Entourage Email Archive
Version 1.3
Manual

Index

System Requirement

The system requirement for Entourage Email Archive is:

Macintosh with MacOs from 8.5 up to 9.1
Microsoft Entourage 9.0 (included in Office 2001 for Macintosh)

For MacOs 9.1 users all extension related to "Security Library" (installed by default from MacOs 9.1) must be enabled.

Many thanks to Prof. W. Douglas Carden for help in the manual.

Quick Start

Welcome to Entourage Email Archive (EEA), the simplest and quickest way to archive your email messages.

Launch Microsoft Entourage.

Launch EEA (Entourage Email Archive). A main window appears:

Click on the top-left icon.

The folders and subfolders of your Microsoft Entourage program will be loaded in the popup menu in the same sequence and positions as they are in your application. At this point select the folder that you want to archive.

Into the last textbox, "Destination folder for Archive" drag the main folder that will be used for the final destination of your archive.
You can also click on the left icon and the standard dialog box for choosing a folder will appear.

At this point click "Process" and EEA will start the archiving process and show you the progress of the operation.

Preface

Entourage Email Archive can archive your email in three different ways:

Archive email and/or attachments in the Finder.

1 - Archive Emails + attachments
2 - Only Emails
3 - Only attachments

Export or append email in a text file that can be read by a text editor or a word-processing program.

4 - Export new text file
5 - Append to text file

Export or append email in tab-text format that can be imported, for example, in FileMaker Pro. For this export function a free template is enclosed in the "Extra" folder in the Entourage Email Archive folder.

6 - Export new tab-text file
7 - Append to tab-text file

Settings **1,2,3** produce produce a Finder-structured-folders archive where emails and/or attachments are grouped by day (see next pages for more details).
Settings **4 and 5** produce a long "paper trail" file that can be viewed with a robust text editor like BBEdit or Text-Edit Plus (SimpleText can read a maximum file size of 32 KB)
Settings **6 and 7** produce a tab-text file that can be imported into computer database programs, including one of the best known database programs for the Macintosh platform, Filemaker Pro.

With the first three kinds of archives EEA can recognize if one email has been exported. In the Log there is the line "Skipped emails (already archived)."
When using other kinds of archives, EEA always exports all emails found. The best solution is to delete email from Entourage after it is archived (automatic delete of emails are in development and scheduled in the future versions of EEA).

Using Entourage Email Archive

After you launch EEA the main window appears.
On the top you can find the Entourage icon. Click on it to load the structure of folders and subfolders of Entourage into the popup menu "Source Folder". The user can include all subfolders by clicking the checkbox "include Subfolders".
The checkbox "All Structure" is for archiving the complete Entourage structure.

In the Destination box, the user can select the main folder or file (depending on which Preferences have been chosen).

About "Include Subfolders" and "All Structure"

Depending on which of the three types of archive the user selects, the folder and its contents may be treated differently. If the user selects the type of archive that produces "Finder structured" folders, and if the user selects one Entourage folder without subfolders, then the contents of this Entourage folder will be saved directly into the output folder destination.

However, when the chosen folder contains subfolders or when "All Structure" is selected, the complete Entourage structure (including the main folder chosen) will be saved into the output folder destination.

Remember this for a correct output destination structure if you choose settings 1, 2 or 3.

Delete Archived Emails

Choosing Delete Archived Emails from File menu (only for registered copy) will open a window where it is possible to start the process that moves all previously archived emails to the Entourage folder "Deleted Items".
The messages are retrieved from the last archived session.
Once the session was been archived, if you want to be able to use this feature, we strongly reccomand to **don't quit** from EEA.
When emails are in the Entourage folder "Deleted items" the user can choose to delete them manually or to activate from Entourage the schedule command "Empty Deleted Items Folder" on quit.
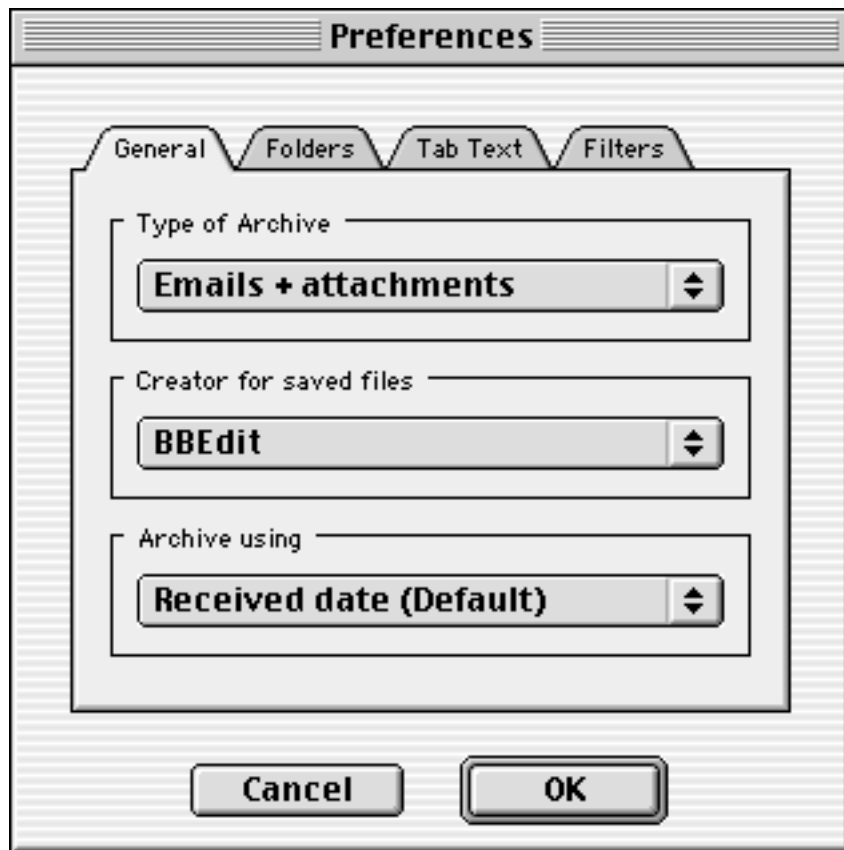In the latter case consider that Entourage can take a long time (up to two or three minutes) to delete emails from the internal Microsoft database (this depends on the number of emails in the "Deleted items" folder).

