

Welcome to the askSam free form import plugin !

The askSam import plugin allows you to import documents from an askSam file (*.ask) into a MyInfo Topic file (*.mio). The plugin does not directly access the *.ask file, because the format is not publicly documented. You have to first export the documents from the *.ask file to a text file and import that file into MyInfo.

The export capabilities of askSam are excellent, so you should have no problems selecting the documents you want. As of today you can only do this in text format which means you will lose all formatting. A later release of the plugin is planned which will offer you the same functionality for rich text (RTF) exports.

During import MyInfo is usually working with UTF-8 strings. The plugin, however, is configured for ASCII/ANSI strings as they are produced by askSam. In case you need an UTF-8 import plugin, please let me know.

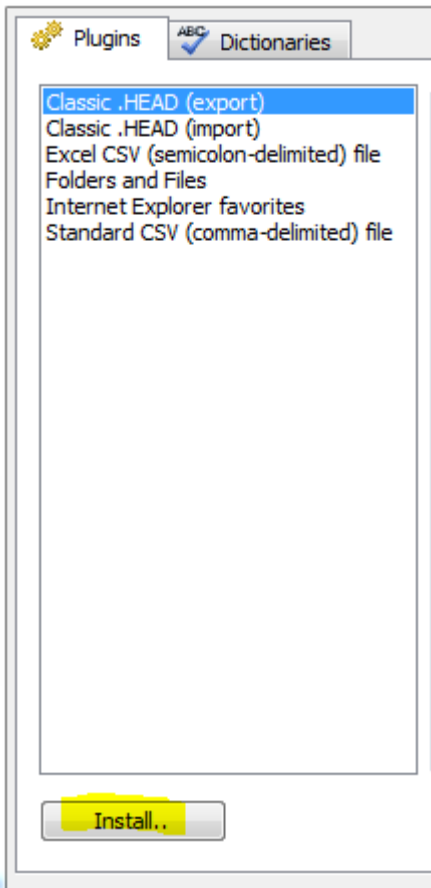
While importing to MyInfo you can map any askSam field you have to MyInfo's attributes. This even works for multiline fields.

The format that is used by askSam is a structured free form format that is easy to create and edit. There are many other programs around that are able to create a file with this structure, so you can use this plugin to import these files into MyInfo. I've included some examples for this, they show how you can import your mails from theBat! email client, from Lotus Notes or from PDF Files.

Please read the following documents to understand in detail how to configure your import.

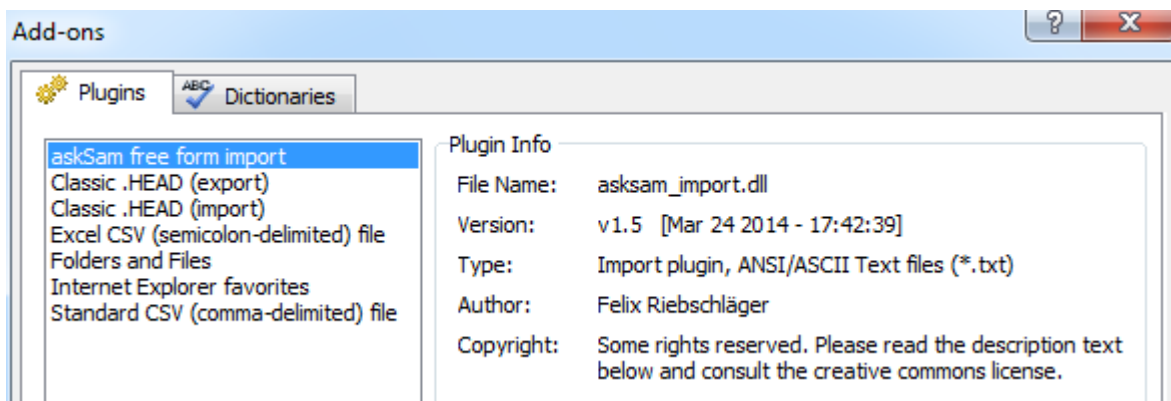
The plugin is distributed in the form of a zip file.
Please save the file to disk and go to MyInfo menu "Tools/Add-ons" and click on "Install.."

Add-ons



Navigate to where you stored "asksam_import.zip" and select it. MyInfo installs the plugin.
In case the plugin screen does not immediately show the plugin please close the "Add-on" dialog or even restart Myinfo.

