

## Here's Danny Goodman on Disk!



Danny Goodman, Author of *The Complete HyperCard Handbook*

Well, not quite. He was afraid of getting his fingers caught in the spring-loaded door. So he's done the next best thing—put his HyperCard scripting expertise into a powerful utility we call HyperPort™.

HyperPort eliminates complex scripting required to move text into and out of HyperCard stacks. All you do is click and drag information objects—Danny does the rest.

### Look at HyperPort's text transfer possibilities:

HyperCard stacks	↔	Tab-delimited database files.
HyperCard stacks	↔	Comma-delimited database files.
HyperCard stacks	↔	Word processing text files.
HyperCard stacks	↔	Microsoft Word mail merge files.
HyperCard stack	↔	Text file ↔ HyperCard stack.

Once you show HyperPort how you want the final results to look, it imports data into desired fields or exports chunks of fields to a file. If you have only the text file, HyperPort even builds a new stack around that text for you. Turn database or training material into a HyperCard stack in record time!

**This is the utility no HyperCard author should be without!**



HyperPort versions for HyperCard 1.2 and 2.0 are included.

System Requirements: Apple Macintosh Plus, SE, or II series (hard disk drive recommended); HyperCard 1.2 or later; System compatible with your HyperCard version.

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# HyperPort™

## DANNY GOODMAN'S NO-TEARS HYPERCARD TEXT IMPORT-EXPORT UTILITY PROGRAM





# HyperPort™

## *User's Manual*



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## Introduction

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### Here's Danny Goodman on Disk!

Well, not quite. He was afraid of getting his fingers caught in the spring-loaded door. So he's done the next best thing—put his HyperCard scripting expertise into a powerful utility we call HyperPort.

HyperPort eliminates complex scripting required to move text into and out of HyperCard stacks. All you do is click and drag information objects—Danny does the rest.

Look at HyperPort's text transfer capabilities:

HyperCard stacks ↔ Tab-delimited database files.  
HyperCard stacks ↔ Comma-delimited database files.  
HyperCard stacks ↔ Word processing text files.  
HyperCard stacks ↔ Microsoft Word mail merge files.  
HyperCard stack ↔ Text file ↔ HyperCard stack.

Once you show HyperPort how you want the final results to look, it imports data into desired fields or exports chunks of fields to a file. If you have only the text file, HyperPort even builds a new stack around that text for you. Turn database or training material into a HyperCard stack in record time!

Once you've created an import/export template, HyperPort saves it so you don't need to re-create it the next time you want to import or export the same information.

The program disk contains two versions of HyperPort: one for HyperCard 1.2, and one for HyperCard 2.0.



## About This Manual

This manual is divided into four chapters:

- **Introduction** tells you about the features and uses of HyperPort, including how to install it on your Mac's hard disk.
- **Tutorial** leads you through the creation of sample import and export templates, using the tutorial data supplied on the HyperPort disk.
- **Importing** describes the process for importing comma- or tab-delimited text data into a new or existing HyperCard stack.
- **Exporting** shows you how to export information from your HyperCard stacks to text files. These formatted text files are then available for use in databases, spreadsheets, table preparation, and lots of other uses.

There is also an index at the end of the manual to help you find answers to specific questions.

## System Requirements

In order to use HyperPort, you'll need the following:

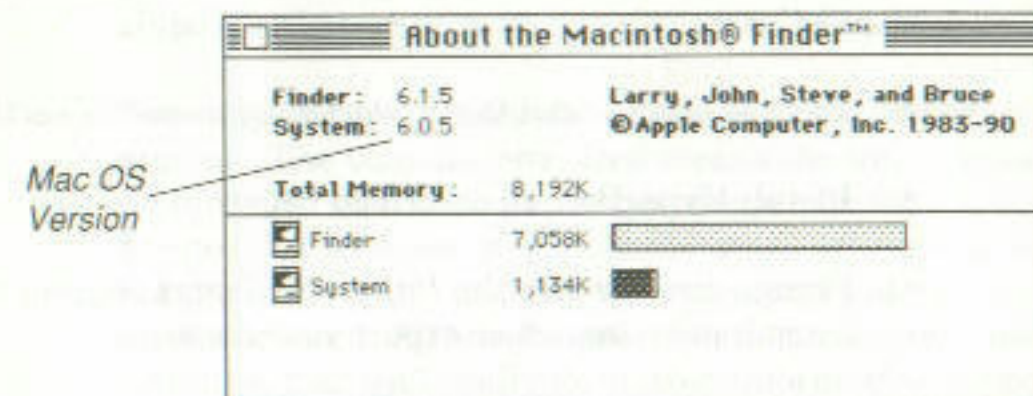
1. Mac Plus, SE, SE/30, or II-series (hard disk drive recommended), running system 6.0 or later.
2. HyperCard version 1.2.2, 1.2.5, or 2.0.

*It is very important that your Mac's Operating System (Mac OS) and your version of HyperCard be compatible; if not, HyperCard will crash unexpectedly and your information may be lost or corrupted.*

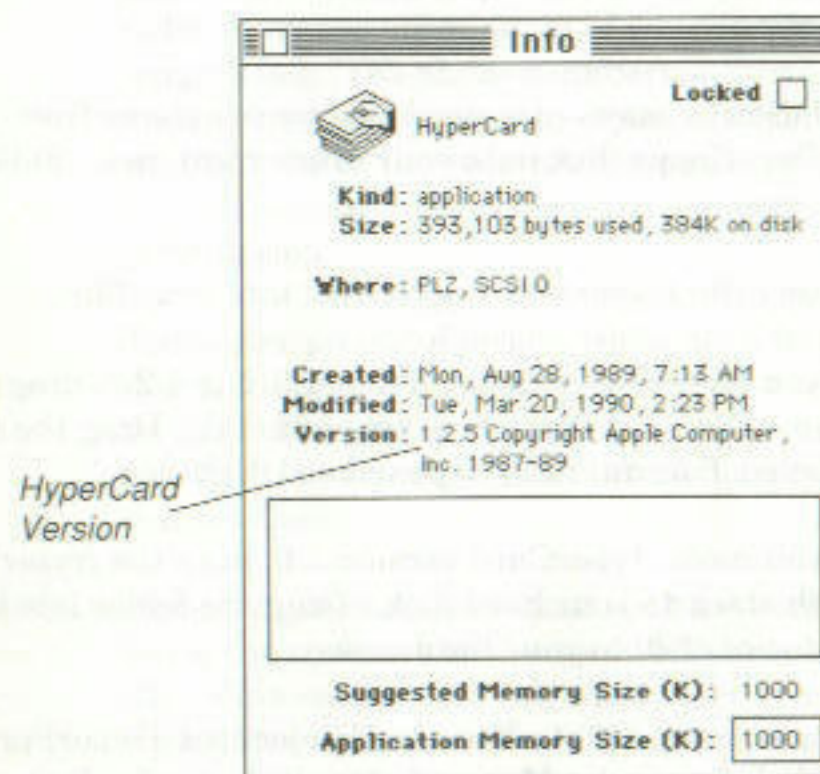
<u>If Your Mac OS Is:</u>	<u>Use this Version of HyperCard:</u>
6.0, 6.0.1, 6.0.2, or 6.0.3	HyperCard 1.2.2
6.0.4 or 6.0.5	HyperCard 1.2.5

If you're using HyperCard version 2.0, you must use Mac OS version 6.0.5 or later.

To check the version of the Mac OS you're using, choose **About the Finder** from the Apple pull-down menu right after you've started your Mac, before you've run any applications. You'll get the following display:



To check the version of HyperCard you're using, click on the HyperCard application icon *once*, and then type **⌘ I** to get the following:



Once you've verified that your Mac OS and version of HyperCard are compatible, you can install HyperPort on your Mac's hard disk.



## Quickstart (i.e., If You Don't Read Manuals)

If you consider yourself a pretty knowledgeable HyperHacker, you're probably skimming through the manual right now searching for the absolute minimum information you need to get started. Although we think you'd benefit from following the manual's organization, we'll try to accommodate your impatience with the following suggestions:

- Be sure you've read the *System Requirements* section.
- Install HyperPort as described below.
- Plunge directly into the *Import* or *Export* chapter to learn how to import or export your data.

For a more structured approach, we recommend reading the remainder of this chapter and working through the Tutorial, before attempting your own import/export excursions.

## Installation

Installation is easy – you need to copy two items from the HyperPort floppy disk onto your Mac's hard disk. Follow these steps:

1. Insert the HyperPort floppy disk into your Mac.
2. If you have HyperCard version 1.2.2 or 1.2.5, drag the *HyperPort (1.2)* stack to your hard disk. Drag the folder labeled *Tutorial (1.2)* to your hard disk.
3. If you have HyperCard version 2.0, drag the *HyperPort (2.0)* stack to your hard disk. Drag the folder labeled *Tutorial (2.0)* to your hard disk.

That's all there is to it. You should eject the HyperPort floppy disk from your Mac and store it in a safe place.

## Terminology

There is a bit of specialized computer terminology (a.k.a. jargon) that's used in the rest of this manual. You'll find the reading a lot easier if you understand these terms.

HyperPort allows you to import text directly from a Mac text file into any HyperCard stack, and export text from any HyperCard stack to a Mac text file.

The information in these files may be *formatted* or *unformatted*. The term *unformatted* means the information has no inherent structure that requires specific data to be found at specific locations. For example, word processing documents are (mostly) unformatted, consisting of one large stream of text. Although some documents contain tables or columns, this isn't really formatted information, since there is no *requirement* that specific information appear at any *specific location* in the document.

On the other hand, the data in a spreadsheet, telephone directory, database, etc., is *formatted*. It consists of specific fields of information, some of which may have specific lengths (e.g., telephone numbers). Further, certain information can only appear in certain fields; for example, you wouldn't enter the individual's name into an address field. In addition, there is an implied *location* for each piece of information.

Two other pieces of jargon you'll need to learn are *delimiter* and *delimited*. Simply put, a *delimiter* is a character such as a comma, tab, or carriage return that is placed between two fields or records in formatted data to separate or *delimit* them.

For example, a spreadsheet such as Microsoft's Excel can write the contents of the spreadsheet to a *tab-delimited* text file. This means that tab characters are placed between each of the cells in a row. (When the end of a row is reached, a carriage return character is placed after the last cell to indicate that the next piece of data is actually the first cell in the next row.) HyperPort's import-export feature can deal with either tab or comma delimiters.



In general, formatted Mac text files are tab-delimited. If you save a Microsoft Excel spreadsheet as a text-only file, for example, the individual fields will be tab-delimited. So if you plan to import/export data from most Mac applications, choose this option.

In some cases, comma-delimited fields may be appropriate. For example, Microsoft Word Mail-Merge Data files must be comma-delimited. Similarly, most PC (i.e., non-Mac) databases require their formatted text files to be comma-delimited. If you're unsure of your requirements, check the manual of the application from/to which you plan to import/export.

### How HyperPort's Import-Export Feature Works

It is important to understand that HyperPort imports or exports *text* data – i.e., data that consists only of letters and numbers. If you don't know whether a file is text data only, try to open it with a word processing program. If you can't open it, or if you see strange characters when you open the file with a word processor, then it is unlikely that the data is purely text, and HyperPort's import feature probably will not work with that data.

In order to move information between HyperCard stacks and formatted data sources (such as spreadsheets, databases, etc.), you would typically need to write a specific HyperTalk script that knows both the format of the source data, and the format of the destination data. Writing these scripts can be complicated and very tedious even for expert HyperTalk scripters, and can be impossible for the non-programmer.

HyperPort alleviates the need to be a HyperTalk scripter by helping you define your own import-export templates, and then *transferring the data for you*, based on the information you've given HyperPort. These custom templates are then saved in your own personal list of import-export templates.

### When to Use the Import-Export Feature

There will be times in which you would like to be able to transfer formatted text into and out of various HyperCard stacks. For example, a name and address stack can be exported to a tab-delimited file that can be read by almost any Macintosh spreadsheet or database program. Similarly, you may already have a phone directory on a database; by saving this directory as a tab-delimited text file, you can import it into any HyperCard stack without having to retype any information or tediously copy and paste the information.

HyperCard is also frequently used as a development environment for training applications. If you already have most of the text in a word processing text file, you may use HyperPort to transfer long chunks of text into the HyperCard stack.

Another example is the ability to produce a text file for use in preparing a form-letter mailing. You can export only the specific information you need – Name, Title, Company, etc. – and use almost any word processor that supports this feature.

HyperPort is designed to make text transfer into and out of HyperCard painless – you work only with familiar information, while HyperPort takes care of all the scripting.



## Tutorial

This tutorial is designed to help you get started with creating your own import/export templates. Here's what you'll learn by working through the tutorial:

- How to create an export template for a sample name and address stack, and how to export the data to a formatted text file.
- How to create an import template for a sample name and address stack, and how to import data from a formatted text file into this stack.
- How to import data from an unformatted text file into separate cards in a stack.

You should allow about an hour to go through the entire tutorial. However, you don't need to do the entire tutorial all at once; there are stopping points to which you can return at a later time. This allows you to follow the tutorial at your own pace.

**IMPORTANT:** Throughout the manual it's assumed that you know basic Macintosh definitions, such as "file," "dialog box," "check boxes," "system folder," etc., as well as basic Mac actions such as clicking, double-clicking, dragging, creating new folders, etc. If you're not familiar with these terms and actions, you'll need to learn them before proceeding with the tutorial and reference chapters.

### Conventions Used in the Tutorial

A special font (Courier) is used to show words or sentences that you should type exactly as specified. For example, the tutorial might instruct you to type the phrase "20525 Mariani Drive" and then press the Return key. This instruction would appear as:

1. **Type 20525 Mariani Drive and press Return.**

Note that the instructions themselves are in boldface; in



addition, the names of any keys (e.g., Return), buttons, fields, check boxes, etc. will have their names capitalized. In order to follow the tutorial accurately, it's important that keystrokes and information are entered exactly as specified, since parts of the tutorial depend on previously-entered information.

### Creating an Import Template

We'll start by creating an import template for a typical name and address stack. The stack to which we'll be importing is in the Tutorial folder that you copied to your hard disk. The information that we'll be importing is also in the Tutorial folder.

1. **Open the HyperCard folder and double-click the HyperCard application.**

The Home Card appears.

2. **Open the HyperPort stack from the File menu.**

The startup screen appears:

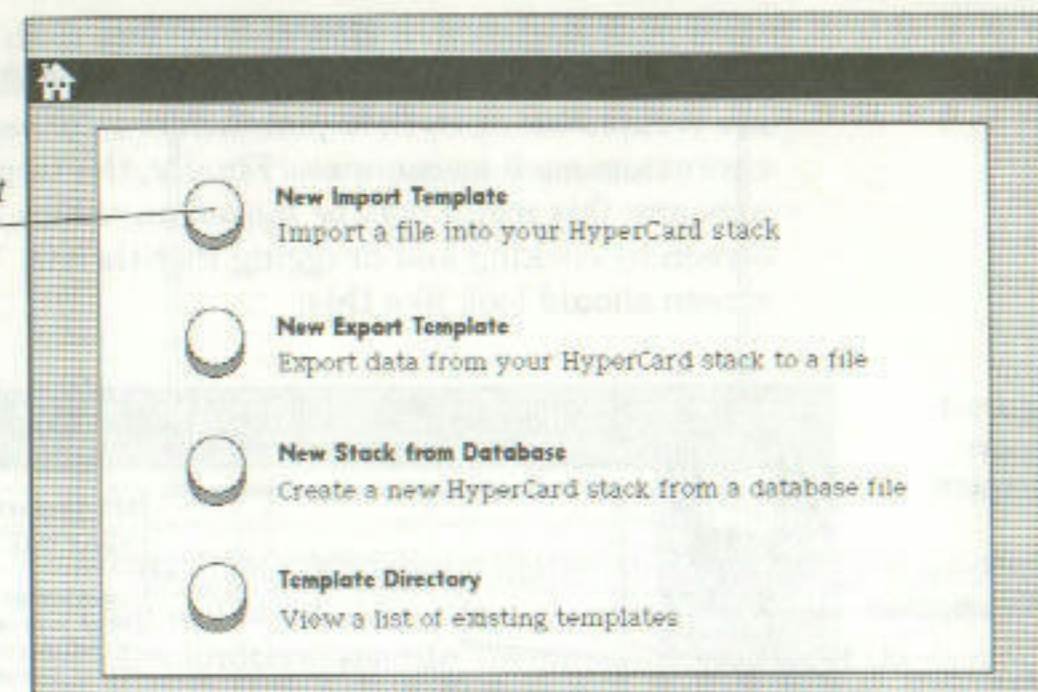
Figure 1  
Startup  
Screen



This screen is displayed briefly, and then HyperPort's main screen is shown:

Figure 2  
Main Screen

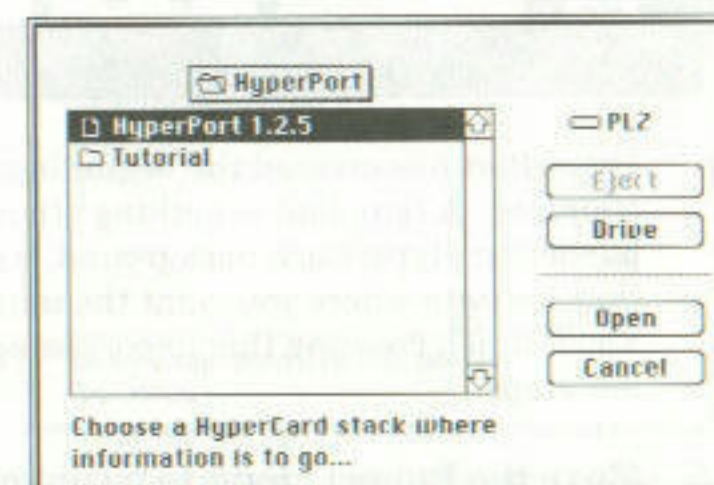
New Import  
Template  
button



3. **Click the New Import Template button in the main screen.**

The following dialog appears:

Figure 3  
Open Import Stack



4. **Open the HyperPort Tutorial folder and double-click the Address stack.**

A lot of activity takes place when you do this. Here's what HyperPort is doing: first, it opens the Address stack and copies the background from this stack into the HyperPort stack. Next, it examines all the available fields in the Address stack to determine where you might want to put information from the text file. It



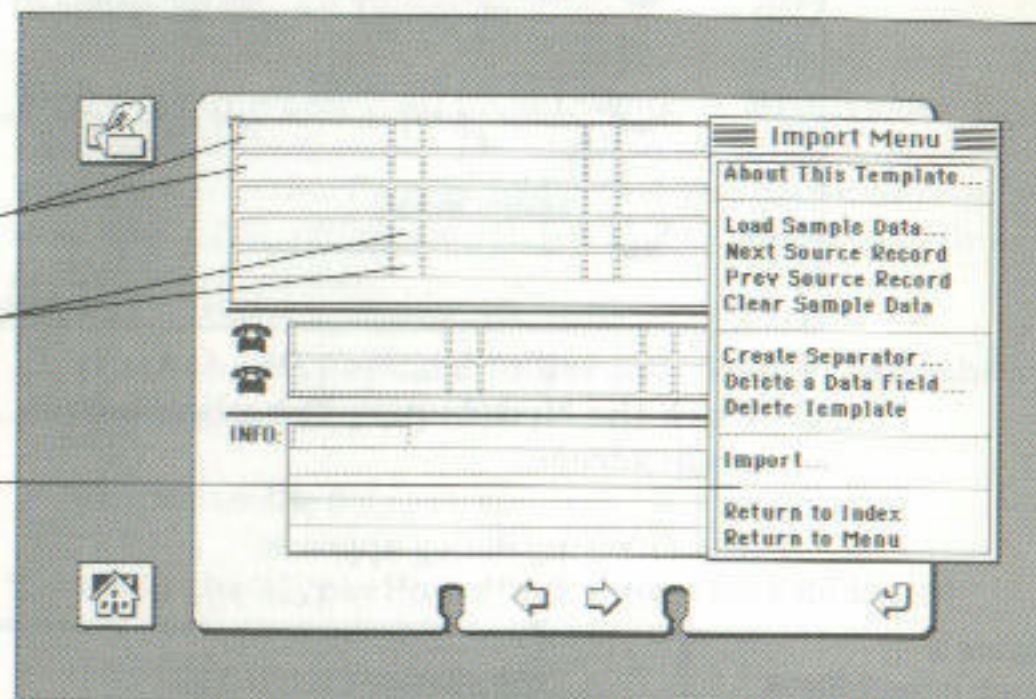
then puts one or more *placeholders* into each field, depending on the size of the field. Smaller placeholders are created between field placeholders, for separator characters such as commas. Finally, the Import Menu appears; this menu may be moved anywhere on the screen by clicking and dragging its title bar. Your screen should look like this:

Figure 4  
Import  
Template

Field  
Placeholders

Separator  
Placeholders

Import Menu



HyperPort has created the beginnings of an import *template*. A template is nothing other than a copy of a particular HyperCard background, with placeholders that indicate where you want the imported data to go. You'll finish creating this import template in the next few steps.

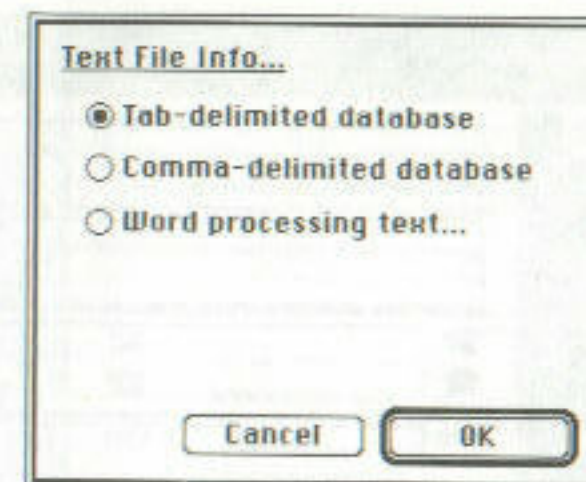
5. **Move the Import Menu to a convenient location on your screen.**

If you have a large screen, you can move it completely off the template; if you have a small screen, you'll need to leave it overlapping some area of the template.

6. **Click the Load Sample Data... option from the Import Menu.**

The following dialog appears:

Figure 5  
Specify Delimiter

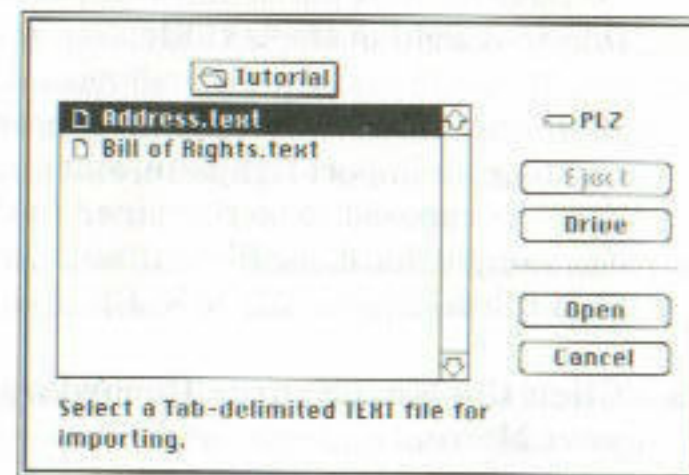


This dialog is asking whether the data you'll be importing is delimited by tabs or commas (for an explanation of delimiters, see the Terminology section of the Introduction). Our sample database is tab-delimited.