Preferences

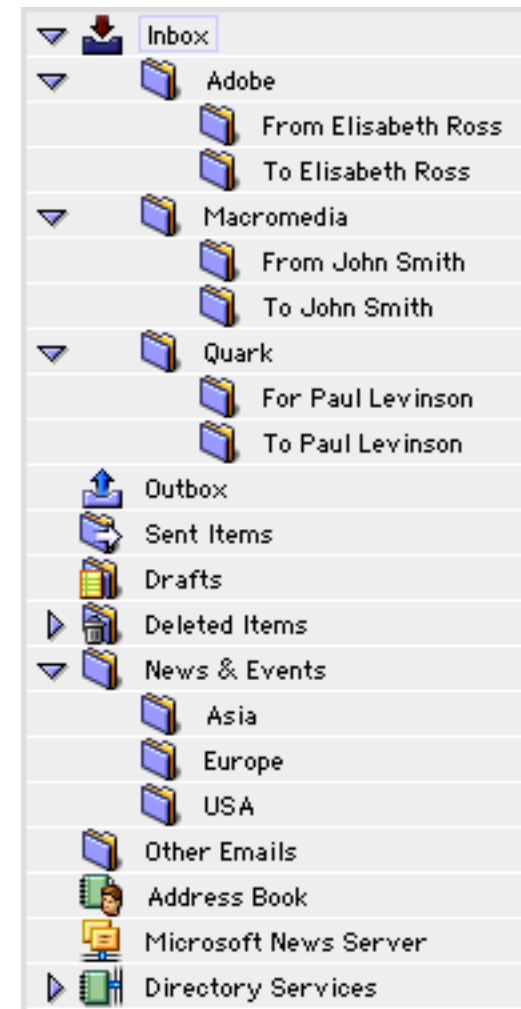Before using Entourage Email Archive (EEA), chose Preferences from File Menu.

The are four tabs: General, Folders, Tab Text and Filters.

Type of Archive (General Preferences)

The first three choices (Emails + attachments - Only emails - Only Attachments) produce a "Finder Archive", a structure of folders and subfolders where the emails are stored by day of the year and time of the day. For browsing this kind of archive I use and recommend to using Sherlock (refer to page 12 for more information).

In this example the structure of folders and subfolders of Microsoft Entourage is shown.

When first using Entourage Email Archive I suggest creating the same structure of folders and subfolders in the "Finder" that are in Microsoft Entourage. (but this structure can be created automtically if you set "All Structure"). Later simply drag and drop the destination folder from the Finder to the "Destination folder for Archive" textbox in EEA's main palette. (See page 4 for more info…)

The resulting Finder archive will be like the one in the following example:
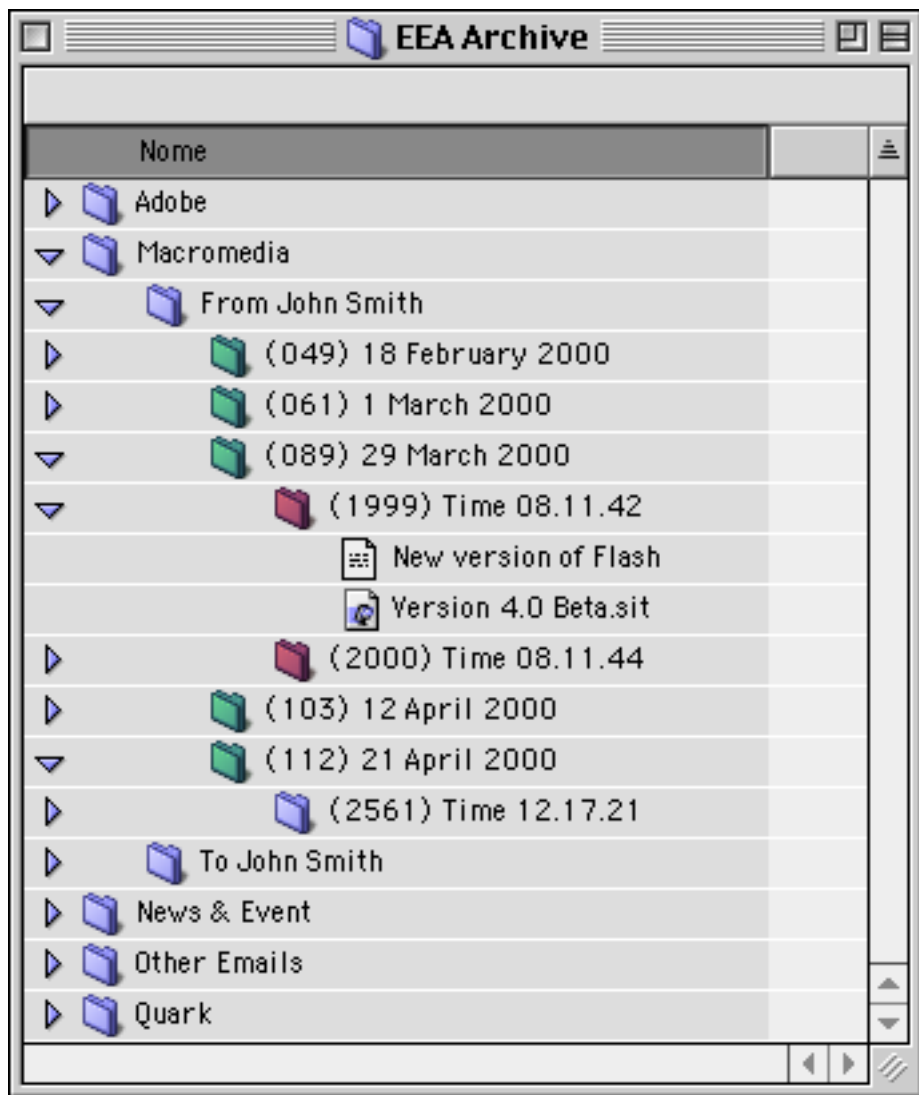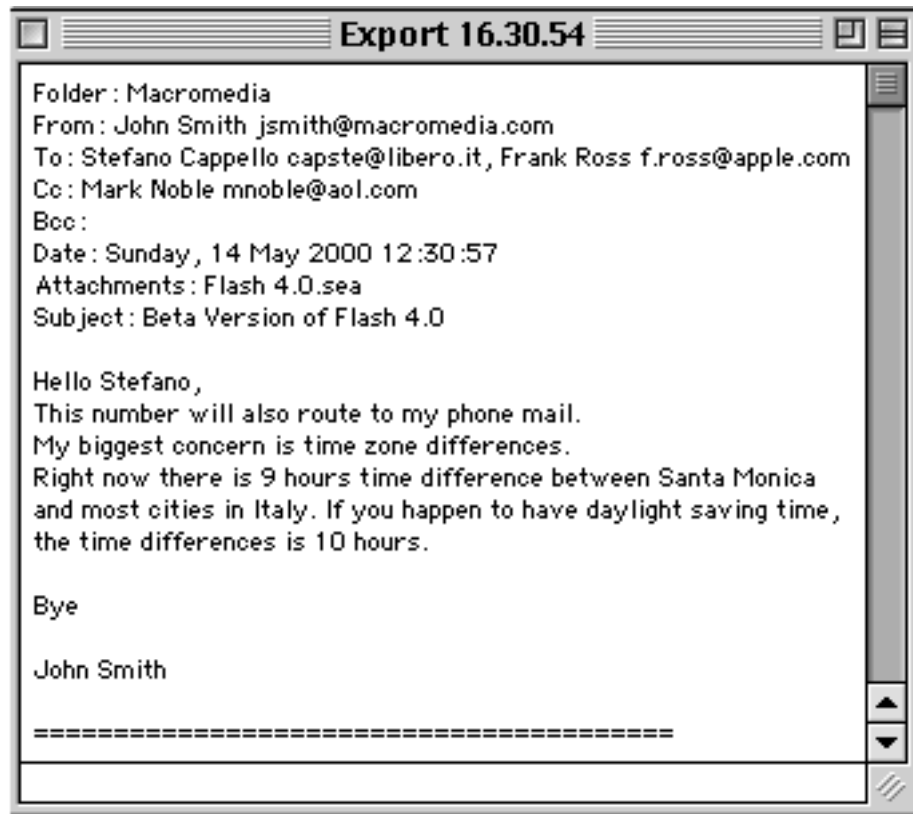

All emails are grouped by day. In the example, the number (089) before the date 29 March 2000 indicates the progressive number of the day of the year (from 1 to 365 or 366); inside this folder, you will find all emails received that day with the "Entourage ID Message" and the email (received or sent) time. At this level EEA saves the email + attachments.
The other two choices from the popup menu are for archiving only emails or only attachments.

Emails are saved with the creator chosen. Attachments are saved in the original format (Stuffit, Compact Pro, native files…).
For browsing your email archive you can use Apple Sherlock Technology and search inside the selected folder previously indexed for search in the contents (refer to page 12 for more information).

Export new text file - Append to text file…

When the command "Export new text file" is selected, a blank destination file is created (click on the icon folder on main EEA window) and then filled with the entire contents of the email messages:
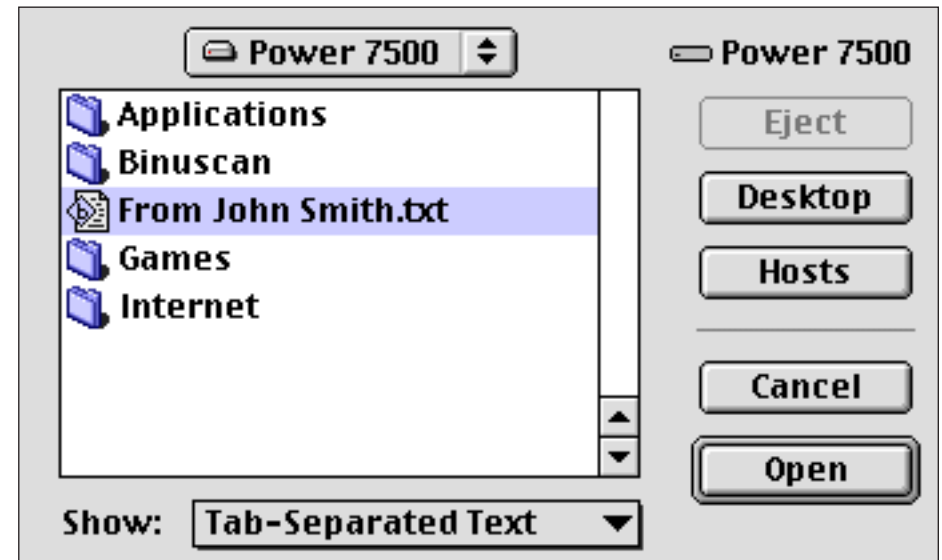
```
┌─────────────────────────────────────────────────┐
│ ▢ ══════════ Export 16.30.54 ═══════ 🗗 🗐       │
├─────────────────────────────────────────────────┤
│ Folder: Macromedia                            ▨ │
│ From: John Smith jsmith@macromedia.com          │
│ To: Stefano Cappello capste@libero.it, Frank Ross f.ross@apple.com │
│ Cc: Mark Noble mnoble@aol.com                   │
│ Bcc:                                            │
│ Date: Sunday, 14 May 2000 12:30:57              │
│ Attachments: Flash 4.0.sea                      │
│ Subject: Beta Version of Flash 4.0              │
│                                                 │
│ Hello Stefano,                                  │
│ This number will also route to my phone mail.   │
│ My biggest concern is time zone differences.    │
│ Right now there is 9 hours time difference between Santa Monica │
│ and most cities in Italy. If you happen to have daylight saving time, │
│ the time differences is 10 hours.               │
│                                                 │
│ Bye                                             │
│                                             ▲   │
│ John Smith                                      │
│                                             ▲   │
│ =========================================   ▼   │
├─────────────────────────────────────────────────┤
│                                              ⟋  │
└─────────────────────────────────────────────────┘
```

When the command "Append to text file…" is chosen, EEA appends the email messages to the end of messages in an existing file.

Export new tab-text file - append to tab-text file

The command Export tab-text file is for generating a text file useful for importing data into a database like, for example, FileMaker Pro.
A free template for FileMaker Pro 4 and 5 is included (in the folder "Extra") and is "open." Users can change or modify the scripting and layout.
Before importing data into FileMaker it is important to select from the popup menu of FileMaker Pro the command "Tab-Separated Text" as in the following example:

```
┌─────────────────────────────────────────────────┐
│        ┌──────────────────┐                      │
│        │ 🖴 Power 7500  ⬍ │      ⬭ Power 7500    │
│        └──────────────────┘                      │
│   ┌──────────────────────────┐  ┌─────────────┐  │
│   │ 📁 Applications        ▲ │  │   Eject     │  │
│   │ 📁 Binuscan              │  └─────────────┘  │
│   │ 📄 From John Smith.txt   │  ┌─────────────┐  │
│   │ 📁 Games                 │  │  Desktop    │  │
│   │ 📁 Internet              │  └─────────────┘  │
│   │                          │  ┌─────────────┐  │
│   │                          │  │   Hosts     │  │
│   │                        ▲ │  └─────────────┘  │
│   │                        ▼ │  ┌─────────────┐  │
│   └──────────────────────────┘  │  Cancel     │  │
│                                 └─────────────┘  │
│   Show: ┌─────────────────────┐ ┌─────────────┐  │
│         │ Tab-Separated Text ▼│ │   Open      │  │
│         └─────────────────────┘ └─────────────┘  │
└─────────────────────────────────────────────────┘
```

The following fields are exported:
Folder: the name of the folder or sub-folder where email is located.
From: the sender of email (display name and email).
To: list of addresses (display name and email separated by commas).
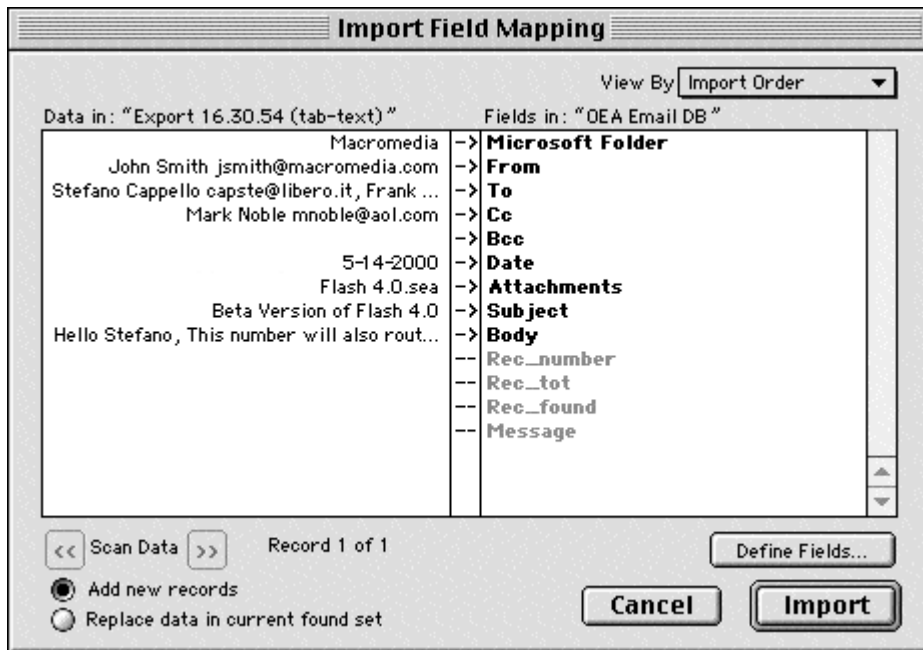**Cc:** list of addresses (display name and email separated by commas).
Bcc: list of addresses (display name and email separated by commas).
Date: the date of email received or sent.
Attachments: the list of attachments (separated by commas).
Subject: the subject of email.
Body: the content of email.

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Important Note:
The length of FileMaker Pro text fields are limited to 64 KB.

Append to tab-text file…

When the command "Append to tab-text file…" is chosen, EEA appends the email messages to the end of the file.

About FileMaker Pro Template

The templates inside the folder "Extra" can be used for archiving all emails exported with the function "Export tab-text file".
The templates are in FileMaker Pro, versions 4 and 5.
Because FM Pro can manage dates in two different ways when the user enters data from the keyboard (as mm-dd-yyy or dd-mm-yyyy, according to the language and settings of your MacOs) it is necessary before using the template to follow these steps:

You need this only the first time to initialize correctly the FM Pro document.

1. Open the template in FileMaker Pro.
2. Choose from File menu the command "Save a Copy As…"
3. Rename the file and choose from the popup menu the option "clone (no records)"
This command changes the internal setting of the template concerning the entry of some values like "Date".
4. Close and open the new saved template.
5. Create a new record and type in the field "Date" the "Christmas of December 2000" date as you usually type in Filemaker Pro (according to the language and settings of your MacOs).
6. Press enter.
7. Because the field date is formatted to show the date as "dd Month yyyy," if you see 25 December 2000 (in your language), all is OK.
8. Delete this record and import the data exported from EEA (please check the exporting settings in the "Preferences" window.

