

@pps4Me

AÇANA

@B COPY

Help Book
Release 1.4.0
Last change: April 2018



What is «Açana @b Copy» ?	3
New in this Release	4
Start Application.....	5
Operation of «Açana @b Copy»	6
Copy Contact to Clipboard.....	7
Drag and Drop of a Contact.....	8
Share Contact	9
Switch Copy Feature	10
Filter Contacts.....	11
Reload Address Book	12
Export as CSV File	13
Preferences	15
Help Menu	16
Share a Link to this App on... ..	17
More Apps from @pps4Me	18
Contact to Us	19
Copyright & General Terms and Conditions	20

WHAT IS AÇANA @B COPY?

WHAT IS «AÇANA @B COPY» ?

«Açana@bCopy» copies the address of a contact to the clipboard.

«Açana@bCopy» has these features:

- Copies the address of a contact to the clipboard
- Address either with company/department
- Name optionally with title
- Share contact (Twitter, Facebook, etc)
- Drag and Drop address to any application
- Export contact to CSV file



NEW IN THIS RELEASE

NEW IN THIS RELEASE

New features:

- Help book in format PDF added
- Menu entry „New in this release“ shows the current changes as PDF file

Bug fixes:

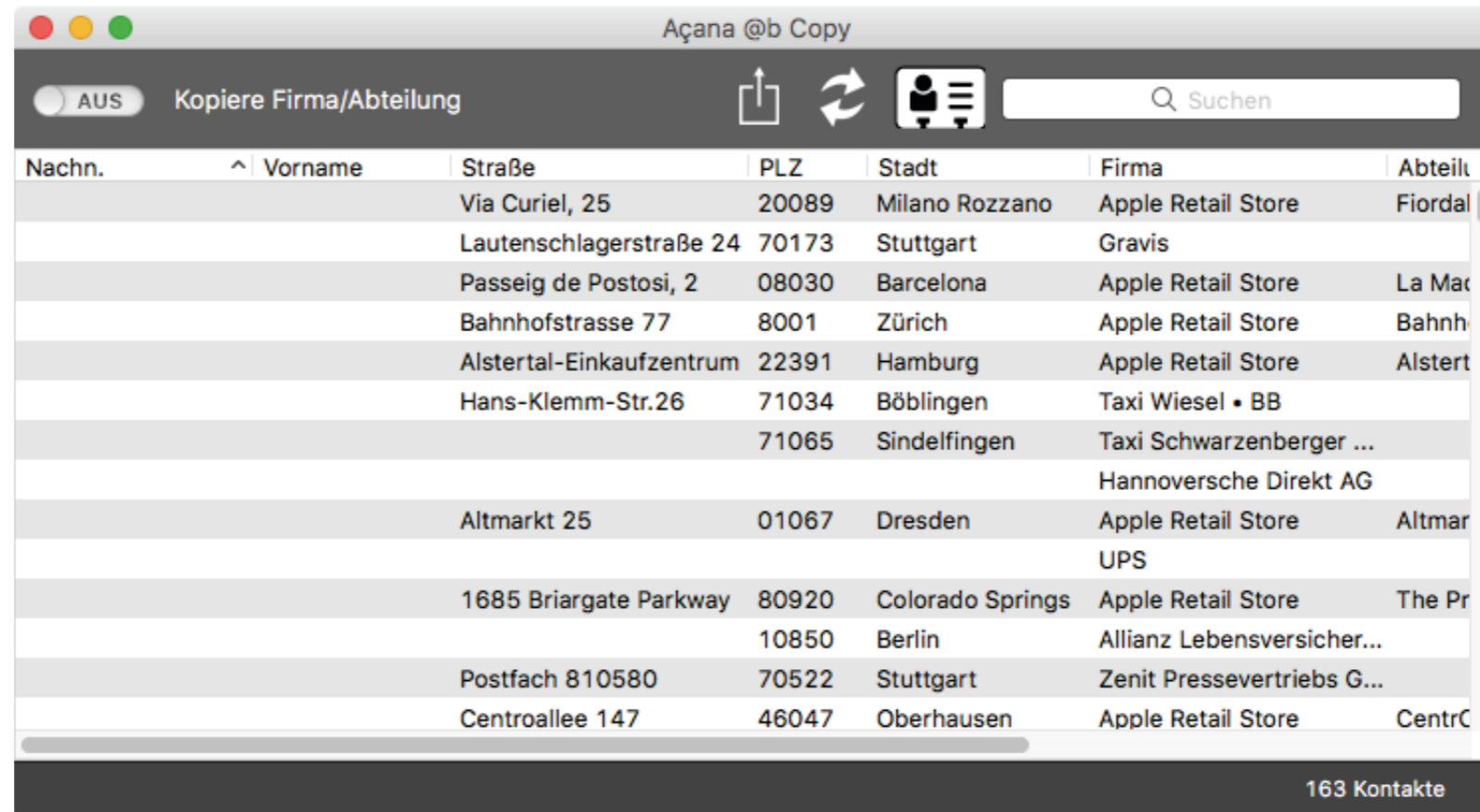
- none



START APPLICATION

START APPLICATION

After the start of «Açana @b Copy» you see all entries of the macOS address book.



