

# User's Guide EthervaneEcho Help

© 2012 Marek Jedlinski

## Contents

Chapter 1	1	Introduction
	2	Echo Interface
	2	Features
	3	Getting Started
	6	What's New
1	12	License
Chapter 2	12	Installation
1	13	System Requirements
1	13	Standard Installation
1	14	Portable Installation
Chapter 3	14	Using Echo
1	15	Main Window
1	19	Main Menu
2	21	Connecting to Clipboard
2	23	Capturing Clips
2	24	Pasting Clips
2	25	Searching for Clips
2 2 3	28 28 29 30	Basic Search Advanced Search Using Wildcards Sticky Clips
3	31	Deleting Clips
3	32	Editing Clips
3	34	Exporting Clips
3	34	Importing Clips
3	35	Keyboard Reference

Chapter 4 39 Quick Views

## Contents

	41	Default Views
	42	Managing Views
	43	Modifying Views
	47	Quick View Filters
Chapter 5	50	Advanced Topics
	50	Selecting Clipboard Formats
	53	Database maintenance
	56	Privacy Considerations
	57 59 60	Excluding Applications In-Memory Database Automatically splitting clips
	60	Automatically saving clips
Chapter 6	61	Configuration
	61	Master Config
	63	Command-line Parameters
Chapter 7	64	Useful information
	64	Tips and Tricks
	65	Troubleshooting
	67	Limitations
	67	Bugs and Known Issues
Chapter 8	68	Contact

Ethervane Echo is a **clipboard extender** for Microsoft Windows operating systems. As other clipboard extenders, it **automatically captures** data copied to clipboard from any Windows application, stores it and lets you retrieve it easily later.

Ethervane Echo is specifically designed to **help those who spend much time writing**, translating or editing text, such as journalists, editors, technical writers, programmers, translators. Unlike some other clipboard extenders, Echo captures **only text** in various formats, but not images or any other non-text data.

The program features **instant search**: just type a few characters, and the list of clips will be automatically filtered to include only those that match the characters you have typed. There are also **advanced search** modes that let you use wildcards and logical expressions like in popular search engines.

The single most important design principle in Ethervane Echo is to **help you retrieve clips fast.** All functions have easy to remember keyboard shortcuts, and the most commonly used features can be accessed with as few key-presses as possible. If you ever find yourself using the mouse in Ethervane Echo, know that the same thing can be achieved much quicker using just the keyboard.

Ethervane Echo stores clips in a database to minimize its memory footprint. A new database is created automatically when you run the program for the first time. Then Echo begins to populate the database by capturing any text you copy or cut to the clipboard in other applications. When you need to retrieve a previously captured clip, press a hotkey to bring up Echo, then select the clip in the list or type a few characters to locate the clip you are looking for. Press Enter to paste the clip in the currently active application, or press Ctrl+C to copy the clip to the clipboard (without pasting it).

There are many configuration options to fine-tune what clips are stored in the database and how long they are retained. Privacy-conscious users can configure Echo to use an in-memory database only, so that the clips are never saved to disk.

To download the latest version of Ethervane Echo, visit the program's website: <u>tranglos.com</u>. If you need support, please use <u>this thread on DonationCode.com</u>, where Echo was originally published.

This help file contains all the instructions and tips to help you get started with Ethervane Echo. Explore the program on your own to find out what it can do - you won't break anything by trying! Remember that you can right-click various areas of the interface to display convenient context menus. I hope you enjoy Echo!

See also:

1

<u>Features</u> <u>Getting Started</u> <u>What's New In This Version</u> <u>Main Window</u> <u>Main Menu</u> Capturing Clips

Browsing and Pasting Clips Searching for Clips Keyboard Reference Tips and Tricks Troubleshooting Echo Interface

Brief overview of the main Echo interface:



See <u>Main Window</u> for a detailed description of all the elements and information displayed in the main window of the program.

#### Features

- Clean, elegant interface that never gets in the way
- All major features available via the keyboard for fast access
- Capturing data copied to clipboard from any Windows application, as plain text format and any number of additional, configurable formats (RTF, HTML, etc.)
- Super-fast instant search with filtering
- Search using wildcards (\* and ?) or advanced expressions similar to popular search engines
- Can be used in portable mode (download separate installation package or modify the

#### master.config file)

- Views with user-defined sort order and filters (e.g. show only clips captured within the last hour, show only sticky clips, show only clips that were copied from Firefox, etc.)
- Paste any clip into active application window
- Paste clips using all available formats or only text
- Paste individual or multiple clips at a time
- Automatic positioning of the program window next to text caret or mouse cursor
- Clear, configurable display with text wrapping and item height depending on clip length
- Full support for Unicode encodings (Echo database can capture, store and paste clips in multiple languages, preserving all the characters)
- Privacy features, including ability to store clips in memory only
- Ability to exclude (ignore) clips from certain applications
- Automatic database maintenance
- Two methods of capturing clips available on Windows Vista, Windows 7 and later
- Importing clips from Ditto database and text files
- Exporting clips to text files
- Option to automatically save all captured clips to individual text files
- Editing clips directly ("in-place") or in separate editor window
- Spellchecker for the external editor (over 20 languages supported; dictionaries mist be installed separately)
- Search history

### **Getting Started**

Once the program is installed, you can try out its features. Go ahead and run Ethervane Echo!

If you are starting Echo for the first time, it will create a new, empty database and a default configuration. You can tweak some useful settings later, but for now let's just see how Echo works with the clipboard.

Make sure Echo is running. Echo automatically starts minimized to the notification area of the taskbar (also known as the system tray), usually located in the bottom-right corner of the screen, next to the clock. You can click the icon there to display the main Echo window, or you can just press the activation hotkey. By default the activation hotkey is **Win+Insert**. (You can change it later, but if your keyboard has the Insert key traditionally placed in a two-row section to the right of the Backspace key, try sticking with it, it's quite convenient.)

Press the hotkey to make sure Echo is running. The small icon in the lower left corner of the status bar should have a green checkmark to indicate that Echo is connected to clipboard. (If the icon has a red "x" instead, see <u>Connecting to Clipboard</u> and <u>Troubleshooting</u>.)

Hit **Escape** to close and hide Echo. It will run in the background and capture any piece of text

you copy to clipboard.

Now open any application you can write in. It could be Word, Excel, Notepad or your favorite text editor. Type in some text or open a recently used file. When you have some useful text on-screen, select some of it, then press **Ctrl+C** (or **Edit -> Copy** if you prefer the menu). Do this a few times, with different pieces of text. If you like, you can switch to your browser or any other application in which you can copy text to clipboard, and repeat the process. This is just to imitate a normal workflow, where you type or read text and occasionally copy something useful to the clipboard.

Now go back to your text editor. We will recall a piece of text you have recently copied. Press the hotkey (**Win+Insert** by default) to bring up Echo. Echo should now be displaying a list of all the pieces of text you have recently copied. Using the Up and Down arrow keys, select one of the clips, then press **Enter**. As soon as you do, Echo will hide, and the clip you selected will be pasted into your text editor.

Now bring up Echo again for another trick. First, notice that the clip you have just pasted is now the first one on top. By default Echo sorts clips by date, putting the most recent clips on top. This way you can reach your latest clips as soon as possible. But of course scrolling and looking for clips isn't going to be very convenient when there are thousands of clips in the database. It's much easier and faster to search for clips, so let's try it now.

Is Echo still visible? Great! (If it isn't, bring it up again.) Without clicking anything, just type a few letters to match a recently copied clip. The text you type will be entered in the search box at the bottom of the main window. (You **do not have to** "go to" the search box first, please leave that mouse alone!) Just start typing as soon as Echo opens. If the text you have typed matches any of the clips, you will see that the list of clips gets filtered to include only the matching clips. Also, the color of the selection bar changes to orange, so that you can easily see when the list is filtered. As before, you can just press Enter to paste the selected clip in your active application:

Ethervane Echo (portable)
<u>E</u> cho E <u>d</u> it <u>N</u> avigate <u>V</u> iew <u>T</u> ools <u>H</u> elp
Ethervane Echo is a new, lightweight clipboard extender for Windows.
As a result, Echo collects the icon of the application that has become activated after Excel window disappeared.
Ethervane Echo http://ethervane.com/echo
Default Sticky Used Last hour Short URLs Browsers
Notepad2.exe :: today 21:25 :: used 6 x :: length 67
echo 🔍 K Q Mode: Basic 🔻
New 3 (13) View 10 Db 58 Sel 1 Sort date (desc)

Now for the last thing to try: bring up Echo again, and start typing. As the text is entered in the search box, you may make a typo, or you may find out that there are no clips that match what you have typed. To try again, press **Escape** once. The search box will be cleared, and the list of clips will become un-filtered. Now you can scroll the list again, or type another search phrase, or press Escape again to hide Echo.

Note that most of the time you do not need to close Echo manually. It will hide automatically when you:

- press Enter to paste a clip,
- click outside of the Echo window,
- switch to another Windows application.

Echo knows that you need it only occasionally, so it tries not to get in your way.

Sometimes though Echo will stay open — for example if you press Ctrl+C instead of Enter on a selected clip. Just hit Escape once or twice to hide it. (All these behaviors can be adjusted if you like.)

One last thing before you move on. Bring up Echo again, and right-click the list of clips. A handy shortcut menu will be displayed:

	Paste (all formats)	Enter
	P <u>a</u> ste (text only)	Shift+Enter
	Copy (all formats)	Ctrl+C
	Copy (text only)	Shift+Ctrl+C
	<u>M</u> inimize	Esc
	Edit (inplace)	F2
	E <u>d</u> it (external)	Shift+F2
	<u>Sticky (no auto delete)</u>	Ctrl+S
	Ma <u>n</u> ual Capture	Ctrl+M
	De <u>l</u> ete	Ctrl+Del
	Selec <u>t</u> All	Ctrl+A
	So <u>r</u> t Clips By	•
•	S <u>h</u> ow Clip Details	Ctrl+D

The menu contains the commands you will probably be using most often. You can delete clips here or make clips "sticky" to prevent them from being deleted accidentally. As you can see, there are also two quick ways to edit a clip. These and other features are described later in this help file. For now remember that you can right-click anywhere in Echo to show useful

commands.

That's it for getting started! The best way to learn Echo is to leave it running in the background as you work. Whenever you need to retrieve back something from the clipboard, bring up Echo and use its search feature. Other chapters in this help file explain all the configuration settings and the various search methods, from basic to quite advanced. What's New

#### 2012-03-25 version 1.1.2 build 126

FIXED: A significant bug that would cause loss of certain clips when Echo performed database maintenance. This bug affected only certain installations, but was quite severe when it occurred.

FIXED: Minor change to allow Echo to paste clips into certain applications with non-standard windows that do not automatically regain focus (e.g. Stickes). Echo should now be able to paste clips into such applications, but only if Echo runs minimized and only if it is activated by the activation hotkey (not with the mouse).

FIXED: Freeware licensing explained in more detail

2012-02-21 version 1.1.1 build 122

ADDED: Keyboard shortcut to toggle the option to keep Echo always on top of other windows: **Ctrl+Y**.

ADDED: Global hotkey to connect/disconnect from clipboard. By default this hotkey is **disabled**. The default hotkey is **Shift+Win+]** and it can be changed in Preferences -> Keyboard ->ConnectHotkeyKey and ConnectHotkeyModifier. To enable the hotkey, set UseConnectHotkey to True.

ADDED: An option to control what happens after Echo hides itself and pastes a clip into the active window: Preferences -> Pasting clips -> FinalWindowAction. By default, Echo behaves as it had before: hides itself and does nothing. The other available setting is waRestore: Echo will hide, paste the clip and restore itself (but it will not regain focus). The new option is useful if you want to keep Echo on top of all other windows, since in that case you probably don't want Echo to hide and stay hidden.

ADDED: In the external clip editor, a prompt is now displayed if you close the editor without saving the changes. The prompt can be disabled directly in the dialog box, or under Preferences -> Prompting -> BeforeClosingEditor.

ADDED: An option to ignore clips if they were copied from within Echo itself, for example in the clip editor. This option is disabled by default, so Echo will capture clips from itself. To change this setting: Preferences -> Capturing clips -> IgnoreFromSelf and set this value to True.

ADDED: A new action was added in the "Maintain" section of the Database Maintenance dialog:

Refresh clip data: this action refreshes the "display text" for all clips in the database, as well as the part of each clip that gets searched. You may want to use this action after you have made a change to the setting in Preferences -> Database -> MaxDispTextSize. This setting controls how much of each clip is displayed and searched. (For very long clips, Echo displays and scans only the first part of each clip, up to the length specified here). Since this operation is time-consuming, Echo does not perform it automatically. A change in MaxDispTextSize is only applied to clips captured after the change has been made. This maintenance action applies the new MaxDispTextSize to all clips in the database. Note that this procedure takes a long time to complete; perhaps as much as 10-15 seconds for a thousand clips in the database. Echo is unresponsive during that time. A small progress bar is displayed to indicate how much of the process has been completed.

ADDED: One new action was added in the "Erase" section of the Database Maintenance dialog:

• **Delete application icons:** this action deletes from the database all application icons.

ADDED: In the Database Maintenance dialog, a prompt is now displayed if you choose to delete all clips from the database on the Erase tab. The prompt can be disabled directly in the dialog box, or under Preferences -> Prompting -> BeforeErasingAllClips.

CHANGED: When the option to keep Echo always on top of other windows is enabled, Echo no longer automatically hides itself when you switch to another application, even if the option to do so (Preferences -> Display -> MinimizeOnDeactivate) is enabled. This is because hiding Echo in this case defeats the purpose of the "stay on top" feature.

CHANGED: In Preferences -> Display, two options have been removed: TrayNotifications and TrayNotificationsOnlylflconic. These options controlled which tray notification messages ("balloons") to show, but they were incorrectly implemented. Two new options have been added to replace them:

- **TrayMsgsToSkip**: a list of events for which Echo **should not display** tray notifications. By default, the list includes only "tnCapture", which means Echo will not be notifying you every time it captures a clip. All other notifications will be shown by default: tnClipboardConnect (on connecting and disconnecting from clipboard), tnClearClipboard (when clipboard has been cleared), tnMaintenance (when Echo has finished database maintenance) and tnDBCreated (when Echo has created a new database, e.g. because the old one was missing).
- **TrayMsgsOnlyWhenIconic**: when set to True, Echo will show tray notifications only when it is minimized, buyt not when its window is visible. When set to False, Echo will always show notifications, regardless of its window state.

REMOVED: Preferences -> Database -> StoreFullApplicationPath. This option was false by default. When set to True, it would prevent Echo from finding application icons for clips. Since the full path information is not needed and not used anywhere, the option has been removed. Echo will now store application executable names only (notepad.exe instead of c: \Windows\notepad.exe).

2012-02-12

#### version 1.1.0 build 117

CHANGED: This release uses a different editor control for the "edit clip" dialog. The

change was necessary, because the editor I originally used had some random-looking problems with the Addict spellchecker, such as ignoring obvious misspellings, even though they were recognized as such and got the proper red wavy underline. The new editor has an almost identical functionality, with a few minor differences, e.g. no support for marking modified lines. At the moment URL highlighting is not possible either, sorry about that! On the flip side, incremental search is now supported in the editor (press Ctrl+E).

ADDED: Option to automatically mark edited clips as sticky: Preferences -> Editing clips -> MakeEditedClipsSticky. This option is disabled by default.

ADDED: Option to update the date and time of edited clips: Preferences -> Editing clips -> UpdateClipTimestamp. This option is disabled by default.

ADDED: Option to always refresh the current view after editing a clip. Preferences -> Editing clips -> AlwaysRefresh. This option is disabled by default.

Why this may be useful: When you edit a clip, you are changing its text and probably its length as well. Using the other editing-related options, editing a clip may change its timestamp or make it sticky. Depending on what view was active when you started editing the clip, it is possible that after editing, the clip no longer "fits" the view. For example, the view shows only clips shorter than 10 characters, but the edited clip is longer. Or, the view contains only clips with URLs, but you have deleted the URL while editing. By default, when you save the clip, Echo **does not** refresh the view, so that the clip you were editing remains selected in the view. This seems to be the most natural behavior, but in cases similar to the examples above it may cause the view to show a clip which does not belong. If you enable this option, Echo will always refresh the view when you finish editing a clip; in this case it is possible that the edited clip will "disappear" from view, if it no longer matches its filters. (You can also refresh a view manually at any time by pressing Ctrl+R. Note also that when you use the newly added "Save as New" command, the view will always be refreshed.)

ADDED: In the external editor you can now save the text as a new clip instead of replacing the original. Click the "Save as New" button on the toolbar (or command in the context menu). When you use this function, Echo will always refresh the current view.

ADDED: In the external editor, option to keep the editor open after saving a clip. To enable it, click the Options button and make sure "Close Editor on Save" is unchecked. This way you can continue editing a clip after using the Save or Save as New commands.

ADDED: "Refresh View" command under the View menu (Ctrl+R). You can use it to refresh a view manually, for example if the view was not refreshed after editing clips, and the edited clips may no longer belong in the view (e.g. because their text, date or length has changed).

IMPROVED: When you edit a clip in the external editor, Echo no longer suspends capturing clips. This means Echo can now capture text copied inside the editor as well. (When editing a clip in-place, capturing is still suspended, because new clips cannot be added to the list while the in-place editor is active.)

IMPROVED: Echo now properly restores the selection of multiple clips in some situations, e.g. after using the Copy (Ctrl+C) command.

FIXED: When a clip was edited and saved, Echo would not update the clip's size on the clip information bar (display only).

#### 2012-01-27 version 1.0.6, build 110

ADDED: Echo can now store its database and configuration files in any user-specified folder (by request). This works the same way for both the desktop and portable editions. Custom folder can be specified on the <u>command line</u> or in the <u>master.config file</u>. This is useful for example if you want Echo to keep its data and configuration in a folder that you can easily include in your backup.

ADDED: A new option to keep main program window on top of other windows (often called "stay on top"). Disabled by default. To enable, click View -> Keep on Top of Other Windows.

#### 2012-01-20 version 1.0.5, build 108

ADDED: When you copy or paste a clip, Echo would always update the clip's timestamp, so that the clip would move to the top of the list when sorted by date. This is now optional: Preferences -> Pasting clips -> UpdateClipTimeStamp. This setting is still True by default, so that Echo's behavior does not change unless you modify this setting. (Thanks, Easye!)

ADDED (by popular request): Option to minimize Echo when the Close button on the title bar is clicked. This option is disabled by default. To enable it, click Tools -> Preferences -> Display -> MinimizeOnCloseButton and set the option to True. When enabled, you must use the File -> Exit command (or press Alt+F4) to really quit Echo.

ADDED (by popular request): If the activation hotkey is pressed while Echo is already the active application, Echo will be minimized. Effectively, the activation hotkey acts as a toggle. To restore the old behavior, click Tools -> Preferences -> Keyboard -> ActivationHotkeyToggle and set the option to False.

ADDED: The connection indicator (icon: ) in the status bar may now display a third state: suspended (yellow marker). This indicates Echo remains connected to the clipboard, but capturing clips is temporarily suspended, for example because a clip is being edited.

FIXED: A bug that caused an error when a system clipboard format was added to the list of captured formats (thanks, Sascha!)

FIXED: A bug that caused Echo to "hang" for a few seconds and then display an error message as it could not open the clipboard in the Available Clipboard Formats dialog box when the Refresh button was clicked.

FIXED: A bug that would sometimes cause an error when editing a clip in-place.

FIXED: Echo was showing the "Connected to clipboard" tray notification too eagerly (even when it had not actually re-connected)

FIXED: A bug in the Help file that identified the previous release (1.0.4) as beta, even though it was a non-beta release :)

### 2011-12-30 version 1.0.4, build 103

First out-of-beta release, so not many new features this time.

ADDED: System-wide hotkey to paste clipboard contents as plain text. By default this action is assigned to **Shift+Win+Insert**. When you press this hotkey, Echo checks if the clipboard contains text. If so, Echo removes from clipboard all formats that are not plain text (in effect, "clears" the clipboard of any rich data) and performs a paste in whatever application is current. This gives you a "Paste as text" command in any Windows application that supports rich text editing. Useful especially when an application does not have such a command readily available. (Of course, Echo already had a "paste as text" command for the selected clip. This new feature works without opening Echo, and it operates only on current contents of the clipboard.)

ADDED: System-wide **hotkey to clear clipboard contents.** By default this action is assigned to **Shift+Win+Delete**. When you press this hotkey, Echo erases all data currently on clipboard. Useful when you want Windows to instantly "forget" whatever has been copied to clipboard last. (Of course the clip may still exist in Echo's database.)

FIXED: Broken in previous release: Delete key could no longer be used in the in-place editor. It can be now.

REMOVED: Dependency on the *FastMM\_FullDebugMode.dll* library. This file is no longer needed, since the current release is no longer a debug build. If you are upgrading from an earlier version of Echo, you can delete this file manually in a file manager. Miscellaneous internal fix-ups.

#### 2011-11-27 version 0.9.3 beta, build 101

CHANGED: To make Echo easier to use and more intuitive, **three search modes (Basic, Wildcards, Advanced) have been reduced to two: Basic and Advanced**. Wildcards are now supported in both modes (previously they worked only in the dedicated Wildcards mode). In short, there are now two search modes instead of three, and you can use wildcards everywhere. Please see Searching for clips and Using wildcards for details.

ADDED: Basic editing buttons added to the toolbar in the external clip editor. ADDED: URL highlighting in the external clip editor.

ADDED: You can now use the "Delete" key to delete clips. (The previous shortcut Ctrl+Delete still works as well.)

ADDED: Several more Help topics completed, notably <u>Selecting Clipboard Formats</u> and <u>Database Maintenance</u>.

FIXED: The "Reset on restart" option in Search group was resetting ALL the search settings, including min text length, the "Wait for Enter key" toggle, etc. As a result, these settings were not preserved across sessions if "Reset on restart" was enabled. This has been fixed, and the option has been renamed to "Reset mode on restart" to clarify.

FIXED: The option to start Echo minimized works now (thanks, highend01!)

FIXED: The option to hide application icon to notification area (tray) did not always work, depending on the state of several other non-related settings.

FIXED: When a view's name was changed in the View Properties dialog box, the name was not updated on the view tab until Echo was restarted.

FIXED: Small internal inconsistencies is the Database Maintenance dialog box.

#### 2011-10-03 version 0.9.2 beta, build 99

FIXED: Pasted clip did not move to the top of the list if list was sorted by date (thanks, Tomos!) FIXED: Duplicate commands assigned to Shift+F1.

FIXED: "Wait for Enter" option should be disabled in Advanced mode, because it is always ON in this mode.

ADDED: Spell checking (including "spell as you type" live spell checker) in the external clip editor. (Spelling dictionaries must be downloaded and installed separately! They are available from the same place you downloaded Ethervane Echo.)

ADDED: A simple toolbar in the external clip editor.

ADDED: New search-related option: "Auto Wrap Wildcards".

ADDED: New search-related option: "Auto Detect Wildcards".

ADDED: Several more Help topics completed.

ADDED: New items under the Help menu: Keyboard Reference and What's New.

ADDED: Keyboard shortcuts to quickly select the sorting method for the current view: Alt+1 (by date) to Alt+6 (by ID). See Keyboard Reference for details.

ADDED: Max and average clip length and spellchecker configuration information in Database Information dialog (Ctrl+I).

ADDED: Vertical scrollbar in the in-place editor.

CHANGED: The default installation directory was changed from c:\Program Files\Ethervane Echo to c:\Program Files\Ethervane\Echo.

CHANGED: A few minor UI items were renamed without altering their functionality.

REMOVED: The option to use either Ctrl or Alt key as the modifier for view selection. Previously, you could choose whether views should be selected by pressing Ctrl+digit or Alt+digit. That option has been removed, because Alt+digit combinations are now used to select the sorting method for the view.

2011-09-03 version 0.8.1 beta, build 88

First public release

#### License

Ethervane Echo is free for personal, educational, non-profit and commercial use. Do not pay for this software! If someone tries to sell you Ethervane Echo, they are breaking this license and extorting money from you, so please <u>contact the author</u>.

Ethervane Echo is Copyright © Marek Jedlinski, 2011.

#### You may:

- Copy, install and use Ethervane Echo on as many computers as you wish, at home and in the office.
- Publish download links to Ethervane Echo on your website, including commercial websites, provided you prominently display information about the author (<u>Marek Jedlinski</u>, <u>www.tranglos.com</u>) next to the download link(s).

#### You may not:

- Sell Ethervane Echo or require any remuneration or exchange of goods in return for its distribution, delivery and/or use. Ethervane Echo is free and must not be sold in any manner or form.
- Repackage Ethervane Echo, claim authorship or in any way indicate that you are the author of Ethervane Echo.

You may include Ethervane Echo with an electronic or printed publication only if the publication is distributed for free or if it is a non-profit undertaking. If the publication is commercial or otherwise profit-making, you must first obtain a written permission from the author. Email me at <<u>marek@tranglos.com</u>>.

That should be simple enough! :)

Ethervane Echo is written in Delphi XE. Source code is not available, sorry! (Echo uses a number of commercial 3rd-party components, without which the source code will not compile.)

To download the latest version of Ethervane Echo, visit the program's website: tranglos.com

Ethervane Echo can be installed as a **standard**, desktop application or as a **portable** application. When Echo detects it is running from a removable drive, such as a USB disk, it automatically assumes portable mode.

Echo does not create any registry entries, whether in standard or in portable mode. However, the installer creates a single new entry in the registry that contains the installation path. This is required so that when you update to a new version later, the installer knows where to find the existing, previous version.

See the following chapters for detailed information on system requirements and installing Echo:

System Requirements

## Installation

Standard Installation Portable Installation

### System Requirements

Ethervane Echo requires one of the following operating systems:

- Windows XP
- Windows Vista
- Windows 7 or later.

In particular, Ethervane Echo **will not run on any version of Windows earlier than XP**, such as Windows 95, Windows 98 or Windows ME.

Echo should run well on 64-bit versions of Windows Vista and 7, but has not been extensively tested on these versions.

Operating systems other than Windows are not and will not be supported.

### Standard Installation

#### To install Ethervane Echo as a standard desktop application:

- 1. Download the installer package to your computer.
- 2. Double-click the downloaded file to launch the installer.
- 3. Follow the installation wizard directions to install Ethervane Echo.

If you want Ethervane Echo to be started automatically whenever your computer starts, you may need to add a shortcut to the **ethervaneecho.exe** file to the Startup folder in the Start menu. (This cannot be configured inside the program, because under Windows Vista, 7 and later regular applications do not have permissions to add shortcuts to the Start menu. Only the installer can perform this function.)

Notes:

- Echo automatically selects portable mode when it is launched from a removable drive, such as a USB disk. This means you can install the desktop version on your computer, then copy (or move) the complete Echo folder onto a USB disk. Echo will automatically create the folders it requires and a new, empty database on the USB disk.
- A standard installation can be changed into a portable installation by modifying the **portable** setting in the **master.config** file. For details see <u>Master Config</u>.
- By default, the program is installed in c:\Program Files\Ethervane\Echo.

#### To uninstall Ethervane Echo (standard installation):

Use the Control Panel "Add or Remove Programs" (or "Programs and features") applet to uninstall Echo. Please note that uninstalling Echo will not delete the database and the

## Installation

configuration files; you will have to remove them manually.

### Portable Installation

#### To install Ethervane Echo as a portable application:

- 1. Download the zip archive file containing the portable installation.
- 2. Unzip (unpack) the archive into a folder on your computer, USB drive, pendrive etc.
- 3. Double-click the **ethervaneecho.exe** file to start the program.
- 4. If you want a shortcut to the Ethervane Echo executable, you will need to create one manually.
- 5. If you want Echo to start with Windows automatically, add a shortcut to ethervaneecho.exe in the Startup (or Autostart) group in the Start Menu.

#### Important:

Do NOT unpack the portable installation to a folder under the **Program Files** directory on your computer, such as "C:\Program Files\Echo". Portable installation of Ethervane Echo stores its database and configuration files in subfolders located directly under the installation folder. Under the Program Files directory however, users do not have permissions to these subfolders. As a result, Echo will not be able to update the database and store its configuration, and you will see plenty of errors. Instead, unpack the portable installation to a folder to which you do have write permissions. Ideally, create a special new folder for that purpose on any drive you wish, e.g. C: \Echo or D:\Utilities\Echo, etc.

Notes:

- Echo automatically selects portable mode when it is launched from a removable drive, such as a USB disk. This means you can install the desktop version on your computer, then copy (or move) the complete Echo folder onto a USB disk. Echo will automatically create the folders it requires and a new, empty database on the USB disk.
- You can change the installation type (from portable to standard or from standard to portable) by modifying the **portable** setting in the **master.config** file. For details see <u>Master Config</u>.

#### To uninstall Ethervane Echo (portable installation):

Simply delete the folder where Echo is installed. The database and the configuration files also reside under this folder, so you can delete them as well.

Ethervane Echo spends most of the time hidden in the notification area (also known as system tray), at the far-right of the task bar. While it sits there, it monitors the Windows clipboard and captures any pieces of text you copy (Ctrl+C) or cut (Ctrl+X) to clipboard in other applications. If the clip is acceptable according to Echo design and configuration, Echo stores it in an SQLite database on disk.

At any time you may bring up the main Echo window (press Win+Insert, unless you have

changed the activation hotkey in program configuration). In the list of clips, you can select one or more clips or type some text to find matching clips. Press Enter to paste the selected clip (or multiple clips) into the active application, or press Ctrl+C to just copy the selected clip(s) to clipboard, without pasting them anywhere.

The following sections describe what you can do with Echo in much more detail:

Main Window Main Menu Browsing and Pasting Clips Searching for Clips Sticky Clips Deleting Clips Editing Clips Exporting Clips Importing Clips Quick Views Configuration

#### Main Window

Elements of the Ethervane Echo main window:



#### 1. Main menu

- 2. List of items (clips)
- 3. Icons marking sticky clips
- 4. Selected clips (you can select more than one clip at a time)
- 5. Quick view tabs (the current view is highlighted)
- 6. Source application icon
- 7. Source application information
- 8. Clip format indicator
- 9. Search box
- 10.Search mode button
- 11.Status bar with connection icon (green: connected, red: not connected, yellow: suspended)

#### Clip information bar (items 6, 7 and 8 above):

0

chrome.exe :: today 18:56 :: used 5 x :: length 113

This pane shows brief information about the selected clip. On the left Echo displays the icon of the application which was active when the clip was captured. (Usually this is the application in which you pressed Ctrl+C or Ctrl+X to put data on clipboard.) A special, pale icon is displayed

for clips whose source application could not be determined:

Following the icon is more information about the clip:

- name of the source application (this is the name you can use to create an <u>application filter</u>, for example)
- date and time the clip was captured or last used
- number of times the clip has been used
- length of the clip

Finally, the icon at the right end of the information bar provides a general indication of the formats which are available for the selected clip. The icon can have one of three states:

The clip contains rich formatting - usually RTF or HTML, but possibly also other advanced formats.