Creator for saved files (General Preferences)

All text files saved (including Log, Log Errors and all emails) will be saved with the creator choosen.
The list of creator choices is as follows:

```
  SimpleText
● BBEdit
  Tex-Edit Plus
  AppleWorks
  Microsoft Word
  Alpha
```
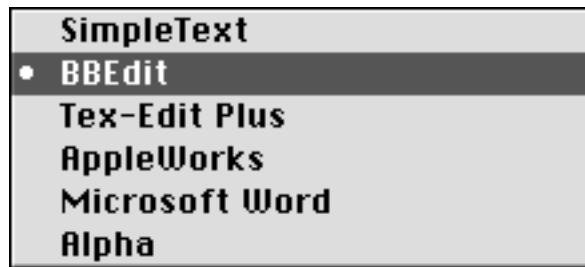
Archive using (General Preferences)

From the popup menu "Archive using" choose "Received date" or "Sent date" for archiving/exporting email. The default choice is "Received date".

```
✓ Received date (Default)
  Sent date
```

Important Note:
During my test, the Microsoft import command (for import data from Microsoft Outlook Express into Entourage) sometime generate a blank received dates related to all emails imported.
For check this potential "Microsoft Bug" you can include a "Received Date column" from the View menu in Microsoft Entourage.

Because of this, if the user sets in the General Preferences "Archive using Received Date" and EEA will find a "blank not valid date", EEA will use the "Sent date" instead of "Received Date".

Date format for Finder Archive (Folder Prefs)

You can set the date format for the folders (of day) created with the following types of archives:

Emails + attachments
Only Emails
Only attachments

by choosing from the popup menu one of the following five settings:

```
✓ (008) 8 January 2001
  (008) 08 January 2001
  (008) 08 Jan 2001
  2001-01-08 (yyyy-mm-dd)
  08-01-2001 (mm-dd-yyyy)
```

Date format for tab-text file (Tab Text Prefs)
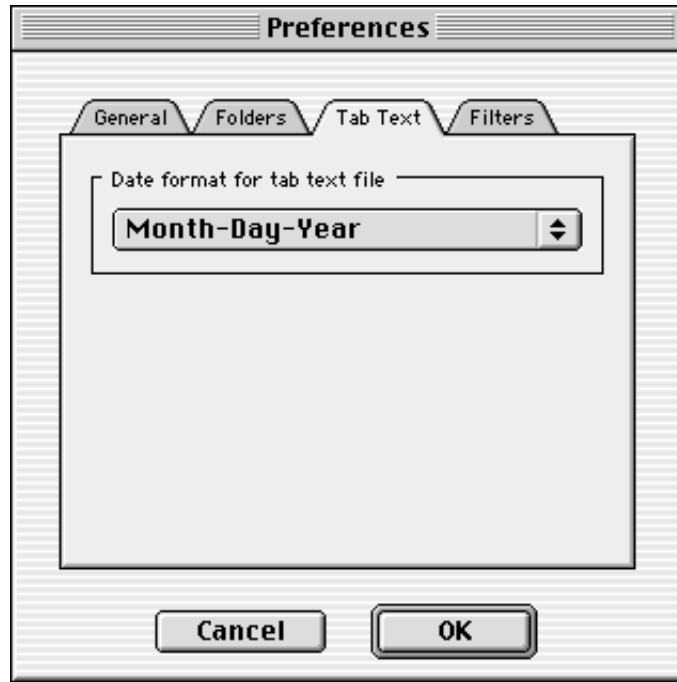
In the popup menu "Date format for tab-text file" choose the correct setting for your FileMaker Pro archive. Two settings are available:

Month-Day-Year (USA format)
Day-Month-Year (Euro - Rest of the World format)

Example:
Choosing the first setting (USA) results in the email date 14 May 2000, being written to tab-text file as 5-14-2000.
Choosing the second setting (Euro) results in the date being written as 14-5-2000.

This is important for correct import of data into FileMaker Pro archives.

Log

Every time Entourage Email Archive processes a folder, it writes a Log file. The Log file is a text file showing the user the history of tasks executed by EEA. It is possible to see the log by choosing "Show Log" from the File menu of Entourage Email Archive.
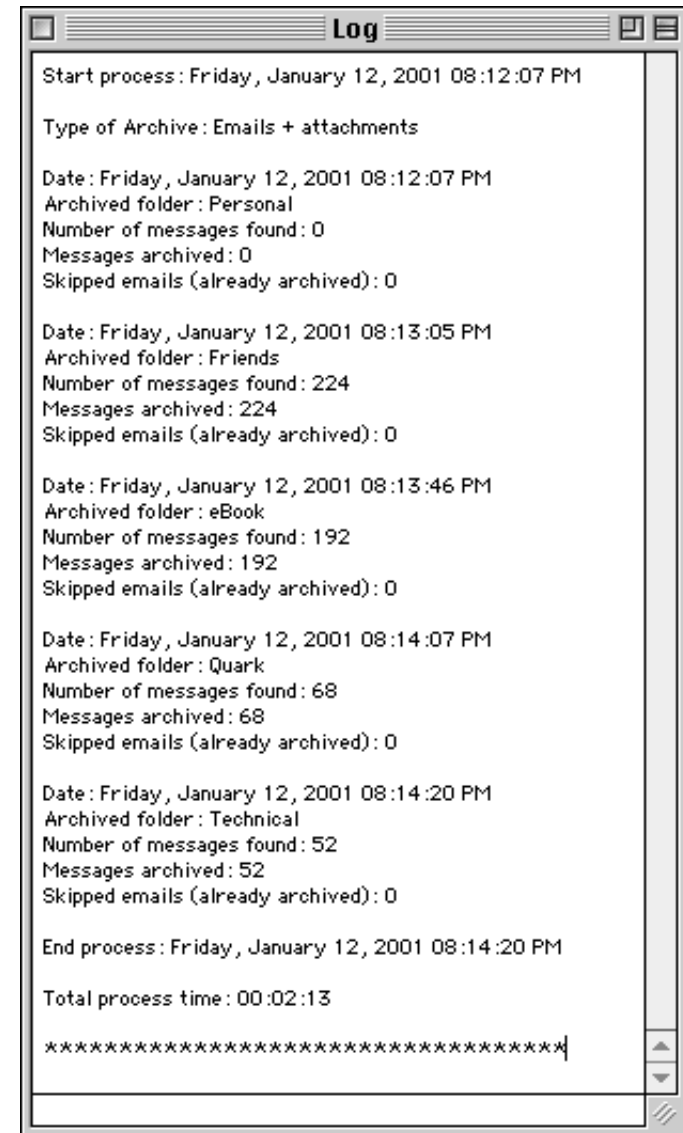
Using Sherlock to browse archives