This is what you should see:



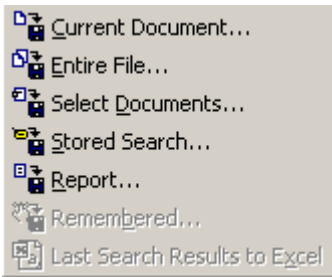
The files within the zip file are copied (on my machine) to C:\Users\felix\AppData\Roaming\Milenix\MyInfo\4\Plugins\askSam Import:

Name	Größe	Geändert ↓
..		24.03.2014 17:48:24
asksam_import.dll	67 KB	24.03.2014 17:42:40
asksam_import.ini	9 KB	20.03.2014 18:10:36
askSam Freeform Import.mio	377 KB	13.03.2014 18:19:10
asksam_import.ico	5 KB	23.09.2012 21:33:18

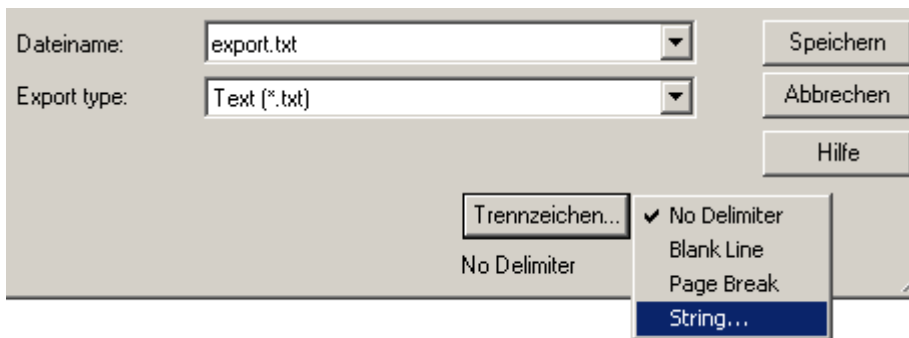
asksam_import.dll: the actual plugin
asksam_import.ini: a sample configuration file (you'll read about that later)

askSam Freeform Import.mio: this MyInfo topic containing the documentation
askSam:import.ico: the icon file used.

Use one of the export possibilities from the File Menu:



Specify a file name of your choice and set a string as the document delimiter (called "Trennzeichen" in my installation):



The document delimiter has to be unique string that does not occur otherwise in your documents. I usually use something of the kind `***_EOD_***` (which means end of document to me).

At the end of the export process you should have a text file that contains all desired askSam documents separated by the document delimiter string.

The import plugin reads its configuration from a configuration file that you create.
The file name of the config file has to be the same name as the import file, but gets a ".ini" extension appended.

Example:

import file is called "emails.txt" ==> config file has to named "emails.txt.ini"

There is an empty template called "asksam_import.ini" that you should use as a starting point.
The template contains full documentation on all the configuration settings. Please consult it for full details.
Here I will explain the overall concept and the most crucial settings:

Each line beginning with a hash sign (#) is treated as a comment line. The hash has to be in the first column !
Empty lines are possible as well.

The settings are grouped into several sections, the most important ones are:

- [General import settings](#)
- [MyInfo built-in attributes](#)
- [MyInfo custom attributes](#)

There are some other settings that are only documented in the template file. Please contact me, if you have any questions.

All of the settings in this section are important. Please make sure to set them correctly in order to get correct results. To askSam users most of the settings should be familiar so I won't go into much details. Please have a look at the commentary in the ini file :

```
#-----
# General import settings
#
# DocType          The document type of the import file. Currently only
#                  text files (TXT) are supported
# DocSeparator     Each document in the import file has to be separated
#                  by a separator string. Specify it here.
# FieldCharacter   The askSam field character, typically a square bracket
#                  or a colon.
# FieldOccurence  How to handle multiple occurrence of a field within a
#                  document. Possible values are:
#                  First | Last
#                  'First' will keep the first field value found even
#                  if the field occurs multiple times within the file.
#                  'Last' will continuously overwrite the field value
#                  thus storing the last value found.
#                  Default is set to 'First'.
# TrimSpaces      Yes | No
#                  If set to 'Yes', any spaces following the field char
#                  will be skipped, i.e. Field1[ Contents] will become
#                  'Contents' in the Myinfo attribute field
#                  If set to 'No' only the first space after the field
#                  char is skipped. This is the default.
# DateFormat      askSam date formats that do NOT include a month name
#                  (e.g. 24/12/2010 instead of Dec 24, 2010) can only be
#                  interpreted correctly if you specify the correct sequence
#                  of day, month and year. Possible values are:
#                  DMY | MDY | YMD
#                  You do not have to specify the a date separator. The
#                  following separators are currently automatically supported:
#                  . | - | / (dot / dash slash).
#                  Date formats that contain a month name are also automatically
#                  detected, but currently only for the following languages:
#                  English | German (please let me know if you need something else)
#                  Be aware that if you specify year numbers with two digits only
#                  they are interpreted as 19xx.
# InsertParentDoc Yes | No
#                  The default is "Yes", i.e. the imported documents are
#                  children of an inserted top level document called
#                  'Imported YYYY/MM/DD - HH:MM:SS'. This is helpful when testing
#                  or if you want to be able to easily delete the imported
#                  document. "No" will obviously not inserted that
#                  parent document.
#-----
DocType=TXT
DocSeparator=***_EOD_***
FieldCharacter=[
FieldOccurence=First
DateFormat=DMY
InsertParentDoc=Yes
```

