

# CLIPFORM for Ecco Professional

*by Walter E. Heindl*

## Introduction to CLIPFORM

ECCO Professional permits names and addresses to be copied to the clipboard, to be pasted into other Windows applications. However, the contents (e.g. which columns to include) and format are limited. The ECCO Shooter copies selected items or columns to other Windows applications, but the options for what data to copy are limited. In particular, ECCO Professional does not have the ability to copy columnar data other than address information (e.g. dates and times of events; folder columns; etc.).

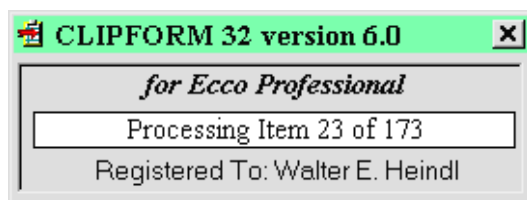
Did you ever wish you could:

- Copy not only the name, address and phone number, but also specific selected folder values, e.g. fax numbers (to make fax cover sheets), e-mail addresses, routing codes, birthdays and other important dates, notes, etc.?
- Copy values in folder columns, to be pasted into a spreadsheet as columns?
- Export a numbered outline, with or without column data, preserving the hierarchical outline structure?
- Export data from Ecco Pro in HTML format, for Internet/Intranet publishing?
- Specify the exact format that the copied information will take, including tabs, hard returns, page breaks, and complete control over the formatting of numbers, dates and times?
- Copy checkmarks?
- Automatically copy all items in a particular folder, or in a particular view?
- Number sequentially all the items that are copied?
- Include a header where multiple items are copied, as well as today's date or the current time?
- Include labels, which may or may not be the same as the name of the ECCO folder, and automatically skip the label (and close up the space) when the field is blank?
- Include a subitem's parent, or the top level item, with a label? Automatically include folder values for the parent item (such as an address), when the values for the subitem are blank (so the address doesn't have to be repeated for each employee of a corporation, and only has to be changed once to affect all employees)?
- Handle dates before 1940?
- Include end times as well as starting times?

**CLIPFORM** lets you do all of these things, greatly enhancing and increasing the power and flexibility of ECCO to manage your personal or business information. In short, CLIPFORM lets you use ECCO for all of those tasks that you may have wanted to do, but couldn't figure out how.

CLIPFORM does this by following user-created template files, which specify the exact information to be extracted, and the exact order it will appear.

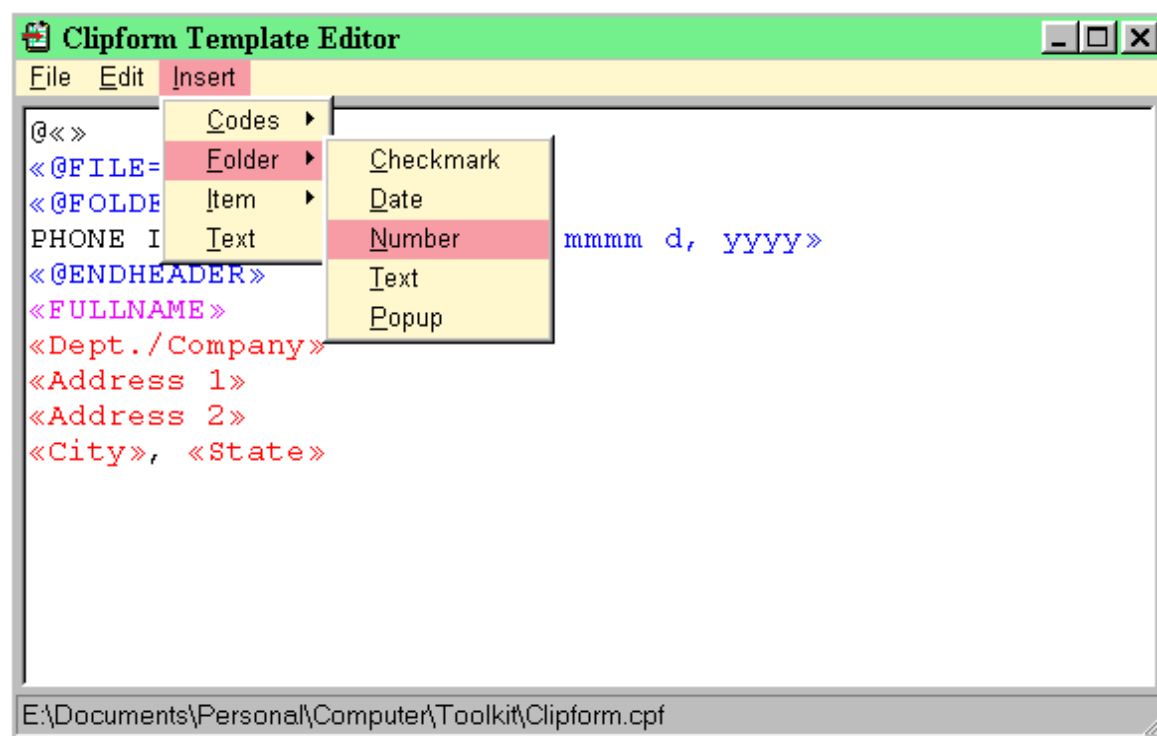
CLIPFORM can be used to export a single item, or to export all selected items, or all items in a particular folder, or all items in a named view – up to approximately 6,000 items at a time (the shareware version is limited to handling 16 items at a time).