The clip contains only plain text format.

The clip has been edited in Echo (and therefore contains only plain text format — see Editing Clips).

At any time you can close (hide) the information bar. To hide or show the information bar, do one of the following:

Click View -> Show Clip Details. Press Ctrl+D.

#### Search box (item 9 above):

When you type text in this box, Echo automatically filters the list of clips to include only those which match the text you have typed. This is by far the fastest method of finding the clip you need. Very important: <u>you do not have to click or focus the search box</u>. Just start typing, and Echo will automagically focus the search box. Press ESC to clear the search box and display the complete, unfiltered list of clips.

By default, Echo searches for clips as you type, so there is no need to press Enter. Depending on the selected search mode and configuration options, pressing the Enter key may be necessary. See a detailed description of search modes.



#### Search mode button (item 10 above):



The label on the button indicates the current search mode. <u>See a detailed description of search</u> <u>modes</u>. Click this button to display a small drop-down menu of options:

	Wait for Enter Key			
•	Auto Wrap Wildcards			
•	<u>B</u> asic	Alt+B		
	A <u>d</u> vanced	Alt+A		

From this menu you can select one of the available search modes, as well as change a few other quick options. For example there is an option to tell Echo whether it should start searching instantly as you begin typing in the search box, or whether it should wait until you press the Enter key.

#### Status bar (item 11 above):

New 18 (22) View 111 Db 111 Sel 12 Sort date (desc)

The status bar in Echo contains the following items:

• **Connection indicator icon**. The icon has a marker whose color indicates whether Echo is connected to the clipboard. Marker colors have the following meanings:

Green 💽: Echo is not connected to clipboard and active.

Red 🚾: Echo is not connected to clipboard.

Yellow Section: Yellow Section 2015 Yellow Sec

- New: the first number is the number of clips Echo has captured in the current session (i.e., since the program was last started). The number in parentheses indicates the total number of clipboard changes Echo has detected. This second number may be higher than the first one, because Echo may be configured to ignore some clips. In the example above, Echo has detected 22 clips in the current session, but captured only 18.
- View: the number of clips in the current view.
- **Db:** total number of clips stored in Echo database.
- Sel: the number of currently selected clips
- **Sort:** indicates the sort method and sort order for the current view. See this section for <u>description of sorting options</u>. In the example above, clips are sorted by date in descending order (most recent clips are on top of the list).

### Main Menu

This topic contains a detailed description of all the commands in Ethervane Echo main menu.

#### Echo menu

ESC key function	
Manual Capture	Performs a capture as if Echo detected a new clip. Use this feature to override certain configured restrictions (for example, by using the manual capture you can capture a clip that is shorter than the
	minimum length.) You can also use this feature in case Echo did not capture a specific clip automatically.
Search Mode	Cycles to the next <u>search mode</u> setting. The menu item displays the currently selected mode.
Connect to	If checked, Echo is connected to the clipboard and is capturing clips.
Clipboard	Use this menu command to check whether Echo is connected to clipboard, and to temporarily disconnect in case you want Echo to suspend capturing clips for a while. See <u>Connecting to Clipboard</u> .
Clear Clipboard	Clears (deletes) all information currently held in the Windows clipboard.
Split New	Toggles (enables or disables) automatically splitting all newly
Clips	captured clips.
Autosave New Clips	Toggles (enables or disables) <u>automatically saving all newly captured</u> <u>clips</u> to text files.

#### Edit menu

Paste (all formats)	Copies the selected clip(s) to the clipboard and attempts to paste them in the currently active application. Clips are pasted using all available <u>formats</u> .
Paste (text only)	Copies the selected clip(s) to the clipboard and attempts to paste them in the currently active application. Clips are pasted as plain text only (other formats are omitted).
Copy (all	Copies the selected clip(s) to the clipboard. Clips are copied using all
formats)	available formats.
Copy (text only)	Copies the selected clip(s) to the clipboard. Clips are copied as plain text only.
Sticky	Toggles (enabled or disables) the "sticky" state for selected clips. See Sticky clips.
Edit (inplace)	Opens the selected clip for editing directly in the list of clips. See Editing clips.
Edit (external)	Opens the selected clip for editing in an external editor wqindow. See Editing clips.
Delete	Deletes the currently selected clip or clips. (Sticky clips are not deleted.) See Deleting clips.
Select All	Selects all clips in the current view.

#### Navigate menu

First Item Last Item History (Back) History (Forward)	Selects the first clip in the list. Selects the last clip in the list. Moves back in search history. Moves forward in search history.
Next View	Shows the next view.
View menu	
Quick Views	Displays a submenu with a list of existing quick views and keyboard shortcuts to access them.
Sort Clips By	Displays a submenu with sorting options for the current view. Changing the sort settings using this menu does not modify the definition of the current view. If you want to change sorting permanently, you have to <u>modify the view</u> . Note that the current sort settings for a view are indicated in the status bar.
Show Clip Details	Shows or hides the <u>clip information bar</u> .
Refresh View	Forces Echo to re-generate the current view. In most cases Echo refreshes the view automatically when needed. This command may be useful if the option to automatically refresh after editing clips is disabled, in which case the view may contain clips that no longer belong in it, because their text, length and/or date have changed as a result of editing.
Fixed Item Height	When this setting is enabled (checked), all items in the list of clips have the same height, regardless of how many lines they contain. When this setting is disabled, each item is only as high as required to fit the lines of each clip, up to the maximum number of lines configured in Preferences.
Show Indicator	Shows or hides a narrow column which displays an indictor triangle to help locate the currently focused clip in the list.
Show Gridlines Show Tab Colors	Shows or hides gridlines in the clip list. Toggles between the standard quick view tab color taken from the current Windows theme, and custom colors. You can assign a custom color to each quick view tab in the <u>Quick View Properties</u> dialog box.
Show Tab Gradients	Toggles the gradient display on the quick view tabs.
Keep on Top of Other Windows	When enabled, Echo'd main window will not hide behind other applications' windows.
	views. See <u>Managing Views</u> .
Properties	the current quick view. See <u>Modifying Views</u> .

#### Tools menu

Available Clipboard Formats	Opens a dialog box where you can select clipboard formats you want Echo to capture and store. See <u>Selecting Clipboard Formats</u> .
Maintain Database	Opens a database maintenance dialog box to run maintenance manually. See Database maintenance
Database	Displays statistical information about the database.
Export Selected Clips	Exports selected clips to a text file. See Exporting Clips.
Import Clips	Displays a submenu with available import commands: <b>Import From Ditto</b> — imports clips from a Ditto database <b>Import From Text File</b> — imports clips from a plain text file (each line of text in the file becomes a new clip)
Preferences	Displays the <u>Preferences</u> dialog box, where you can customize Echo and configure all its options.

#### Help menu

Show Help	Displays the main Help topic for the program.
Getting Started	Displays the "Getting Started" Help topic.
What's New	Displays the "What's New" Help topic (changes in the latest version).
Keyboard	Displays the "Keyboard reference" Help topic (a list of keyboard
Reference	shortcuts supported in Echo).
About Ethervane	Displays a dialog box with the version number and authorship
Echo	information.
Show Debug	Displays the debug log in a separate, non-modal window. This menu
Log	command is only displayed if logging is enabled via the master.config
-	file.

In addition, you can right-click the following areas of the main program window to display useful context menus:

- Clip list: most often used commands related to managing clips. (The same context menu is displayed when you right-click the <u>clip information bar</u>.)
- Quick view tabs: commands related to view management.

### Connecting to Clipboard

When Echo starts, it automatically connects to clipboard. When Echo is connected to clipboard, it receives notifications whenever you copy or cut data to clipboard from other applications. This way Echo can capture any new clips that appear on clipboard.

#### To check if Echo is connected to clipoboard:

Click the Echo menu and look for an item called "Connect to Clipboard" under it. There should be a checkmark next to the item, signifying that Echo is connected to the clipboard and ready to capture clips:

₿ E	thervane Echo (portable)	-		
Echo	o E <u>d</u> it <u>N</u> avigate <u>V</u> iew	<u>T</u> ools	<u>H</u> elp	2
	<u>M</u> inimize		Esc	lex
	M <u>a</u> nual Capture	Ctrl	+M	/forum/index.p
	Search Mode: Basic		F4	eight clipboard.
	Pattern Pos: Anywhere		F6	ned primarily w
~	Connect to Clipboard			costatur adinisi
	C <u>l</u> ear Clipboard			sectetur adipis
	Spl <u>i</u> t All Captured Clips Autosave All Captured Clips			
	 Mi <u>n</u> imize	Shift+	Esc	e artykułu "Eb
	<u>E</u> xit			T
-	ĄCĘŁNOSZZ			
- Carl	ne Echanol			

If the item is **not** checked, click it. Echo should now connect to clipboard, and there should be a checkmark shown next to the menu command, as in the image above.

You can also click this menu command to temporarily disconnect from clipboard and suspend capturing clips.

To quickly check if Echo is connected to clipboard, you can also look at the status bar. There is a small icon in the bottom-left corner. If the icon has a green check mark, Echo is connected and everything is go. This is the icon you should see whenever you start Echo:

If there is a red marker instead, Echo is not connected to the Windows clipboard, so see the <u>Troubleshooting</u> section:

New 1 (1)	View 60	Db 60	Sel 3	Sort date (desc)	

- NOT connected to clipboard

A yellow marker indicates that Echo is connected to the clipboard, but capturing clips is temporarily suspended (because Echo is performing certain operations during which clips cannot be captured). You can see this icon for example when editing a clip in-place, since capturing is not possible then:

 New 1 (1)
 View 194
 Db 194
 Sel 1
 Sort date (desc)
 ...

 - connected to clipboard, capturing clips is SUSPENDED
 ...
 ...
 ...

Two methods of connecting to clipboard

Windows Vista, Windows 7 and newer versions offer two different techniques applications can use to connect to clipboard. If Echo detects that it runs on one of those version of Windows, it uses the latest, more advanced method. It seems however that when one application uses the newer method, some older applications Using the older, legacy connection method) may not be able to monitor clipboard correctly. If you find that this is the case, you can manually enable the "legacy" connection method in Echo configuration.

On Windows XP only the legacy connection method is available, and Echo selects it automatically. In this case you cannot manually change the connection method.

#### See also: Capturing Clips Troubleshooting Capturing Clips

Ethervane Echo monitors the Windows clipboard and automatically captures all textual data that you copy to clipboard in other applications. Captured clips are stored in the database — there is no manual "save" command.

You can also force Echo to capture a clip manually. To do this, click **Echo -> Manual Capture**, or press **Ctrl+M** in the main window.

When capturing clips, Echo performs several checks which may restrict what clips get stored in the database. Some of these restrictions are fixed and cannot be changed, while others are configurable:

- **Text only:** Echo captures **only clips that contain text**. It may be plain text or formatted text such as RTF or HTML, but some form of text must be present. For example, if you open an image file in Paint and copy it to the clipboard, Echo will not capture the image. This is a basic design principle of the program. If you need a clipboard extender that does handle images, Echo is not for you!
- Clips containing certain format markers: Echo supports the "CLIPBOARD VIEWER IGNORE" flag, which tells clipboard extenders to ignore (not capture) certain clips. This feature is used primarily by password managers, to prevent programs from capturing passwords. You can disable this behavior in the <u>Preferences</u> dialog box, but you should only do so if you really want Echo to capture passwords from your password manager.
- **Duplicate clips:** Echo detects and ignores duplicate clips. This behavior is configurable. You can configure Echo to accept and store duplicate clips, update the timestamp of the existing clip, or replace the existing clip with the new one.
- **Minimum interval:** After capturing a clip, Echo waits for a very short time and ignores any new clips that arrive within that time. By default, the minimum interval is 100 ms (one tenth of a second). This value can be changed in the <u>Preferences</u> dialog box.
- **Minimum length:** Echo ignores clips whose text is shorter than the configured minimum. By default, the minimum length is 2 characters. This means Echo will ignore clips that contain only 1 letter. (This is because for such short clips Echo is really unnecessary: you can type the single letter much faster than it would take to bring up Echo and paste the clip from there.) You may decrease this default value, so that even 1-character clips are captured. You can

also increase it, to ensure that only longer clips are captured and stored.

- **Maximum Length:** If you happen to open an 800-page PDF, select all text and copy it, the resulting clips will be very large. Storing such huge clips may affect the performance of the database. Therefore Echo allows you to configure a maximum size for clips that are captured. Any clips exceeding the maximum size will be ignored. By default Echo ignores clips larger than 1 MB (megabyte). You may lower or increase this value to fit your needs and achieve the optimal performance.
- **Applications:** You can configure Echo to ignore clips which are copied from specific applications. This is done by specifying the application's executable name, its complete path, or part of the path. You can use this feature to prevent Echo from capturing sensitive information that some applications, such as password managers, can copy to clipboard. This feature is called "application filter", see <u>Excluding applications</u> for details. You can also use the filter as an "inclusive" filter, to capture clips *only from the applications you specify*.

#### Notes:

• Capturing clips is automatically suspended when you edit a clip (in the in-place editor or in the external editor window). Capturing resumes automatically when you finish editing a clip.

#### See also:

- Preferences
- Limitations

### Pasting Clips

When you work in another application, you can use Echo to quickly find and paste a previously copied clip. The easiest way to do so is to use only the keyboard:

- 1. Press the activation hotkey to bring up Echo. By default the hotkey is **Win+Insert** (you can change it in the <u>Preferences</u> dialog box).
- 2. Find the clip you want: either by scrolling, or by typing text to filter the list of clips. (Remember to use the views, which can help you find the necessary clip quickly!)
- 3. Press **Enter** to paste the selected clip. Echo will minimize, and the selected clip will be pasted into the active window.

You can **paste more than one clip at a time**. Just select as many clips as you want, and press Enter to paste them.,

You can also **copy clips from Echo without pasting them** immediately. To do this, select one or more clips, then press Ctrl+C. The selected clip(s) will be copied to clipboard, and you can paste them in any application using standard editing commands.

By default, when you press Enter or Ctrl+C, Echo copies (and pastes) the selected clip including all formats stored in the database for that clip. Sometimes you may want to copy or paste only the plain text form, without any formatting. To do so, add Shift to the appropriate keypress:

• Shift+Enter: paste selected clip(s) as text only

• **Shift+Ctrl+C**: copy selected clip(s) as text only

Unlike when using the Paste command, Echo does *not* minimize by default when you use the Copy feature. If you want Echo to minimize when you copy clips as well, you can enable it in the Preferences dialog box.

If you find that you use this feature very often, you can alter Echo's behavior in the Preferences dialog box, so that the default command (Enter or Ctrl+C, without the Shift key) will paste clips as text only. In that configuration, you need to use the Shift+Enter and Shift+Ctrl+C to paste clips using all available formats.