7. **Click OK.**

The following dialog appears:

Figure 6  
Open Import File

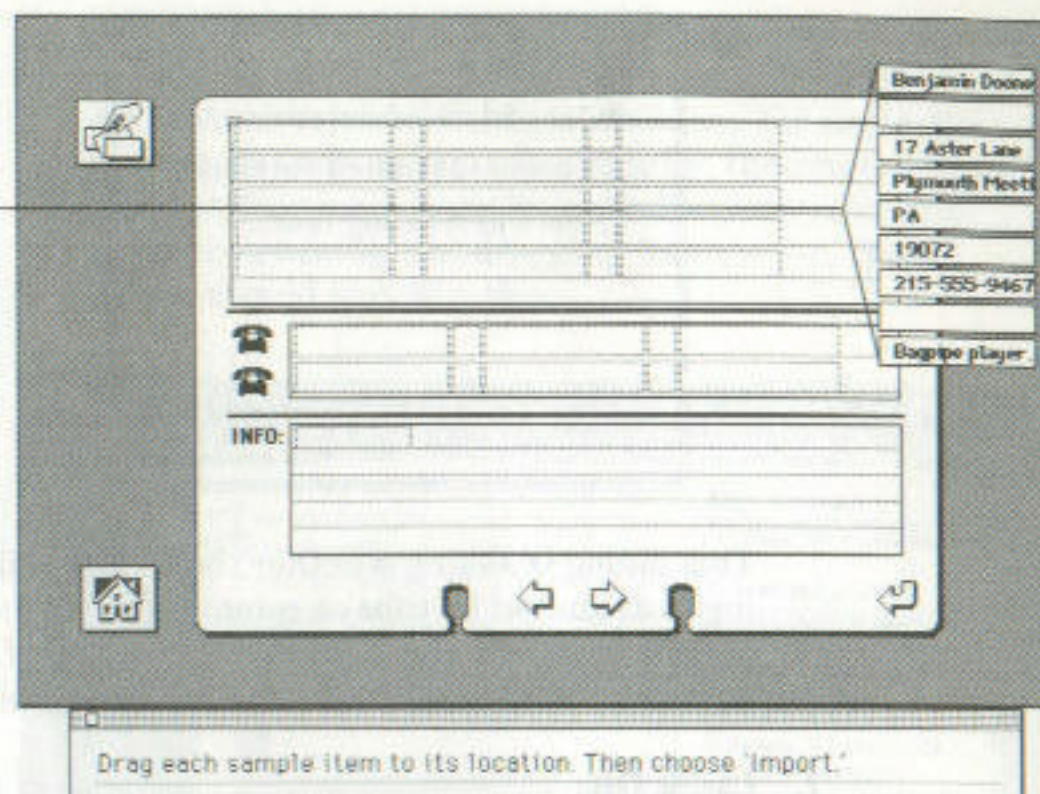


This dialog is asking you to locate the formatted text file from which you want to import data. We've conveniently included a sample file in the tutorial for you.

8. **Double-click the Address.text file.**

HyperPort now opens this text file, and gets information from the first record in the file. Next, each field from the first record is made into a movable item. Your screen should look like this:



Figure 7  
Import  
TemplateMovable  
Items


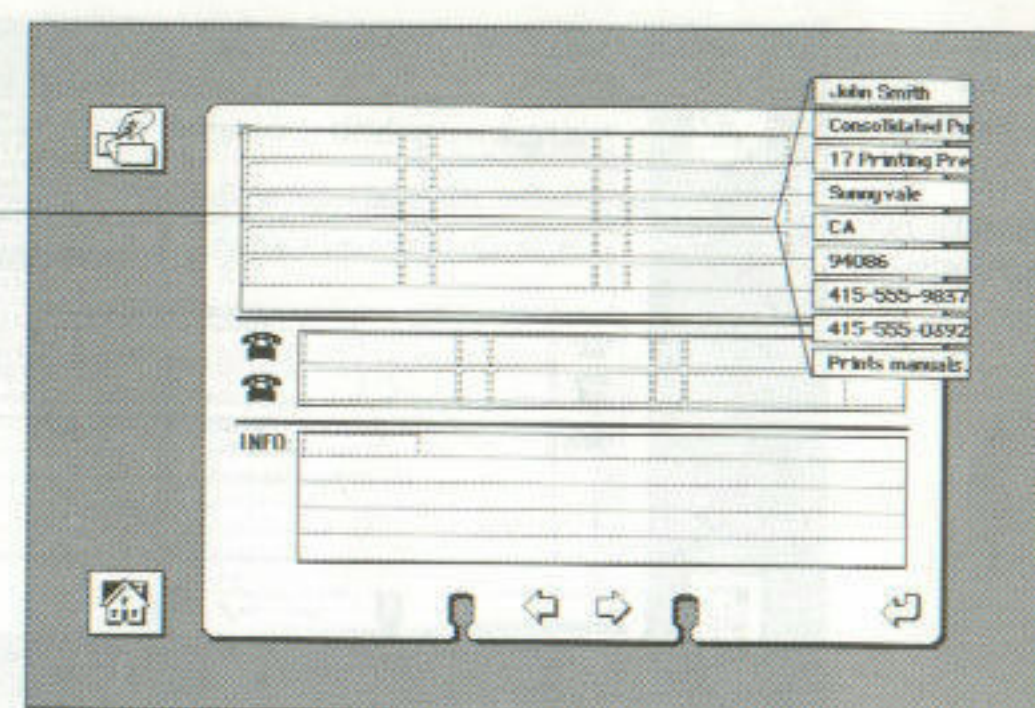
Drag each sample item to its location. Then choose 'Import.'

Notice that some of the movable items are blank. That's because for that particular record, no data was entered into that field in the text file.

Blank fields can sometimes be a problem when you're creating an import template, since you can't tell what data is supposed to be contained in that field. However, our sample database file contains a record with every field filled.

**9. Click the Next Source Record option in the Import Menu.**

HyperPort retrieves information from the next record in the text file, and places this information into the movable items. Your screen now looks like this:

Figure 8  
Import  
TemplateFilled  
Record


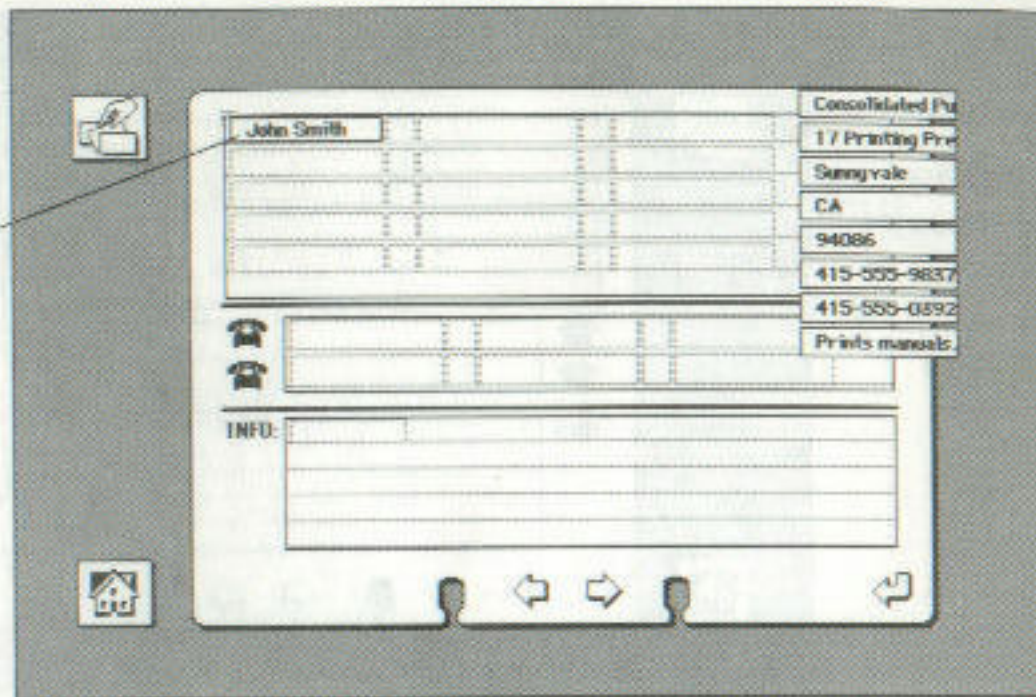
Notice that each movable item in this set of data is filled, making the placement of the movable items a lot clearer.

(In general, it's very helpful to have at least one record with each field completely filled. If your text file doesn't have one, you can add one to it using either a word processor or the database program itself.)

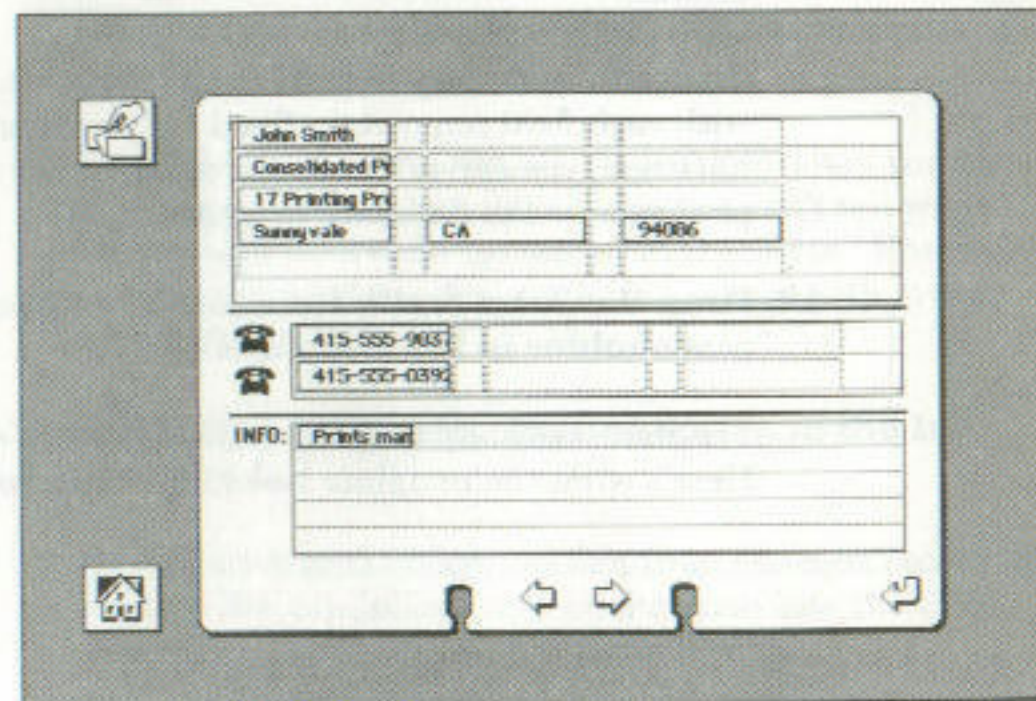
**10. Drag the John Smith item into the upper-left placeholder in the template.**

The item will snap to the placeholder when you do this. Here's what the template looks like when you do this:



Figure 9  
Import  
TemplateMovable item  
in placeholder

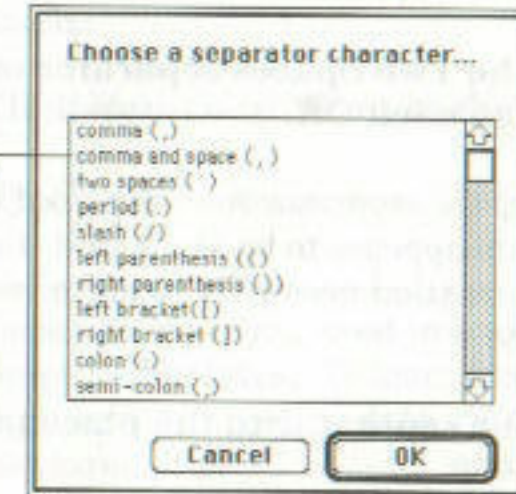
11. Drag each of the other items to its proper placeholder, so that the import template looks like this:

Figure 10  
Filled-In  
Template

We're close to being finished, but not quite yet. Notice that we've placed Sunnyvale CA 94086 all on one line. Since these three address items are usually separated by a comma+space, and two spaces, respectively, we need to add these separators to our template. If we didn't, HyperPort would simply place one space between multiple fields on one line.

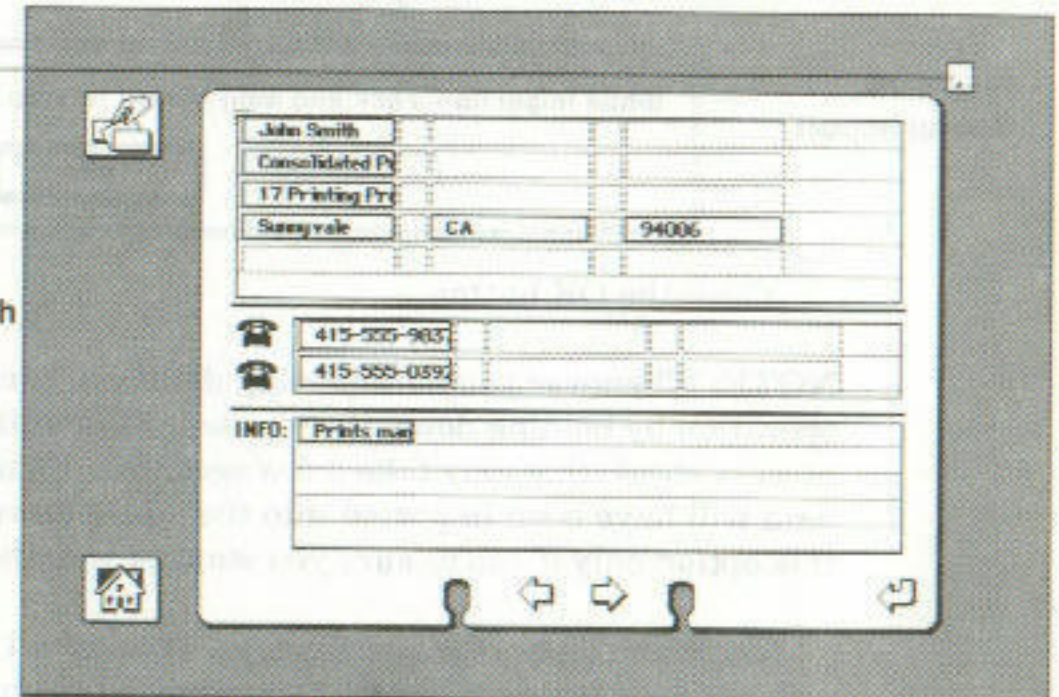
12. Click the Create Separator... in the Import Menu.

The following dialog appears:

Figure 11  
Choose a SeparatorComma and  
Space Separator

13. Click the Comma and Space separator once to select it, and then click OK.

A comma and space separator item is placed into the template:

Comma  
and Space  
SeparatorFigure 12  
Template With  
Separator

14. Drag the separator to the placeholder between Sunnyvale and CA.

The separator will snap to the placeholder.



15. Click the **Create Separator...** option in the **Import Menu**.

Figure 11 reappears.

16. Click the **Two Spaces** separator once to select it, and then click **OK**.

A two-space separator item is placed into the template. This item appears to be blank, but it actually contains the information necessary to place two spaces into the template.

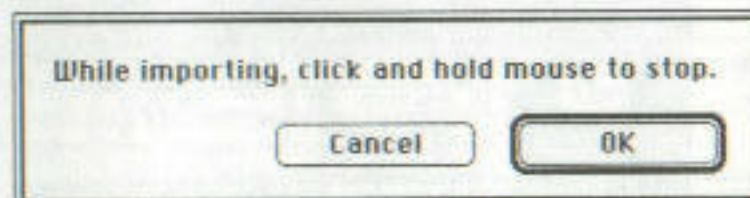
17. Drag the separator to the placeholder between **CA** and **94086**.

The separator will snap to the placeholder.

18. Click the **Import...** option in the **Import Menu**.

After you click the **Import...** option, you'll see the following alert message:

Figure 13  
Cancel Import



Click the **OK** button.

**NOTE:** Whenever you're importing data, you can cancel the operation by holding down the mouse button until the process stops (this may take a few seconds). Some of the data will have been imported into the stack, however, so use this option only if you're sure you want to stop the process.

HyperPort now begins its magic. It takes all the information you specified when you dragged the movable items (both fields and separators) to their positions in the template, and imports the **Address.text** data into the **Address** stack (not into the **HyperPort** stack).

As each record is imported, the text is placed into the **Address** stack and the card for that record is shown on the screen. Since there are only about ten records to import, you won't have to wait long for the import to finish.

19. Click **Return to Menu** in the **Import Menu**.

HyperPort's main screen (figure 2) is displayed.

That's basically all you need to know in order to create your own import templates. To learn about additional features and options for importing data, refer to the **Import** chapter in this manual.

This is a convenient stopping point if you don't want to finish the rest of the tutorial right now. However, don't delete the data you've just imported into the **Address** stack, since it's used in the next part of the tutorial.



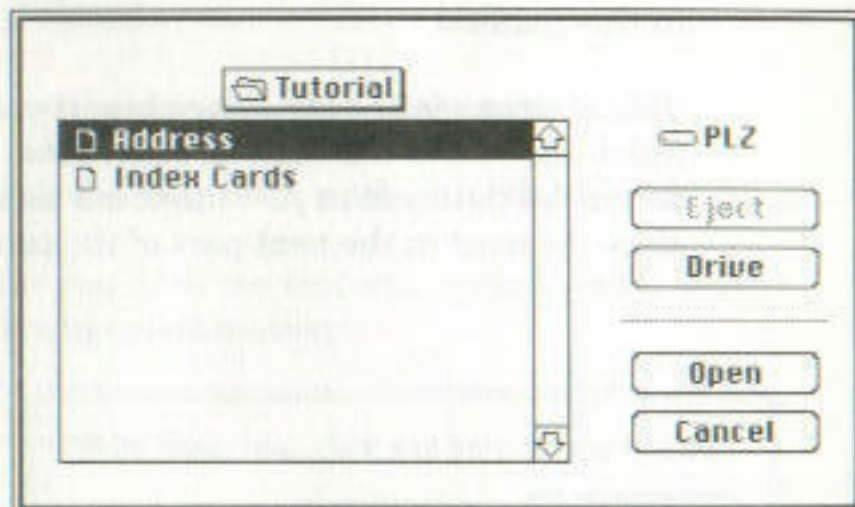
## Creating an Export Template

Next you'll create a custom export template, for exporting information from any HyperCard stack to a formatted text file. Again, you'll use the Address stack as the HyperCard stack from which you'll export data. However, first you need to do some "preprocessing" to get the stack in good shape for exporting. Be sure you're running HyperCard before starting the next steps.

### 1. Choose Open from the HyperCard file menu.

The standard open file dialog is displayed:

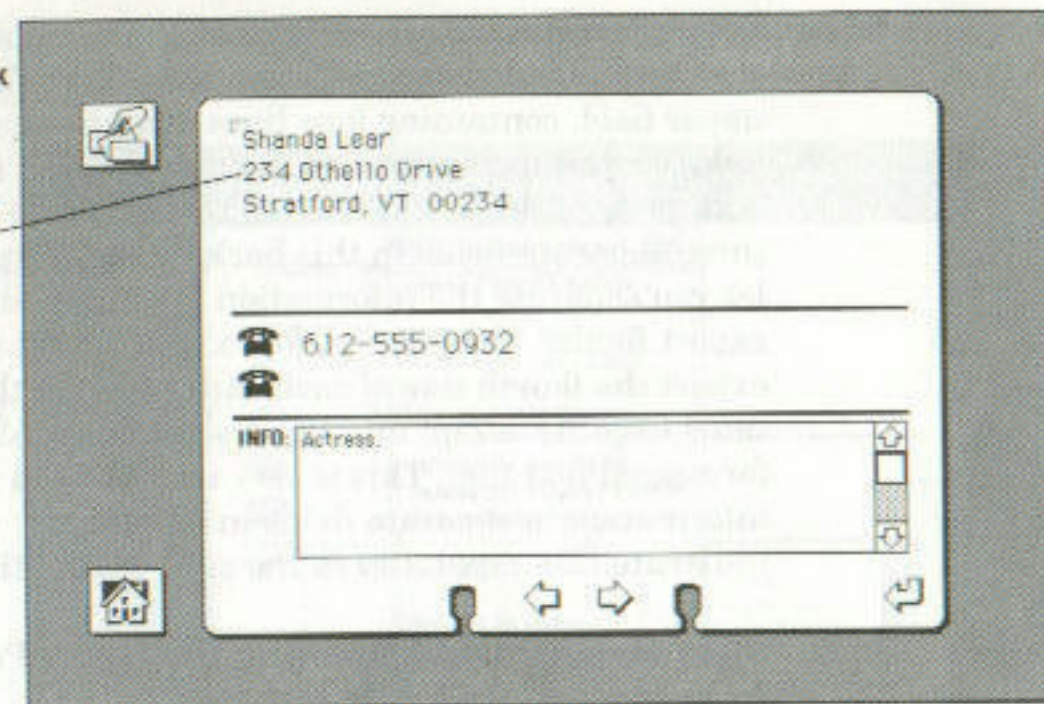
Figure 14  
Open HyperCard  
Stack



### 2. Select the Address stack from the Tutorial folder and click Open.

The first record in this stack is displayed:

Figure 15  
Address Stack



The first card in this stack contains the name Shanda Lear. Notice that her address is only three lines total - Name, Street, and City/State/Zip. However, all the other addresses in this stack have *four* lines: Name, Company, Street, and City/State/Zip. In some cards, the Company line will be blank, but there is always a separate line for the Company.

For an export template to work the way you want it to, it's necessary for the data in the stack to be as consistent as possible. Although it's easy for you to know that the second line of Shanda Lear's card is not a Company, there's no general way for a computer to know this. This means that you must preprocess the data in this card to conform to the same format as the rest of the cards. This is easy to do.

### 3. Place the cursor at the first position on the second line (i.e., in front of the "234" in figure 15) and press Return.

A blank line is entered into this card, in the second line. Now this card conforms to the same format as the others in this stack, and we'll be able to create a custom export template.



Before you start to create your export template, notice that the Address stack only contains three fields: the upper field, containing four lines of address; the middle field, containing one or two phone numbers; and the bottom (scrolling) field. Even though there are only three separate fields in this background, HyperPort will let you separate the information into many different export fields. This means, for example, that we can export the fourth line of each card (the line that contains City/State/Zip) into three separate fields in the formatted text file. This is *very* useful if you need this information in separate fields in a database. We'll illustrate this capability in the next part of the tutorial.

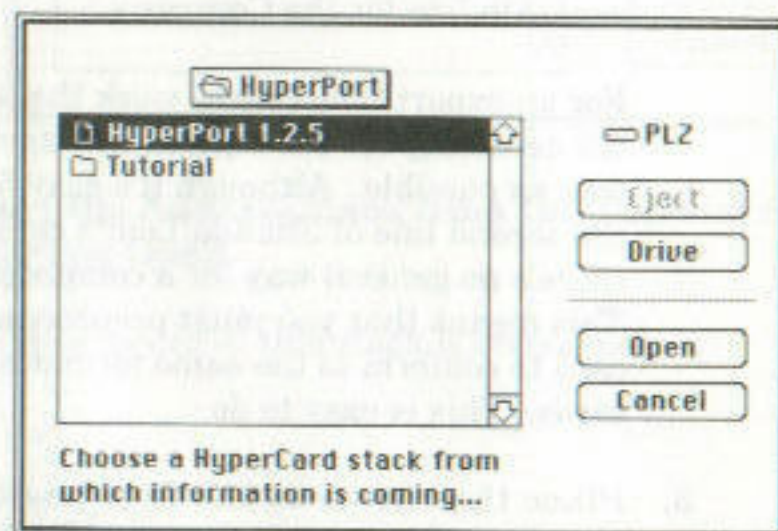
4. **Start HyperPort by opening the HyperPort stack from HyperCard's File menu.**

The main screen (figure 2) is displayed.

5. **Click the New Export Template button.**

The following dialog appears:

Figure 16  
Open Export Stack



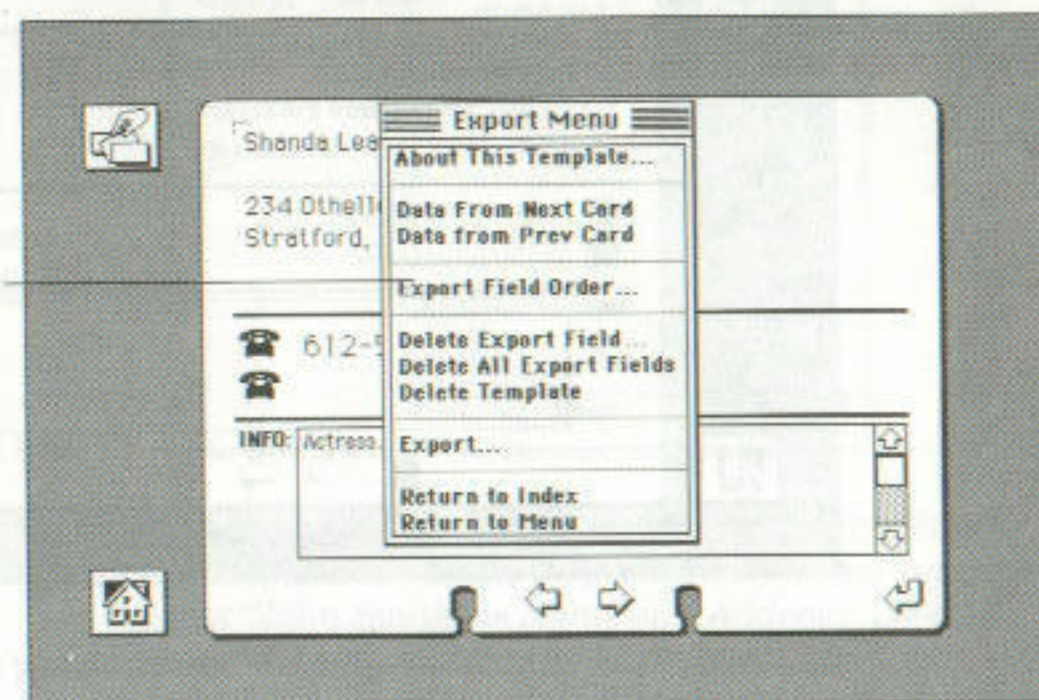
6. **Open the HyperPort Tutorial folder and double-click the Address stack.**

As before, a lot of activity takes place when you do this. HyperPort opens the Address stack and copies the background from this stack into the HyperPort stack. Finally, the Export Menu appears; this menu may be

moved anywhere on the screen by clicking and dragging its title bar. Here's what the screen looks like:

Figure 17  
Export  
Template

Export Menu



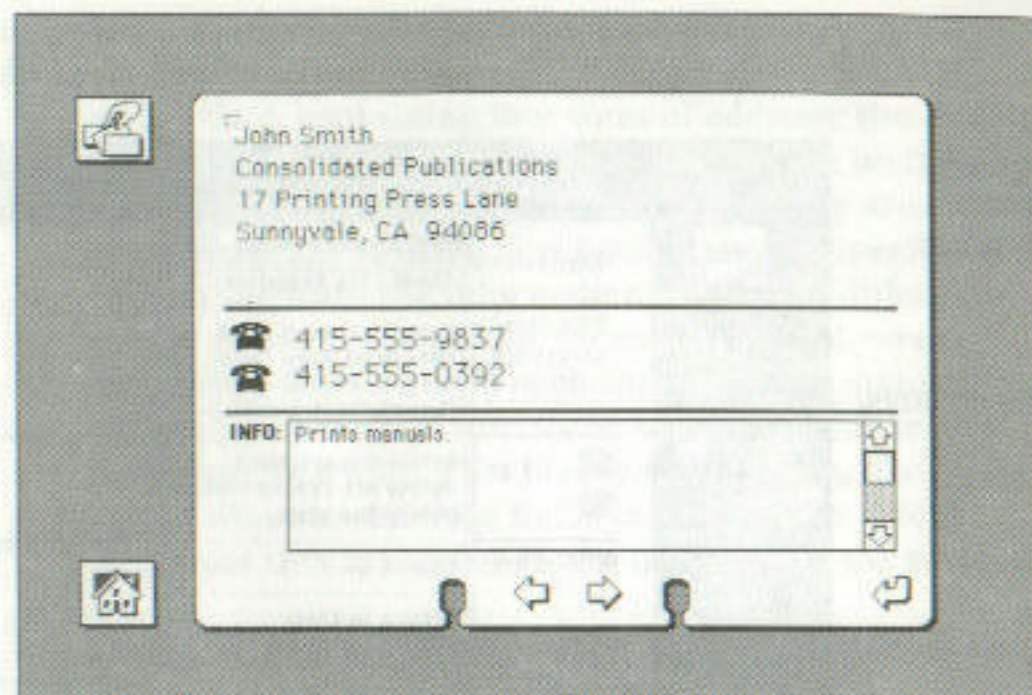
7. **Move the Export Menu to a convenient location on your screen.**

If you have a large screen, you can move it completely off the template; if you have a small screen, you'll need to leave it overlapping some area of the template.

8. **Click the Data From Next Card... option to display a completely filled-in record.**

Your screen should look like this:



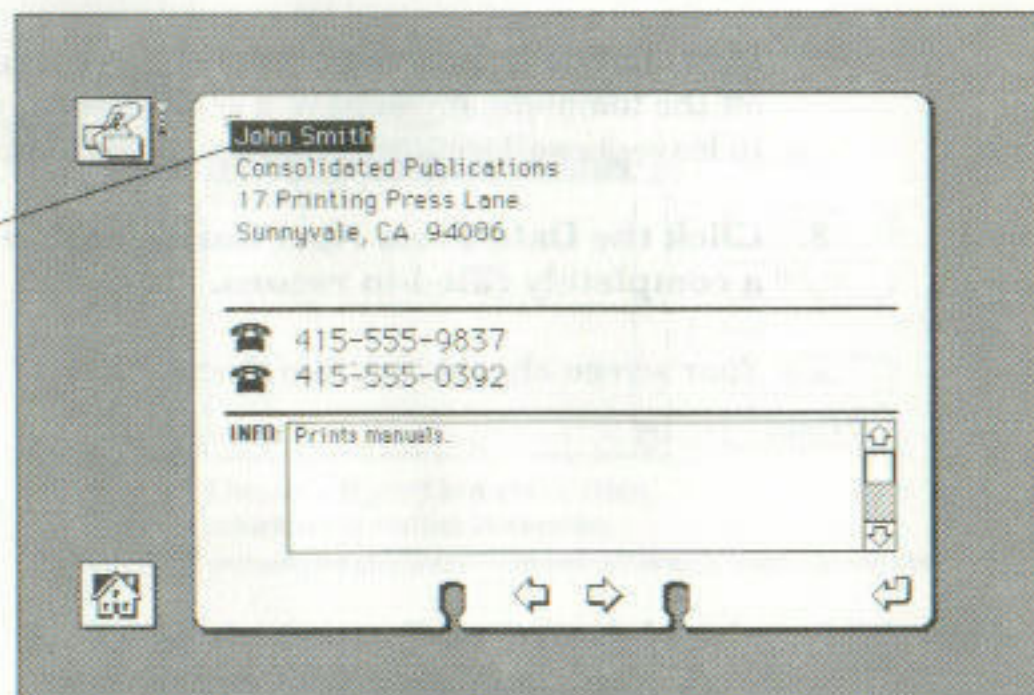
Figure 18  
Address  
Stack for  
Export

9. Select the text "John Smith" by clicking and dragging.

The text is highlighted:

Figure 19  
Address  
Stack

Selected  
text

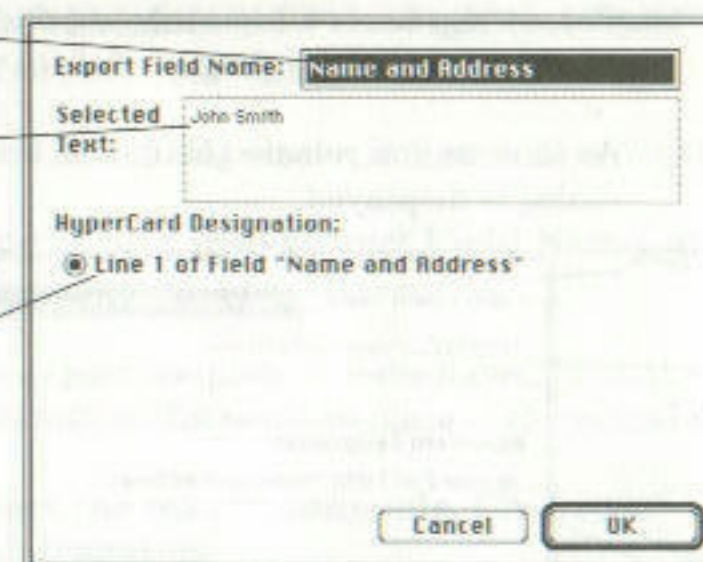


As soon as you release the mouse button, a dialog appears:

Name of Hyper-  
Card field

Text You  
Selected

HyperCard  
Component

Figure 20  
Name Export Field

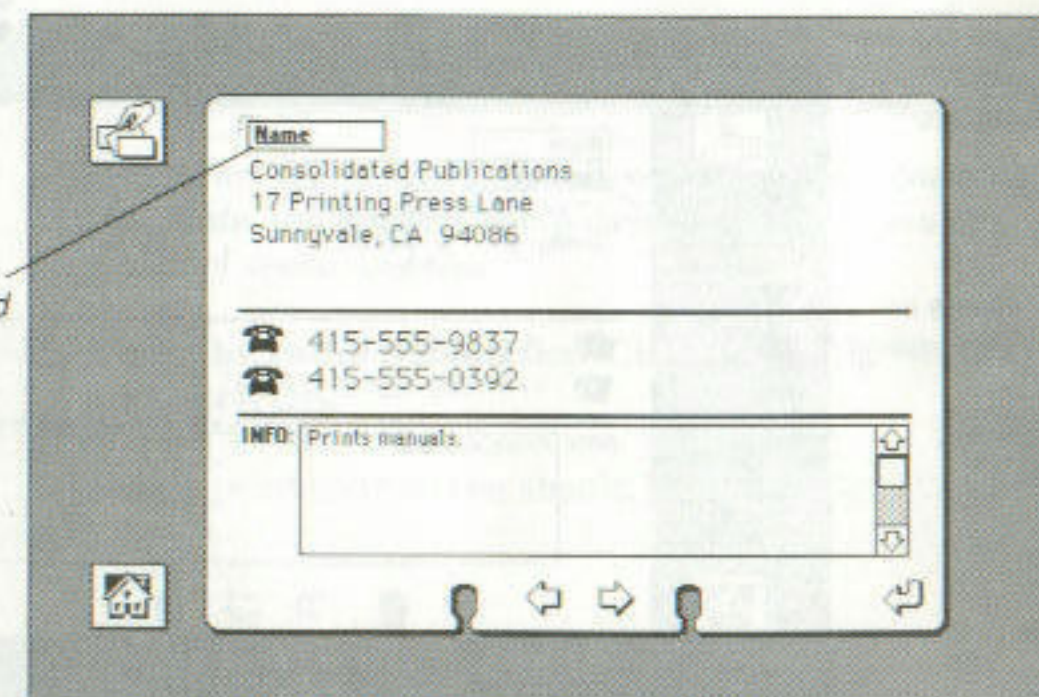
This dialog contains a lot of information. First, it tells you that the name of the HyperCard field that contains the text "John Smith" is *Name and Address*. Next, it displays the selected text in the Selected Text field. Finally, it gives you the HyperCard designation for this component of the field. (For a detailed discussion of HyperCard components, see the chapter on Export in this manual.)

10. Type **Name** into Export Field Name, and click OK.

The export template is redisplayed, with the field designation ("Name") in place of the actual data:

Figure 21  
Export  
Template

Name of  
Export field





11. Select the text "Consolidated Publications" by clicking and dragging.

As soon as you release the mouse button, the following dialog is displayed:

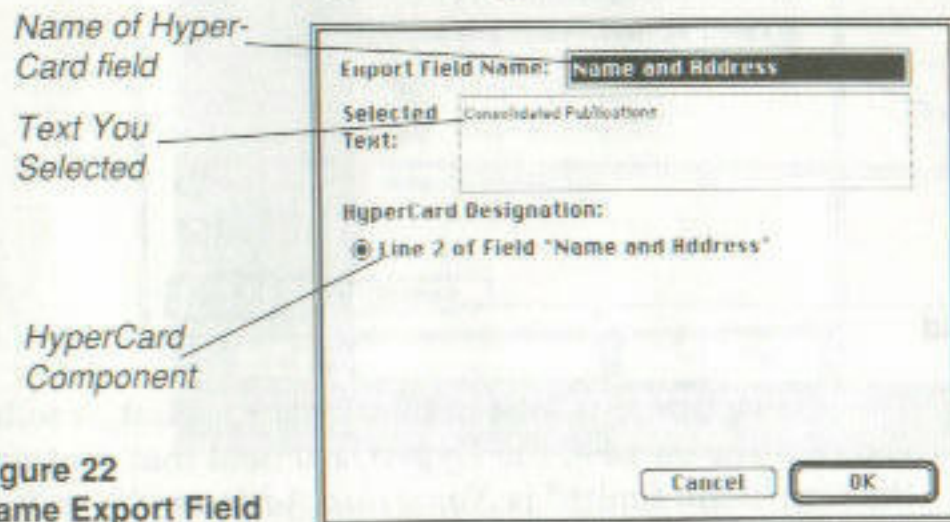


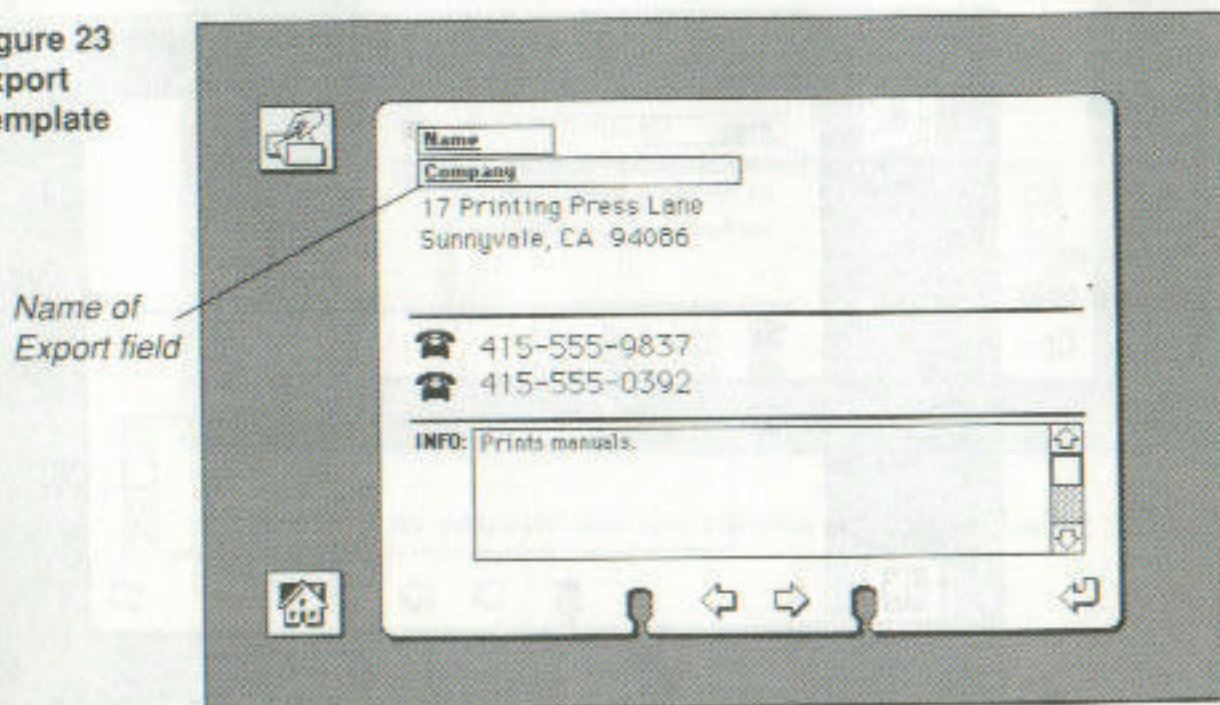
Figure 22  
Name Export Field

This dialog is very similar to figure 20, except that the Selected Text is "Consolidated Publications" rather than "John Smith."

12. Type **Company** into Export Field Name, and click OK.

The export template is redisplayed, with the field designation ("Company") in place of the actual data:

Figure 23  
Export Template



Name of  
Export field

13. Select the text "17 Printing Press Lane" by clicking and dragging.

Again, the dialog shown in figure 20 is displayed.

14. Type **Street** into Export Field Name, and click OK.

The export template is redisplayed, with the field designation ("Street") in place of the actual data.

15. Select the text "Sunnyvale, CA 94086" by clicking and dragging.

For this selected text, the dialog looks a little different:

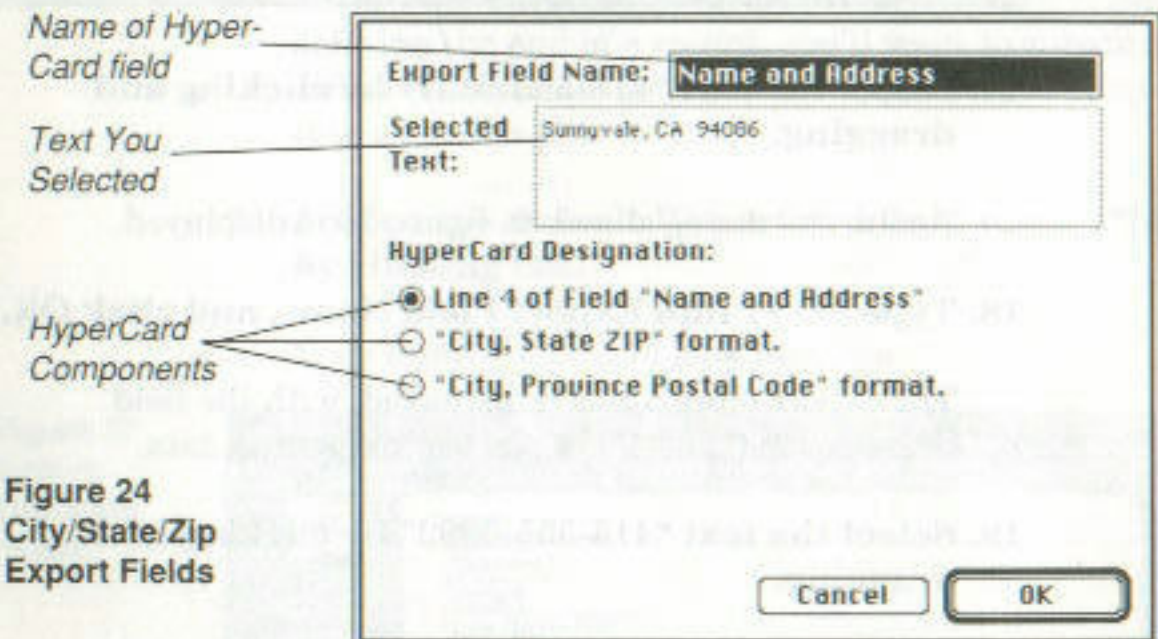


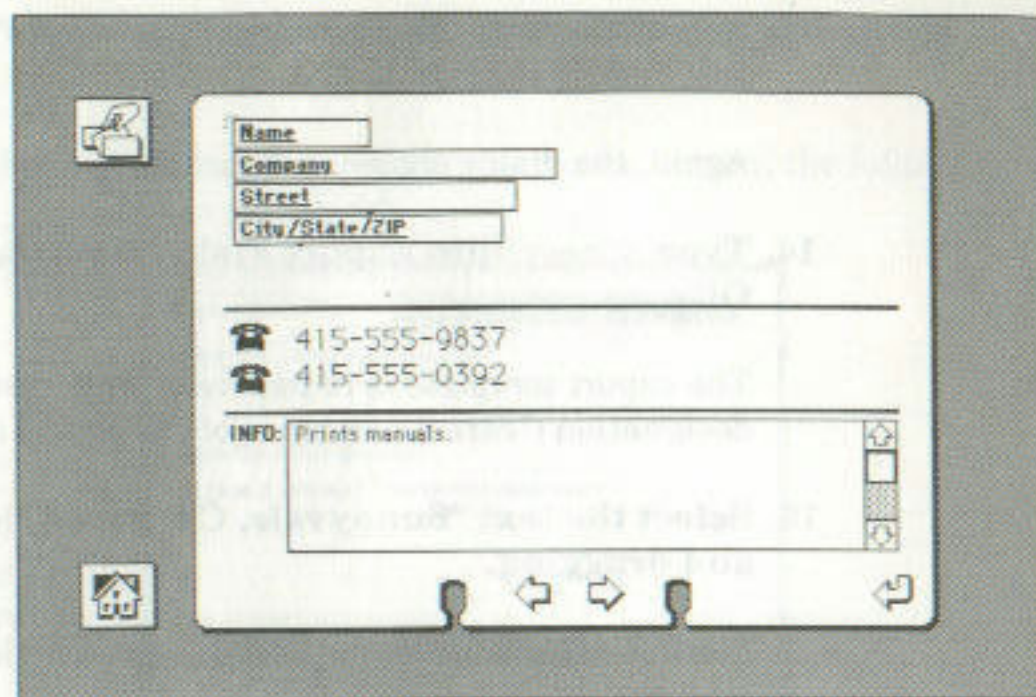
Figure 24  
City/State/Zip  
Export Fields

HyperPort recognizes that this selection might contain city, state and zip code components, and gives you the option of specifying this.

16. Click the radio button for "City, State Zip" format and click OK.

At this point your screen should look like this:



Figure 25  
Export  
Template

17. Select the text "415-555-9837" by clicking and dragging.

Again, the dialog shown in figure 20 is displayed.

18. Type **Tel#1** into Export Field Name, and click OK.

The export template is redisplayed, with the field designation ("Tel#1") in place of the actual data.

19. Select the text "415-555-0392" by clicking and dragging.

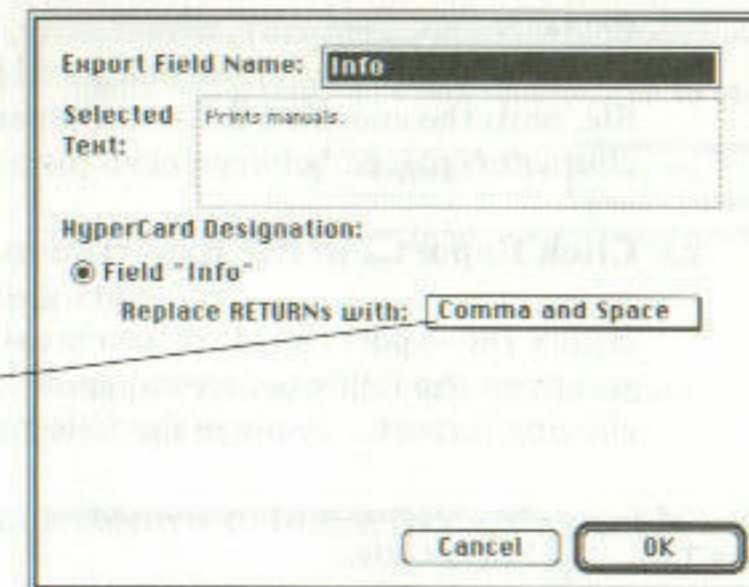
Again, the dialog shown in figure 20 is displayed.

