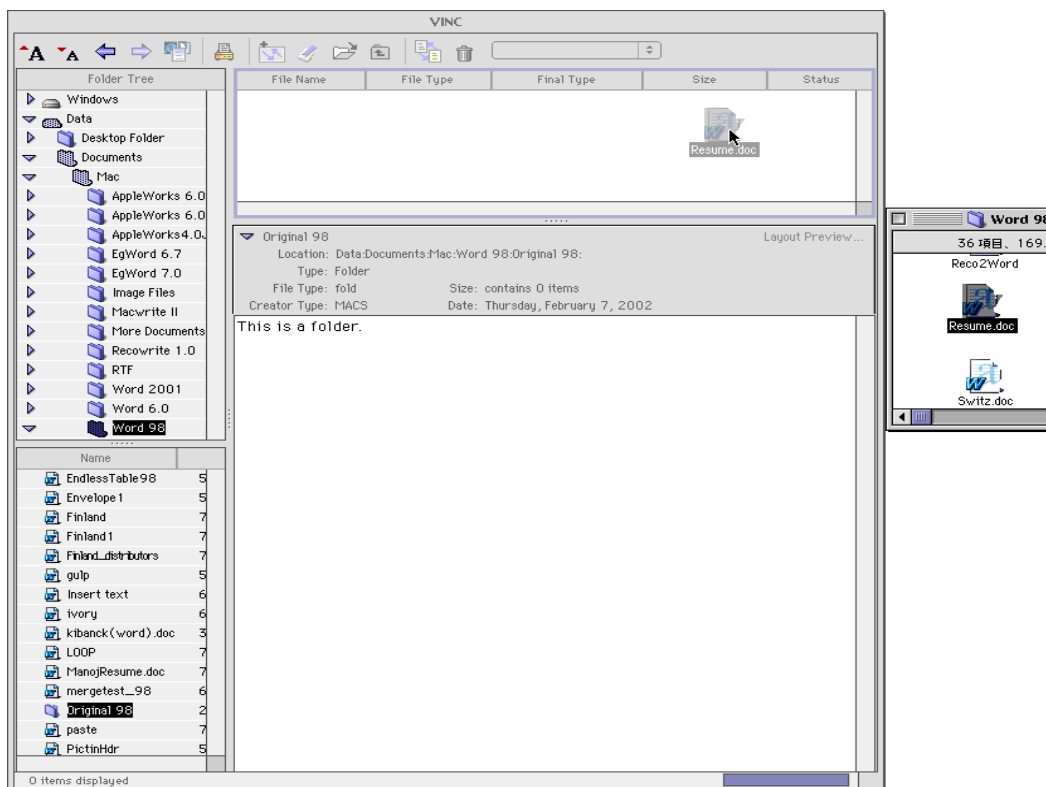
VINC offers two methods for converting files:

- Using the Conversions pane
- Using the Batch Convert feature

The first method converts files using VINC's Conversions pane and is described in this section. The second method is used when targeting an entire folder for conversion, and is described in the [Batch Convert](#) section of this User Guide.

Converting files using the Conversions pane involves adding files into the pane, setting the target file type, and then dragging and dropping the files from the Conversions pane to the Desktop. These steps are outlined below.

1. Select the files to convert from the Desktop.
2. Drag the files to convert from the Desktop into the Conversions pane and release the mouse button.



The files are added into the Conversions pane.

3. Click on the VINC window and select the desired files in the Conversions pane.  
**Tip: You can Shift-click to select a range of files or Command-click to select discontinuous files**



File Name	File Type	Final Type	Size	Status
Resume.doc	MS Word 97/98		118 K	

4. From the Target File Format pop-up menu in the Tool Bar, set the file type to convert to.

Upon setting the type, VINC fills in the Final Type column.

File Name	File Type	Final Type	Size	Status
Resume.doc	MS Word 97/98		118 K	

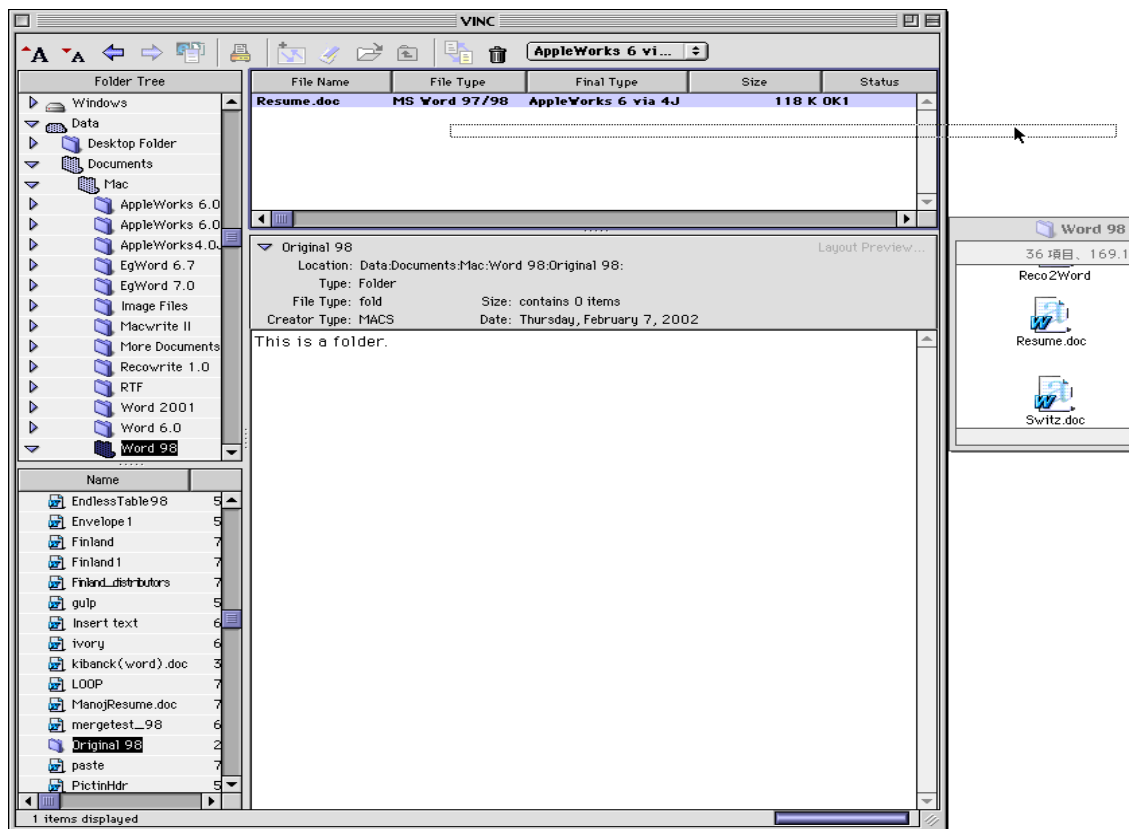
Target File Format pop-up menu options:

- AppleWorks 4.0E
- AppleWorks 4.0J
- AppleWorks 6 via 4J
- HTML
- MS Word 2000 Win
- MS Word 2001 Mac
- MS Word 6.0 Mac
- MS Word 95 Win
- MS Word 97/98 Win
- MS Word 98 Mac
- RecoWrite
- RTF Mac/Win
- Text - Mac
- Text - UNIX
- Text - Windows

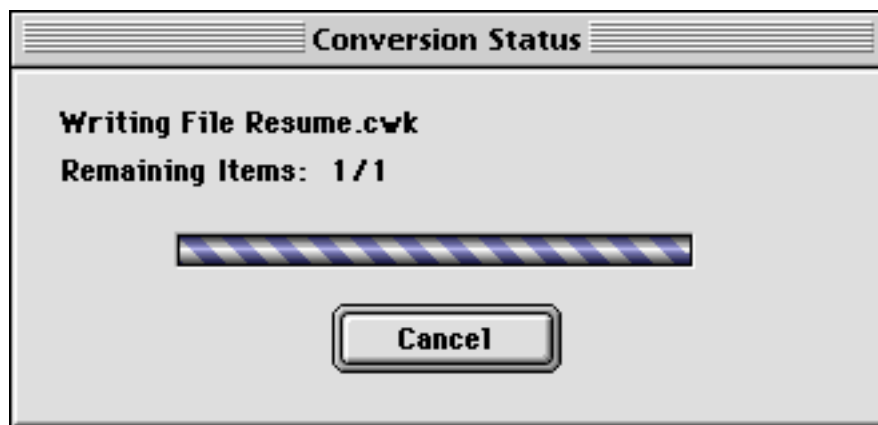
Original 98  
Location: Data:Documents:Mac:Word  
Type: Folder  
File Type: fold  
Size: contains 0 items  
Creator Type: MACS  
Date: Thursday, February 7, 2002

**Note:** If you selected word processing files in the Conversions pane, the Target File Format pop-up menu will display only word processing file formats. If you selected graphics files to be converted, the Target File Format pop-up menu will display only graphics file types.

