Custom Filters

Custom Filters are TransData files that store attributes for converting data. Think of it as a preference file, or even a script, for a particular data set.

If a custom filter is not specified as the input format, the duplicate record and text conversion attributes that you select are assigned to every field.   When using a custom filter, these attributes are assigned to each field individually, if at all. For example, if you read in a data file and want all text converted and/or all fields checked for duplicates, there's no need to use a filter. Just activate the duplicate record checker and/or text converter options from the Options menu and process the data. However, if you just want a couple of fields to have these attributes, then you need to create a custom filter by following the steps below.

Select "New Custom Filter" from the File menu.
This begins the process of creating a new custom filter.   After selecting New Custom Filter, a dialog window appears.

elect the input data file format.
Use the pop-up menu to select the input file format to work with. Choose Fixed Length for data files downloaded from mainframe computers, MLS, BBS, and on-line information services, as well as ASCII text files created thru O.C.R. scanning software.

Does the first record contain field names?
Many database and spreadsheet files output the field names as the first record in the exported data file. If this is the case, check this option to allow the field names as the first record in the exported data. This will give you those same field names as the first record of the new TransData™ output file.

Click the Open button:
The standard Macintosh file open dialog follows.   Locate the file you want to work with

and open it.

If you selected Fixed Length, see the chapter "Fixed Length Records" for selecting fields from a fixed length record, and then continue with this chapter.

Working with a Custom Data Filter

hat you should see are the fields for the first record. Double-click on a field to set it's attributes. When you double-click on a field, you'll see a window similar to the one shown below.

ext Conversion
Check this box to set the attributes of this field as a field for text conversion. If you later select Text Conversion from the Options menu, and this box is checked, the text from this field will be converted.

Duplicate Record Checking
Check this box to set the attributes of this field as a field to be checked for duplicate records. If you later select Duplicate Records from the Options menu, and this box is checked, this field will be checked for duplicate records.

Output as a Fixed Length Field
Check this box to set the attributes of this field as a fixed length field with a preset number of characters per field. This is used for creating fixed length records. For example, the post office requires this when you send in a diskette for Zip+4 USPO Address Format
 (see related chapter).

Field Name
Enter an alternate field name here. In this example, you could use "Surname" as the field name for "Mr. and Mrs."

Save the Filter
Click on the Save button to save this information to disk as a TransData file.