

E-Clean Help Index

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Commands

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File menu Commands

The File menu offers the following commands:

<u>New</u>	Creates a new document.
<u>Open</u>	Opens an existing document.
<u>Save</u>	Saves an opened document using the same file name.
<u>Save As</u>	Saves an opened document to a specified file name.
<u>Print</u>	Prints a document.
<u>Print Preview</u>	Displays the document on the screen as it would appear printed.
<u>Print Setup</u>	Selects a printer and printer connection.
<u>Send...</u>	Sends the active document through electronic mail.
<u>Program</u>	Displays the Program Options Dialog Box.
<u>Options</u>	
<u>Recent File</u>	Displays the last six files opened by E-Clean.
<u>List</u>	
<u>Exit</u>	Exits E-Clean.

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Edit menu Commands

The Edit menu offers the following commands:

<u>Undo</u>	Reverse previous editing operation.
<u>Cut</u>	Deletes data from the document and moves it to the clipboard.
<u>Copy</u>	Copies data from the document to the clipboard.
<u>Paste</u>	Pastes data from the clipboard into the document.
<u>Select All</u>	Selects the entire document.
<u>Clean E-Mail Document</u>	Cleans the open document according to the rules established in the <u>Program Options Dialog Box</u> .

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View menu Commands

The View menu offers the following commands:

<u>T</u> oolbar	Shows or hides the toolbar.
<u>S</u> tatus <u>B</u> ar	Shows or hides the status bar.

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Search menu Commands

The Search menu offers the following commands, which enable you search for and replace text within the open document:

<u>F</u> ind	Presents the Search Window.
<u>F</u> ind <u>N</u> ext	Finds the next occurrence of the current search string
<u>R</u> eplace	Presents the Search/Replace Window.

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Help menu Commands

The Help menu offers the following commands, which provide you assistance with this application:

<u>Help Topics</u>	Offers you an index to topics on which you can get help.
<u>About</u>	Displays the version number of this application and allows you to enter registration information.

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New Command (File menu)

Use this command to create a new document in E-Clean. You can open an existing document with the Open command.

Shortcuts

Toolbar:



Keys: CTRL+N

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Open Command (File menu)

Use this command to open an existing document.

You can create new documents with the New command.

Shortcuts

Toolbar:



Keys: CTRL+O

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File Open dialog box

The following options allow you to specify which file to open:

File Name

Type or select the filename you want to open. This box lists files with the extension you select in the List Files of Type box.

List Files of Type

Select the type of file you want to open:

<< List your application's file types here. >>

Drives

Select the drive in which E-Clean stores the file that you want to open.

Directories

Select the directory in which E-Clean stores the file that you want to open.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

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Save Command (File menu)

Use this command to save the active document to its current name and directory. When you save a document for the first time, E-Clean displays the Save As dialog box so you can name your document. If you want to change the name and directory of an existing document before you save it, choose the Save As command.

Shortcuts

Toolbar:



Keys: CTRL+S

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Save As Command (File menu)

Use this command to save and name the active document. E-Clean displays the Save As dialog box so you can name your document.

To save a document with its existing name and directory, use the Save command.

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Send Command (File menu)

Use this command to send the active document through electronic mail. This command presents a mail window with the active document attached to it. You may then fill out the To: field, Subject: field, etc., and add text to the body of the message if you wish. When you are finished you may click the "Send" button to send the message.

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File Save As dialog box

The following options allow you to specify the name and location of the file you're about to save:

File Name

Type a new filename to save a document with a different name. A filename can contain up to eight characters and an extension of up to three characters. E-Clean adds the extension you specify in the Save File As Type box.

Drives

Select the drive in which you want to store the document.

Directories

Select the directory in which you want to store the document.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

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1, 2, 3, 4, 5, 6 Command (File menu)

Use the numbers and filenames listed at the bottom of the File menu to open the last six documents you closed. Choose the number that corresponds with the document you want to open.

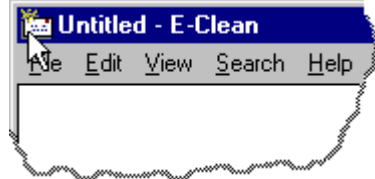
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Exit Command (File menu)

Use this command to end your E-Clean session. You can also use the Close command on the application Control menu. E-Clean prompts you to save documents with unsaved changes.

Shortcuts

Mouse: Double-click the application's Control menu button.



Keys: ALT+F4

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Undo Command (Edit menu)

Use this command to reverse the last editing action, if possible. If the last action cannot be undone, this option is disabled.

Shortcuts

Keys: CTRL+Z or
 ALT-BACKSPACE

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Cut Command (Edit menu)

Use this command to remove the currently selected data from the document and put it on the clipboard. This command is unavailable if there is no data currently selected.

Cutting data to the clipboard replaces the contents previously stored there.

Shortcuts

Toolbar:



Keys: CTRL+X

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Copy Command (Edit menu)

Use this command to copy selected data onto the clipboard. This command is unavailable if there is no data currently selected.

Copying data to the clipboard replaces the contents previously stored there.

Shortcuts

Toolbar:



Keys: CTRL+C

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Paste Command (Edit menu)

Use this command to insert a copy of the clipboard contents at the insertion point. This command is unavailable if the clipboard is empty.

Shortcuts

Toolbar:



Keys: CTRL+V

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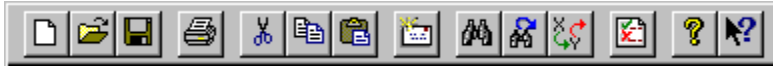
Toolbar Command (View menu)

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in E-Clean, such as File Open. A check mark appears next to the menu item when the Toolbar is displayed.

See [Toolbar](#) for help on using the toolbar.

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Toolbar



The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to many tools used in E-Clean.

To hide or display the Toolbar, choose Toolbar from the View menu (ALT, V, T).

Click To



Open a new document.



Open an existing document. E-Clean displays the Open dialog box, in which you can locate and open the desired file.



Save the active document or template with its current name. If you have not named the document, E-Clean displays the Save As dialog box.



Print the active document.



Remove selected data from the document and stores it on the clipboard.



Copy the selection to the clipboard.



Insert the contents of the clipboard at the insertion point.



Cleans the open document.



Displays a dialog allowing you to search for a text string in the document.



Finds the next occurrence of the string entered in the find dialog.



Displays a dialog allowing you to search and replace text in the document.



Displays the Program Options Dialog Box.



Displays the About/Registration dialog.



Allows the user to get help about the application simply by clicking on objects in E-Clean's window.

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Status Bar Command (View menu)

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A check mark appears next to the menu item when the Status Bar is displayed.

See [Status Bar](#) for help on using the status bar.

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Status Bar



The status bar is displayed at the bottom of the E-Clean window. To display or hide the status bar, use the Status Bar command in the View menu.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus. This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them. If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

The right areas of the status bar indicate which of the following keys are latched down:

Indicator	Description
CAP	The Caps Lock key is latched down.
NUM	The Num Lock key is latched down.
SCRL	The Scroll Lock key is latched down.

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Help Topics Command (Help menu)

Use this command to display the opening screen of Help. From the opening screen, you can jump to step-by-step instructions for using E-Clean and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

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Using Help Command (Help menu)

Use this command for instructions about using Help.

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About Command (Help menu)

Use this command to display the copyright notice, version number and registration information of your copy of E-Clean.

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Context Help Command



Use the Context Help command to obtain help on some portion of E-Clean. When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark. Then click somewhere in the E-Clean window, such as another Toolbar button. The Help topic will be shown for the item you clicked.

Shortcut

Keys: SHIFT+F1

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Title Bar

The title bar is located along the top of a window. It contains the name of the application and document.

To move the window, drag the title bar. Note: You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements:

- Application Control-menu button
- Maximize button
- Minimize button
- Name of the application
- Name of the document
- Restore button

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Scroll bars

Displayed at the right and bottom edges of the document window. The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the document. You can use the mouse to scroll to other parts of the document.

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Size Command (System menu)

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.



After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

Shortcut

Mouse: Drag the size bars at the corners or edges of the window.

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Move Command (Control menu)

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.



Note: This command is unavailable if you maximize the window.

Shortcut


Keys: CTRL+F7

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Minimize Command (application Control menu)

Use this command to reduce the E-Clean window to an icon.

Shortcut

Mouse: Click the minimize icon  on the title bar.


Keys: ALT+F9

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Maximize Command (System menu)

Use this command to enlarge the active window to fill the available space.

Shortcut

Mouse: Click the maximize icon  on the title bar; or double-click the title bar.
Keys: CTRL+F10 enlarges a document window.

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Next Window Command (document Control menu)

Use this command to switch to the next open document window. E-Clean determines which window is next according to the order in which you opened the windows.

Shortcut

Keys: CTRL+F6

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Previous Window Command (document Control menu)

Use this command to switch to the previous open document window. E-Clean determines which window is previous according to the order in which you opened the windows.

Shortcut

Keys: SHIFT+CTRL+F6

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Close Command (Control menus)

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.



Note: If you have multiple windows open for a single document, the Close command on the document Control menu closes only one window at a time. You can close all windows at once with the Close command on the File menu.

Shortcuts

Keys: CTRL+F4 closes a document window
 ALT+F4 closes the E-Clean's main window or dialog box

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Restore Command (Control menu)

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

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Switch to Command (application Control menu)

Use this command to display a list of all open applications. Use this "Task List" to switch to or close an application on the list.

Shortcut

Keys: CTRL+ESC

Dialog Box Options

When you choose the Switch To command, you will be presented with a dialog box with the following options:

Task List

Select the application you want to switch to or close.

Switch To

Makes the selected application active.

End Task

Closes the selected application.

Cancel

Closes the Task List box.

Cascade

Arranges open applications so they overlap and you can see each title bar. This option does not affect applications reduced to icons.

Tile

Arranges open applications into windows that do not overlap. This option does not affect applications reduced to icons.

Arrange Icons

Arranges the icons of all minimized applications across the bottom of the screen.

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Find Command (Search menu)

Use this command to display the Find dialog box, which allows you to search for text in the current document.

See Also: [Find Next Command](#), [Replace Command](#)

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Find dialog box

Enter the text to be searched for in the **Find what** edit box. Click the **Find Next** button to actually perform the search.

Select the **Up** or **Down** option to search for the text in the direction indicated from the current location in the document.

Select the **Match case** check box to perform a case-sensitive search. That is, if "E-Clean" were entered in the **Find what** edit box, the search would not match the text "e-clean" in the document.

See Also: [Find Next Command](#), [Replace Command](#)

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Find Next Command (Search menu)

Use this command to repeat the previous search.

See Also: [Find Command](#), [Replace Command](#)

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Replace Command (Search menu)

Use this command to display the Replace dialog box, which allows you to replace text found in the current document.

See Also: [Find Command](#), [Find Next Command](#)

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Replace dialog box

Enter the text to be searched for in the **Find what** edit box and enter the replacement text in the **Replace with** edit box Click the **Find Next** button to actually perform the search.

After you have found the text, as described above, you can click the **Replace** button to replace the text.

Optionally, you can click the **Replace All** button to replace all occurrences of the text in the **Find what** edit box with the text in the **Replace with** edit box..

Select the **Match case** check box to perform a case-sensitive search. That is, if "E-Clean" were entered in the **Find what** edit box, the search would not match the text "e-clean" in the document.

See Also: [Find Command](#), [Find Next Command](#), [Replace Command](#)

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Modifying the Document

E-Clean works similar to Notepad. E-Clean differs from most word processors in its ability to easily clean up the garbage left behind when e-mail is forwarded.

For more information see the [Overview](#) section in this help file.

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No Help Available

No help is available for this area of the window.

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No Help Available

No help is available for this message box.

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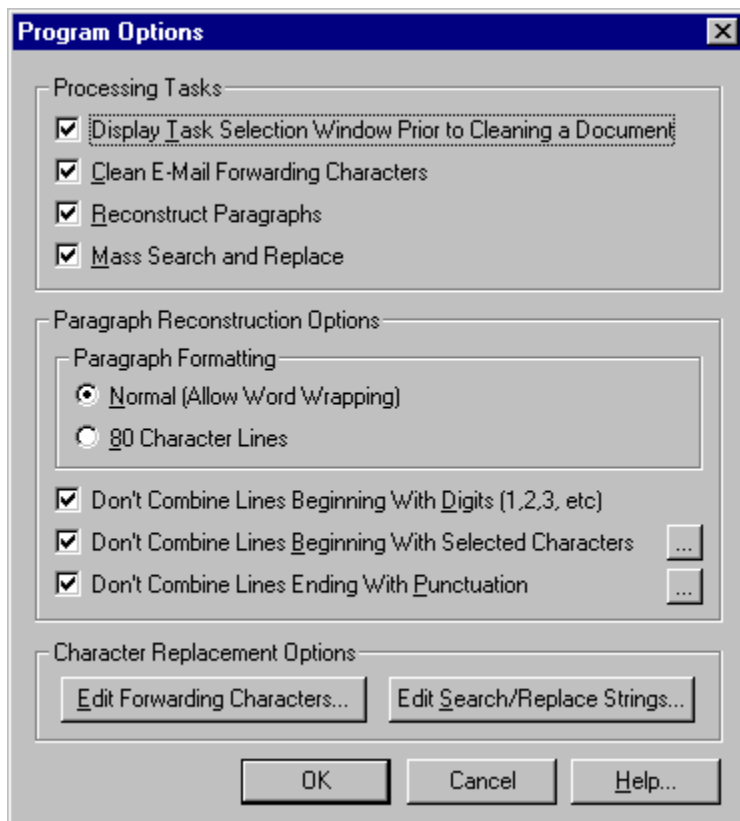
Program Options Command (File menu)

Use this command to display the Program Options Dialog Box.

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Program Options Dialog Box

Use this dialog box to modify E-Clean's settings. The screen shot below shows the Program Options Dialog.



Display Task Selection Window Prior to Cleaning a Document

When selected, this option allows you to select processing tasks just prior to cleaning a document. If not selected, E-Clean simply processes the tasks currently selected in this dialog box.

Clean E-Mail Forwarding Characters

Use this to clean common e-mail forwarding characters from the beginning of each line. Examples of these characters are spaces, tabs and > characters. You can add other forwarding characters to the list by clicking on the Edit Forwarding Characters button in this dialog.

Reconstruct Paragraphs

Use this to reconstruct the actual paragraphs of text that may have been separated into individual lines when the e-mail was sent. You can control how the document is reconstructed by selecting the options with the Paragraph Reconstruction Options group in this dialog.

Mass Search and Replace

Use this to search for and replace a pre-defined list of strings. You can edit the list of search strings by clicking on the Edit Search/Replace Strings button in this dialog.

Normal (Allow Word Wrapping)

Select this style of paragraph reconstruction if you wish to have paragraphs well suited for pasting into standard word processors such as Microsoft Word or Notepad.