5. To convert, drag the files from the Conversions pane to the Desktop or into any folder or volume.

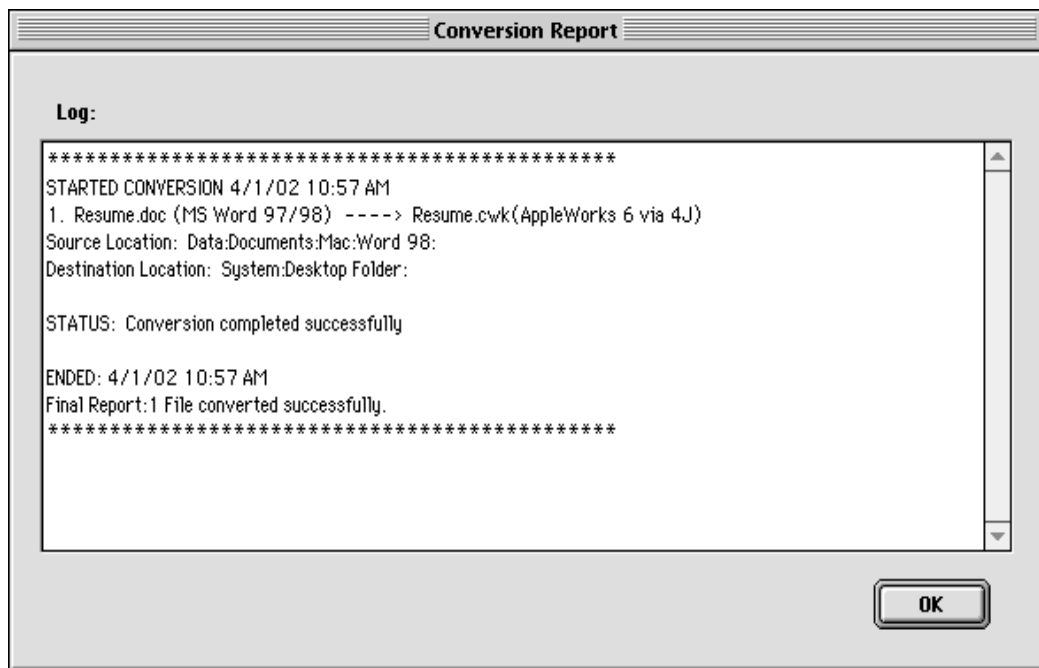


The conversion process executes and a Conversion Status dialog appears. This dialog presents the status of the conversion, indicating the name of the file currently being converted and the number of files remaining.

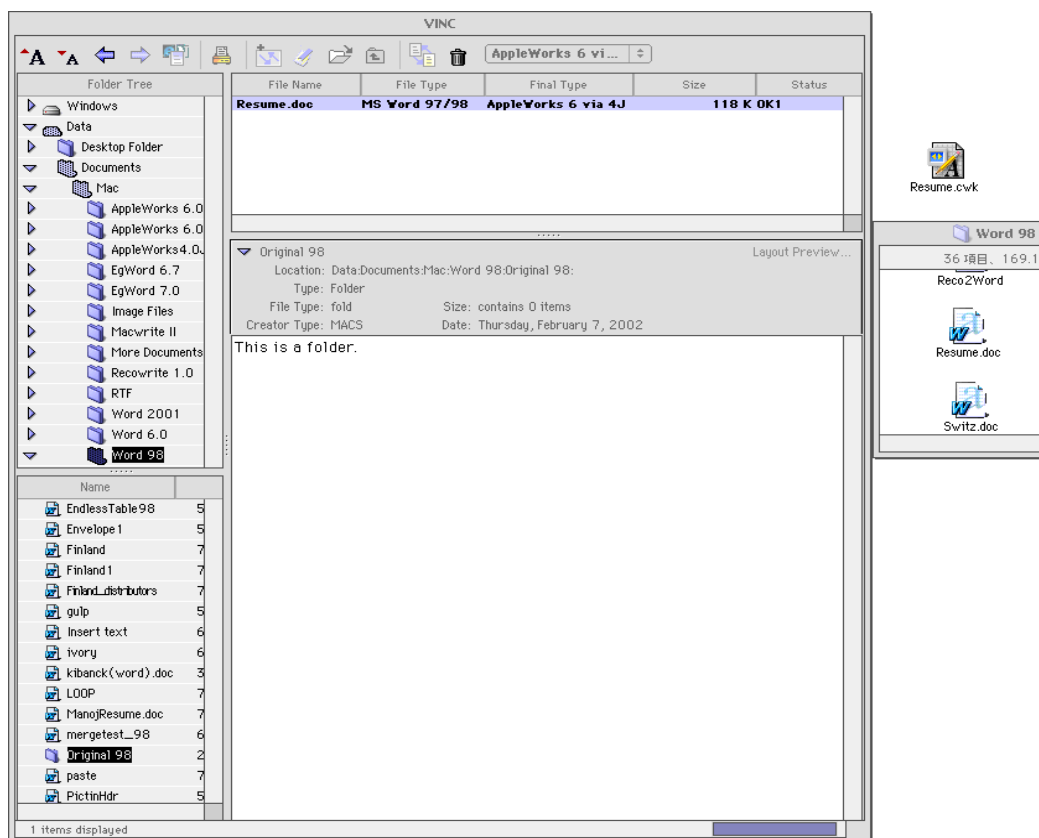


6. Once all files have been processed, the Conversion Status dialog disappears and a Conversion Report dialog appears.

The Conversion Report dialog reports the success or failure of the file conversion(s). Clicking the OK button closes the Conversion Report dialog.



The converted files are placed at the location where the files were dropped.



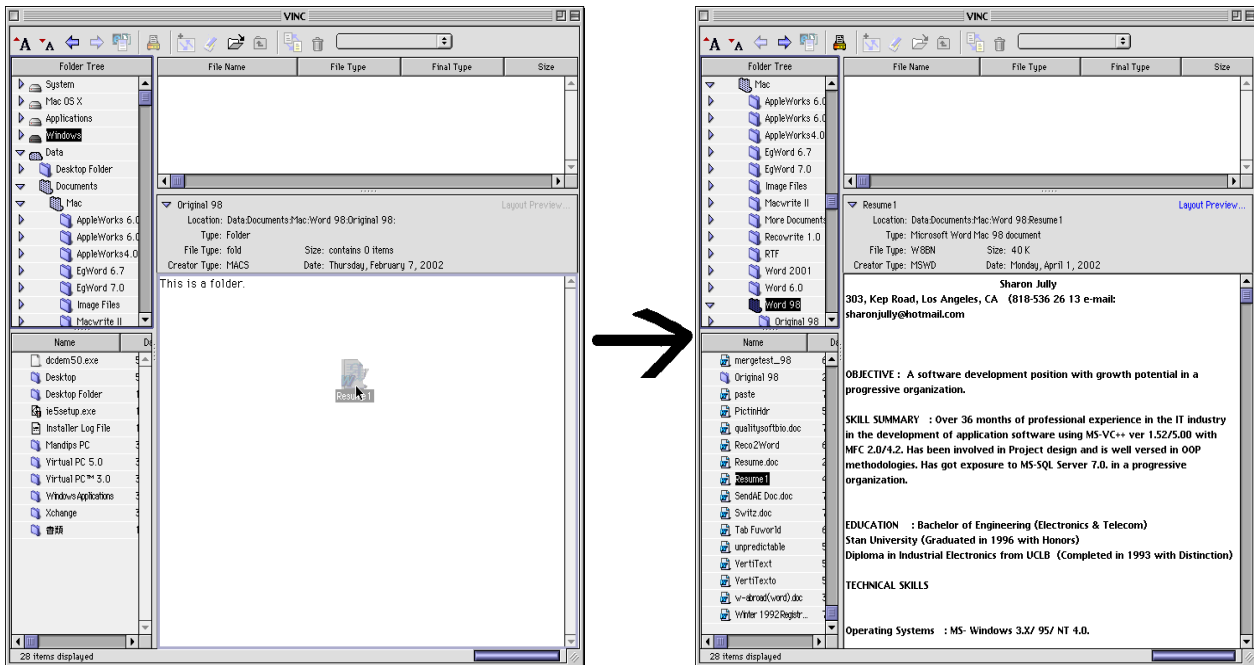
All attempted conversions are recorded in the Conversion Log. The Conversion Log is a text file located in the VINC folder. You can also create a new Conversion Log. Refer to the Others Panel in the Preferences dialog section (See Preferences... of the [Edit menu](#)) for more information about creating a Conversion Log.

**Note:** VINC offers several other ways for adding files to the Conversions pane. Refer to the section [Adding Files to the Conversions Pane](#) for further information.

Navigating

VINC allows you to easily navigate the volumes and folders available on your computer using the Folder Tree and Folder Contents panes. By navigating volumes and folders using these two panes, you can view and add files to the Conversions pane from within VINC.

