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General Introduction

CardUtil is a utility for the MS-Windows Cardfile which enhances the useability of Cardfile by providing conversion and related utilities.

CardUtil has the capability to:

1. Merge two Cardfiles
2. Extract information from a Cardfile into another Cardfile.
3. Place Directory information into Cardfiles
4. Convert three type of files to a Cardfile. Convert from a Cardfile to a text file.

Cut and Paste to and from the Clipboard

CardUtil can Copy a Cardfile to the MS-Windows clipboard or Paste tab delimited text from the clipboard. These operations operate on the **entire** Cardfile, providing an easy conversion mechanism for many MS-Windows applications.

Copy to the Clipboard

CardUtil copies the contents of a Cardfile to the Clipboard as tab delimited text. The Cardfile information can then be easily pasted to a word processor or a spreadsheet file.

Each card in the Cardfile is copied as a single line of text. The tab character is used to delimit the title from the body in the card, and to separate individual lines in the body of the card.

How to:

[Copy to Clipboard](#)

See Also:

[Paste from Clipboard](#)

Paste from the Clipboard

CardUtil will paste tab delimited text from the MS-Windows Clipboard to a Cardfile. Each line of text from the clipboard is pasted as a single card. The text from the start of the line to the first tab is taken as the card title. The remaining text on the line is taken as the card body with each tab defining the start of a new line in the card body.

Suggestion:

A range from a spreadsheet or a table from a word processor can be copied on to the clipboard and converted to a Cardfile.

How to:

[Paste from Clipboard](#)

See Also:

[Copy to Clipboard](#)

Merging Cardfiles

The Merge command merges two Windows Cardfiles into a single Cardfile. The difference between this command and the one built into Windows Cardfile is that you may selectively eliminate duplicate cards.

A card is considered a duplicate when the title text, the first line, or all of the text in the cards match. The exact criteria for determining duplication is set in the [merge options](#) under the Merge menu.

How To:

[Merge two Cardfiles](#)

Note:

When duplicate cards are found, the card that contains the greater amount of text is saved.

Extracting Cardfiles

CardUtil will selectively extract cards from one Cardfile into a second Cardfile based on user defined criteria.

How To:

[Extract Cards from a Cardfile](#)

See Also:

[Setting Extraction Options](#)

Setting Extraction Criteria

To set the extraction criteria:

1. Enter a title and/or text string in the text box.
2. Select **do** or **do not** match,
3. Select a comparison criteria.

Title string: The title of the cards to extract.
Text string: Any text in the body of the card to extract.

Do : Extract cards that contain the string
Do Not: Extract all the cards that do *not* contain the string

Match string: Search for cards that exactly match the string
Start with string: Search for cards that start with the string
Contain string: Search for cards that contain the string.

If *Ignore Case* is checked all comparisons will be case insensitive (ie. 'StRiNg' will match 'string').

How To:

[Extract a card from a Cardfile](#)

Converting Files to Cardfiles

CardUtil will convert standard ASCII text, .dbf database files and HP95 PhoneBook files to a Cardfile. The exact behavior of CardUtil depends on the type of file you are converting from.

See Also:

[Conversion Types](#)

Conversion Types

CardUtil will convert the following file types to a Cardfile.

1. ASCII text files
2. HP95 PhoneBook files
3. .dbf database files

How To:

[Convert a Text file to a Cardfile](#)

[Convert a PhoneBook file to a Cardfile](#)

[Convert a DBF file to a Cardfile](#)

See Also:

[Text Conversion Options](#)

[PhoneBook Conversion Options](#)

[DBF Conversion Options](#)

Converting From Cardfiles

CardUtil can convert a Windows Cardfile to an ASCII text, delimited file. Each card in the Cardfile is converted into a single line of text, with the delimiter (as set in Text Conversion Options) separating the title from the first line of the card body and subsequent lines in the card body. Normally the delimiter is specified as a tab character (ASCII 9).

Note:

Before converting you may want to change the Text Conversion Options

How To:

Convert a Cardfile to an ASCII text file

Merging Options

CardUtil will optionally remove duplicate Cards when merging two Cardfiles. If a card is considered a duplicate or not is based on the comparison options selected.

Title:	Compares the title of the cards
Title and first line:	Compares the title and the first line of the card.
Title and text:	Compares the entire card.

If *Ignore Case* is checked all comparisons will be case insensitive (ie. 'StRiNg' will match 'string').

How To:

[Merge two Cardfiles](#)

Note:

If a match is found, the card with the greater amount of text is saved.

Text Conversion Options

The file delimiter may be set to accommodate various types of delimited text files. The ASCII code of that character must be entered, i.e. 9 for tab delimited files.

PhoneBook Conversion Options

The HP95 PhoneBook files can be converted such that either the name, or the name followed by the number will be used as the card title. If the name alone is used as the title the number will appear as the first line on the card.

Note:

If you select to place both the name and the number on the title line of the card the number will be truncated if the combined length of the name and number exceed 40 characters.

