Lotus Fax-on-Demand

Number: **32193**
Title: **Creating an ASCII File from Agenda**
Product Area: **Agenda**
Product Release: **Agenda 2.0**

Problem

A customer wishes to create an ASCII file free of all control characters from an Agenda database. When [F10] Print File is selected, a PRT file is created which contains a series of CTRL-G's (beeps).

Solution

The CTRL-G code that is printed is actually the item marker. The item marker can be defined as a space, so that the control code will not be printed. Follow these steps to change the item marker:

In Agenda 2.0:

1. Select: [F10] Utilities Customize.
2. Move to the Item tag character setting.
3. Press: [F3] CHOICES. Highlight the space option and press RETURN. 4. Press: RETURN to confirm the settings.

In Agenda 1.0 / 1.01:

1. Select: [F10] Utility Preferences Environment.
2. Move to the Item tag character setting.
3. Press: the GREY PLUS key. Highlight the space option and press RETURN. 4. Press: [F9] ACCEPT.

To create the ASCII file in Agenda 2.0:

1. Select: [F10] Print Final.
2. Move to the Print to setting.
3. Press: [F3] CHOICES and select Text file (without printer codes). 4. Press: RETURN to create the file.

To create the ASCII file in Agenda 1.0 /1.01:

1. Select: [F10] Print.
2. Move to the Print to setting.
3. Press: the GREY PLUS key and select File.
4. Move to the Format setting.
5. Press: the GREY PLUS key and select text only.
6. Move to the Special characters setting.
7. Press: the GREY PLUS key and select Print as space.
8. Press: [F9] ACCEPT.

The ASCII file will have the current file name with a PRT extension (e.g., PLANNER.PRT). The ASCII file can then be imported into any text editor.

Supporting Information

Last Update: 09/09/92
Related Documents: