

@pps4Me

AÇANA

@B COPY

Help Book
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Açana@BCopy

@b

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WHAT IS

AÇANA

@BCOPY?

WHAT IS «AÇANA @BCOPY»? ?

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

«Açana@bCopy» has these features:

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



START APPLICATION

START APPLICATION

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

Street	ZIP	City	Company	Department	Prefix	Country	State
Große Bockenheimer St...	60313	Frankfurt	Apple Retail Store	Große Bockenheimer St...		Germany	
Willy-Brandt-Platz 1	86153	Augsburg	Apple Retail Store	City-Galerie Augsburg		Germany	
Aachener Straße 1253	50858	Köln	Apple Retail Store	Rhein Center		Germany	
Altmarkt 25	01067	Dresden	Apple Retail Store	Altmarkt-Galerie		Germany	
Hirschgebouw, Leidsepl...	1017	PS Amster...	Apple Retail Store	Amsterdam		Netherlands	
320 West 5th Avenue	99501	Anchorage	Apple Retail Store	Anchorage 5th Avenue ...		U.S.A.	AK
Alstertal-Einkaufszentrum	22391	Hamburg	Apple Retail Store	Alstertal		Germany	
17711 Chenal Parkway	72223	Little Rock	Apple Retail Store	The Promenade at Che...		U.S.A.	AR
Via Curiel, 25	20089	Milano Roz...	Apple Retail Store	Fiordaliso		Italy	
1981 Broadway	10023	New York	Apple Retail Store	Upper West Side		U.S.A.	NY
367 George Street	2000	Sydney NSW	Apple Retail Store	Sydney		Australia	
320 The Bridge Street	35806	Huntsville	Apple Retail Store	Bridge Stree		U.S.A.	AL
Bahnhofstrasse 77	8001	Zürich	Apple Retail Store	Bahnhofstraße		Switzerland	
Arnulfstraße 19	80335	München	Apple GmbH			Germany	
701 West Georgia Street	V7Y IGS	Vancouver	Apple Retail Store	Pacific Center		Canada	British Columbia
One Stockton Street	94108	San Franci...	Apple Retail Store	San Francisco		U.S.A.	



OPERATION OF AÇANA @BCOPY

OPERATION OF «AÇANA@BCOPY»

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

The screenshot shows the main window of the application with a menu bar and a table of contacts. Callout 1 points to the 'Last' column header, callout 2 points to the 'City' column header, and callout 3 points to the 'Company' column header.

Last	First	Street	City	Company	Department
		Altmarkt 25	Dresden	Apple Retail Store	Altmarkt-Galerie
		One Stockton Street	San Franci...	Apple Retail Store	San Francisco
		Aachener Straße 1253	Köln	Apple Retail Store	Rhein Center
		Centroallee 147	Oberhausen	Apple Retail Store	CentrO
		Bahnhofstrasse 77	Zürich	Apple Retail Store	Bahnhofstraße
		Große Bockenheimer St...	Frankfurt	Apple Retail Store	Große Bockenheimer St...
		1981 Broadway	New York	Apple Retail Store	Upper West Side
		Via Curiel, 25	Milano Roz...	Apple Retail Store	Fiordaliso
		Alstertal-Einkaufszentrum	Hamburg	Apple Retail Store	Alstertal
		320 West 5th Avenue	Anchorage	Apple Retail Store	Anchorage 5th Avenue ...
		701 West Georgia Street	Vancouver	Apple Retail Store	Pacific Center
		Passeig de Postosij, 2	Barcelona	Apple Retail Store	La Maquinistra
		17711 Chenal Parkway	Little Rock	Apple Retail Store	The Promenade at Che...
		1685 Briargate Parkway	Colorado S...	Apple Retail Store	The Promenade Shops ...
		Hirschgebouw, Leidsepl...	S Amster...	Apple Retail Store	Amsterdam

