

ScrapBoard version 3.10

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What Is the ScrapBoard?

Everybody is very often using copy/paste clipboard operation for moving data among different applications and documents. There are sorts of data that are copied by clipboard much more frequently than the other ones and that are used periodically:

- Mostly used addresses or other parts of letters, E-mails, etc.*
- Some common phrases in documents, reports, invoices, order lists, etc.*
- Often used pictures, drawings and bitmaps in applications like AutoCad, PowerPoint, VISIO, CorelDraw, etc.*
- Frequently used spreadsheet tables.*
- Frequently used parts of database definitions and database tables (MS Access).*
- Frequently used parts of source code (comments, function headers, class definitions, etc.)*

Usually, if you want to use clipboard, you must retrieve such data in the other document and copy data from this document. It is not very fast process sometimes (especially if you cannot remember where the data you want to copy are). Thus it is a good idea to have some fast access to these data. The main idea of the ScrapBoard is to collect such data in a container which allows to retrieve and copy them very quickly. The ScrapBoard is very easy to use and it is very easy to create and edit items in the containers.

There are the basic features of the ScrapBoard:

The ScrapBoard

- organises your mostly used data.*
- allows you to create and edit items comfortably.*
- supports fast retrieving and copying of the data.*
- can display text, bitmap and picture data formats.*
- provides multiple view of the data - included filters.*
- saves workplace.*
- has plenty of useful options.*
- is intuitive.*

The ScrapBoard may be the right tool to speed up your work at home and in the office.

See: [How to use it?](#)

How To Use It ?

The ScrapBoard has two basic modes -- the edit mode and the board mode. You can edit, delete, insert and view data in the edit mode. The board mode provides you with fast access to the stored data and fast copying the data to the clipboard. You can switch between these two modes by clicking the appropriate button (either *Mode: Board* in the edit mode or *Mode: Edit* in the board mode).

The data you save in the ScrapBoard are called items. Multiple items are saved in the ScrapBoard file. Each item consists of:

-- **Shortcut** is an identifier of the item inside the ScrapBoard file. The length of the shortcut is maximum 12 chars. Note the shortcut should be unique inside the ScrapBoard file because items are retrieved by their shortcut.

-- **Description** provides to you more detailed explanation about the item. The length of the description is maximum 50 chars.

-- **Own data** are loaded from the clipboard and are displayed in the window.

On the beginning you must create a file with items (See Step by Step). If you want to edit, print, view or delete data you should use the ScrapBoard in the edit mode. You can perform lots of commands in this mode. If you want to use the ScrapBoard data (items) in another application, you should work with the ScrapBoard in the board mode.

Before you start to use the ScrapBoard seriously look at the tips. Some of them can save you some later problems.

Edit Mode

The edit mode allows you to maintain the data. You can perform three main types of commands in this mode:

-- File commands -- open, save, print, print preview, etc.

-- Edit commands -- edit, delete, new/paste, copy; use different views of the data (table, filters).

-- Other commands -- options, switching to the board mode, exit, etc.

The window in the edit mode, displays the shortcut, the description and the data of the item. The data can be displayed only in the supported formats.

Board Mode

The board mode allows you to retrieve the data quickly and copy them to the clipboard. The ScrapBoard occupies minimum space of your desktop in this mode. The following are controls in the ScrapBoard application window in the board mode:

- *Shortcut*: The program tries to find the typed shortcut in the list of items.
- *The list of items*: A list of shortcuts of available items. You can use filter to reduce the number of items in the list.
- *Copy*: Copies data of the item to the clipboard. The same effect has the Enter key on the keyboard or double-click on the item in the list.
- *Filter*: The filter allows you to use filters in the board mode and reduce amount of available items.
- *Edit*: You switch to the edit mode by this button.
- *Exit*: Exit button ends the program session.

The ScrapBoard is minimised when it is inactive in this mode but it stays on the top of all other windows. So you can replace the ScrapBoard to a position where it does not impact your desktop and you can access it easily.