The internal Apple Search Engine called Sherlock, can perform search functions inside the contents of files. This means that it is possible (after indexing) to search every kind of information on archives with Finder-structured folders created with Entourage Email Archive.

I suggest storing your archive as a Disk image created with Apple Disk copy or on media like Jaz, Zip or on a dedicated partition on your Hard Disk. This is because the process of indexing is related to the entire disk and if you put your archive on your Hard Disk you need to index the entire disk (you cannot chose to index only some folders...)

Using contextual menu is also possible to index only selected folders (or main folder that contains all archive, without create separate archive on dedicated disk)

Searching for some emails (using the "find by content" feature) is very fast on the indexed disks. Sherlock stores the invisible index file inside the disk itself, thus when you copy the disk image file (or take your Jaz, Zip, PocketDrive), you will copy the index automatically and you will not have to re-index your data again.
In this way, your archive is independent and you can copy it to another Mac and perform every kind of searching… using Apple Sherlock.
Of course, you have to update your Sherlock index every time you perform a new "Archiving" from EEA but this is a very fast procedure (and this operation can be scheduled at predefined intervals).

After you have exported data from your Entourage with EEA using one of the first three kinds of archives you have created a Finder-structured-folders archive. I think this kind of archive is best for History archives. By History I mean that you don't need to have thousands of Entourage emails online, because when you want to search one specific email you can do this using the quickest possible way: **Sherlock**.

Index your archive by following the instructions in the Apple Help.

After having done this, you can ask to Sherlock to find every email that contains specific words. In my Examples I have created a query for searching every email that contains the words **Quark** and **ATM**.
Because Sherlock performs the search using the term OR between search words, the results are shown by relevances: long progress bars mean that Sherlock has found all the words requested. Short bars mean that emails contains not all words requested. You can perform many types of queries like:
Search all email sent from John Smith regarding Quark and ATM or Search all email sent from John Smith in December.

You can also perform the search only on some folders of your archive: simply drag onto the Sherlock window the folder (in my example Sent) where you want execute the searching (you can drag and drop more than one folder)and perform the search on every folder or volume (like disks) you want.
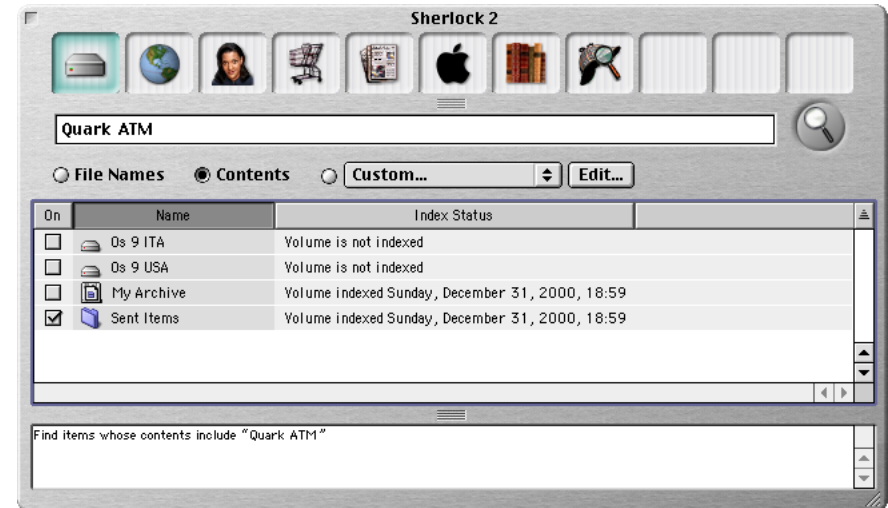
Sherlock Examples

Query with "Kodak" and "dcs" and "tiff" on entire disk "My Archive".
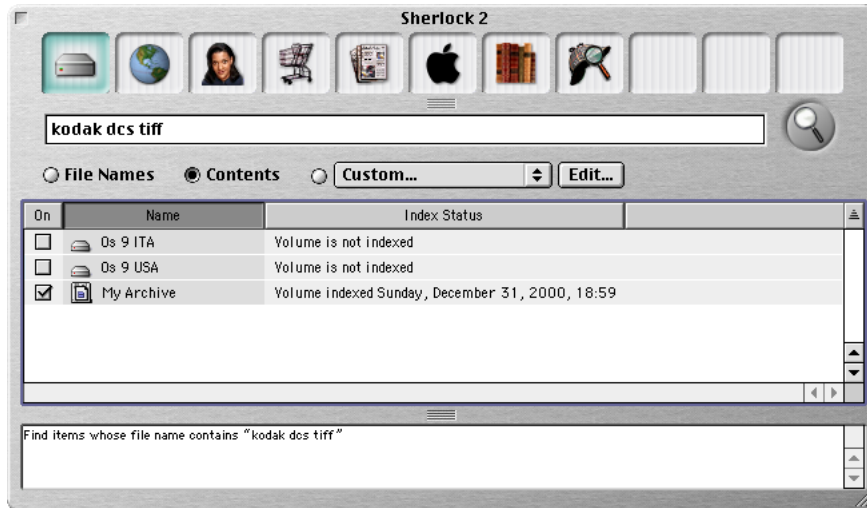
Query with "Quark" and "ATM" on folder "Sent Items" of disk "My Archive".

