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What is Extract
Extract is a Windows 3.1 program designed to extract data from irregularly formatted <u>data files</u> into <u>comma delimited ASCII files</u>, easily readable by Dbase, Excel and other programs.

Extract is freely distributable provided:
    1) it is distributed with both EXTRACT.EXE and EXTRACT.HLP and
    2) no money changes hands.

Datafile Format
EXTRACT will read any normal ASCII text file.   The data in the text   file must have associated text labels for EXTRACT to work properly.

The sample below is a typical text file that, because of its format, is unreadable by programs that require <u>delimited text files</u>.   Notice that there is a label associated with each piece of data (name, last name, address, city, postal code and age) and that the format is the same for each record. This makes the sample a perfect candidate for conversion to a delimited text file by Extract.

Sample Datafile:
```
record 1
first name: Bob
last name: Smith
address: 123 East Street        city: Williams Lake
postal code: V2G 1R8
age: 32

record 2
first name: Jane
last name: Jones
address: 321 South Ave          city: Williams Lake
postal code: V2G 1R8
age 26
```

Comma Delimited Text (ASCII) Files

Extract converts irregularly formatted <u>datafiles</u> into delimited ASCII files. Delimited text files are importable into many programs (Dbase, Excel, Access, etc) and are the output from Extract.

Sample Comma Delimited File:

```
"Bob", "Smith", "123 East Street", "Williams Lake", "V2G 1R8", 32
"Jane", "Jones", "321 South Street", "Williams Lake", "V2G 1R8", 26
```

Philosophy Behind Extract
The concept behind Extract is that you define one record (by selecting a text label to search for and setting a data area for each field).   After you have defined each field's label to search for and data (offset from the label) Extract will automatically read in EVERY record of the datafile. Exciting huh!   This help file only covers the basics of the program because it is, for the most part, self-explanitory.

Loading Example Text

To start using the program select the *File|Load Example Text* menu.   This will allow you to load in your <u>datafile</u> and select the data you wish to extract from it.

If the datafile is larger than 20,000 characters you will be asked whether it is OK to truncate the file.   Answer YES.   This simply means that you will not be able to view the entire <u>datafile</u>; when you run the actual extraction the entire file WILL be processed.

Next quick learn step: <u>Selecting Search Text (Labels)</u>

Set Search Text (Labels)
What is search text?   This is the text Extract will search for to tell it where the data you wish to extract is.

Method 1:
Use the mouse (or keyboard) to select the text that is associated with a field and select the *Set| Search Text* menu.
Method 2:
Use the mouse (or keyboard) to select the text that is associated with a field and select the *View| Field Info* menu.   This will open the View Field Info dialog box.   Click on the Set button in the Search Text area of the View Field Info dialog box.

Next quick learn step: Selecting Relative Data

Selecting Relative Data

What is relative data?   This is the data you wish to extract, specified as an offset from the search text you have already selected (you have selected your <u>search text</u> haven't you?).

Method 1:

Use the mouse (or keyboard) to select the actual data and select the *Set|Relative Data* menu.

Method 2:

Use the mouse (or keyboard) to select the actual data and select the *View|Field Info* menu.   This will open the View Field Info dialog box.   Click on the Set button in the Relative Data area of the View Field Info dialog box.

Next quick learn step: <u>Adding a Field</u>

Adding a Field
To add a new field skip to one past the last field.

Method 1:
Select the *View|Next Field* until a message box appears with the question "Create new field?".
Click on Yes.
Method 2:
Select the *View|Field Info* menu.   This will open the View Field Info dialog box.   Click on the
Next button until a message box appears with the question "Create new field?". Click on Yes.

Next quick learn step: Running the Extraction

Running the Extraction
Once you have entered and created the fields necessary for your extraction click on the *Run* menu.   This will bring up a dialog box requesting the <u>datafile</u> to run the extraction on.   Enter the datafile name and you are presented with another dialog box, this one requests the name of the <u>delimited text file</u> to save to.   After selecting the <u>delimited text file</u> all the Extract windows disappear and are replaced by a counter window.   The counter window reports how far the extraction has completed and disappears when Extract is finished processing.