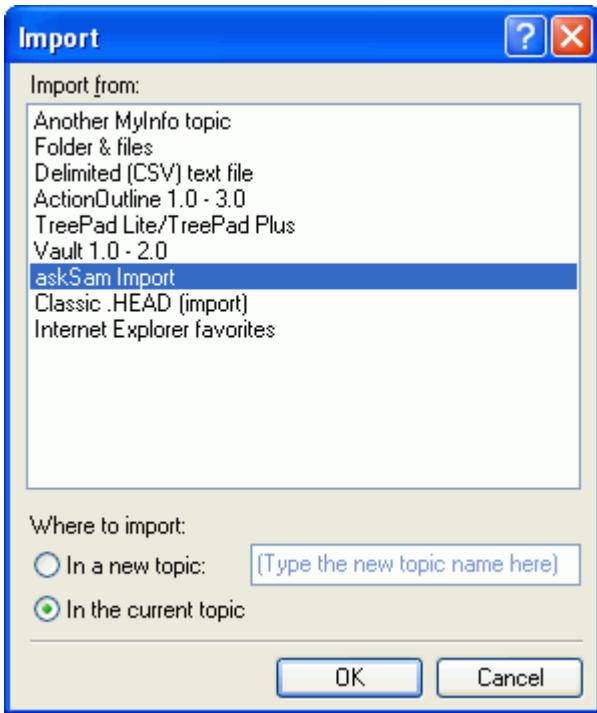
In this section you map fields in your askSam documents to MyInfo built-in attributes. After the import the fields will still be shown in the document text jsut like they were in askSam, but they are also set within the binary attributes of the MyInfo document. Mapping should be straightforward, just make sure to read below how multi line fields in askSam are handled:

```
#-----
# MyInfo built-in attributes
#
# There is a set of attributes that is defined for each topic in MyInfo.
# Here you can specify which field in the import field maps to which attribute.
# All supported attributes are defined below and you can leave them empty
# if you don't have a field to map.
# Please let me know if you need support for additional attributes, I
# just added the ones that made sense for my databases.
#
# You should be able to identify all the attributes by their names, so just
# a few notes:
#
#   Attrib_Title      is the most important, it contains the title of the
#                     document, in MyInfo often called "Documents".
#                     If you don't map this field, or if the field you map to
#                     is not contained within a document, the import
#                     plugin will take the first 255 characters of the
#                     document as title.
#
#   Attrib_Priority   You can specify any string that begins with
#                     L(OW) | N(ORMAL) | H(IGH) or alternatively
#                     0   |   1   |   2
#                     Only the first character is taken into account,
#                     case doesn't matter.
#                     If you use other values, do a global exchange
#                     in askSam before you create the export file.
#
#   Attrib_Tags       You can specify tags be attached to a document
#                     The tags in the askSam field have to be separated
#                     by a space to be recognised. 1024 characters
#                     are supported, the rest is discarded.
#                     If this is a multi line field in askSam, i.e.
#                     the field is spread over several lines then
#                     attach "MULTI" as field type, e.g.
#                     Attrib_Tags=Tags;MULTI
#
#   Attrib_Comment    You can specify a field that is attached as a
#                     comment to a MyInfo article. 1024 characters
#                     are supported, the rest is discarded.
#                     If this is a multi line field in askSam, i.e.
#                     the field is spread over several lines then
#                     attach "MULTI" as field type, e.g.
#                     Attrib_Comment=Comment;MULTI
#
#   Attrib_DateCreated  The date attributes that are available for each
#   Attrib_DateDue      document. Please specify the date according to
#   Attrib_DateFinished the specified format (see DateFormat above)
#
#
# Don't include the askSam field character when specifying a field name !
#-----
Attrib_Title=Title
#Attrib_Comment=Comment
#Attrib_DateCreated=Date
#Attrib_DateDue=DateDue
#Attrib_DateFinished=DateFinished
#Attrib_Priority=Prio
#Attrib_Tags=Keywords
```