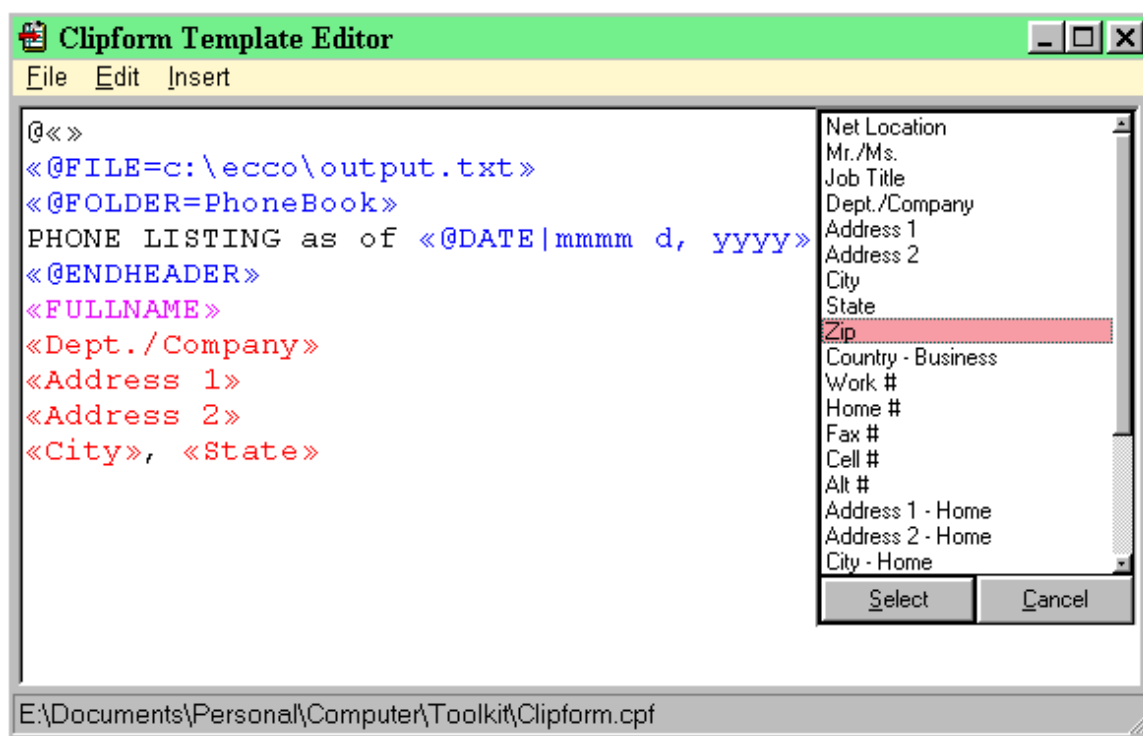
*"Some bugs, however, are evident in Ecco Pro 3.0. One of the most prominent is the inability of the Shooter (Ecco's innovative way to send data to other applications) to send private addresses. Users have posted several workarounds including a shareware add-on, Toolkit 3.0, available on the Ecco forum on CompuServe."* – Bill Machrone, PC Magazine, "Second Looks," 9/26/95

## NEW FEATURES in Version 6.1

CLIPFORM now comes with CPFEDIT, a template editor that makes creating CLIPFORM templates a breeze! Just point and click to enter CLIPFORM control codes, ECCO folder names, and more!



If ECCO is running and the ECCO file you are working with is active, you can select any folder type to display a list of all folders of that type in the ECCO file. Just point and click! If the folder type supports labels or format strings, you'll be prompted to enter these.



**Windows 95 Users:** the 32-bit version of CPFEDIT displays .CPF files in color, as shown above. CLIPFORM control codes are shown in blue, ECCO folder names in red, ECCO item text in purple, and literal text in black.

**ALSO NEW IN VERSION 6.1:** The standard delimiter for CLIPFORM control codes is now « double angle brackets ». CPFEDIT will automatically convert any existing file to this form upon loading. This minimizes the chance that the delimiters will conflict with literal text, and makes it easy to use CLIPFORM to generate HTML files from ECCO data. (*More on this feature below.*) Note that CPFEDIT automatically prefixes the file with "@<<>>" to indicate that the file has been converted. CLIPFORM will continue to recognize existing templates without conversion.

## NEW FEATURES in Version 6.0

- CLIPFORM has been rewritten as a 32-bit application for Windows 95. A 16-bit version of CLIPFORM 6.0 is also available.
- Registered users are provided with a registration password which will remove the shareware delay and activate the registered features of this and future versions of CLIPFORM.

## Template Files

CLIPFORM follows a user-created template showing the exact format of the information to be extracted. This template is a text file that can include the following:

- Item text and folder or column values (e.g. «Address 1», «ItemText»). These are set off with double angle brackets. Labels (which need not be the same as the folder name) may be included and will be suppressed if the folder or column value is blank.
- Literal text, which can include not only text, but also tabs and hard returns. Any information which is not enclosed in double angle brackets is treated as literal text.

- Keywords which perform special functions, such as writing the data to a file, or extracting all items in a particular folder or view, or extracting the parent or top level item, or inserting today's date, or inserting a header or a page break. Keywords are set off in double angle brackets and preceded by "@," e.g. «@DATE».
- Format strings which specify how dates, times, numbers and checkmarks should be formatted. The range of format options for dates, times and numbers is very broad, and the checkmark can be anything and can include either a mark for checked items only, or pairs (such as Yes/No, or True/False). Format strings are included within double angle brackets, following the name of the folder, separated by a vertical bar; e.g. "«Appointments|m/d/yy h:mm ampm»"

CLIPFORM's templates are stored in text files with a .CPF extension. This extension is registered with Windows on installation. .CPF files can be created in any text editor capable of saving files as ANSI text, or in CPFEEDIT, which is especially designed to support editing CLIPFORM templates. If your .CPF files include tabs, be sure to use an editor capable of saving tabs; some editors (e.g. the MS-DOS editor) pad tabs with spaces when saving files. You can use Notepad, Windows Write (use the option to save as Word for DOS/Text Only) or WordPerfect 5.1 (use the option to save as generic wordprocessor).

## Examples And Applications

Here are a few ideas of how CLIPFORM can be used, with examples of CLIPFORM templates. (Please note that the folder names in angle brackets should match actual folder names in your ECCO file.)

- Use CLIPFORM to copy item text and column values (tab-delimited) into a spreadsheet.

```
«ItemText» «@PARENT» «Priority» '«Due|m/d/yy»
```

Note: Spreadsheets may try to interpret pasted data such as phone numbers and dates as a mathematical expression, not as a label. You can usually avoid this by preceding such a field with a single quote, as in the example above, or whatever prefix your spreadsheet uses to force numbers to be treated as labels.

- Use CLIPFORM to export your phonebook in a customized format, with customized labels, and skipping blank lines that have no values.

```
«@FOLDER=PhoneBook»
«@FILE=c:\export.txt»
!«ItemText»
«@TLI»
«Address 1»
«Address 2»
«City», «State» «Zip»
«Work #|Telephone:    »
«Fax #|Facsimile:     »
«Cell #|Cellular:     »
```

Note: the example above shows a template designed for a user who stores individual phone listings as subitems under a top level item for the company. In this case, @TLI yields the name of the company, but is blank – and the space is closed up – if the particular item is itself a top level item (such as an individual listing not under a company).

Note also the "!" appearing before the item text. This is a trick that can be used to tap into the macro and formatting capabilities of your wordprocessor. In this template, it is nothing more than a mark that precedes

the item text. You could write a macro in your wordprocessor that would locate and embolden (or capitalize) each phonebook entry, by searching for the !.

- Use CLIPFORM to prepare a birthday list. Note that preceding the date format string with a tilde (~) causes CLIPFORM to treat years between 00 and 39 as 1900 to 1939, rather than as 2000 to 2039 (ECCO's interpretation).

```
BIRTHDAY LIST AS OF «@DATE|m/d/yy»
«@ENDHEADER»
«FullName»          «Birthday|~m d, yyyy»
```

- Use CLIPFORM to share your appointment schedule with colleagues who do not use ECCO.

```
APPOINTMENTS FOR BILL GATES AS OF «@DATE|m/d/yy»
«@ENDHEADER»
«ItemText» «Appointments|m/d/yy h:mm ampm» -      «Appointments|~h:mm
ampm»
```

Note: the tilde (~) preceding the second appointment entry causes CLIPFORM to extract the ending time rather than the starting time.