DBF Conversion Options

Conversion of DBF files is based on the database field names selected. Simply select which field names should be converted to the Cardfile.

If when a conversion is done, a field name is specified which is not in the .dbf file, an error will occur.

Not all fields need to be specified and fields may be specified more than once (to repeat the title in the body of the card for instance).

Directory Utility

The directory utility scans a directory (and optionally its sub directories) and selectively copies file names and related information into a Cardfile. The resulting Cardfile can be edited to add additional information.

How To:

[Create a New Cardfile with directory information](#)

[Update an existing Cardfile directory](#)

See Also:

[Create a New Cardfile](#)

[Update an Existing Cardfile Directory](#)

[Directory Options](#)

[Directory Options Requirements](#)

[Cardfile Limits](#)

Directory Options

Directory Options control:

1. The types of files to be included in the Cardfile
2. The file information to be placed on the card.

The resulting Cardfile will contain cards which match the wild card specifications in the '**Include List**' and those which are NOT specified in the '**Exclude List**'. Note: Path names are **not** allowed in these lists, ie. 'C:\DOS*.COM' is not allowed while '*.COM' is.

The Include List contains the files to be included in the cards.

The Exclude List contains the files that you do not want in the Cardfile.

The checkboxes control the information to be placed in the title and the first two lines of the card.

How To:

To Add a File wildcard to a list:

1. Select the Add Button
2. Enter the file name. (DOS wild cards can be used)
3. Select OK

The file should now be listed in the list box.

To Delete a File wildcard from a list

1. Select the File to remove by clicking on the name in the list box
2. Select Delete

The file is now removed from the list box

Note:

Selecting more text than what will fit on the title line will cause the card title to be truncated.

Selecting more than will fit on a single line in the card body will result in wrapped text.

Warning:

If you change the options you may not be able to use the Update Utility in CardUtil. See [Directory Options Requirements](#) for more information.

Suggestion:

Exclude files containing *.bak, *.bkp, *.exe, *.com

See Also:

[Cardfile Limits](#)

New Directory Cardfile

CardUtil will selectively copy file information for files in a directory into a Cardfile. The resulting Cardfile may contain such data as the directory path, file name, date and size of the files in the directory. The exact data is set in the Options dialog box under the main menu item Directory.

Note:

The default options must be used in order to use CardUtil's Update feature for future revisions, if you do not have these specified and you go to generate a new directory Cardfile you will be prompted with a warning and given the option of setting them to the defaults.

How To:

[Create a new directory Cardfile](#)

See Also:

[Directory Options](#)

[Directory Options Requirements](#)

[Update Existing Directory Cardfile](#)

Update Existing Directory Cardfile

This operation is used to update file information as you add, delete, or modify files. All new files will be added to the Cardfile and all existing files will have the date, time, and size information updated. Any comments added to the file body are of course saved.

Cards referring to files which have been deleted from the disk are **NOT** deleted from the Cardfile, the information in the Cardfile is left intact.

Warnings:

The Cardfile must have been created using the default directory options for this feature to work properly.

The title is reserved for the filename, any text which has added to the title will result in the utility not being able to identify the card correctly and will result in duplicate cards in the Cardfile.

See Also:

[Directory Options](#)

[Directory Options Requirements](#)

[Creating a New Directory Cardfile](#)

Set Directory to Convert

This dialog box sets the directory and the path of the files to convert.

Enter the directory and/or path of the files to convert.

Select the include Sub-directories to include information in all sub-directories of the specified path.

Cardfile Limits

Windows Cardfile has a limit of 1260 cards per file.

If the output of the CardUtil program exceeds 1260 cards, you will be asked if you wish to continue saving cards in another file. If this file would require more than 1260 cards CardUtil will continue prompting for additional files until all of the data has been output.

If more than one file is output and you ask it to run MS Windows Cardfile only the first file will be loaded.

Directory Options Requirements

In order to use CardUtil's directory update feature the directory options must be specified as follows:

Title: File name (no path)
First Line: Drive and path
Second Line: Size, Date, and Time.

If the options are not set accordingly when you go to generate a new directory file you will be asked if you wish to force them to the above options. You should of course answer **YES** if you plan on using the directory update feature later. If you choose not to use the default options you **will not** be able to update directory information in the future.

Run Windows Cardfile

After generating a Cardfile through one of the utilities, you will be asked if you wish to run MS Windows Cardfile.

If you select **YES** the Windows Cardfile will run with the Cardfile just created.

Pasting from the Clipboard (Examples)

Example 1:

You have a list of names and phone numbers in an Excel spreadsheet with the names in one column and the numbers in the next column and you wish to convert that information into a Cardfile.

1. Select the names and numbers in Excel.
2. Copy to the clipboard.
3. Run CardUtil
4. Select Paste to Cardfile

Copy to the Clipboard (Examples)

Example 1:

You have a Cardfile of names and addresses and you wish to pass them along to another colleague as an Excel spreadsheet.