Nachn.	Vorname	Straße	PLZ	Stadt	Firma	Abteil
		Via Curiel, 25	20089	Milano Rozzano	Apple Retail Store	Fiordal
		Lautenschlagerstraße 24	70173	Stuttgart	Gravis	
		Passeig de Postosi, 2	08030	Barcelona	Apple Retail Store	La Mac
		Bahnhofstrasse 77	8001	Zürich	Apple Retail Store	Bahn
		Alstertal-Einkaufszentrum	22391	Hamburg	Apple Retail Store	Alstert
		Hans-Klemm-Str.26	71034	Böblingen	Taxi Wiesel • BB	
			71065	Sindelfingen	Taxi Schwarzenberger ...	
					Hannoversche Direkt AG	
		Altmarkt 25	01067	Dresden	Apple Retail Store	Altmar
					UPS	
		1685 Briargate Parkway	80920	Colorado Springs	Apple Retail Store	The Pr
			10850	Berlin	Allianz Lebensversicher...	
		Postfach 810580	70522	Stuttgart	Zenit Pressevertriebs G...	
		Centroallee 147	46047	Oberhausen	Apple Retail Store	CentrC



OPERATION OF

AÇANA

@B COPY

OPERATION OF «AÇANA @B COPY»

In the main window of «Açana @b Copy» the contact from the macOS are in the middle. Several functions are available in the upper area. At the bottom you got messages from the application. At the bottom right you see the number of all address book contacts from macOS.



The screenshot shows the main window of the «Açana @b Copy» application. The window title is «Açana @b Copy». The interface is in German. At the top, there is a yellow header bar with a search bar labeled «Suchen» and several icons for functions like «Kopiere Firma/Abteilung» and «AUS». Below the header is a table of contacts with columns for Nachn., Vorname, Straße, PLZ, Stadt, Firma, and Abteil. The table contains 163 contacts. At the bottom right of the window, it says «163 Kontakte».

Nachn.	Vorname	Straße	PLZ	Stadt	Firma	Abteil.
		Via Curiel, 25	20089	Milano Rozzano	Apple Retail Store	Fiordal
		Lautenschlagerstraße 24	70173	Stuttgart	Gravis	
		Passeig de Postosi, 2	08030	Barcelona	Apple Retail Store	La Mar
		Bahnhofstrasse 77	8001	Zürich	Apple Retail Store	Bahn
		Alstertal-Einkaufszentrum	22391	Hamburg	Apple Retail Store	Alstert
		Hans-Klemm-Str.26	71034	Böblingen	Taxi Wiesel • BB	
			71065	Sindelfingen	Taxi Schwarzenberger ...	
					Hannoversche Direkt AG	
		Altmarkt 25	01067	Dresden	Apple Retail Store	Altmar
					UPS	
		1685 Briargate Parkway	80920	Colorado Springs	Apple Retail Store	The Pr
			10850	Berlin	Allianz Lebensversicher...	
		Postfach 810580	70522	Stuttgart	Zenit Pressevertriebs G...	
		Centroallee 147	46047	Oberhausen	Apple Retail Store	CentrC



COPY CONTACT TO CLIPBOARD

COPY CONTACT TO CLIPBOARD

To copy a contact to the clipboard, select one with a double click.

The screenshot shows the Açana @b Copy application window. The title bar reads "Açana @b Copy". The interface includes a search bar with the text "Suchen" and a button labeled "Kopiere Firma/Abteilung". Below the search bar is a table of contacts with the following columns: Nachn., Vorname, Straße, PLZ, Stadt, Firma, and Abteil. The table contains several rows of contact information, including entries for "Apple Retail Store" in various locations like Hamburg, Paris, San Francisco, and Zürich. At the bottom of the window, a message states: "Der Kontakt «Apple Retail Store» wurde in die Zwischenablage kopiert". The bottom right corner shows "163 Kontakte".

Nachn.	Vorname	Straße	PLZ	Stadt	Firma	Abteil
		Alstertal-Einkaufszentrum	22391	Hamburg	Apple Retail Store	Alstert
			71065	Sindelfingen	Taxi Blitz • Sifi	
		99 rue de Rivoli	75001	Paris	Apple Retail Store	Carrou
		Tilsiter Straße 15	71065	Sindelfingen	Apple Retail Store	Breuni
			71065	Sindelfingen	Taxi Schwarzenberger ...	
		One Stockton Street	94108	San Francisco, CA	Apple Retail Store	San Fr
		Große Bockenheimer St...	60313	Frankfurt	Apple Retail Store	Große
					ARD & ZDF	
		1-20-9 Jinnan, Shibuya...	150-00...	Tokyo	Apple Retail Store	Shibuy
		1981 Broadway	10023	New York	Apple Retail Store	Upper
		2905 East Skyline Drive	85718	Tucson	Apple Retail Store	La Enc
		Via Curiel, 25	20089	Milano Rozzano	Apple Retail Store	Fiordal
		Bahnhofstrasse 77	8001	Zürich	Apple Retail Store	Bahn
					ADAC e.V.	

You can see a message at the left bottom of the main window, that the selected contact was copied to the clipboard.



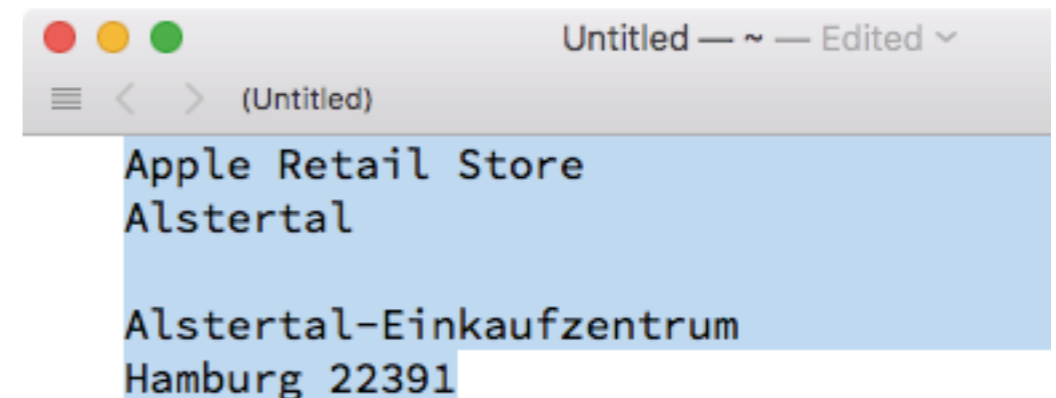
DRAG AND DROP OF A CONTACT

DRAG AND DROP OF A CONTACT

You can easy „Drag and Drop“ a contact from «Açana @b Copy» into any other application (Pages®, Numbers®, Excel®, Word®, Libre Office®, Textedit, E-Mail etc.).

Last	First	Street	ZIP	City	Company	Depart
		Via Curiel, 25	20089	Milano Roz...	Apple Retail Store	Fiordal
		Lautenschlagerstraße 24	70173	Stuttgart	Gravis	
		Passeig de Postosi, 2	08030	Barcelona	Apple Retail Store	La Mac
		Bahnhofstrasse 77	8001	Zürich	Apple Retail Store	Bahnho
		Alstertal-Einkaufszentrum	22391	Hamburg	Apple Retail Store	Alstert
		Hans-Klemm-Str.26	71084	Böblingen	Taxi Wiesel • BB	
			71065	Sindelfingen	Taxi Schwarzenberger • Sifi	
					Hannoversche Direkt AG	
		Altmarkt 25	01067	Dresden	Apple Retail Store	Altmar
					UPS	
		1685 Briargate Parkway	80920	Colorado S...	Apple Retail Store	The Pr
			10850	Berlin	Allianz Lebensversicherungs...	
		Postfach 810580	70522	Stuttgart	Zenit Pressevertriebs GmbH	
		Centroallee 147	46047	Oberhausen	Apple Retail Store	CentrC

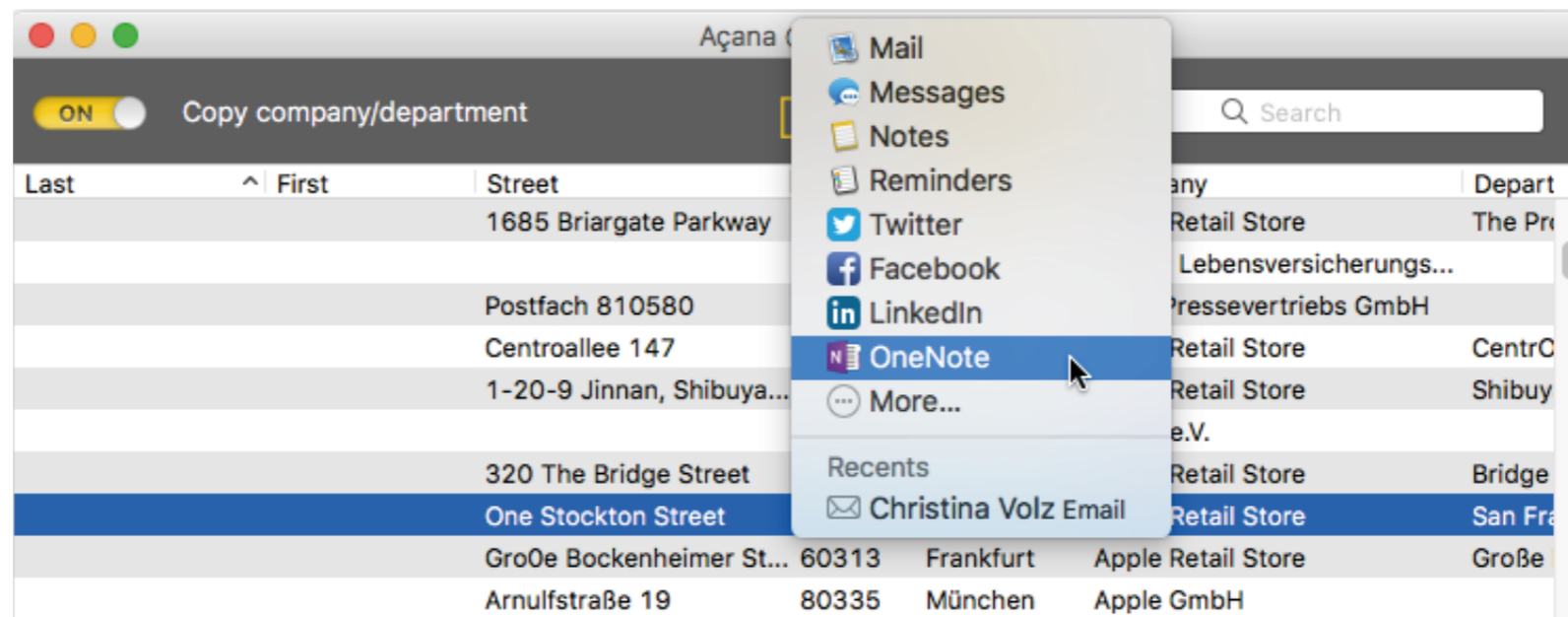
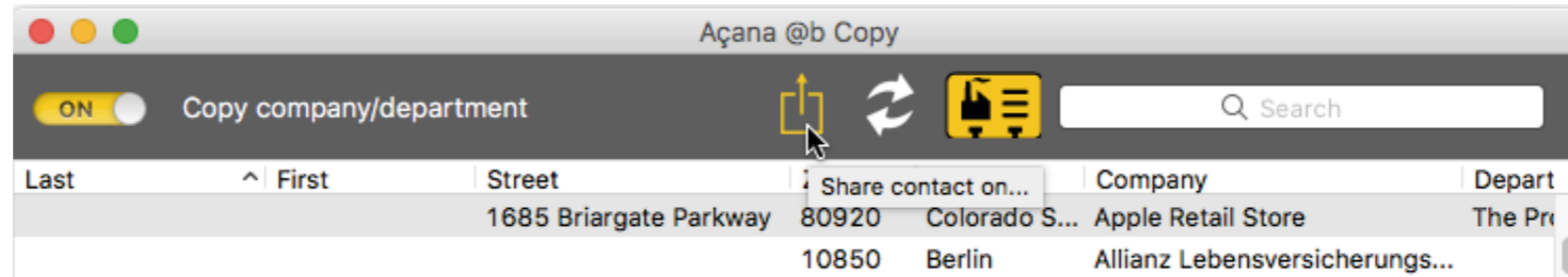
Drag and Drop: Apple Retail Store 163 Contacts



SHARE CONTACT

SHARE CONTACT

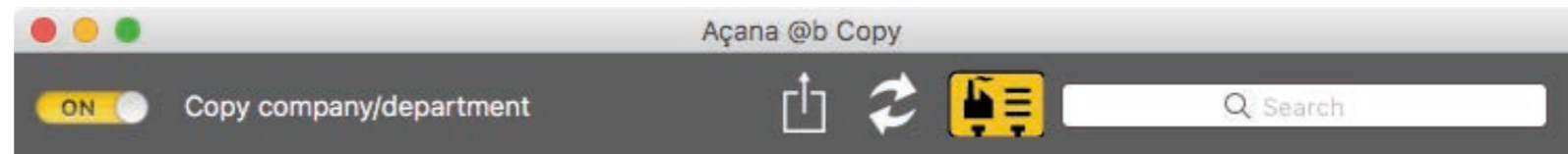
You can share a contact to all on your system available sharing services. Select a contact and click on the sharing icon.



SWITCH COPY FEATURE

SWITCH COPY FEATURE

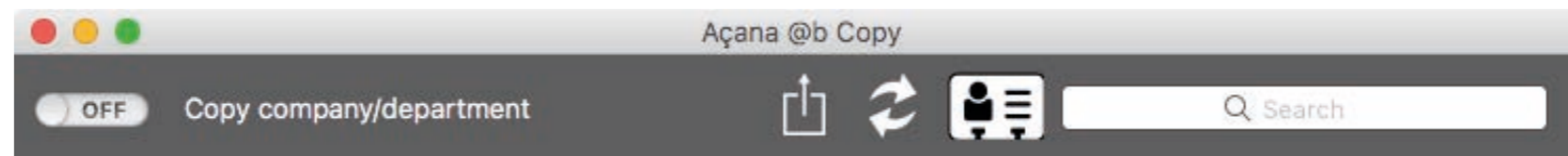
As default the private address is copied. You can switch this to the company data. Set the switch to „Copy company/department“ to „ON“.



The icon will change its image and color.



If the switch is set to „OFF“ the symbol shows the normal image in white color.