- Use CLIPFORM to export an outline, including the hierarchical structure as well as outline numbering, with or without column values.
- Use CLIPFORM to create a simple fax cover sheet.

```
FAX MESSAGE                                «@DATE|m/d/yy h:mm ampm»
-----
To:    «FullName»                        From: Bill Clinton
      «@PARENT»                          The White House
      «Fax #|Facsimile:  »
```

- Use CLIPFORM to prepare a report on current projects.

```
«@VIEW=To-Do»
WEEKLY REPORT FOR JOHN SMITH AS OF «@DATE|m/d/yy»
«@ENDHEADER»
«@NUMBER». «ItemText» («@PARENT|Client: ») («Due|Due: ») - «Notes»
```

This is just a sampling of possible uses for CLIPFORM. If you have an idea you'd like to share, send it to Walter E. Heindl, [usk77ueb@ibmmail.com](mailto:usk77ueb@ibmmail.com)

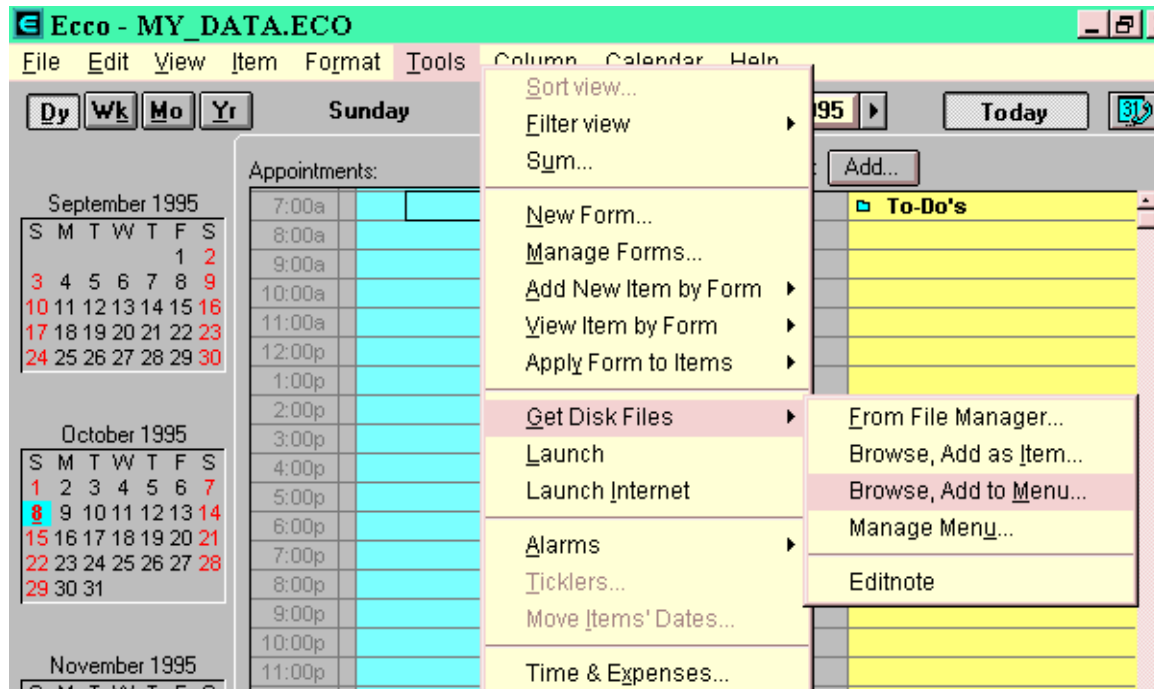
## Installation

CLIPFORM requires ECCO Professional version 2.0 or later. Certain features of CLIPFORM (the FullName, LastName and FirstName keywords, as well as the ability to read items in named views) require ECCO Professional 3.0 or later. CLIPFORM 32 version 6.1 also requires Windows 95. CLIPFORM 32 requires that VB40032.DLL, the Visual Basic runtime, be in your Windows or System directory.

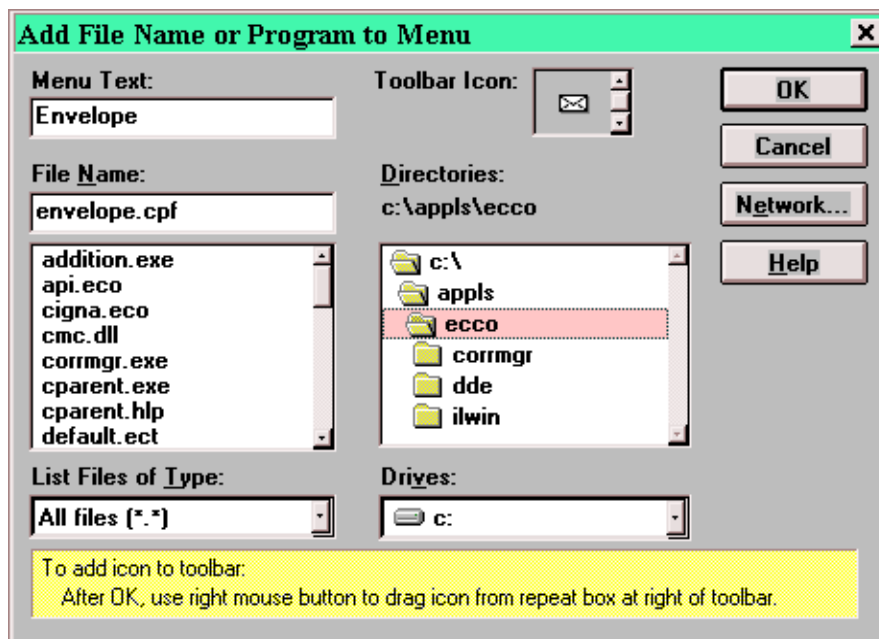
CLIPFORM 6.1 is distributed as a self-installing .EXE file.

## ADDING CLIPFORM TEMPLATES TO YOUR ECCO TOOLBAR:

Select "Tools/Get Disk Files/Browse, Add To Menu..."



This will produce the following dialog box:



Enter menu text (e.g. Envelope), select the file name (e.g. ENVELOPE.CPF), and click the arrows to display the desired icon. Click on OK. This will create a new menu item on the "Tools/Get Disk Files" menu (see Figure 1).

The first time you run the utility from the menu, the icon will appear in the rightmost box on your ECCO toolbar. This is the "Repeat" box, and shows the most recently executed menu commands. You may drag this icon using the right mouse button to a permanent location on your toolbar.

**PLEASE NOTE:** You should select a template file (.CPF extension) rather than CLIPFORM.EXE. Note that you can put more than one .CPF file on your toolbar (as in the above illustration).