This were things get interesting: map your askSam fields into newly created MyInfo attributes. It works about the same as with the built-in attributes, the syntax in the ini file is just a little bit different:

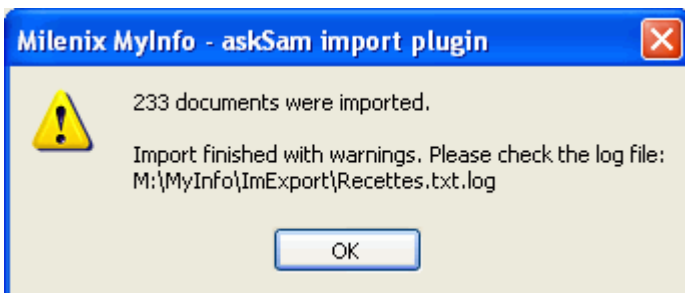
```
#-----  
# MyInfo custom attributes  
#  
# These attributes can be freely defined for each MyInfo topic.  
# Currently, MyInfo (version 6.02) supports up to 64 columns in the topic  
# (including the built-in). Since the plugin has a limitation of 64 keys  
# within the ini file you should never reached the limit within MyInfo.  
# The values of all the attributes you define cannot currently exceed  
# 10000 characters per document. This limitation is checked within the plugin  
# and the import is aborted when the size is exceeded. In this case you would  
# have to omit some attributes.  
#  
# The following syntax is used to define a custom attribute:  
#  
# CustomAttrib_NAME=FIELDNAME;TYPE  
#  
# "CustomAttrib_" is mandatory, replace "NAME" with the name of the attribute.  
# "FIELDNAME" has to be replaced with the askSam field name that you want to  
# map. Don't include the field closing character, i.e. "[".  
# Currently only "TEXT" and "DATE" are supported as "TYPE".  
# For "TEXT" you can specify a multiline field mapping by using "MULTI_TEXT".  
# Please let me know if you need support for further field types.  
# N.B.: You have to specify a "TYPE" value since the import plugin has to  
# create the field within MyInfo, whereas MyInfo built-in attributes already  
# exist with a pre-defined type.  
#  
# I've limited custom attributes to 1024 characters (like the standard  
# MyInfo strings attributes).  
# Theoretically you could stored custom attributes that are bigger than that  
# but that makes no sense in my opinion, because you cannot really use them  
# and there is a limit of 10000 characters for all custom attributes together).  
#-----  
CustomAttrib_Owner=Owner;TEXT
```


Select File/Import and choose the askSam plugin:



Choose the export file you've created. I'd suggest you'd stick with using ".txt" as an extension for this file. The plugin will simply attach ".ini" to the file you import has selected and look for this file as your ini file for the import. If the file you've selected is called "export.txt", please make sure the ini file you create is called "export.txt.ini" and is stored in the same directory.

When import has finished you get a message box that looks like this:



In case you have warnings or errors please have a look at the log file mentioned.

The log file should be understandable without a lot of documentation. You can search for "WARNING:" or "ERROR:" if you have a big file. You can change the amount of information written to the log file, but the information gets a lot more technical. In case you run into errors please let me know and I will help you setting up the log file for debug information.

As a result of the import you get a new top level document called something like "Imported 05/15/11 - 22:10:18". All documents are below this root element. Move them around as you like. You will probably notice that the date format is a bit weird, but I cannot get it to work correctly in my old compiler. The date is specified in "Month-Day-Year" format, the year has only two digits. The same format is used within the log file.