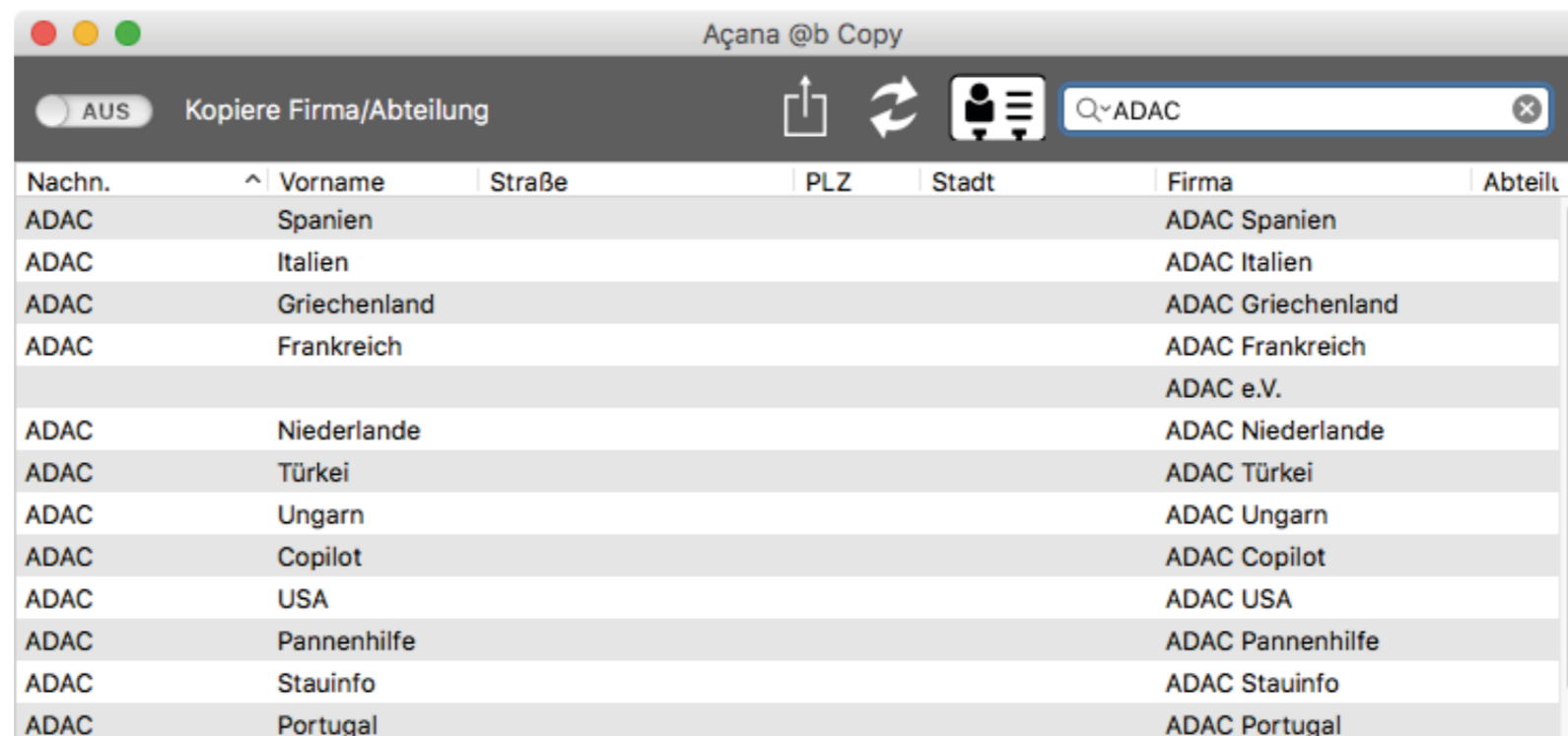


FILTER CONTACTS

FILTER CONTACTS

The list of contacts can be filtered by entering a search text. The search will be done on all available fields.

- Name
- First name
- Street
- ZIP Code
- City
- Company
- Department
- Title
- Country



The screenshot shows a software window titled 'Açana @b Copy'. The interface includes a search bar with the text 'ADAC' and a search icon. Below the search bar is a table with columns: Nachn., Vorname, Straße, PLZ, Stadt, Firma, and Abteil. The table displays a list of contacts filtered by the search term 'ADAC'.