## Exporting Outlines

CLIPFORM now supports exporting a hierarchical outline, complete with outline labels. Two types of outlines can be exported:

- **All items in a view.** This method includes folders (if there are multiple folders) as the highest level of the outline, includes all top level items in the view, and includes all subitems of those items whether or not those subitems appear in the view.
- **All items in a selection.** This method does not include folder names, but only includes subitems appearing in the selection. Note that the selection must be contiguous.

To export in the form of an outline, include the «@OUTLINE» keyword in your .CPF file. Then simply follow the directions below to use one of the two methods supported.

### EXPORTING FROM A NAMED VIEW

To export an outline from a named view, take the following steps:

Create a template showing how items are to be exported. To export a simple outline, numbered but without column values, use the following template:

```
«@OUTLINE»  
«@VIEW=Viewname  
«@NUMBER».    «ItemText»
```

This simple template will export all folders and items appearing in the named view, together with all subitems of those items. Each level of subitem will be tab-indented from the next higher level and will be numbered within each level. Numbering alternates between numeric (top level items and each odd level) and alphabetical (even levels).

If you want simply a tab-indented list which follows the outline structure, but without numbering, simply omit @NUMBER and include only the item text. You can, of course, include column/folder values or any other information which CLIPFORM allows to be included in templates. You can also include keywords such as @SHELL, @FILE, etc.

### EXPORTING FROM A SELECTION

Exporting from a selection lets you control which items are exported. For example, if you have a filtered view and want to include only the items and subitems appearing in that view, use this method. Note that this method won't export folder names appearing in the left pane, and so is better suited for exporting outlines consisting of a single folder. *Note also that the selection must be contiguous.*

To export a selection as an outline, create a template which contains the «@OUTLINE» keyword, as shown:

```
«@OUTLINE»  
«@NUMBER».    «ItemText»
```

Select the items in the notepad to be exported. This must be a contiguous selection but need not include all the items in the view. If the view is filtered, only the filtered items appearing in the view, and which you have selected, will be included.

Run the CLIPFORM template. This will export the outline to the clipboard, or to a file if the @FILE keyword was used.

As with @VIEW, you may omit @NUMBER and export a tab-indented, un-numbered outline. You may also include column values.

## Formatting Item Text and Names

CLIPFORM permits the Item Text to be extracted using the keyword «ITEMTEXT». (Unlike folder names, this is not case sensitive.)

CLIPFORM can also parse item text into full names, first names and last names, using the keywords «FULLNAME», «FIRSTNAME» and «LASTNAME», respectively. PLEASE NOTE: These keywords require ECCO Professional version 3.0 or later.

## Including Folder Values

Values in folder columns can be included in .CPF template files enclosed in angle brackets, e.g.

```
«Address 1 - Work»
```

Any type of folder column is supported, including checkmark folders. Please note that folder columns used in the template file must EXACTLY MATCH folder columns used in the ECCO file AND IS CASE SENSITIVE. In addition, there must be ONE and ONLY ONE folder column in the ECCO file that is an exact match (ECCO permits files to contain more than one identically-named folder column). If you specify a folder column which appears more than once in the ECCO file, CLIPFORM will return an error message. The solution is to rename one of the folder columns.

**USE CLIPFORM TO CREATE HTML FILES! NEW IN VERSION 6.0:** You can change the delimiters used for folders and keywords from the default "«»." This is useful if you need to include angle brackets as literal text, e.g. if you are using ClipForm to export text with HTML codes (which use angle brackets as delimiters). For example:

```
@{}  
«HTML»  
«P»«FONT SIZE=+1»{ItemText}«/FONT»«/P»
```

In the above example, curly brackets {} are being used for the ClipForm delimiters instead of angle brackets. The angle brackets will appear as literal text in the ClipForm output. Thus, it is possible to use ClipForm to export Ecco data in HTML format!

To change the delimiter, simply include "@" as the first character of the template file, followed by the desired left and right delimiter. For example, to change the default delimiter to square brackets, simply include the following at the beginning of the template file:

```
@ [ ]
```



If the first character of the template file is anything other than @, then it is assumed that the default delimiters « and » are intended.

The easiest way to create an HTML template is to create a dummy HTML file using your favorite Web editor (e.g. HotDog or Navigator Gold). Format this file as desired, including use of color, tables, graphics, etc. Include a single dummy entry which will represent the data to be exported from Ecco. Then, using any text editor (including your Web editor if it will display HTML source code and save files using extensions other than .HTM), perform the following steps:

- Add the following as the first lines of the template:

```
@ [ ]  
[@FOLDER=PhoneBook]  
[@FILE=c:\documents\Phonebook.htm]
```

The first line changes the delimiters from the default «» to square brackets [].

The second line specifies the data to be exported from Ecco; in this case, the PhoneBook folder.

The third line specifies the name of the output file.

- Add «@ENDHEADER» after any non-repeating header, and before the data.
- Change all of the dummy data to Ecco folder values, enclosed in square brackets. This may include [FullName], [ItemText], [FirstName], [LastName], [@PARENT] and [@TLI] if desired. You may include format codes and labels as well.
- Remove any closing codes from the end of the file, e.g. «/BODY»«/HTML»
- Save the file with a .CPF extension.

See the file HTML.CPF, included in the archive, as an example.

**FOLDER VALUES FOR PARENT ITEMS:** If your selection includes a subitem which does not have a value for a particular folder, CLIPFORM will automatically retrieve the value for the parent item (or the next higher level item having a value in that folder). This feature is especially useful for those ECCO users who store names of individual contacts as subitems under a top level item for a particular company. Using CLIPFORM, you can enter the company's address just ONCE, under the company's top level entry, and CLIPFORM will extract that entry for all subitems. This helps keep file size down, an important consideration since ECCO keeps the entire file open in memory. It also makes it much easier to update the ECCO file when a company's address changes, since the address only needs to be changed once. (Of course, you can put separate addresses for any subitems that need it – e.g., the address of a branch office. CLIPFORM only defaults to the parent's folder value if there's no folder value for the subitem.)

NOTE: The folder columns need not be visible on the screen or even in the outline view. They must merely be present in the ECCO file, and they must contain the data that you want to extract.

CLIPFORM also permits you to include, following the folder name, an optional label which will precede the folder value. If there is no folder value, the label will be skipped. This feature works with all types of folders except checkmark folders.

In addition, CLIPFORM supports a wide variety of choices for formatting dates and times, numbers, and checkmarks.

## **Adding Labels**

CLIPFORM now permits including labels with all extracted data, except checkmark folders. This includes the item text, parent item, top level item, folder values (including date, numeric, text and pop-up folders). The label

will precede the folder value when the data is output. If the folder has no value (and if no value is obtained from a parent or higher level item), the label is skipped. If the only information which would appear on a particular line is a folder value and its associated label, the line will be skipped and the space will be closed up.