80 Character Lines

Select this style of paragraph reconstruction if you wish to have paragraphs made up of lines no longer than 80 characters in length. This option is similar to how many e-mail packages format your e-mails prior to sending.

Don't Combine Lines Beginning With Digits (1,2,3, etc)

Use this to prevent E-Clean from combining a line that begins with a digit (1, 2, 3 etc) together with the previous line. This is useful when your e-mails contain numbered lists. By selecting this option, the numbered lists will not be combined into one large paragraph.

Don't Combine Lines Beginning With Selected Characters

Use this to prevent E-Clean from combining a line that begins with a specified string together with the previous line. This is useful when your e-mails contain bulleted lists. By selecting this option, the lines that begin with common bullet characters (asterisks, dash) will not be combined into one large paragraph. You can edit the list of line comparison strings by clicking on the button to the right of this option in this dialog. For more information, see the topic: [Manage Line Comparison Strings Dialog Box](#)

Don't Combine Lines Ending With Punctuation

Use this to prevent E-Clean from combining a line that ends with punctuation together with the next line. This is useful when your e-mails do not have a blank line separating paragraphs. By selecting this option, lines that end in punctuation will be assumed to be the end of a paragraph. You can edit the list of punctuation by clicking on the button to the right of this option in this dialog. For more information, see the topic: [Manage Punctuation Characters Dialog Box](#)

Edit Forwarding Characters

Click this button to edit the list of forwarding characters used by E-Clean. For more information, see the topic: [Manage Forwarding Characters Dialog Box](#)

Edit Search/Replace Strings

Click this button to edit the list of search and replace strings used by E-Clean during the Mass Replacement task. For more information, see the topic: [Manage Replacement Strings Dialog Box](#)

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When selected, this option allows you to select processing tasks just prior to cleaning a document. If not selected, E-Clean simply processes the tasks currently selected in this dialog box.

Use this to clean common e-mail forwarding characters from the beginning of each line. Examples of these characters are spaces, tabs and > characters.

You can add other forwarding characters to the list by clicking on the **Edit Forwarding Characters** button in this dialog.

Use this to reconstruct the actual paragraphs of text that may have been separated into individual lines when the e-mail was sent.

You can control how the document is reconstructed by selecting the options with the **Paragraph Reconstruction Options** group in this dialog.

Use this to search for and replace a pre-defined list of strings.

You can edit the list of search strings by clicking on the **Edit Search/Replace Strings** button in this dialog.

Select this style of paragraph reconstruction if you wish to have paragraphs well suited for pasting into standard word processors such as Microsoft Word or Notepad.

Select this style of paragraph reconstruction if you wish to have paragraphs made up of lines no longer than 80 characters in length. This option is similar to how many e-mail packages format your e-mails prior to sending.

Use this to prevent E-Clean from combining a line that begins with a digit (1, 2, 3 etc) together with the previous line. This is useful when your e-mails contain numbered lists. By selecting this option, the numbered lists will not be combined into one large paragraph.

Use this to prevent E-Clean from combining a line that begins with a specified string together with the previous line. This is useful when your e-mails contain bulleted lists. By selecting this option, the lines that begin with common bullet characters (asterisks, dash) will not be combined into one large paragraph.

You can edit the list of line comparison strings by clicking on the button to the right of this option in this dialog.

Use this to prevent E-Clean from combining a line that ends with punctuation together with the next line. This is useful when your e-mails do not have a blank line separating paragraphs. By selecting this option, lines that end in punctuation will be assumed to be the end of a paragraph.

You can edit the list of punctuation by clicking on the button to the right of this option in this dialog.

Click this button to edit the list of line comparison strings used by E-Clean during the **Paragraph Reconstruction** task.

Click this button to edit the list of punctuation characters used by E-Clean during the **Paragraph Reconstruction** task.

Click this button to edit the list of forwarding characters used by E-Clean.

Click this button to edit the list of search and replace strings used by E-Clean during the **Mass Replacement** task.

Click OK to save the Program Options Selected.

Click Cancel to close the Program Options dialog and not save any changes.

Select All Command (Edit menu)

Use this command to select the entire document.

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Clean E-Mail Document (Edit Menu)

Use this command to clean the open document according to the rules established in the Program Options Dialog Box.

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Manage Forwarding Characters Dialog Box

Overview

Use this dialog to display, edit, insert and delete forwarding characters that are removed when E-Clean processes a document.

Details

By default, E-Clean removes spaces, tabs and greater than signs ">" from the beginning of each line when the "Remove Forwarding Characters" processing task is selected. For more information, see the [Overview](#) section of this help file.

This dialog lists the following information about Forwarding Characters:

Name	The user-friendly name given to the Forwarding Character
Character	The actual character
ASCII Value	The ASCII Value of the character
Editable	Text describing whether or not this Forwarding Character can be edited. If this column has a <i>No</i> in it, you will not be able to modify or delete it.

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Manage Replacement Strings Dialog Box

Overview

Use this dialog to display, edit, insert and delete search and replace strings.

Details

By default, E-Clean replaces "Curly Quotes" with straight quotes when the "Mass Search and Replace" processing task is selected. For more information, see the [Overview](#) section of this help file.