20. Type **Tel#2** into Export Field Name, and click OK.

The export template is redisplayed, with the field designation ("Tel#2") in place of the actual data.

21. Select the text "Prints manuals."

Since you've selected text in a scrolling field, the dialog looks a little different:

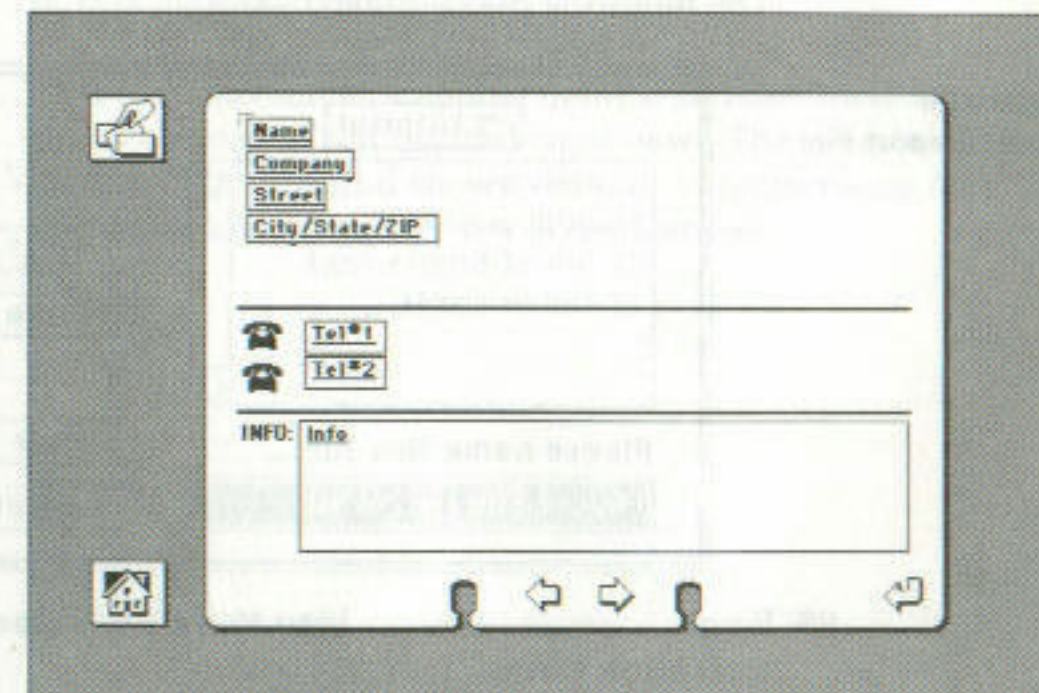
Figure 26  
Name Export Field

Replace Returns  
pop-up menu

Scrolling fields may contain carriage returns in the text. Since most database programs treat carriage returns as defining the end of a record, you'll want to substitute a different character for returns. Typically, you'll substitute a comma plus a space.

22. Accept the default HyperCard field name ("Info") by clicking OK.

Your template should look like this:

Figure 27  
Export  
Template  
(Final)

You've completely specified your export template. During this process, you created nine separate export

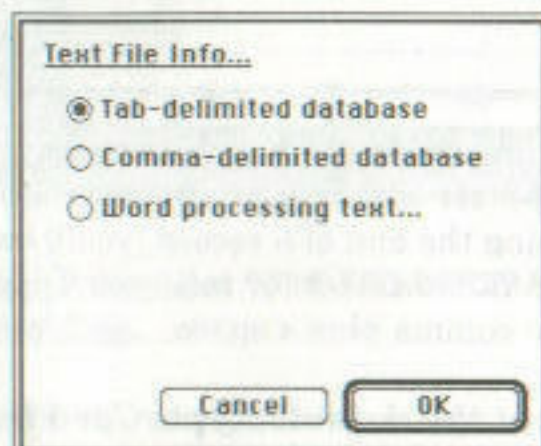


fields: Name, Company, Street, City, State, Zip, Tel#1, Tel#2, Info. Each of these fields will be written to a text file, with the specified delimiter (in our case, a Tab character) placed between each piece of data.

### 23. Click Export... in the Export Menu.

Before the export can start, you must specify whether you want the fields to be comma- or tab-delimited; clicking Export... displays the following:

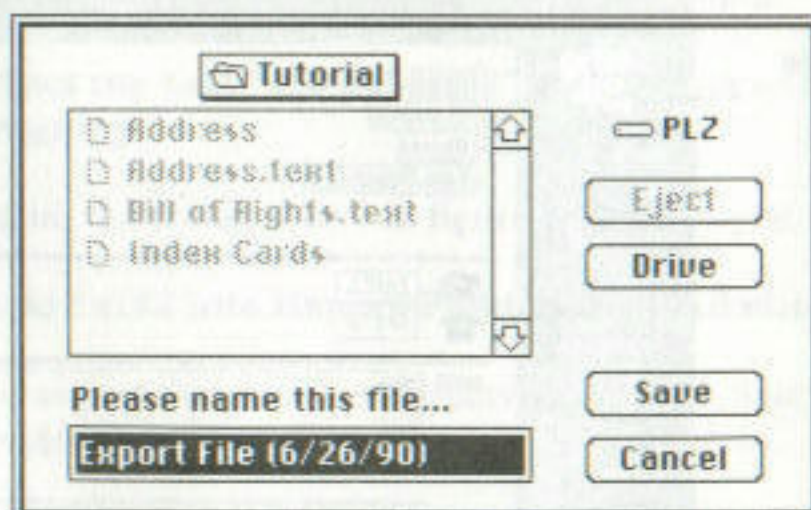
Figure 28  
Select Comma/Tab  
Delimiter



### 24. Click Tab-Delimited Database.

The following dialog appears:

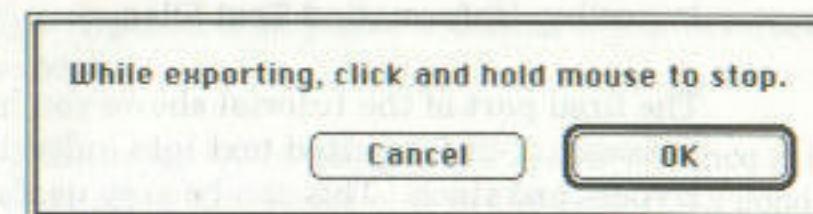
Figure 29  
Name Export File



### 25. Type Address.export into the File Name field, and click Save.

An alert appears, telling you that you can stop the export process:

Figure 30  
Cancel Export



### 26. Click OK.

The data is written to the export file called Address.export.

### 27. Click Return to Menu in the Export Menu.

HyperPort's main screen (figure 2) is displayed.

If you have a spreadsheet, you can use it to open the file you just created, and see that each individual field occupies a separate cell, and each record occupies a separate line.

That's basically all you need to know in order to create your own export templates. To learn about additional features and options for exporting data, refer to the Export chapter in this manual.

This is a convenient stopping point if you don't want to finish the rest of the tutorial right now. The remaining section of the tutorial shows you how to import long text files into separate cards in a HyperCard stack.



## Importing Unformatted Text Files

The final part of the tutorial shows you how to import long passages of unformatted text into individual cards in a HyperCard stack. This can be very useful, since HyperCard's full-text search capabilities then allow you to locate specific words and phrases easily. This part of the Tutorial requires that you have a word processor that opens text files.

Previously, when you created an import template for formatted text, you relied on that text having delimiters between the individual fields and records. For example, the Addresses.text file has a tab character as the field delimiter, and a carriage return character as the record delimiter. Since unformatted text files don't have any built-in delimiters, you first must enter these delimiters into the text file using a word processor. HyperPort lets you define your own delimiters as any sequence of characters, as you'll see in this section of the tutorial.

### 1. Run your word processing program.

Since most word processors can open text files, you can use practically any word processor you might have.

### 2. Open the Bill of Rights.text file in the HyperPort Tutorial folder.

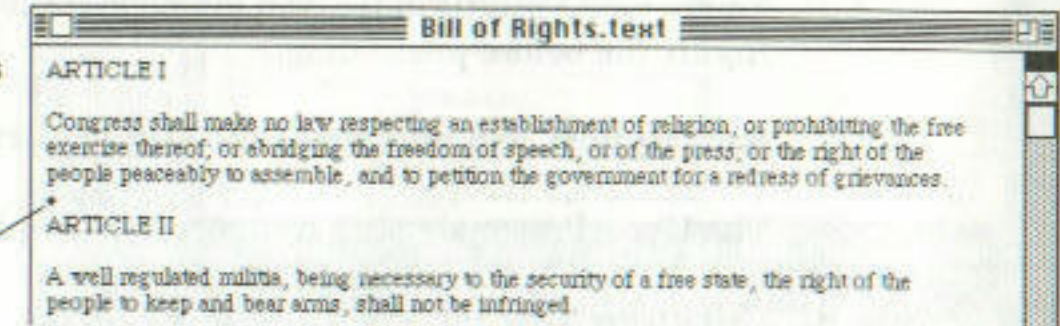
This file contains the United States' Bill of Rights. There are ten Articles in the Bill of Rights, and HyperPort simplifies the process of placing each Article into a separate card in a HyperCard stack.

### 3. Place the cursor on the blank line between the end of Article I ("...redress of grievances.") and Article II.

### 4. Type Option-8 to place a bullet (•) character in the text.

The delimiter we're using is a bullet (•). Since this doesn't occur anywhere else in the text, it's a good delimiter to use. For example, here's what your screen will look like after you've placed the first delimiter:

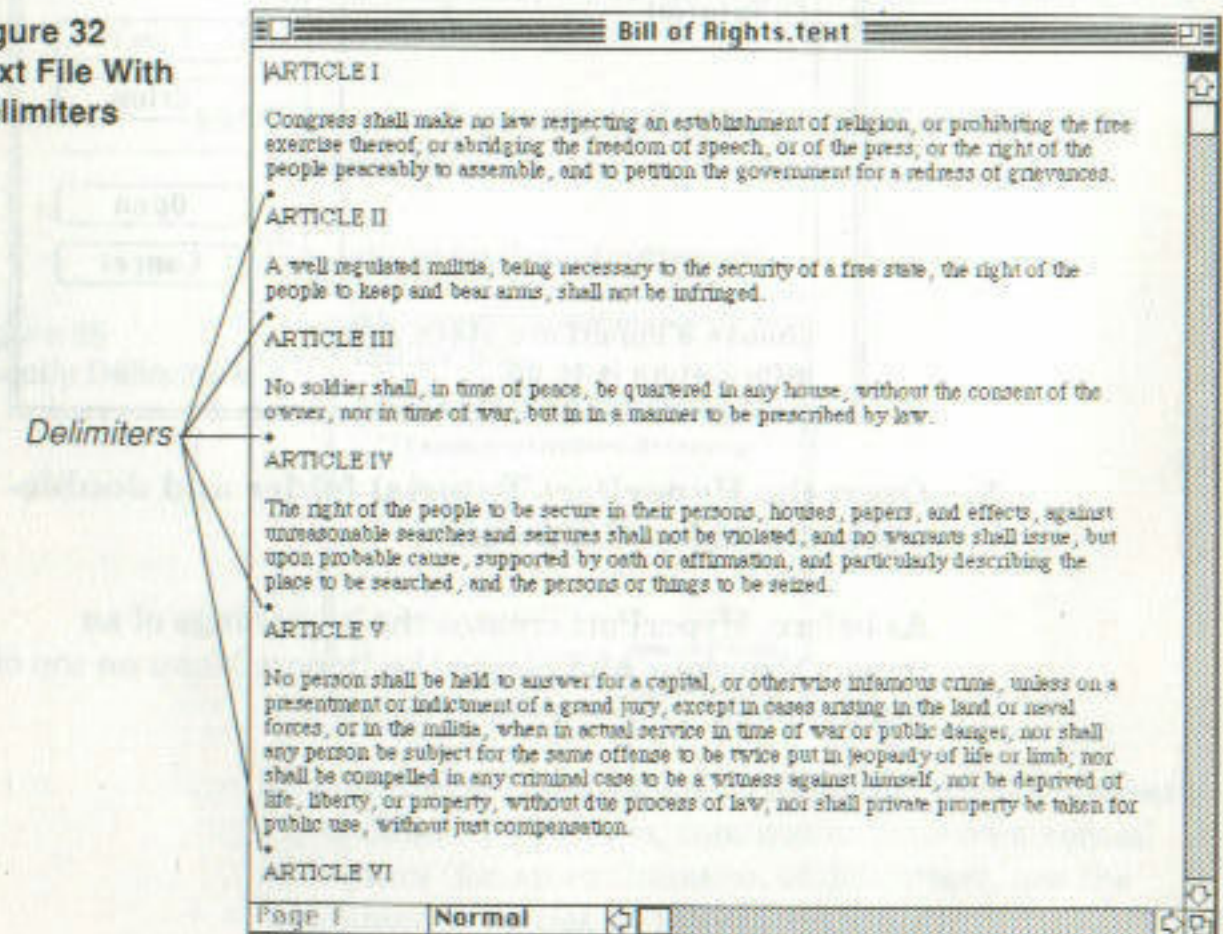
Figure 31  
Bill of Rights  
Text File



### 5. Place the same delimiter (•) on the blank line between every Article in this file.

When you're done, your document should look something like this:

Figure 32  
Text File With  
Delimiters





6. Save the modified Bill of Rights.text file as a text file and quit the word processor.

It is very important that you save the modified Bill of Rights.text file as a text file, and *not* in the native file format of your word processor. Refer to your word processor manual for information on how to do this. (If You're using MultiFinder, you must close the *Bill of Rights* file before proceeding.)

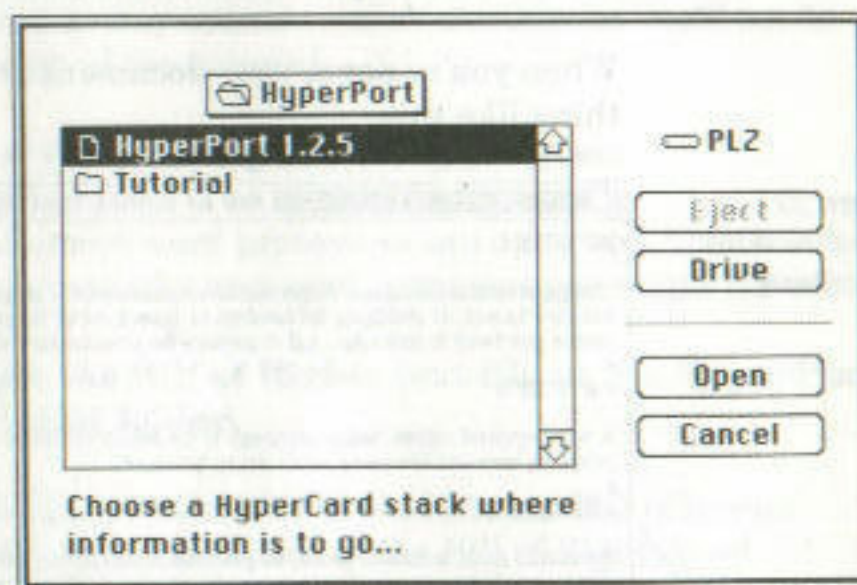
7. Run HyperCard and open the HyperPort stack.

The HyperPort main screen (figure 2) is displayed.

8. Click the New Import Template button.

The following dialog appears:

Figure 33  
Choose Import  
Stack



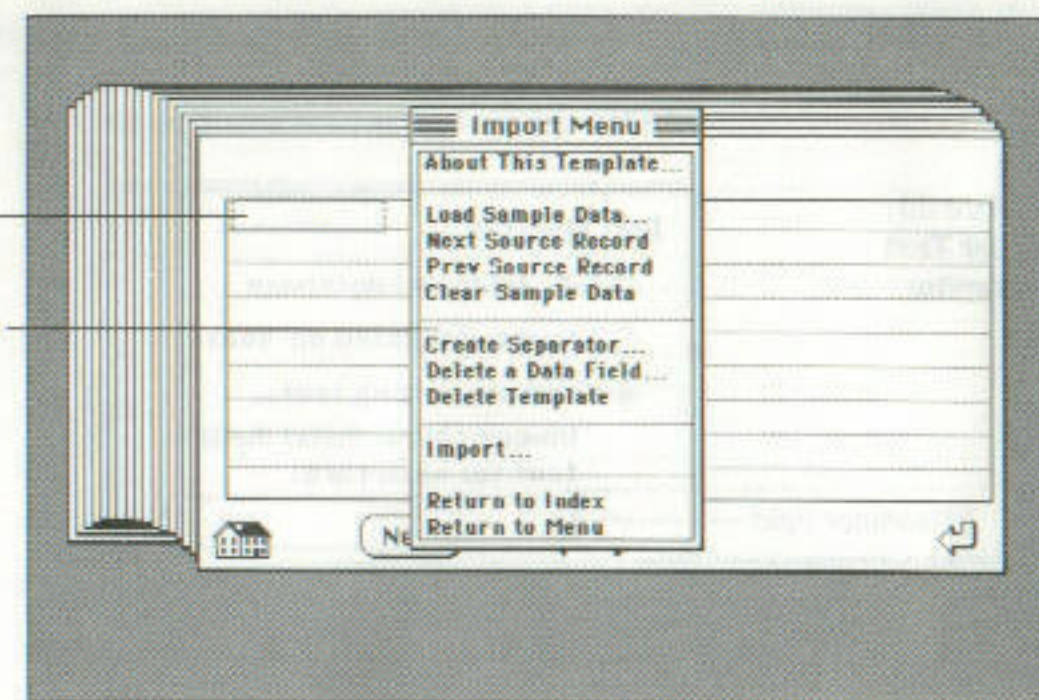
9. Open the HyperPort Tutorial folder and double-click the Index Card stack.

As before, HyperPort creates the beginnings of an import template, and places the Import Menu on top of the template:

Figure 34  
Index Cards  
Stack

Placeholder

Import Menu



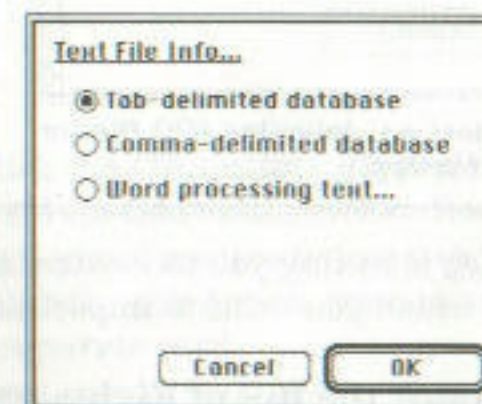
10. Move the Import Menu to a convenient location on your screen.

If you have a large screen, you can move it completely off the template; if you have a small screen, you'll need to leave it overlapping some area of the template.

11. Click the Load Sample Data... option from the Import Menu.

The following dialog appears:

Figure 35  
Specify Delimiters



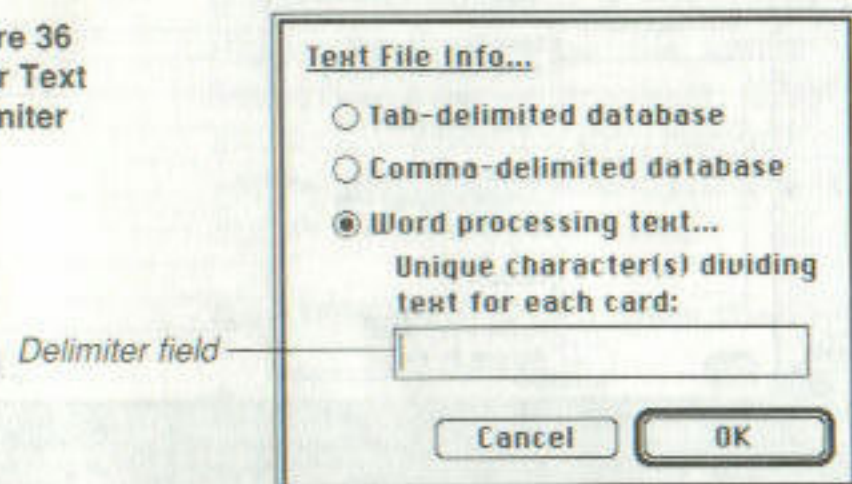
This dialog is asking whether the data you'll be importing is delimited by tabs, commas or your own special delimiters (for an explanation of delimiters, see the Terminology section of the Introduction).



**12. Click the Word processing text... radio button.**

An additional option appears in this dialog:

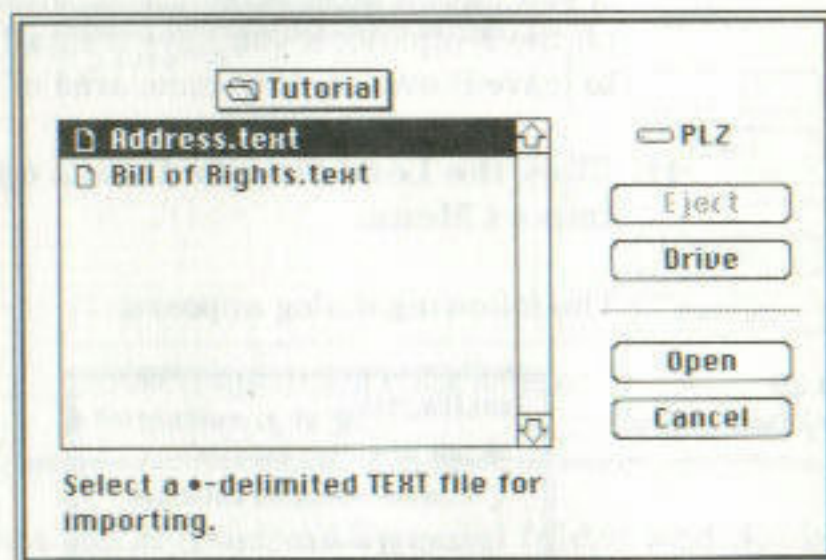
**Figure 36**  
Enter Text  
Delimiter



**13. Type Option-8 (•) into the delimiter field, and click OK.**

The following dialog appears:

**Figure 37**  
Select Import File



This dialog is asking you to locate the unformatted text file from which you want to import data.