A label appears in angle brackets, following the name of the folder and a vertical bar. For example:

```
«Work #|Telephone:  »
```

would produce the following output:

```
Telephone: 202-456-1414
```

If this is on a line by itself, and there is no value in «Work #», the entire line (label and all) will be skipped.

Note that the label can include separators (such as a colon : hyphen - or dash – ) as well as spaces or even tabs to format the output as desired.

## Formatting Date and Time Fields

CLIPFORM will format date and time fields according to a user-specified template. The format is as follows:

```
«Field|Format»
```

where Field is the name of the folder or column containing a date and/or time, and Format is a string specifying how the date and/or time is to be formatted. The format string may contain the following items:

d	Display the day as a number without a leading zero (1-31).
dd	Display the day as a number with a leading zero (01-31).
ddd	Display the day as an abbreviation (Sun-Sat).
dddd	Display the day as a full name (Sunday-Saturday).
dddddd	Display a date serial number as a complete date (including day, month, and year) formatted according to the Short Date setting in the International section of the Windows Control Panel. The default Short Date format is m/d/yy.
dddddd	Display a date serial number as a complete date (including day, month, and year) formatted according to the Long Date setting in the International section of the Control Panel. The default Long Date format is mmmm dd, yyyy.
w	Display the day of the week as a number (1 for Sunday through 7 for Saturday.)
ww	Display the week of the year as a number (1-53).
m	Display the month as a number without a leading zero (1-12). If m immediately follows h or hh, the minute rather than the month is displayed.

mm	Display the month as a number with a leading zero (01-12). If m immediately follows h or hh, the minute rather than the month is displayed.
mmm	Display the month as an abbreviation (Jan-Dec).
mmmm	Display the month as a full month name (January-December).
q	Display the quarter of the year as a number (1-4).
y	Display the day of the year as a number (1-366).
yy	Display the year as a two-digit number (00-99).
yyyy	Display the year as a four-digit number (100-9999).
h	Display the hour as a number without leading zeros (0-23).
hh	Display the hour as a number with leading zeros (00-23).
m	Display the minute as a number without leading zeros (0-59).
mm	Display the minute as a number with leading zeros (00-59).
s	Display the second as a number without leading zeros (0-59).
ss	Display the second as a number with leading zeros (00-59).
c	Display the date as dddd and display the time as tttt, in that order. Only date information is displayed if there is no fractional part to the date serial number; only time information is displayed if there is no integer portion.
tttt	Display a time serial number as a complete time (including hour, minute, and second) formatted using the time separator defined by the Time Format in the International section of the Control Panel. A leading zero is displayed if the Leading Zero option is selected and the time is before 10:00 A.M. or P.M. The default time format is h:mm:ss.
AM/PM	Use the 12-hour clock and display an uppercase AM with any hour before noon; display an uppercase PM with any hour between noon and 11:59 PM.
am/pm	Use the 12-hour clock and display a lowercase AM with any hour before noon; display a lowercase PM with any hour between noon and 11:59 PM.
A/P	Use the 12-hour clock and display an uppercase A with any hour before noon; display an uppercase P with any hour between noon and 11:59 PM.
a/p	Use the 12-hour clock and display a lowercase A with any hour

before noon; display a lowercase P with any hour between noon and 11:59 PM.

**AMPM** Use the 12-hour clock and display the contents of the 1159 string (s1159) in the WIN.INI file with any hour before noon; display the contents of the 2359 string (s2359) with any hour between noon and 11:59 PM. AMPM can be either uppercase or lowercase, but the case of the string displayed matches the string as it exists in the WIN.INI file. The default format is AM/PM.

### EXAMPLES:

mmmm d, yyyy	September 1, 1995
mm/dd/yy	09/01/95
m/d/yy	9/1/95
mmm. d, yyyy	Sep. 1, 1995
h:mm am/pm	3:30 pm

## Displaying Ending Times

If the first character following the vertical bar is a tilde (~), CLIPFORM seeks the ending time rather than the beginning time.

For example, to show the date, starting and ending times of calendar events, use the following format:

«Appointments|m/d/yy h:mm am/pm» - «Appointments|~h:mm am/pm» - «ITEMTEXT»

## Dates Before 1940

If you are working with a date column that may include dates before 1940, e.g. birthdays and anniversaries, you've no doubt been frustrated by the fact that ECCO adds a century to dates before 1940. CLIPFORM will, if you wish, automatically subtract a century from dates ending from 00 to 39, to facilitate using these columns for past dates. To do this, simply insert a tilde (~) after the vertical bar.

«Birthday|~mmmm d, yyyy»

It should be noted that, if your format includes days of the week, CLIPFORM will figure the correct day of the week for the adjusted (pre-1940) date.

Note that this is the same code as is used for ending times. This should not be a problem, as ordinarily a date folder may contain historical dates, or ending times, but never both.

## Formatting Numeric Fields

CLIPFORM will also format values in number columns. The format is as follows:

«Field|Format»

where Field is the name of the number column and Format is a format template made up of the following characters:

0 Digit placeholder: display a number or a leading or trailing zero.

- # Digit placeholder: display a number; suppress leading or trailing zeros.
- . Decimal point (use to control number of digits appearing to right of the decimal).
- , Thousands separator.
- % Percentage placeholder (multiplies the number by 100 and shows as a percentage).

Other characters (e.g. \$) may be included and will be rendered literally.

### EXAMPLES:

«Invoice \$#,###,###.00»	\$375.00
«Invoice \$0,000,000.00»	\$0,000,375.00
«Invoice \$#,###,###.##»	\$375
«Markup #,##0.0#%»	57.3%

CLIPFORM will also apply numeric formatting to values returned with @COUNT and @NUMBER, as well as values in numeric columns.

## Formatting Checkmark Fields

CLIPFORM also supports checkmark fields. You can specify both a "true" checkmark (use if the folder is checked), and optionally a "false" checkmark (use if the folder is not checked). The "true" and "false" checkmarks should follow the folder name and should be separated from the folder name, and from each other, with a vertical bar. If no "false" checkmark is specified, false values are left blank.

The following examples will all report whether a particular phonebook entry is on a mailing list titled "Existing Customers" (folder name Customer?, a checkmark folder).

«Customer? True False»	(True if checked, False if not checked)
«Customer? Yes No»	(Yes if checked, No if not checked)
«Customer? Yes»	(Yes if checked, blank if not checked)
«Customer? x»	(x if checked, blank if not checked)
«Customer? ü»	(ü if checked, blank if not checked)

In this last example, using ü as a checkmark may seem silly. BUT . . . in the WingDings font, this is the checkmark symbol. Your wordprocessor could search for the ü and change the font for that character to WingDings.

## Literal Text

Any text in the CLIPFORM.CPF file which is not enclosed in angle brackets will be rendered literally. In addition to text, this includes tabs, carriage returns and line feeds. This feature is very versatile.

- You can include text for a header (followed by the «@ENDHEADER» keyword).
- You can include labels in front of item text or folder values. Please note that if you include a label as literal text, the label will appear whether or not any included folder has a value. If you want to include a label only if the folder has a value, then include the label inside the angle brackets.

