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Users Guide For

# 'Convert PowerPoint'

By SoftInterface, Inc.

**Version 2.x**  
**Windows 95/98/2000/XP**





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Switching or Adding a Language ..... 30

# 'Convert PowerPoint' Users Manual

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## What is 'Convert PowerPoint'?

'Convert PowerPoint' (CPPT) is a simple to use, yet sophisticated document conversion utility. If you need to convert thousands of documents with a variety of file types located in many folders in a short period of time, this is the tool. CPPT can be especially useful if you require complicated *conversion jobs* done on a regular basis. CPPT can be run from the command line allowing for use in batch files or can be launched from within other programs.

PDF, Text, RTF and HTML are among the formats our customers convert their files to and from. With CPPT you can use PowerPoint conversion algorithms, or those built within MS Word itself allowing you extreme flexibility.

In addition to doing file conversion, CPPT also has features to further enhance its usefulness. For example, whole folders and sub-folders of files may be specified for conversion. Also, you can choose to place the converted files within the original folder or a folder of your choice.

CPPT also has a built in timer so you can schedule jobs to run at specified intervals anywhere from seconds to months apart.

Lastly, many other special processes for files are part of CPPT. These include:

- Append (Concatenate) files. Original file(s) content is placed at the end of the Target file<sup>1</sup>.
- Remove Empty Lines<sup>1</sup>
- Search and Replace a String<sup>1</sup>
- Launch (Run) a program. This includes file operations such as delete, copy, etc.

<sup>1</sup> = \*.TXT, \*.DOC, \*.HTM and \*.RTF file types

From here you may want to go directly to the Quick Start: Converting Files or the Quick Start: Special Processing on Files. However, it is highly suggested that you quickly read the "Using Convert PowerPoint from the User Interface" section.

At SoftInterface, Inc. we are constantly enhancing and improving our products. Please visit our web site to see what's new and tell us what you would like to see in

our products ([WWW.SoftInterface.COM](http://WWW.SoftInterface.COM)). *Also, it is important to register your products to ensure you have the latest version and support.*

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## 'Convert PowerPoint' Features

- Command line (invisible at runtime) and GUI execution.
- Supports *Fast* Conversion of PPT. MS Word is **NOT** required. Adobe Acrobat is **NOT** required.
- PDF Format supported (PPT to PDF)
- Special processing of files including appending/concatenation, removing empty lines, launching third party programs, search and replace strings and much more.
- Save and restore complex conversion configurations, known as *conversion jobs*.
- Supports recursive subfolders.
- Timer can be set to run jobs automatically at a specified interval.
- All parameters, including source and target files, conversion options etc. are persistent across runs of the program.
- Batch can be stopped midway and resumed at a later time.
- Can be adapted for all languages.
- Demonstration files and jobs included with the installation.

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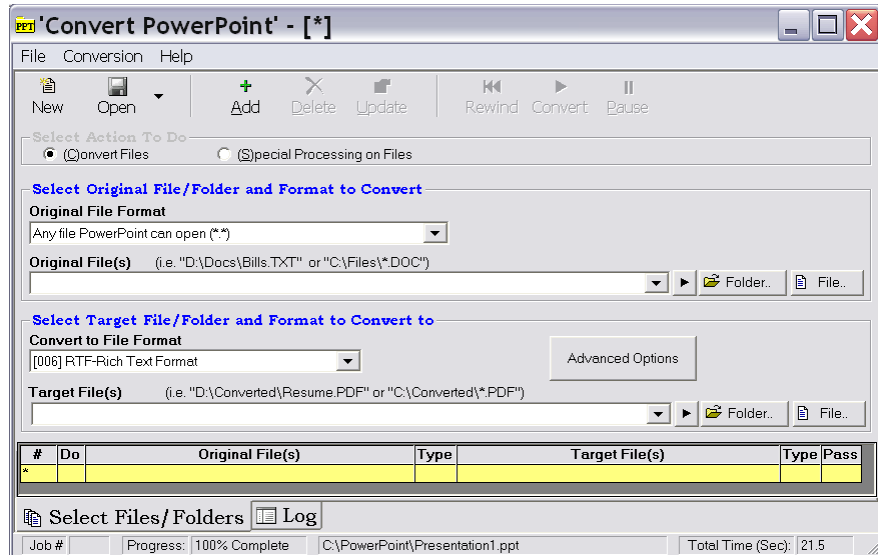
## Using 'Convert PowerPoint' From the User Interface

### 'Convert PowerPoint' Basics

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*NOTE: Sample conversion jobs have been included with your installation demonstrating many of the features and much functionality of Convert PowerPoint. You may find it instructive to view the various (\*.sii) conversion jobs and examine the settings found there for each conversion task. See the Start\Run\Programs\Convert PowerPoint\Example Conversion Jobs item for the supplied demos. These demos assume you've installed in the default installation folder.*

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The Convert PowerPoint user interface

Two simple concepts, conversion task and conversion job must be quickly introduced, the 'Conversion Task' and the 'Conversion Job'.

## Conversion Task

Before 'Convert PowerPoint' can do anything you, the user, must specify what exactly is to be done. Each 'item' that is being processed is considered a *conversion task*. You specify a *conversion task* in the upper part of the program's user interface, and once completely specified, click the **Add** button. As you add *conversion tasks*, you will see them listed in the bottom portion of the user interface called the *conversion task list*.

You may edit a *conversion task*, first selecting it by clicking it in the conversion task list. After changing the settings, click the **Update** button in the upper toolbar.

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NOTE: The word "task" is used often in this manual, and is meant to refer to a single operation that shows up as a single row in the *conversion task list*.

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When specifying a task, the very first thing you choose is whether it is going to be a *conversion* or *special process* task. File conversion takes a file and changes its type (e.g. from PPT to PDF). To manipulate the contents of a file, select "Special Processing on Files".

Whether you've chosen a *conversion* or *special process* you will always have to specify both the Original File(s) and Target File(s). Original files are those files that exist (or will exist as a result of a previous conversion task) and are to be used as the input to a conversion or special process task. Target Files are those files that are the output of the action performed on the Original Files.

## Conversion Job

A *conversion job* consists of those *conversion tasks* that you've specified and added to the *conversion task list*. Conversion jobs can be saved, restored and edited in the future, potentially saving you an enormous amount of time. See the File menu for saving and restoring conversion jobs.

## ***Putting it all together***

The user interface was made to allow for both simple and complex conversion jobs. To perform a conversion task, first specify it in the upper area of the user interface, and then click the **Add** button (in the upper toolbar) to add it to the conversion task list.

Once there are one or more tasks in the task list, you can press the **Convert** button (also in the upper toolbar) to initiate the conversion job.

You can build *conversion jobs*, consisting of one or more *conversion tasks*, which may be saved, restored, and edited. Once saved, they may also be specified and run from the command line, making automating complex tasks a snap. See the file menu for saving and restoring conversion jobs.

## ***Editing a 'Conversion Job'***

Editing or removing *conversion tasks* within a *conversion job* is very simple.

To edit a task, first highlight it (click on it with the mouse) in the *conversion task list*. When you've selected the task, all its conversion properties will be properly displayed in the upper third of the screen. Modify the conversion task properties as necessary, and then press the Update button (or ALT+U). This saves the changes to the conversion task list. Failure to press Update will cause the changes to be lost.

If you're working with a previously run conversion job, you may need to click the **Rewind** button to reset the job before running it again.

To remove a task, highlight it in the task list, and then press the **Delete** button (or ALT+D).

## ***Saving and Restoring a Conversion Job***

You may save a *conversion job* for later use by using the Save item on the File menu (or CTRL+S), or by clicking the dropdown arrow beside the **Open** button on the toolbar. You may pause a job, and then save, reloading will bring you back to where you last saved the job.

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**IMPORTANT!!!** Be certain to REWIND before you save a conversion job file if you want to start the job from the beginning the next time you load the file.

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Opening a *conversion job* is just as simple. Use the File\Open Conversion Job menu item, CTRL+O shortcut, or click the dropdown arrow beside the **Open** button on the toolbar and select "Open Conversion Job".

## ***Creating a New Conversion Job***

If you want to start fresh, you can begin a new Conversion Job by clicking the New button on the toolbar, selecting New Conversion Job from the File menu, or by pressing CTRL+N.

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NOTE: Creating a new conversion job completely erases all items currently in the conversion task list.

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## ***Saving the Log as a Conversion Job***

The 'Log' contains any problem files encountered during conversion. If any entries exist in the Log, you can save them as a conversion job for processing at a later time, with different methods. The "Save Log as a Conversion Job" menu item is located

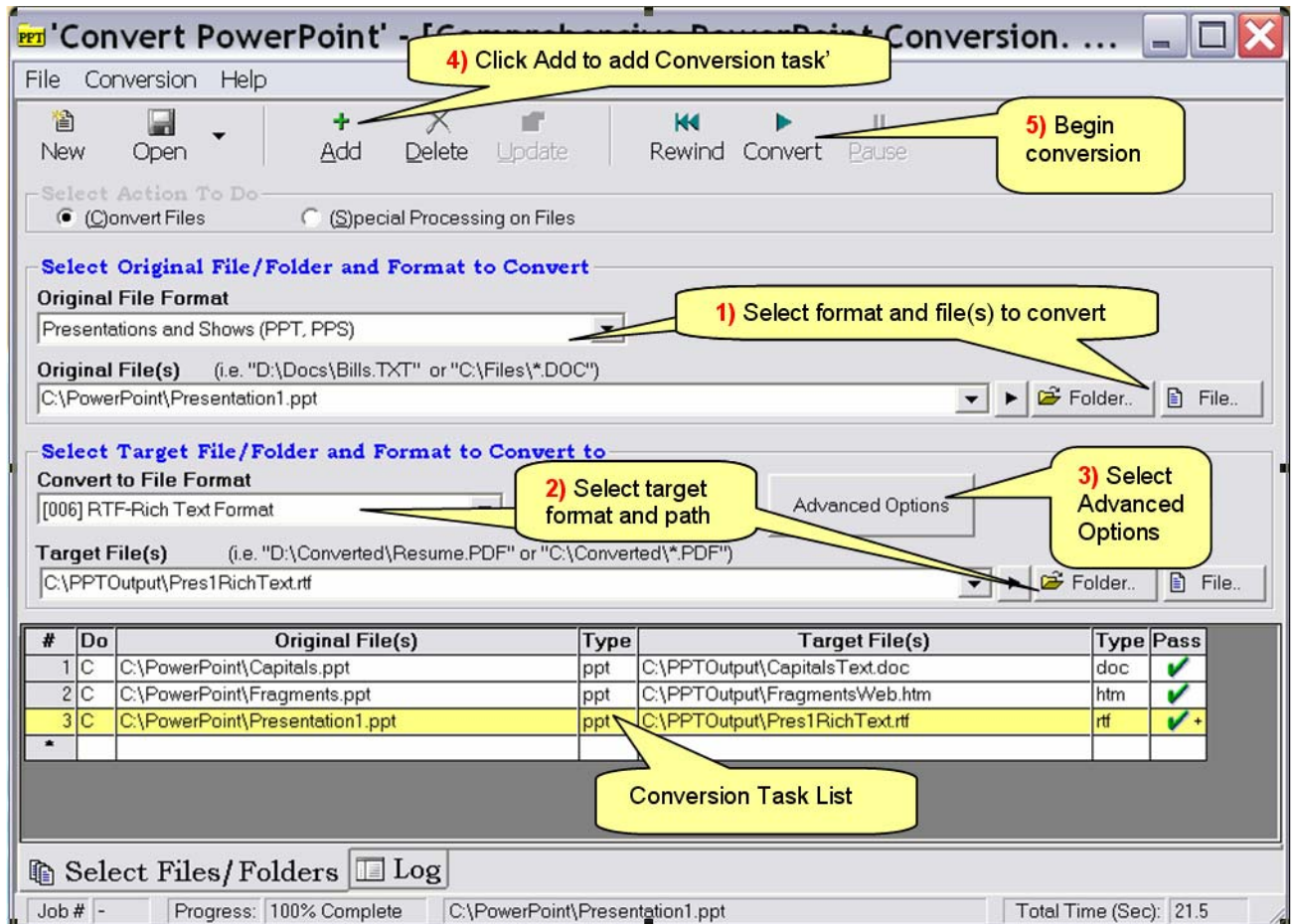
in the file menu and is also accessed by clicking the dropdown arrow beside the **Open** button.

*NOTE: Sample conversion jobs have been included with your installation demonstrating many of the features and much functionality of Convert PowerPoint. You may find it instructive to view the various (\*.sii) conversion jobs and examine the settings found there for each conversion task. See the Start\Run\Programs\Convert PowerPoint\Example Conversion Jobs item for the supplied demos. These demos assume you've installed in the default installation folder.*

## Quick Start: Converting Files

The user interface was made to allow for both simple and complex file conversion tasks. For a successful file conversion, do the following steps.

Under “Select Action To Do”, choose either Convert Files for a direct file type conversion or Special Processing on Files to apply one of several options to a chosen file. One of two screens results. Here is the Convert Files screen:



For every conversion job, you will need to do the following 5 steps:

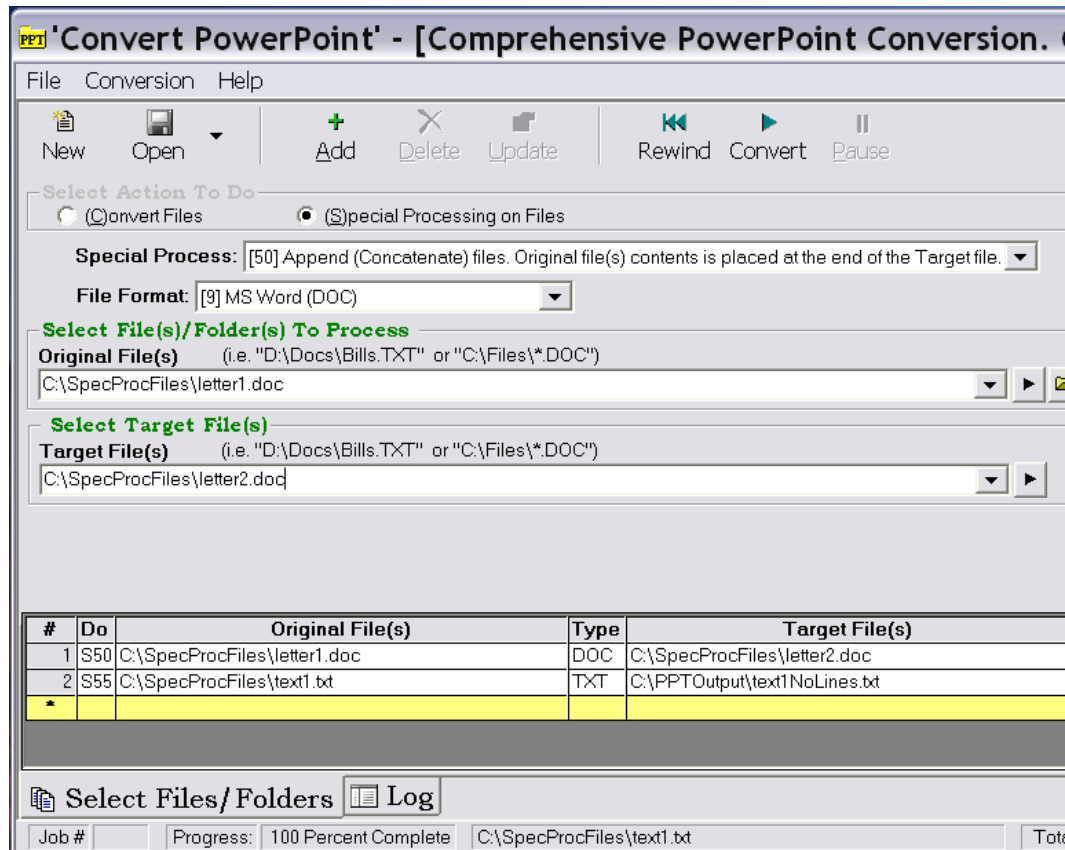
- 1) Select the format from the Original File Type drop down list, then enter the path to that file or folder in the Original File(s) text box.
- 2) Select the format the file or folder is to be converted into from the Convert to File Format dropdown list then enter a location to store the converted file/folder. If a destination folder doesn't exist, Convert PowerPoint can create it for you although you must still specify the path to where the folder will go.
- 3) Click Advanced Options. Under "What to Convert" select either all slides or specify only certain slides. Under "How to Convert" select a single output file or multiple output files.
- 4) Press the 'Add' button on the toolbar to add the task to the 'Conversion Task List'. Repeat Steps 1-4 as needed to add additional conversion tasks to the conversion job.
- 5) Press the Convert button to begin the conversion job.

Repeat steps 1-4 as many times as necessary to create a sophisticated 'Conversion Job'. Conversion jobs can be saved, restored, and edited; they may also be specified and run from the command line.

## **Quick Start: Special Processing on Files**

Special Processing on Files allows you to select one of the various Special Process options and apply it to a file. You can remove empty lines from within a file or you can merge files with the Original File being appended to (placed at the end of) the Target File. You can also launch other applications from within Convert PowerPoint (see below for more details).

Special processes can be applied to TXT, DOC, HTM or RTF files.



Follow these steps for option [50] Append/Concatenate Files or option [55] Remove Empty Lines.

- 1) Special Process: Choose the process you want Convert PowerPoint to apply from the dropdown list.
- 2) File Format: Select the format the original file is saved in. The target file must also be saved in this format.
- 3) Select File(s)/Folders To Process: Browse for or type in the path to the file or folder you wish to process.
- 4) Select Target File(s): Browse for or type in the location the file will be saved at. The format must match File Format in Step 1, e.g. a .doc file will result in a .doc file with lines removed.
- 5) Click the **Add** button to add the task to the conversion task list. You may add multiple tasks to the conversion task list before initiating the conversion process by repeating Steps 1 - 5 as necessary.
- 6) Click the **Convert** button to start the process.

Conversion jobs, consisting of one or more conversion tasks, may be saved, restored, and edited. Once saved, they may also be specified and run from the command line.

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# Conversion of File Types

See Quick Start - Converting Files to get up to speed quickly.

'Convert PowerPoint' can convert a single file, or whole folders of files to/from several file types.

## Converting Whole Folders of Files

To specify more than one file in a given *conversion task* be sure to specify a wildcard (\*) in the Original Files entry box.

You can optionally save to the original, or a new folder. To save to the original folder simply check the Save to original folder check box. This check box is only visible when you've already specified the original folder with the wildcard (i.e. \*.DOC).

To include conversion of subfolders, be sure to check the Do Subfolders check box.

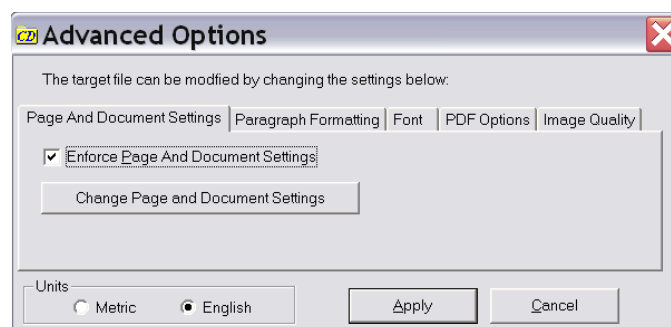
For example to convert from PPT to some other format all of the files within C:\PowerPoint\ and even the sub folders, you would enter the following for the Original File type:

C:\PowerPoint\\*.PPT

Next select the Do Subfolders check box, and the Save to Original folder check box as desired. Click the **Add** button, then the **Convert** button. Depending on how many files/folders exist, the conversion task may take several minutes to an indefinite period of time.

## Converting to PDF Format - Advanced PDF Options

Depending on how the resulting PDF file looks, it may be necessary to experiment with the conversion options to see what generates the optimal result. When converting from PPT to PDF, advanced options are made available by clicking the **Advanced Options** button from the main interface, then selecting the **PDF Options** tab. Next click the **Advanced PDF Options** button to make the following screen visible:



Click the “Enforce” check box then click the “Settings” button to bring up the specific options.

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NOTE: When creating a conversion job where advanced options are applied, the last set of options selected will apply to all the jobs entered into the conversion task list. For example, if you select font type Arial for Job 1 then font type Tahoma for Job 2, both jobs will return with font type Tahoma. *It is advisable to create jobs that all share the same set of options.*

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## TXT, DOC, HTM & RTF File Manipulations

You may also perform multiple special processes on files. They are described below.

### Special Processing: Removing Empty Lines

This special process deletes those lines that appear invisible or empty. This includes those lines that have the following characters: space, linefeed, carriage return, tab and vertical tab. You can do a single file or whole folder of files as a single job. Follow these steps to remove empty lines:

1. Select the option “[55] (\*.\*) **Remove Empty Lines**” from the list of available special processes, then select the file format of the original file from the File Format dropdown list. The target file must also be saved in this format.
2. From Select Original File(s)/Folders To Process browse for or type in the path to the file or folder you wish to process
3. Place the target file information into Select Target File(s) by browsing for or typing in the name and location the file will be saved at. The format must match File Format in Step 1.
4. Click the Add button to add the task to the conversion task list. You may add multiple tasks to the conversion task list before initiating the conversion process by repeating Steps 1 - 4 as necessary.
5. Click the **Convert** button to start the process.

Conversion jobs, consisting of one or more conversion tasks may be saved, restored, and edited. Once saved, they may also be specified and run from the command line.

### Special Processing: Appending Files (Concatenation)

You can append a single file to the end of another file with a copy of the Original file being placed at the end of the Target file.

1. Select the option “[50] (\*.\*) **Append (Concatenate) files**” from the list of available special processes, then select the file format of the original file from the File Format dropdown list. The target file must also be saved in this format.
2. From Select Original File(s)/Folders To Process browse for or type in the path to the file or folder you wish to process.

3. Place the target file information into Select Target File(s) by browsing for or typing in the name and location the file will be saved at. The format must match File Format in Step 1.
4. Click the Add button to add the task to the conversion task list. You may add multiple tasks to the conversion task list before initiating the conversion process by repeating Steps 1 - 4 as necessary.
5. Click the **Convert** button to start the process.