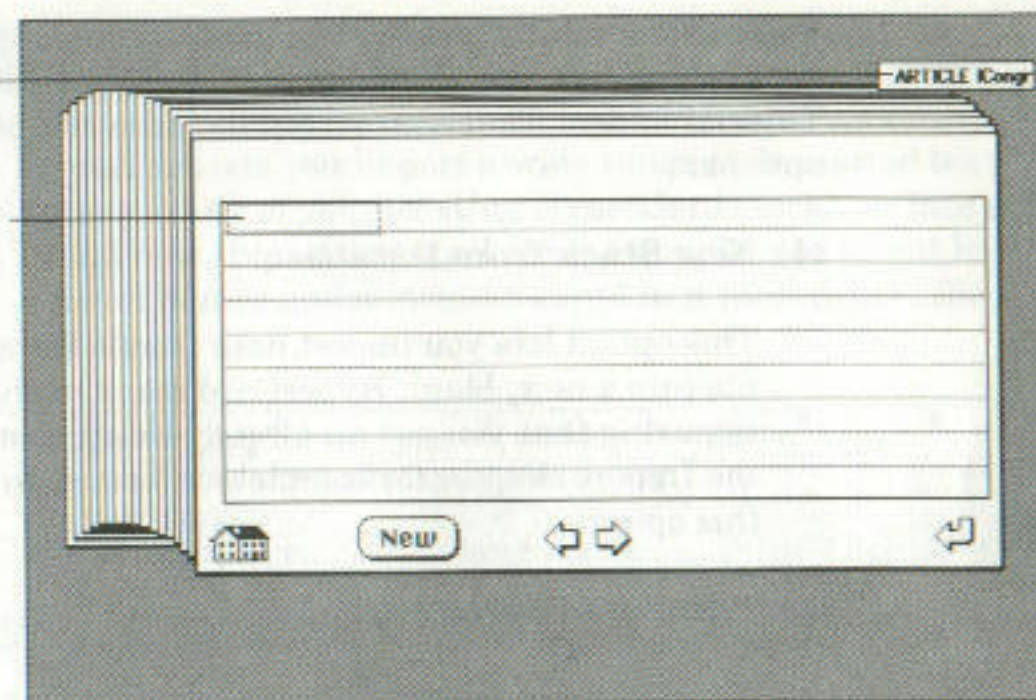
**14. Double-click the Bill of Rights.text file.**

HyperPort now opens this text file, and reads text up to your specified delimiter (the bullet character). It places the first 20 or so characters into a movable item. Your screen should look like this:

Movable  
Item

Placeholder

**Figure 38**  
Import  
Template



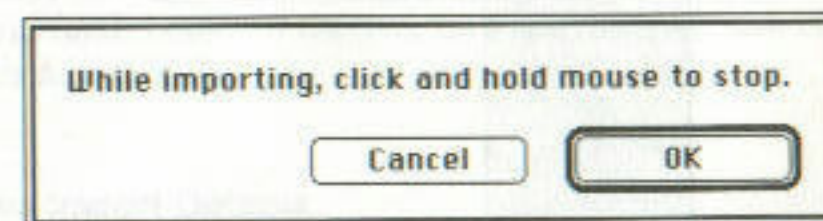
**15. Drag the ARTICLE I item into the placeholder in the Index card field.**

The item will snap to the placeholder when you do this.

**16. Click the Import... option in the Import menu.**

You'll see the following dialog:

**Figure 39**  
Cancel Import



Click the OK button. HyperPort proceeds to import the text into this stack. When the procedure runs, HyperPort creates ten new cards in this stack, and imports each Article from the Bill of Rights.text file into a separate card.

**17. When the import is finished, click Return to Index in the Import Menu.**

The HyperPort main screen (figure 2) is redisplayed.



You've successfully created two import templates and one export template using the text and stacks supplied in the Tutorial folder. The main screen includes two other useful options:

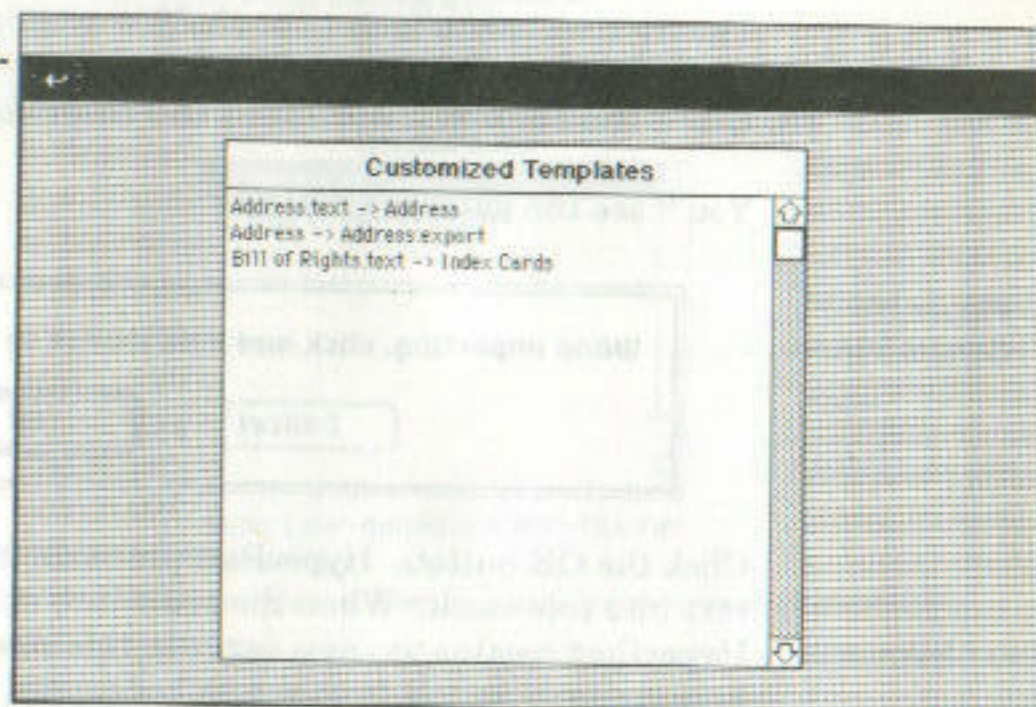
### (1) New Stack from Database.

This option lets you import data from a formatted text file into a new, blank HyperCard stack, rather than requiring that you use an already-existing stack. See the Import chapter for complete information on using this option.

### (2) Template Directory.

HyperPort automatically saves every import and export template you create, in the HyperPort stack itself. The Template Directory button gives you a list of these templates. Click on it and you'll see the following:

**Figure 40**  
List of Import-  
Export  
Templates



If you have recurring import needs, this feature will save you a lot of time by alleviating the need to re-create the import or export template every time you need it.

## Importing

HyperPort lets you import a wide range of formatted text data into any of your existing HyperCard stacks, or into a brand new HyperCard stack. For example, you might have a list of names and addresses saved in a spreadsheet file, like this:

	A	B	C	D	E	F	G	H	
1	Last Name	First Name	Company	Street	City	ST	Zip	Phone	
2	Aardvark	David	Aardvark Imports Ltd.	7 Wildebeest Lane	San Diego	CA	95122	714-555-6455	
3	Smith	Frank		14 Pear Drive	Kansas City	MO	43256	805-555-3628	
4	Wind	Gustav	Air Power Inc.	3 Cyclone St.	Chicago	IL	60052	312-555-0934	
5	Doone	Benjamin	Ben's Cookies	128 Doughy Drive	Moosic	PA	19057	215-555-3829	
6	MacCrevis	Philip	Bogpipes Unlimited	17 Tartan Court	Edinburgh	CA	93045	415-555-1700	
7									

If you also have a name and address list in a HyperCard stack, you probably want to keep your entire list in one place – the stack or the spreadsheet. HyperPort makes it easy to do this.

Or maybe you record your expenses in a spreadsheet, but would like to create a HyperCard stack to do this. While the row and column format of the spreadsheet is good for summarizing information, HyperCard has the advantage of allowing long text fields and expanded search capabilities. Using HyperPort, you could easily import and export data back and forth between the two formats, making use of each format's advantages.

### The Two Import Options

HyperPort gives you two import options:

1. You can import into an existing HyperCard stack, adding new cards for each record you import.
2. You can import into a brand new (blank) stack. This option lets you import the data first, and then design the stack around the data. If you don't have an existing stack that's appropriate for your data, this option gives you the freedom to get the data into a stack first, and then add the graphics, scripts, etc. that you want.



If you're not an experienced HyperCard designer and scripter, you'll probably use the first option most of the time. If you're a HyperHacker, option #2 may be the way you're used to creating new stacks.

### How the Import Feature Works

If you've been diligent and worked through the Tutorial, then this section will be old hat to you and you can skip it. If you came directly to this chapter, a (very) brief description of how HyperPort's import feature works will be helpful.

You start by telling HyperPort the stack and background to which you want to import your data (the *destination stack*). HyperPort then copies this background to the HyperPort stack itself (to serve as a template) and analyzes it. It looks at each field in this background and, based on the field's size and type, tries to determine how much data you might want to import into the field.

When the analysis is complete, HyperPort creates placeholders (slots) that can contain individual fields from your text file. Next, you open that text file, and HyperPort gets an actual data record and displays it on the template; each individual field from the record is a movable item that you drag into a placeholder. You may also specify separators, such as commas, spaces, etc., between fields in your template. Finally, when you're finished creating the import template, you simply click the Import option.

HyperPort will import your formatted text file into the stack you specified. Each record from the text file is added as a separate card to the end of the background of the import stack. The import template itself is saved in the HyperPort stack so you can reuse it later.

### Some Notes on Importing Text Data

Although HyperPort's import facility is very powerful and flexible, you may find that the source text data limits what you can do when you're setting up your import template. Here are some of the things to watch for in the text file you want to import, and possible solutions.

#### 1. Separating data from the source text file into different fields in the import template.

Although HyperPort can "group" two or more separate data fields from your source file into one field in the imported stack, it cannot "ungroup" data from one single field and place it into two or more separate destination fields. For example, if you have a name and address file in which the City, State and Zip Code are all contained in one field instead of three separate fields, HyperPort won't be able to separate this one field into three separate fields (City, State, and Postal Code) when you import it.

There are two ways you can work around this problem:

- 1) "Ungroup" the single field into multiple fields, *before* you use HyperPort to import it. Some database programs allow you to do this, and HyperPort's own export feature lets you do this also.
- 2) Using HyperPort, import the grouped data into one field, export it to multiple fields (again using HyperPort), and then re-import it in the format you want.

For example, you could import a grouped City, State and Zip field into a single field in your import template. After the import is complete, you would next create an export template that "ungroups" the City, State and Zip data. Finally, you would create another import template to re-import the text file into the proper fields.

Although this may appear to be a lot of effort, it's usually faster and more reliable than manually retyping all the information into the proper fields.



## 2. Not enough placeholders in the import template.

Another issue you might find is that HyperPort creates too few suggested placeholders in your template. For example, you may want to import three source fields (e.g., First Name, Middle Initial, Last Name) into one Name field in your import template, but HyperPort has created room for only two.

This problem is easily solved by modifying the fields in the destination stack (the stack to which you'll be importing the data), using HyperCard's field tool, to be a little wider. HyperPort will fit more placeholders in wider fields.

## 3. You need more than one placeholder in a scrolling field.

In any template, a scrolling field receives only one placeholder. You might want to consolidate more than one field from the source text file into a scrolling field, however.

Again, this problem is easily solved by modifying the field in the destination stack. Use HyperCard's field tool to change the field type from Scrolling to Rectangle, and be sure the size is large enough to accommodate all the placeholders that you might need.

Next, create your import template using this modified field. Finally, after you've imported the data, use HyperCard's field tool again to change the field back to a scrolling field.

### Preparing a Formatted Text File for Import

Before plunging directly into the import process, you should examine the formatted text file you're going to be importing. If necessary, you should "pre-process" it to insure that you'll be able to import the text in the way you want. Here's a checklist of things to do.

1. *Make sure at least one record (preferably the first) has descriptive data in every line of every field.*

Here's an example of why this is useful. Suppose you're importing some expense account information into your HyperCard stack. Each expense record consists of three fields: (a) expense category, (b) amount spent this month, and (c) amount spent last month. A few typical records might look like this:

<u>Category</u>	<u>Am't This Month</u>	<u>Am't Last Month</u>
Stamps	3.75	
Supplies	4.25	16.34
Misc.		18.23

Of these three records, only one (Supplies) has data in all three fields. In addition, two of the fields (Am't This Month and Am't Last Month) have exactly the same kind of data: dollars and cents. When you try to create an import template, the blank fields won't be very informative; worse, you can't necessarily tell at a glance which dollar amount is last month's and which is this month's.

Pre-process this file by adding the following "dummy record" at the beginning of the file:

<u>Category</u>	<u>Am't This Month</u>	<u>Am't Last Month</u>
<b>Category</b>	<b>\$.This.Month</b>	<b>\$.Last.Month</b>
Stamps	3.75	
Supplies	4.25	16.34
Misc.		18.23

Dummy  
Record

When you create your import template, the data in the dummy record – Category, \$.This.Month, and \$.Last.Month – will provide the information you need to accurately create the template you want.

2. *Review the data to be sure it's consistent.*

This means that each record should contain the same number of fields in the same order, even if some of the records have blank fields. Unless all the records contain the same number of fields, HyperPort won't be able to import them into your stack.



### 3. Be sure the file is actually a text file.

HyperPort only works with text files – files whose data are either alphabetic characters, numbers, punctuation, or carriage returns. Non-text characters, such as line feeds, formatting characters, etc., will create difficulties or prevent the import from working.

If you don't know whether a file is completely text, try opening it with the Teach Text program that came with your Mac system disk. If you can't open it, or if you see strange characters when you open it, then the file probably isn't a purely text file, and HyperPort won't work with that file.

**NOTE:** The text file data base that you want to import can contain up to 88 individual fields within each record. If your source file contains more than this number of fields, HyperPort won't import it.

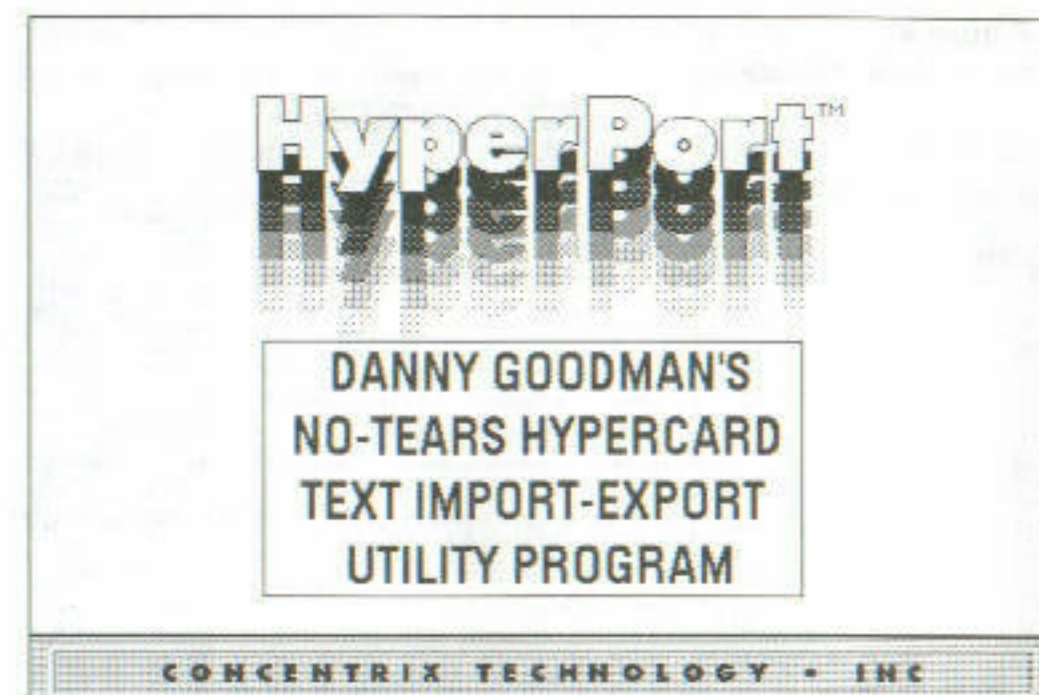
### Importing to an Existing HyperCard Stack

To import data from a formatted text file to an existing HyperCard Stack, follow these steps.

#### Step 1: Start HyperCard and run the HyperPort stack.

You Can choose Open from the File pull-down menu to open the HyperPort stack. Alternatively, you can double-click the HyperPort stack from the Finder. HyperPort's title screen appears briefly:

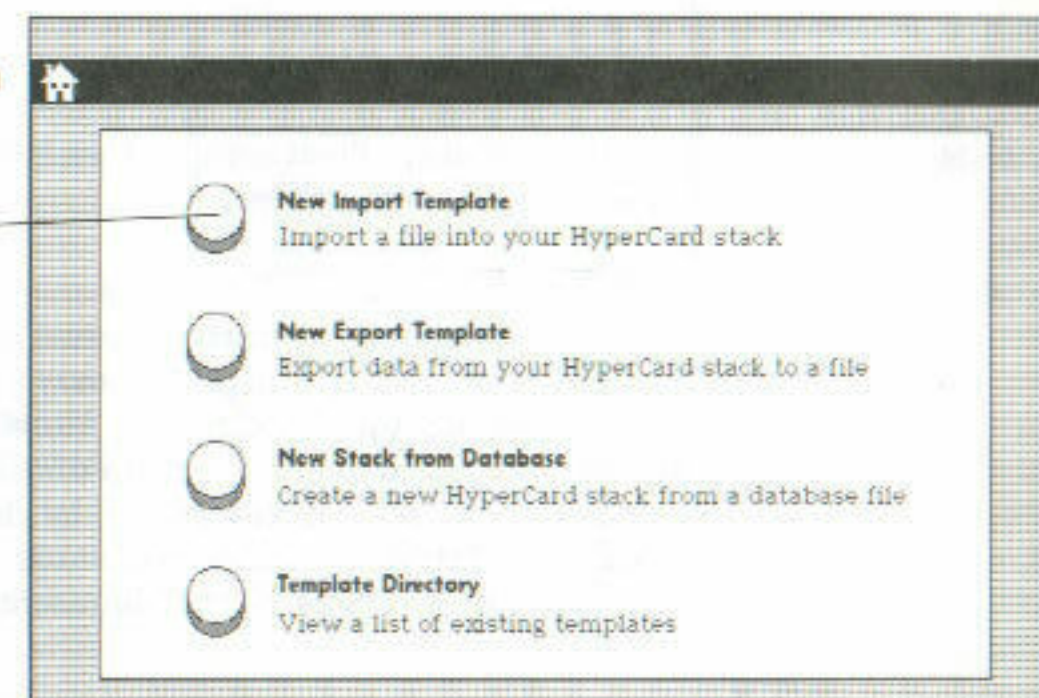
Figure 42  
Startup  
Screen



Next, HyperPort's main menu appears:

Figure 43  
Main Screen

New Import  
Template  
button

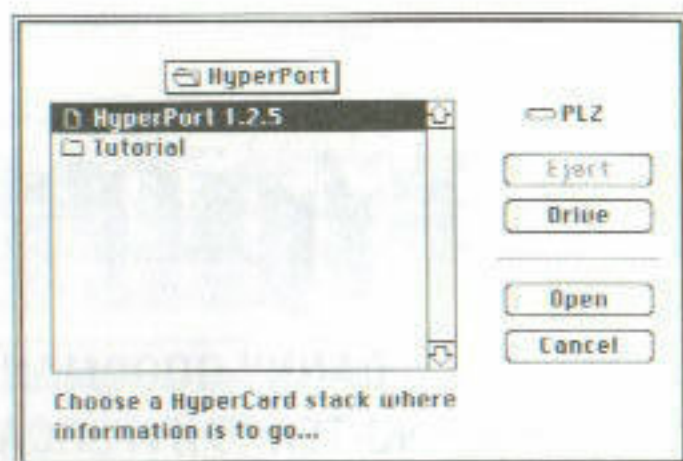


#### Step 2: Select the stack and background to which you want to import.

Click the New Import Template button in HyperPort's main screen; the following dialog appears:



Figure 44  
Open Import Stack

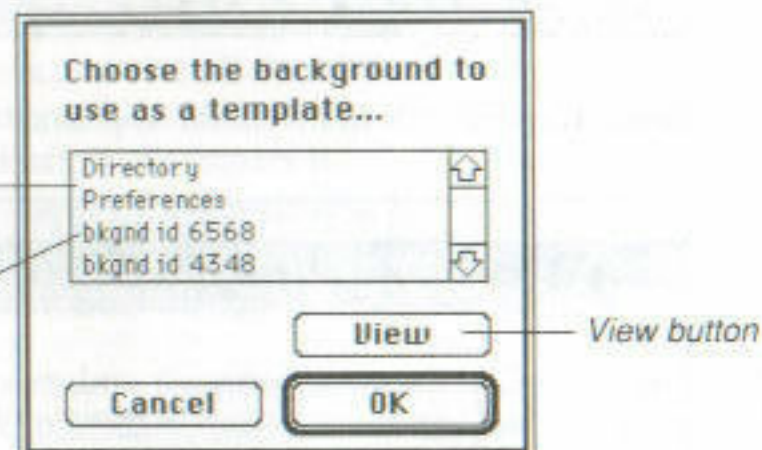


Locate the stack to which you'll be importing data, and click Open. If this stack has more than one background, you'll see another dialog:

Figure 45  
Choose Background

Backgrounds in this stack

Unnamed Background



Note that, for any background without a name, its description is "bkgnd id ####" in this dialog. You may view a background by selecting it and clicking the **View** button (the Choose Background dialog will remain displayed when you do this). Select the desired background by clicking it, and then click OK. If this isn't the correct stack, click the **Cancel** button and you'll return to the main screen (figure 43).

As soon as you've specified the stack and the background, HyperPort goes to work: first, it opens the stack and copies the selected background to the HyperPort stack itself. Next it examines all the available background fields to determine where you might want to put information. It then puts one or more *placeholders* into each field, depending on the size of the field. Smaller placeholders are created for separator characters, such as commas. Finally, the Import Menu

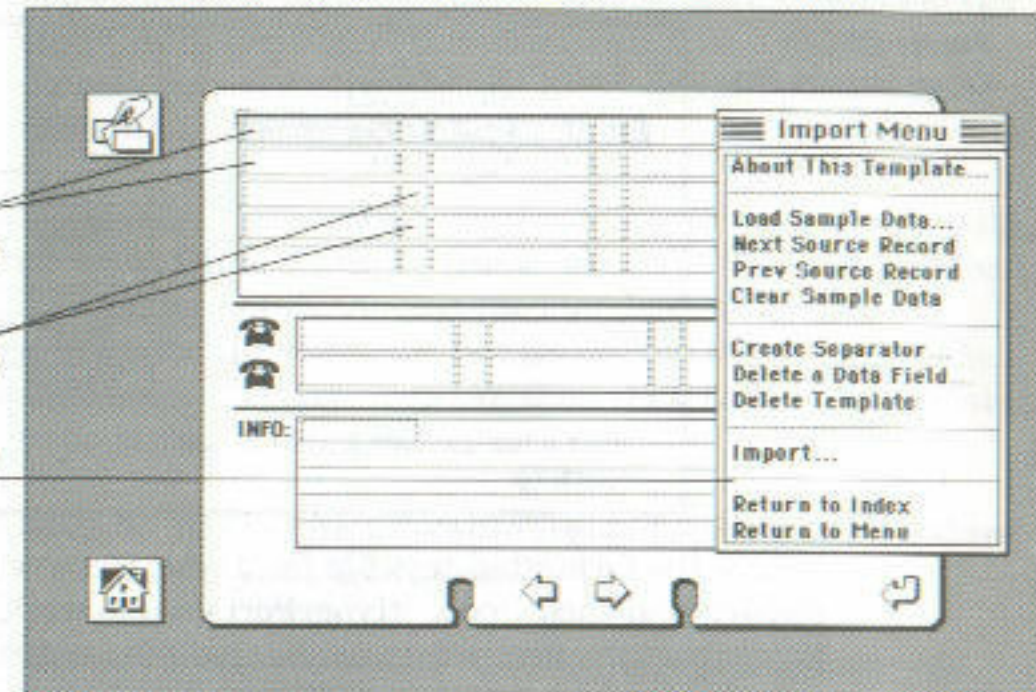
appears in the middle of the template. Here's an example of a background that's been processed by HyperPort:

Figure 46  
Import Template

Field Placeholders

Separator Placeholders

Import Menu (movable)

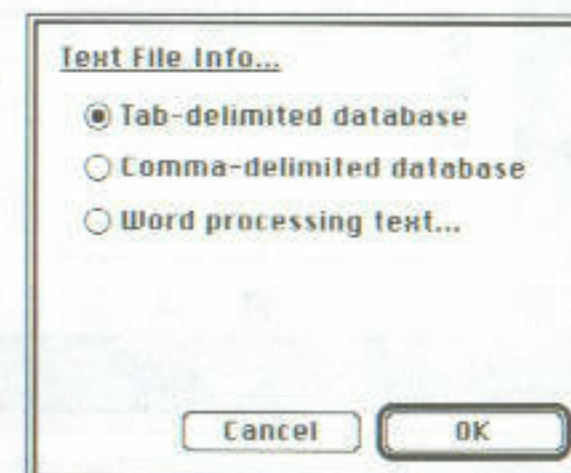


The Import Menu is movable; click in the title bar and drag it to a convenient location on the screen.