You can refresh the Folder Tree pane and the Folder Contents pane to show the contents of a particular directory. Simply drag a file or a folder from the Desktop into any pane (other than the Conversions pane).



**Note: The Folder Tree pane and Folder Contents pane are automatically updated to the directory of the selected file/folder.**

## Viewing Files

VINC allows you to view files created in applications that you don't possess. Two methods are available for previewing the contents of a file:

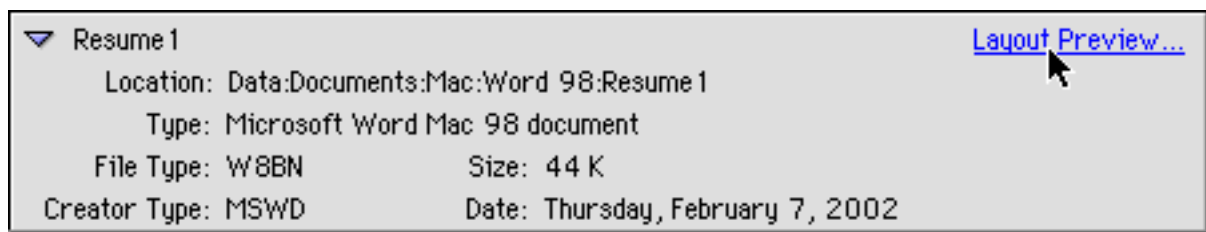
- Quick Preview
- Layout Preview

**Quick Preview** is used to view the text contents of a word processing file or the image of a graphics file in the Preview pane.

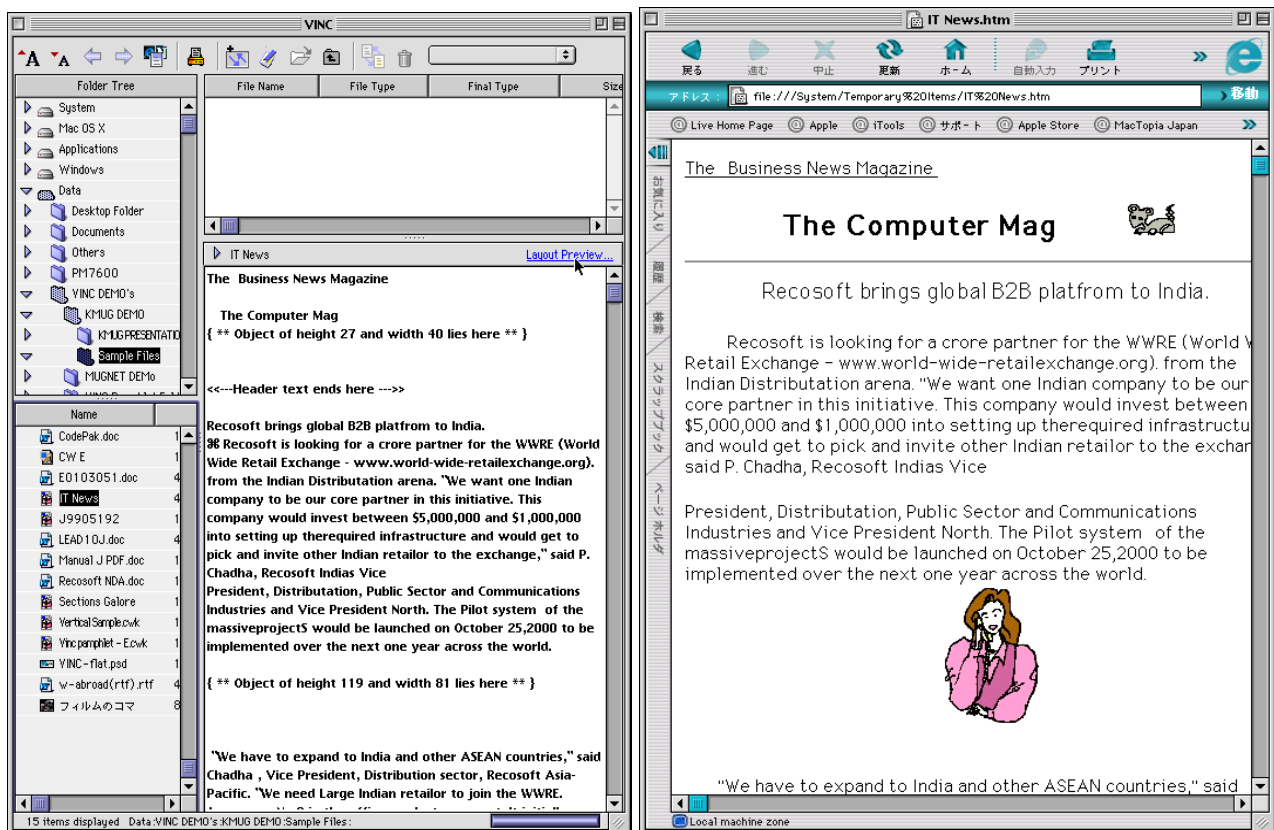
To perform a Quick Preview, select the file in the Folder Contents pane either by navigating to it, or by simply dragging and dropping the file from the Desktop into any pane. The Preview pane shows the text of the file if it is a document file or the image if it is a graphics file.

**Layout Preview** allows you to view the layout of a document—including the text attributes, tables, and embedded graphics—in your default Web browser.

To perform a Layout Preview, click “Layout Preview...” in the Information Bar.



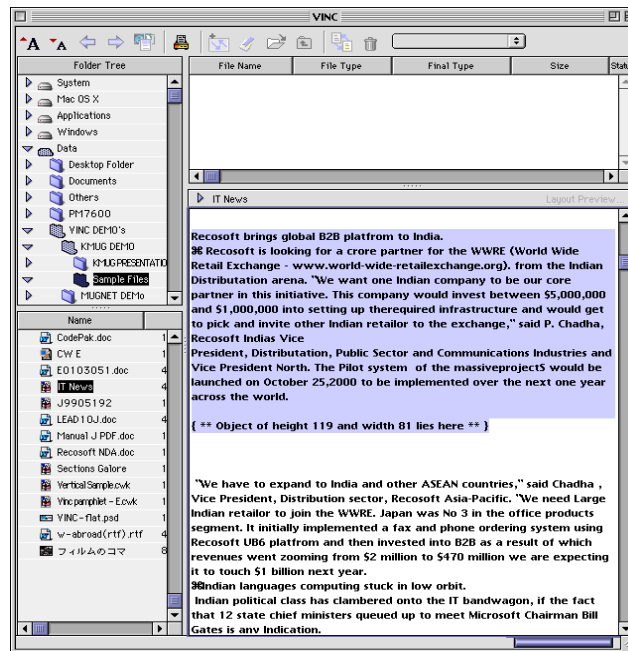
The document is previewed in your default Web browser.



**Tip:** You can also preview files that have been inserted into the Conversions pane. Simply select a file in the Conversions pane and drag it into the Preview pane.

## Copying a File's Contents

You can copy the text from the Preview pane to another application. Select the text in the Preview pane and choose the Copy command from the Edit menu. The selected data is placed into the Clipboard which can then be transferred to another application. You cannot copy image data.



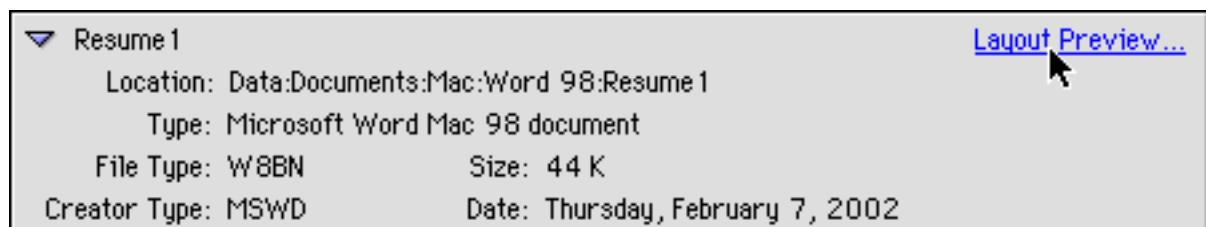
**Tip: You can also drag and drop the selected text from the Preview pane to another application (if the application supports it), or even to the Desktop.**

## Printing Files

To Print the contents of the Preview pane, choose the Print command from the File menu.

## Viewing File Information

The Information Bar presents information about the current file or folder selected in the Folder Contents pane or Folder Tree pane, respectively.