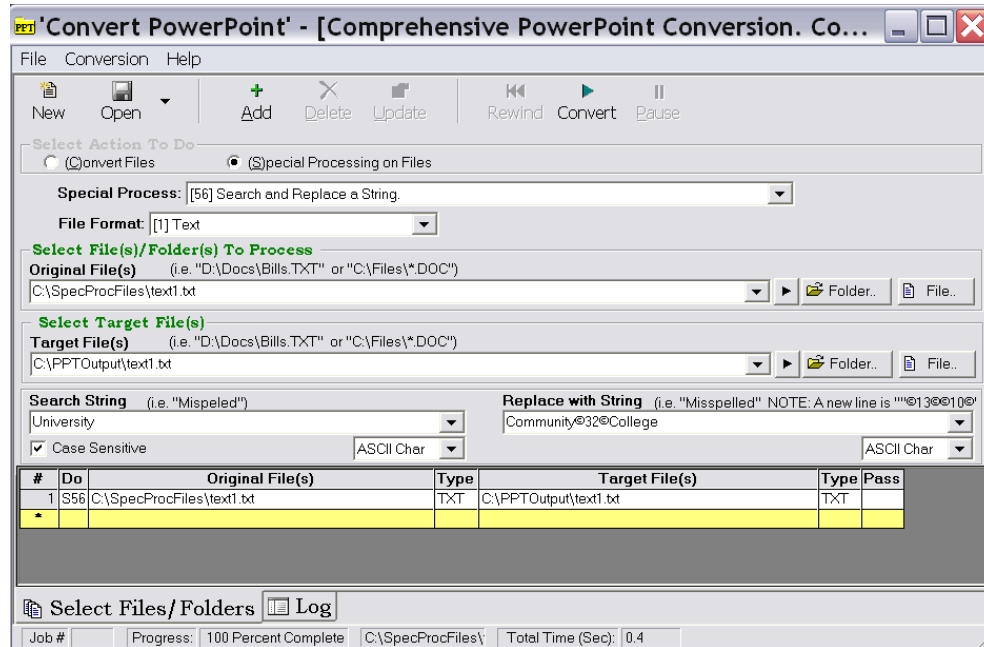
Alternatively, you can append multiple files to the end of a single file by using the **folder** option to select the source, then adding the file format to the end of the path (e.g. \*.doc , \*.htm, \*.txt). A single file name of the same type must be specified as the target file. It may be located in the same folder or a different one, as desired. For example, an original file of C:\BusinessLetters\\*.doc and a target file of C:\BusinessLetters\ManyLetters.doc will append all .doc files found in the BusinessLetters folder to the ManyLetters.doc document.

## Special Processing: Search and Replace a String

You can swap out a piece of text within a single file or set of files with this special process. Simply specify the file(s) to process and what text string to search for. All instances will be replaced by the specified replacement string. You can specify whether or not you want the search to be case sensitive. When not case sensitive, all instances of the search string will be replaced when the corresponding letters are found, whether uppercase or lowercase.

In order to specify multiple files to be searched, place the folder name in the Original File location, followed by a wildcard and the file type. For example, C:\TestFolder\\*.doc will cause every .doc file within the TestFolder to be searched for the specified string. If a single file is to be searched, simply specify the individual file name, e.g., C:\TestFolder\OneFile.doc.

Replacements may be made to the original file or placed in another file. If the replacement(s) are to be made in the original file, place the path and name of that file in the Original File and Target File locations. Otherwise a different target filename may be specified and another file, implementing the replacement(s), will be created. Note that if the specified target file already exists it will be replaced.



Below the search and replacement text boxes are ASCII char specification list boxes. You can use ASCII characters to indicate symbols and control characters that otherwise can't be shown in your search and/or replacement strings. For example, if you want to search for a string that includes a return ("enter"), you would select the ASCII character [10]LF from the ASCII char list box. It will display in your string as ©10©. To create a replacement string that reads '1. First item.' where the 1. is followed by a tab, select [9]TAB to place ©9© into your string. The entire replacement string will appear as '1.©9©First item.'

Note: Although you will search for an "enter" with the ASCII linefeed character only ([10]LF), if you want to place an "enter" into the replacement string you must combine the two ASCII characters [13]CR (carriage return) and [10]LF (linefeed). For example, if you wanted to add returns after each word in the search string 'this is a string', your replacement string would look like 'this ©13© ©10©is ©13© ©10©a ©13© ©10©string' where the ASCII characters have been selected from the ASCII char listbox.

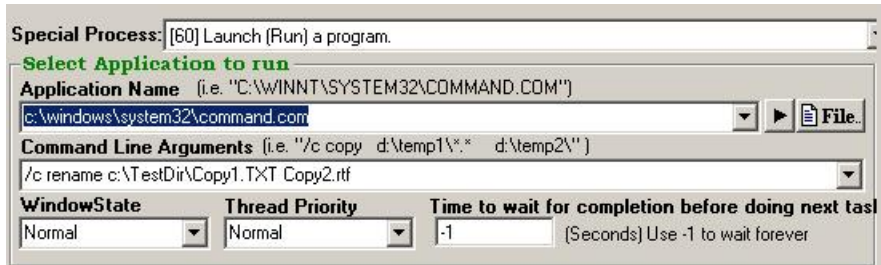
Another useful ASCII character is [32]SPACE.


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## Launch a Program, Copy, Delete and other file operations

You can launch selected programs from within ConvertPPT such as command.com, allowing you to use command line arguments and run batch files, or any other applications you have on your computer, such as MS Word, Excel, etc.

Once you've selected 'Special Process [60] Launch (Run) a program' the screen displays the following.



**Application Name:** Either type in or browse for the path and name of the application to run. This can be any application installed on your computer or the command interpreter. If you click the launch button now (  found at the right side of the Application Name text box), the application will open for your use without displaying a specific file or doing a task.

Choosing the command interpreter (command.com or cmd.exe) lets you utilize command line arguments (DOS commands). There are differences between command.com and cmd.exe on Windows NT systems having to do with environment variables. For example, using command.com limits the user to the eight-dot-three DOS naming convention whereas cmd.exe is not subject to that constraint. Thus a filename like 'totalOf8.txt' works for command.com or cmd.exe, but a lengthy name like 'totalOfTen.txt' would work only with cmd.exe. Depending on how your system is configured, you may find that command.com works in some but not all situations. If that is the case, try the same command line arguments substituting cmd.exe for the application name.

**Command Line Arguments:** Traditional DOS commands can be utilized here to do such tasks as copying, deleting, making directories, running batch files, etc. Begin each command with '/c' if a string follows. Note: Per normal DOS naming conventions, file names must not exceed eight characters plus a three character extension (e.g. 'eightchar.txt') if you are using the command.com interpreter. If the path to and name of a file is placed here without any other arguments, the application will launch and open the file.

**Window State:** Choose from Hidden, Normal, Maximized or Minimized. Note that some programs will override this selection and open in their initially preferred state.

**Thread Priority:** Choose from Idle, Normal, High Priority or Realtime Priority.

<b>Idle</b>	Process whose threads run only when the system is idle. The threads of the process are preempted by the threads of any process running in a higher priority class.
<b>Normal</b>	Process with no special scheduling needs.
<b>High Priority</b>	Process that performs time-critical tasks that must be executed immediately. The threads of the process preempt the threads of normal or idle priority class processes.
<b>Realtime Priority</b>	Process that has the highest possible priority. The threads of the process preempt the threads of all other processes, including operating system processes performing important tasks.

**Time to wait for completion before doing next task:** The maximum length of time in seconds a process will run before moving on to the next task in the Conversion Task list. Use -1 if you don't want to impose a time limit.

## Launch Program: Example of cmd.exe

Commands can be run individually or can be created and added to the Conversion Task list to be run as a group. In order to launch a program and complete a task, do the following:

1. Enter the application name into the Application Name textbox
2. Enter the command line arguments to accomplish one task in the Command Line Arguments textbox
3. Set Window State, Thread Priority and Time to Wait as desired or accept the default settings
4. Click **Add** to add this to the conversion task list

At this point you can run the single task you entered by clicking the **Convert** button or you can add additional tasks by going through steps 1-4 again for each task then clicking **Convert**. Save the job as a \*.SII file if you would like to run it again at another time by clicking File\Save Conversion Job from the main menu.

For example, in order to run the five commands in the table below as one group, go through steps 1-4 for each Application Name/Command Line Argument pair. The entire job will accomplish the following: 1) create a directory named TestDir on drive C; 2) copy the file Sample1.TXT into the folder, and name it Copy1.TXT; 3) rename the new file to CopyOfSample and save it as rich text format (\*.RTF); 4) delete the file Sample1.TXT from drive D; 5) run a batch file named cmdline.BAT.