Version	Release Date	Description
v1.5	24.03.2014	New: InsertParentDoc option, see General import settings Fix: Updated documentation in supported MyInfo date attributes, see MyInfo built-in attributes Fix: Updated documentation about installing the plugin.
v1.4	02.12.2012	Fix: Empty documents stopped the import process. Fix: Unterminated documents at the end of the import file caused endless loop. New: TrimSpaces option New: Importing Emails from Lotus Notes New: Tips on how to import PDF Files
v1.3	17.05.2012	New: Upgraded the plugin to v4.1 of MyInfo SDK New: Plugin is now configured for ASCII/ANSI text import New: Documentation added for importing emails from theBat!
v1.2	16.02.2012	Fix: Custom Columns were not created with correct name Fix: Custom Columns were not reset between imported documents New: Parameter FieldOccurence New: Custom Date Columns now use date format only without time New: date & time format now conforms to ISO standard YYYY/MM/DD-HH:MM:SS
v1.1	26.05.2011	First publicly available version

In case you run into problems, have questions or ideas, don't hesitate to contact me.
You will find me at the MyInfo forums (<http://www.milenix.com/forums>), my user name is "mfelix".
Simply open a new thread or send me a private message.

Just in case you intend to further distribute this plugin: you can, but please adhere to the license under which I've published it:

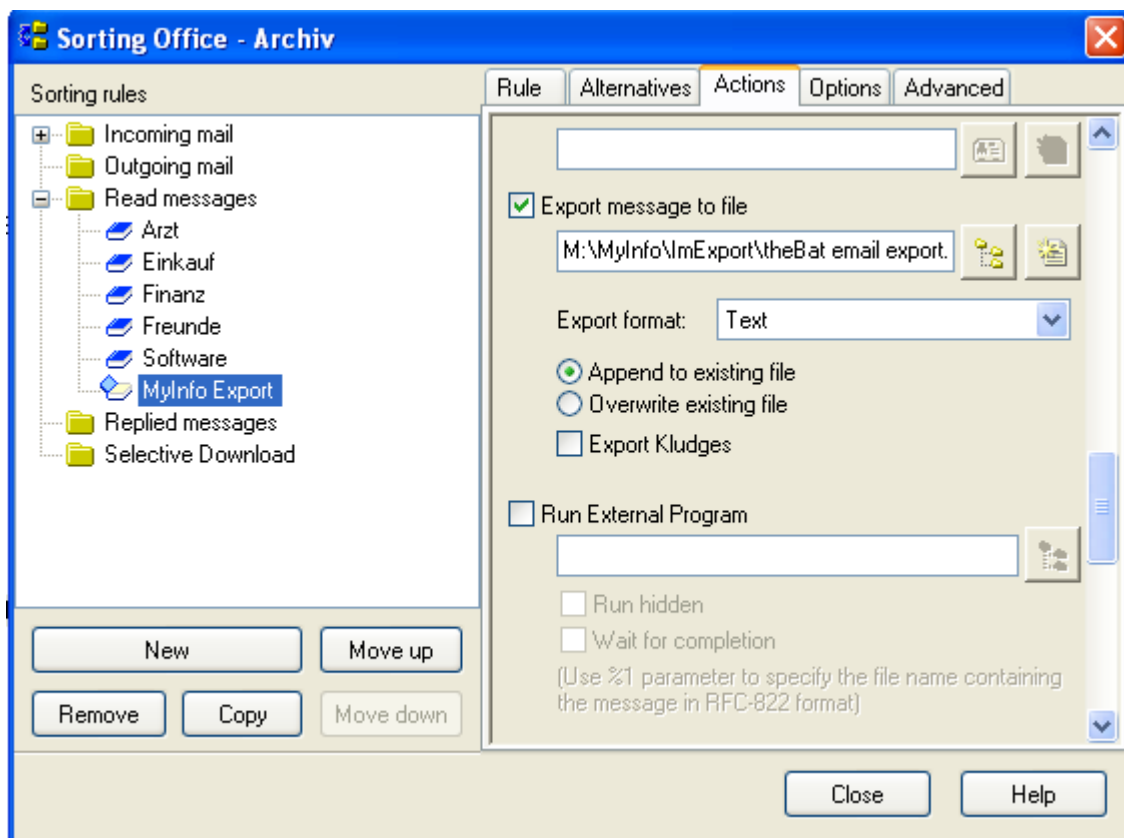
This work is licensed under the Creative Commons Attribution-ShareAlike 3.0 Unported License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-sa/3.0/> or send a letter to Creative Commons, 171 Second Street, Suite 300, San Francisco, California, 94105, USA.