Nachn.	Vorname	Straße	PLZ	Stadt	Firma	Abteil
ADAC	Spanien				ADAC Spanien	
ADAC	Italien				ADAC Italien	
ADAC	Griechenland				ADAC Griechenland	
ADAC	Frankreich				ADAC Frankreich	
					ADAC e.V.	
ADAC	Niederlande				ADAC Niederlande	
ADAC	Türkei				ADAC Türkei	
ADAC	Ungarn				ADAC Ungarn	
ADAC	Copilot				ADAC Copilot	
ADAC	USA				ADAC USA	
ADAC	Pannenhilfe				ADAC Pannenhilfe	
ADAC	Stauinfo				ADAC Stauinfo	
ADAC	Portugal				ADAC Portugal	



RELOAD ADDRESS BOOK

RELOAD ADDRESS BOOK

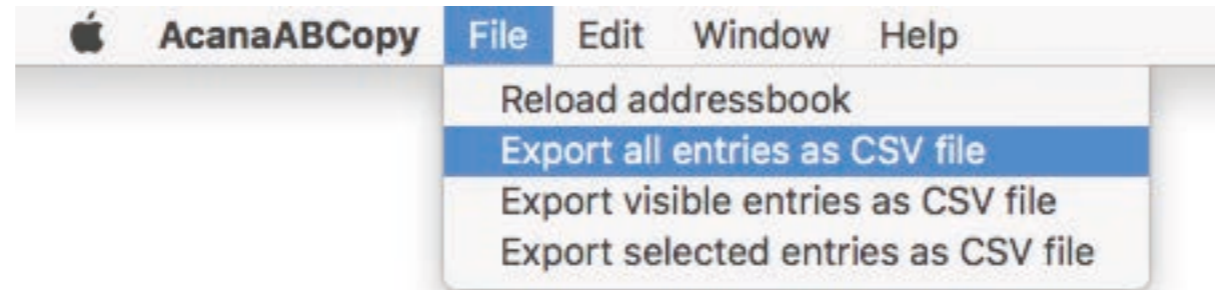
The macOS can be easily reloaded. Click on the reload icon.



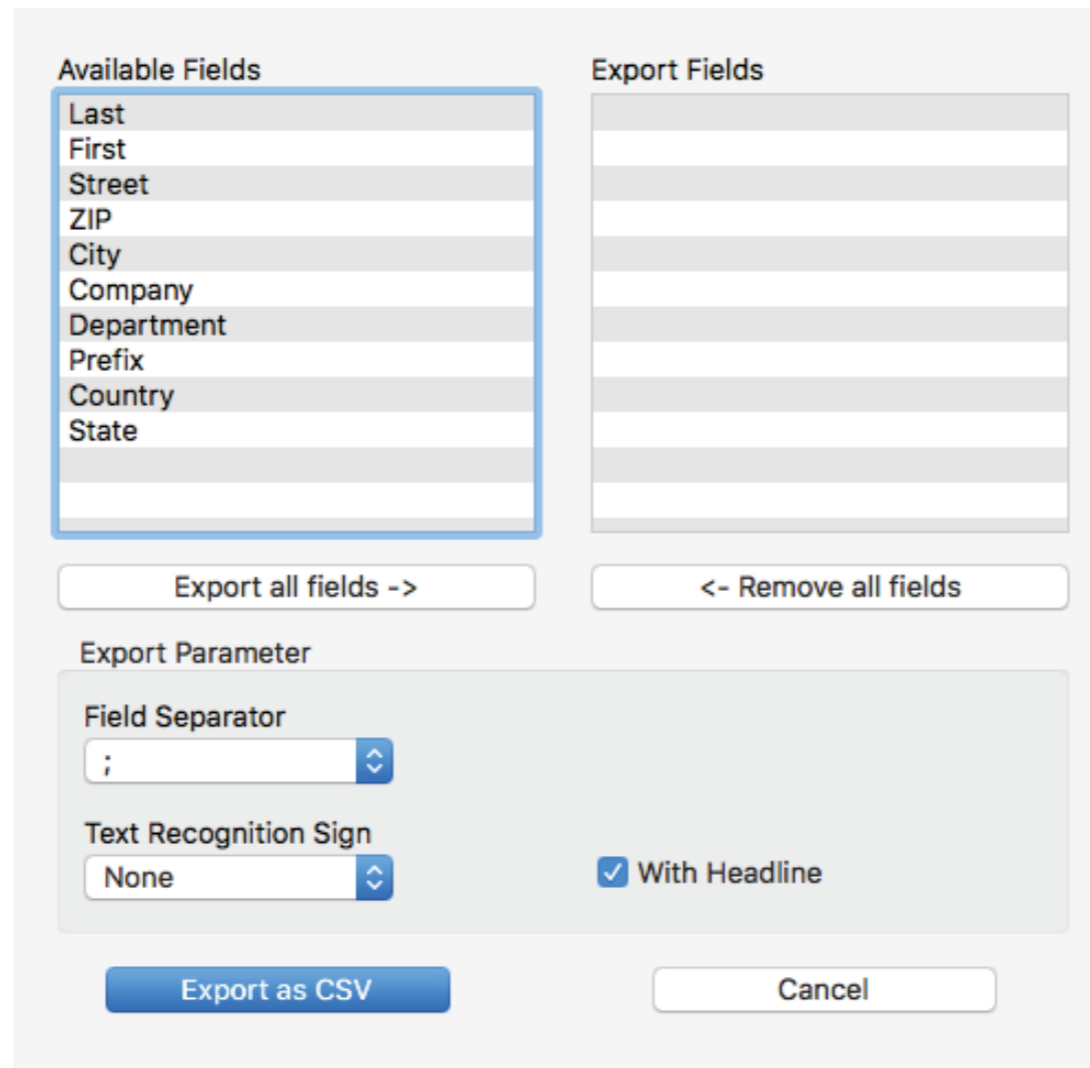
EXPORT AS CSV FILE

EXPORT AS CSV FILE

You can export the contacts as a CSV file. Select „File => Export...” from the menu and choose one of these export features.