Application Name	Command Line Arguments
c:\windows\system32\cmd.exe	/c mkdir C:\TestDir
c:\windows\system32\cmd.exe	/c copy D:\Suzanne\Sample1.TXT C:\TestDir\Copy1.TXT
c:\windows\system32\cmd.exe	/c rename C:\TestDir\Copy1.TXT CopyOfSample.RTF
c:\windows\system32\cmd.exe	/c del D:\Suzanne\Sample1.TXT (Note: you may include /P as a final argument and you will be prompted to confirm the deletion)
c:\windows\system32\cmd.exe	/c D:\Suzanne\cmdline.BAT

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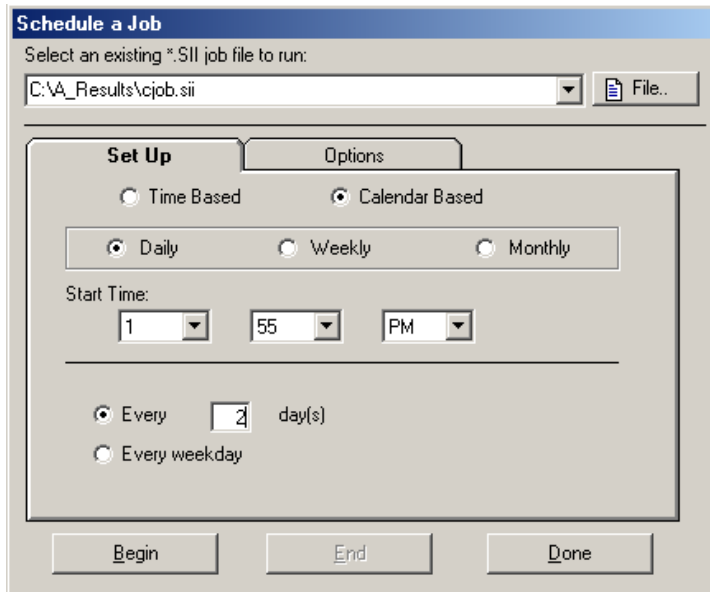
NOTE: CMD.EXE is sometimes called COMMAND.EXE, both located in the System32 folder of your operating system.

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## Scheduling a Conversion Job

CPPT includes a built in timer that allows you to run a saved *Conversion Job* at a specified interval anywhere from seconds to months apart. You have the choice of running the job at a specific time, day and date (Calendar Based) or running it periodically every specified time period (Time Based).



Before enabling the scheduler, you must have a *Conversion Job* (\*.SII) saved to file. Please see the *Saving and Restoring a Conversion Job* section for instructions on how to create a Conversion Job file.

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**IMPORTANT!!!** Be certain to **REWIND** before you save a conversion job file if you want to start from the beginning the next time you load or schedule the file.

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From the *Conversion* menu item select *Schedule A Conversion Job* (or simply press F8) to display the job scheduling form. Select an existing \*.SII job file by either typing in the path and file name or browsing for it with the **File...** button. Next select one of the two possible scheduling methods:

**Time Based:** Use this for jobs that will run continuously every specified time period (e.g. every 35 minutes)

**Calendar Based:** Use this to select a specific time and day to run the job (e.g. the 3<sup>rd</sup> day of every month at 10:30 PM).

The title bar of the CPPT application will countdown and display the amount of time remaining until the next job is run.

## Time Based

Enter the length of time you want to elapse between runs of the job. This can be expressed as a combination of hours, minutes and/or seconds or may be one of the time elements only. For example, 1 hour and 30 minutes may also be expressed as 90 minutes.

If you specify a conversion job to run every hour, each subsequent job will begin running exactly one hour after the **initiation** of the previous job. For example, you've set the timer to run every hour and it will begin the first run at 12:15 PM. Even if the job takes 15 minutes to run, the next running time will still be at 1:15 PM, then 2:15 PM etc. Please see the Table 1 below.

<u>Start Job</u>	<u>End Job</u>	<u>Time of Next Run</u>
12:15 PM	12:30 PM	1:15 PM
1:15 PM	1:30PM	2:15PM
2:15PM	2:30PM	3:15PM
3:15PM	3:30PM	4:15PM

Table 1. Time table for a job that is 15 minutes in length and is scheduled to run every hour.

If the job takes more than an hour to run, the next job can optionally run immediately after the last one finishes, or at the next scheduled time (see the options section for additional info).

## Calendar Based

You have several options for the Calendar Based scheduler but in all cases you will need to enter a time of day to run the job (Start Time).

Start Time:

9  15  AM

### Daily

If you select **Daily** you may run the job once every day, once per day on weekdays (Monday through Friday), or once daily a specific number of days apart. For example, specifying a run “Every 3 Days” will run once daily every third day. Selecting this option you may run jobs from 1 to a maximum of 99 days apart.

### Weekly

Select **Weekly** and you may run the job from once per week up to once every 99 weeks. You can specify from one to all seven days of the week on which to run the job. When scheduling keep in mind that Sunday at midnight is the end of a week with Monday beginning the next week. This is important if, for example, you’re scheduling a job to run Tuesdays and Fridays every 2nd week. If the day you’re setting up the scheduler is Wednesday then the job will run on Friday (week 1), skip week 2 as expected, then run both Tuesday and Friday in week 3 and so on. This is illustrated in the table below:

	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
<u>Week 1</u>			Set timer		Job Runs		
<u>Week 2</u>	No runs of the job this week						
<u>Week 3</u>		Job Runs			Job Runs		

<b>Week 4</b>	No runs of the job this week						
<b>Week 5</b>		Job Runs				Job Runs	

Table 2. Scheduling a job on Wednesday that will run Tuesdays and Fridays every second week.

### Monthly

Select **Monthly** to run the job once per month on a specified day. You may indicate a maximum of 12 months apart for each run of the job. This feature allows you to schedule quarterly, bi-annual or annual runs, for example. **If the last day of the month is the desired run date, enter 31 for the run date.** The scheduler allows for months of varying length and selects the last day of each particular month be it 28, 29, 30 or 31.

## Running the Scheduler

Once you've entered the necessary Time Based or Calendar Based information, click the **Begin** button to start the timer.

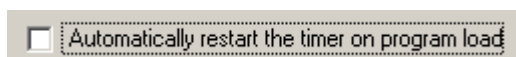
In order to end a scheduled job, bring the scheduler form up (F8) then click the **End** button.

Once you've started the timer by clicking Begin, you'll note that the toolbar buttons within Convert PowerPoint are no longer available. So long as the timer is running, you should not attempt to use *this instance* of CPPT for any tasks other than the scheduled task. If you need to use CPPT for other non-scheduled tasks, simply open another instance of the application by running it a second time. As long as the timer is running, your computer must remain on and CPPT must remain running. For convenience you may choose to minimize the running instance of Convert PowerPoint to a button on your taskbar.

## Options

### Run On Start

The tab labeled Options will let you set the CPPT timer to be started automatically the next time you run CPPT. In other words, if you run a scheduled job and then end that job and close CPPT, the next time you open CPPT, that job will be reopened and set to run automatically as though you had entered the data and clicked the **Begin** button. This means that if you've scheduled a job that runs every second week, for example, when the timer automatically restarts the CPPT scheduler will recalculate the next run based on today's date regardless of the length of time that might have been remaining before the next run when you last closed CPPT. You can turn this option off by clearing the check box labeled *Automatically restart the timer on program load*



### Time Overrun Handling

In the event that a Time Based job runs longer than the time interval you allowed for the job to run, CPPT gives you two options for handling the circumstance.

- Immediately after the current job finishes (continuous)
- Skip this run and set the timer for the next one

If you select *Immediately after the current job finishes*, the next job will begin running immediately upon completion of the preceding run. This means that the jobs will be running continuously, back-to-back regardless of the time interval entered. Selecting *Skip this run and set the timer for the next one*, causes one run of the program to be skipped but runs at the next scheduled time. Please see Table 3 for an example of this where the interval is set for every 15 minutes, but the running time of the job is 20 minutes. Effectively what happens in this case is the job will run every other time.