# Other Useful Features

## Bookmarking

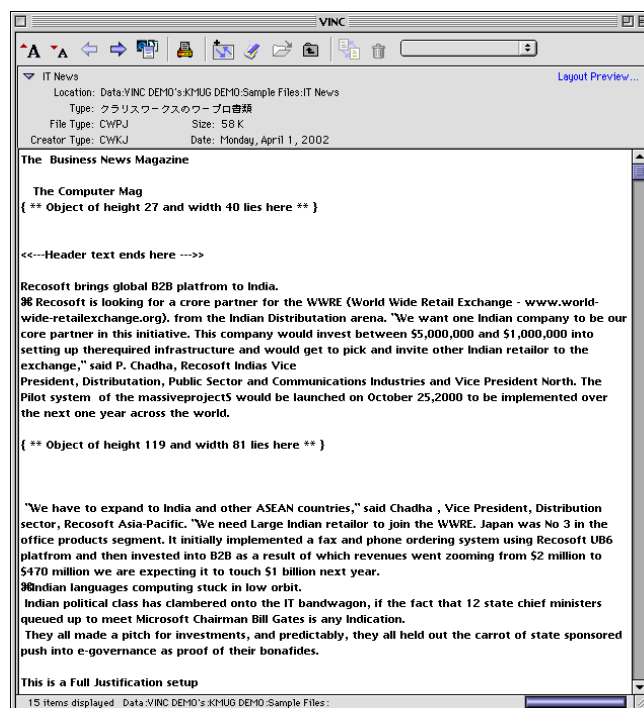
Bookmarking is a feature used to mark a file or folder to easily and quickly refer to it at a later time.

You can bookmark a file or folder by selecting it in the Folder Contents pane and choosing the Add Bookmark command from the File menu or by clicking the Bookmark icon in the Tool Bar. All bookmarked files and/or folders can be viewed from the Bookmarks submenu in the View menu.

When you select a file from the Bookmarks submenu, VINC populates the Folder Tree pane and the Folder Contents pane immediately with the file's directory. A preview of the file's contents appears in the Preview pane if a bookmarked file is supported by VINC.

## Hiding Panes

You can hide and show the various panes of the main window. To hide the panes, choose the Hide Folder Tree/Folder Contents Pane or Hide Conversions Pane command from the View menu. If you want to hide all panes at once, choose the Hide All Panes command from the View menu.

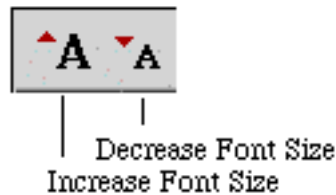


Panes that are hidden can be displayed by choosing the Show Folder Tree/Folder Contents Panes, Show Conversions Pane, or the Show All Panes command from the View menu.

## Changing the Preview Pane Font and Font Size

To increase or decrease the font size of the text in the Preview pane click the Increase or Decrease Font Size icon buttons in the Tool Bar.





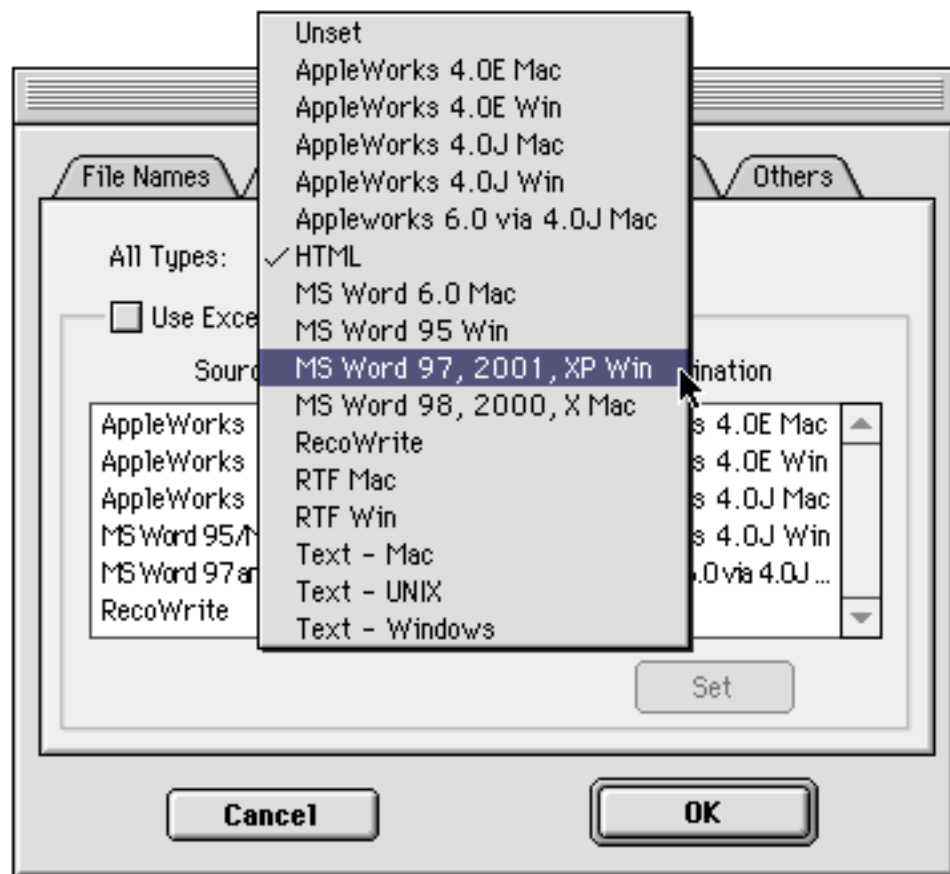
**Tip:** The default Preview font and size settings can be set in the Others panel of the Preferences dialog.

### Presetting the Target File Type For Conversions

Instead of specifying the target file type every time you add a file to the Conversions pane, you can preset them to make conversions easier. By presetting the target file type, the Final Type is filled automatically with the preset values whenever you add files to the Conversions pane.

To preset the target file type:

1. Click the Edit menu and choose the Preferences... command  
The Preferences dialog appears.
2. Click the Documents tab to display the Documents panel.
3. From the Target File Format pop-up menu set the target file type.



4. Click the OK button to close the Preferences dialog.

All supported files have now been preset to convert to the specified file type.

**Note: You can override the target file type even after you have preset the type. Simply select the file in the Conversions pane whose type you want to modify and set a new file type using the Target File Format pop-up menu in the Tool Bar.**

To preset the target file type for graphics files, follow the same steps outlined above by using the Images panel located in the Preferences dialog. Refer to the Preferences... section in the [Edit menu](#).

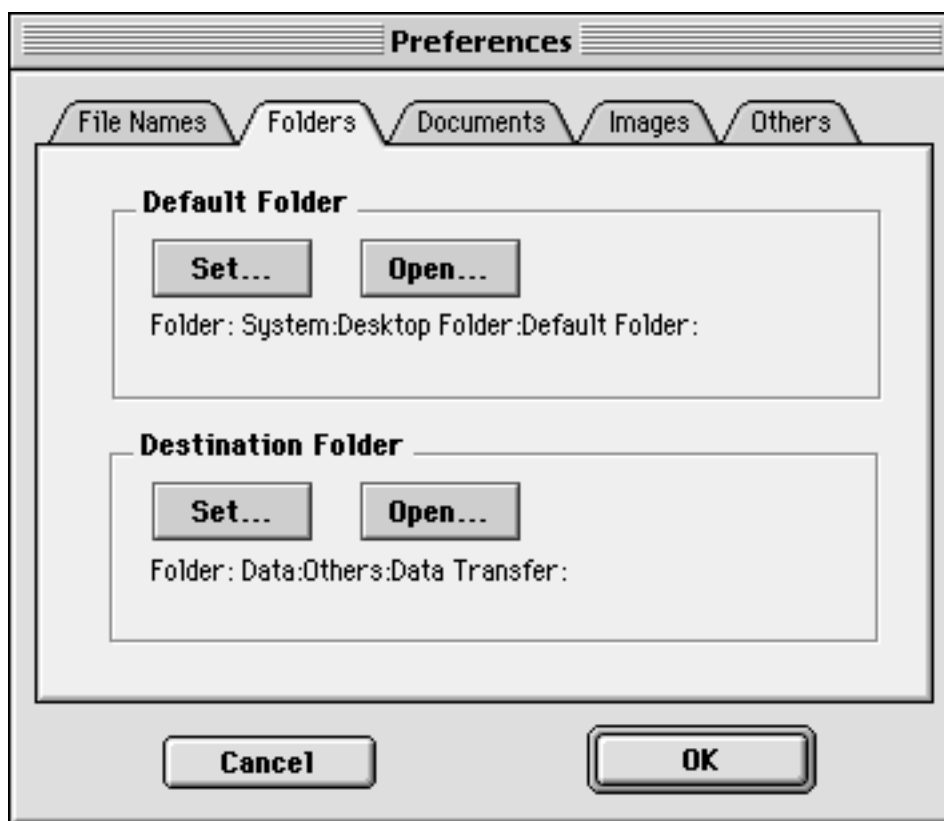
### Setting the Destination Folder

VINC places all converted files into a Destination Folder. The Destination Folder must be specified prior to using the Batch Convert feature or when you want to use the Convert All or Convert Selected Files commands for converting files.