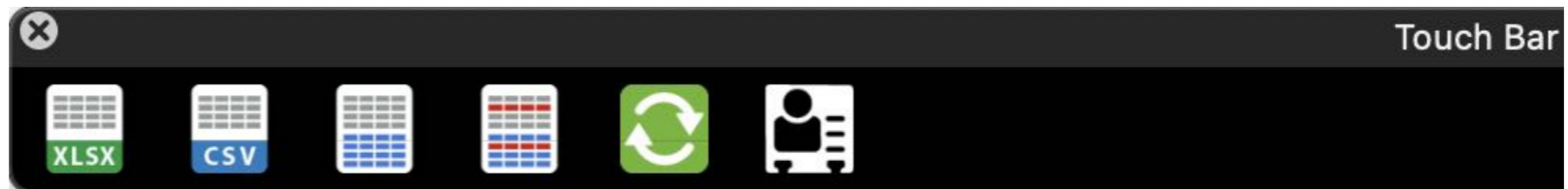
204 Contacts



TOUCH BAR

If your Mac has a touch bar, you can use these features:

-  Export all data as Excel® XLSX file
-  Export all data as CSV file
-  Copy all data
-  Copy selected data
-  Reload address book
-  Copy private data
-  Copy company data



COPY A CONTACT TO CLIPBOARD

COPY A CONTACT TO CLIPBOARD

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

The screenshot shows the Açana @b Copy application window. The title bar reads "Açana @b Copy". The menu bar includes "Export XLSX", "Export CSV", "Copy all", "Copy selected", "Reload", "Use person", and "Share". A search bar at the top right contains the text "Apple" and a search icon. Below the menu bar is a table of contacts with the following columns: Street, ZIP, City, Company, Department, Prefix, Country, and State. The contact "17711 Chenal Parkway" is selected, highlighted in blue. At the bottom right of the window, a status bar indicates "56 Contacts".

Street	ZIP	City	Company	Department	Prefix	Country	State
Gro0e Bockenheimer St...	60313	Frankfurt	Apple Retail Store	Große Bockenheimer St...		Germany	
Willy-Brandt-Platz 1	86153	Augsburg	Apple Retail Store	City-Galerie Augsburg		Germany	
Aachener Straße 1253	50858	Köln	Apple Retail Store	Rhein Center		Germany	
Altmarkt 25	01067	Dresden	Apple Retail Store	Altmarkt-Galerie		Germany	
Hirschgebouw, Leidsepl...	1017	PS Amster...	Apple Retail Store	Amsterdam		Netherlands	
320 West 5th Avenue	99501	Anchorage	Apple Retail Store	Anchorage 5th Avenue ...		U.S.A.	AK
Alstertal-Einkaufszentrum	22391	Hamburg	Apple Retail Store	Alstertal		Germany	
17711 Chenal Parkway	72223	Little Rock	Apple Retail Store	The Promenade at Ch...		U.S.A.	AR
Via Curiel, 25	20089	Milano Roz...	Apple Retail Store	Fiordaliso		Italy	
1981 Broadway	10023	New York	Apple Retail Store	Upper West Side		U.S.A.	NY
367 George Street	2000	Sydney NSW	Apple Retail Store	Sydney		Australia	
320 The Bridge Street	35806	Huntsville	Apple Retail Store	Bridge Stree		U.S.A.	AL
Bahnhofstrasse 77	8001	Zürich	Apple Retail Store	Bahnhofstraße		Switzerland	
Arnulfstraße 19	80335	München	Apple GmbH			Germany	
701 West Georgia Street	V7Y IGS	Vancouver	Apple Retail Store	Pacific Center		Canada	British Columbia
One Stockton Street	94108	San Franci...	Apple Retail Store	San Francisco		U.S.A.	

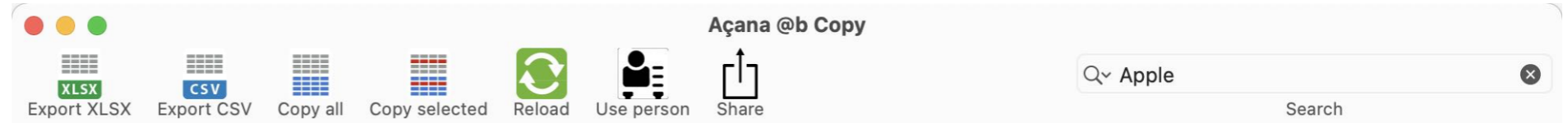
You can see a message at the left bottom of the main window, that the selected contact was copied to the clipboard.



COPY ALL CONTACTS TO CLIPBOARD

COPY ALL CONTACTS TO CLIPBOARD

To copy all contacts to the clipboard, click on the icon „Copy all“.



After this, you can paste the contacts in any other application. In Microsoft® Excel® and Apple® Numbers® all data are filed in separate fields.

