DRAFTCPY v1.12 USER MANUAL

Summary

DraftCpy allows you to import and export drafts from G-Mail with archive files called ".drafts" files. This manual will guide you through the installation and use of the DraftCpy software.

Note: When you are entering text into the console, press "Enter" to finish your input.

Initial Setup & User Guide

1. To install the software download the Setup Executable "DraftCpy1.12b_Setup.exe" from the link provided to you.

2. Open the Setup Executable. If you get a "Windows Protected Your PC popup" select "More Info" and click "Run Anyway"

3. Accept the license agreement and click through the installer, making sure to select the "Create Desktop Shortcut" checkbox.

4. After the installer exits the program should automatically run. If it does not you can access the program from the "DraftCpy" shortcut on your desktop.

5. A terminal window will appear with a flashing cursor. This means the software is loading.

6. Once the welcome screen appears the software will automatically open a browser window to allow you to sign into whichever google account you wish to connect to and import/export from. (On subsequent executions of the software it will ask you if you would like to "Invalidate Your User Credentials" at program start. If you select "N" the software will connect to the account you were logged into on the last execution.

7. If you are running the software for the first time or have invalidated your user credentials a browser window will open to allow you to authenticate with a google account.

   a. If the browser window does not open or if you would like to use a different web browser than the one that opens then copy the link provided in the terminal and open it manually. (**NOTE: This link will only work while the software is running and on the computer that the software is running on. You cannot share this link with others.**)

   b. Select a google account or provide a username and password and sign in.

   c. When you get the message "This app isn't verified" click "Advanced" then click "Go to DraftCpy (unsafe)".

   d. A permission grant screen will appear, select "Allow"

   e. A screen asking for confirmation will appear, click "Allow" again.

   f. The webpage should now show "The authentication flow has completed. You may close this window." close the browser window.

   g. You may now return to the terminal window and it should read " Successfully Connected & Authenticated."

   h. You have successfully authenticated with a G-Mail account.

8. The software will ask you to enter "I" or "E" to select import or export "(I)mport or (E)xport? (Type 'I' or 'E' and press 'Enter'):"

9. **To export:**

   a. Select "E" at the prompt after authentication (see Step 7 & 8)

   b. Create a label named <DRAFTEXPORT> in the G-Mail account.

   c. Move or copy the drafts you would like to export into the <DRAFTEXPORT> label.

   d. Select "E"

   e. The software will start exporting. This may take several minutes.

   f. Once the software has finished exporting it will provide you the number of exported drafts "Exported Drafts:" and the file path to the .drafts export archive. This should be in the folder "Documents/DraftCpy Exports".

   g. Take note of the path and filename for use in the import step

      i. Archives always have a name like "archive_LHPSOH.drafts". The six letters at the end of the filename before the .drafts extension are randomly generated.

10. **To import:**

    a. Close and restart the program if it has just completed an import or export.

    b. Select "I" at the prompt after authentication (see Step 7 & 8)

    c. Enter the file path of the archive you would like to import or drag and drop the file into the DraftCpy terminal window and remove the quotes from either side of the filled in text using the arrow keys and backspace.

    d. Enter a name for a new label to store the drafts. (**NOTE: Do not use a label name that already exists!**)

    e. The software will read the drafts from the archive and create them under the label name you chose, when it has finished it will show

you the number of imported drafts and prompt you to press enter to exit.

f. Refresh your G-Mail inbox and check that the label was successfully created and that it contains the drafts to verify that the import has completed successfully.

g. **NOTE: If the software unexpectedly closes before the import completes, or provides an error message, try again and make sure the file path you enter is correct.**