To set the Destination Folder:

1. Click the Convert menu and choose the Set Destination Folder... command. The Set Destination Folder dialog appears
2. Select a folder to set as the Destination Folder and click the Select button.

You can confirm the Destination Folder by choosing the Open Destination Folder... command from the Convert menu. The Destination Folder opens on the Desktop. You can also confirm the location of the Destination Folder through the Folders panel of the Preferences dialog. Refer to the Preferences... section in the [Edit menu](#).



## Batch Convert

The Batch Convert feature allows you to target and convert all the files within a specific folder. This feature is particularly useful when you have to convert hundreds or even thousands of files to a different file type. The Batch Convert feature operates by converting all supported files in the specified folder, without using the Conversions pane file by file.

The Batch Convert feature places the converted files into the Destination Folder. Refer to the section [Setting the Destination Folder](#) for more information on setting a Destination Folder.

**Note: You must preset the target file type(s) to use the Batch Convert feature. Refer to the section [Presetting the Target File Type for Conversions](#) for further information on presetting the target file type.**

To use the Batch Convert feature, choose the Batch Convert... command in the Convert menu. From the dialog that appears, choose the source folder containing the files to convert, and click the Select button. The File Conversion process starts and the Conversion Report dialog appears once the conversions are done. To close the dialog click the OK button.

The converted files are placed in the Destination Folder.

## Adding Files to the Conversions Pane

Several methods exist for adding files into the Conversions pane.

- Drag files and/or folders directly into the Conversions pane.
- From the Folder Contents pane, add each file or folder to the Conversions pane by double-clicking the items or by selecting a file or folder, and then selecting the Add to Conversions Pane command in the Convert menu.
- Choose the Add... command from the Convert menu, and select the folder containing the files to add.
- Choose the Read from Default Folder command from the Convert menu. The Default Folder can be set in the Folders panel through the Preferences... dialog.

# Scope of Conversion

VINC performs extremely accurate conversions between different file types. The quality of the conversion is close to that of the original file. However, due to differences in the features among different word processing software applications, disparities may exist between the original and converted files. The following list specifies the attributes that are generally converted.

## Text

### Paragraph Attributes

Indents, Line spacing, Character Spacing, Tab Markers, etc.

### Character Attributes

Font, Size, Style, Text Color, Background Color

### Document Attributes

Page Breaks, Column Breaks, Section Breaks,  
Vertical Text Orientation for Japanese and Chinese,  
Columns (Fixed/Variable Width),  
Headers/Footers, Alternate Headers/Footers,  
Document Margins

## Tables

Inline Tables, Merged Cells,

Cell Attributes (Text Alignment, Vertical/Horizontal Text Direction, Cell Color,

etc.),

Border Attributes (Color, Thickness, Border Types)

## Images

Inline Graphics (PICT)

## Others

Style Sheets (gets applied to the text)

Furigana (Japanese ruby)

Date/Time/Page Number (gets converted to text)

URLs (gets converted to text)

## Unsupported Features

The following areas are not yet supported.

1. Native Graphics
2. Floating Graphics
3. Endnotes/Footnotes
4. OLE Objects and Links
5. Password protected files
6. Textboxes

# Supported File Types

VINC is capable of reading from and converting to the file types listed below. With the exception of Text, all Japanese-language word processing files of those listed below are supported. (See [System Requirements](#) regarding the minimum requirements for Japanese-language file support).

## Macintosh word processing File Types

Text

Clarisworks 4.0

AppleWorks 4.0J

AppleWorks 4.0

AppleWorks 6.0 (converted to AppleWorks 6.0 via AppleWorks 4.0J)

RecoWrite 1.0

MS Word 6.0

MS Word 98

MS Word 2001

RTF 1.0

RTF 1.5

RTF 1.6

HTML (converted from another file type only)

## Windows word processing File Types

Text

Clarisworks 4.0

AppleWorks 4.0

MS Word 95

MS Word 97/98

MS Word 2000

MS Word XP

RTF 1.0

RTF 1.5

RTF 1.6

HTML (converted from another file type only)

## Unix word processing File Types

Text

## Graphics File Types

BMP

GIF (read only, cannot convert to)

JPEG

MacPaint

Photoshop 2.5 – 3.0

PICT

PNG

QuickDraw GX (read only, cannot convert to)

QuickTime Image

Silicon Graphics Image

TGA

TIFF

# Menus

This section describes VINC's menus and submenu items. VINC includes the File, Edit, Convert, View, and Help menus.

<b>Apple</b>	<b>File</b>	<b>Edit</b>
About VINC..	New <b>N</b> Open... <b>O</b> Open Folder <b>[</b> One Level Up <b>]</b> ----- Add Bookmark Delete Bookmark ----- Page Setup... Print... ----- Preview in Browser <b>E</b> ----- Quit <b>Q</b>	Undo <b>Z</b> Cut <b>X</b> Copy <b>C</b> Paste <b>V</b> Clear Select All <b>A</b> ----- Preferences...
<b>Convert</b>	<b>View</b>	<b>Help</b>
Convert Selected Files Convert All <b>U</b> Convert As... <b>T</b> Batch Convert ----- Add... <b>J</b> Add To Conversions Pane <b>K</b> Read From Default Folder Read From Folder... Set Destination Folder... Open Destination Folder... <b>D</b> ----- Show Conversion Log	Hide Folder Tree/Folder Contents Pane Hide Conversions Pane Hide All Panes ----- Update Navigation Panes ----- Bookmarks ----- Previous File Next File	User Guide ----- FAQ ----- RecoSoft Home Page Suggestions... FAQ... Register... Info... Products...

**In the Mac OS X version of VINC, the About VINC..., Quit, and Preferences... commands are located in the VINC menu.**

## Apple Menu

### About VINC...

The About VINC... menu item shows the About Window. The About Window contains information about the VINC application.

(In the Mac OS X version of VINC, the About VINC...menu item is located in the VINC menu.)

## File Menu

### New

Command-N

The New menu item is not supported in VINC. It is permanently disabled.

### Open...

Command-O

The Open... menu item is used for selecting a file or folder. When the Open... menu item is chosen, the Open dialog appears. Selecting a file or folder and clicking the Select button fills the Folder Tree pane and Folder Contents pane with the directory of that item. If the selected file is supported by VINC, a preview of the file appears in the Preview pane as well.

### Open Folder

Command-[

The Open Folder menu item is used for opening a volume or a folder in the Folder Tree pane. If you choose this command when a folder is selected in the Folder Contents pane, the Folder Contents pane displays the contents of the selected folder.

### One Level Up

Command-]

The One Level Up menu item is used to update the Folder Contents pane with the contents of the folder containing the selected folder, i.e., the folder one level higher.

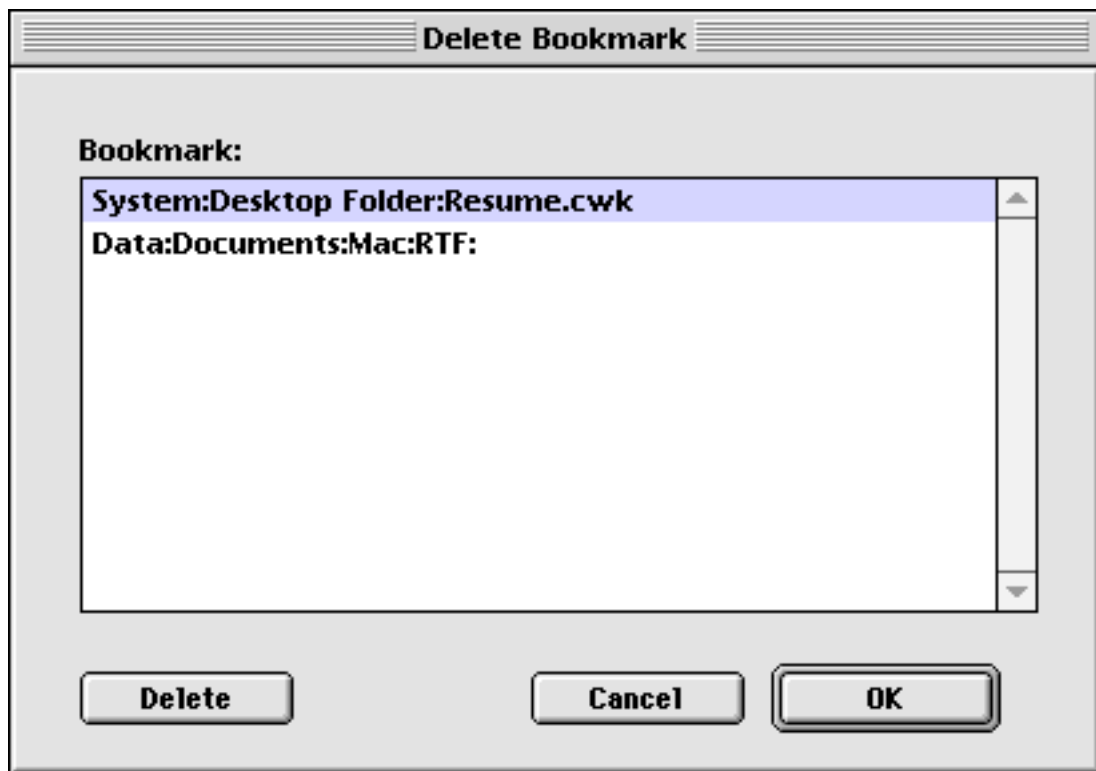
### Add Bookmark

The Add Bookmark menu item bookmarks the selected folder or file in the Folder Contents pane. All bookmarks can be viewed by using the Bookmarks submenu of the View menu.