Start Time	Next Target Time Calculated Based on Start Time		Actual End Time After Running the Job	New Updated Target Time
1:00 PM	1:15 PM		1:20 PM	1:30 PM
1:30 PM	1:45PM		1:50 PM	2:00 PM
2:00PM	2:15 PM		2:20 PM	2:30 PM
2:30 PM	2:45 PM		2:50 PM	3:00 PM

*Table 3. Based on a 15 minute interval, a Next Target Time is calculated. In this example the job takes 20 minutes to run, so the Next Target Time has been missed. With the 'Skip' option selected, CPPT will realize the next target time has past and will recalculate a new target time based on the interval specified by the user. The job will run at 1:00, 1:30, 2:00 etc., half as often as expected.*

## Additional Notes about Convert PowerPoint Scheduler

The scheduler bases itself on your local computer time so if that is altered after the scheduler has been set, you should verify that the scheduler is continuing to run appropriately. It may be necessary to reset the scheduler based on the computer's new date/time.

---

## What You Will Need To Use 'Convert PowerPoint'

The minimum hardware and software requirements for this software is shown below:

- IBM or compatible PC/AT (Pentium or higher CPU) with 16 MB of memory and one hard disk drive with 3 MB of space
- MS PowerPoint
- VGA or SVGA display adapter
- Microsoft Windows 95, Windows 98, Windows 2000, or Windows XP.

---

# Installation and Un-installation

## Installing

When you run the setup program to install ConvertPPT on your computer, you will be able to specify where on your hard drive to place the installation. It is preferred that you install it in the suggested directory for consistency (although not required).

Run the Setup.EXE that came with the CPPT media. You may do this by clicking the *Start* button from the taskbar and select the *Run...* menu option. Then type the path and location of the Setup.EXE program. For example:

**A:setup**

Then press ENTER. Follow the installation instructions on the screen.

## Uninstalling

It is highly suggested that you uninstall CPPT before upgrading to a newer version of the product.

To uninstall CPPT click the *Start* button from the taskbar and select *Settings* then *Control Panel*.

Within the control panel select the *Add/Remove Programs* icon. Double click on the CPPT entry in the list box or click the *Add/Remove* button to uninstall.

All files copied during the installation will be removed (only if other programs are not currently dependent on them). Furthermore, if files have been added to the installation directory (i.e. program files you created) then the uninstall wizard will report that not all directories could be deleted. You will have to manually remove these files.

---

# Troubleshooting

If you encounter problems your first troubleshooting steps should be to:

- Review this manual
- [Frequently Asked Questions](#)
- [Bug Lists](#)
- [Latest Patches/Downloads](#)
- E-Mail questions to [Support@SoftInterface.COM](mailto:Support@SoftInterface.COM)

We hope that CPPT ease of use and this documentation will provide all the help you need.

# Using 'Convert PowerPoint' From the Command Line

---

## Using the Command Line

CPPT can be run without a user interface with command line arguments much like in the good old DOS days. Alternatively you can initiate command line execution by going to the operating system's command prompt or within Windows from the START-RUN menu and typing it in there. Lastly, the command line interface can be used from Batch files (files with \*.BAT extension).

There are two approaches to using the command line:

1. Specify a conversion job that was built using the graphical user interface (GUI)
2. Specify a conversion task in detail

Specifying a conversion job is very easy, as you only need to tell 'Convert PowerPoint' where to find the associated \*.SII conversion job file. All the details associated with this task are executed in one fell swoop.

Specifying a conversion task is much more tedious, but does not require the prior creation of a conversion job file.

Each approach is discussed in more detail below.

**Important:** To use the command line successfully you must do one of the following:

1. Set the **path** in your environment variables to the location of ConvertPPT.EXE
2. Copy ConvertPPT.EXE to the same folder as the batch file.

Otherwise, you'll see the following error:

*"ConvertPPT' is not recognized as an internal or external command, operable program or batch file."*

Example: PPT to Text File Conversions

Example: PPT to Various file Format Conversions

Example: HTML to Various File Format Conversions

---

## Specifying a 'Conversion Job'

The first thing to be done is to create the conversion job file. Basically, you detail each conversion task and Add (pressing the Add button) it to the tasks to be done. Once you are satisfied with the task list, save the conversion job file from the File menu. Before saving, be sure that you press the **Rewind** button to ensure that the entire task list is executed from the command line.

The syntax for specifying a conversion job is:

**ConvertPPT /J**{ConversionJobFile} [/V] [/L{LogFile}] [/B{LogToJobFile}]

Items above enclosed in square brackets “[ ]” are optional, all other ‘switches’ are required. Therefore /J should always be specified on the command line.

### Example:

To run the conversion job specified by the "C:\MyJobs\ApplesOranges.SII" type the following in at the command prompt:

```
ConvertPPT /J "C:\MyJobs\SlideConversions.SII"
```

You can include or exclude spaces between switches and parameters. For example, "/Y6" is the same as "/Y 6". For long file names you may be required to use double quotes. For example, /J " C:\MyJobs\SlideShow.PPT".

See Also "Command Line Switch Specification"

See Also "File Type Constants Specification"

Example: PPT to Text File Conversions

Example: PPT to Various File Format Conversions

Example: HTML to Various File Format Conversions

---

## Specifying a Conversion Task

The syntax for the command line is:

**ConvertPPT /S**{Original File(s)} /T{Target File(s)} /C# [/Y#] [/Z#] [/E] [/G] [/V] [/R] [/F#] [/L{LogFile}] [/B{LogToJobFile}]

Items above enclosed in square brackets “[ ]” are optional, all other ‘switches’ are required. Therefore /S, /T, /C# should always be specified on the command line.

*There is one exception however, and that is when /G is specified, the /T switch is not necessary.*

You can include or exclude spaces between switches and parameters. For example, "/Y6" is the same as "/Y 6". For long file names you may be required to use double quotes. For example, /S "C:\MySlideShows\January\MonthlyPresentation.PPT".

See Also "Command Line Switch Specification"

See Also "File Type Constants Specification"

See Also "Using 'Convert PowerPoint' - Command Line"

Example: PPT to Text File Conversions  
 Example: PPT to Various File Format Conversions  
 Example: HTML to Various File Format Conversions

## Command Line Switch Specification

Full descriptions for each switch are shown below:

Switch	Meaning
<b>/J</b> {File}	Specify a conversion job file (*.SII) to do. You must have previously created a conversion job file to use this switch.
<b>/S</b> {File}	Original File(s) to be converted.  A single file including its complete path can be specified for a single file conversion (i.e. "D:\MyPPTFiles\MyPresentation.PPT").  If specifying a single file, make sure that the /T switch also specifies a single output file (i.e. "D:\MyOutput\TargetOutput.PDF").  Alternatively, you can specify whole directories by using the wildcard syntax (i.e. "D:\ MyPPTFiles \*.PPT"). If specifying a whole directory, make sure the /T also specifies a whole directory with a new target file extension. (i.e. "D:\MyExcelFiles\*.PDF").  See also /R for subfolders.
<b>/T</b> {File}	Target File(s) to be created after conversion. These files are created from the Original file(s) and the conversion method selected.  If specifying a single file, make sure that the /S switch also specifies a single input file (i.e. "D:\MyOutputFiles\TargetOutput.HTM").  Alternatively, you can specify whole directories by using the wildcard syntax (i.e. "D:\MyPPTfiles\*.PDF"). If specifying a whole directory, make sure the /S also specifies a whole directory with an original file extension. (i.e. "D:\MyOutputFiles\*.TXT")  This switch is ignored if the /G Switch is used.
<b>/C</b> #	File type of the Target file(s). The target file(s) path is specified with the /T or /G switch. This switch specifies the file type of these file(s).  Please see File Type Constants table for valid values.
<b>/Y</b> #	Start converting FROM this slide number. If /Y <u>and</u> /Z are not specified then CPPT defaults to conversion of all slides.
<b>/Z</b> #	Convert up TO and including this slide number. If /Y <u>and</u> /Z are not specified then CPPT defaults to conversion of all slides.
<b>/E</b>	Use this switch to create a new file for Every slide converted. If not specified a single file will be created containing all.
<b>/G</b>	Save files to their original folders. Use this instead of /T to place the converted files in the same folder as the original file. Cannot be used when converting a single, specified file from within a folder. Use the /T switch instead.
<b>/V</b>	Verbose mode. Specify this switch to display a message box indicating how the conversion went. See also /L
<b>/R</b>	Seek out and process all files found in the sub-folders specified in the