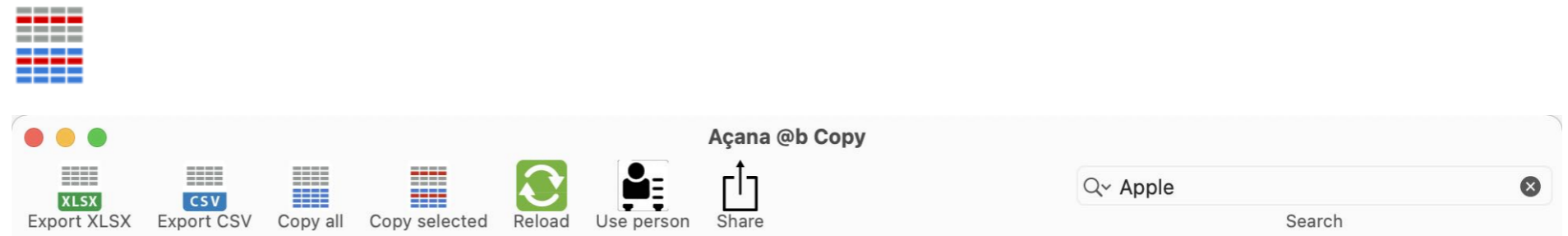
	C	D	E	F	G
1	Straße	PLZ	Stadt	Firma	Abteilung
2	One Stockton Street	94108	San Francisco, CA	Apple Retail Store	San Francisco
3	Via Curiel, 25	20089	Milano Rozzano	Apple Retail Store	Fiordaliso
4	320 The Bridge Street	35806	Huntsville	Apple Retail Store	Bridge Stree
5	Jungfernstieg 12	20354	Hamburg	Apple Retail Store	Jungfernstieg
6	1-20-9 Jinnan, Shibuya-ku	150-0041	Tokyo	Apple Retail Store	Shibuya
7	1981 Broadway	10023	New York	Apple Retail Store	Upper West Side
8	Altmarkt 25	1067	Dresden	Apple Retail Store	Altmarkt-Galerie
9	Alstertal-Einkaufszentrum	22391	Hamburg	Apple Retail Store	Alstertal
10	Bahnhofstrasse 77	8001	Zürich	Apple Retail Store	Bahnhofstraße



COPY SELECTED CONTACTS TO CLIPBOARD

COPY SELECTED CONTACTS TO CLIPBOARD

To copy all selected contacts to the clipboard, click on the icon „Copy selected“.



After this, you can paste the contacts in any other application. In Microsoft® Excel® and Apple® Numbers® all data are filed in separate fields.

	C	D	E	F	G
1	Straße	PLZ	Stadt	Firma	Abteilung
2	One Stockton Street	94108	San Francisco, CA	Apple Retail Store	San Francisco
3	Via Curiel, 25	20089	Milano Rozzano	Apple Retail Store	Fiordaliso
4	320 The Bridge Street	35806	Huntsville	Apple Retail Store	Bridge Stree
5	Jungfernstieg 12	20354	Hamburg	Apple Retail Store	Jungfernstieg
6	1-20-9 Jinnan, Shibuya-ku	150-0041	Tokyo	Apple Retail Store	Shibuya
7	1981 Broadway	10023	New York	Apple Retail Store	Upper West Side
8	Altmarkt 25	1067	Dresden	Apple Retail Store	Altmarkt-Galerie
9	Alstertal-Einkaufszentrum	22391	Hamburg	Apple Retail Store	Alstertal
10	Bahnhofstrasse 77	8001	Zürich	Apple Retail Store	Bahnhofstraße