- You can include hard returns and tabs. Please note, some text editors (e.g. the MS-DOS editor), when saving files, pad tabs with spaces. If you include tabs in a .CPF file, BE SURE to use a text editor that saves tabs as tabs. (For example, Windows Write will save a file as a text file with tabs if you choose the "Word for DOS/Text Only" option, but pads tabs with spaces if you save a file as plain text.)
- You can include characters such as tabs, parentheses, colons, dashes, etc. to separate or enclose folder values.

## Including Parent Items: @PARENT and @TLI

CLIPFORM can also include a subitem's parent item, or the top level item, using the following keywords:

«@PARENT»	Includes the immediate parent of a subitem.
«@TLI»	Includes the top level item of a subitem.

Note that in the case of a second level item, «@TLI» and «@PARENT» produce the same value. If the selected item is a top level item, these keywords return nothing.

This feature is potentially useful in any situation where the context parent of a subitem has important information. Examples could include:

- Company names stored as parent items of individual contacts stored as subitems.
- Project names stored as parent items of individual tasks stored as subitems.
- Specific contacts, tasks, meetings, notes, etc. stored as subitems of a client stored as a parent item.

Both «@PARENT» and «@TLI» can be followed with a label, separated with a vertical bar; e.g.

«@PARENT|Client: »

If the «@PARENT» or «@TLI» keywords produce a blank (i.e., the selected item is a top level item and has no parent), the label will be skipped.

## Including the Number of Items: @COUNT

The @COUNT keyword causes the total number of items exported (either the number of items selected, the number of items in the view, or the number of items in the folder) to be included in the output. Unlike @NUMBER, which sequentially numbers each item, @COUNT reports the total.

By default, @COUNT returns an ordinary integer. However, you may specify how the number returned by @COUNT is to be formatted.

## Numbering Items: @NUMBER

If your selection includes multiple items (including selections made using the «@VIEW=» or «@FOLDER=» keywords), CLIPFORM can sequentially number the items using the «@NUMBER» keyword. This keyword produces the sequential number of each item, to produce a numbered list. You may follow this keyword with a dash, period, colon, parenthesis, or other separator, e.g.:

«@NUMBER») «ItemText»	1) Annual Report
«@NUMBER». «ItemText»	1. Annual Report
«@NUMBER» - «ItemText»	1 - Annual Report

By default, @COUNT returns an ordinary integer. However, you may specify how the number returned by @COUNT is to be formatted. For example:

«@NUMBER|0000.» «ItemText»

would return the following:

0017. Doe, John Q.

**PLEASE NOTE:** CLIPFORM supports using the @NUMBER keyword to number a hierarchical outline. When using @NUMBER with a hierarchical outline, CLIPFORM automatically alternates between numbering (1, 2, 3) and lettering (a, b, c) each level of the outline. In this situation, @NUMBER should be used without a format string.

## Selecting All Items In A Folder: @FOLDER

CLIPFORM will automatically return all items in a folder. Simply include the «@FOLDER=» keyword as the first line of the .CPF file, e.g.

«@FOLDER=PhoneBook»

In the above example, CLIPFORM will return all items in the PhoneBook folder.

**SORTING ORDER:** If the folder is a checkmark folder (e.g. the PhoneBook folder), the items returned are sorted alphabetically according to the item text. In all other cases the items are sorted in ascending order on the basis of the folder value (such as the Appointments folder, which is a date folder).

Please note the difference between @FOLDER and @VIEW. The @VIEW keyword returns all items in a particular named view, including folder names (if there are multiple folders in the view), in the order the items appear in the view, and affected by any filter. The @FOLDER keyword returns all items that are present in a particular folder, whether or not those items appear in a particular view, without regard to any filter, and sorted alphabetically by item text (checkmark folders) or based on folder value (all other types of folders). For example, @FOLDER would be useful for exporting the entire phonebook; @VIEW would be useful for exporting items in a filtered view (e.g. a "Schedule" view which shows all appointments occurring within the next 30 days).

**NOTE:** When using the @FOLDER keyword with a large number of items in the folder, it is usually advisable to save the output as a text file, using the @FILE keyword, for three reasons. First, the amount of exported data may be so large that you won't want to trust it to the clipboard for as long as it takes to paste it into your wordprocessor. Second, the amount of exported data may exceed the memory space available to CLIPFORM. (Note: if CLIPFORM extracts more data than its available memory space, it will automatically save the information to the file C:\EXPORT.TXT, whether or not the @FILE keyword has been used, unless a different file name is specified using the @FILE keyword.) Third, you will often want to retrieve the exported data more than once.

(The shareware version of CLIPFORM is limited to processing 16 items. The registered version will handle up to approximately 6,000 items.)

## Selecting All Items In A View: @VIEW

CLIPFORM can automatically export all top level items appearing in a named view using the @VIEW keyword. For example, to export all top level items from a notepad view named "Urgent," include the following as the first line of the .CPF file:

```
<<@VIEW=Urgent>>
```

This feature (which is new to, and requires, version 3.0 of ECCO Professional) causes CLIPFORM to return all items in the named view, without having to select those items first.

Note that @VIEW when used by itself only exports folders and top level items appearing in the view. To export subitems, include the @OUTLINE keyword, which will export the view's folders and top level items, along with all subitems of those top level items, using a hierarchical outline structure. Please note that if you use @OUTLINE with @VIEW, you will get ALL subitems of the included top level items, even those subitems which are hidden or filtered out of the view. If you want to export only the items and subitems appearing in the view, omit @VIEW and select the items to be exported instead.

For more information on outlining, see [Exporting Outlines](#) IDH\_EXPORTING\_OUTLINES.

**EXPORTING THE CALENDAR:** CLIPFORM can be used to retrieve items from the Calendar. However, please note that the data which is exported (i.e. which appears in the view) depends on whether the daily, weekly or monthly view is active. Unfortunately, ECCO Professional does not permit add-on utilities to programmatically select either the mode (daily/weekly/monthly) or particular date displayed in the calendar. Also, CLIPFORM does not currently handle dates and times of recurring events. Non-recurring events, however, are handled, making it possible, albeit with these limitations, to use CLIPFORM to do what ECCO Pro won't: namely, exporting from the calendar. An effective alternative, if your calendar only includes non-recurring items (or if you store recurring items as separate non-recurring items, or don't care to include recurring items), is to create a notepad view named "Schedule," filter that view to only show appointments occurring within the next *x* days, and use CLIPFORM to export that view. This is a very handy way to share your calendar with colleagues who don't use ECCO Professional. The calendar can be exported using CLIPFORM and pasted into a wordprocessor or electronic mail application.