This dialog lists the following information about Replacement Strings:

Search String Self Explanatory. If the search string is a single character, E-Clean displays the [ASCII](#) Value of the character.

Replace String Self Explanatory. If the search string is a single character, E-Clean displays the [ASCII](#) Value of the character.

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Manage Line Comparison Strings Dialog Box

Overview

Use this dialog box to display, edit, insert and delete the strings used to determine if a line should be combined with the previous one when reconstructing paragraphs.

Details

After the forwarding characters are removed, E-Clean can reconstruct paragraphs broken up by e-mail transmission.

When reconstructing paragraphs, E-Clean examines the text line by line to determine if the current line should be combined with the previous line. If the beginning of the current line matches any string in this list, the current line is not combined with the previous line. For more information, see the [Overview](#) section of this help file.

This dialog lists the following information about Line Comparison Strings:

- | | |
|-----------------------|--|
| Compare String | The string that E-Clean will use to compare with the beginning of each line. |
| Case Sensitive | An indicator showing if the comparison is case sensitive. That is, if "E-Clean" were entered as the Compare String and Case Sensitive indicated "Yes", the search would not match the text "e-clean" at the beginning of a line. |

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Manage Punctuation Characters Dialog Box

Overview

Use this dialog box to display, edit, insert and delete the punctuation characters used to determine if a line should be combined with the next one when reconstructing paragraphs.

Details

After the forwarding characters are removed, E-Clean can reconstruct paragraphs broken up by e-mail transmission.

When reconstructing paragraphs, E-Clean examines the text line by line to determine if the current line should be combined with the previous line. If the current line end with any punctuation in this list, the current line is not combined with the next line. For more information, see the [Overview](#) section of this help file.

This dialog lists the following information about Punctuation Characters:

Name	The user-friendly name given to the Forwarding Character
Character	The actual character
ASCII Value	The <u>ASCII</u> Value of the character

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Confirm Processing Tasks Dialog Box

This dialog box is shown in response to the Clean E-Mail Document Command from the Edit Menu. Use this dialog to select the specific *Processing Tasks* you wish to perform when cleaning the document.

For more information on *Processing Tasks*, see the Overview topic.

To clean an e-mail document without displaying this dialog box, simply turn off the **Display Task Selection Window Prior to Cleaning a Document** option from the Program Options Dialog Box.

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Legal Information Dialog Box

This dialog displays the [License Agreement](#).

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Credits Dialog Box

Thank you to everyone who made E-Clean possible. A special thank you goes out to everyone who registers E-Clean! By sending you registration, you help to make the effort worthwhile!

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Introduction (Thank You!) Dialog Box

This dialog gives you an opportunity to automatically load a sample file to familiarize yourself with E-Clean. Click **Yes** to load the sample file, click **No** to not load it.

Check the **Don't show me this again** box to bypass this dialog in the future.

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New/Edit Forwarding Character Dialog Box

Enter a Name for the forwarding character in the **Name** edit box. This allows you to give a friendlier identifier to the actual character used as a forwarding character.

Enter the actual character to be removed in the **Character** edit box.

Select the **Keyboard Character** option to enter a character directly from the keyboard.

Select the **ASCII Value** option to enter the ASCII value of a character to be used. This option is useful for characters that are not easily accessible from the keyboard.

Click the **OK** button to save the changes.

Click the **Cancel** button to close the dialog without saving your changes.

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New/Edit Line Comparison String Dialog Box

Enter some characters in the **Compare String** edit box. This string that E-Clean will use to compare with the beginning of each line.

Check or uncheck the **Case Sensitive** check box. This indicator instructs E-Clean to perform a case sensitive comparison. That is, if "E-Clean" were entered as the Compare String and Case Sensitive indicated "Yes", the search would not match the text "e-clean" at the beginning of a line.

Click the **OK** button to save the changes.

Click the **Cancel** button to close the dialog without saving your changes.

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New/Edit Punctuation Character Dialog Box

Enter a Name for the punctuation character in the **Name** edit box. This allows you to give a friendlier identifier to the actual character used as a punctuation character.

Enter the actual character to be evaluated in the **Character** edit box.

Click the **OK** button to save the changes.

Click the **Cancel** button to close the dialog without saving your changes.

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New/Edit Replacement String Dialog Box

Enter the text to be searched for in the **Find What** edit box and enter the replacement text in the **Replace With** edit box.

Click the **OK** button to save the changes.

Click the **Cancel** button to close the dialog without saving your changes.

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Progress Dialog Box

This is an informational dialog show the status of the current processing

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Evaluation and Registration

This is not free software. Subject to the terms below, you are hereby licensed to use this software for evaluation purposes without charge for a period of 21 days. If you use this software after the 21 day evaluation period a registration fee of \$10.00 is required. Payments must be in US dollars drawn on a US bank, and should be sent to John Decker at the following address:

John Decker
14344 Park Avenue South
Burnsville, MN 55337

After receiving your registration, you will be mailed a registration number that will unlock the evaluation version of the software and register it to you. This registration number can be e-mailed if you prefer. Simply include your e-mail address when sending the \$10.00 registration fee.