	/S switch. Recursive subdirectories. You may add this switch if you are processing whole directories of files. See /S, /T and /G for more details on selecting whole directories to be converted.
/F #	File type of the Original file(s). Used for special processing only (concatenation). The original file(s) path are specified with the /S switch. This switch specifies the file type of these file(s).  Please see File Type Constants table for valid values.
/L{File}	Log file path and name (i.e. d:\mylogs\WCE.LOG) If this switch is specified a log file with the given path and name will be created and the results of the conversion will be written to it. See also /V
/B{File}	Save the Log file as a conversion job <b>ONLY IF ERRORS OCCURRED</b> . This is useful if the files that had problems can be done at a later time, or with a different method. /B is different from /L, since the file generated with /B will not include extraneous comments not allowed in a conversion job file. Save as a .SII file type so it can be loaded as a job.

#### All Command Line Switches

See Also "Command Line Switch Specification"

See Also "File Type Constants Specification"

See Also "Using 'Convert PowerPoint' - Command Line"

Example: PPT to Text File Conversions

Example: PPT to Various File Format Conversions

Example: HTML to Various File Format Conversions

---

## File Type Constants Specification

### Target File types (for use with /C#)

File Type	Constant
PDF- Portable Document Format	300
RTF-Rich Text Format <sup>1</sup>	6
TXT-Text Format	200
HTM-Single File Web Page	12
HTML v3-Web Page	13
HTML Dual-Web Page	14
GIF-Graphics Interchange Format	16
JPEG-File Interchange Format	17
BMP-Bitmap Format	19
TIF-Tag Image File Format	21
WMF-Windows Metafile	15
PNG-Portable Network Graphics Format	18
PPS-PowerPoint Show	7
PPT-Power Point File	1
Web Archive	20
PPT-PowerPoint 95	2

POT-Design Template	5
PowerPoint Far East	10
PPT-PowerPoint v4	3
PPT-PowerPoint v3	4
EMF-Enhanced Windows Meta File	100
DOC-Word Doc export	101
HTML-Word export	108
Rich Text Format <sup>1</sup>	106
Unicode Text	107

<sup>1</sup> When saving as rich text, there are two options: #6 or #106. The difference between the two is that #6 converts text only, along with the formatting. What that means is if your PowerPoint slide contains text that is embedded in a graphic, that text will not be extricated from the graphic for conversion and the entire graphic will be ignored. Using #106 to save in rich text format will save the entire slide as an image that will display in MS Word.

<sup>2</sup> Note that Advanced PDF options cannot be set from the command line (e.g. Page and Document Settings, Paragraph Formatting, Font, etc.). They must be set in the user interface prior to using the command line.

### File types (for use with /F#)

File Type	Constant
Any file PowerPoint can open (*.*)	1
PowerPoint Presentations (PPT, PPS, POT, HTM(L))	2
Presentations and Shows (PPT, PPS)	3
Web Pages (HTM, HTML, MHT, MHTML)	4
Design Templates (POT)	5
Outlines (TXT, RTF, DOC, WPD, WPS)	6

See Also "Command Line Switch Specification"

See Also "Using 'Convert PowerPoint' - Command Line"

Example: PPT to Text File Conversions

Example: PPT to Various File Format Conversions

Example: HTML to Various File Format Conversions

---

## Example: PPT to Text File Conversions

---

*Note: To convert PPT to HTML, RTF, PDF, JPG... or any of the other target file formats instead of text, simply swap /C200 with the appropriate number (see File Type Constants for a complete listing) in the examples below and change the type of the target folder (specified by the /T item) to the correct type.*

---

Convert a single PowerPoint file into text, defaulting to all slides and a single output file. Use verbose mode to display on-screen confirmation:

```
ConvertPPT /S "C:\PowerPoint\Fragments.ppt" /T
"C:\PPTOutput\FragmentsText.txt" /C200 /V
```

Convert a single PowerPoint file into text format, slides 1 through 4 only, and create a separate output file for each. Note that CPPT will automatically number each page separately (e.g. FragmentsText.txtSlide1.txt, FragmentsText.txtSlide2.txt, etc.). Uses verbose mode to display on-screen confirmation:

```
ConvertPPT /S "C:\PowerPoint\Fragments.ppt" /T
"C:\PPTOutput\FragmentsText.txt" /Y1 /Z4 /E /C200 /V
```

Convert a single PowerPoint file into text, default to all slides and create a separate output file for each; create an output log at C:\Logs\CPPTLog.log:

```
ConvertPPT /S "C:\PowerPoint\Fragments.ppt" /T
"C:\PPTOutput\FragmentsText.txt" /E /C200 /L "C:\Logs\CPPTLog.log"
```

Convert an entire file folder of PowerPoint presentations to text. They will carry the same name as the original files with a .txt extension. Create a log:

```
ConvertPPT /S "C:\PowerPoint\*.ppt" /T "C:\PPTOutput\*.txt" /C200 /L
"C:\Logs\CPPTLog.log"
```

Convert an entire file folder of PowerPoint presentations to text and store them in the original folder. Use the /G switch instead of /T to save to the original folder. The files will carry the same name as the originals but with a .txt extension. Create a log:

```
ConvertPPT /S "C:\PowerPoint\*.ppt" /G /C200 /L "C:\Logs\CPPTLog.log"
```

To extend this example to convert all subfolders within C:\PowerPoint\ simply add the /R switch.

```
ConvertPPT /S "C:\PowerPoint\*.ppt" /G /C200 /L "C:\Logs\CPPTLog.log" /R
```

It is highly encouraged that you use the Verbose (/V) switch initially to see the status of your conversion. You may create a log file instead of or in addition to using /V and the reported information will be stored in the log instead of being displayed on the screen. Subsequent runs can be directed to the same log file and the new information will be appended, leaving data from your prior run(s) intact.

---

## Example: PPT to Various File Format Conversions

---

*Note: See "PPT to Text Conversion" examples for samples showing how to use many of the command line switches in various combinations. Converting to formats other than text involves only changing the number associated with the /C switch and changing the type of the target folder to the correct type.*

---

### **Rich Text Format**

To convert all slides of a PowerPoint file, C:\PowerPoint\Semi.ppt, to a single rich text format file named C:\PPTOutput\SemiRichText.rtf use the following syntax:

```
ConvertPPT /S "C:\PowerPoint\Semi.ppt" /T  
"C:\PPTOutput\SemiRichText.rtf" /C106 /V
```

Note that there are two RTF formats available, #6 and #106. Specifying RTF format with the number 6 will do a textual conversion only. Any text that may be embedded in a graphic within PowerPoint will be ignored and will not be converted. Specifying RTF format 106 will do a conversion that includes graphics, creating an image that will display in MS Word.

It is highly encouraged that you use the Verbose (/V) switch initially to see what the status of your conversion is.

### **PDF Format**

Convert slides 2 through 5 of a PowerPoint file, C:\PowerPoint\Semi.ppt, to a single PDF format file named C:\PPTOutput\SemiPDF.pdf. Verbose mode invoked for on-screen confirmation. Use the following syntax:

```
ConvertPPT /S "C:\PowerPoint\Semi.ppt" /T "C:\PPTOutput\SemiPDF.pdf"  
/Y2 /Z5 /C300 /V
```

Note that Advanced PDF options cannot be set from the command line (e.g. Page and Document Settings, Paragraph Formatting, Font, etc.). They must be set in the user interface prior to using the command line.

It is highly encouraged that you use the Verbose (/V) switch initially to see what the status of your conversion is.