Select the fields that should be exported.

A screenshot of the 'Export as CSV' dialog box. It features two columns: 'Available Fields' and 'Export Fields'. The 'Available Fields' column contains a list of fields: Last, First, Street, ZIP, City, Company, Department, Prefix, Country, and State. The 'Export Fields' column is currently empty. Below the columns are two buttons: 'Export all fields ->' and '<- Remove all fields'. The 'Export Parameter' section includes a 'Field Separator' dropdown set to ';', a 'Text Recognition Sign' dropdown set to 'None', and a checked checkbox for 'With Headline'. At the bottom are 'Export as CSV' and 'Cancel' buttons.

EXPORT AS CSV FILE

A single field can be moved by „Drag and Drop“ into the list of export fields.

The screenshot shows a user interface for selecting fields to export. It consists of two main panels: 'Available Fields' on the left and 'Export Fields' on the right. The 'Available Fields' list contains: Last, First, Street, ZIP, City, Company, Department, Prefix, Country, and State. The 'Export Fields' list is currently empty. A mouse cursor is positioned over the 'Last' field in the 'Available Fields' list, and a green plus sign is visible in the 'Export Fields' list, indicating the process of moving a field. Below the 'Available Fields' list is a button labeled 'Export all fields ->'. Below the 'Export Fields' list is a button labeled '<- Remove all fields'.

If you would export all fields, click on „Export all fields ->“. You can also move a single field from the list of export fields back into the list of available fields. You can move all field back to the list of available fields with a click on „<- Remove all fields“.

Set the parameters (Field separator, text recognition sign and headline) for the export file and click on „Export as CSV“.

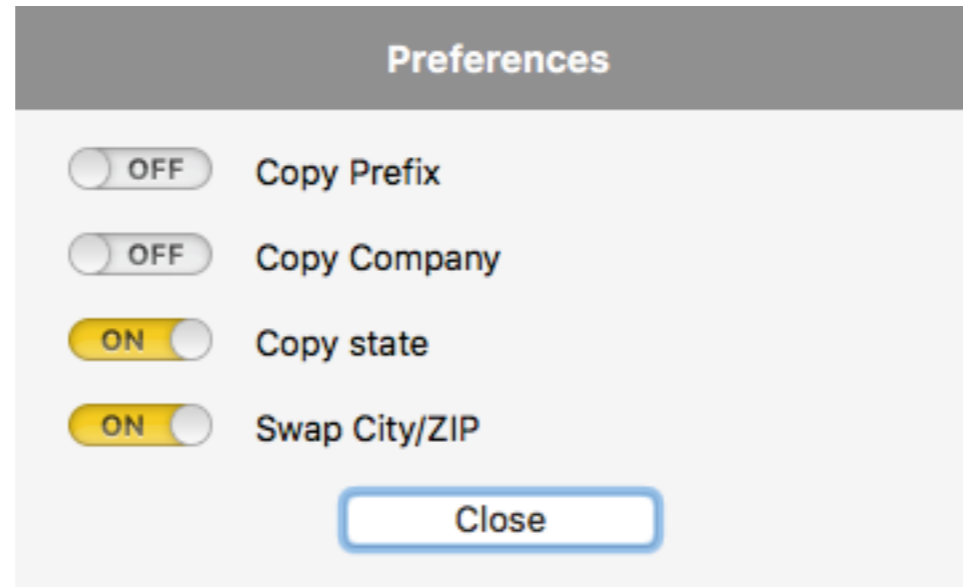
The screenshot shows the 'Export Parameter' dialog box. It contains three main settings: 'Field Separator' set to a semicolon (;), 'Text Recognition Sign' set to 'None', and a checked checkbox for 'With Headline'. At the bottom of the dialog are two buttons: 'Export as CSV' and 'Cancel'.