Note that you do not need to remember these keyboard combinations and their meanings. You can always right-click the selected clips and choose the appropriate command from the menu.

#### Notes on copying and pasting multiple clips

In the Preferences dialog box you can specify how Echo should order multiple clips when you copy (Ctrl+C) or Paste (Enter) them in the main window. By default, Echo orders clip in straight chronological order: from oldest to newest, so that oldest clips come first. Depending on how the list of clips is sorted, it may not be the same order in which clips are currently displayed. If you prefer, you can change the configuration option so that multiple clips are always copied and pasted in the same order in which they appear in the list. See <u>Modifying Views</u> for information on sorting the list of clips.

### Searching for Clips

The search functionality is at the very core of Ethervane Echo. In the basic mode, searching for text instantaneously filters the list, so that only the matching clips are displayed. This is by far the fastest way to locate a clip. To find a clip, just type some text in the search box at bottom of the main window:



Echo supports two search modes: Basic and Advanced. In the Basic mode, Echo starts searching as soon as you start typing, so there is no need to press the Enter key. In the Advanced mode you type the search phrase, then press Enter. (This is because the Advanced mode requires a complete search phrase, otherwise no useful search results would be returned.)

When you start searching, note that the color of the selection bar in the clip list changes from blue (unfiltered list) to orange (filtered list). This way you can instantly tell whether a search is active. You can customize the colors in <u>Preferences</u>.

Clicking the blue looking glass icon at the right end of the search box is the same as pressing Enter to execute the search, and it is usually not necessary, because in the basic mode Echo

To clear the search box, press ESC. The search will be canceled and Echo will display the full,



unfiltered list of clips. If you prefer to use the mouse, you can click the "x" icon at the far right end of the search box.

To the right of the search box is the Mode button. Click it to display a small menu, from which you can choose the search mode you want to use, as well as pick a few other options:

	Wait for Enter Key		
•	Auto Wrap Wildcards		
•	<u>B</u> asic	Alt+B	
	A <u>d</u> vanced	Alt+A	

Wait for Enter key: Only available in the Basic search mode, and turned off by default, so that Echo starts searching as soon as you begin to type your search phrase. If you prefer, you can enable this option, so that Echo will always wait for you to press Enter before if starts searching. This option is unavailable if you choose the "Advanced" search mode, because in this mode Echo always waits for you to press the Enter key.

**Auto Wrap Wildcards:** When the option is enabled (checked), Echo automatically adds a leading and trailing wildcard (asterisk) to your search pattern, if the pattern does not already begin and does not end with a wildcard. If your search pattern begins or ends with any wildcard, Echo does not automatically add any other wildcards. When this option is disabled (unchecked), Echo never adds any wildcards automatically.

*Explanation:* Echo assumes that most of the time you search for substrings – that is, you don't care WHERE the text occurs inside your clips, as long as it does occur somewhere. So if you type "dog", Echo will find "**dog**house", "boon**dog**gle" and "lap**dog**". This is achieved by automatically wrapping your search string in wildcards, so when you type "dog", Echo actually searches for "**\*dog\***". But, this happens ONLY if the "Auto Wrap Wildcards" is enabled. Without this option, Echo will not add any wildcards to the search string, so you would only find clips that equal the word "dog". (This is still useful, since you may use wildcards in the middle: "do\*g" would match "doing", or any other clip that begins with "do" and ends with "g")

The two commands at bottom select the search mode: <u>Basic</u> or <u>Advanced</u>. The label on the button changes to indicate the current search mode.

The single most important tip for using Ethervane Echo: you can start searching for clips at any time. You do not have to click the search box or move to it with the Tab key, or press any other key combinations such as Ctrl+F, as you typically do in other applications. Whenever you are browsing the list, just start typing, and the focus will switch to the search box automatically.

Likewise, you do not need to Tab out of the search box to return to the list of clips. If the focus is in the search box, pressing arrow keys will instantly switch back to the list so that you can browse and select clips.

To switch between search modes do one of the following:

• Press F4 to cycle to the next mode.

- Click the **Mode** button next to the search box and select the mode from the menu.
- Click Echo -> Search mode to cycle to the next mode.

Notice that selecting a search mode changes the icon on the Mode button and the background color of the search box. These hints help you determine which mode is currently active.

• Search box and Mode button in **Basic** mode:



#### • Search box and Mode button in Advanced mode:



Remember to check the current mode when you search for clips, because the same search phrase can return good results in one mode but fail (or be meaningless) in another.

By default, Echo always starts in the Basic mode, which is the one you'll be using most often. If you prefer, you can configure Echo to remember the last mode you selected, and begin in this mode when it is restarted.

The three search modes are described in the following sections:

Basic Search Advanced search Using Wildcards

Notes:

- Regardless of the search mode, Echo always performs a **case-insensitive search**. That is, uppercase and lowercase characters are not distinguished.
- If the phrase you are searching for returns too many results, you can use <u>quick views</u> to narrow down the results. All the features of a quick view apply to search results as well. For example, searching within a "Sticky" view will return only clips that are sticky.
- In the <u>definition of a quick view</u> there are separate settings for sorting: one used for the unfiltered list, the other used for search results. For example, the unfiltered list can be sorted by date, but as soon as you start searching, the list can switch to sorting alphabetically or by clip length. By default the sort settings are the same for the filtered and unfiltered list, but you can change them for each quick view individually.
- Sorting search results by length in ascending order (shortest clips on top, longest at bottom) will **display the most relevant results first**.
- By default, if a clip is longer than 512 characters, Echo will only search the first 512 characters of the clip's text. The same limit is used to truncate longer clips for display: by default, Echo displays only the first 512 characters of each clip. Echo always stores complete clips in its database, so that when you paste a clip from Echo, the full clip is put on clipboard, but when displaying and searching, Echo only uses the first portion of long clips. The limit can be lowered or increased, but it is always applied. It is necessary to keep the search

reasonably fast. If you happened to capture a clip that contains hundreds of kilobytes (the complete text of an e-book, for example), it would cause a significant delay while searching. Feel free to experiment with increasing the default limit.

 Increasing the limit described above in Echo's Preferences dialog box only affects clips captured after the change. The clips already stored in the database will retain the previous limit.

#### **Basic Search**

The Basic search mode is the one you will probably be using most of the time. By default Echo always starts in Basic mode (although you can configure it to remember the last mode used).

In the Basic mode, Echo simply searches for clips that contain the exact text you type and displays the results in the list.

There is one option applicable only to the Basic mode. Click the Mode button (next to the search box in the main window) to change the setting:

**Wait for Enter:** if enabled, Echo waits for you to press the Enter key before it executes the search. This option is disabled by default, so that Echo starts searching immediately, as soon as you start typing your search phrase. You may want to enable the option on slower computers, if the instant search causes a perceptible slow-down.

Notes:

 Search in Echo is always case-insensitive (uppercase and lowercase characters are not distinguished).

See also: Searching for Clips Using Wildcards

#### Advanced Search

Advanced search mode in Ethervane Echo is similar to the special syntax used in some search engines. In this mode you can build logical expressions using operators such as AND, OR, NOT, use double quotes to enclose phrases, and use parentheses to group parts of the search expression.

For example, to find clips which contain the word "white" or the word "black", type: white OR black

To find clips that contain **both** the words "white" and "black", type: white AND black

To find clips that contain **both** the words "white" and "black", but **do not** contain the word "color", type:

white AND black AND NOT color

If you omit the operator between any two words, Echo assumes the default AND operator. The following two expressions are the same:

#### white AND black white black

To find a phrase consisting of several words, enclose the whole phrase in double quotes: "rock and roll"

(Because the phrase is quoted, the word "and" is interpreted literally, not as an operator.)

The search expressions can be as complex as you want. For example:

#### white AND (black OR blue) AND NOT ("green is the colour" OR "Pink Floyd")

This last expression will find clips that match all of the following conditions:

- contain the word "white"
- contain the word "black" or the word "blue"
- do not contain the phrase "green is the colour"
- do not contain the phrase "Pink Floyd"

Notes:

- You do not have to type operators in UPPERCASE, this is only done for clarity of the examples
- Wildcards are **supported** in this mode. Expressions such as **blac? AND ?hite OR gr\*n** are valid.

See also: Searching for Clips Using Wildcards

#### Using Wildcards

A wildcard is a special character in your search string that can match any single character (?) or any number of characters (\*). Wildcards are supported in both Basic and Advanced modes. They are useful in the following situations:

- If you want to search for a pattern that clips begin with or end with
- If you are not sure of the exact spelling of the text you are looking for
- If you want to match several similar, but not identical text patterns

Wildcards in Echo are similar to how they are used in some search engines and file managers:

**? (question mark):** matches any single character (letter, digit, punctuation mark or any other character)

\* (asterisk): matches zero or any number of characters

To find clips which begin with a specific pattern, add an asterisk to the end of the pattern. Example:

#### This\*

To find clips which end with a specific pattern, add an asterisk at the beginning of the pattern. Example:

#### \*that

To find clips which contain a pattern anywhere, add an asterisk at the beginning and the end of the pattern. Example:

#### \*they\*

To find words with alternate spellings, replace the part you don't know with an asterisk. Example:

#### analy\*e

(will match both "analyze" and "analyse")

To find words which may be separated by multiple spaces, use asterisks in place of the spaces. Example:

#### black\*and\*white

You can use the asterisk in place of unknown words. Example:

#### rock\*roll

(will match "rock and roll", "rock & roll", "rock'n'roll", etc.)

Notes:

• In the Wildcards mode, if the text you are looking for may occur in the middle of a clip, you **must wrap the search phrase in asterisks on both sides**, *\*like this\**. If you omit the leading asterisk, Echo will only find clips that begin with your search phrase. If you omit the trailing asterisk, Echo will only find clips that end with your search phrase. (See examples above.)

See also: Searching for Clips

### Sticky Clips

In Ethervane Echo you can mark certain clips as "sticky". Sticky clips have the following special properties:

- They **cannot be deleted**. If you try to delete multiple clips, and some of them are sticky, Echo will only delete the non-sticky clips. To delete a sticky clip you must first make it "nonsticky" again.
- They are never purged when Echo runs the periodic database maintenance. (See more

information on maintaining the database.)

Using sticky clips you can make sure that certain important clips will always be available, no matter how old. In addition, the sticky feature prevents you from accidentally deleting clips that you really want to keep.

Sticky clips are marked with a special icon in Echo:



To make a clip sticky, select one or more clips that you want to be sticky, then do one of the following:

- Click Edit -> Sticky.
- Press Ctrl+S
- Right click the selected clip(s) and select Sticky.

To return a sticky clip to the normal, non-sticky state, do the same again. The easiest and fastest way is to select the clips that you want to mark or un-mark as sticky and press **Ctrl+S**.

Tip: the "sticky" marker can be used as a filter for a quick view. That is to say, you can create quick views which show only the sticky clips, or only the non-sticky clips. By default <u>Echo</u> <u>comes configured with a quick view</u> called "Sticky", which displays only the sticky clips.

Deleting Clips

To delete a clip:

Select the clip you want to delete and press **Delete**. Or, right-click a clip to display the context menu, then click **Delete**.

By default, if you try to delete 10 or more clips at once, a confirmation dialog box is displayed:

Confirm deleting clips			
<b></b>	Confirm deleting clips You are about to delete <b>15</b> clips. <b>Continue?</b>		
	Always ask before deleting 10 or more clips	Yes, delete selected clips Cancel	

You can configure Echo never to show this confirmation message, or change the number of clips that triggers it. (For example, to always display the confirmation before deleting clips, set the value to 1.)

Tips:

- You may select and delete multiple clips at a time. To delete all clips shown in a view, press **Ctrl+A** to select all clips, then press **Delete**.
- Deleting a clip is final. There is no way to restore deleted clips.
- Clips marked as sticky are never deleted. If you try to delete multiple clips, some of which are sticky, the confirmation dialog box will include a message that reads "Sticky clips will not be deleted". If you want to delete sticky clips, you have to un-stick them first (press Ctrl+S). More information on sticky clips.
- You rarely need to delete clips manually. Echo occasionally runs maintenance, deleting (purging) some of the oldest clips from the database.
- If you are deleting clips for reasons of privacy, there may be better ways to achieve that goal. Please see <u>Privacy Considerations</u> topic.

### **Editing Clips**

Clips can be edited, although Echo provides only a basic editing facilities, since it is not a fullfledged text editor. There are two ways to edit a clip: in an in-place editor (directly in the list of clips), and in an external editor window.

Editing clips in-place is useful for smaller clips and minor adjustments. If the clip you want to edit is longer or if the changes you wish to make are more involved, use the external editor.

#### 1) To edit a clip in place, select a clip you wish to edit, then do one of the following:

- Press F2.
- Click Edit -> Edit (inplace).
- Right-click the clip you wish to edit and select Edit (inplace).

Make the editing changes you want, then press **Enter** to confirm, or press **ESC** to cancel editing and restore the original clip.

Some of Echo's features are disabled while a clip is being edited in-place. The disabled functions are grayed out in the main menu.

To add a new line in the editor, press Ctrl+Enter.

2) To edit a clip in the external editor, select a clip you wish to edit, then do one of the following:

- Press Shift+F2.
- Click Edit -> Edit (external).
- Right-click the clip you wish to edit and select Edit (external).

The clip text will be displayed in a separate modal window:



The editor window is resizable and will retain its last size and position.

Click **Options** to display a small drop-down menu with a few options for the editor:



For example, you can toggle between fixed and variable width font, show or hide line numbers, and show or hide white space markers. The command to enable "live" spellchecker (spelling as you type) is also found in this menu. The settings you choose here will be preserved.
To use the spellchecker, you may need to download and install dictionaries. Only English dictionaries are distributed with the program. Dictionaries are available from the same place you downloaded Ethervane Echo.

To use the spellchecker, first select the appropriate language from the drop-down list at the top of the editor window. Then click the **Check spelling** button, or enable "live" spell checking by clicking Options -> Live Spelling.

Make the editing changes you wish, then click **Save and close** to save the clip and return to the main window. Press **ESC** or click **Cancel** to abandon editing and restore the original clip in Echo.

Notes:

- While a clip is being edited in-place, Echo suspends capturing clips from the clipboard. When you finish editing, capturing is automatically resumed. When a clip is edited in the external editor, Echo continues capturing clips normally.
- Only one clip can be edited at a time.
- Echo only supports editing the plain-text portion of a clip. If a clip was copied and captured with additional formats, such as Rich Text (RTF) or HTML, these advanced formats will be removed when you save the clip. Only the plain text version of the edited clip will be preserved.
- In some cases, especially if you wish to preserve more formats that just plain text, it nay be a better idea to copy/paste a clip to the original application, edit the clip there, and then copy the result to clipboard, so that Echo will capture it again.
- When saving an edited clip, Echo does not check for duplicates.

### **Exporting Clips**

The clips stored in Echo database can be exported to a text file. To export clips, do the following:

- 1. Select the clip(s) you want to export.
- 2. Click Tools -> Export Selected Clips.
- 3. Pick a file or enter a filename in the dialog box. (If you choose an existing file, it will be overwritten)..
- 4. Click Save.

Notes:

• Echo saves the exported clips using UTF-8 format with the BOM marker. This ensures that the text of the clips will be correctly encoded, regardless of the current Windows locale.

