

## **Contents**

This is a new program and we ask all users to send us comments and suggestions for enhancements. If there are any 'bugs', they can normally be cleared within 24 hours and revised software files are available for download from our web immediately. Please e-mail your comments, questions, suggestions to [info@informatik.com](mailto:info@informatik.com) or CompuServe 76534,1166.

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## **Copyright, Registration, Technical Support**

This system was developed by Informatik Inc, P.O. Box 868, Devon, Pennsylvania 19333. For information on program modifications, systems integrations and custom applications, please contact Informatik Inc.

This is a copyright-protected shareware product. If, after review and evaluation, you like the software, please register and pay the registration fee. Upon registration and payment of the registration fee, Informatik Inc will send you the latest master diskette, a printed User Guide and a registration certificate. Registered users will receive lifetime technical support and are entitled to free software upgrades during first year. Shareware is based on trust, and we hope that all users will register.

### **To register**

From the About menu, choose Registration, Copyright and follow the instructions.

### **To obtain technical support**

From the Help menu, choose Technical Support and follow the instructions.

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## **Text**

Use the Text column to insert fixed (constant) text or to concatenate/merge field values and/or text strings. To enter a value, click on the cell in the Text column and type the text in the prompt box.

The text entered is formatted according to the formatting specifications in the Format Column.

## **Concatenation, Merge**

References to field numbers must be enclosed in brackets. The concatenation can include characters, spaces, and field references. If you concatenate two fields and you wish to insert a space between the two values, you must place a space between the bracketed field references. Example of a concatenated text with field references: Born on [1] at [2]

If you concatenate several fields and some fields are blank, the resulting concatenation may include unwanted blank spaces. These blanks can be trimmed with the Trim formatting functions. Embedded double-spaces can be trimmed with the All Trim format function.

## **File Conversion**

1. Open the comma-delimited Ascii file. From the File menu, choose Open Ascii File. Select the file and press OK.. The specification window is displayed. The window shows the fields of the delimited Ascii file with specimen entries.
2. In the Destination Lineup column, specify the sequence of the fields for the destination file. Click on the field that you want to change and select a field from the displayed list on your right. From the Edit menu, choose Insert Item or Remove Item to insert or remove line items. To clear the screen, choose Clear Screen from the Edit menu. To re-populate (refresh) the screen with the current ASCII file, choose Populate Destination Lineup from the Edit menu.
3. Specify the Text and the Format.  
  
If the Destination Lineup is blank but you enter a Text or a Format, the system uses the field number of the source file or the next sequential field.
4. Save the specifications. From the File menu, choose Save Spec File (or Save As) and press OK.
5. To execute the conversion, choose Execute.
6. The converted file will be saved in the TEMP.TXT file in the application's directory. If the file already exists, the data will be appended. To delete the TEMP.TXT file, choose Delete TEMP.TXT File from the File menu.
7. To view the converted file, choose View from the File menu. The system uses Notepad as a viewer. If the file is longer than 32,000 bytes you must use another viewer.
8. To clear the screen, choose Clear Screen from the Edit menu.

## **Formatting**

The Formatting option allows you to format the text. To specify a format, click the cell in the Format column and select the format from the displayed list.

You may specify a format that is not listed, by choosing Customize from the list. Be sure that the format is system-compatible. At the end of this topic you will find a list of common format elements.

You may also permanently add your own formats to the list. These added formats must be listed in the FORMAT.TXT file in the applications directory. Use any text editor and enter one format per line. The FORMAT.TXT will be appended (not replacing) to the standard list of formats.

The standard formats are:

### **Upper Case, Lower Case, Proper Case**

The text will be converted to upper or lower case characters. The Proper Case format converts the first character to upper and all other characters to lower case.

### **Left Trim, Right Trim, All Trim**

Blank spaces to the left or right are eliminated. All Trim eliminates the spaces on the left and the right plus all embedded multiple spaces.

### **Alpha**

The Alpha formatting option ensures that the field is encapsulated in quotation marks, even though the source file may not use encapsulation for numeric fields.