Result of query (long progress bars mean that Sherlock has found all the words requested).

Result of query (long progress bars mean that Sherlock has found all the words requested).

Tips for Microsoft Entourage

Microsoft Entourage creates a folder for each user profile.
All of these folders are placed inside the "Office 2001 Identities:Microsoft User Data:Main Identity" folder.
For instance, we have three users as well as three main folders: me, my wife and my son. Inside each folder is the same structure: all emails are stored in a single file named "Messages" and the Microsoft Database is stored in a file called "Database".

Creating new messages in Microsoft Entourage increases the size of these two files. When messages are deleted, Microsoft Entourage **DOES NOT** reduce the size of these two files.
To reduce this free and wasted space, you have to compact the two files using the following procedure:
Launch Microsoft Entourage holding down the option-key just before the splash screen appears and until you see the following dialog.
Click on the button "Rebuild".
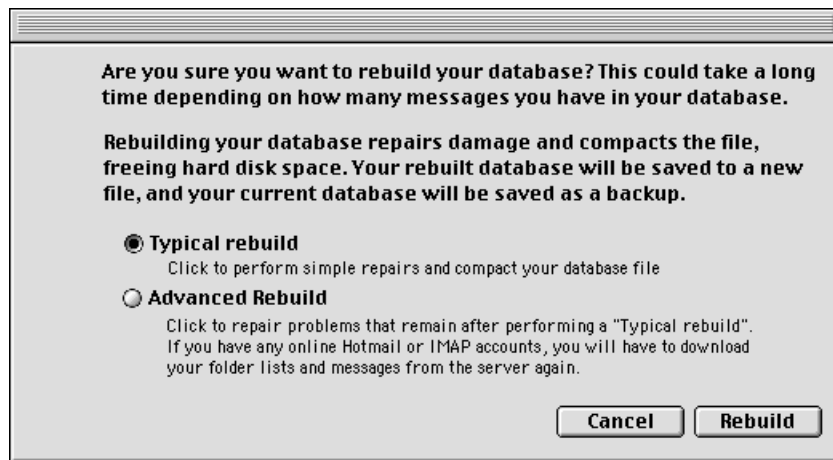
After some minutes, at the end of this task, you will see a dialog which notifies you that all the files have been compacted successfully.
Now, you can check to see how much smaller the files "Message" and "Database" are in the Finder.
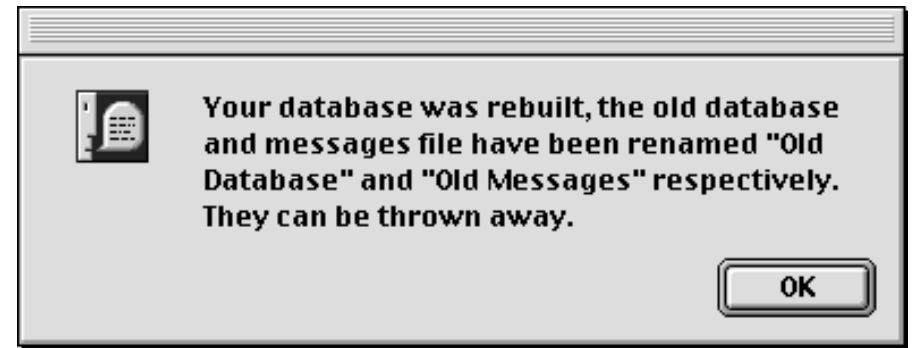
Be sure that you have enough space on your Hard Disk, because Microsoft Entourage used to duplicate and save the old and uncompacted files naming them "Old Message" and "Old Database" respectively.
So, at the end of this task you should trash these old files.

Tips for Entourage Email Archive

To obtain the best performance from EEA, we suggest you disable antivirus programs (like Virex) by switching them off from their Control Panel, and if you opened "FileMaker Pro", quit it (it used to make the machine too busy). The performances are increased also if you switch off Appletalk.
You can store the "EEA Finder Archive" in a Disk Image you created before using utilities like "Apple Disk Copy". Launch the "Apple Disk Copy" program and select from the "Image" menu the command "Create New Image". A dialog will appear. Choose a name and size for your new "Disk".
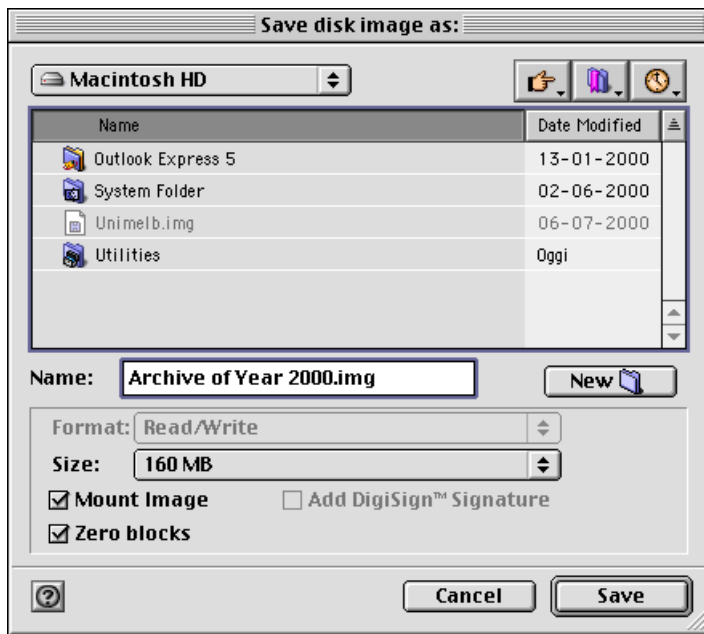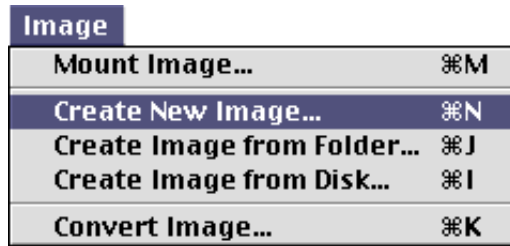
Concerning the size you should assign to your disk: you should know that the data extracted from Microsoft Entourage by EEA are non-encoded, therefore the EEA data will use less space on the disk than Microsoft Entourage did.
Click on the "Save" button and after a few seconds click on the "Erase" button. The disk will be created and shown on your desktop.