### Importing Clips

Echo supports importing clips from plain text files and from <u>Ditto</u>, a similar clipboard extender.

#### Importing from a plain text file

When clips are imported from a text file, each line in the text file (separated by carriage return) becomes a separate new clip. Empty lines are not imported, and duplicates are handled the same way as when capturing clips from the clipboard. Echo supports importing clips from UTF8 and UTF16-encoded files, as well as regular (ANSI) encodings.

To import clips from a text file:

- 1. Click Tools -> Import Clips -> Import from Text File.
- 2. In the dialog box displayed find the text file from which you want to import clips.
- 3. Click Open.

Echo will import clips from the text file. Each newly imported clip will receive the current timestamp.

#### Importing from Ditto

Ditto is a clipboard extender somewhat similar to Echo, and it also uses an SQLite database to store the clips. Echo can import clips directly from that database, preserving properties such as sticky clips (in Ditto this feature is called "Never auto delete") and timestamps.

To import clips from Ditto:

- 1. Click Tools -> Import Clips -> Import from Ditto.
- 2. Echo will try to locate the Ditto database. If the database is located where Echo cannot find it, use the dialog box to find the Ditto database file, called Ditto.db.
- 3. Click Open.

Echo will import clips from the Ditto database, retaining their timestamps.

Notes:

- You may notice that not all clips are imported. This is because Echo respects certain configuration settings while importing. For example, clips longer than the maximum length configured in Echo are not imported. For more details see <u>Configuration</u>.
- Duplicate clips are not imported.
- Importing clips from a large text file or database may take a few minutes to complete. Please wait until the process is complete.

### Keyboard Reference

#### System hotkeys

System hotkeys are keyboard shortcuts that Echo registers in the system. They can be used even if Echo is not the active application. Typically, a system hotkey is used to activate (bring up) Echo when you are working in another application. All these hotkeys can be changed or disabled in <u>configuration</u> (Keyboard section).

**Win+Insert** Default activation hotkey. Press this hotkey used to bring up Echo when working in other

applications.

Shift+Win+In sert	Paste current clipboard contents as plain text in whatever application you are currently working with. This works only if clipboard contains text data when you press the hotkey. Echo "clears" from clipboard all formats other than plain text and performs a paste. Essentially this feature gices you an instant "Paste as Plain Text" in all applications.
Shift+Win+D elete	Instantly clear clipboard contents. (Same as clicking <b>Echo -&gt; Clear clipboard</b> , but this is a system-wide hotkey, so you can use it without first opening Echo.)
Shift+Win+]	Disconnect from clipboard and stop capturing clips. If Echo is already disconnected, pressing this hotkey re-connects to clipboard, so that Echo can capture clips again. This hotkey is disabled by default and can be enabled in <b>Preferences -&gt; Keyboard -&gt;</b> <b>UseConnectHotkey</b> .

### **Keyboard shortcuts**

F1	Opens this Help file.				
Shift+F1	Opens this Help file and shows the "Keyboard reference" topic (this topic).				
F2	Edits the selected clip in place.				
Shift+F2	Edits the selected clip in a separate dialog box.				
F4	Switches between the two search modes: Basic and Advanced. (Currently active mode is reflected on the Search button label)				
F5	Opens the Preferences dialog box, where you can configure program options.				
Escape	<ul> <li>Primary function: if a search is currently active, the Escape key cancels the search and restores the full, unfiltered list. Pressing Escape again invokes the secondary function.</li> <li>Secondary function: depends on the configuration setting in Preferences. Available options are: Switch focus (move between the list and the search box); Minimize (minimize and hide Echo in the notification area); Reset (reset the current view) and None (pressing Escape does nothing). In addition, you can enable an</li> </ul>				

	option to activate the default (leftmost) view when Escape is pressed. This function is performed independently of the previously described settings. For example, pressing Escape can both minimize Echo and activate the default view.		
Shift+Es cape	Minimizes Echo and hides the program in the notification area.		
Enter	Copies the selected clip(s) to clipboard using all formats stored in the database, and pastes them in whatever application is currently active. After selecting this command Echo is automatically minimized.		
Shift+En ter	Copies the selected clip(s) to clipboard using only the plain text format, and pastes them in whatever application is currently active. After selecting this command Echo is automatically minimized. (If you prefer, the meaning of Enter and Shift+Enter commands can be exchanged in Preferences.)		
Alt+B	Switches to "Basic" search mode		
Alt+A	Switches to "Advanced" search mode		
Ctrl+A	Selects all clips in the current view.		
Ctrl+B	Opens a dialog box used to manually maintain the database (purge old clips) or permanently erase all clips and other information from the database.		
Ctrl+C	Copies the selected clip(s) to clipboard using all formats stored in the database, but does not attempt to paste the clip		
Shift+Ct rl+C	Copies the selected clip(s) to clipboard using only the plain text format, but does not attempt to paste the clip. (If you prefer, the meaning of Ctrl+C and Shift+Ctrl+C commands can be exchanged in Preferences.)		
Ctrl+D	Shows or hides clip information pane. Clip information pane is located below the list of clips and displays the source application icon and name, timestamp and length of the clip, as well as the number of times the clip has been used in Echo.		
Ctrl+E	Invokes the previous search from history (i.e., moves back in history)		
Shift+Ct rl+E	Invokes the next search from history (i.e., moves forward in history)		

Ctrl+F	Opens a dialog box where you can inspect available clipboard formats and select the formats you want Echo to store.			
Ctrl+H	Toggles the "Fixed item height" setting. When this setting is enabled, all items in the list of clips have the same height, regardless of how many lines they contain. When this setting is disabled, each item is only as high as required to fit the lines of each clip, up to the maximum number of lines configured in Preferences.			
Ctrl+l	Displays statistical information about the database, such as total number of clips, number of sticky clips, etc.			
Ctrl+M	Performs a manual capture. By manually capturing a clip, you can override certain conditions that normally prevent Echo from capturing a clip automatically (e.g., if the clip is too short or too long).			
Ctrl+R	Refreshes (re-generates) current view.			
Ctrl+S	Marks currently selected clip(s) as sticky. If the selected clips are already sticky, removes the sticky marker.			
Ctrl+Q	Opens the View Properties dialog box, where you can inspect and modify the settings of the currently active view.			
Ctrl+U	Opens the Manage Quick Views dialog box, where you can delete, create and reorder views, as well as re-create the factory default set of views.			
Ctrl+Y	Toggles the option to keep Echo always on top of other windows (View -> Keep on Top of Other Windows)			
Delete or Ctrl+Del ete	Deletes selected clips, with an optional confirmation.			
Ctrl+- (minus)	Clears the clipboard.			
Ctrl+1 Ctrl+0	Press to select a quick view corresponding to the number. Ctrl+1 activates the first (leftmost) view; Ctrl+2 activates the second view, etc. This only works for the first 10 views (Ctrl+0 activates the tenth view).			

Alt+1...Al Press to select the sorting method for clips

t+6	displayed in the current view, in order: by Date (1), Alphabetically (2), by Application (3), by Use count (4), by Length (5), and by ID (6). Note that this alters the sort method only for the current program session. If you want to change sorting permanently for a view, click <b>View -&gt; Quick View</b> <b>Properties</b> and modify the appropriate settings there.
Alt+= (equal sign)	Select ascending sort order for the current view (low to high values).
Shift+Alt += (equal sign)	Select descending sort order for the current view (high to low values).

#### Keyboard shortcuts in the external editor (Shift+F2)

The external editor window supports all the standard editing shortcuts, such as Ctrl+X for Cut, Ctrl+C for copy, Ctrl+V for paste and many others. These are not listed here. The table contains only the keyboard shortcuts which are specific to the editor

F4	Change to the next language in the drop-down box. The selected language will be used by the spell checking function.				
Shift+F4	Change to the previous language in the drop-down box. The selected language will be used by the spell checking function.				
F7	Start the spell-checker.				
Shift+F7	Enable or disable "live" spell checking. (Incorrectly spelled words will be underlined in red.)				
Ctrl+W	Enable or disable word wrapping in the editor.				
Ctrl+\	Enable or disable displaying white space (spaces, tabs and line breaks) as visible characters.				

In the main Echo window, just below the list of clips there is a row of tabs. Each tab represents a **quick view** — a set of options and filters that determine which clips are included in a view, how they are sorted, etc. Each view has its own options that determine sort order of clips and the maximum number of clips that a view can display, as well as a list of filters. The filters let you decide which clips a view should include. For example, you can filter clips by time, by length, by the application they come from, or show only clips that contains a specific text. Views



are a very useful way to quickly limit the list of clips and show just the ones that are interesting to you at the moment.

To see how views work, just switch among the default views created by Echo. (Make sure the database already contains some clips, otherwise some of the views may be empty.)

The default set of views looks like this:

Earling cips arecuy ( in-place ) or in separate v	
Default Sticky Used Last hour Short URLs Browser	s 🖉 ALL CLIPS 🖉 🏹
and the second s	martine of

(See Default Views for a description of the predefined views in Echo.)

To select a view, simply click its tab. There are also several ways of navigating the views using the keyboard:

- Press Ctrl+Tab or Ctrl+PageDown to cycle to the next view.
- Press Shift+Ctrl+Tab or Ctrl+PageUp to cycle to the previous view.
- Press Ctrl+ <digit> to switch immediately to the view corresponding to the number you pressed. For example, Ctrl+1 switches to the first view. This feature is limited to the first ten views. The number of the tenth view is zero, so press Ctrl+0 to activate it.

You can rearrange the views by clicking and dragging their tabs with the mouse.

To modify a view, click **View -> Quick View Properties**, or press **Ctrl+Q**. To create new views, delete existing views and modify properties of the defined quick views, click **View -> Manage Quick Views**, or press **Ctrl+U**.

See also: <u>Default Views</u> <u>Managing Views</u> <u>Modifying Views</u>

### **Default Views**

The initial database created by Echo when it is first installed contains a default set of views. These views are intended to show you the possibilities. For example, a view can show only the "sticky" clips, only short or long clips, clips collected within the last hour, etc. You can remove the views you do not need and create your own: see Managing Views and Modifying Views.

Echo automatically creates the following views:



#### Default:

This is the first view on the left. It shows the 500 most recent clips. You can remove all other views except for this one, because at least one view must exist. (You can however rename this view and modiy its settings.)

#### Sticky:

This view shows all the clips that have been marked as sticky. See <u>Sticky Clips</u> for more information.

#### Used:

This view shows all the clips that have been "used" within Echo — that is, all clips that have been pasted (by pressing Enter) or copied (by pressing Ctrl+C). Unlike other default views, this view is sorted by use count (most often used clips are on top).

#### Last hour:

This view shows all the clips that have been collected or used within the last hour. It is an easy way to browse your most recent clips.

#### Short:

This view shows clips whose length is 12 characters or less. (You can just as easily create a view that shows only "long" clips, or clips within any particular range of lengths). Unlike other default views, this view is sorted by length (shortest clips are on top).

#### URLs:

This view shows clips which begin with the "http://" prefix. In other words, this view shows all clips that are probably website addresses.

#### **Browsers:**

This view shows clips which were copied from popular browsers: Internet Explorer, Firefox or Chrome. If your browser is not listed here, you can easily add it to the list of filters.

#### ALL CLIPS:

This view shows all clips in Echo database, regardless of their number. Note that if your database contains a very large number of clips (perhaps more than 10,000) this view may show some lag. You can always remove this view or limit the number of clips it displays.

Notes:

• By default, all views except ALL CLIPS are limited to displaying no more than 500 clips. This is a performance setting, since you probably don't want to manually browse so many clips anyway, and when you perform a search, Echo always searches through the complete database (not just the 500 clips shown in the list). You can easily change or remove this limit.

### Managing Views

Echo comes with a default set of quick views, which you can modify or delete. You can also easily create your own views. See <u>Modifying views</u> for a description of all the available settings and filters for a view. This topic describes how views can be created, managed and deleted.

Do one of the following to open the "Manage Quick Views" dialog box:

- Click View -> Manage Quick Views in the main Echo window.
- Press Ctrl+U in the main Echo window.
- Right-click any quick view tab and select Manage Quick Views.

Echo will display the following dialog box:

Manage Quick Views	×
Views Default Sticky Used Last hour Short	<u>A</u> dd View Properties Delete
Browsers ALL CLIPS	Up Do <u>w</u> n
	Default views
	K Cancel

The list pane displays names of all the existing quick views. Only one view can be selected at a time.

**To modify a quick view:** select the view in the list and click **Properties**. Echo will display the "Quick View Properties" dialog box, in which you can modify all the settings and filters for the selected view.



**To create a new quick view:** click **Add View**. A new, unnamed view will be added to the end of the list. Select that view and click **Properties** to modify its settings.

To delete a quick view: select the view which you want to delete and click Delete.

**To re-order quick views:** select a view and click **Up** and **Down** buttons. The selected quick view will be moved towards the top or bottom of the list. *Tip:* You can also re-order views by clicking and dragging the quick view tabs with the mouse in the main Echo window.

To restore the factory default set of quick views: click **Default views**. A confirmation dialog box will be displayed:

Warning				
	Confirm: Create a default set of views?			
If you continue, <b>all existing views will be deleted</b> , and Echo will create a basic, default set of views. The default views are described in the Help file.				
	This operation cannot be undone.			
Are you sure this is what you want?				
	(es, I am sure. Continue! <u>i'es N</u> o			

If you really want to delete all your existing quick views and have Echo re-create the original, default set of views, first check **Yes, I am sure. Continue!** at bottom, and then click **Yes**. This additional confirmation is needed, because once you confirm the operation, it cannot be undone. After you confirm, Echo will restore the factory default views, <u>described here</u>.

See <u>Modifying views</u> for instructions on how to edit quick view options and filters.

### **Modifying Views**

The Quick View Properties dialog box is where you can configure all the options and filters of a quick view in Ethervane Echo. This dialog box can be accessed in several ways:

To modify the properties of the currently active quick view in the main Echo window, do one of the following:

- Click View -> Quick View Properties.
- Press Ctrl+Q.

• Right-click the tab of the active quick view and select Quick View Properties.

To modify the properties of any view in the Manage Quick Views dialog box, do the following:

- 1. Open the Manage Quick Views dialog box as described in this section.
- 2. Select the view you want to manage or create a new view.
- 3. Click **Properties**.

Either way, the following dialog box will be displayed, containing two tabs: "Basic view settings" and "Filters":

Quick View Properties: Sticky						
Basic view settings Filters						
View name:						
Sticky						
Sort list in full mode by:	Sort list in search <u>m</u> ode by:					
Date 👻	Date 👻					
Eull mode sort order:	Search mode sort <u>o</u> rder:					
Descending	Descending					
Limit number of shown items to:	<u>T</u> ab color:					
500 4 >						
Use as default settings for newly created views						
	OK Cancel					

#### View name:

Enter or change the name of the view. It is best to keep the name short, but there are no restrictions on how you can name a view,

#### Sort list in full mode by:

Controls how clips in the view are sorted when the full list of clips is displayed. The options are:

Date Date and time the clip was captured or used

Alphabetic Sort clips in standard alphabetical order

ally

Applicatio Sort clips alphabetically by the source application (i.e., the application from n which each clip was copied when Echo captured it)

- Use count Sort clips by the number of times they were used (i.e. copied or pasted from inside Echo)
- Length Sort clips by their length

ID Sort clips by the ID (number) which Echo database internally assigns. Since the IDs generally grow, a lower ID generally means the clip is older, even if it was very recently used so that its date and time are "new".

