GroupEase CardData Converter Help

The GroupEase CardData Converter allows users to convert existing Windows cardfiles or text based files to the GroupEase CardData format as well as export all GroupEase CardData cards to a text file.   Note that pressing the F1 key will provide help information on the function you are currently using.   Additional information on the GroupEase CardData Converter functions follows:

Importing from a Windows cardfile

Importing from a text file

Exporting to a text file

Exporting to a mail file

Selecting the Public CardData file

Selecting the Private CardData file

Importing from a Windows cardfile

To start a conversion from a Windows cardfile to the Public or Private GroupEase CardData file, press the button pictured above or select the GroupEase CardData Converter *File* menu followed by *Import Win Card*.   The GroupEase CardData Converter takes text only based Windows cardfiles and converts them to GroupEase CardData format.   The mapping of the text information from the Windows cardfile to the GroupEase CardData card is defined by the Settings process.   Note that the Windows cardfile is broken into an Index Line and Lines 1 through 11.   If non-text information is embedded in any source cards, it must be removed before the conversion can take place.

Importing from a text file

To start a conversion from a text file to the Public or Private GroupEase CardData file, press the button pictured above or select the GroupEase CardData Converter *File* menu followed by *Import Text*.   Note that the format of the text file is as follows:

> Company
> Last First Middle Name
> Title
> Address 1
> Address 2
> City State Zip
> Work Phone
> Home Phone
> Car/Mobile Phone
> Fax Number
> Compuserve/Internet
> Client Number
> Classification
> Notes
> /EndCard

This format repeats for each card in the text file.   If a field has no data associated with it, the line representing that field must be blank.

Exporting to a text file

To start a conversion from the Public or Private GroupEase CardData file to a text file, press the button pictured above or select the GroupEase CardData Converter *File* menu followed by *Export Text*.   The exported file will contain all cards in the selected CardData file as follows:

>Company
>Last First Middle Name
>Title
>Address 1
>Address 2
>City State Zip
>Work Phone
>Home Phone
>Car/Mobile Phone
>Fax Number
>Compuserve/Internet
>Client Number
>Classification
>Notes
>/EndCard

Note that this representation will be equivalent for each card.   If a field was left blank in CardData, a blank line will be entered in the field for that card.

Exporting to a mail file

To start a conversion from the Public or Private GroupEase CardData file to a tabbed delimited mail file, press the button pictured above or select the GroupEase CardData Converter *File* menu followed by *Export Mail File*.   The exported file will contain all cards in the selected CardData file with tabs separating the fields and a carriage return and the end of each record.   This file may then be imported into word processors for the generation of mail labels/lists.

☒ Public

Select the Public CardData file

All business card data is stored in one of two files.   You can keep your information confidential and known only to you or it may be available to all CardData users.   By selecting the *Public* checkbox pictured above, all conversions processed by CardData Converter will be performed on the distributed CardData file.   All other CardData users have access to the information that is converted into this file.

☐ Public

Select the Private CardData file

All business card data is stored in one of two files.   You can keep your information confidential and known only to you or it may be available to all CardData users.   By deselecting the *Public* checkbox pictured above all conversions processed by CardData Converter will be performed on the local CardData file.   No other CardData users will have access to the information that is converted into this file.

Settings

To bring up the Settings dialog box move the mouse to the GroupEase CardData Converter toolbar and press the right mouse key or select the GroupEase CardData Converter *File* menu followed by *Settings*.   You can map the Windows cardfile Index Line and any of the card lines (labeled 1 through 11) to any GroupEase CardData field by selecting the field name from the associated combo box.   Note that with the exception of the Notes field, if a GroupEase CardData field is selected more than once, this field will contain the last Windows cardfile entry that referenced the GroupEase CardData field in the order shown on the Settings dialog box.   If multiple Notes fields are selected, the Windows cardfile entries are concatenated together in the GroupEase CardData Notes field.   The fields converted to *Last, First, Middle Name* and *City, State, Zip* must be comma or space delimited to be converted properly and be in the order shown.

File Server Selection

By default GroupEase CardData Converter uses the default file server.   If you are attached to multiple file servers that have GroupEase installed on them and want to use a different server, supply the name of the server as a command line argument to the converter.   This can be accomplished by selecting the GroupEase CardData Converter Icon from the Program Manager followed by the *File* menu, then *Properties*.   Add the name of the file server on the *Command Line* section after **cdfconv.exe**.