**Tip: You can reference the items contained in the Bookmarks submenu by choosing the item from the menu.**

### Delete Bookmark

The Delete Bookmark menu item is used to delete a bookmark that was previously made. When this menu item is chosen, the Delete Bookmark dialog is displayed, listing all bookmarks made.



Selecting a bookmark and then clicking the Delete button removes the bookmark. Click OK to close the dialog.

#### Page Setup...

Selecting the Page Setup... menu item displays the printer's Page Setup dialog. Remember to perform a Page Setup before you print from VINC.

#### Print...

The Print dialog is displayed for you to print the text of the file viewed in the Preview pane. If the current file is a graphics file, the image will be printed.

#### Preview in Browser      Command-E

When the Preview in Browser menu item is selected, VINC launches your default Web browser to display a Layout Preview of the file selected in the Folder Contents pane.

#### Quit      Command-Q

The Quit menu item is used to quit VINC.  
(In the Mac OS X version of VINC, the Quit menu item is located in the VINC menu.)



## Edit Menu

### Undo

### Cut

### Paste

Command-Z/X/V

The Undo, Cut, and Paste menu items are not supported in VINC. They are permanently disabled.

### Copy

Command-C

The Copy menu item is used for exchanging data with other applications. Using the Copy menu item, you can copy the text shown in the Preview pane and then paste it into another application. Image data in the Preview pane cannot be copied.

### Clear

Choosing the Clear menu item removes the items selected in the Conversions pane.

### Select All

Command-A

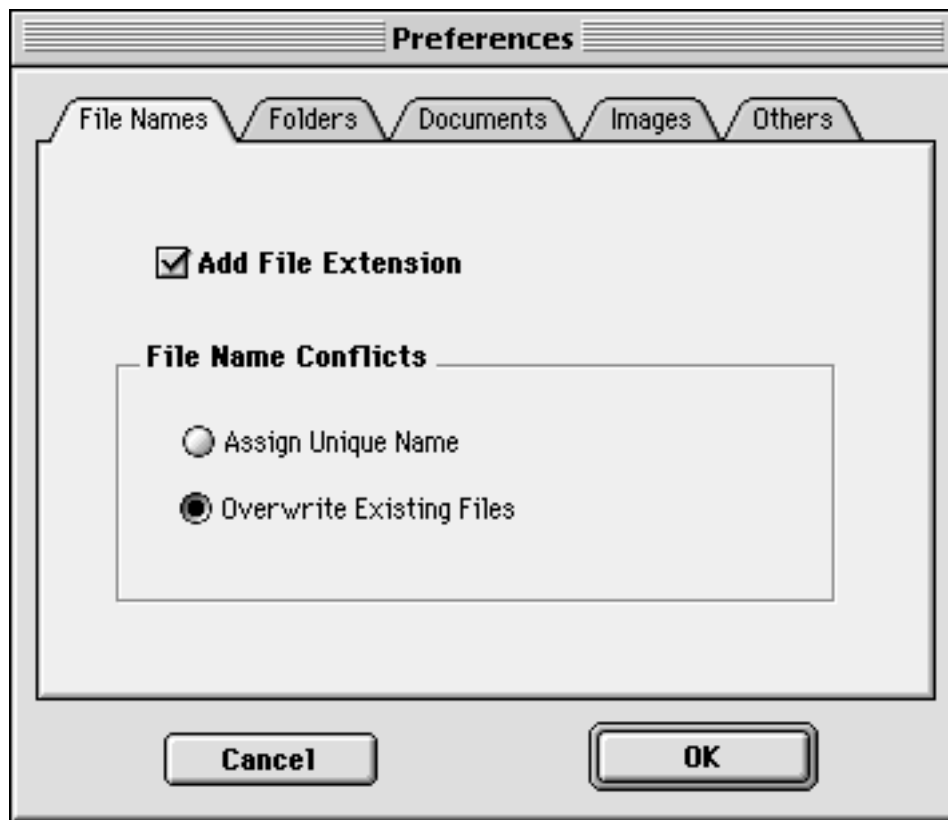
Choosing the Select All menu item when in the Conversions pane selects all items in the pane. When in the Preview pane, all text in the pane is selected.

### Preferences...

The Preferences... menu item is used to make several default settings including file names, default and destination folders, and target file types.

(In the Mac OS X version of VINC, the Preferences... menu item is located in the VINC menu.)

Choosing the Preferences... menu item displays the Preferences dialog. The Preferences dialog is a tabbed dialog consisting of five panels: File Names, Folders, Documents, Images, and Others.



#### File Names Panel

When the File Names tab in the Preferences dialog is selected, the File Names panel is displayed. You use this panel to make settings concerning the file names of converted files.

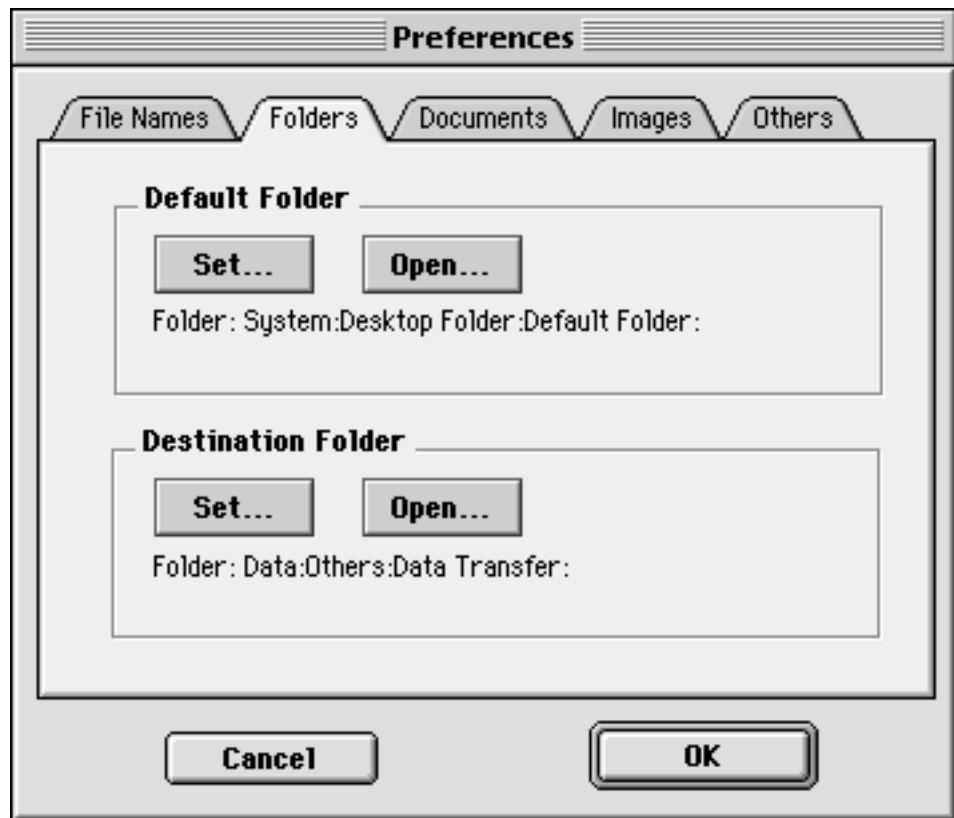
By checking the Add File Extension checkbox, VINC appends a three-letter extension preceded with a period at the end of the name of each converted file. This three-letter extension depends on the target file format. For example, converting a file to an RTF file format will add the ".rtf" extension to the end of the file name.

If the Assign Unique Name radio button is checked, VINC modifies the file name of each converted file if a file with the same name already exists in the same folder. The modified name is created by appending a unique number to the end of the file name.

If the Overwrite Existing Files option is selected, VINC deletes any file with the same name that exists in the same folder after converting the files.

## Folders Panel

When the Folders tab in the Preferences dialog is selected, the Folders panel is displayed.



The Folders panel is used to set the Default Folder, for storing files that you want to convert. This panel is also used to set a Destination Folder, in which you may want VINC to save all files that were converted.

To set the Default Folder, click the Set button in the Default folder group and choose a folder from the dialog that is displayed. To set the Destination Folder, click the Set button in the Destination Folder group and choose a folder from the dialog that is displayed.