### **HTML Format**

Convert all PowerPoint files in the specified folder to HTML format, saving them in the same folder as the originals. Verbose mode invoked for on-screen confirmation:

```
ConvertPPT /S "C:\PowerPoint\*.ppt" /G /C12 /E /V
```

Note it is highly encouraged that you use the Verbose (/V) switch initially to see what the status of your conversion is.

### **Word (.doc) Format**

Convert all slides of a PowerPoint file, C:\PowerPoint\Semi.ppt, to a single DOC format file named C:\PPTOutput\SemiDOC.doc. Verbose mode invoked for on-screen confirmation. Use the following syntax:

```
ConvertPPT /S "C:\PowerPoint\Semi.ppt" /T "C:\PPTOutput\SemiDOC.doc"  
/C101 /V
```

Note it is highly encouraged that you use the Verbose (/V) switch initially to see what the status of your conversion is.

---

## **Example: HTML (Web Page) to Various File Format Conversions**

### **Word (.doc) Format**

Specify an HTML file as the original and convert to a DOC format with the /C switch set to 101. On-screen confirmation with the /V switch:

```
ConvertPPT /S "C:\HTML\sample0003.htm" /T "C:\PPTOutput\s0003.doc" /C101  
/V
```

Note it is highly encouraged that you use the Verbose (/V) switch initially to see what the status of your conversion is.

### **JPG Format**

Specify a folder of HTML files as the original. Convert them to JPG format, saving them to a folder named PPTOutput and create a log. All created files will use the same name as the originals but with a .jpg extension.

```
ConvertPPT /S "C:\HTML\*.htm" /T "C:\PPTOutput\*.jpg" /C17 /L  
"C:\Logs\HTMLLog.log"
```

To extend this example to convert all subfolders within C:\HTML\ simply add the /R switch. Substituting /G for the /T specification places all newly created images within the same folder as the originals.

```
ConvertPPT /S "C:\HTML\*.htm" /G /C17 /L "C:\Logs\HTMLLog.log" /R
```

Note it is highly encouraged that you use the Verbose (/V) switch initially to see what the status of your conversion is.

### **PPT Format**

Specify an HTML document as the original and convert to a PPT format by setting /C switch to 001. On-screen confirmation with the /V switch.

```
ConvertPPT /S "C:\HTML\sample0003.htm" /T "C:\PPTOutput\s0003.ppt" /C001  
/V
```

Note it is highly encouraged that you use the Verbose (/V) switch initially to see what the status of your conversion is.

# Conversion Constants

---

## File Conversion Formats

### Target File types (for use with /C#)

File Type	Constant
PDF- Portable Document Format	300
RTF-Rich Text Format <sup>1</sup>	6
TXT-Text Format	200
HTM-Single File Web Page	12
HTML v3-Web Page	13
HTML Dual-Web Page	14
GIF-Graphics Interchange Format	16
JPEG-File Interchange Format	17
BMP-Bitmap Format	19
TIF-Tag Image File Format	21
WMF-Windows Metafile	15
PNG-Portable Network Graphics Format	18
PPS-PowerPoint Show	7
PPT-Power Point File	1
Web Archive	20
PPT-PowerPoint 95	2
POT-Design Template	5
PowerPoint Far East	10
PPT-PowerPoint v4	3
PPT-PowerPoint v3	4
EMF-Enhanced Windows Meta File	100
DOC-Word Doc export	101
HTML-Word export	108
Rich Text Format <sup>1</sup>	106
Unicode Text	107

<sup>1</sup> When saving as rich text, there are two options: #6 or #106. The difference between the two is that #6 converts text only, along with the formatting. What that means is if your PowerPoint slide contains text that is embedded in a graphic, that text will not be extricated from the graphic for conversion and the entire graphic will be ignored. Using #106 to save in rich text format will save the entire slide as an image that will display in MS Word.

<sup>2</sup> Note that Advanced PDF options cannot be set from the command line (e.g. Page and Document Settings, Paragraph Formatting, Font, etc.). They must be set in the user interface prior to using the command line.

### File types (for use with /F#)

File Type	Constant
Any file PowerPoint can open (*.*)	1
PowerPoint Presentations (PPT, PPS, POT, HTM(L))	2
Presentations and Shows (PPT, PPS)	3
Web Pages (HTM, HTML, MHT, MHTML)	4
Design Templates (POT)	5
Outlines (TXT, RTF, DOC, WPD, WPS)	6

See Also "Command Line Switch Specification"

See Also "Using 'Convert PowerPoint' - Command Line"

Example: PPT to Text File Conversions

Example: PPT to Various File Format Conversions

Example: HTML to Various File Format Conversions

# Appendix A 'Conversion Job' and Log File Structure

---

## How to Read and/or Create a Conversion Job File

There may be times when you would like to create or modify an existing conversion job file. It is therefore necessary to discuss in detail the structure of the conversion job file (CJF).

The CJF is an ASCII text file, with an extension of \*.SII. Each line of the file contains a conversion task. This conversion task is specified in 9 tab delimited fields. You can easily open this file in Notepad or even MS Excel for easy viewing/editing. Just make sure you save it as a Tab Delimited text file.

Again, the conversion task is specified by 9 separate fields as shown below:

<Field1> <TAB> <Field2> <TAB> .... <Field8> <Tab> <Field9>

Field	Usage
1	General Conversion Options. This is a string whose each character specifies following options:  "A": If the "A" character is included in Field1, all slides will be converted.  "D": If the "D" character is included in Field1, a search operation will be case sensitive.  "C": If the "C" character is included in Field1, separate files will be created for each slide.  "R": If the "R" character is included in Field1, subfolders of the original folder will be searched files to be converted. <i>Equivalent to the /R command line switch.</i>  "G" If the "G" character is included in Field1, the target files are saved in the same folder as the original. <i>Same as the /G switch.</i>
2	Job Number. Convert PowerPoint will renumber appropriately upon loading the conversion job file.
3	"C" indicates conversion process or "S#" a special process
4	Original File Path ( <i>Same as /S switch</i> )

5	Original File Type Constant ( <i>Same as /F# switch</i> )
6	Original File Type Extension
7	Target File Path ( <i>Same as /T switch</i> )
8	Target File Type Constant ( <i>Same as /C# switch</i> )
9	Target File Type Extension (If converting to MS Word, use "*.DOC", to text files use "*.TXT")

#### Conversion Job File Fields Specification

Log files have 2 additional fields shown below:

Field	Usage
10	Not for external use. Ignore this field.
11	Reason for failure.

# Appendix B: Switching or Adding A Language

---

## Switching or Adding a Language

Convert PowerPoint allows for the selection of language by using the File\Language menu item. From here you can select any of the languages available. You must restart the program for the language setting to take effect.

Adding or modifying a language is as simple as editing a Language File and placing it in the Languages Folder. The Languages Folder is located at the installation folder and is usually found at:

C:\Program Files\Softinterface, Inc\ConvertPPT\Languages\

Typical Language File names are shown below:

**Japanese-'Convert PowerPoint'.txt**

**German-'Convert PowerPoint'.txt**

Notice that the name of the file is very important, because Convert PowerPoint looks at all file names in the Languages Folder to build its available Language File listing. The Language File name has the following format:

Language-'Convert PowerPoint'.txt

So to add a language, copy an existing language file, rename it, then edit it.

The Language File has the following format:

```
"English Word", "Translation of EnglishWord"  
"Ok", "Si"  
"Without", "Sin"
```

There cannot be any spaces between the English and Translated versions. That is the following will **not** work:

```
"English Word" , "Translation of English Word"  
"Ok" , "Si"  
"Without" , "Sin"
```

If you would like to contribute to the growing Language File archive and possibly receive free license(s) please see:

<http://www.softinterface.com/Convert-PowerPoint/Convert-PowerPoint-Languages.htm>

We also appreciate any corrections you may have to the existing Language Files.