**Step 3: Load a sample record from your formatted text file.**

Click Load Sample Data... in the Import Menu to get the following dialog:

Figure 47  
Specify Delimiter

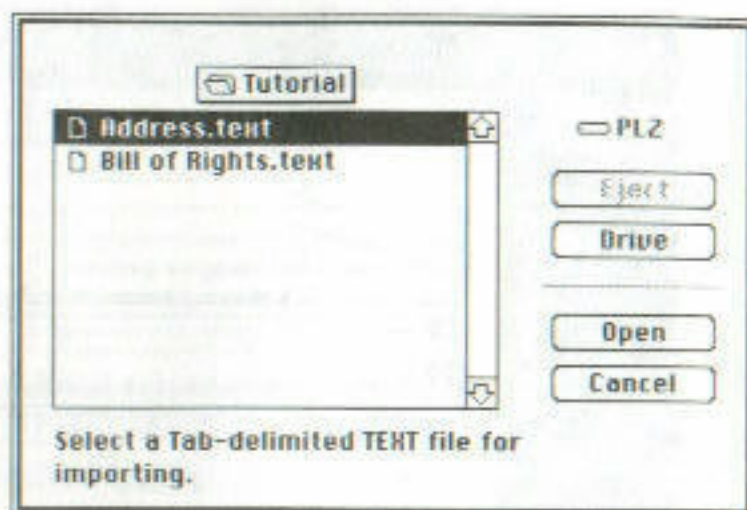


In order to correctly read the text file, HyperPort needs to know if the file is tab- or comma-delimited (see the Terminology section in the Introduction for an explanation of these terms). The Word processing text... option is used for



unformatted text files, as explained later. Click the appropriate delimiter, and click OK. Another dialog appears:

Figure 48  
Open Import File



Locate the formatted text file from which you're going to import, and click Open. HyperPort goes to work, getting fields from the first record in the text file, and creating movable items out of them. When it finishes, your screen looks somewhat like this:

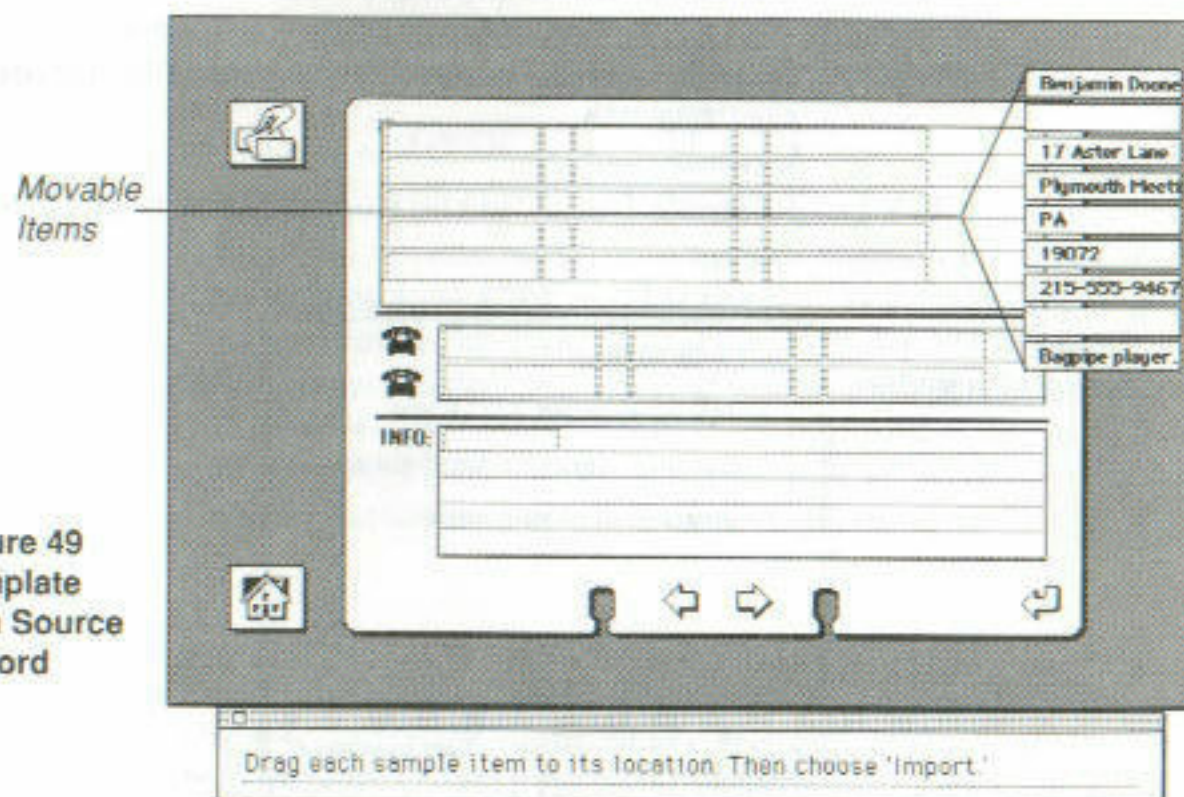


Figure 49  
Template  
with Source  
Record

If this record isn't representative of typical data in your file, you can click the **Next Source Record** or **Prev Source**

**Record** options in the Import Menu to get the next or previous records, respectively, from the text file; this data is placed into the movable items. (Those of you who followed step 1 in *Preparing a Formatted Text File...* will have a dummy record with each field filled, and probably won't need to use these options).

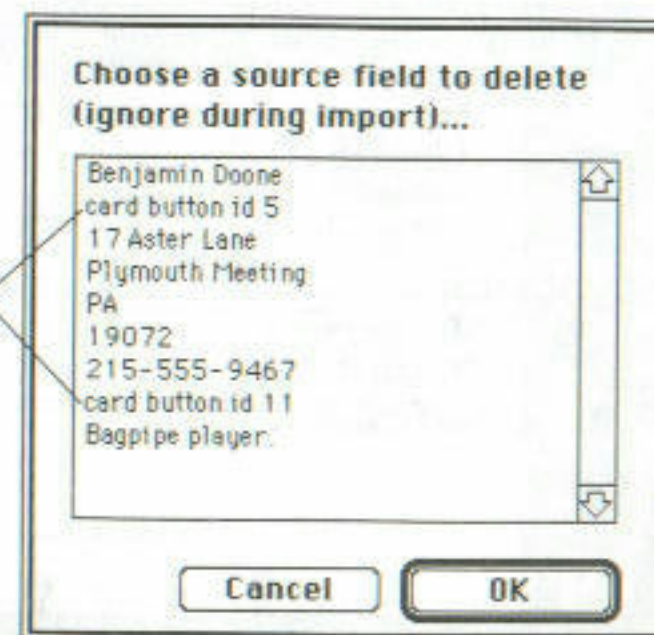
If you made a mistake and opened the wrong source text file, click the **Clear Sample Data** option in the Import Menu. This option closes the text file and deletes the movable items from the template, but leaves the template and the placeholders intact. You can then click **Load Sample Data...** to open another text file.

#### Step 4: Drag the movable items to the placeholders in your template.

As you release the mouse button, the movable item will "snap to" a placeholder, if it's near enough. You don't need to drag all the movable items into placeholders – any items that aren't in placeholders will be ignored when the actual import takes place. Alternatively, you may click the **Delete a Data Field** and select the field to delete via the following dialog:

Figure 50  
Delete Movable  
Item

Movable items  
with blank  
contents



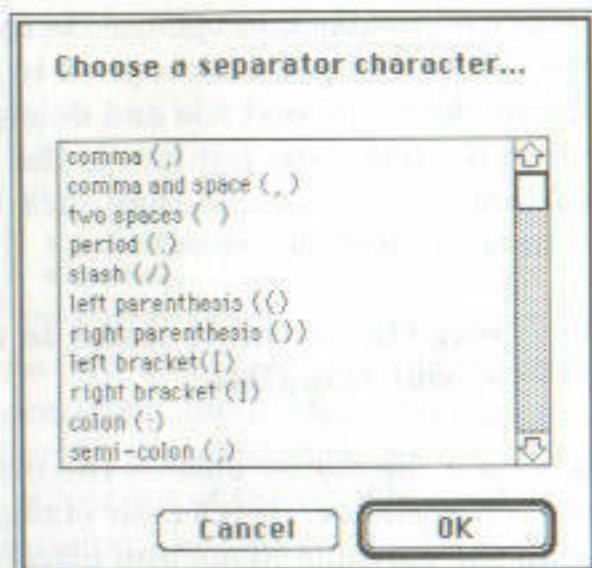
Note that, for any movable item that is blank, its description is "card button id #" in this dialog (the draggable objects are actually HyperCard buttons).



**Step 5: (Optional) Create and place separators into your template.**

Separators are characters such as commas, semicolons, etc. Click the Create Separator... option in the Import Menu to display the list of separators:

**Figure 51**  
Choose Separator

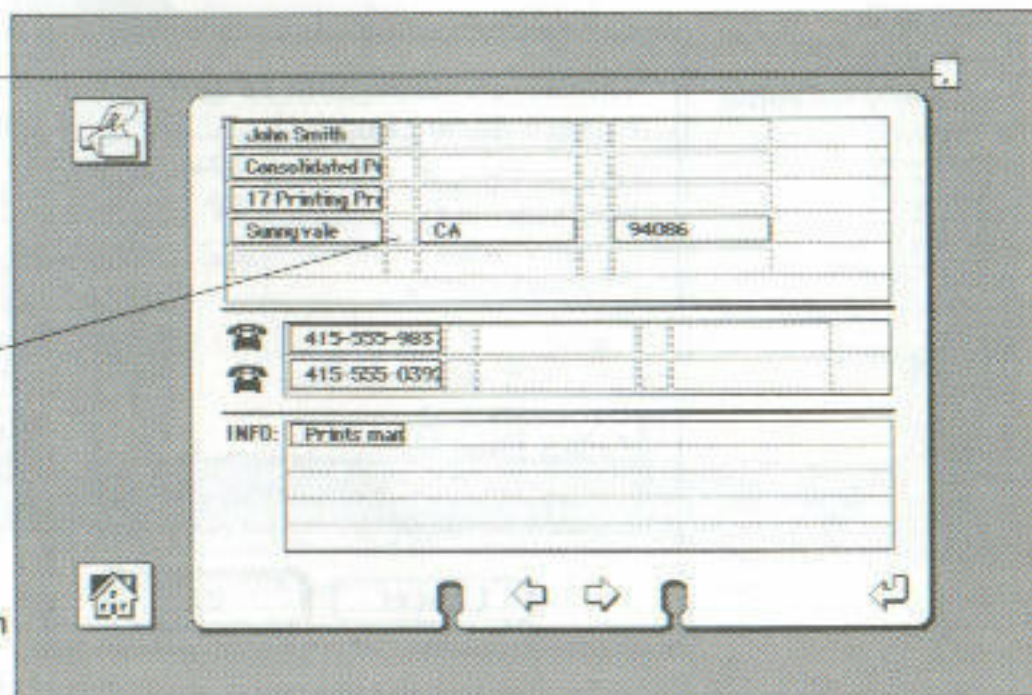


Choose the separator you want by selecting it and clicking OK; it will be placed into its own movable item on the template:

Movable  
Separator

Placeholder  
for Separator

**Figure 52**  
Template with  
Separator



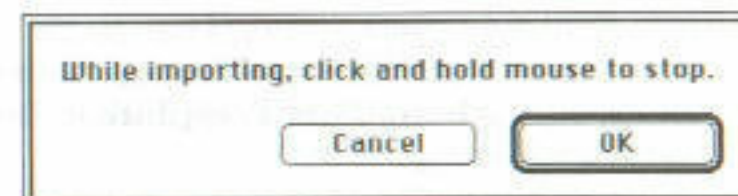
Drag the separator to one of the placeholders in the template.

**Step 6: Click the Import... option to import your data.**

When you're finished creating your import template, click **Import...** in the Import Menu, and HyperPort works its magic. It takes all the information you specified when you dragged the movable items to their positions in the template, and imports the text file into the destination stack (*not* into the HyperPort stack – only the template is stored there). As each record is imported, a new card is created in the stack, and is shown on the screen while the data is written to it.

Before the import process starts, an alert informs you that you can stop the import process at any time:

**Figure 53**  
Cancel Import

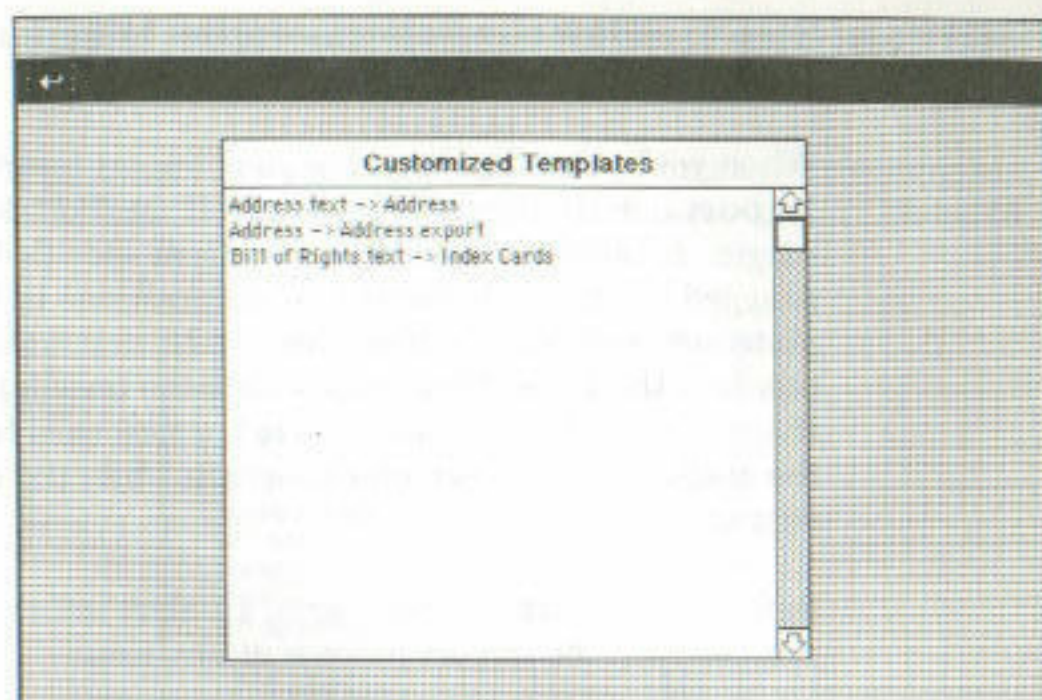


If you decide to stop the import process, click and hold the mouse button down until the process stops. All the records that were imported to the destination stack before you stopped the process will remain in that stack.

When the import process is finished, click Return to Index to return to HyperPort's index of templates, or Return to Menu to return to HyperPort's main screen (figure 43). Clicking either of these options saves this import template in the HyperPort stack, and places a description of it in the HyperPort index:

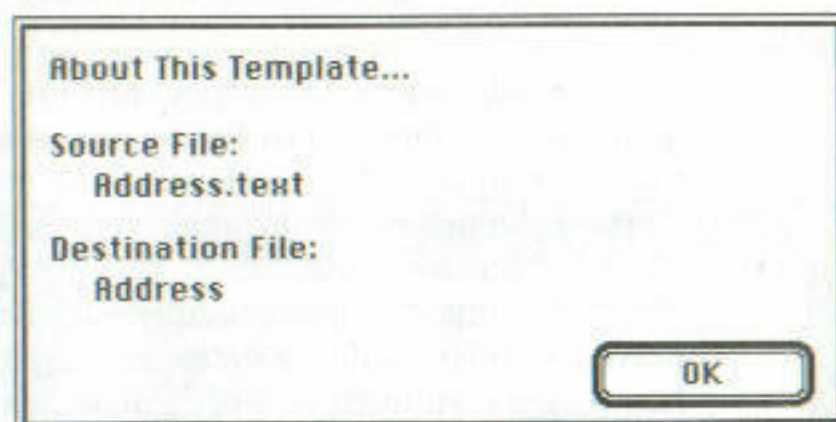


Figure 54  
Index of  
Templates



If you want to verify the source text file and destination stack, click **About This Template** in the Import Menu to get the following:

Figure 55  
About this  
Template



### Deleting Templates

To delete the currently displayed template, click **Delete Template** in the Import Menu. This option deletes the current template that you're working on.

To delete an old template you previously created, click the Template Directory button in the HyperPort main screen (figure 43) to display the index of templates (figure 54). Next, double-click the template you want to delete; this will

display it, along with the Import Menu. Finally, click **Delete Template** in the Import Menu.

### Editing Templates

You can edit the source text file for any import template. To do this, select the template by double-clicking it in HyperPort's Index of templates (figure 54). When the template and Import Menu is displayed, click **Clear Sample Data**. This will delete the sample data from the template, and "forget" the source text file. You can then Load Sample Data from a new source text file.

If you **Return to Index** or **Return to Menu** without loading any sample data into your template, the template is saved in the HyperPort index anyway, but without a source text file (see figure 54). This allows you to go back and specify the source file at a later time.

### Importing an Unformatted Text File

HyperPort facilitates importing long passages of unformatted text into individual cards in a HyperCard stack. This is a useful feature, since you can then use HyperCard's full-text search capabilities to locate specific words and phrases easily. In order to do this, you *must* pre-process the unformatted text file and place your own delimiters at the end of the text you want placed into separate cards.

Since unformatted text typically has carriage returns, commas, and tabs in it, HyperPort would usually interpret these characters as record and field delimiters, respectively. However, you can tell HyperPort to ignore these delimiters and only look for a particular delimiter that you've defined and placed into the text. Typically, you'll do this using a word processor.

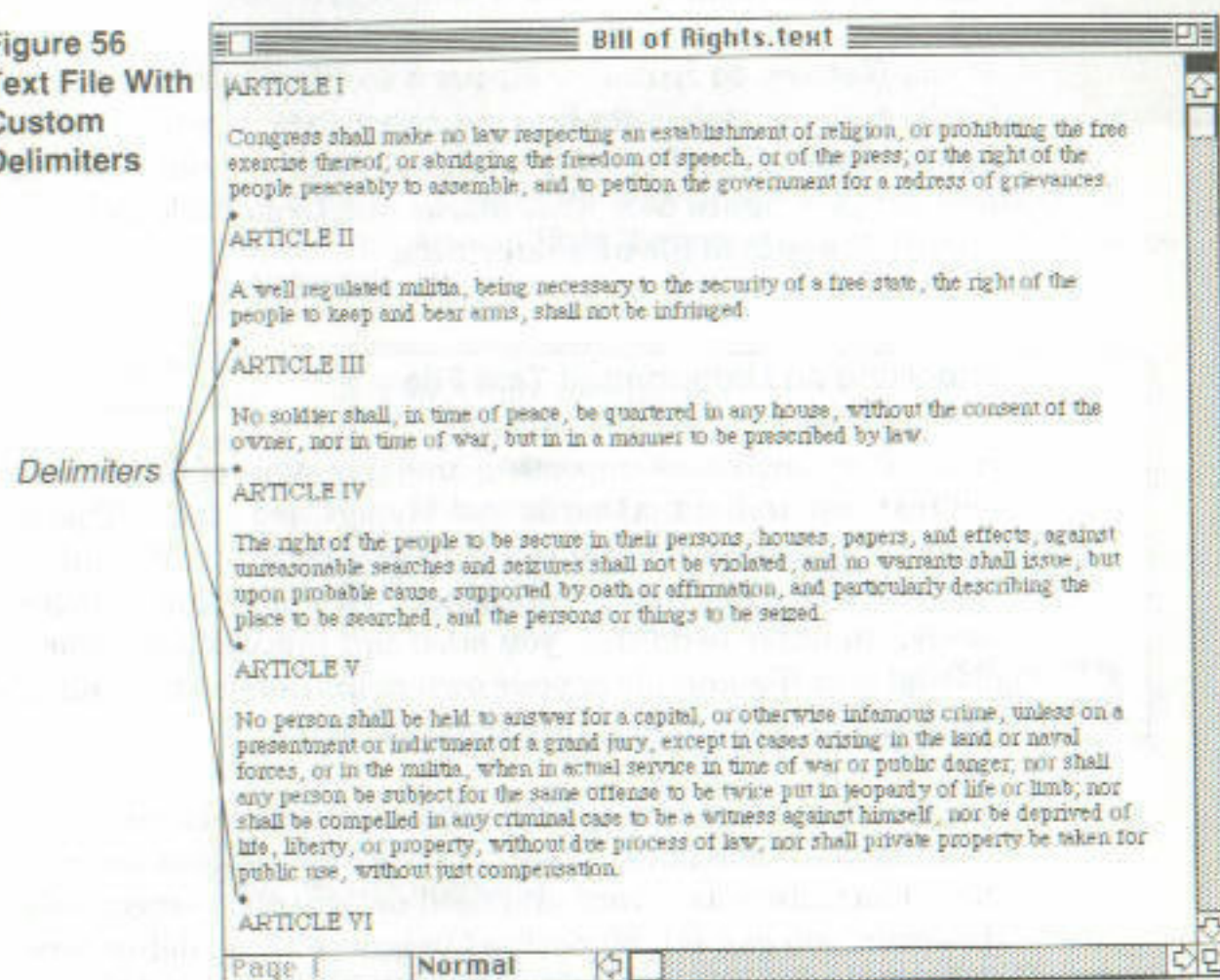
**Step 1:** Open the unformatted text file using your word processor, and place your own delimiters at the end of the passages you want imported into separate cards.



For delimiters, you can use any sequence of characters you want. However, you should probably use recognizable (but unlikely) sequences of text characters, such as ++++ (four plus signs), • (the Option-8 character), etc. These sequences don't normally occur in English text, and thus they'll be unique to your text file. If you use control- or option-characters that aren't displayable, HyperPort will still work, but you won't be able to recognize those characters when you create your import template.

Here's an example of a text file with bullets (•) as the delimiters:

**Figure 56**  
Text File With  
Custom  
Delimiters



### Step 2: Save the modified file as a text file.

Don't forget to use a different name from the original, in case you need to revert to the unmodified file.

### Step 3: Follow Steps 1 - 2 for Importing a Formatted Text File, above.

These two steps open the source file and destination stack, and create the import template.