Michael "Felix" Riebschläger

theBat! is an email client that is produced and sold by Ritlabs: <http://www.ritlabs.com>
This is no sales promotion, but I openly admit that I think this is one of the best email programs that exist.

Exporting emails from theBat! can be done in many different ways. I chose to do it with the help of filters. In this documentation I just show the basic workings. In case you have any more questions, please don't hesitate to contact me.

As you can see from the following screenshot I've created a filter or rule called "MyInfo Export" that exports selected mails to MyInfos import directory:



The most interesting aspect here is that you can specify a template for the export file. The template I used creates emails in the free form format that you can import with the askSam plugin. I've included the template in this topic: [Export Message Template](#)

Use it as a starting point and change it to suit your needs.

Also included is the configuration file for the import plugin: [theBat! Plugin Configuration](#)

If you don't change anything you're ready to go !

Please have a look at what you get in the screenshot below. There is much more to this than you see from this one screen: With the help of MyInfos tags the folder of theBat! are recreated and even attachments are taken care of. But as I've said already: please contact me in case you're really interested.

Email - MyInfo

File Edit View Favorites Insert Format Tools Table Window Help

Documents

	Date	Sender	Recipient
MyInfo 6.04 available	27.11.2011	Felix	Milenix Support
MyInfo 6.04 available	08.11.2011	Milenix Support	Felix
MyInfo 6.04 available	24.10.2011	Milenix Support	Felix
MyInfo 6.04 available	05.12.2011	Milenix Support	Felix
MyInfo 6.04 available	05.12.2011	Felix	Milenix Support
MyInfo 6.04 available	30.11.2011	Milenix Support	Felix
MyInfo 6.04 available	03.12.2011	Felix	Milenix Support
MyInfo 6.06 available	13.12.2011	Milenix Software Ltd.	Michael
MyInfo 6.06 available	14.12.2011	Michael Riebschläger	Milenix Software Ltd.

Tree Filter Tags Calendar

MyInfo 6.04 available

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

To: Milenix Support <milenix@milenix.com>
Cc: -
Subject: MyInfo 6.04 available
Folder: Software
Date: 05.12.2011
Time: 22:37
No attachments

Hallo Petko

Both emails will do. I just registered both because my friends call me Felix and in more official matters, Michael is used.

I've just downloaded 6.05 and tested a little bit: you can't imagine how much I like the highlighting of all search terms and the scrolling to the first occurrence. Wow & thanks for that !!!

=====
From: %OFromName <%FROMADDR>
To: %OToName <%TOADDR>
Cc: %IF:"%OCcList" <>"" : "%OCcList <%CcList>": "-"
Subject: %OSubj
Folder: %FOLDERNAME
Date: %ODATE="dd.mm.yyyy"
Time: %OTIME
%IF:"%Attachments" <> "<none>": "Attachments: %Attachments": "No attachments"
=====

%Text

=====
Exported from the Bat! (%DATESHORT %TIME / %THEBATVERSION / %WINDOWSPLATFORMNAME)

Sender: %FROMNAME
Recipient: %TONAME

Original RFC-Header: %HEADERS

=====
*** _EOM_ ***

```

#-----
# askSam import plugin for MyInfo
#
# Config for the Bat! email import
#-----

#-----
# Specify log level (1 - normal / 2 - debug)
#-----
LogLevel=1

#-----
# Specify function names for debugging (separated by a space)
#-----
LogFunc=

#-----
# General import settings
#-----
DocType=TXT
DocSeparator=***_EOM***
FieldCharacter=:
FieldOccurence=First
DateFormat=DMY

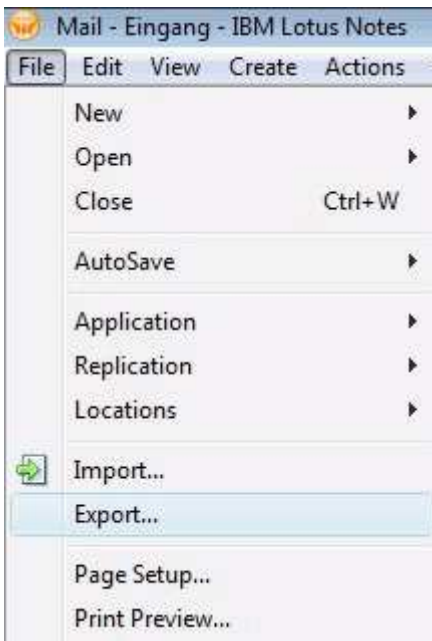
#-----
# MyInfo built-in attributes
#-----
Attrib_Title=Subject
Attrib_Comment=Attachments
#Attrib_DateCreated=Date
#Attrib_DateDue=DateDue
#Attrib_DateFinished=DateFinished
#Attrib_Priority=Prio
Attrib_Tags=Folder

#-----
# MyInfo custom attributes
#-----
CustomAttrib_From=From;TEXT
CustomAttrib_To=To;TEXT
CustomAttrib_Cc=Cc;TEXT
CustomAttrib_Date=Date;DATE
CustomAttrib_Time=Time;TEXT
CustomAttrib_Sender=Sender;TEXT
CustomAttrib_Recipient=Recipient;TEXT