E-Clean can also be registered using credit cards via a secure server on the internet. Using your browser, simply navigate the following web site

<https://www.regnow.com/softsell/nph-softsell.cgi?item=2366-1>

Unregistered use of E-Clean after the 21-day evaluation period is in violation of U.S. and international copyright laws.

Governing Law

This agreement shall be governed by the laws of the State of Minnesota.

Disclaimer of Warranty

THIS SOFTWARE AND THE ACCOMPANYING FILES ARE SOLD "AS IS" AND WITHOUT WARRANTIES AS TO PERFORMANCE OR MERCHANTABILITY OR ANY OTHER WARRANTIES WHETHER EXPRESSED OR IMPLIED.

Good data processing procedure dictates that any program be thoroughly tested with non-critical data before relying on it. The user must assume the entire risk of using the program. ANY LIABILITY OF THE SELLER WILL BE LIMITED EXCLUSIVELY TO PRODUCT REPLACEMENT OR REFUND OF PURCHASE PRICE.

Distribution of Evaluation Version

Provided that you verify that you are distributing the evaluation version (select About from the E-Clean Help menu to check) you are hereby licensed to make as many copies of the evaluation version of this software and documentation as you wish; give exact copies of the original evaluation version to anyone; and distribute the evaluation version of the software and documentation in its unmodified form via electronic means. There is no charge for any of the above.

Once installed, the evaluation version consists of three files:

EClean.exe - The program executable file.
sample.txt - A sample text file that will show-off E-Clean's features.
EClean.hlp - The program's help file.

If you received a version of E-Clean that does not contain these 3 files, please contact John Decker at the above address. You can check the validity of your distribution by clicking the "Check Files..." button from the "Legal Information" window. The Legal Information window can be accessed from the about window. This will tell you if you received the original files distributed with E-Clean.

You are specifically prohibited from charging, or requesting donations, for any such copies, however made; and from distributing the software and/or documentation with other products (commercial or otherwise) without prior written permission.

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E-Clean Registration

Thank you for registering E-Clean!

Online Registration

E-Clean can be registered using credit cards via a secure server on the internet. Using your browser, simply navigate the following web site

<https://www.regnow.com/softsell/nph-softsell.cgi?item=2366-1>

Standard Mail Registration

Send the \$10.00 registration fee along with the following information to:

John Decker
14344 Park Avenue South
Burnsville, MN 55337

Registration Information

▶ *Name* _____
▶ *Address* _____

▶ *City* _____
▶ *State* _____
▶ *Zip* _____

▶ *E-Mail Address* _____

Daytime Phone () _____ - _____

Evening Phone () _____ - _____

E-Clean Version 1.5.0

▶ **Denotes required information**

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Overview

E-Clean is a *simple* text editor (word processor) with very specialized text replacement and formatting features. E-Clean, as the name suggests, is designed to clean-up forwarded e-mail messages. E-Clean's features center around three main *Processing Tasks*:



Removing Forwarding Characters



Reconstructing Paragraphs



Mass Search and Replacement

Removing Forwarding Characters

When you forward e-mail, many editors add special characters to the beginning of each line in the original message to highlight the text being forwarded. Many times this character is a greater than sign: >

When e-mail is forwarded several times, it can be very difficult to read. By default, E-Clean is configured to remove tabs, spaces and > characters from the beginning of each line when this *Processing Task* is selected. You can add new characters to the list by selecting Program Options.

Reconstructing Paragraphs

E-mail is often broken into lines of 80 characters when it is sent. This fact, combined with the addition of forwarding characters, can make a forwarded e-mail illegible. Quite often, forwarded e-mail has several lines of text that contain only one word! E-Clean is designed to reconstruct these lines into paragraphs well suited for any e-mail editor or word processor.

[Click here](#) to view a sample that illustrates how E-Clean's Processing Tasks work.

Mass Search and Replacements

E-Clean allows you to search and replace any text in e-mail with one simple click of the button. Simply set up the search and replace strings in the Program Options Dialog. This feature is particularly useful for e-mails that contain "Curly Quotes". By default, E-Clean searches for the following characters in e-mail and replaces them with the standard single and double quote. The reason? Some e-mail editors cannot display these characters. Many times these special characters appear as a black block character in your text ■ or some other odd looking character.

- ‘ Open Single Curly Quote ([ASCII](#) Value 145)
- ’ Close Single Curly Quote ([ASCII](#) Value 146)
- “ Open Double Curly Quote ([ASCII](#) Value 147)
- ” Close Double Curly Quote ([ASCII](#) Value 148)

To get started using E-Clean try the [Tutorial](#) in this help file.

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Sample E-Mail

The following sample illustrates how E-Clean's *Processing Tasks* transform ugly, illegible text back into an easy-to-read e-mail message.