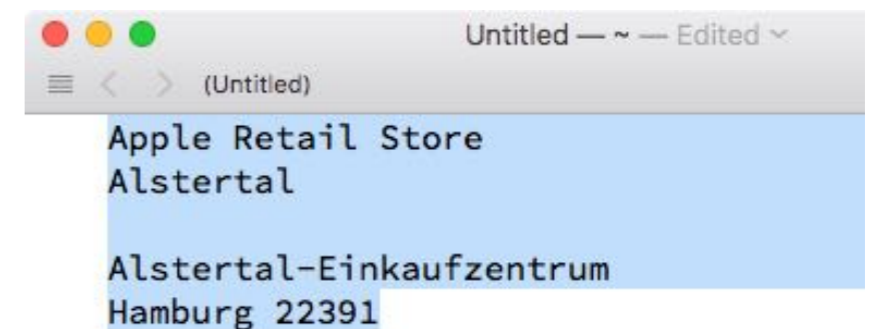
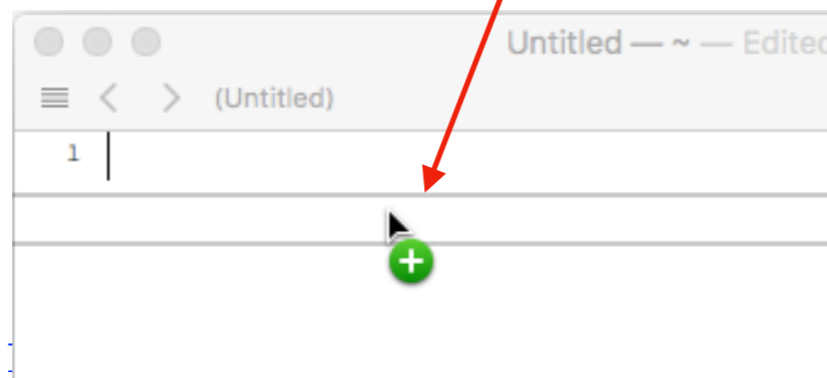


DRAG AND DROP A CONTACT

DRAG AND DROP A CONTACT

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

Street	ZIP	City	Company	Department	Prefix	Country	State
Gro0e Bockenheimer St...	60313	Frankfurt	Apple Retail Store	Große Bockenheimer St...		Germany	
Willy-Brandt-Platz 1	86153	Augsburg	Apple Retail Store	City-Galerie Augsburg		Germany	
Aachener Straße 1253	50858	Köln	Apple Retail Store	Rhein Center		Germany	
Altmarkt 25	01067	Dresden	Apple Retail Store	Altmarkt-Galerie		Germany	
Hirschgebouw, Leidsepl...	1017	PS Amster...	Apple Retail Store	Amsterdam		Netherlands	
320 West 5th Avenue	99501	Anchorage	Apple Retail Store	Anchorage 5th Avenue ...		U.S.A.	AK
Alstertal-Einkaufszentrum	22391	Hamburg	Apple Retail Store	Alstertal		Germany	
17711 Chenal Parkway	72223	Little Rock	Apple Retail Store	The Promenade at Ch...		U.S.A.	AR
Via Curiel, 25	20089	Milano Roz...	Apple Retail Store	Fiordaliso		Italy	
1981 Broadway	10023	New York	Apple Retail Store	Upper West Side		U.S.A.	NY
367 George Street	2000	Sydney NSW	Apple Retail Store	Sydney		Australia	
320 The Bridge Street	35806	Huntsville	Apple Retail Store	Bridge Stree		U.S.A.	AL
Bahnhofstrasse 77	8001	Zürich	Apple Retail Store	Bahnhofstraße		Switzerland	
Arnulfstraße 19	80335	München	Apple GmbH			Germany	
701 West Georgia Street	V7Y IGS	Vancouver	Apple Retail Store	Pacific Center		Canada	British Columbia
One Stockton Street	94108	San Franci...	Apple Retail Store	San Francisco		U.S.A.	



SHARE A CONTACT

SHARE A CONTACT

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



The screenshot shows the Açana @b Copy application window. The title bar reads "Açana @b Copy". The menu bar includes "Export XLSX", "Export CSV", "Copy all", "Copy selected", "Reload", "Use person", and "Share". The main window displays a table of contacts with columns for Street, ZIP, City, and Company. The contact "17711 Chenal Parkway, 72223 Little Rock, Apple Retail Store" is selected. A sharing menu is open over the selected contact, listing options: Mail, Messages, Notes, OneNote (highlighted), Tot, Reminders, Email (with a list of email addresses including support@...), and More... The background shows a list of contacts with columns for Country and State.