### Step 4: Load a sample record from your unformatted text file.

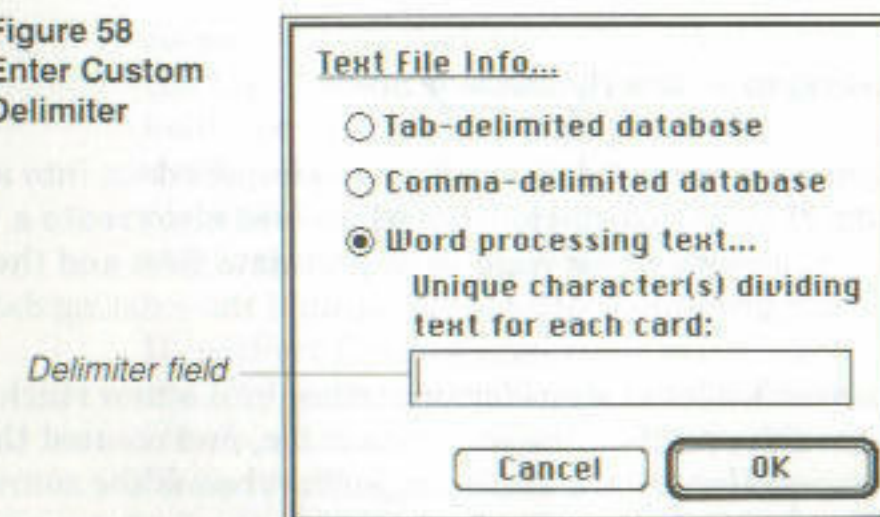
Click **Load Sample Data...** in the Import Menu to get the following dialog:

**Figure 57**  
Specify Delimiter



This time, click the **Word processing text...** radio button to get an additional option:

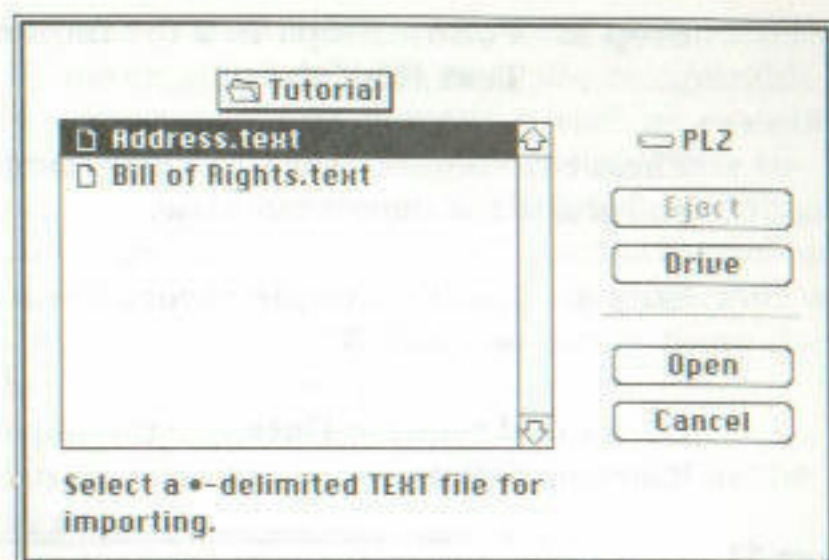
**Figure 58**  
Enter Custom  
Delimiter



Type your custom delimiter into the Delimiter Field, and click OK. Another dialog appears:



Figure 59  
Select Import File



Locate the unformatted text file from which you're going to import, and click Open. HyperPort will get the first 20 or so characters from this file, and place them into one movable object on the template.

**Step 5: Follow steps 4 - 6 for Importing a Formatted Text File, above.**

The remaining procedure for importing unformatted text is the same as for formatted text. HyperPort will read the text up to your custom delimiter, and place it into a new card in the destination stack.

### Importing to a New HyperCard Stack

The previous section described how to import data into an existing HyperCard stack. HyperPort will also create a new, blank stack if you want to import data first and then build your graphics, buttons, etc. around the existing data.

There aren't a lot of steps for importing into a new stack; Once, you've specified the source text file, and created the destination HyperCard stack, HyperPort opens the source text file, finds all the individual fields in the first record, places them into columns in a new stack, and performs the import. You'll have to build your own graphics and HyperTalk scripts for this new stack.

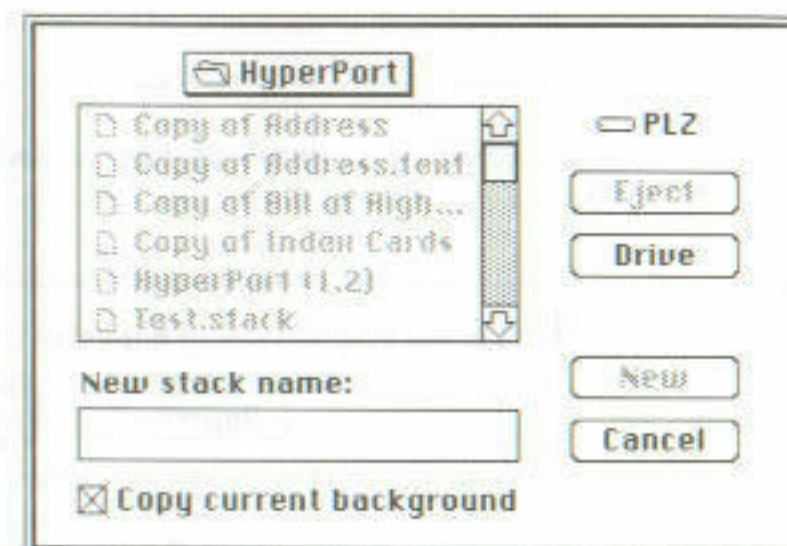
**Step 1: Click the New Stack from Database button in HyperPort's main screen (figure 43).**

Figure 57 appears. You must first specify the delimiter for your text file. Choose the delimiter, and click OK. Figure 59, Select Import File, will be displayed.

**Step 2: Choose the text file from which you'll be importing.**

Enter the name of the text file from which you'll be importing, and click OK. You're prompted to enter the name of the new HyperCard stack:

Figure 60  
Create New  
Import Stack



As soon as you click OK, HyperPort goes to work. It opens the text file you specified and reads the first record. Each field in this record is placed on a blank card in your new stack. Notice that you don't drag movable items into placeholders; since there are no fields in the newly-created stack, there are no placeholders for your imported fields.

HyperPort finishes importing every record from your text file into your new stack, placing each record on a new card. Here's what the first record of the Address.text file looks like when imported into a new stack:



Benjamin Doone
17 Aster Lane
Plymouth Meeting
PA
19072
215-555-9467
Bagpipe player.

When the process is complete, the following dialog is displayed:

Stay here, or return to HyperPort?	
HyperPort	Stay Here

If you want to begin developing your new stack immediately, you can choose the Stay Here option and start writing scripts, creating fields and graphics, etc. If you click Return to HyperPort, you're taken back to the HyperPort main screen.

## Exporting

HyperPort lets you export data from almost any HyperCard stack to a text file. You could then use this text file in a number of different ways. For example, you might import the data into a word processor or spreadsheet for further editing and layout; or you could import it into another HyperCard stack. HyperPort's export-to-text capability guides you through the process, and then actually creates the export file and performs the export.

If you've been using HyperCard for a while, you've probably used and created a number of your own stacks. For example, you might have used the Address stack that's supplied with HyperCard to record names, addresses, and telephone numbers. If the Address stack contains a lot of names and addresses that you want in other applications or stacks, you can use HyperPort to do this.

HyperPort will export information that's contained in background fields only. If you have data in card fields, you'll need to create a background field that contains the data you want to export.

### How the Export Feature Works

If you haven't worked through the export example in the Tutorial chapter, this (very) brief description of how HyperPort's export feature works will be helpful. If you've already worked through the Tutorial, then you might want to skip to the next section.

After you've reviewed the stack from which you'll be exporting to insure the consistency of the data (see below), you tell HyperPort which stack and background you'll be exporting from. HyperPort copies this background into the HyperPort stack itself (to serve as a template) and removes the HyperCard buttons from it. It also makes an internal list of all the fields in the background, and gets the data from the first card in the stack and displays it in the template.



You then create export fields by selecting the data using the mouse; you can select parts of a line, entire lines, multiple lines – just about any HyperCard component, as long as it is contained in one field. This lets you create multiple export fields from one HyperCard field. You also specify the delimiters (commas or tabs) that are placed between the fields when they're exported.

When you've completely specified your export template, HyperPort analyzes your template and writes the formatted text file to your Mac's disk.

### Preparing a HyperCard Stack for Export

Before plunging directly into the export process, you should examine the stack from which you want to export and "pre-process" it to insure that the export process goes smoothly. Here's a checklist of things to do.

1. *Compact the stack from which you'll be exporting.* Compacting a stack (from the HyperCard File menu) helps maintain its integrity, and increases the likelihood that you'll get the results you want.
2. *Make a copy of the stack, in case you want to revert to the original later.* If you'll be editing data to make it consistent, you should have a copy of the original stack if you need to revert to it later.
3. *Edit all the field names so that they're descriptive, rather than generic, names.* For example, the field name "Company" is a lot clearer than "Second Field." **Be sure that the fields are NOT named with numbers only (e.g., "1") or reserved HyperCard words only (e.g., "Item" or "Field").** If you use reserved words or numbers as field names in your stack, HyperPort's custom export feature might not work, or might produce results that you didn't want.
4. *Review the data contained in the stack to insure its consistency.* If necessary, edit the information in each

card to produce a specific, consistent format for the data. Here's a good example of why this is necessary.

Suppose you want to export name and address information from the Address stack supplied with HyperCard. Look at the following two cards of information:



Figure 61  
Addresses  
(Before)

The card on the left contains only three lines of information: Name, Street, and City/State/Zip; the card on the right contains five lines of information: Name, Company, Street, Suite #, and City/State/Zip. To you, it's obvious that the information on the second line of card 1 (the Street address) is not the same type of information that's on the second line of card 2 (the Company name). However, this isn't obvious to the Mac. As a matter of fact, there are only limited ways for HyperCard to distinguish among the different types of information on this card, as you'll see when you create an export template. The more uniform you make the format on each card, the easier it will be to create an export template.

Figure 62  
Addresses  
(After)

The solution to this problem is to force information in each card of the Address stack to have the same format. In this case, a possible solution might be the following:





By requiring four lines per address, you always have the same, predictable format: line 1 = Name, line 2 = Company, line 3 = Street and Suite #, and line 4 = City/State/Zip.

5. *Place descriptive information into every field in a card in the stack.* Most cards in a HyperCard stack contain a few blank fields – fields that contain information for some cards, but not others. However, you'll probably want to export most or all fields in a given stack. In order to do this, be sure that at least one card has every field filled with descriptive information that remind you of the field's use. Multiple-line fields should have data in each line that you'll want to export as a separate field.

Here's how to do this: Open the stack and display a card that uses the background from which you want to export. If the message box isn't visible, type **⌘M** to display it. Next, type the following command into the message box:

Go first card of this background

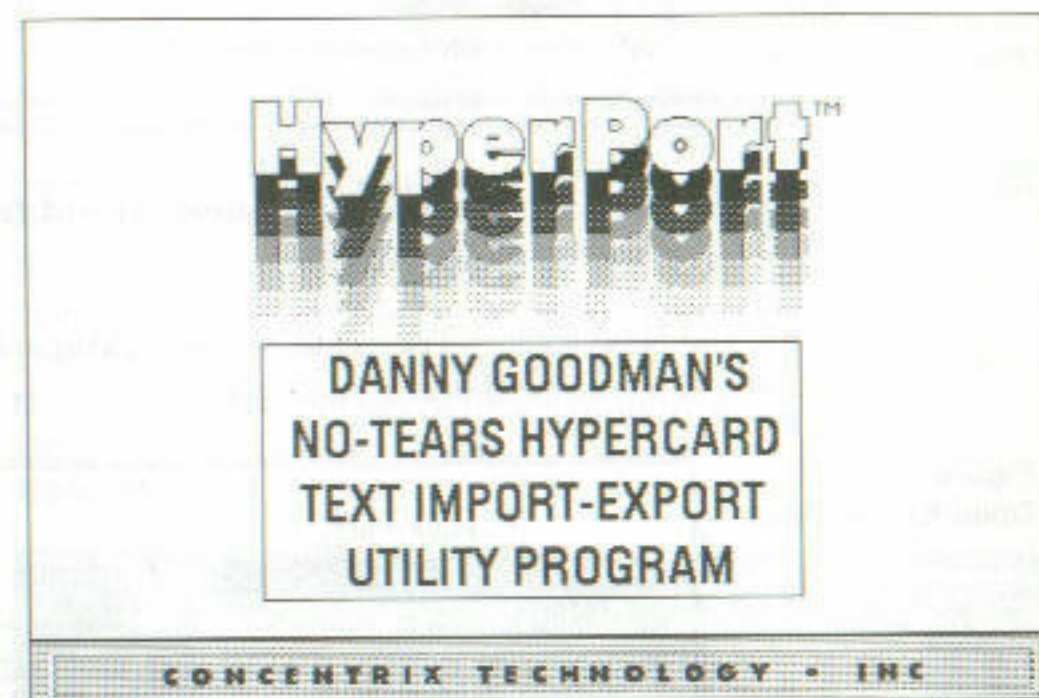
Create a new card in this stack by typing **⌘N**, and enter your descriptive data. When you're sure the information in your stack is as consistent as possible, you're ready to proceed.

## Creating an Export Template

Here's a step-by-step description of how to create your own export template.

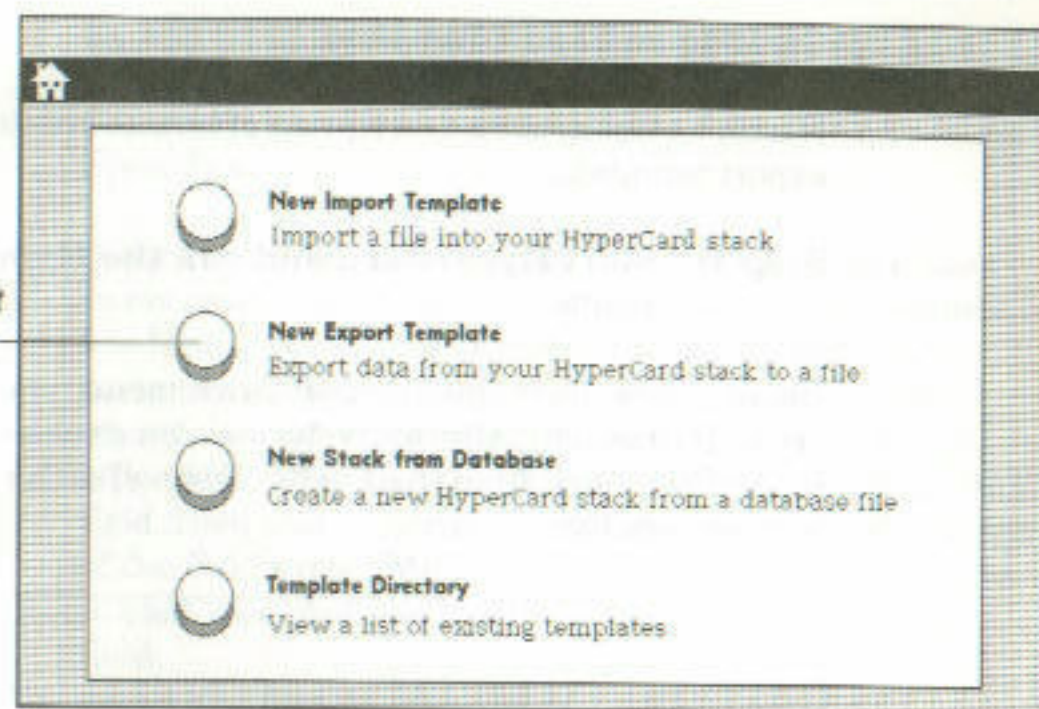
### Step 1: Start HyperCard and run the HyperPort stack.

Choose Open from the File pull-down menu, and open the HyperPort stack. Alternatively, you can double-click the HyperPort stack from the Finder. HyperPort's title screen appears briefly:



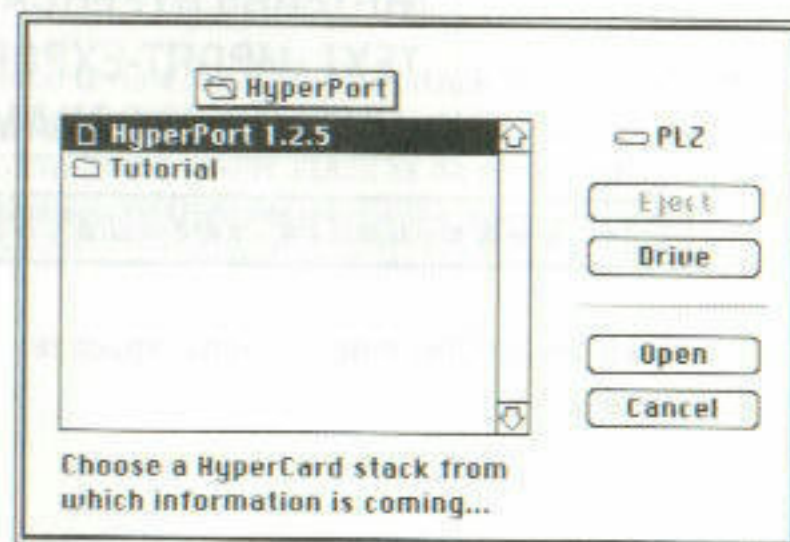
Next, HyperPort's main menu appears:



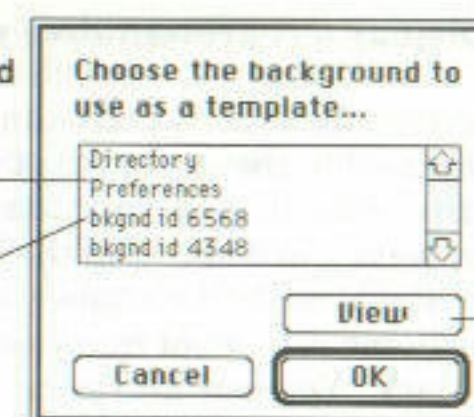
Figure 63  
Main MenuNew Export  
Template  
button

**Step 2: Select the stack and background from which you want to export.**

Click the New Export Template button in HyperPort's main screen; the following dialog appears:

Figure 64  
Open Export Stack

Locate the stack from which you'll be exporting data, and click Open. If this stack has more than one background, you'll see another dialog:

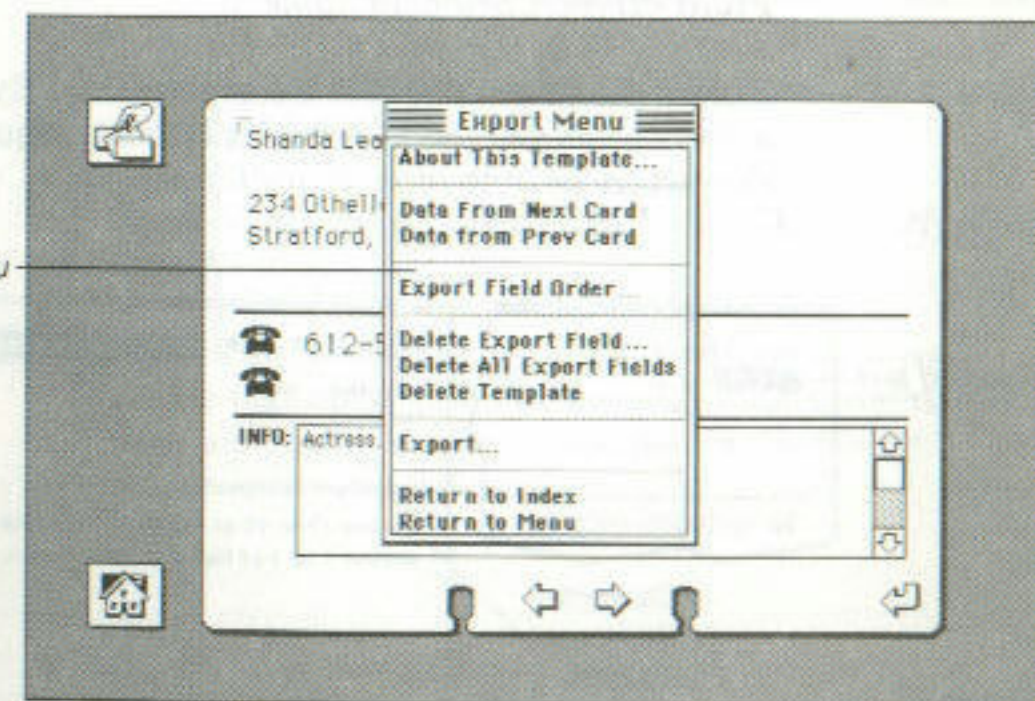
Figure 65  
Choose BackgroundBackgrounds  
in this stackUnnamed  
Background

Note that, for any background without a name, its description is "bkgnd id ####" in this dialog. You may view a background by selecting it and clicking the **View** button (the Choose Background dialog will remain displayed when you do this). Select the desired background by clicking it, and then click OK. If this isn't the correct stack, click the **Cancel** button and you'll return to the main screen (fig. 63).

A lot of activity takes place when you do this. HyperPort opens the selected stack and copies the background you specified from this stack into the HyperPort stack. Finally, the Export Menu appears in the middle of the template. Here's an example of a background that's been processed by HyperPort:

Figure 66  
Export  
Template

Export Menu



The Export Menu is movable; click in the title bar and drag it to a convenient location on the screen.



**Step 3: Display a representative record for export.**

When HyperPort finishes its processing, it displays data from the first card in the export stack. If this data isn't representative of the data you want to export, click the **Data From Next Card** option in the Export Menu until you find a suitable card. Each time you do this, the data from the next card is brought into your template in the HyperPort stack. You may also go back to a previous card's data by clicking the **Data From Prev Card** option.

**Step 4: Select text that you want exported to a specific field, and name the export field.**

Click and drag to select the text; as soon as you release the mouse button, a dialog appears. The actual contents of this dialog will depend on the text component you selected. Here is a list of the possible components, and an illustration of each:

- **Char** <number> to <number> of Field <HyperCard field name>.
- **Char** <number> to <number> of Line <number> of Field <HyperCard field name>.

Unless the selected text is a complete line, HyperPort always gives you the option of specifying sequences of characters as individual fields for export:

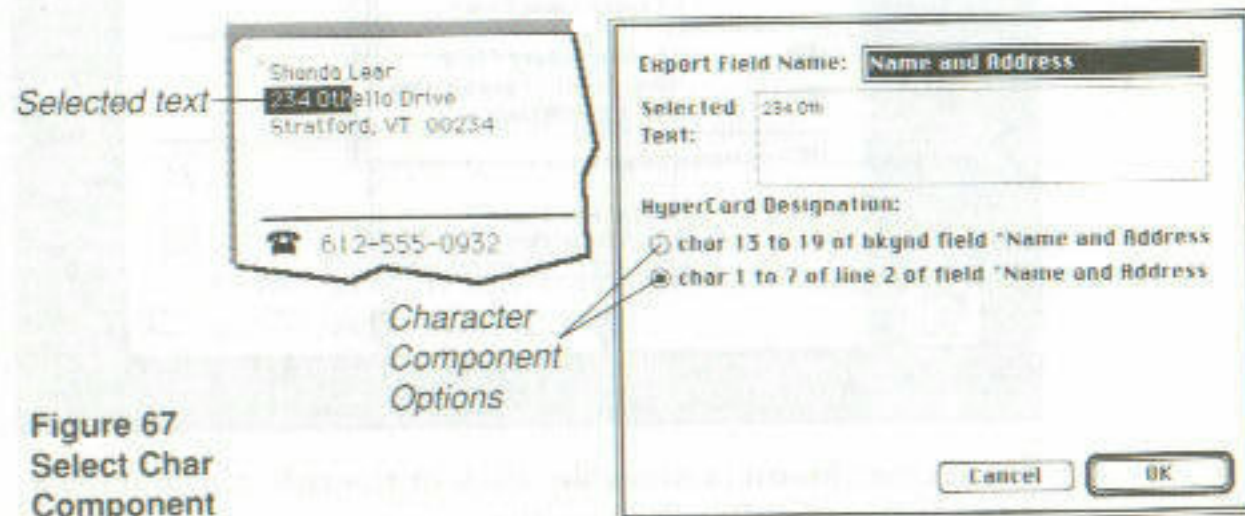


Figure 67  
Select Char  
Component

(If you select partial words, this may be the only option in the dialog.)