Please note the difference between @FOLDER and @VIEW. The @VIEW keyword returns all items in a particular named view, including folder names (if there are multiple folders in the view), in the order the items appear in the view, and affected by any filter. The @FOLDER keyword returns all items that are present in a particular folder, whether or not those items appear in a particular view, without regard to any filter, and sorted alphabetically by item text (checkmark folders) or based on folder value (all other types of folders). For example, @FOLDER would be useful for exporting the entire phonebook; @VIEW would be useful for exporting items in a filtered view (e.g. a "Schedule" view which shows all appointments occurring within the next 30 days). Keep in mind that, in Ecco, PhoneBook is both a folder and a view.

## Including Today's Date And Time: @DATE

To include today's date and/or time within a CLIPFORM template, include the following:

```
<<@DATE>>
```



This field works exactly the same as any date/time field retrieved from the Ecco file, except that it returns the current date and/or time. This keyword follows the same format as date folders; that is, it should be followed by a vertical bar | and the format template.

For example:

```
Birthday List As Of «@DATE|mmmm d, yyyy»:  
  
«@ENDHEADER»  
«FULLNAME»          «Birthday|mmmm d»
```

This will produce the following output, assuming that multiple items have been selected:

```
Birthday List As Of April 25, 1995:  
  
George Washington      February 22  
Abe Lincoln            February 12  
Uncle Sam              July 4  
Bill Gates             December 25
```

## Including Page Breaks: @PAGE

CLIPFORM can also include a page break character using the following keyword:

```
«@PAGE»
```

CLIPFORM automatically converts this keyword into an ASCII page break character (CHR\$(12)). PLEASE NOTE that this is not compatible with all word processors, but only with word processors that support the CHR\$(12) page break character. While this works with WordPerfect for Windows and Windows Write, it does not work with Ami Pro or WordPerfect for DOS. You will have to try this with your word processor to see whether it produces the desired result.

If your word processor does not support the @PAGE keyword, an alternative is to include a literal character or string that is not likely to appear anywhere else, e.g ++++. Then, in your word processor, use a macro to automatically change ++++ to whatever your word processor recognizes as a page break.

## Including Blank Lines: @LINE

Since CLIPFORM will ordinarily close up a space (including a blank line) where no field data has been exported, it is necessary to explicitly declare a blank line using @LINE, e.g.:

```
«@FOLDER=PhoneBook»  
«@FILE=c:\export.txt»  
«ItemText»  
«Address 1»  
«Address 2»  
«City», «State» «Zip»  
«@LINE»
```

In this example, adding @LINE as shown results in a blank line being inserted between each exported item.

As in the above example, @LINE on a line by itself produces a blank line in the output. @LINE may also be used in a line with other values, in which case it will prevent the line from being closed up if there is no exported information for that line (for example, if a field is blank).

```
«FullName»
«@PARENT»«@LINE»
«Address 1»
«Address 2»
«City», «State» «Zip»
```

In the above example, if there is no parent item, the line will be left blank rather than closed up. (By contrast, if there is no value in the Address 2 field, the line will be deleted, since the @LINE keyword has not been used.)

## Including Headers: @ENDHEADER

CLIPFORM can include a header, which will not be repeated for each item exported but will only appear once, at the beginning of the output. Most often, this will include literal text (such as the title of a report, the name of the user, or the name of the particular set of data exported), or the date and/or time of the report using the @DATE keyword. To include a header, simply include the following keyword on a line by itself:

```
«@ENDHEADER»
```

If this field appears, and if there are multiple items selected, everything appearing before this field will appear only once; i.e. it will not be repeated for each selected item. Anything appearing after this keyword is repeated for each item. For example:

```
«@VIEW=Done Items»
«@FILE=c:\done.txt»
Daily Activity Report for «@DATE|mmmm d, yyyy»

«@ENDHEADER»
«ItemText»          «Done|m/d/yy»
```

The above example will (1) extract all items appearing in the view named "Done Items," (2) include "Daily Activity Report" followed by today's date as the header, (3) include the item text and the date done of each item that appears in the view, and (4) save the output to the file C:\DONE.TXT.

## Exporting To A Text File: @FILE

Normally, CLIPFORM stores the exported data in the Windows clipboard, from which you can paste it into other Windows applications. However, you can also save the information to a text file using the following keyword:

```
«@FILE=filename»
```

This keyword should appear on a line by itself at the beginning of the file.

**NOTE:** The amount of memory space available for CLIPFORM to process exported information is limited. Depending on the amount of data exported, this will typically allow 300 to 500 items to be exported at once. CLIPFORM will, however, process selections of up to around 6,000 items. In this case, CLIPFORM will periodically save the data as it works, whether or not the @FILE keyword has been included. If the @FILE keyword is not included, data would be saved as C:\EXPORT.TXT. In this case, only the last segment of data

will be on the clipboard. This should not be a major limitation, since if you are working with a large amount of data (e.g. using CLIPFORM to export the entire phone book), it usually makes sense to save the information as a text file rather than trust it to the clipboard.

## Running a Program or Macro: @SHELL

CLIPFORM can run a program or macro on exiting, using the @SHELL keyword. This should appear at the beginning of the .CPF file enclosed in angle brackets, as follows:

```
«@SHELL=c:\wp51\wp.exe /m:label»
```

The above example would run a WordPerfect macro upon completion. This can be useful to "link" CLIPFORM to your wordprocessor, to further automate the team.

For example, if you use a CLIPFORM template to export a phone directory in a customized format, CLIPFORM upon completing can launch a macro that takes the exported data and formats and prints it.

Note that @SHELL will launch documents (such as a macro in the example above) as well as programs or batch files. However, @SHELL in this version of CLIPFORM requires the associated program to be specified (as in the above example) – it does not search WIN.INI or the Registry for file associations.

@SHELL can also be used to print CLIPFORM output. For example:

```
«@FOLDER=PhoneBook»  
«@FILE=c:\export.txt»  
«@SHELL=notepad /p c:\export.txt»  
«FullName»          «Work #»
```

would print out a phone list (the /P switch with Notepad is used to print the file).

## Revision History

### Version 6.1 – September 17, 1996

- Added CPFEDIT to edit CLIPFORM templates.
- Both 16-bit and 32-bit versions available.
- Changed standard field delimiters to « and » to minimize conflicts and better support HTML file creation. CPFEDIT automatically converts templates to the new format.

### Version 6.0 – September 9, 1996

- Written as a 32-bit application for Windows 95.
- Delivered as a self-installing .EXE file.
- Ability to designate delimiters other than «», which allows use of these as literal characters. You can therefore use CLIPFORM to create .HTML files, for example.
- Various bug fixes, e.g. blank line removed at the beginning of file output created with @FILE.
- Registration password is stored in the registry, making it unnecessary to deliver separate registered versions of the program files.

### Version 5.1 – April 9, 1996

- Enhancements and bug fixes to hierarchical outline export feature.
- Hierarchical outlines can now be exported from a named view as well as a selection.
- Added CLIPFORM.REG to assist with installation.