Supported Formats

The ScrapBoard can copy / paste data in any clipboard format. But there are only a few formats the ScrapBoard is able to display:

-- *Text*

-- *OEM text*

-- *Metafile picture (picture)*

-- *Bitmap (including device independent bitmaps - DIB)*

There is a special internal clipboard format which allows you to copy/paste data inside the ScrapBoard file and between two different ScrapBoard files.

The ScrapBoard File

The ScrapBoard file has the *.SB* extension. All such files associate with a directory with the same name and the *.SBD* extension. This directory contains several files with the *.SBC* extension. If you want to delete no longer wanted file you should delete the associated directory (which usually spends more space on the disk than the *.SB* file). If you make any changes in the mentioned files or directory you can lose (all) data (items).

Step by Step

In this topic, we will show you how to create a ScrapBoard file and how to use the ScrapBoard in the board mode to copy data from the ScrapBoard to another application.

The initial state of the ScrapBoard for this topic is as follows:

- application is in the edit mode
- no file is opened (untitled.sb is on the title of the application window)

The ScrapBoard stays in this state after each start until you make a change in the ScrapBoard options.

At first we must create a file of items. So leave the ScrapBoard (but do not close it) and run the *notepad* editor (this is just as example) and either open or create some file there. Now follow these steps:

1. In the *notepad*, copy some text to the clipboard using the *copy* command of the editor.
2. Return to the ScrapBoard and press *New/Paste* button.
3. In the dialogue, fill out a shortcut and a description of the data. Note that the shortcut is only a key to retrieve the data so choose an intelligent and unique one.
4. Next you must choose clipboard formats you want the data to be saved in. In the dialogue you are offered all available formats. (Note that this is important mostly for complex and huge data like spreadsheet tables, etc., not in our case.) If you do not know anything about the clipboard formats just press *OK* button.

After these steps you can see the text copied from the clipboard. In a way you can create a few other items.

Now save the data to the file. Press the *save* button and in the dialogue choose the path and the name of the file you have created.

You can repeat these steps and add more items to the file.

When you have created your file with a few items you can switch the program to the board mode by pressing the *Board* button. You should see a different (and much smaller) ScrapBoard window -- the board mode window.

Now follow these steps:

1. In the ScrapBoard, choose an item in the list and press the *copy* button (or double-click to the item or press Enter key) -- the text of the item is placed to the clipboard.
2. Go to the *notepad* and move cursor to the position you want the text to be placed to.

3. Use the *paste* function in the notepad -- the text is placed to the cursor position from the clipboard.

Commands

File commands:

New
Open
Save
Save as
Print
Print preview
Print setup

Edit commands:

New / paste
Copy
Edit
Delete
≥
>>
≤
≤≤
L
F

View commands:

Table
Filter

Mode commands:

Mode: Board
Mode: Edit

Other commands:

Options
Exit

The **new** command opens a new (untitled) file. The command is accessible from the menu (*File - New*).

The **open** command is the same you already know from other programs like text editors, etc. This command opens the file you will work with. ScrapBoard provides standard file open dialogue window. This command is accessible either from menu (*File - Open*) or by pressing the *Open* button.

The **save** command saves changes made in the file. This command is accessible either from menu (*File - Save*) or by pressing the *Save* button.

The **save as** command copies a file to another one. The command is accessible from menu (*File - Save as*).

The **print** command prints a list of file items. This list consists of the shortcuts and the descriptions of items. The command is accessible either from menu (*File - Print*) or by pressing the *Print* button.

The **print preview** allows you to view the result of the print. The command is accessible from menu (*File - Print preview*).

The **print setup** allows you to setup your printer in a standard dialogue. The command is accessible from the menu (*File - Print setup*).