PREFERENCES

PREFERENCES

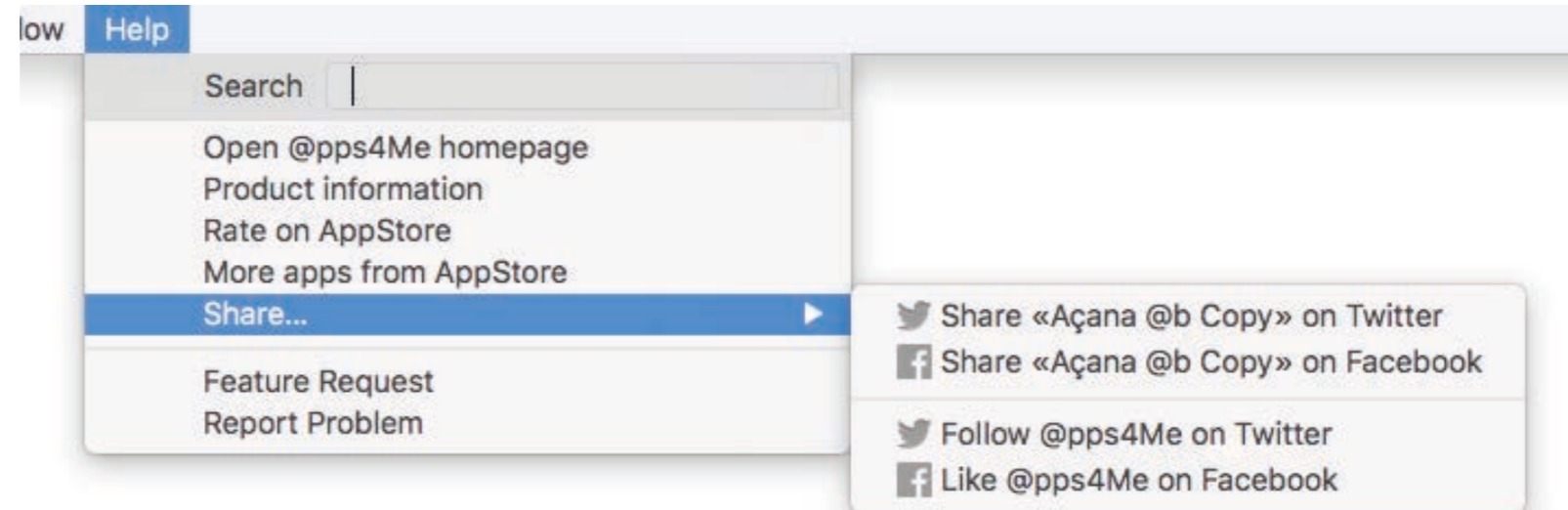
In the preferences you can define which data should be copied. You can also swap the City/ZIP code automatically. To do this, set the switch „Swap City/ZIP“ to „ON“. This will copy the address like „Los Angeles CA, 80095“. If the switch is set to „OFF“, it will copy the address in normal way like „20191 Hamburg“.



HELP MENU

HELP MENU

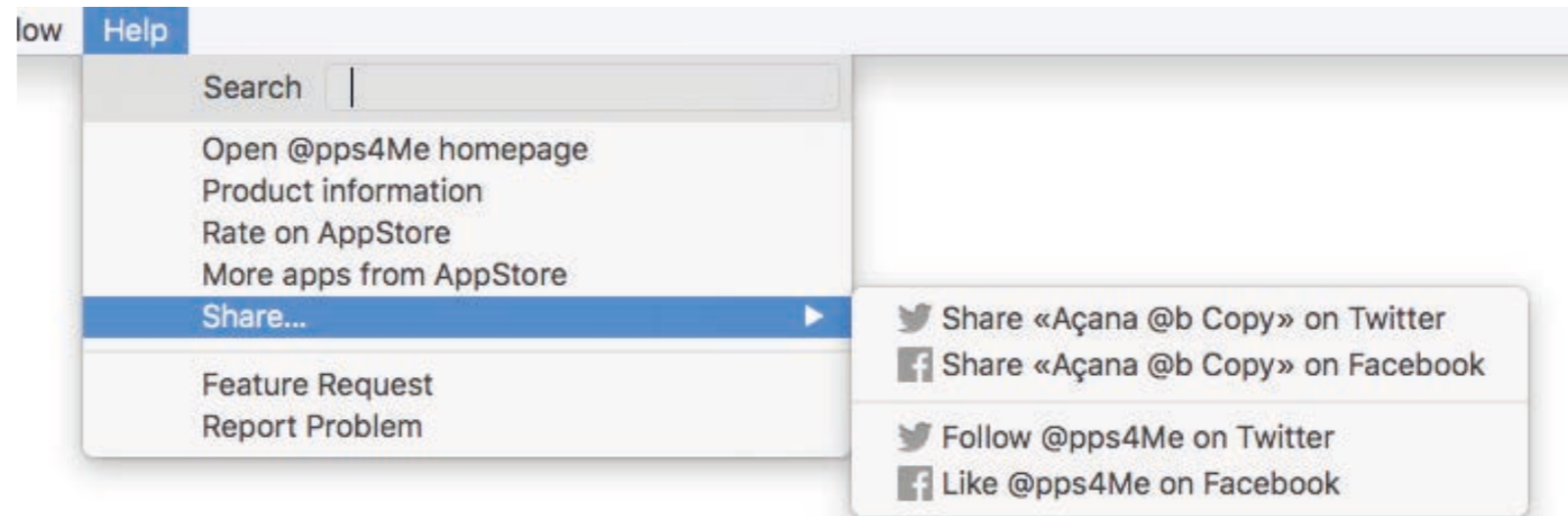
With the menu <Help> you can select these functions.



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SHARE A LINK TO THIS APP ON..

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