Switch to the EEA application and choose the new disk as the destination disk/folder.

Tips: **Using contextual menu is also possible to index only selected folders (or main folder that contains all archive, without create separate archive on dedicated disk).**
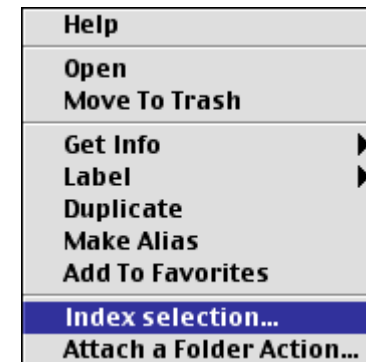
History Version

1.3

Added the feature to remove automatically all archived messages: the removed messages are moved to the Deleted Items folder of Entourage.
Fixed bug that prevented correct startup of EEA on some versions of MacOS. (read the manual about requirement with MacOs 9.1)
Trapped bug if folder names of Entourage contain ":" colon characters.
Unregistered version can now manage 12 emails for each session.
Manual has been modified and extended.

1.2

Entourage Email Archive (EEA) is now compatible with the new MacOs 9.1
Minor internal optimizations.
Added support for saving files with the creator type for Alpha Text Editor.
Under OS 9.1 Entourage Email Archive is about 1.25 time faster.

1.1

The Log report now provides more information about the processed folders.
Increased the speed of the routine export tab-text (especially with long emails.)
Fixed drag and drop on output destination box.
The PDF manual has been revised. Sherlock section is better explained with screen shot and examples.

1.0

Initial Release.

About Registration and Pricing:
Entourage Email Archive has the following pricing:
single user license, $15 per user (US Dollars)

A Site License costs $200 and covers all locations for your organization within a 160 kilometer (100 miles) radius of your site.

About Registration:
Paying for the Entourage Email Archive is fairly simple.
There are two methods.
On the Web (quick, easy and secure payment on-line) and by "Register" application (off-line).

To register on the web:
Go to the web page http://order.kagi.com/?V8B
1 - Fill the form with your name, email, address, and how many copies you want.
2 - Click on the button "Continue" and it will appear the invoice form.
3 - Fill the fields regarding your Credit-Card datas and then click on the button "Purchase". That's all.
If your browser supports, you can switch on SSL secure payment form (it's the internet international standard secure form of payment).
Your invoice will be processed in 24 hours. Therefore, you will receive by me via Email a little text file "Registration Code" to put inside the folder "Entourage Email Archive"

To register off-line by the "Register" application:
Launch the "Register" application, enter your name, email address and number of single user licenses or other licenses you desire.
Save or copy or print the data from the Register program and send the data and payment to Kagi.
Kagi handles my payment processing.
See the end of this document for more specific payment information.
The fastest way (round 3 days) is to save the invoice to a text file, choosing "via email," and therefore send that text file via email as attachment to sales@kagi.com. You can also open the invoice text file with an editor (e.g. SimpleText) selects all the text, copy and paste into the email so as it is (without any changement). Don't forget to include your

email address. We need to send to you the Registration Code by email. Once your message is received by Kagi, you will receive (in round 1-2 days) by me via Email a little text file "Registration Code" to put inside the folder "Entourage Email Archive".

Detailed Payment Info:
If paying with Credit Card or First Virtual, you can email or fax the data to Kagi. Their email address is sales@kagi.com and their fax number is +1 510 652-6589. You can either Copy the data from Register and paste into the body of an email message, or you can Save the data to a file and you can attach that file to email message. There is no need to compress the data file; it's already pretty small. If you have a fax modem, just Print the data to the Kagi fax number.

Payments sent via email are processed within 3 to 4 days. You will receive an email acknowledgement when it is processed. Payments sent via fax take up to 10 days and if you provide a correct internet email address you will receive an email acknowledgement.

If you are paying with Cash or USD Cheque you should print the data using the Register application and send it to the address shown on the form, which is:

Kagi
1442-A Walnut Street #392-V8B
Berkeley, California 94709-1405
USA
You can pay with a wide variety of cash from different countries but at present if you pay via cheque, it must be a cheque drawn in US Dollars. Kagi cannot accept cheques in other currencies.

If you have a purchasing department, you can enter all the data into the Register program and then select "Invoice" as your payment method. Print three copies of the form and send it to your accounts payable people. You might want to highlight the line that mentions that they must include a copy of the form with their payment.
Kagi cannot invoice your company, you need to act on my behalf and generate the invoice and handle all the paperwork on your end.

Please do not fax or email payment forms that indicate Cash, Check or Invoice as the payment method. As far as we know, there is still no technology to transfer physical objects via fax or email and without the payment, the form cannot be processed.

Payments send via postal mail take time to reach Kagi and then up to 10 days for processing. Again, if you include a correct email address, you will hear from Kagi when the form is processed.

For any information about the software of for notify me bugs or enhancement:
Stefano Cappello
Email: capste@kagi.com
Web Site: http://digilander.iol.it/capste/
For further information about the payment:
Kagi - Email: sales@kagi.com Web Site: http://www.kagi.com