Sample Forwarded E-Mail

```
>> >>>>Dear
>Hank,
>> >>>>
>> >>>>I have a great idea for a new
>> >>>>product line for the ACME Widget
>Company!
>> >>>>
>> >>>>Since we make the smallest and
>> >>>>fastest widgets
>in the world,
>> >>>>why not make the most expensive? We
>> >>>>could add a new gizmo to the
>wacha-ma-callit
>> >>>>or a whatsit to the thing-a-ma-jiggy
>>and
>> >>>>add 500% to our margin! People
>> >>>>just love gizmo's and whatsit's!
>> >>>>
>> >>>>But Best of all, each gizmo will
>> >>>>only add 1% to
>the cost of making
>> >>>>a widget and whatsit will only
>> >>>>add 2%. This could be colossal! I just
>> >>>>don't know what people did before
>> >>>>gizmo's and whatsit's where
>invented,
>> >>>>but we have to add them to our
>> >>>>widget. Let me know what you think.
>> >>>>
>> >>>>Best regards,
>> >>>>
>> >>>>Bill
```

After Forwarding Characters Have Been Removed

Dear
Hank,

I have a great idea for a new
product line for the ACME Widget
Company!

Since we make the smallest and
fastest widgets
in the world,
why not make the most expensive? We
could add a new gizmo to the
wacha-ma-callit
or a whatsit to the thing-a-ma-jiggy
and
add 500% to our margin! People
just love gizmo's and whatsit's!

But Best of all, each gizmo will
only add 1% to
the cost of making
a widget and whatsit will only
add 2%. This could be colossal! I just
don't know what people did before
gizmo's and whatsit's where
invented,
but we have to add them to our

widget. Let me know what you think.

Best regards,

Bill

After Paragraphs are reconstructed

Dear Hank,

I have a great idea for a new product line for the ACME Widget Company!

Since we make the smallest and fastest widgets in the world, why not make the most expensive? We could add a new gizmo to the wacha-ma-callit or a whatsit to the thing-a-ma-jiggy and add 500% to our margin! People just love gizmo's and whatsit's!

But Best of all, each gizmo will only add 1% to the cost of making a widget and whatsit will only add 2%. This could be colossal! I just don't know what people did before gizmo's and whatsit's where invented, but we have to add them to our widget. Let me know what you think.

Best regards,

Bill

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Tutorial

This tutorial will take you step by step through the process of cleaning an e-mail.

Step One

Copy some text from your e-mail editor to the Windows Clipboard. If you would like, you can use the text below for this tutorial. To copy the text below, do the following:

- 1.) Position your cursor over the beginning of the text to be copied.
- 2.) Click and hold down the left mouse button while dragging the mouse down to the last line of text to be copied.
- 3.) From the "Edit" menu, select "Copy". This places the selected text into the Windows clipboard.

```
>> >>>>Dear
>Hank,
>> >>>>
>> >>>>I have a great idea for a new
>> >>>>product line for the ACME Widget
>Company!
>> >>>>
>> >>>>Since we make the smallest and
>> >>>>fastest widgets
>in the world,
>> >>>>why not make the most expensive? We
>> >>>>could add a new gizmo to the
>wacha-ma-callit
>> >>>>or a whatsit to the thing-a-ma-jiggy
>>and
>> >>>>add 500% to our margin! People
>> >>>>just love gizmo's and whatsit's!
>> >>>>
>> >>>>But Best of all, each gizmo will
>> >>>>only add 1% to
>the cost of making
>> >>>>a widget and whatsit will only
>> >>>>add 2%. This could be colossal! I just
>> >>>>don't know what people did before
>> >>>>gizmo's and whatsit's where
>invented,
>> >>>>but we have to add them to our
>> >>>>widget. Let me know what you think.
>> >>>>
>> >>>>Best regards,
>> >>>>
>> >>>>Bill
```

Step Two

Paste the copied text into E-Clean. To do this, follow these steps:

- 1.) Start E-Clean or if E-Clean is already running, make it the active application.
- 2.) Select "Paste" from the "Edit" menu. This places the previously copied text from Windows clipboard into E-Clean.

Step Three

Clean the document. To do this, follow these steps:

- 1.) Select "Clean E-Mail Document" from the "Edit" menu. If you have not changed the default options shipped with E-Clean, the "Confirm Processing Tasks" dialog is displayed.
- 2.) Review the information displayed in this window, but for the purposes of this tutorial, do not change any of the options selected. (You can experiment with these options later!) Verify that at least the first two options in this window have a check mark in them.
- 3.) Click the "OK" button on the "Confirm Processing Tasks" dialog.

That's it! E-Clean has removed all the forwarding characters and reformatted the text into paragraphs.

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ASCII Character Codes

An ASCII Character code is simply a number that the computer uses to represent the characters that you type. Each character has a number in the range of 0 - 255.

Most of the characters in the ASCII range are available from the keyboard, but for those that are not, E-Clean allows you to enter the codes directly in several dialog boxes.

Use the chart below when entering ASCII codes.

