

- READ & WRITE FILE simply reads and writes a file, processing it as specified by the chosen pop-up menus, checkboxes, replacements strings, and character remapping set.
- MAKE PARAGRAPHS selectively strips carriage returns (CRs) from lines, while removing line feeds (LFs), so that CRs denote paragraphs, not lines. Lines followed by 2 or more CRs indicate end of paragraphs. Additionally, indentation (a space or tab is the first character) indicates the start of a paragraph. Use this or the following option if you plan on importing the file to a page layout or word processing program. If you'll be using the file on a DOS-based computer you should also choose to have LFs added to each paragraph.
- MAKE PARAGRAPHS2 works like MAKE PARAGRAPHS, except indentation is ignored when processing lines.
- WORDSTAR™ -> TEXT clears the high bit in WordStar files, while removing LFs, to create text files. You may also choose to have dot command lines removed.
- ADD or STRIP CHARACTERS adds or strips LFs and/or CRs.
- FORCE LINE WIDTH reformats lines to a specified width, while removing LFs, without splitting words.
- SPACE RUNS -> TAB replaces consecutive spaces greater than a specified number with a SINGLE tab.
- TABS -> SPACE RUNS replaces each and every tab with a specified number of spaces.
- CSV -> TAB DELIMITED removes quotes and replaces commas with tabs. This would convert the line "Wind, Jon",2.8,"Shareware"<CR> to Wind, Jon<tab>2.8<tab>Shareware<CR>. You may also choose to have all but numbers removed. CSV stands for Comma Separated Values.
- TAB DELIMITED -> CSV replaces tabs with quotes and commas. This would convert the line Wind, Jon<tab>2.8<tab>Shareware<CR> to "Wind, Jon",2.8,"Shareware"<CR>. You may also choose to have quotes placed around all fields.
- TAB DELIMITED -> FIXED replaces tabs in tab delimited files with an appropriate number of spaces so that each field is arranged in a fixed, columnar format padded with spaces. The position and number of tabs in the FIRST line determine the number of spaces to be used. Fields are left justified by default.
- TAB DELIMITED -> VARIABLE replaces tabs in tab delimited files with an appropriate number of spaces so that the characters are arranged in a variable length, columnar format padded with spaces. The position and number of tabs in the FIRST line determine the number and width of the columns to be created. Columns are left justified by default. Up to 200 tabs per line can be processed.
- VARIABLE -> TAB DELIMITED inserts tabs in files where characters are arranged in variable length, columnar format padded with spaces. The first line of the file must contain mapping information for tab placement. This is simply a list of the field widths, each separated by a comma. Thus the line 5,8,3,10 indicates a total of 4 fields, the first of which is 5 and the last is 10 characters wide. Selecting the "Remove bounding spaces" checkbox causes leading and trailing spaces to be removed from ALL tab delimited fields. Up to 200 tabs may be specified per line.
- FIXED -> TAB DELIMITED inserts tabs in files where characters are arranged in a fixed length columnar format padded with spaces. Selecting the "Remove bounding spaces" checkbox causes leading and trailing spaces to be removed from ALL tab delimited fields.