Street	ZIP	City	Company
Gro0e Bockenheimer St...	60313	Frankfurt	Apple Retail Store
Willy-Brandt-Platz 1	86153	Augsburg	Apple Retail Store
Aachener Straße 1253	50858	Köln	Apple Retail Store
Altmarkt 25	01067	Dresden	Apple Retail Store
Hirschgebouw, Leidsepl...	1017	PS Amster...	Apple Retail Store
320 West 5th Avenue	99501	Anchorage	Apple Retail Store
Alstertal-Einkaufszentrum	22391	Hamburg	Apple Retail Store
17711 Chenal Parkway	72223	Little Rock	Apple Retail Store
Via Curiel, 25	20089	Milano Roz...	Apple Retail Store
1981 Broadway	10023	New York	Apple Retail Store

The screenshot shows a OneNote sharing dialog box. The title bar reads "OneNote". The main content area contains the following text: "17711 Chenal Parkway", "72223 Little Rock", "Created with: Açana @b Copy", and "https://goo.gl/igxYGq". At the bottom, there is a dropdown menu showing "Notizbuch von Horst » Schnelle Notizen", a "Cancel" button, and a "Send" button.



SWITCH COPY FEATURE

SWITCH COPY FEATURE

As default the private address is copied. You can switch this to the company data. Click on the icon „Use person“ to switch on „Copy company/department“. The icon will change its image and color.



If you click twice on the icon, the symbol shows the normal image in white color.



FILTER CONTACTS

FILTER CONTACTS

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

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

The screenshot shows the Açana @b Copy application interface. At the top, there are several utility buttons: Export XLSX, Export CSV, Copy all, Copy selected, Reload, Use person, and Share. A search bar at the top right contains the text 'Apple' and has a magnifying glass icon. Below the search bar is a table of contacts. A blue callout bubble with the word 'Search' points to the search bar.

Street	ZIP	City	Company	Department	Prefix	Country	State
Gro0e Bockenheimer St...	60313	Frankfurt	Apple Retail Store	Große Bockenheimer St...		Germany	
Willy-Brandt-Platz 1	86153	Augsburg	Apple Retail Store	City-Galerie Augsburg		Germany	
Aachener Straße 1253	50858	Köln	Apple Retail Store	Rhein Center		Germany	
Altmarkt 25	01067	Dresden	Apple Retail Store	Altmarkt-Galerie		Germany	
Hirschgebouw, Leidsepl...	1017	PS Amster...	Apple Retail Store	Amsterdam		Netherlands	
320 West 5th Avenue	99501	Anchorage	Apple Retail Store	Anchorage 5th Avenue ...		U.S.A.	AK
Alstertal-Einkaufszentrum	22391	Hamburg	Apple Retail Store	Alstertal		Germany	
17711 Chenal Parkway	72223	Little Rock	Apple Retail Store	The Promenade at Che...		U.S.A.	AR
Via Curiel, 25	20089	Milano Roz...	Apple Retail Store	Fiordaliso		Italy	
1981 Broadway	10023	New York	Apple Retail Store	Upper West Side		U.S.A.	NY
367 George Street	2000	Sydney NSW	Apple Retail Store	Sydney		Australia	
320 The Bridge Street	35806	Huntsville	Apple Retail Store	Bridge Stree		U.S.A.	AL
Bahnhofstrasse 77	8001	Zürich	Apple Retail Store	Bahnhofstraße		Switzerland	
Arnulfstraße 19	80335	München	Apple GmbH			Germany	
701 West Georgia Street	V7Y IGS	Vancouver	Apple Retail Store	Pacific Center		Canada	British Columbia
One Stockton Street	94108	San Franci...	Apple Retail Store	San Francisco		U.S.A.	