#### Full mode sort order:

Controls sort order when the full list of clips is displayed. The options are: AscendingSort order is from low to high values (oldest clips first, shortest clips first, least used clips first etc.)

Descendi Sort order is from high to low values (newest clips first, longest clips first,

ng most often used clips first etc.)

#### Sort list in search mode by: and Search mode sort order:

The meaning of these settings is the same as the sort options described above. However, these two settings are applied to the list of clips when it is filtered by typing text in the search box. This lets you use different sort settings for the full (unfiltered) list and use separate sort settings when you are searching for clips.

#### Limit number of shown items to:

If this option is checked, the view will display clips up to the number in the edit box below it. The default is 500 clips, and the option to limit the number of clips is selected by default. This setting works in concert with the sort options. For example, since the default sort setting is by **date**, **descending**, Echo will show up to 500 latest clips. If you sort a view by **clip length**, **ascending**, Echo will show 500 shortest clips.

Notes:

- The limit applies only to the number of clips displayed. When you search for clips, Echo always scans the whole database. If it finds fewer matching clips than the limit allows, all matches will be displayed. If Echo finds more clip than the limit, it will discard the surplus clips.
- The default set of quick views in Echo includes a view called "ALL CLIPS", which is configured to not limit the number of clips displayed.
- The default value of 500 was chosen because a list of 500 items is small enough to be generated very fast even on slower computers, and it is large enough to suffice for most purposes. You probably don't want to manually browse through more than 20 or 50 clips anyway. If you're trying to find one clip among 500, you'll get results much faster if you refine the search criteria.

#### Tab color:

Normally all tabs are shown using the default color taken from the Windows theme. However, you can enable an option to manually set color for each tab. Some users may find it easier to distinguish quick views in this way. If that option is enabled, you can use this drop-down box to select a custom color for the view.

#### Use as default settings for newly created views:

This checkbox is unchecked by default. If you check it and then click OK, all the settings made on this tab (except for **View name**) will be applied to any new quick view you create. (See <u>Managing Views</u>.) Please note that this applies *only* to the settings made on the "Basic view settings" tab. Filters must be defined separately for each new view, and newly created views do not have any filters defined.

If you switch to the "Filters" tab, you can create one or more filters to fully use the power of quick views in Echo. The "Filters" tab looks like this:

Quick View Properties: Sticky		-	×	
Basic view settings Filters				
Filters ▶ Sticky clips	Add filter	▼ <u>U</u> p		
	dition filters (AND) r filter (OR)	n		
	Reverse	False		
OK Cancel				

To the left there is a list of filters which you can select and modify or delete. Each quick view may have zero, one or any number of filters.

**To add a filter to a quick view:** click Add filter and select a filter type from the drop-down menu. A new filter of the selected type will be added to the end of the list. See <u>Quick View</u> <u>Filters</u> for a detailed description of filter types, settings and behaviors.

To delete a filter: select a filter on the left, then click Delete.

To move filters up and down in the list: select a filter, then click Up or Down.

**To modify a filter:** select a filter, then change the settings in the area in the lower right corner. There are usually one or more settings in the little table-like area. You can double-click the values in the right-hand column to change them, use the drop-down list to pick a value, or just type in the edit box provided. The settings available depend on the type of the selected filter. For example if the filter type is "Text length", you can enter a value for the length limit and you can choose whether it is the minimum length or maximum length. (I.e., show all clips <u>shorter than</u> 12 characters, or show all clip <u>longer than</u> 12 characters, etc.) See <u>Quick View Filters</u> for a detailed description of filter types, settings and behaviors.

Match all filters (AND): select this option, if you have defined more than one filter for the view, and you want the view to display only those clips which <u>match all the filters</u>. This is equivalent to

the "AND" operator in some search engines.

**Match any filter (OR):** select this option, if you have defined more than one filter for the view, and you want the view to display clips which <u>match at least one of the filters</u>. This is equivalent to the "OR" operator in some search engines.

See <u>Quick View Filters</u> for a detailed description of filter types, settings and behaviors. Quick View Filters

Filtering is what makes quick views really shine in Echo. Filters let you can create views that display only the clips that satisfy a particular condition — such as only the sticky clips, only the clips that contain specific text, only clips which are shorter or longer than a specified value, etc.

Each quick view can include one or more filters, and you can choose whether all filters or any of the filters must match in order for clips to be displayed.

To define filters for a quick view, first open the Quick View Properties dialog box, as described in the section on <u>modifying quick views</u>. Then click the **Filters** tab. The dialog box will look like this:

Quick View Properties: Sticky						
Bas	Basic view settings Filters					
	Filters		<u>A</u> dd filter →	<u>U</u> p		
15	Recent		<u>S</u> ticky clips			
			Edited clips			
			Used clips			
			Current timeframe			
			<u>R</u> ecent			
			<u>F</u> ixed date			
			Text length			
			<u>Application</u>		-	
			<u>P</u> attern match			
	Help		ОК	Ca	ncel	

To add a filter, click the **Add filter** button. A drop-down menu will be displayed similar to the one above, containing a list of all the available filter types. Select the type of filter you want to use, and the filter will be added to the list on the left.

Echo supports the following types of filters:

#### Sticky clips:

The filter includes only the clips which are marked as sticky.

#### **Edited clips:**

The filter includes only the clips which have been edited in Echo.

#### Used clips:

The filter includes only the clips which have been used at least once in Echo. This means clips that have been copied or pasted in the main Echo window. You can specify the minimum number of times a clip must have been used to be included in the filter. Example: clips used at least once, or: clips used at least 15 times.

#### Current timeframe:

The filter includes clips which have been captured or last used within the current unit of time: this day, this week, this month or this year. Example: clips whose timestamp is within today's date.

#### **Recent:**

The filter includes clips which have been captured or last used within the last **n** seconds, minutes, hours, days, weeks, months or years. **N** is a number that you specify. Example: clips whose timestamp is within the last 60 minutes.

#### Fixed date:

The filter includes clips which have been captured or last used either on the specified day, or before or after that day. Example: clips whose timestamp is after July 7, 2011.

#### Text length:

The filter includes clips which have a specific text length, or clips which are shorter or longer than a specific length. Example: clips longer than 100 characters, or: clips shorter than 5 characters.

#### Application:

The filter includes clips which were copied from a specific application. By creating multiple filters of this type, you can create a quick view that shows clips captured from various browsers: Firefox, Chrome, Opera, Internet Explorer etc.

#### Pattern Match:

The filter includes clips which contain a specific text. This type of filter works very much like the <u>basic search</u> in the main window, but without you having to type the text every time. Example: by using "http://" as the pattern, you can create a quick view that shows all clips containing Internet addresses (URLs).

Notes:

• There is a **subtle difference** between "Current timeframe" and "Recent" filters. Imagine you have a "Current timeframe" filter set to "today", and a "Recent" filter set to 24 hours. They seem similar, but each will produce a different set of clips. The "Recent" filter will show more clips, because it will include clips from the full 24 hours preceding the current time, and some of those 24 hours will technically be "yesterday". By contrast, the "Current timeframe" filter will only include clips whose date is the same as the current date, i.e. clips dated since last midnight. For example, if the current time is 7 am, the "Current timeframe" filter set to "today" will show clips from the last seven hours, while the "Recent" filter will include a full 24 hours'

worth of clips, since 7 am yesterday.

After you add a filter, you can select it in the list of filters on the left. The filter's properties will be displayed in the smaller table-like area on the right, where you can modify the filter. Each filter type has its own set of properties. The properties are mostly self-explanatory. A few examples follow.

#### Properties for a "Used clips" filter:

Count	2
Relation	nrGreaterThan
Reverse	False

**Count**: usage count to use for deciding whether or not to include a clip in the view. **Relation**: less than, less than or equal, equal, greater than, greater than or equal.

In the above example, the filter will accept only clips which have been used more than twice.

#### Properties for a "Recent" filter:

Count	24	
Reverse	False	
TimeUnit	tuHour	

**Count**: number of time units (seconds, minutes, hours et.c) to use. **TimeUnit**: the time unit to use: second, minute, hour, week, month or year.

In the above example, the filter will accept only clips whose timestamp falls within the last 24 hours.

Notes:

- There is only one property common to all filters: Reverse. You can use it to invert the meaning of a filter, so that its condition becomes the opposite. If you reverse a "Sticky" filter, the filter will include only non-sticky clips. If you reverse a "Used clips" filter, the quick view will contain only the clips that have never been used, etc. If you reverse a "Recent" filter set to show clips from the last 60 minutes, the quick view will contain all clips except those from the last 60 minutes. To reverse the meaning of a filter, set its Reverse option to True.
- Remember that when you define multiple filters for a quick view, you can also decide whether all filters must match or any of the filters must match in order for a clip to be included in the view. This setting is controlled by the two radio buttons above the filter properties area: Match all filters (AND) and Match any filter (OR). See the previous section for more details.

### Selecting Clipboard Formats

You can tell Echo which clipboard formats to store in the database, and which to ignore. Before you know how to do it, it is important to understand why.

On the outside, the Windows clipboard is deceptively simple: it can hold only one piece of data at a time. Under the hood, however, things become a little more complicated. Have you ever wondered how it is possible that you can copy some text in Word and paste it in Notepad? On the face of it, Notepad should not be able to accept any data from Word, because the two programs use entirely different kinds of data: pure text in Notepad and rich, formatted text in Word, that can include graphics, tables, footnotes, indexes and many more elements. Or perhaps you have tried something a little more esoteric: you can copy a table from Excel and paste it in Paint (or any other image editor), even though the two applications operate on completely different data formats. Then, of course, there are things that cannot be done at all, such as copying a waveform (sound) in an audio editor such as Sound Forge or Audacity and pasting it in Notepad. But most of the time you can copy and paste data quite freely between different Windows applications.

The way this is achieved is that a single piece of data is stored on clipboard in multiple formats. Even plain text copied from Notepad ends up on the clipboard in four different formats - four different "versions". And when you copy data from richer applications such as Word or Excel, the number of different versions become quite high. Word 2007 puts each copied piece of text in 14 different formats, while Excel creates as many as 29! (In a minute I'll show you how to see this for yourself in Echo). The number of formats varies with each application, but the purpose is always the same: provide the data in as many different versions as possible, so that other applications can find and use the version they support.

For example, when you copy text from Word, it ends up on the clipboard in several different formats, including:

- Word data (to be pasted in Word)
- RTF (formatted text understood by other advanced word processors such as Open Office Write)
- o plain text without any formatting (to be pasted in text editors such as Notepad), and
- o a bitmap (to be pasted in an image editor).

All this (and much more) happens when you press Ctrl+C in Word. Some applications even have their own, private data formats, which only they understand. This is useful, because those apps can preserve and recognize their data when it gets put on the clipboard, even though Windows has no idea what the actual data format is.

So now you know why many different formats exist. But why is it a good idea to store only some of them in Echo, and discard others? The reason is performance. When you copy text in Word, Word doesn't actually generate all the 14 different versions of the text you've copied. Nor does Excel generate 29. It would take way too much time, take too much memory, and you would feel the application "freeze" for a moment after pressing Ctrl+C or Ctrl+X. Instead, applications such as Word and Excel (and many others, of course) only tell Windows: *"This data is available in 20 different formats. Here's the list"*, but they do not actually copy any data. Then, when you switch to another application and click "Paste", that application looks at the list of available formats, decides which format it wants to use, and asks Windows to fetch it. At this point Windows goes back to the application from which you copied the text and asks it for the data in only one format - the one your application requested.

So when you copy formatted text in Word in order to paste it in Notepad, Word tells Windows that the text is available in 14 different formats, but only has to generate one - plain text. And when you copy a table in Excel and paste it in Paint, Excel does not generate all 29 versions of your table, but only one, the bitmap. This is a little more complicated than it could be, but it allows applications to exchange data much easier, much faster and using less memory. Indeed, this is what happens most of the time. It is extremely rare for an application to have to physically put data on clipboard in all the formats it supports. It almost never happens - and when it does, the system has to do a lot of work, which you can easily notice, as the computer will seem sluggish for a moment.

By this time you probably realize that Echo could put your computer under a lot of strain: not only can it ask applications for all the clipboard formats they can create, but it would be doing so all the time, for every bit of data you ever copy! Now, that is definitely not a good idea. Hence, selecting clipboard formats in Echo.

By default, Echo saves only a small selection of formats in its database: plain text encoded as ANSI, plain text encoded as Unicode, RTF, HTML and CSV (comma separated values, a common format for tabular data). These are all the formats Echo asks for when it detects new data on the clipboard, and it ignores all other formats. At any time you can remove some of these default formats (with some exceptions) and add any new formats you want Echo to store. In order to do that, you need to know what other formats are available, of course. Echo provides all the necessary information.

Copy some text from Word, Excel or any other application. It doesn't matter what application you use, as long as you copy text (and not an image or some other type of data). Then do the following:

Press **Ctrl+F** or click **Tools** > **Available Clipboard Formats**. The following dialog box will be displayed:

vailable clipboard formats :: 1	4	-			×
Formats currently on clipbe	oard	•	Formats stored in Ech	o database	•
Name	△ Stored		Name 🛆	Kind	Text-only
cf_enhmetafile	No		cf_locale	System	Yes
cf_locale	Yes		▶ cf_text	Required	Yes
cf_metafilepict	No		cf_unicodetext	Required	Yes
▶ cf_oemtext	No	Ξ	CSV	Custom	Yes
cf_text	Yes		HTML Format	Custom	No
cf_unicodetext	Yes		Rich Text Format	Custom	No
DataObject	No				
Embed Source	No				
HTML Format	Yes				
Native	No				
Object Descriptor	No	Ŧ			
Format currently on clipboard standard Windows format whic stored in Echo da	l (plain text). This is a h Echo may collect. N atabase.	ot	This format is required by Echo and is alw format cannot be ren	ays stored in noved.	database. This
<u>R</u> efresh <u>A</u> dd >>	Add Other	]	Toggle Text	Re <u>m</u> ove	
Help				ж	Cancel

(The screenshot shows clipboard contents after copying text in Word 2007)

The dialog box contains two main panes:

- **left pane**: contains a list of formats currently available on the clipboard. The **Stored** column indicates whether any given format is already captured and saved in Echo's database.
- right pane: contains a list of formats that Echo is configured to store in the database. Whenever you add a new format, it appears here. You can also remove most of the formats in this list. The Kind column indicates whether a format is "System" (defined by Windows) or "Custom" (defined by individual applications). Formats marked as "Required" in this column are system formats that Echo must preserve in order to perform its function - these formats cannot be removed from the list. The Text only column indicates whether the format is considered to be plain text: if yes, then Echo will include the format when you use the "Paste as Text" command.

When you look at the left pane, you can see all the different formats currently available on the clipboard. This is how you can discover what formats exist and decide whether you want Echo to use them. The items in the list will be different depending on what application you have most recently copied data in. It may also be empty, if you have just started Windows and have not copied anything yet.

