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Using PsiWin 2.x to convert files between Psion and PC

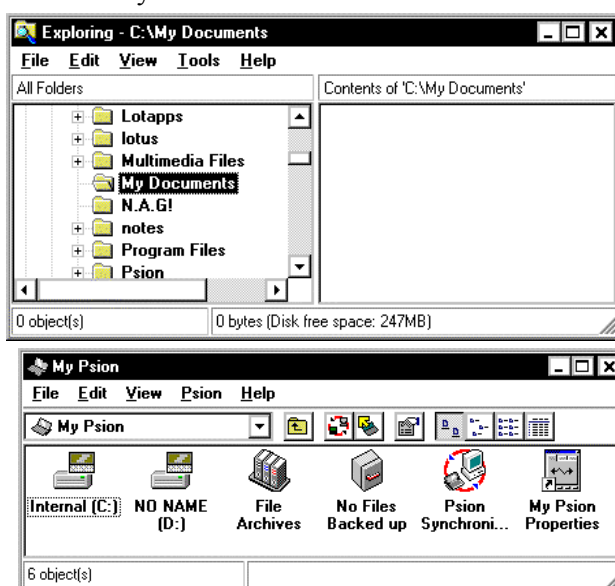
This document describes how to copy files from your Psion computer to a PC using PsiWin 2.x and Windows Explorer. It assumes some basic knowledge of Windows 95, 98 or NT 4.0. This document can be used alongside PsiWin's extensive on-line help. You must have PsiWin 2.2 or better to convert files between a PC and the Psion Series 3a, 3c, 3mx or Siena. This document assumes that you have successfully established a link between your PC and Psion. See the **Troubleshooting PsiWin 2.x connection problems** support document if you are having problems connecting to your Psion.

Using PsiWin 2.x

PsiWin 2.x integrates with Windows Explorer and allows it to see files on your Psion, using the **My Psion** icon. You can copy your Psion files in most of the ways you can copy any normal PC file. The two methods outlined below are representative of ways in which you might use Explorer, but are not the only possibilities.

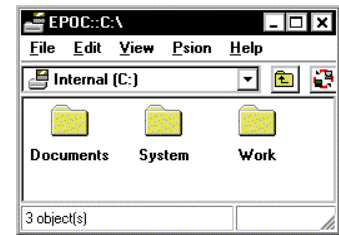
Drag and drop

1. Open Windows Explorer – you will normally find this by clicking the **Start** button and selecting **Windows Explorer** from the **Programs** menu.
2. The left-hand pane of the Explorer window shows a list of all the disk drives on your PC along with Psion and Network drives (if any). You can expand a branch by clicking on the **+** symbol next to it, or close the branch by clicking on the **-** symbol. The right-hand pane of the Explorer window shows the contents of whichever drive or folder you have selected on the left.
3. Use the scroll bar to the right of the left-hand Explorer pane until you can see the drive that contains the folder that you wish to copy the file to. Using the **+** and **-** symbols and the scroll bar, expand the folder list until you can see the folder that you wish to copy the file into. Click on the folder to select it.
4. Double-click the **My Psion** icon on your PC desktop to open the **My Psion** window.

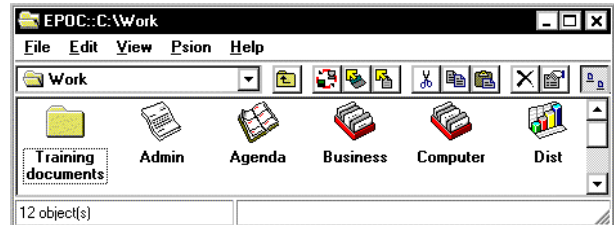


5. The icons to the left of the window (in this example, **Internal** and **NO NAME**) represent disks on your Psion.

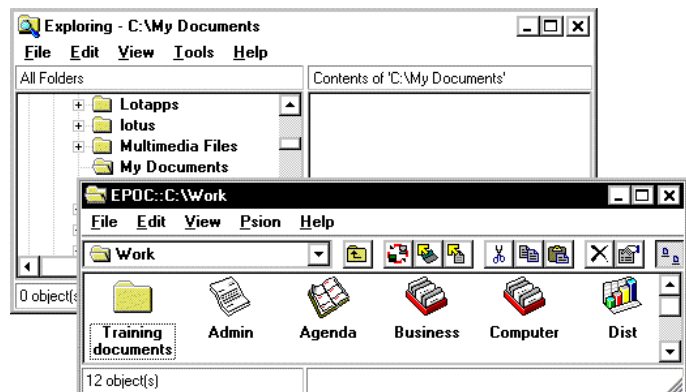
6. Browse to the folder on your Psion that contains the file you wish to convert to the PC. Do this by double-clicking the appropriate disk icon and then the relevant folder name.



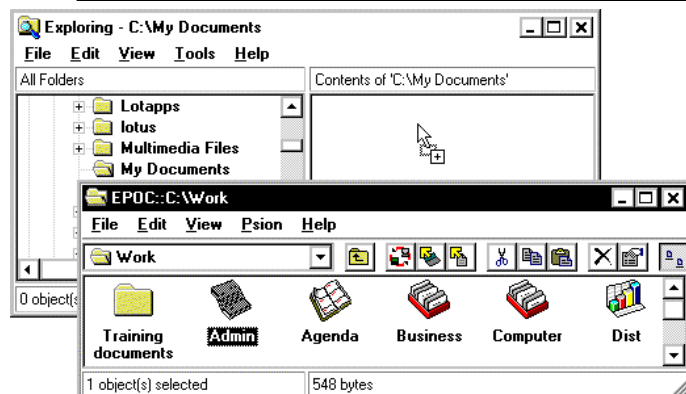
7. Open the folder and you will see icons for each of your files. The icons correspond to the type of file.