### **Version 5.0 – March 20, 1996**

- Added ability to export hierarchical outlines, with or without numbering, with or without column values.

### **Version 4.1 – January 5, 1996**

- Improved algorithm for removing space from output when selected fields contain no data.
- Added @LINE keyword to explicitly declare blank lines.
- Added @COUNT keyword to return total number of selected items.
- Added numeric formatting of @NUMBER and @COUNT keywords.
- Added @SHELL keyword to run a batch file, program or macro on completion.

### **Version 4.0 – October 14, 1995**

- Added ability to include labels preceding item text and folder values. If there is no item text or folder value, the label is skipped and the space is closed up.
- Added ability to handle checkmark folders. The user can select a character or string to be used for the "true" checkmark, and (optionally) a character or string to be used for a "false" checkmark.
- Added ability to extract the parent item, or the top level item, of subitems included in the selection.
- Improved handling of spacing where there are no folder values. Specifically, if a line in the template file consists of «City», «State» «Zip», and a particular entry has no address, the entire line will be skipped and the space closed up (prior versions would have still included ", " in the output).
- Online help added, including examples and applications.

### **Version 3.2 – September 26, 1995**

- Added the «@FOLDER=» keyword to select all items which appear in a particular folder.
- Added the ability to format values in numeric folders.
- Added the «@NUMBER» keyword, to number consecutively each record exported.
- Added the ability to handle selections of up to 6,000 items (earlier versions could only handle around 220 items at a time).
- Enhanced ability to process items in the background.
- Added the ability to correctly handle birthdays and other dates before 1940.

### **Version 3.1 – August 24, 1995**

- Added the «@VIEW=» keyword to select all items which appear in a named view. (Requires version 3.0 of ECCO Professional.)
- Modified CLIPFORM to use internal Ecco functions to parse full names, first names and last names, improving accuracy of name parsing. (Requires version 3.0 of ECCO Professional.)
- Modified CLIPFORM to suppress the comma preceding a blank field (e.g. a blank title) appearing at the end of a line, making it possible to properly format names and titles.
- Added a new 3-D progress window that includes more informative status messages.
- Modified the shareware version of CLIPFORM to allow it to be used with more than one .CPF file (but added a registration reminder delay) – enabling those evaluating CLIPFORM to get a better feel for its capability.
- Modified syntax of @FILE keyword to be consistent in format with other tokens.

### **Version 3.0 – April 25, 1995**

- Added the «@DATE» keyword to include the current date and/or time.
- Added the «@ENDHEADER» keyword to separate a header (which appears once in the output) from items which are repeated for each item selected in the ECCO file.
- Modified the syntax for the «@PAGE» keyword to be consistent with other keywords.
- The registered version of CLIPFORM defaults to using a template file named CLIPFORM.CPF, if no template file is specified.

### **Version 2.3 – January 9, 1995**

- Added ability to optionally save the output to a text file.

- Modified CLIPFORM to look for a column value for the parent item, if the item does not have a value for the column. This is useful where column information for the parent item (e.g. a company's address) is also applicable to sub-items (e.g. employees of that company).
- Added the ability to include hard page breaks.

#### **Version 2.1 – November 20, 1994**

- Added better recognition and handling of most common errors.

#### **Version 2.0 – November 15, 1994**

- Added ability to specify multiple template files.
- Added progress window when CLIPFORM is used to process multiple items.
- Recoded CLIPFORM to enhance its speed (up to 100%) when processing multiple items.

#### **Version 1.1 – November 6, 1994**

- Enhanced ability to parse full names where only some items are in Last Name, First Name format.

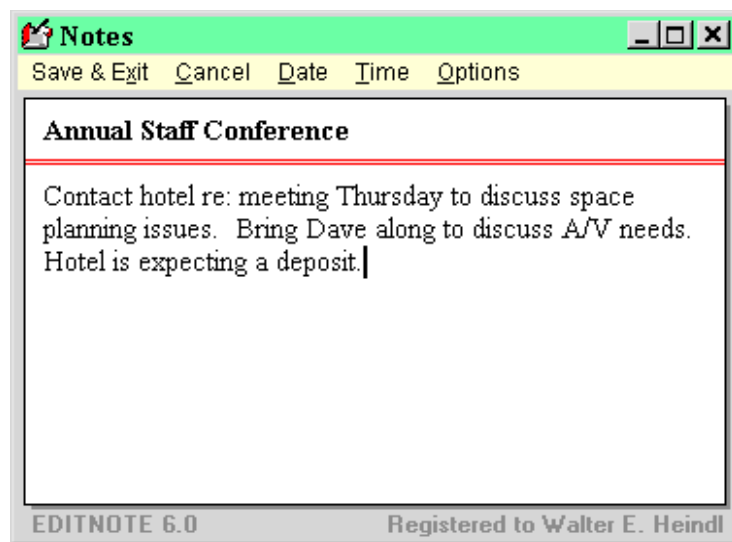
#### **Version 1.0 – October 23, 1994**

Initial release

## **Registration**

CLIPFORM is part of TOOLKIT for ECCO Professional. In addition to CLIPFORM, TOOLKIT includes the following useful add-ins for ECCO Professional:

- **EDITNOTE**, which permits notes in a text column to easily be created, viewed and edited, using an on-screen 3 x 5 card.



- **LAUNCHER**, which permits launching of files whose names appear in a "Files" column, allowing the item text to be used for a meaningful file description.
- **BIRTHDAY**, which manages upcoming birthdays and calculates ages using ECCO Professional.
- **ORPHAN**, which gathers orphan items (items deleted from all folders but not completely deleted from an ECCO file).

**REGISTRATION BENEFITS:** You are free to use the shareware versions of CLIPFORM and the other TOOLKIT utilities. However, the registered versions include additional capabilities. The shareware version of CLIPFORM is limited to processing 16 items at a time, and includes a registration reminder. The registered version of CLIPFORM can process as many as 6,000 items at a time (2,000 items in an outline), which allows it to be used for such tasks as exporting all items in a view, exporting the phonebook, or handling more than 16 selected items.

To register TOOLKIT for ECCO , send \$19.95 to:

Walter E. Heindl  
271 Misty Patch Road  
Coatesville, PA 19320

Please provide an Internet e-mail address, for delivery of your registration password.

**You may also register TOOLKIT online** via CompuServe's online software registration service. TOOLKIT's registration number is 7927. Type GO SWREG for details. Your registration password will be sent to your CompuServe address.

Please report any comments, bugs, suggestions for enhancements, etc.:

Internet: [usk77ueb@ibmmail.com](mailto:usk77ueb@ibmmail.com)

**SUPPORT:** We will endeavor to answer technical support questions from registered users within 7 days, if sent to the above Internet address.

**UPGRADES:** the latest version of CLIPFORM and EDITNOTE will be maintained in the CompuServe ECCO forum, and at our web site:

<http://www.voicenet.com/~wheindl/toolkit.htm>

#### **DISCLAIMER**

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