

Making an ASCII text file for ProEDIT, ProTEXT and ProDEX

Corel WordPerfect users:

For best results, please try both methods to find out which works best for you.

Method 1: The "Generic text printer" method.

Instructions on back.

Method 2: The "File" "Save as" method.

1 - From Corel WordPerfect, open the finished document (.wpd) you wish to condense/index.

2 - Select "File", "Save As". In "Save as Type" choose "ASCII DOS TEXT".

A new copy of your document will be converted to ASCII TEXT. Give this new TEXT file a different name than your original document. Remember it's new name and location. (Usually it will be in C:\MyFiles\unique_filename.txt) ...your original document isn't altered!



Run ProEDIT - Cleanup this new file: (you must add -or verify- all of the page breaks)

1 - Start ProEDIT by pressing "Start", "Programs", "ETSPRO", then "ProEDIT".

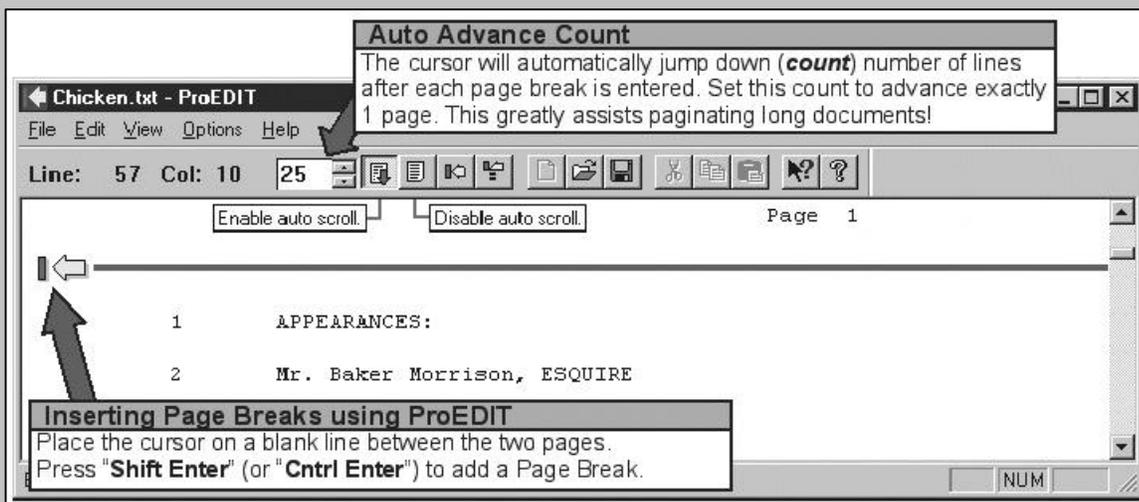
2 - Select "File", "Open" and select the ASCII TEXT file which you created (above).

3 - Insert all of the page breaks, visually inspect and clean up the document.

There MUST be a PAGE BREAK at the bottom of EVERY PAGE in the document!

4 - Select "File", "Save", and exit ProEDIT.

5 - Proceed to "Run ProTEXT" (or you can enable "Options", "Run ProTEXT on Exit").



Run ProTEXT (the condensing program)

1 - Start ProTEXT by pressing "Start", "Programs", "ETSPRO", then "ProTEXT".

2 - Select "File", then "Open" and select the ASCII TEXT file which you created.

3 - Normally ProDEX will start automatically when you exit ProTEXT.



Run ProDEX (the indexing program)

1 - Start ProDEX by pressing "Start", "Programs", "ETSPRO", then "ProDEX".

2 - Select "File", then "Make an Index" and select the ASCII TEXT file which you created.

Corel WordPerfect

Method 1: Creating an ASCII file using the "Generic text printer" method.

Note: This works very well *only* if you use "Courier New" throughout your entire document.

Note: Line numbers and page breaks will be printed to your ASCII file (this is very good).

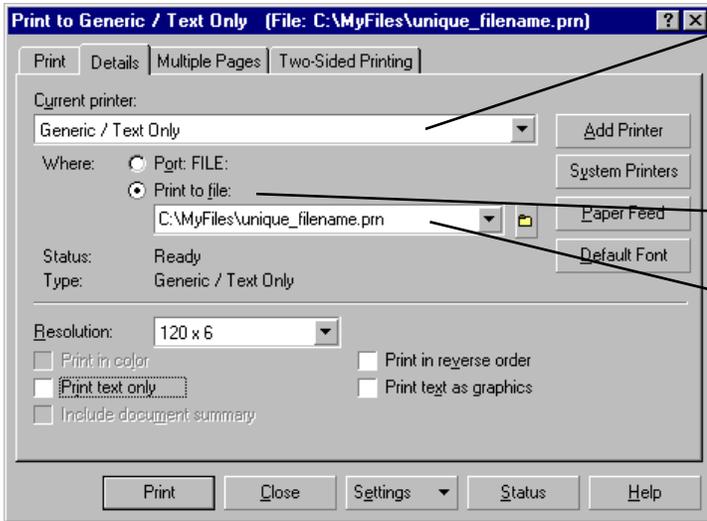
Note: Some page reformatting can take place during the conversion - check the conversion using ProEDIT.

Open your WP document, change the Print Driver settings:

Step 1: From Corel WordPerfect, open the original, finished document (.wpd) you wish to condense/index.

Step 2: Select "File" then "Print".

Step 3: Select the "Details" tab (see picture below). Follow the instructions to the right of the picture.



Change "**C**urrent printer" to "Generic / Text Only".
...***Be sure to remember the previous setting.***

- (Select the "**A**dd Printer" button if your "Generic / Text Only" printer wasn't installed with WordPerfect).

Enable the "**P**rint to **f**ile" button.

Enter a unique filename that ends with ".prn".

- Your document will be printed to an imaginary "typewriter" on disk, with the filename you type here.
- Remember this path name. This will be the ASCII file needed by ProEDIT, ProTEXT and ProDEX.

Step 4: Press the "Print" button in lower left. Your ASCII file is created in a few seconds.

Restore your previous Print Driver settings: (important)

Return to this dialog by following steps 1, 2 and 3 from above.

Change "**C**urrent printer" back to your previous printer (the way it was before).

Change the "**P**rint to **f**ile" button back to "**P**ort:".

Press the "**C**lose" button at the bottom (*next to the Print button*).

Exit (or Minimize) WordPerfect.

Check your ASCII file / cleanup any mistakes:

Follow the "Run ProEDIT" instructions on the front page.

Technical Notes:

- 1 If you use the same Courier New font size throughout your entire document, this method seems to work very well in creating ASCII files with all of the line numbers and page breaks intact.
- 2 Corel WordPerfect sometimes puts some of the page breaks in the wrong places on Title and Certificate pages. These, however, are very easy to fix using the ProEDIT ASCII editor program.
- 3 If your original document contains any proportional fonts, such as Arial or Times New Roman, there is a bug in WordPerfect that can really mess up the conversion to ASCII when using this method.