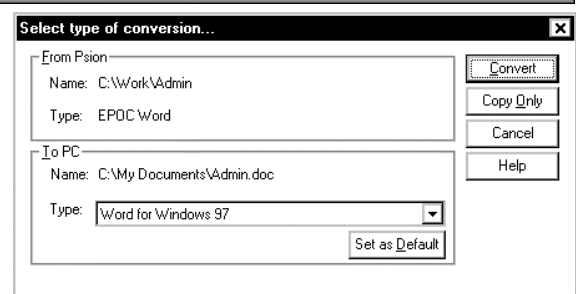
8. Rearrange the positions of the My Psion and Explorer windows until you can see both of them at the same time.



9. Click on the file you wish to copy and, keeping your finger on the left mouse button, drag the mouse pointer over the right-hand pane of the Explorer window.
10. Then drop the file over this area by releasing the left mouse button.



11. When the **Select type of conversion...** dialog appears, you can select from a list of appropriate conversion types – to do this, click on the ☐ button, select the desired option from the list and click the **Convert** button.



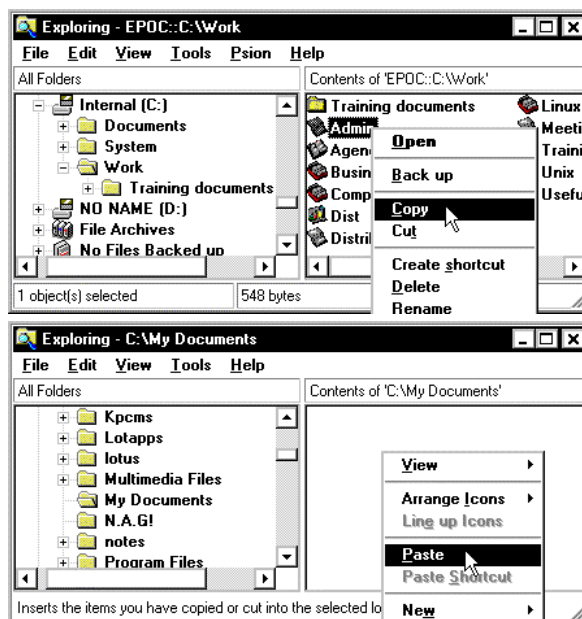
12. The file is then converted into the selected PC format and can be used as any other file on your PC.

Copy and Paste

Within Windows 95, 98 or NT 4.0, clicking the right mouse button will often bring up a context-sensitive menu – a range of commands relevant to the object on which you right-click. In Explorer,

you can use these menus to copy files between folders, regardless of whether they are on the PC or the Psion.

1. Open Windows Explorer as described above.
2. Navigate to, and expand, the **My Psion** branch of the folder list. Find the folder that contains the file you wish to copy to the PC, and click on it so that its contents are shown in the right-hand pane of the Explorer window.
3. Right click on the file and select **Copy** from the pop-up menu that appears.
4. Navigate to the folder you wish to copy this file to and select it so that its contents (if any) appear in the right-hand pane of the Explorer window. Right-click in the right-hand pane of the Explorer window, and select **Paste** from the pop-up menu.



5. As with the 'Drag and drop' method, this will trigger the conversion of the file to an appropriate PC file format.

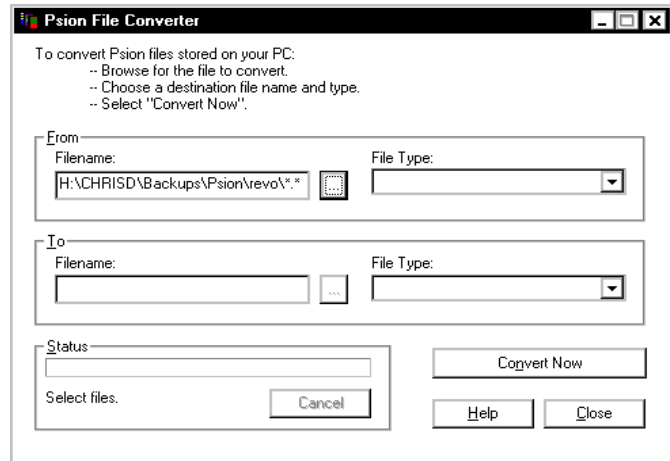
Converting from the PC to the Psion

Either of the two operations described above can be reversed in order to convert files from the PC to the Psion.

Viewing files that have been backed up on your PC

It is possible to convert and view certain Psion files on your PC without having a Psion attached. This can only be done if these files have been backed up to the PC. To do this, you will need to use the Psion File Converter application that comes with PsiWin 2.2 and subsequent versions.

1. Click the **Start** button and select **Programs**, then **PsiWin 2.x**, then **Convert files**.
2. In the **From** section of the Psion File Converter, either type the path and name of the file to be converted in the **Filename:** box or click the  button to browse for the file. The application will then take a few moments to determine the file's type.



3. You can then change the destination of the converted file if desired. To do this, either type the path and name of the destination file in the **Filename:** box in the **To** section or click the  button to browse to the destination folder. You can also select which Windows application you would like the file converted to by clicking the  button and selecting from the **File Type:** drop-down list.
4. Click the **Convert Now** button and the Psion file will be converted to the format and placed in the destination selected above.