The **New/Paste** command allows you to add a new item to the file, and overwrite or copy the existing one. Data are taken from the clipboard -- so you should fill clipboard by appropriate data before this operation (using copy function of the appropriate program). During this operation you can choose formats (from all available ones) you want the item to be saved in. The command is accessible either from the menu (*Edit - New / Paste*) or by pressing the *New/Paste* button.

The **copy** function copies an item to the clipboard in all the available formats. After the performing this operation you can pick up data in another program using *paste* or *paste special* command. The command is accessible either from the menu (*Edit - Copy*) or by pressing the *Copy* button.

The **edit** command runs the application in which the item can be edited. After performing this command data are prepared in the clipboard, thus you can use the *paste* or *paste special* function of the appropriate program to load the data to there. You should copy the edited data back to the clipboard before you go back to the ScrapBoard and the ScrapBoard automatically updates the item (after confirmation). The command is accessible either from the menu (*Edit - Edit*) or by pressing the *Edit* button.

The **delete** function allows you to delete no longer wanted item from a file. The command is accessible either from the menu (*Edit - Delete*) or by pressing the *Delete* button.

This command allows you to view data in a tablet. In the table, you can see items containing both their shortcuts and descriptions. You can delete items (*Delete* button) and use filters in the table. The *OK* button (or double-click in the table) moves you to the selected item.

The command is accessible either from the menu (*Options - Table*) or by pressing the *Table* button or by right button doubleclick on the window.

The **filter** check box button allows you to filter data. You can use a substring of a shortcut and/or description as a filter.

Options:

- *Begin*: The substring is expected to be on the beginning of the shortcut/description.
- *End*: The substring is expected to be at the end of the shortcut/description.
- *Anywhere*: The substring is expected to be somewhere in the shortcut/description.

>, Next: This command moves you to the next item. The command is accessible either from the menu (*Edit - Go to - Next*) or by pressing the > button.

>>, **Next page:** This command moves you to the next page (over ten items). The command is accessible either from the menu (*Edit - Go to - Next page*) or by pressing the >> button.

<, Previous: This command moves you to the previous item. The command is accessible either from the menu (*Edit - Go to - Previous*) or by pressing the < button.

<<, **Previous page**: This command moves you to the previous page (over ten items). The command is accessible either from the menu (*Edit - Go to - Previous page*) or by pressing the << button.

F, First: This command moves you to the first item. The command is accessible either from the menu (*Edit - Go to - First*) or by pressing the *F* button.

L, Last: This command moves you to the last item. The command is accessible either from the menu (*Edit - Go to - Last*) or by pressing the *L* button.

Startup options:

- *Start up file* options allows you to define the file you want to be open at the applications start.
- *Start in board mode* allows you to start the application in the board mode.

Default format:

- *Text, Bitmap, Picture* - a preference of desired data format displaying can be set.

Others:

- *Display edit instructions*. This option will cause the dialogue with the instructions each time the edit button is pressed.
- *Automate new item creation*. When the option is selected, the ScrapBoard will automatically run the *new/paste* command when the clipboard is changed. This option is expected to be switched on only during the file creation.

Exits the ScrapBoard session.

Tips

Keyboard

Shortcuts

Descriptions

Backup

Tips: Fast Control of the ScrapBoard Via the Keyboard

The ScrapBoard is very easy to control by the keyboard. In some cases, the access via keyboard can be much faster (the speed is very important in the board mode. and the speed is one of the reasons why the ScrapBoard is used). But there are a few things you should do.

At first you have to define shortcut key for the ScrapBoard in the *Program Manager* (or in the other desktop you are using). To do that follow these steps:

1. In the group you start your ScrapBoard on, make the applications icon active (by single click to the icon).
2. Go to the properties.
3. In the properties, set the shortcut key.
4. Try to run the ScrapBoard by pressing the defined shortcut key. If everything is OK the application starts.

Next thing you should do for fast data retrieving is to use some intelligent shortcuts. See the topic shortcuts for more details.

And now, when you want to access the ScrapBoard (which is running in the board mode and is inactive -- minimised) in any application just press the shortcut key you defined in the *Program Manager*. The ScrapBoard will be activated. Now start to type the shortcut of the item you want to pick up data from. Press *Enter* key when the cursor is on the desired item in the list. The data will be automatically copied to the clipboard and you will be automatically returned to the application you called the ScrapBoard from.

Tips: Shortcuts

Shortcut should have a few basic features:

1. Shortcut is only a key you can use for retrieving items. From this point of view the shortcut should be *unique* (but the program does not force you to make it unique).
2. Shortcut should be *intuitive*. You should have some system in creation of shortcut names that would make it easier for you to remember what kind of data the item contains.
3. The shortcut should be *short*. The shortcut should be as short as possible (but do not forget the point 2) or should differ in a few first letters. It allows you to choose desired item with less typing.

Another tip is that shortcuts can have a system which allows you to use filters. You can combine the shortcut features with the description features.

Tips: Descriptions

It could be good for you if descriptions have the following features:

1. A description can contain an information about the program an item is associated with. You can use this kind of information in the filter to have a special view to the items.
2. The description should be intuitive -- it should really describe the item.

You can combine the description features with the shortcut features.

Tips: Backup

It is more safe for you to somehow backup your files (especially if these files are big and you have spent a long time creating them). The ScrapBoard itself never corrupts its files but you can not never predict everything that can happen (other programs influence, windows shutdown, somebody else will delete your files, etc.).

Note that you must not only backup the *.sb* files but also the associated *.sbd* directories. For more details about the structure of the ScrapBoard files see the topic: [ScrapBoard file](#).

Trouble Shooting

1. The Application cannot start -- startup file is corrupted

You have enabled the startup file in your options (*[X] Start up file: somefile.sb*), but this file is corrupted and the ScrapBoard cannot start. To fix it, open the *scrboard.ini* file from *windows* directory in the *notepad* (or another) editor and follow these steps:

- find the section [OPTIONS]
- change the line START UP=1 to START UP=0
- save changes

Delete corrupted file from your hard disk (see the section ScrapBoard file) and restore the backup copy.

2. Some item of the file is corrupted

Either delete the whole file and restore the backup copy or delete the corrupted item -- in the table view go to the corrupted item and delete it by pressing the delete button.

3. Running application is invisible

The running application is invisible either in the edit mode or in the board mode. To fix this, open the *scrboard.ini* file from *windows* directory in the *notepad* (or another) editor and follow these steps:

- find the section [POSITIONS]
- change the values on these lines to: RTD_X=10
RTD_Y=10
MF_X1=10
MF_Y1=10
MF_X2=100
MF_Y2=100

save changes

How to Uninstall

If you decided the ScrapBoard is absolutely unuseful for you (we are sorry about that) and you no longer want the ScrapBoard on your hard disk, its time to remove it. Follow these steps:

1. Delete all files you created in the ScrapBoard. Note you have to delete all files with the *.sb* extension and the directories with the *.sbd* extension (see ScrapBoard file).
2. Delete the directory the ScrapBoard was installed to (default is *C:\SCRBOARD*).
3. Delete all files with name *scrboard* (*scrboard.ini*, etc) in your Windows directory (default is *C:\WINDOWS*).
4. In the *program manager*, delete the ScrapBoard application group.

After that the ScrapBoard is totally removed from your system.

Registration

Licensing and distribution information

The ScrapBoard has been released for distribution as a SHAREWARE. Please note that a great deal of effort and time has been invested in the development of this program. You are granted a license to try ScrapBoard for a reasonable trial period (usually 30 days) without risk. If, after this time, you find this program useful and intend to use it, you are expected to register. The base registration fee is \$25. Registration will entitle you to technical support and notification of updates and our new products.

ScrapBoard prices

The number of copies	Price
1	\$25
10 and more	\$19 each
50 and more	\$15 each

Special prices for order over 50 copies are provided.

To register, read carefully the *register.txt* file and send us filled registration form.