Under the left pane there are three buttons:

 Refresh: Click to refresh the list (e.g. if you have copied new data to clipboard while this window was open)



- Add: Click to add the format currently selected on the left to the list on the right. This will tell Echo that you want to store the selected format. The Add button is disabled when you select a format that is already stored in the database.
- Add Other: Click to add a new format that is not listed in the left pane. In order to do this, you need to enter a name of the format you want to add you can find it in the documentation of some applications that register their own formats. This is a rarely used feature; don't worry if you don't see a need for it :)

The list on the right contains the formats Echo is currently configured to store. The buttons below this list are:

- Toggle text-only: Click to mark the selected format as plain text or not. When a format is
  marked as plain text, Echo will include it when you use the "Copy Text Only" or "Paste Text
  Only" command. If the format is not marked as plain text, Echo will put it on the clipboard
  only when you use the basic "Copy" and "Paste" commands, but not when you use their
  text-only equivalents. Note that marking formats as text only is entirely up to you: Echo does
  not care if a format is truly "just text". This is merely a way to tell Echo whether a particular
  format should be included when you copy or paste clips as "text only" in Echo.
- Remove: Click to remove the selected format. Formats removed from the list will not be stored in Echo database. Echo will not purge the existing clips in the database, but from now on it will not collect data in the formats you have removed. Note that there are two formats marked as "Required", which cannot be removed, because Echo must have them in order to store a minimal amount of data in the database.

When you are finished configuring the formats, click OK to close this dialog box.

#### Notes:

- Instead of clicking the buttons under each pane, you can also right-click the panes with the mouse to display context menus containing the same commands and their keyboard shortcuts.
- There is a drop-down menu above the left pane. In the screenshot it reads "Formats currently on clipboard". You can click it and select "Standard system formats" instead:

Formats currently on clipboard
Formats currently on clipboard
Standard system formats

This will display a list of standard clipboard formats that are defined in Windows. You can use it to add to Echo formats that are not on the clipboard at the moment, but which you want to add anyway.

### Database maintenance

Echo database can easily hold thousands of clips, but you probably don't want to keep all your clips forever. As the size of the database grows over time, searching for clips will become a little slower. This is why it is sometimes useful to do "database maintenance" - purge some of the oldest clips you don't need anymore. By default, Echo automatically runs the maintenance task twice a day (every 12 hours). Since maintaining the database takes a few seconds to complete, Echo only runs it when it is minimized and the computer has been idle for a while.

By default, Echo purges clips that are older than 30 days. After that, Echo checks how many clips remain in the database. If the number of clips is greater than 5000, Echo deletes some of the oldest clips, so that the database contains no more than 5000 clips. Similarly, Echo may purge some of the oldest search history entries: by default history entries older than 30 days are deleted, and then Echo trims the number of history entries so that it does not exceed 100. The settings for age and maximum number of clips and history entries can be configured in the Preferences dialog box (see below). You can also disable some or all of the maintenance tasks.

Clips marked as <u>sticky</u> are never purged, regardless of their age and number.

If you want, you can run database maintenance manually by performing the following steps:

1. Click **Tools** -> **Maintain database**. The Echo database maintenance dialog box will be displayed

Echo database ma	intenance 🛛 📉
Maintain	Select maintenance actions to perform          Purge captured clips (max clips: 6000 ; max clip age: 90 days)         Purge search history (max items: 100 ; max item age: 30 days)         Compact database
	Last maintenance: 2011-09-03 13:38
Help	Perform selected maintenance tasks Close

- 2. Click the Maintain tab.
- 3. Select the options (checkboxes) for the tasks you want Echo to perform; uncheck the options you want to omit.
- 4. Click the **Perform selected maintenance tasks** button.
- 5. The dialog box will close and Echo will perform database maintenance. The process may take a few seconds to complete. A message on the status bar will indicate successful completion.

In the Preferences dialog box you can configure how the maintenance is performed.

Option groups		Da	tabase maintenance
Auto save clips		Actions	[maPurgeClips,maPurgeHistory,maVa
Capturing clips		maPurgeClips	True
Database		maPurgeHistory	True
Database maintenance		maVacuum	True
Debugging		AutomaticMaintenance	True
Default view settings		MaxClipAgeDays	30
Display		MaxClipCount	5000
Exporting clips		MaxHistoryAgeDays	30
Find history		MaxHistoryCount	100
Fonts and colors	Ξ	MinIntervalHr	12
Keyboard		MinIntervalSinceStartSec	120
Pasting clips		RequiredIdleTimeSec	30
Promoting		UseMaxClipAge	True
Searching		UseMaxClipCount	True
Spellchecker		UseMaxHistoryAge	True
Splitting clips		UseMaxHistoryCount	True
Startup behavior			
Text editor	-		
Peret All			

You can set the following options, among others:

- Whether Echo should delete the oldest clips (UseMaxClipAge)
- How long a clip remains in the database before it is purged (MaxClipAgeDays)
- Whether Echo should purge clips if the total number of clips exceeds a specified number (UseMaxClipCount)
- Maximum number of clips permitted in the database (MaxClipCount)

Click **Tools** -> **Preferences** to open the Preferences dialog box, and then click the **Database maintenance** section. All the options are available there. When Echo performs an automatic or manual maintenance, it will use the settings configured in this section.

#### Notes:

- To remove all traces of deleted clips, the database must be compacted. If you delete a clip for privacy reasons, the physical data will still be present in the database file, although it will not be accessible directly. To erase all traces of the deleted clips, run database maintenance manually and make sure to select the "Compact.database" task.
- Maintenance purges not only clips, but search history entries as well. Uncheck the appropriate task if you do not with to purge search history.
- In the maintenance dialog box, there is also an Erase tab. It contains similar tasks to the ones found on the Maintain tab, but erasing simply <u>deletes all clips</u> from the database, regardless of their age or number. This is almost the same as physically deleting the database file, except erasing data will not affect your existing configurations, such as views



and filters. Use this function to clear all clips (including sticky clips!) and/or search history entries from the database. This operation can only be done manually; it is never performed as part of automatic database maintenance.

- When Echo performs maintenance (automatic or manual), sticky clips are never deleted. However, when you use the Erase task, the database is emptied of all clips, including sticky clips.
- The "Perform selected maintenance tasks" button becomes disabled if all tasks on the page are unchecked. You must check at least one task to perform for the button to be enabled.
- On the Erase tabs, all tasks are initially disabled (unchecked), because the operations are destructive. You must manually check the tasks you wish to perform.
- If you find you often purge or erase clips for privacy reasons, consider using the <u>in-memory</u> <u>database</u> instead.

### **Privacy Considerations**

A program that automatically captures and stores anything you ever copy to the clipboard is quite useful... until it isn't. There may be times when you do not want certain clips to get captured. Passwords are a good example. Perhaps you use a password manager, or maybe you just store passwords in a text file (hope its encrypted!), and copy / paste them when needed. That's a common scenario where the last thing you want is for your passwords to be captured and stored in an unencrypted database which can be read by anyone with access to your computer.

Ethervane Echo comes equipped with features to minimize the risk in such situations. First of all, it recognizes a special clipboard format called "Clipboard Viewer Ignore", which tells Echo that it should skip capturing a particular clip. A password manager creates this format on the clipboard to let other applications know that they should not capture this data. The idea was originally developed by Chris Thornton, the author of the famous <u>ClipMate</u>, and you can read more about it <u>here</u>. If you are using a password manager, make sure it includes "Clipboard Viewer Ignore" together with any data it copied to clipboard. And then make sure you are using a clipboard extender which supports this technique, such as Ethervane Echo.

Beyond that, Echo gives you two ways of protecting your privacy, described in the next two sections:

- <u>Ignoring clips from certain applications</u>: you can create a list of applications or folders which Echo should ignore. When Echo detects that a clip was copied from one of those applications, it will not capture it.
- <u>Using an in-memory database</u>: Echo's database can be kept in your computers memory, instead of on the disk, so that every time you reboot the computer (or restart Echo), all the collected clips will disappear forever.

#### **Excluding Applications**

Sometimes it may be a good idea to prevent Echo from capturing clips copied from certain applications. For example, if you use a password manager, you may not want Echo to capture password you copy from it. To do this, you can specify names of applications which Echo should ignore. You can also specify partial names, or even paths. This way you can prevent Echo from capturing clips from any application that is installed on a specific drive or in a specific folder.

To add an application to Echo's ignore list, do the following:

1. Click **Tools** -> **Preferences**. The Preferences dialog box will be displayed.

Echo Preferences	-		×
Option groups 🛆 🔺		Application filter	
Application filter	AcceptFromUnknownApps	True	
Auto save clips	FilterType	ftExclusive	-
Capturing clips	Items	(TLowercaseStringList)	
Database			
Databasa maintananga			

2. Click the **Application filter** section on the left:

- 3. Next to **Filter type** select one of the following options:
  - **ftExclusive** (default): the filter is "exclusive", ie. excluded all the applications listed from capturing by Echo. Echo will capture clips from any application not listed in the filter.
  - **ftInclusive**: the filter is "inclusive", ie. only the applications listed in the filter will be included. Echo will ignore clips copied from any application not listed in the filter.
  - o If you want to exclude only certain applications, use the "ftExclusive" setting:

AcceptFromUnknownApps	True
FilterType	ftExclusive
Items	(TLowercaseStringList)

4. Click the small square button next to **Items**.

AcceptFromUnknownApps	True
FilterType	ftExclusive
Items	(TLowercaseStringList)

5. A simple editor window will be displayed. In the editor type the names, partial names or paths of applications you want Echo to ignore. To ignore multiple applications, enter each name in a separate line (press Enter between entries).

TApplicationFilter.Items	
3 line(s)	
notepad.exe secretapp D:V	
	OK Cancel

- 6. Click OK to close the editor and save your changes.
- 7. Click OK again to close the Preferences dialog box.

#### Examples:

If you want Echo to ignore (exclude) clips copied from Notepad, enter **notepad.exe** or just **notepad** 

If you want Echo to ignore clips copied from any application on your "d:" drive, enter d:\ If you want Echo to ignore clips copied from any application installed under C:\secretapps, enter C:\secretapps or just secretapps

#### Important:

- Please **TEST your filters**. In some cases (especially on 64-bit versions of Windows) Echo may not be able to retrieve the full path of an application. If this is the case on your system, listing drives or folders in the application filter will not work, and you will only be able to use application names (e.g. "notepad.exe"). Make sure the filter works before you start relying on it.
- Remember that the filter only looks at **the application, not the document** you are editing in it. For example, let's assume you tell Echo to ignore all apps installed on drive "d:" (as in the second example above). Now imagine you have started Notepad and opened in it a text file residing on the "d:" drive, such as d: \My Files\letters.txt. If you select some text and cop[y it, Echo will capture it, because the application in this case is Notepad, which is typically installed on the C: drive (the system drive). You can only exclude applications, not documents you open in applications.
- In the Preferences dialog box, Application filter section (see screenshot above), there is one more setting not yet described: AcceptFromUnknownApps. This setting tells Echo what to do if it detects a new clip, but cannot detect what application copied it to the clipboard. Set this option to "True", if you want Echo to capture clips from applications it cannot detect. Set it to "False", if you want Echo to always ignore clips if it does not know the source application.

#### In-Memory Database

When Echo captures a clip, it saves it to its database on disk. This is normally the desired outcome, since a database is extremely robust and can easily hold thousands of clips for a long time. The database is needed to let you retrieve captured clips in the future. However, there may be times when you do not want Echo to keep a permanent record of every clip you copy to clipboard. For example:

- If you run a portable version of Echo from a pendrive (USB flash drive), frequent writes to the database will shorten the lifespan of your drive.
- If you run Echo on an office computer or on a computer to which many people have access
- In any situation when you do not want your clips to be stored on disk and potentially accessible to others.

Echo has an easy solution: you can tell Echo to keep the clips in memory only, and never to write them to disk. Keep in mind that if you use this feature, your clips will not be stored anywhere, and will disappear forever as soon as you close Echo. This is the intended result if you need privacy.

To enable the in-memory database in Echo, do the following:

- 1. Click **Tools** -> **Preferences**. The Preferences dialog box will be displayed.
- 2. Click the **Database** section on the left.
- 3. Find the InMemoryDatabase option and set it to True:

Echo Preferences			
Option groups 🛆 🔺		Database	
Application filter	CopyDiskImageToMemory	False	
Auto save clips	DuplicateClipsHandling	dhcReplace	
Capturing clips	InMemoryDatabase	True	
Database	MaxDispTextSize	2048	
Database maintenance	StoreAppIcons	True	
Debugging	StoreFullApplicationPath	False	
Default view settings	WriteAppIconsOnlyIfNew	True	
Display			

4. Click OK again to close the Preferences dialog box.

### Automatically splitting clips

This is a somewhat obscure feature that you may not need often. When enabled, it causes Echo to split each clip it captures into separate lines, and store each line as a separate clip. The original clip is optionally stored as well. This feature has no effect on clips already stored in the database.

To enable splitting clips:

Click **Echo -> Split New Clips**. The following dialog box will be displayed:



Click "Yes, enable splitting clips" to turn the feature on, or click Cancel if you have changed your mind.

**Enable for this session only**: if this checkbox is selected, and you enable splitting clips, the feature will remain enabled only until you exit Echo or restart the computer. If this checkbox is unchecked, splitting clips will remain active until you disable it manually.

When the feature is enabled, the **SPLIT** indicator is displayed in the status bar.

To disable splitting clips:

Click **Echo** -> **Split New Clips**. The checkmark next to the option will disappear, and the feature will be turned off.

Automatically saving clips

When this feature enabled, Echo will save each clip it captures to a text file stored in a specified folder.

To enable splitting clips:

Click **Echo -> Autosave Captured Clips**. The following dialog box will be displayed:



Click "Autosave newly captured clips" to turn the feature on, or click Cancel if you have changed your mind.

**Enable for this session only**: if this checkbox is selected, and you enable saving clips, the feature will remain enabled only until you exit Echo or restart the computer. If this checkbox is unchecked, saving clips will remain active until you disable it manually.

When the feature is enabled, the **SAVE** indicator is displayed in the status bar.

To disable saving clips:

Click **Echo -> Autosave Captured Clips**. The checkmark next to the option will disappear, and the feature will be turned off.

You can specify the folder where clips are saved in the Preferences dialog box. By default the files are stored using UTF-8 encoding, which you can also configure in Preferences.

Notes:

• When this feature is enabled, the plain text version of each clip is stored as a single, separate file. The file is named after the first few words of each clip. It is not possible to store all clips in the same file, but you can use the Export feature to achieve the equivalent effect.

To change how Echo behaves and set your preferred fonts and colors, click **Tools -> Preferences** or press F5. This dialog box will be enhanced in a later version. For now, please ask here if you are unsure how to configure certain options.

### Master Config

Echo uses a file named **master.config** to store a few basic configuration settings that affect the program as a whole. The file is always located in the same folder as the executable (ethervaneecho.exe).

Configuration settings stored in this file can only be changed manually. They cannot be modified inside Echo, and Echo never saves the master.config file, only reads it at startup.

You can edit the file in any plain text editor, such as Notepad. Echo must be restarted for any changes to take effect.

### Configuration

Some settings in the master.config file are used only for debugging the program and should never be modified by the user, because doing so will usually cause all kinds of errors. Below only those settings are described which you may safely modify.

Most settings are boolean (yes / no) toggles. To enable a setting, change it to 1. To disable it, change it to 0.

**Important**: the settings in master.config file will affect all users on a particular computer (unless you installed Echo in portable mode and each user has his or her own installation). Use with care!