```

Not many words to lose on Lotus Notes. The mailer allows you to export your mails in a structured free form file, that can be read into MyInfo.

To export the file from Lotus Notes:



Please make sure you select "Structured Text" as the export file format:



In the settings dialog just make sure to use the "Default character set", as the plugin currently is not available with UTF-8 oder Unicode support.

The rest is up to you, just make sure that separator you use is specified in the plugin configuration file.:



To import into MyInfo:

You can use my [configuration file](#) as a starting point. Be aware though that it is advisable to load the export file into a text editor and search for any occurrences of the 0x1A character. I have no idea why Notes is inserting this character from time to time, but unfortunately this stops the import into MyInfo. Replace all occurrences with a space.

Personally, I use UltraEdit for this task. UltraEdit is very powerful in its search & replace options. So I use it to tweak my import file further: I delete unnecessary fields, or beautify some field contents. This is all just to make the mails look nicer in MyInfo but it is not strictly necessary. I therefore decided not implement any of this functions into the plugin.

In the configuration file please make sure to insert the page break character as the DocSeparator. Another option would be to replace the page break with a string of your liking and use this in the configuration.

```
#-----  
# askSam import plugin for MyInfo  
#  
# Config for the Notes email import  
#  
#-----  
#-----  
# Specify log level (1 - normal / 2 - debug)  
#-----  
LogLevel=1  
  
#-----  
# Specify function names for debugging (separated by a space)  
#-----  
LogFunc=  
  
#-----  
# General import settings  
#-----  
DocType=TXT  
DocSeparator=
```

FieldCharacter=:
FieldOccurence=First
TrimSpaces=Yes
DateFormat=DMY

#-----
MyInfo built-in attributes
#-----

Attrib_Title=Subject
#Attrib_Comment=Attachments
#Attrib_DateCreated=Date
#Attrib_DateDue=DateDue
#Attrib_DateFinished=DateFinished
#Attrib_Priority=Prio
Attrib_Tags=tmpSendandFileFolder

#-----
MyInfo custom attributes
#-----

CustomAttrib_From=From;TEXT
CustomAttrib_To=SendTo;TEXT
CustomAttrib_Cc=CopyTo;TEXT
CustomAttrib_Date=PostedDate;DATE
#CustomAttrib_Time=Time;TEXT
CustomAttrib_Sender=Principal;TEXT
CustomAttrib_Recipient=InetSendTo;TEXT

Sometimes I like to have the textual contents of PDF files searchable in MyInfo. When you work a lot with the same PDFs this is a much quicker way to search for information than to start the Adobe Reader. In addition it offers the possibility to set links or preferred searches into that contents, highlight text passages etc....

I found two ways to achieve this kind of import:

1. Importing via the "[Ms Word Outline](#)" import filter of Myinfo
2. Importing via the "[askSam freeform plugin](#)".

Both ways have their merits and it depends on what you need. Click on the links above to read more about it.



Most of the time I favour this approach since it keeps the formatting of the text, i.e. the font names, sizes and colours.

Here's what I do:

1. Open the PDF in Adobe Acrobat Reader
2. Select all of the text (CTRL+A) and copy to clipboard (CTRL+C)
3. Start MS Word and paste the contents (CTRL+V)
4. The tricky part: Replace all the fonts denoting headlines with the word heading styles (see below for details)
5. Save the file as an RTF file
6. Close MS Word and import the RTF file into MyInfo using the "WS Word Outline" import.