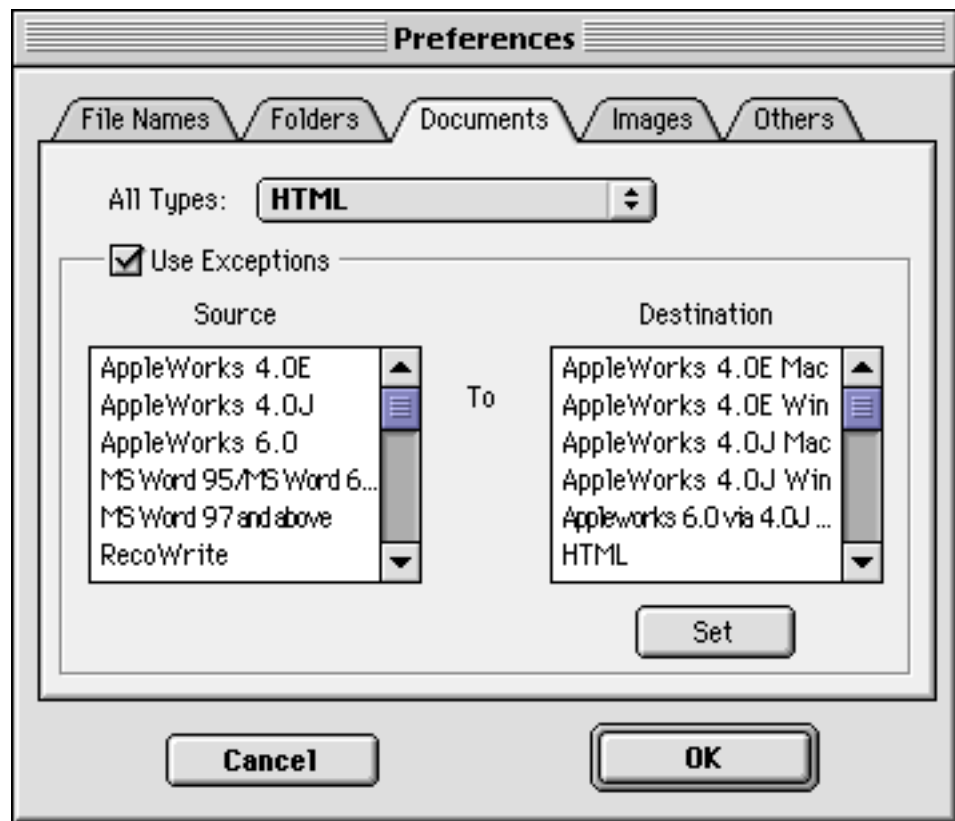
The name and location of the Default Folder and the Destination Folder are shown in the panel after each is set. If you click the Open... button, VINC opens the folder on the Desktop.

After inserting the files to be converted into the Default Folder, you can use the Read From Default Folder command in the Convert menu. VINC adds all supported files from the Default Folder into the Conversions pane.

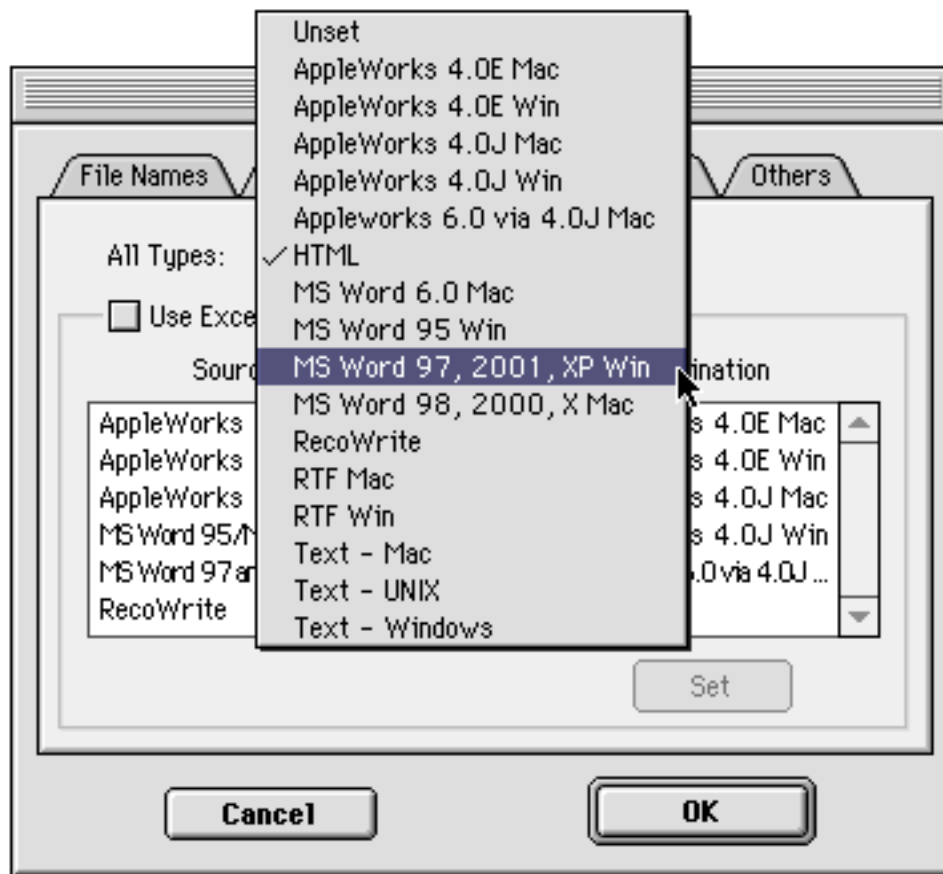
You can also refer to the section [Setting the Destination Folder](#) for more information about the Destination Folder.

## Documents Panel

When the Documents tab in the Preferences dialog is selected, the Documents panel is displayed. The Documents panel is used for presetting the file types you want document files converted into.



When you select a file type from the All Types pop-up menu, all document files will eventually be converted to the specified type. For example, if you select RTF from the pop-up menu, all files you convert will be in RTF format.



You can also set multiple target file types. For example, you can make the following settings:

<u>Original File Type</u>	<u>Target File Type</u>
AppleWorks 4.0 Mac	HTML
MS Word 97/98 Win	AppleWorks 4.0 Mac

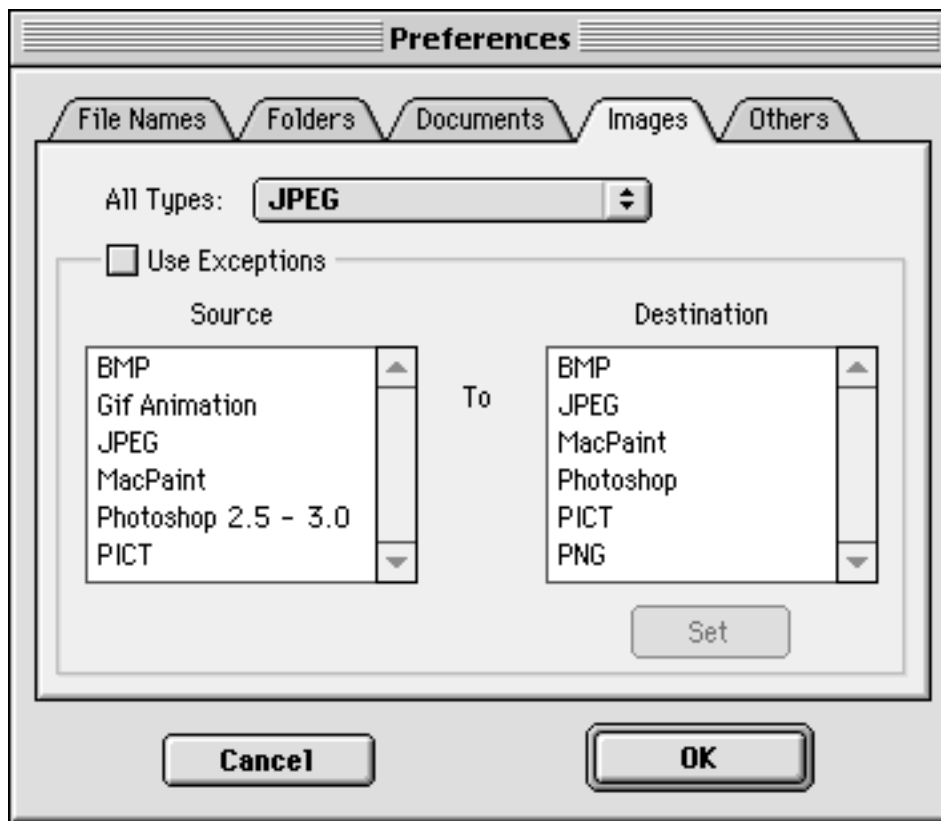
To make this kind of setting, first check the Use Exceptions checkbox to enable the Source and Destination listboxes. This will also allow you to make exceptions to the target file type set in the pop-up menu. (You can also leave the pop-up menu to "Unset" if you don't want to specify the target file types for other document files.)