#### section: [EchoMasterConfig]

portable=0

This setting tells Echo whether it should run in portable mode. You only need to set it to 1 if you want to run Echo as portable from the internal hard disk in your computer. (In this case, remember that you Echo must be installed in a folder to which you have write permissions, which means **\*\*not**\*\* under the Program Files folder.) If you run Echo from a USB pendrive or other removable disk, Echo will run in the portable mode automatically, so there is no need to change this setting.

nowriteconfig=0

This setting prevents Echo from saving any configuration changes to disk. By default it is set to 0, which means Echo can save configuration. If you set it to 1, configuration changes will not be saved.

noreadconfig=0

This setting prevents Echo from reading any configuration files on startup. By default it is set to 0, which means Echo will read its configuration normally. If you set it to 1, Echo will not read any configuration files, so it will start with the default settings each time.

#### section: [EchoLog]

enablelog=0

Set this to 1 to enable debug log in Echo. If you encounter a repeatable bug, enabling the log may help in diagnosing the problem.

diagnosticlog=0

Set this to 1 to enable more detailed diagnostic log. (Enablelog must be set to 1 as well).

sessionlog=0

When set to 0, Echo will create a new log file each time it starts, overwriting the previous log file. When set to 1, Echo will continue writing log data to an existing log file.

## Configuration

#### section: [EchoDatabase]

altdbfilename=

This setting allows you to change the filename of Echo database. By default, the database is named "EthervaneEcho.sqlite. Using this setting you can specify any other, valid filename. Example: "altdbfilename=MyEchoDatabase.sqlite". Note that this setting controls only the filename itself, **not the path**, so you cannot include path here.

cleardboninit=0

If you set it to 1, Echo will delete all clips from the database each time it starts. This setting may be removed in the future; please use "In-memory database only" in Preferences.

cleardbonexit=0

If you set it to 1, Echo will delete all clips from the database each time it exits. This setting may be removed in the future; please use "In-memory database only" in Preferences.

directoryoverride=<custom data and configuration directory>

This setting is empty by default. You can use it to specify a folder under which Echo will keep its database and configuration files. The setting will override Echo's normal data and config locations, and it works the same way for both the desktop and standard editions. You can specify a folder that does not exist, but Echo must be able to create it. Alternatively, instead of editing the master.config file, you can specify your custom folder on the <u>command line</u>.

Notes:

• In a standard (non-portable) Echo installation, you must have administrator permissions to modify this file.

### Command-line Parameters

Echo supports a number of command-line parameters, which let you control certain aspects of how the program behaves. These parameters can be specified on the command line or in the properties of a shortcut you use to start Echo. To use the latter method, right-click the shortcut, select Properties, and append appropriate parameters in the "Target element" field.

Echo supports the following command-line parameters:

-f:<custom config folder> You can use this parameter to specify a folder under which Echo will keep its database and configuration files. The setting will override Echo's normal data and config locations, and it works the same way for both the desktop and standard editions. You can specify a folder that does not exist, but Echo must be able to create it.

Examples:

-f:c:\tools\config

## Configuration

-f:"c:\my configurations\Echo"

Note the colon and note that the folder name must be enclosed in quotation marks if it contains spaces.

Alternatively, you can set this custom folder in the master.config file.

-log	Enable debug log
-diag	Enable more detailed diagnostics log
-nwc -nowriteconfig	Prevents Echo from writing any configuration files to disk
-nrc -noreadconfig	Prevents Echo from reading any existing configuration data (Echo will start with the default settings for all options). Note that even if this parameter is specified, Echo will still read the <u>master.config</u> file, because this file is processed before the command-line arguments.
-portable	Makes Echo run in portable mode. This is an alternative to setting this value in the master.config file.

### Tips and Tricks

Echo has been carefully designed to help you find clips as fast as possible. Use the following tips to get the results you need quicker:

- If you want to begin searching, just start typing! No need to click the search box first or navigate to it using the Tab key. As soon as you type the first letter, digit or punctuation mark, the cursor will jump to the search box. Just type what you are looking for, and Echo will display the results immediately.
- When search results are displayed, they are immediately ready to use. Press Enter to paste the first (highlighted) clip, or press Down and Up arrow keys to navigate the list. Again, there is no need to click the list of results or move to it with the Tab key.
- You can select multiple clips: hold down the Shift key and click the last clip to select a
  contiguous range, or hold down the Ctrl key and click each clip you want to select, if the clips
  are not contiguous. (You can also press Ctrl+A to select all clips in the current view.) This is
  of course a fast way to delete many clips at once, but Echo can also paste multiple selected
  clips. Simply select more than one clip and press Enter.
- Before you begin searching, sometimes it may help to select a better view first. For example, if you remember that the clip you are looking for is marked as "sticky", you can switch to the "Sticky" view before typing the search text. That way, search results will include only sticky clips. Of course, switching to the "Sticky" view is not required, but it may return the correct

results faster if you keep a lot of clips in the database.

- If you want to create a new database, simply close (exit) Echo and delete the database file. A new, empty database will be created the next time you start the program.
- If you do not know where the database file is located, click **Tools** -> **Database Information**.
   Full database filename is displayed at the top of the information table.
- If you use Echo in portable mode, **install it on the fastest hard disk** you have. The performance of the database depends largely on the speed of the disk.

### Troubleshooting

### 1. Echo is not capturing clips

#### Is Echo connected to the clipboard?

Check the <u>connection indicator icon</u> in the status bar. A green checkmark indicates that Echo is connected to the clipboard (and therefore should be capturing clips). A red "x" indicates that Echo is not connected to the clipboard, perhaps due to some earlier error. Click the **Echo** menu and make sure that **Connect to clipboard** is checked; if it is not, click this option. See also <u>Getting Started</u> for detailed information on connecting to clipboard.

On Windows Vista, Windows 7 and later, enable "Force legacy mode" in configuration. If you are using legacy mode already, enable the option to periodically check and automatically reconnect.

#### Is Scroll Lock turned on?

Check the Scroll Lock key, and turn it off if the LED indicator is on. Consider disabling the option to stop capturing when Scroll Lock is on.

Copy a piece of text to clipboard and check if it gets captured. If not, click **Tools -> Available Clipboard Formats**. Check what formats are available (left pane) and make sure these formats are included in Echo configuration (right pane). Also check if at least one of CF\_TEXT or CF\_UNICODETEXT is shown in the left pane, because clips are only captured if they contain at least one of these formats.

Are you trying to capture images or other binary data? Echo only captures text.

#### Are you editing a clip?

Capturing clips is disabled while a clip is being edited. When you finish editing, capturing clips resumes automatically.

Check application filters. Are you copying data to clipboard from an application that is excluded in Echo? (Note that applications may also be excluded by path). <u>More information about</u> excluding applications.

Check constraints configured in **Preferences -> Capturing clips**. You may have set a minimum clip length or maximum clip length - perhaps the data you are copying to clipboard exceeds these limits.

In Echo, check the numbers shown in the leftmost section of the <u>status bar</u> "New: xx (yy)". The first number is the number of clips captured since the program was started. The second number (in parentheses) shows the total number of detected clipboard changes. Note these numbers. When you copy data to clipboard (in another application), return to Echo and check the numbers again Have they increased? If the number on the right (i parentheses) has not increased, this means Echo did not detect the copy operation. If that number has increased, Echo detected it. If the number on the left has not increased, it means the clip was ignored - check the log to find out why.

Enable the debug log (in diagnostic mode), restart Echo, then try copying clips to clipboard and check for any log messages, especially warnings.

### 2. Cannot find a clip, but you know it exists in the database

Check spelling of the search text. It may contain a typo.

Try using wildcards (press F4 to cycle through search modes), especially if you aren't sure of the spelling. For example, if you know the clip you are looking for contains the word "analyze", which may also be spelled as "analyse", using wildcards you can search for "analy?e" to find either spelling. You can also use wildcards in place of spaces, in case there is more than one space between words or if non-space characters may have been used (e.g. "plug\*play" to find all of "plug and play", "plug-and-play", "plug-&-play" and "plug'n'play", etc.)

Try the Advanced search mode (press F4 to cycle through search modes), and try several variants of the word you are looking for (e.g. "analyse OR analyze")

Make sure the current view is appropriate for the clip you are looking for. If in doubt, switch to the "Default" view or to the "All clips" view. If you have another view selected, perhaps it contains filters that the clip you are searching for does not match. For example, if the current view is "Sticky", your searches will return only sticky clips.

Perhaps the clip is no longer in the database. Depending on the configuration options in Tools - > Preferences -> Database, older clips are periodically removed from the database. The clip you are looking for may have been purged. Check the purging options and adjust them if necessary to retain clips longer. Mark important clips as sticly (Ctrl+S), so that they will never be automatically purged.

It is possible that the text you are looking for occurs in a clip that has been truncated due to its length. Echo always stores complete clips in the database, but when clips are very long, it displays and searches only the first 512 characters. This value (called MaxDispTextSize) can be increased if necessary, but changing the configuration will not affect clips that are already stored in the database.

### 3. The view is empty

Check the filter configuration. Perhaps there are no clips in the database that match the filters defined for a particular view. Change from AND to OR filters. Remove the filters one by one and see if the view becomes populated with clips. <u>More information on editing quick view filters</u>.

Check other views. Does the database contain clips? Perhaps Echo could not find your database and created a new one, which starts empty? Look at the status bar indicator to find out how many clips are stored in the database.

Switch to another view and then back to the one that was blank. Is the view still blank?

### Limitations

This section lists certain limitations of Ethervane Echo. **They are not bugs and they will not be "fixed" in future releases.** Rather, these limitations are inherent in the concept and design of the program.

- Echo captures and stores only clips that contain text. Echo can be configured to capture
  additional non-text formats (e.g. Excel copies data as a bitmap, among other formats), but
  clips that do not contain text will never be collected. This is a fundamental design principle of
  the application and will not be altered.
- Only plain text version of clips is displayed, even for clips that contain data in rich formats (e.g. RTF or HTML).
- When a clip is edited, only two plain text formats are preserved: ansi text and unicode text. If the clip you are editing contains other formats (e.g. RTF or HTML), these formats will be dropped when the edited clip is saved. (A feature may be added later to save edited clips as new, which would allow the original clip to remain unchanged. This feature is not yet available.)
- In Echo configuration there is a setting called MaxDispTextSize, that lets you specify the maximum length of text to display and search for each clip. If a clip is longer than this value, it will be truncated on display, and the part of the clip that is longer than the value will not be searched. This is a performance-related trade-off, since searching through a large number of lengthy clips might slow down the process. By default, the configuration option is set to 512 characters. If the text you are searching for occurs past the first 512 characters, it will not be found. You may of course increase the value of this setting if you tend to store very long clips, but you may notice a slight drop in search performance. Note that increasing or decreasing this configuration value will affect newly captured clips, but will not affect the clips that are already present in the database.

### Bugs and Known Issues

The problems listed in this section will most likely be fixed in a later release.

- When you select multiple clips, then copy or paste them, the items become de-selected. This
  will be fixed in a later release.
- When you select multiple clips, then copy or paste them, sometimes the clipboard ends up with garbage data. Only the first of the selected clips is copied properly, while other clips produce garbled text. **This bug is extremely rare.** I have only seen it happen once and could not reproduce it afterwards.
- When you press the activation hotkey, Echo tries to position itself near the caret. Sometimes
  this doesn't work, and Echo may even show up on another monitor (if you have ore than one).

Still working on that.

- The Preferences dialog box, where you configure the program, is somewhat obscure at the moment. It will be improved in a later release.
- When capturing clips, Echo can store and display icons of applications that copied data to clipboard. These icons sometimes get replaced with those of other, unrelated applications. This is going to be very difficult, perhaps impossible to get around. Explanation: this problem only occurs with applications that modify the Windows clipboard when they are being closed, notably Microsoft Excel. If you copy some data in Excel, Echo will capture the data and store Excel's icon correctly. Then, when you exit Excel, Excel will modify the clipboard, and Windows will notify Echo of that change. The data on the clipboard remains the same, so Echo only updates the latest clip. However, when Echo tries to access the application that placed data on the clipboard, Excel is already gone (closed), and a different application is active. As a result, Echo collects the icon of the application that has become activated after Excel window disappeared. In general, this happens when the clipboard is modified by an application that is not active (does not have keyboard focus) or is about to become inactive.
- Echo is available only in English, and at the moment it cannot be localized. Maybe later, but no promises!

Contact the author at: marek@tranglos.com

Websites:

- <u>www.tranglos.com</u>
- www.ethervane.com

© © 2012 Marek Jedlinski. All rights reserved.

Product and company names mentioned in this manual may be trademarks or registered trademarks of their respective companies.

Mention of third-party products is for informational purposes only and constitutes neither an endorsement nor a recommendation. The author assumes no responsibility with regard to the performance or use of these products. All understandings, agreements, or w arranties, if any, take place directly betw een the vendors and the prospective users. Every effort has been made to ensure that the information in this manual is accurate. The author is not responsible for printing or clerical errors.

The product described in this manual incorporates copyright protection technology that is protected by method claims of certain U.S. patents and other intellectual property rights.

This user manual was created with Help & Manual.
# Index

# A

adding a quick view 42 adding filters to a quick view 47 administrator 61 advanced search 28 arguments 63 author 12, 68

## B

basic search 28 bugs 65,67

## С

capturing clips 23, 57 changes 6 check spelling 32 clip list 15, 24 clipboard, connecting 21 clips, browsing 24 clips, capturing 23, 57 clips, copying 24 clips, deleting 31 clips, editing 32 clips, exporting 34 clips, ignoring 57 clips, importing 34 clips, list 15 clips, pasting 24 clips, saving 60 clips, searching 25, 28, 29 clips, splitting 60 clips, sticky 30 command-line 63 commands 19,35 configuration 61 connecting to clipboard 21 contact information 68 creating quick views 42 customizing Echo 61

## D

database 56, 59 default views 41 deleting clips 31 deleting quick views 42 display 2, 15 displaying clips 39 distributing Echo 12

## Е

echo 1, 2, 3, 15 Echo commands and menus 19 editing clips 32 editing quick views 43 email 68 errors 65, 67 excluding applications 57 exporting clips 34

#### F

features 2, 19 filtering quick views 47 finding clips 25 freeware 12

## G

general program description 2 getting started 3

## Η

help 3 hints 64 history 6 hotkeys 35 how clips are captured 23

## 

ignoring clips 57 importing clips 34 in-memory database 59 instant search 25 interface 2, 15 introduction 1, 3 issues 67

# Index

## Κ

keyboard 35

## L

latest version6license12limitations67listing clips24

#### Μ

main menu 19 main window 15 managing quick views 42 master.config 61 menu commands 19 modifying quick views 43, 47

# 0

options 61

## Ρ

parameters 63 preferences 61 privacy 56, 57, 59 problems 65, 67

## Q

quick view properties43quick views39quick views, default41quick views, filters47quick views, managing42quick views, modifying43

## S

search box 15, 25 searching 25 searching, advanced 28 searching, basic 28 searching, wildcards 29 settings 61 shortcut 63 spelling 32 status bar 15 sticky clips 30 Index

#### Т

tips and tricks 64 troubleshotting 65

## U

UI 2, 15 useful usage tips 64

#### V

views 39 views, default 41 views, filters 47 views, managing 42 views, modifying 43

#### W

website 68 what's new 6 wildcard search 29