Dec	Char	Dec	Char	Dec	Char	Dec	Char	Dec	Char	Dec	Char	Dec	Char	Dec	Char	Dec	Char
0		32	sp	64	@	96	`	128	Ç	160	Á	192	Ł	224	α		
1	☐	33	!	65	A	97	a	129	ü	161	Í	193	ł	225	β		
2	☐	34	"	66	B	98	b	130	é	162	Ó	194	ł	226	Γ		
3	♥	35	#	67	C	99	c	131	â	163	ú	195	ł	227	Π		
4	♦	36	\$	68	D	100	d	132	à	164	ñ	196	—	228	Σ		
5	♣	37	%	69	E	101	e	133	â	165	Ñ	197	+	229	σ		
6	♠	38	&	70	F	102	f	134	ã	166	ë	198	+	230	ρ		
7	•	39	'	71	G	103	g	135	ä	167	ë	199	+	231	τ		
8	☐	40	(72	H	104	h	136	ê	168	ê	200	+	232	ϕ		
9	○	41)	73	I	105	i	137	ë	169	í	201	+	233	Θ		
10	☐	42	*	74	J	106	j	138	è	170	í	202	+	234	Ω		
11	♂	43	+	75	K	107	k	139	ÿ	171	½	203	+	235	δ		
12	♀	44	,	76	L	108	l	140	î	172	¼	204	+	236	ø		
13	ℙ	45	-	77	M	109	m	141	ì	173	¾	205	+	237	ϑ		
14	ℙ	46	.	78	N	110	n	142	ï	174	«	206	+	238	€		
15	✱	47	/	79	O	111	o	143	ä	175	»	207	+	239	∩		
16	▶	48	0	80	P	112	p	144	é	176	+	208	+	240	≡		
17	◀	49	1	81	Q	113	q	145	æ	177	+	209	+	241	±		
18	↑	50	2	82	R	114	r	146	æ	178	+	210	+	242	≥		
19	!!	51	3	83	S	115	s	147	ô	179	+	211	+	243	≤		
20	¶	52	4	84	T	116	t	148	ö	180	+	212	+	244	∫		
21	§	53	5	85	U	117	u	149	ö	181	+	213	+	245	∫		
22	■	54	6	86	V	118	v	150	û	182	+	214	+	246	÷		
23	⦿	55	7	87	W	119	w	151	ù	183	+	215	+	247	≈		
24	↑	56	8	88	X	120	x	152	ÿ	184	+	216	+	248	°		
25	↓	57	9	89	Y	121	y	153	ÿ	185	+	217	+	249	·		
26	→	58	:	90	Z	122	z	154	ÿ	186	+	218	+	250	·		
27	←	59	;	91	[123	{	155	ÿ	187	+	219	+	251	√		
28	└	60	<	92	\	124		156	ÿ	188	+	220	+	252	∞		
29	┐	61	=	93]	125	}	157	ÿ	189	+	221	+	253	z		
30	▲	62	>	94	^	126	~	158	ÿ	190	+	222	+	254	■		
31	▼	63	?	95	_	127	Δ†	159	ÿ	191	+	223	+	255			

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Print command (File menu)

Use this command to print a document. This command presents a Print dialog box, where you may specify the range of pages to be printed, the number of copies, the destination printer, and other printer setup options.

Shortcuts

Toolbar:



Keys: CTRL+P

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Print dialog box

The following options allow you to specify how the document should be printed:

Printer

This is the active printer and printer connection. Choose the Setup option to change the printer and printer connection.

Setup

Displays a Print Setup dialog box, so you can select a printer and printer connection.

Print Range

Specify the pages you want to print:

- All** Prints the entire document.
- Selection** Prints the currently selected text.
- Pages** Prints the range of pages you specify in the From and To boxes.

Copies

Specify the number of copies you want to print for the above page range.

Collate Copies

Prints copies in page number order, instead of separated multiple copies of each page.

Print Quality

Select the quality of the printing. Generally, lower quality printing takes less time to produce.

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Print Progress Dialog

The Printing dialog box is shown during the time that E-Clean is sending output to the printer. The page number indicates the progress of the printing.

To abort printing, choose Cancel.

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Print Preview command (File menu)

Use this command to display the active document as it would appear when printed. When you choose this command, the main window will be replaced with a print preview window in which one or two pages will be displayed in their printed format. The print preview toolbar offers you options to view either one or two pages at a time; move back and forth through the document; zoom in and out of pages; and initiate a print job.

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Print Preview toolbar

The print preview toolbar offers you the following options:

Print

Bring up the print dialog box, to start a print job.

Next Page

Preview the next printed page.

Prev Page

Preview the previous printed page.

One Page / Two Page

Preview one or two printed pages at a time.

Zoom In

Take a closer look at the printed page.

Zoom Out

Take a larger look at the printed page.

Close

Return from print preview to the editing window.

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Print Setup command (File menu)

Use this command to select a printer and a printer connection. This command presents a Print Setup dialog box, where you specify the printer and its connection.

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Print Setup dialog box

The following options allow you to select the destination printer and its connection.

Printer

Select the printer you want to use. Choose the Default Printer; or choose the Specific Printer option and select one of the current installed printers shown in the box. You install printers and configure ports using the Windows Control Panel.

Orientation

Choose Portrait or Landscape.

Paper Size

Select the size of paper that the document is to be printed on.

Paper Source

Some printers offer multiple trays for different paper sources. Specify the tray here.

Options

Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

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Page Setup command (File menu)

No help available for this topic.

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