### **Numeric**

The Alpha formatting option ensures that the field is NOT encapsulated in quotation marks if it is a numeric field. The system will abort if it encounters a non-numeric value in the field.

### **Truncate**

The converted field values may be limited to a specific number of characters. To truncate the field value, choose Truncate and enter the number of characters in the prompt box.

### **Blank**

This option creates a blank field.

### **mm/dd/yy**

Example: 05/08/95

### **mmddy**

Example: 050895

## **yymmdd**

Example: 950508

## **#0.00**

Example: 1000.00

## **#,##0.00**

Example: 1,000.00

### **Commonly used format elements:**

d	day without the leading zero (1-31)
dd	day with leading zero (01-31)
ddd	day (Mon-Sun)
w	day of the week (1-7) where 1 is Sunday
ww	week of the year (1-53)
m	month without leading zero (1-12)
mm	month with leading zeros (01-12)
mmm	name of month (Jan-Dec)
y	day of the year (1-366)
yy	two-digit year (00-99)
yyyy	four-digit year (100-9999)
#	placeholder for numeric values

Example: **#,##0.00##** shows a minimum of two decimal places with a maximum of four decimal places. Amounts higher than 999.99 include a 'thousands separator'.

## **Other**

### **Save the conversion specifications**

1. From the File menu, choose Save Spec File (or Save As)..
2. In the dialog box, specify the file name. The extension must be ASC. If you leave the extension blank, the system will append the correct extension name.
3. Press OK.

### **Retrieve saved conversion specifications**

1. From the File menu, choose Open.
2. In the Open dialog box, select the file. Press OK.

### **View the converted file**

1. From the File menu, choose View TEMP.TXT file. The system uses Notepad as a viewer. If the file is longer than 32,000 bytes you must use another viewer.

### **Delete the TEMP.TXT file**

1. From the File menu, choose Delete TEMP.TXT file. Press OK.

## **Tutorial**

- 1 To run this tutorial, you need a comma-delimited ASCII text file. From the blank AsciiConvert window, choose Open Ascii File. In the Open dialog box, specify the comma-delimited Ascii file that you want to convert. Press OK.

The Ascii Conversion Specification window is displayed. The screen displays the fields of the delimited Ascii file with specimen data entries.

2. In the Destination Lineup column, specify the new sequence of the data fields. Simply click the cell that you wish to change and select a field from the displayed list on your right. To refresh the lineup, choose Populate Destination Lineup from the Edit menu. To clear the screen, choose Clear Screen from the Edit menu. Fields can be removed and new field placeholders can be added by choosing Insert Item or Remove Item from the Edit menu..
3. In the Text column, you may specify a fixed or constant text that will override any text in the source file. To make an entry, click on the cell and type the text in the popup input box. The entry can be plain text, or field concatenations and merge. Field references must be entered in brackets. For example, if you wish to concatenate field 1 with field 2 with the word 'as' in between, simply type [1] as [2].
4. In the Format column, you may specify the formats, from a large list of options. To enter a format, click on the cell and select the format from the displayed list. To create your own format, choose Customize.

You may add your own formats to the list by creating a FORMAT.TXT file in the applications directory. Each format must be on a separate line. The entries in the FORMAT.TXT file will be appended to the programmed list. Use any text editor, e.g. Notepad, to create and save the file.

5. Once you have specified the conversion, you should save the specifications for later re-application. From the File menu, choose Save Spec File ( or Save As). In the prompt specify the file name. The extension must be ASC or blank. Press OK.
6. You are now ready to run the conversion. Press the Execute button. To stop or abort the conversion, press the Stop button.

The converted file will be saved in the TEMP.TXT file in the applications directory. If the TEMP.TXT file already exists, you should delete the file first, unless you want to append to the file. You can delete the TEMP.TXT file by choosing Delete TEMP.TXT file from the File menu.

7. When the conversion is complete, you should review the results . From the File menu, choose View TEMP.TXT File. This option will open the Notepad viewer and display the converted file. If the file is longer than 32,000 bytes, you must use another viewer, such as Windows Write.
8. To close the system, press on Close or choose Close from the File menu.