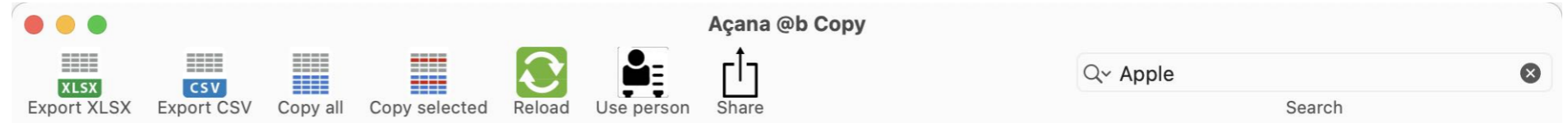
56 Contacts



RELOAD ADDRESS BOOK

RELOAD ADDRESS BOOK

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



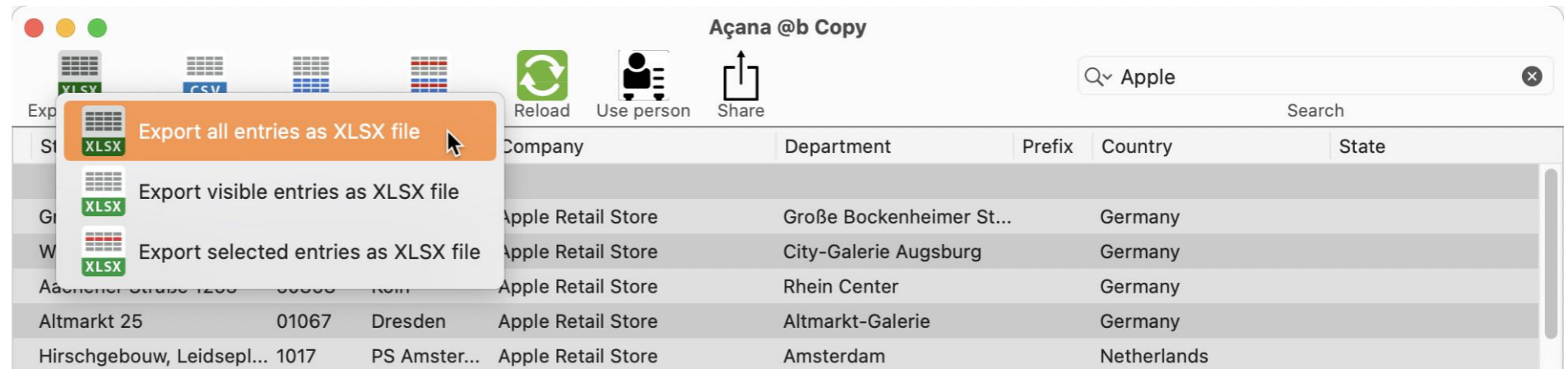
EXPORT AS XLSX FILE

EXPORT AS XLSX FILE

You can export the contacts as a Excel® XLSX file. Click on the icon „XLSX“ in the toolbar menu and choose one of these export features.



Select „File => Export...“ from the menu and choose one of these export features



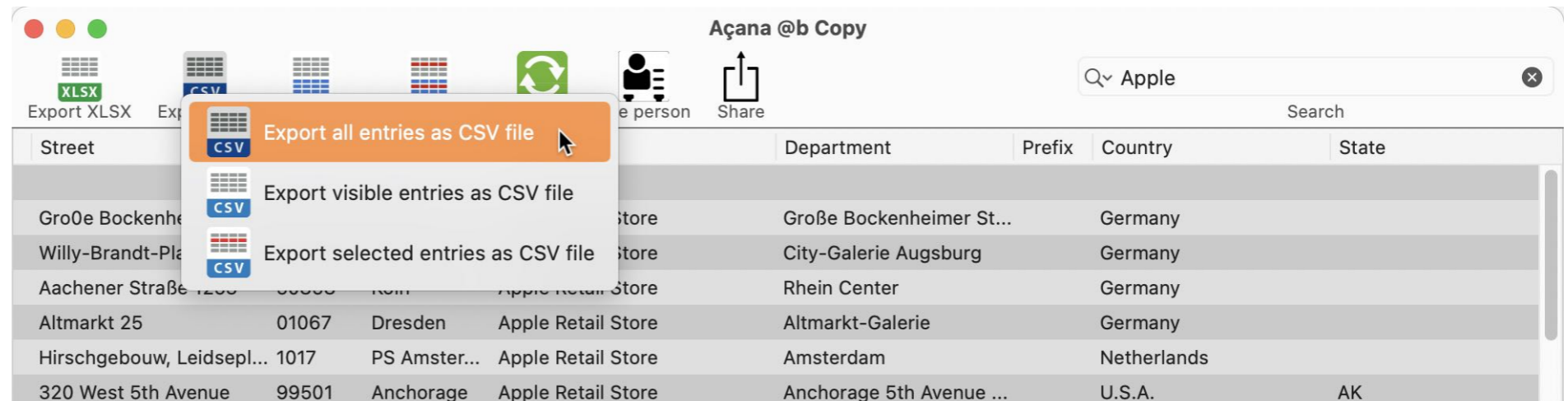
The export feature is also available via the “Menu => File”.