- **Word** <number> to <number> of Field <HyperCard field name>.
- **Word** <number> to <number> of Line <number> of Field <HyperCard field name>.

HyperCard words are always delimited by spaces; if you choose text that begins and ends with whole words, the word component options are included in the dialog:

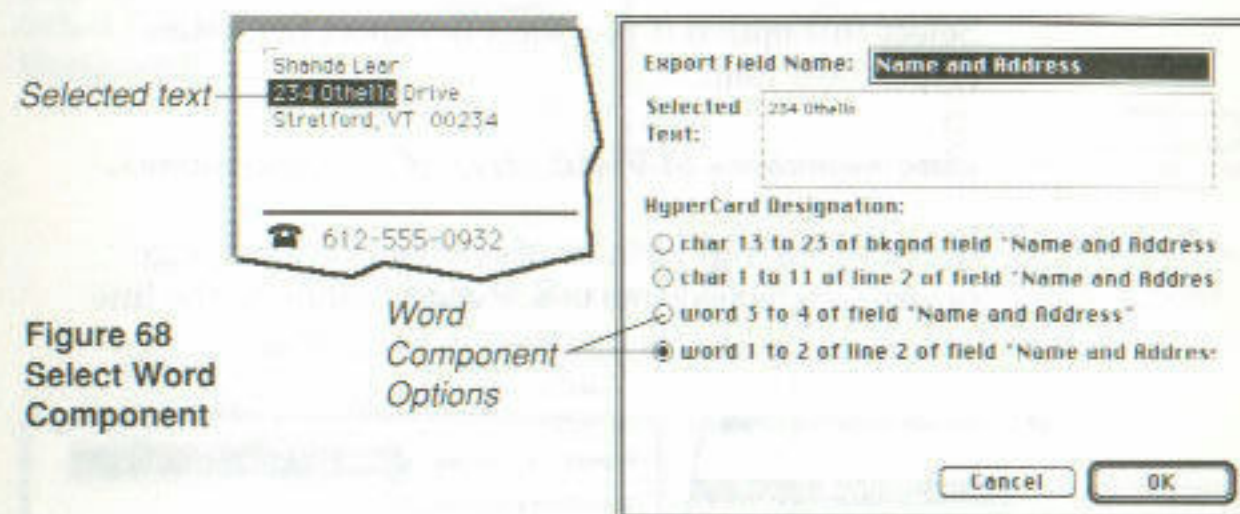


Figure 68  
Select Word  
Component

These options let you export specific sequences of words as individual fields in the export file.

- **Item** <number> of Line <number> of Field <HyperCard field name>.

HyperCard items are delimited by commas; if you choose text up to, or up to and including a comma, the item component option is included in the dialog:



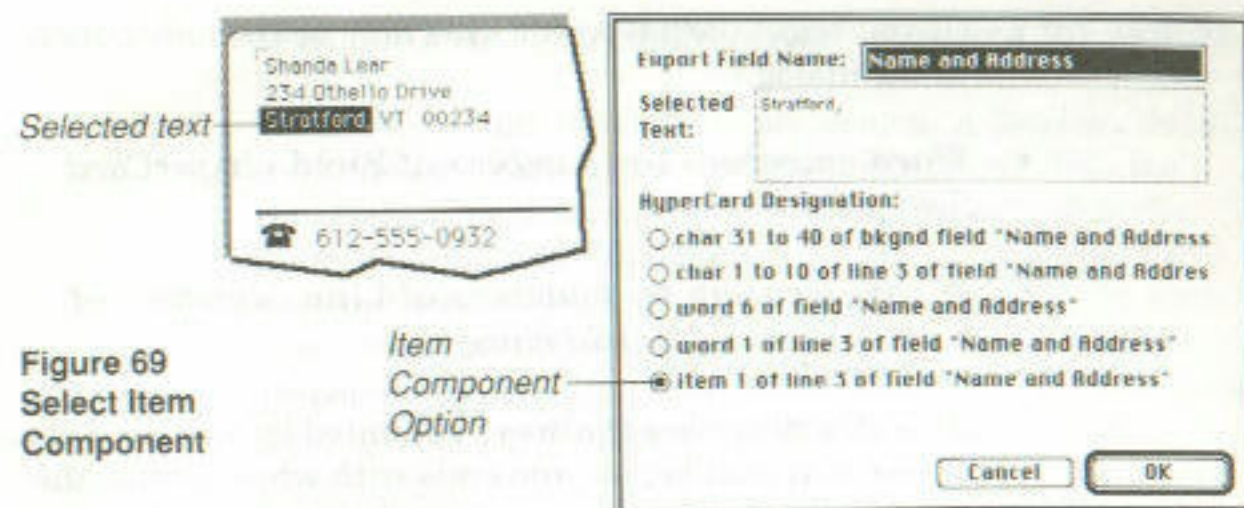


Figure 69  
Select Item  
Component

Select this option if you want to export the entire HyperCard item.

- **Line <number> of Field <HyperCard field name>.**

If you select a component that contains a carriage return, or the last line of a HyperCard field, the line component option is included in the dialog:

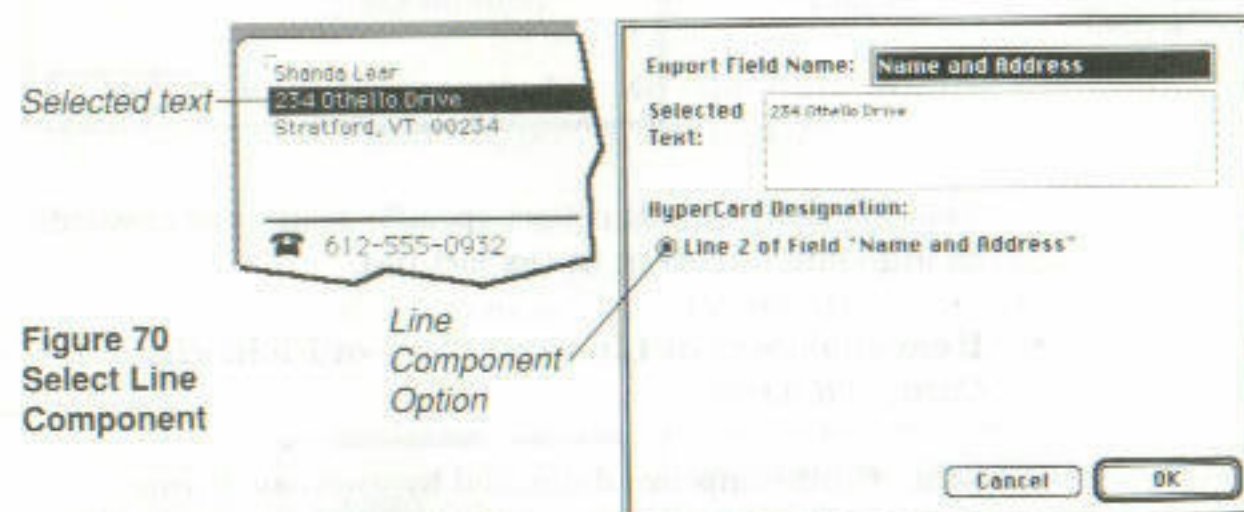


Figure 70  
Select Line  
Component

HyperCard lines are delimited by real carriage returns, *not* by the visual end of a line on the screen. A line may word-wrap to the next physical line on the screen without a carriage return; if you want to export the entire line as one field, you must choose the (invisible) carriage return when you select this component.

- **Field <HyperCard field name>.**

If you select all the text in a HyperCard field, you'll get this dialog:

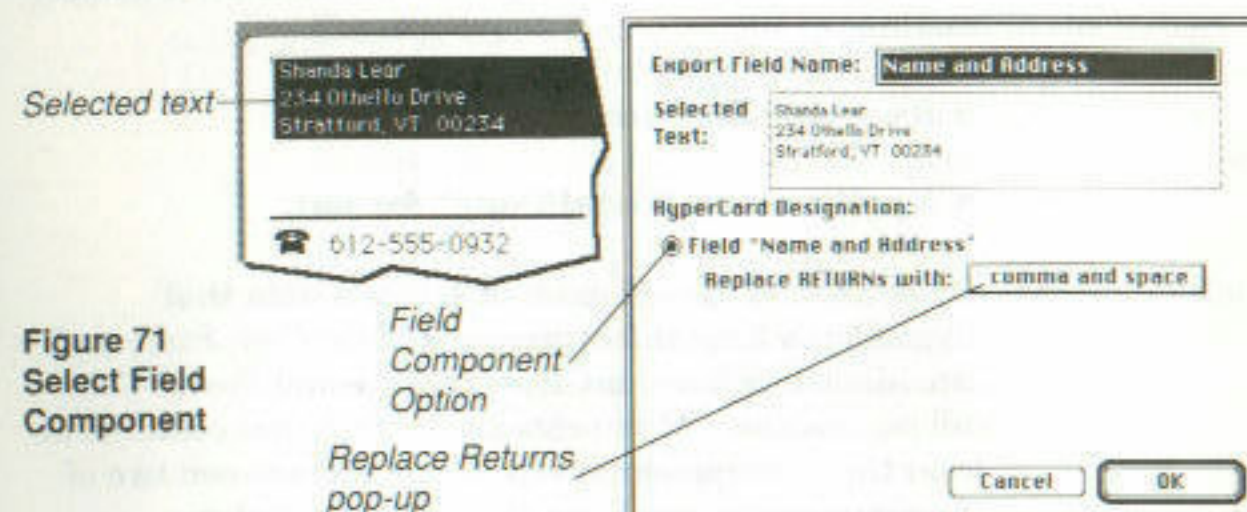


Figure 71  
Select Field  
Component

Your selection may contain a carriage return; if it does, the **Replace Returns With** pop-up menu will appear:

Figure 72  
Replace Returns  
Pop-up Menu

comma  
✓ comma and space  
tab  
return  
soft return

Since most databases and spreadsheets treat carriage returns as defining the end of a record, you'll want to substitute a different character for returns. Typically, you'll substitute a **comma**, or **comma and space**. Replacing a return with a **tab** might result in an additional *field* in your record if you import it into a database or spreadsheet program; be sure you understand how your database/spreadsheet treats tabs if you choose this option. Replacing a return with a **return** might result in an additional *record* if you import the text file into a database or spreadsheet; again, be sure you understand how your database/spreadsheet treats returns before you choose this option.

Use the **soft return** option if you intend to re-import the text file into a HyperCard stack, using HyperPort's



Import feature. A soft return is a special character ("—") that HyperPort replaces with an real carriage return character during an import. This allows you to preserve carriage returns in text passages, but not have the carriage return delimit the end of a record (as it usually would).

- "City, State ZIP" format.
- "City, Province Postal Code" format.

There are two special cases of selected data that HyperPort's Export feature recognizes: City, State and Zip (all on one line), or City, Province and Postal Code (all on one line). If you choose any text that contains at least three components, with a comma between two of the components, you'll get the following dialog:

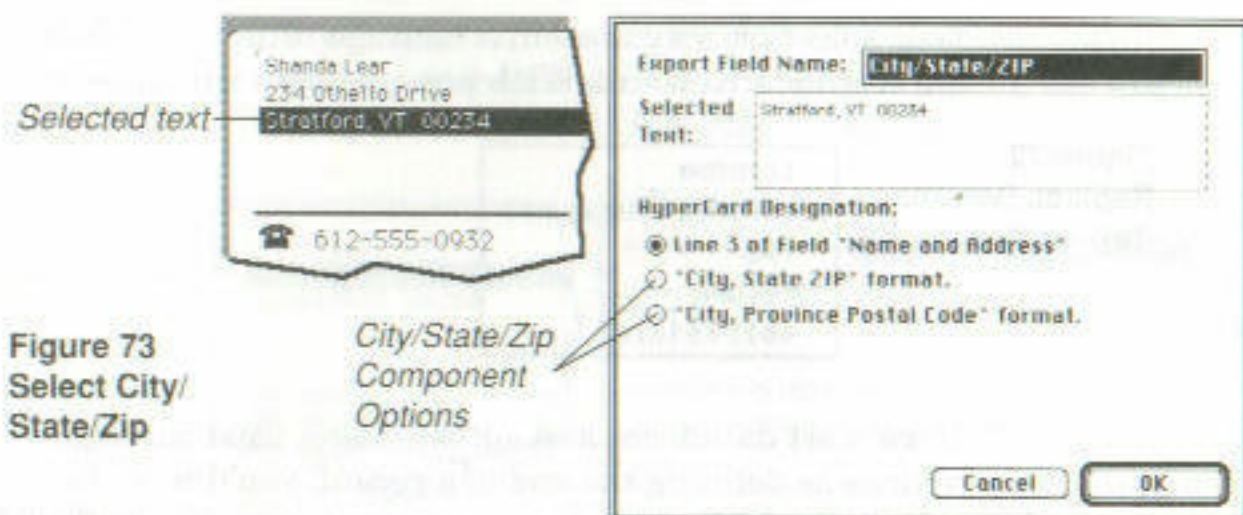


Figure 73  
Select City/  
State/Zip

Click the **City, State Zip** option if the selected text is actually a city/state/zip format. Click the **City, Province Postal Code** option if the postal code consists of two separate items (i.e., the two components of the postal code) at the end of the selected field. (The City, Province Postal Code option is used mainly for Canadian addresses.) If you click one of these two options, HyperPort writes three separate export fields, whose names are: City, State, and Zip, or City, Province and Postal Code. You cannot change these export field names.

If your data mixes these two formats, choose the format that represents the most frequent occurrence. After the export is finished, you'll need to edit the non-conforming entries in the exported file.

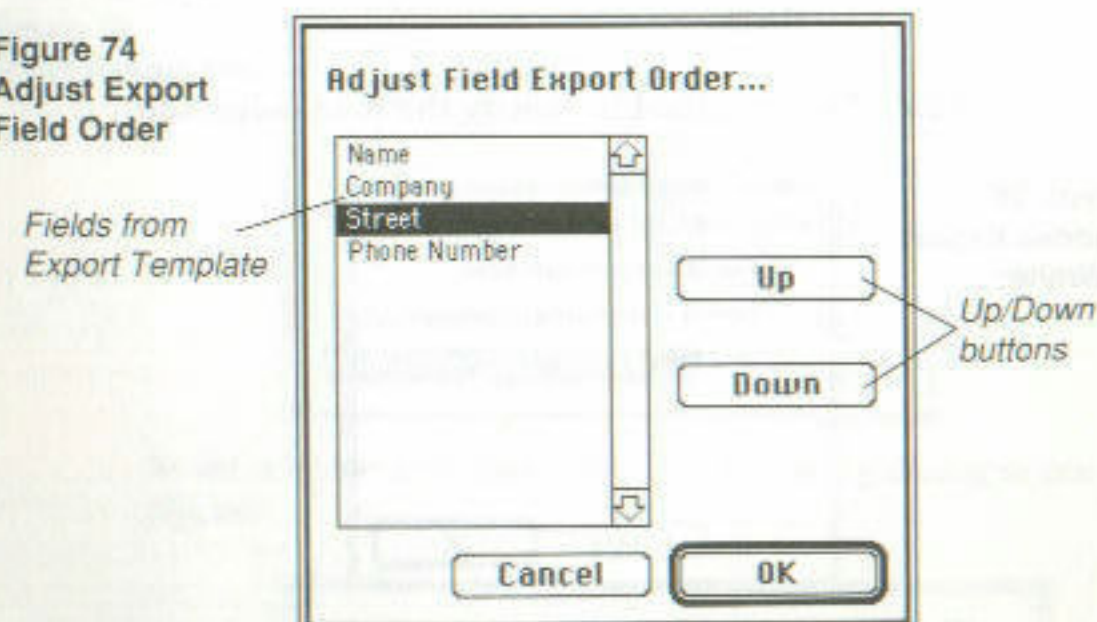
Finally, type a name for the export field in the Export Field Name. A dummy record containing all the Export Field Names will be written to the first record in the export text file, to help when you open the file or import it with HyperPort into another stack.

Step 4 should be repeated until you've specified all the fields and components you want exported. You don't need to include all the data in the card – you can include only that data you want exported; HyperPort will ignore the remainder.

**Step 5: If necessary, edit the export template by adjusting the export order or deleting export fields.**

To adjust the order in which the export fields are written to the text file, select **Export Field Order...** from the Export Menu; the following dialog appears:

Figure 74  
Adjust Export  
Field Order



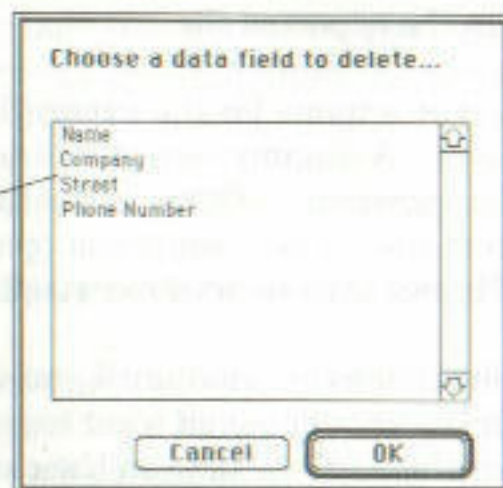
Select a field and change its export order by clicking the Up or Down buttons.



You may also delete an export field by choosing **Delete Export Field...** from the Export menu:

Figure 75  
Delete Export Fields

Fields from  
Export Template



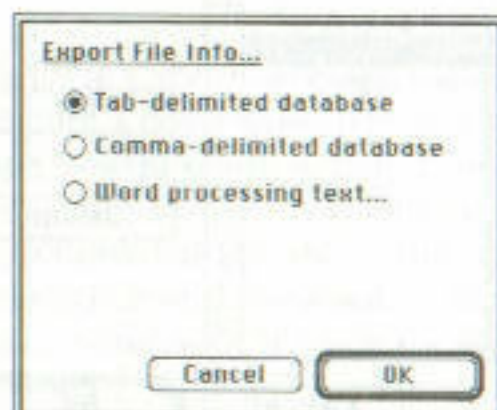
Click on the field you want to delete and then click OK; when your template is redisplayed, that field will be deleted and the text beneath it will reappear.

You can delete all export fields by choosing **Delete All Export Fields** from the Export menu. This will clear all the export fields, allowing you to start over on the same template.

**Step 6:** Click the **Export...** button to export your data.

You'll first be asked to specify the field delimiter:

Figure 76  
Choose Export Delimiter

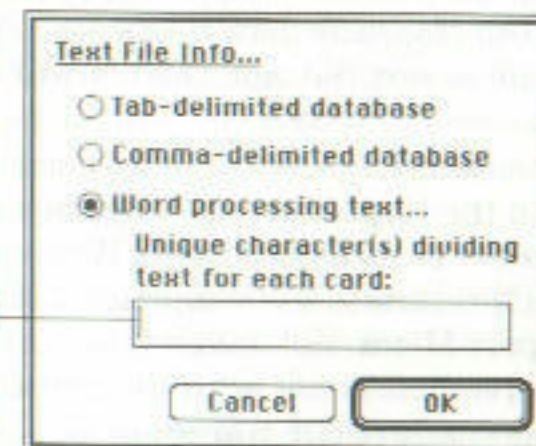


These options allow the exported file to have either commas, tabs, or your own custom delimiters separating the individual fields within each record. Typically, you'll choose **Tab-** or **Comma-delimited**. However, the **Word process-**

**ing text...** option is useful if you want to write the data to a continuous text file. To do this, click the Word processing text... radio button to get the **Delimiter field** option:

Figure 77  
Specify Word-Processing Delimiter

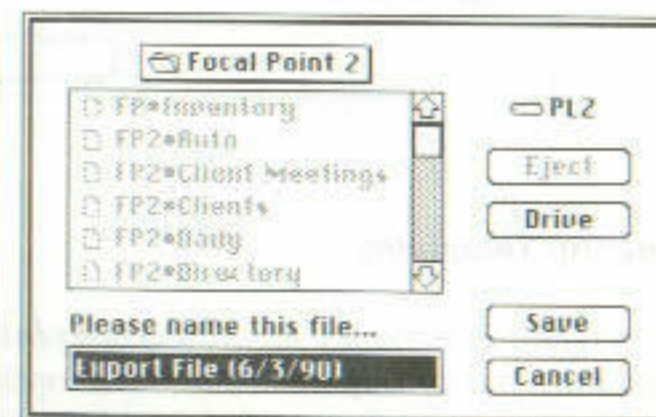
Delimiter field



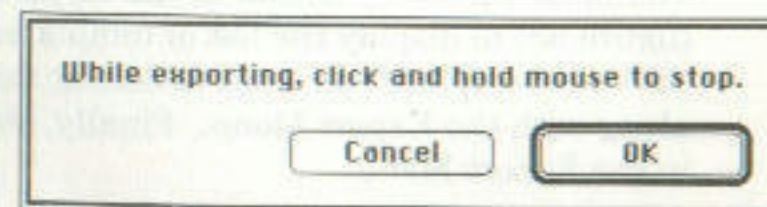
The character you enter into the Delimiter Field will be placed between each *field* in the export text file (the *record* delimiter is always a carriage return). If you leave this field blank, HyperPort places a carriage return between each field when it is exported. Thus your exported text file will be a continuous passage of text, with carriage returns between each field.

After clicking OK, you're prompted to name the export file:

Figure 78  
Name Export File



Enter a name and click Save; the following dialog is displayed:



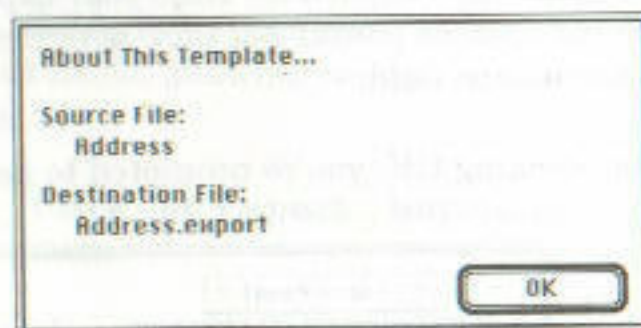


You can stop the export process at any time by holding down the mouse button; don't use ⌘. (Command-period). If you stop the export process, a dialog appears, allowing you to stop the process completely, or continue the export. If you choose stop, any data that's already exported will be saved in the export file, and the file will be closed.

During the export, each card in the source stack is displayed and the HyperCard message box displays a counter of the number of cards exported. When the export is finished, you'll return to the template. Click **Return to Index** in the Export Menu; this saves your custom template in the lists of custom templates with the name **[source stack name] → [export file name]** so you can reuse it at a later date.

*If you want to verify the source stack and destination text file, click **About This Template** in the Export Menu to get the following dialog:*

Figure 79  
Export Template  
Info



### Deleting Templates

*To delete the currently displayed template, click Delete Template in the Export Menu. This option deletes the current template that you're working on.*

*To delete an old template you previously created, click the Template Directory button in the HyperPort main screen (figure 63) to display the list of templates. Next, double-click the template you want to delete; this will display it, along with the Export Menu. Finally, click Delete Template in the Export Menu.*

### Editing Templates

You can edit the export fields for any existing template. To do this, select the template by double-clicking it in HyperPort's Index of templates (figure 54). When the Export Menu is displayed, choose either the **Delete Export Field...** or **Delete All Export Fields** options from the Export Menu. You can delete some or all of the export fields, and create new ones.

Every time you click the **Export...** option in the Export Menu, you're prompted to enter the export file name (figure 77). Thus, you can use the same template to export to different text files. The Index of templates shows the name of the most recent text file to which you exported data.

If you Return to Index without exporting to a text file, the template is saved in the HyperPort index anyway, but without a destination text file. This allows you to go back and edit the export template at a later time.



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