1. Run CardUtil.
2. Select Copy to Clipboard.
3. Select the file to copy.
4. Run Excel.
5. Select Paste.

Example 2:

You have a Cardfile of names and phone numbers which you would like to print out, but you would like to customize the output to print out the card title, followed by the card information indented from the left margin.

1. Run CardUtil.
2. Select Copy to Clipboard.
3. Select the file to copy.
4. Run MS Windows Write.
5. Set the paragraph format for a hanging indent.
6. Select Paste.

How to Merge two Cardfiles

To Merge two files and remove duplicate cards that have the same title and text:

1. Pull down the main menu item Merge/Extract
2. Select Options to set the merge criteria (optional)
 - a. Select Remove Matching Cards
 - b. Select the card title and card text.
3. Pull down the main menu item Merge/Extract
4. Select Merge
5. Select the 1st Cardfile to be merged
6. Select OK
7. Select the 2nd Cardfile to be merged
8. Select OK
9. Enter the name of the Cardfile to be created
10. Select OK

How to Extract cards from a Cardfile

To extract all the cards from a Cardfile that contains a title string and does not contain any part of text string:

1. Pull down the main menu item Merge/Extract.
2. Select Options
3. Type in a string in the title text box
4. Select the **Do** radio button
5. Select the Match string radio button
6. Type in a string in the text box
7. Select the **Do Not** radio button
8. Select the Contain String
9. Select OK
10. Pull down the main menu item Merge/Extract
11. Select Extract.
12. Open the cardfile you wish to extract information from.
13. When prompted enter a name for a new file to be created, this file will consist of all matching cards from the first Cardfile.

Note:

Mark **Ignore Case** if you want the search not to be case sensitive

Create a New Directory Cardfile

Example 1:

Create a Cardfile with a name of dirdos.crd that contains information on the files in your c:\dos directory:

1. Pull down the main menu item Directory
2. Select New
3. Enter c:\dos\
4. Select OK
5. Enter dirdos
6. Select OK

Example 2:

Create a Cardfile with the name of the file as the title, the name and path of the file on the first line and the size and date on the second line.

1. Pull down the main menu item Directory
2. Select Options
3. Check Name under the Title options
4. Check Name under the 1st Line options
5. Check Path under the 1st Line options
6. Check Size under the 2nd Line options
7. Check Date under the 2nd Line options
8. Select OK

Update an Existing Cardfile Directory

Update a Cardfile with the name of dirdos.crd

1. Pull down the main menu item Directory
2. Select Update
3. Enter dirdos.crd in the text box
4. Select OK
5. Enter the directory in which dirdos.crd is located
6. Select OK
7. Enter dirdos.crd
8. Select OK
9. Select OK to overwrite existing file
10. Select Yes to running Windows Cardfile

How to Convert a Text file to a Cardfile

1. Pull down the main menu item Convert
2. Select To Cardfile
3. Mark Delimited ASCII Text
4. Select OK
5. Enter or Select the Text File Name to Convert
6. Select OK
7. Type or Select the new Cardfile name
8. Select OK
9. Select Yes to run the Windows Cardfile

See Also:

[Setting Text Options](#)

How to Convert a HP95 PhoneBook file to a Cardfile

1. Pull down the main menu item Convert
2. Select To Cardfile
3. Mark HP-95 PhoneBook
4. Select OK
5. Enter or Select the PhoneBook File Name to Convert
6. Select OK
7. Type or Select the new Cardfile name
8. Select OK
9. Select Yes to run the Windows Cardfile

See Also:

[Setting PhoneBook Options](#)

How To Convert a DBF file to a Cardfile

1. Pull down the main menu item Convert
2. Select To Cardfile
3. Mark DBF file
4. Select OK
5. Enter or Select the DBF File Name to Convert
6. Select OK
7. Type or Select the new Cardfile name
8. Select OK
9. Select Yes to run the Windows Cardfile

See Also:

[Setting DBF Options](#)

How to Convert a Cardfile to an ASCII Text File

1. Pull down the main menu item Convert
2. Select From Cardfile
3. Type or Select the Cardfile Name to Convert
4. Select OK
5. Type or Select the Text File Name
6. Select OK

See Also:

[Setting Text Options](#)

ShareWare Registration

This program is distributed as ShareWare, meaning if you wish to use this software beyond a trial period of 30 days you are required to register it with the author. The registration fee is \$25.00 and covers the current and all subsequent ShareWare versions of the program.

You may register this program by mailing \$25.00 to the following address:

Richard C. Haw
2207 Aspen
Champaign IL 61821

See also:

[Technical Support](#)

[Disclaimer](#)

Technical Support

Technical support is available for registered users through CompuServe by Email to [73527,2642] or by calling the support BBS at (217) 356-2055. The support BBS for CardUtil is free and open to all users, however only registered users will be provided support. The latest version of the program will be found on this BBS as well as on CompuServe.

See also:

[Registration](#)

[Disclaimer](#)

Disclaimer

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See also:

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