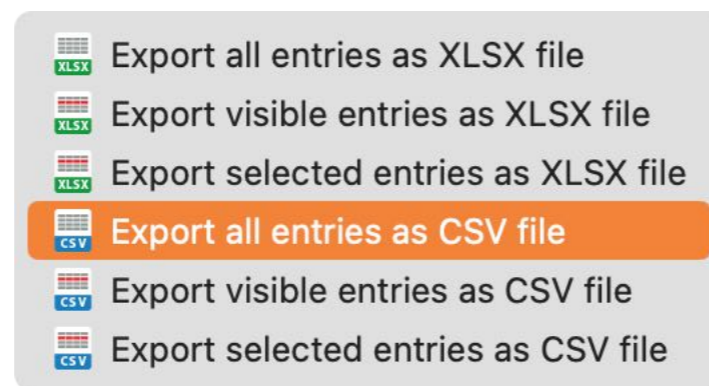
EXPORT AS CSV FILE

EXPORT AS CSV FILE

You can export the contacts as a CSV file. Click on the icon „CSV“ in the toolbar menu and choose one of these export features.



Select „File => Export...“ from the menu and choose one of these export features



EXPORT AS CSV FILE

Select the fields that should be exported.

Available Fields

- Last
- First
- Street
- ZIP
- City
- Company
- Department
- Prefix
- Country
- State

Export Fields

Export all fields ->

<- Remove all fields

Export Parameter

Field Separator
;

Text Recognition Sign
None

With Headline

Export as CSV

Cancel

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

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



EXPORT AS CSV FILE

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

Available Fields

- Last
- First
- Street
- ZIP
- City
- Company**
- Department
- Prefix
- Country
- State

Export Fields

Export all fields ->

<- Remove all fields

Export Parameter

Field Separator
;