Inserting the word heading styles

The "WS Word Outline" import is looking for the Word styles "Heading 1", "Heading 2" etc. and recreates the outline structure in the MyInfo tree. In most cases the headings in your PDF File will have a unique font face and/or size. When you copy them over into MS Word the font settings are retained, but there is no style applied. So what you can do is use the replace dialog from MS Word, search for the font name and size and replace it with "Heading 1". Do the same for "Heading 2" and so on. I usually only need Heading 1 and 2 so I'm done with two global replacements.

Since this can still be cumbersome when you have a lot of PDFs I've included a small Word macro which does this automatically (see below)

As you can see I'm searching for a font called "Arial-Black-Identity-H", point size 22 that I replace with "Heading 1" ("Überschrift 1" in German). The same for "Heading 2" which is represented by "Arial-BoldMT-Identity-H" 18 pt.

```
Sub ReplaceFontWithHeading()  
  With Selection.Find  
    .ClearFormatting  
    .Font.Name = "Arial-Black-Identity-H"  
    .Font.Size = 22  
    .Replacement.ClearFormatting  
    .Replacement.Style = ActiveDocument.Styles("Überschrift 1")  
    .Text = ""  
    .Replacement.Text = ""  
    .Forward = True  
    .Wrap = wdFindContinue ' wdFindContinue ersetzt sofort alle, einzelne Frage mit  
wdFindAsk  
    .Format = True  
    .MatchCase = False  
    .MatchWholeWord = False  
    .MatchWildcards = False  
    .MatchSoundsLike = False  
    .MatchAllWordForms = False  
  End With  
  Selection.Find.Execute Replace:=wdReplaceAll  
  
  With Selection.Find  
    .ClearFormatting  
    .Font.Name = "Arial-BoldMT-Identity-H"  
    .Font.Size = 18  
    .Replacement.ClearFormatting  
    .Replacement.Style = ActiveDocument.Styles("Überschrift 2")  
    .Text = ""  
    .Replacement.Text = ""  
    .Forward = True  
    .Wrap = wdFindContinue ' wdFindContinue ersetzt sofort alle, einzelne Frage mit  
wdFindAsk  
    .Format = True  
    .MatchCase = False  
    .MatchWholeWord = False  
    .MatchWildcards = False  
    .MatchSoundsLike = False  
    .MatchAllWordForms = False
```

```
End With
  Selection.Find.Execute Replace:=wdReplaceAll
End Sub
```

In case you have questions please let me know, I'm aware that the description is short, but I think you should have gotten the idea behind it.

The general idea here is to copy the textual contents from the Adobe Reader into the clipboard and then into a text editor.

The resulting text file is already nicely formatted. The only thing that is missing is the separator string to separate your documents and additional fields that you might want as custom attributes in MyInfo.

I insert this information with the help of the search & replace function of a text editor. UltraEdit is my choice, because it lets me specify some easy to learn regular expression and because I can store my favourite expressions for later use. I'll give you some examples how to proceed:

Very often PDF files do have a page number. This number will come thru as a single line in the text file containing just the page number.

I use the following replacement to insert a field and a document separator:



%^[0-9]+^\$ means: any number at the beginning of a line and nothing else after. The ^ (just marks a replacement that is used as ^1 in Page[Page ^1]^p***_EOM_***

So basically I move the page number into a field Page[] and insert ***_EOM_*** as the document separator.

I guess you got the message by now and can easily construct your own replacements. If you need some help let me know.

The resulting file can be imported via the askSam plugin. Below you find an example as a starting point.

```
#-----
# askSam import plugin for MyInfo
#
# Config for PDF eBook import
#
#-----

#-----
# Specify log level (1 - normal / 2 - debug)
#-----
LogLevel=1

#-----
# Specify function names for debugging (separated by a space)
#-----
LogFunc=

#-----
# General import settings
#-----
DocType=TXT
DocSeparator=***_EOM_***
FieldCharacter=[
FieldOccurence=First
DateFormat=DMY

#-----
# MyInfo built-in attributes
#-----
Attrib_Title=Page
#Attrib_Comment=Attachments
```

```
#Attrib_DateCreated=Date
#Attrib_DateDue=DateDue
#Attrib_DateFinished=DateFinished
#Attrib_Priority=Prio
#Attrib_Tags=tmpSendandFileFolder
```

```
#-----
# MyInfo custom attributes
#-----
CustomAttrib_Chapter=Chapter;TEXT
CustomAttrib_ChapterTitle=ChapterTitle;TEXT
```