The Source listbox shows all the document file types that VINC is able to read. The Destination listbox shows all the document file types that VINC is able to convert to.

To set a target file type, first click the document file type in the Source listbox. Then select a destination (target) file type from the Destination listbox and click the Set button. Repeat this procedure for other document file types.

## Images Panel

When the Images tab in the Preferences dialog is selected, the Images panel is displayed. The Images panel is used for presetting the file types you want graphics files converted into.



When you select a file type from the All Types pop-up menu, all graphics files will be converted to the selected file format type. For example, if you select PICT from the pop-up menu, all graphics files that you convert will be in PICT format.

You can also set multiple target file types. For example, you can make the following settings.

<u>Original File Type</u>	<u>Target File Type</u>
BMP	JPEG
MacPaint	Photoshop 2.5 – 3.0

To make this kind of setting, first check the Use Exceptions checkbox to enable the Source and Destination listboxes. This will also allow you to make exceptions to the target file type set in the pop-up menu. (You can also leave the pop-up menu to "Unset" if you don't want to specify the target file types for other graphics files.)

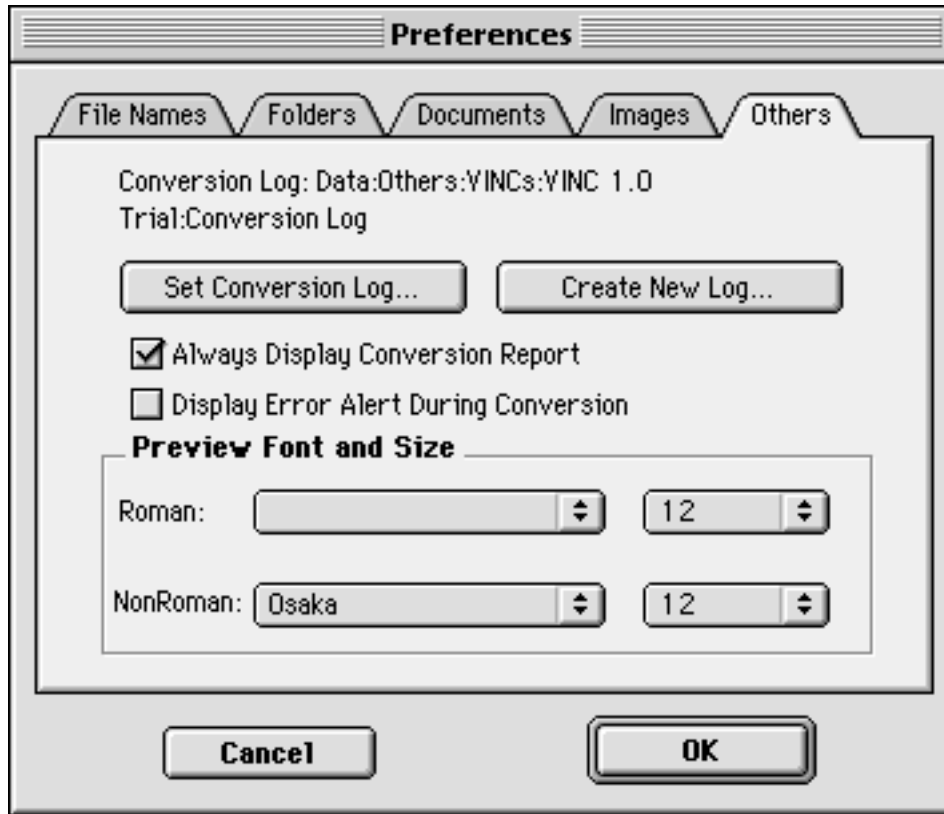
The Source listbox shows all the graphics file types that VINC is able to read. The Destination listbox shows all the graphics file types that VINC is able to convert to.

To set a target file type, first click the graphics file type in the Source listbox. Then select a destination (target) file type from the Destination listbox and

click the Set button. Repeat this procedure for other graphics file types.

#### Others Panel

When the Others tab in the Preferences dialog is selected, the Others panel is displayed. The Others panel is used to make settings like the Conversion Log as well as the preview font and font size for the Preview pane.



The Conversion Log is a text file that logs all attempted conversions. A new Conversion Log file can be created by clicking the Create New Log... button and through the dialog that appears.

An existing text file can also be set as the Conversion Log by clicking the Set Conversion Log... button and choosing it in the dialog that appears.

When the Always Display Conversion Report checkbox is checked, the Conversion Report dialog is displayed after any conversion process. If you don't want the Conversion Report to appear each time, uncheck this box.

When the Display Error Alert During Conversion checkbox is marked, an alert will be displayed for every error that VINC encounters during a conversion process. If you keep this checkbox unchecked, VINC will not display any alerts even if it encounters one during the conversion process.

In the Preview Font and Size area, the font and size can be set for the Preview pane. You can specify the font and size for both English and double-byte languages such as Japanese, Chinese, or Korean files.

## Convert Menu

The Convert menu contains commands related to converting files and the Conversions pane. These include operations such as adding files and setting the Destination Folder.

### Convert Selected Files

The Convert Selected Files menu item starts the conversion process of selected files in the Conversions pane. The converted files are placed in the Destination Folder. This command is enabled only if the Destination Folder and the final (target) file format have been set.

### Convert All

Command-U

The Convert All menu item starts the conversion process of all files in the Conversions pane. The converted files are placed in the Destination Folder. This command is enabled only if the Destination Folder and the final (target) file format have been set.

### Convert As...

Command-T

The Convert As... menu item is used to convert the files selected in the Conversions pane, and then store the converted files in the location you specify through the dialog that is displayed.

### Batch Convert...

The Batch Convert... menu item is used to convert all files in a folder selected through the Batch Convert dialog. The files in the folder are not added into the Conversions pane, and are converted using the target file type set in the Preferences. You can read more about batch converting in the [Batch Convert](#) section of this User Guide.

### Add...

Command-J

The Add... menu item is used to add files to the Conversions pane using the Add dialog.

### Add to Conversions Pane Command-K

The Add to Conversions Pane menu item adds the file selected in the Folder Contents pane to the Conversions pane. If a folder is selected, all files that VINC supports in the folder are added.

### Read From Default Folder

The Read From Default Folder menu item adds files supported by VINC to the Conversions pane from the Default Folder.

You set the Default Folder with the Folder panel in the Preferences dialog. Refer to the Preferences... menu item in the Edit menu section for instructions on setting the Default Folder.



### Read From Folder...

The Read From Folder... menu item lets you specify a folder which VINC will use to add (supported) files to the Conversions pane. When you choose the Read From Folder... command, a dialog is displayed. Select the desired folder from this dialog.

### Set Destination Folder...

The Set Destination Folder...command allows you to set the Destination Folder through a dialog that it displays.

Refer to the section [Setting the Destination Folder](#) for more information on the Destination Folder.

### Open Destination Folder... Command-D

Choosing the Open Destination Folder... command opens the Destination Folder in the Finder.

### Show Conversion Log

Choosing the Show Conversion Log command previews the Conversion Log in the Preview pane.

## View Menu

### Hide Folder Tree/Folder Contents Panes

#### Show Folder Tree/Folder Contents Panes

Selecting Hide Folder Tree/Folder Contents Panes hides both the Folder Tree and Folder Contents panes. The menu item then changes to Show Folder Tree/Folder Contents Panes after selecting it. Selecting the Show Folder Tree/Folder Contents Panes command will redisplay both the Folder Tree and Folder Contents panes.

### Hide Conversions Pane

#### Show Conversions Pane

Selecting the Hide Conversions Pane command hides the Conversions pane. The menu item then changes to Show Conversions Pane after selecting it. Selecting the Show Conversions Pane command redisplay the Conversions pane.

### Hide All Panes

#### Show All Panes

Selecting the Hide All Panes command hides the Folder Tree pane, Folder Contents pane, and Conversions pane if any of them are displayed. Selecting the Show All Panes command displays all panes if any are hidden.

### Update Navigation Panes

Selecting Update Navigation Panes updates the Folder Tree pane and the Folder Contents pane with the directory of the current file previewed in the Preview pane.

### Bookmarks

The Bookmarks submenu lists all bookmarks added using the Add Bookmark menu command. Choosing any of the bookmarks here brings into view in the Folder Tree and Folder Contents panes the directory of the bookmarked file or folder. For supported files VINC will also do a Quick Preview.

### Previous File

Selecting Previous File redisplay in the Preview pane the file previously previewed.

### Next File

Selecting Next File redisplay in the Preview pane the file previewed before selecting the Previous File command.

## Help Menu

### User Guide...

Selecting the User Guide... command will open the VINC User Guide file.

### RecoSoft Homepage...

### Suggestions...

### FAQ...

### Register...

### Info...

### Products...

You will be connected to the respective RecoSoft Web pages through your default Web browser.