Text Recognition Sign
None

With Headline

Export as CSV

Cancel



PREFERENCES

PREFERENCES

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

- Copy Prefix
- Copy Company
- Copy state
- Swap City/ZIP

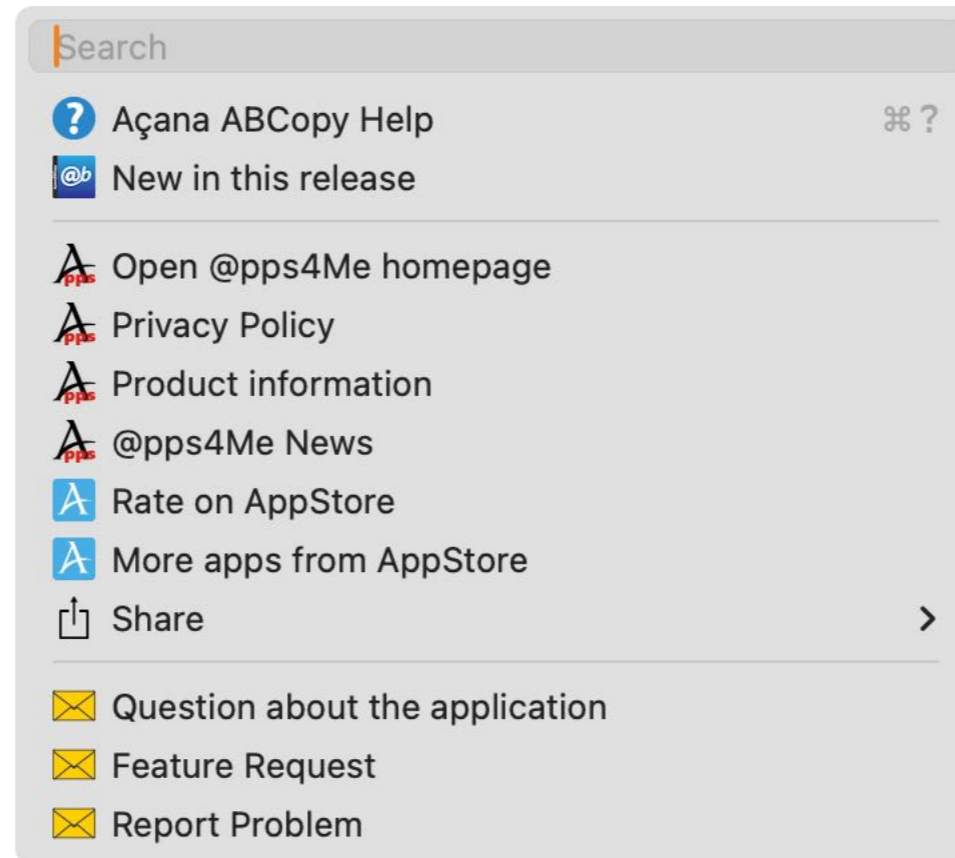
Close



HELP MENU

HELP MENU

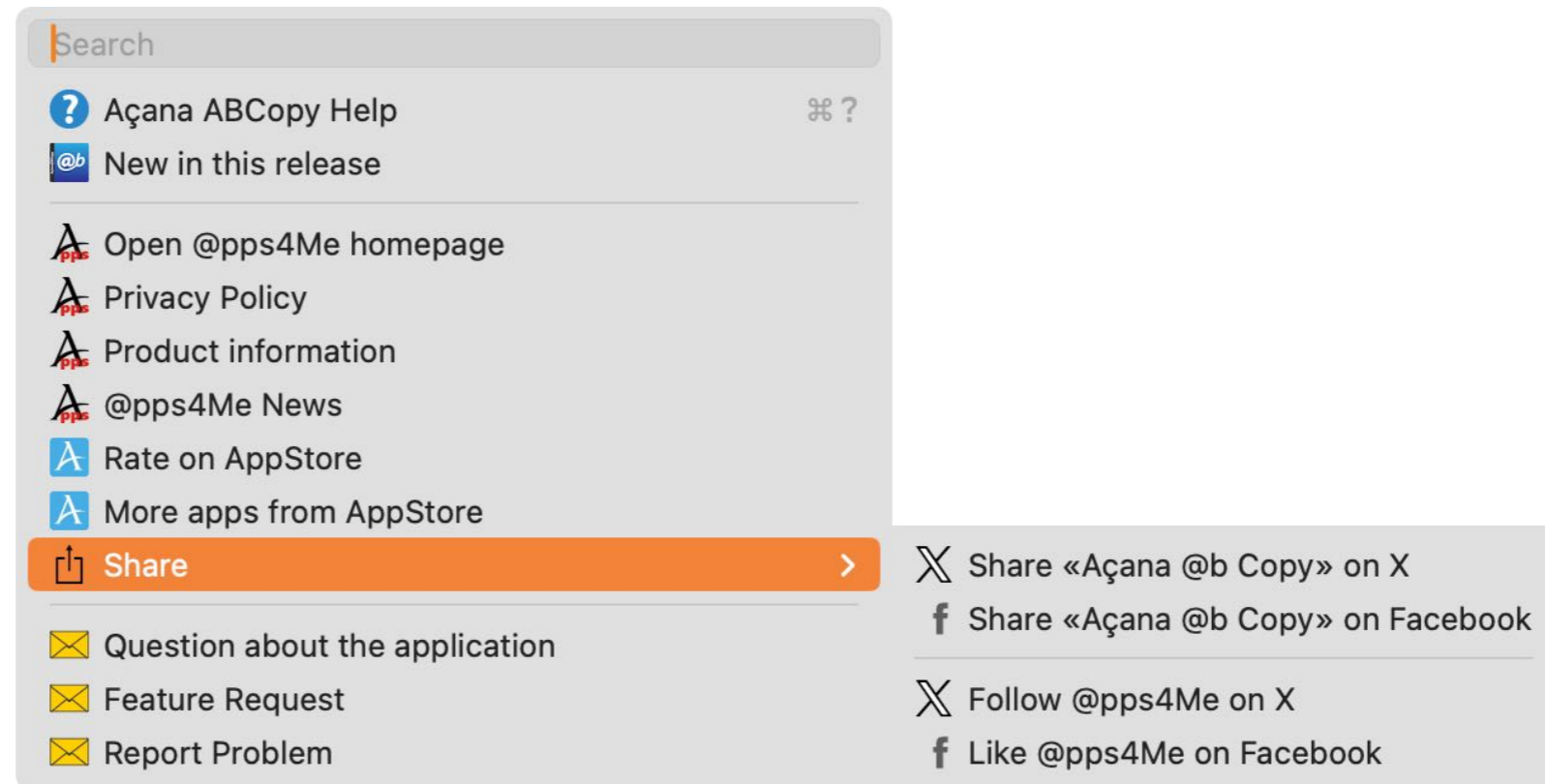
With the menu <Help> you can select these functions.



SHARE A LINK TO THIS APP

SHARE A LINK TO THIS APP

To share a link to this app with your friends on email, messages, twitter®, Facebook® or AirDrop use the menu "Help => Share a link to this app on...". You can also like us on Facebook or follow us on twitter.



Açana @B Copy

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CONTACT TO US

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