1, 2, ... commands (Window menu)

EZ-Forms displays a list of currently open form windows at the bottom of the Window menu. A check mark appears in front of the form name of the active window. Choose a form from this list to make its window active.

1, 2, 3, 4 commands (File menu)

Numbers and file names listed near the bottom of the File menu list the last four forms you opened. Choose the number that corresponds to the form you want to open, or click on the name with the left mouse button.

ABS(num)

Description   Returns the absolute value of a number.

Syntax   ABS(*number*)

number is any numeric value, including constants, numeric fields and numeric values.

Remarks   An absolute value is always a positive number.

Examples   ABS(-1) returns 1

    ABS(1.2) returns 1.2

ACOS(num)

Description   Returns the arc cosine of a number.

Syntax   ACOS(*number*)

number is the cosine of the angle. The cosine can range from 1 to -1.

Remarks   The resulting angle is returned in radians (from 0 to pi).

See Also   COS and PI functions

Examples   ACOS(.5) returns 1.05

                    ACOS(-.2) returns 1.77

ASIN(num)

Description   Returns the arcsine of a number.

Syntax   ASIN(*number*)

number is the sine of the resulting angle, ranging from -1 to 1.

Remarks   The resulting angle is returned in radians (ranging from -pi/2 to pi/2).

See Also   PI and SIN functions

Examples   ASIN(-1) returns -1.57

                          ASIN(.4) returns .41

ATAN(num)

Description   Returns the arctangent of a number.

Syntax   ATAN(*number*)

number is the tangent of the angle.

Remarks   The resulting angle is returned in radians, ranging from -p/2 to p/2. To find the result in degrees, multiply the result by 180/PI().

See Also   ATAN2, PI and TAN functions

Examples   ATAN(3.5) returns 1.29

                ATAN(-4) returns -1.33

ATAN2(num,num)

Description   Returns the arctangent of *y/x*.

Syntax   ATAN2(*x, y*)

The *x* and *y* parameters can be any valid numbers.

Remarks   Returns a value in the range -pi to pi radians. The ATAN2 function uses the signs of both parameters to determine the quadrant of the return value. The ATAN2 function is well defined for every point other than the origin, even if x equals 0 and y does not equal 0.

See Also   ATAN, PI and TAN functions

Examples   ATAN2(3, 6) returns 1.11

ATAN2(-1, .1) returns 0.1

About command (Help menu)

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"The EZ-Forms Automation Company"
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Arrange Icons command (Window menu)

Use this command to arrange icons for minimized windows at the bottom of the EZ-Forms main window. If there is an open form window covering the bottom of the main window, then some or all of the icons may not be visible because they will be behind this form window.

Brush command (Form menu)

Modify background/fill attributes for the selected object by using the Brush command in the Form menu or the object popup menu. This displays the Brush dialog box.

Brush command (Options-Defaults menu)

The settings assigned in the Options-Defaults-<u>Brush dialog box</u> are used to set defaults for all newly created rectangle, rounded rectangle and ellipse objects. Existing objects are unaffected.

All options are saved into the .INI file with the <u>Options-Save Settings</u> command.

Brush Dialog

Choose the background fill pattern and color for Rectangle, Rounded Rectangle and Ellipse objects. When accessed with the Options-Defaults-Brush menu, brush selections will only affect newly created objects.

The brush characteristics of an object can be altered after placement by using the Form Brush command, accessible from the main menu or the <u>object popup</u> menu. The dialog box title will not include "Defaults" when modifying an existing object.

Style:
Available fill pattern design and shading effects for shaped objects are:
Cross Hatch
Diagonal Cross
Downward Hatch
Horizontal Hatch
Solid
Transparent
Upward Hatch
Vertical Hatch

Brush Color button
Access the <u>Color dialog</u> to choose from a given color set.

CEIL(num)

Description   Rounds a number up to the nearest integer.

Syntax   CEIL(*number*)

number is the value to round.

Remarks   Returns the nearest integer value (whole number) greater than *number*.

See Also   FLOOR function

Examples   CEIL(1.23459) returns 2

                    CEIL(-148.24) returns -148

COS(num)

Description   Returns the cosine of an angle.

Syntax   COS(*number*)

number is the angle in radians, and can be any value.

See Also   ACOS, COSH and PI functions

Examples   COS(1.444) returns .126

                      COS(5) returns .28

COSH(num)

Description   Returns the hyperbolic cosine of a number.

Syntax   COSH(*number*)

number is the angle in radians, and can be any value.

See Also   COS function

Examples   COSH(2.10) returns 4.14

COSH(.24) returns 1.03

CTOD(char)

Description   Converts Character to Date.

Syntax   CTOD(*char*)

char is a character string representing a valid date in the current Windows International settings format.

Remarks   Converts a character-type date representation into a date-type value.

See Also   DATE, DTOC and DTOS functions

Example   With Windows International settings of mm/dd/yy, CTOD("12/2/98") returns the date-type value of 12/2/98.

Calculate command (Field menu)

When a calculation exists for the current field, this command will process that calculation. A field calculation is created by the form designer in order to make form fillout easier, quicker and more accurate. Otherwise calculations would have to be carried out manually.

The calculation for the current field is automatically processed when the cursor is moved to the next field, so this command is only necessary when you don't want to move to the next field prior to seeing the results. This situation may arise when the next field is outside of the viewable window.

Errors can occur during field calculation, such as divide by zero, underflow or invalid function parameters. Any errors will result in an error message displaying the expression and the field name of occurrence.

Shortcut
Toolbar:

Cascade command (Window menu)

Use this command to arrange multiple open windows in an overlapped fashion.

Change Graphic (Edit menu)

Graphic images that were inserted using either the Edit Insert Graphic or File Scanner Acquire commands can be modified with this command.

An open file dialog is presented to allow selection of the new graphic file. The linked or embedded nature of the graphic will remain the same.

To convert linked to embedded or vice versa, the image must be deleted and then reinserted.

Clear All (Edit menu)

Design Mode
This provides a quick and convenient way to clear all objects in a form. Prompts for confirmation first. The resulting form is blank, identical to the blank form created by the File-New command.

Fillout Mode
This provides a quick and convenient way to clear the contents of all fields in a form. Prompts for confirmation first. The resulting form has all blank fields.

See Also

Edit Fillout Next

Close command (Control menus)

Use this command to close the active window or dialog box.
Double-clicking a Control-menu box is the same as choosing the Close command.

Note: If you have multiple windows open, the Close command on the form Control menu closes only one window at a time. You can close all windows at once with the Close-All command in the Window menu.

Shortcut

Keys: **Ctrl + F4**   Close a form window.
              Alt + F4   Close a dialog box

Close command (File menu)

Use this command to close an active form window. When the form is modified, a save prompt will appear. If you close a modified form without saving it, you lose all changes made since the last time you saved it. Before closing an untitled form, EZ-Forms displays the Save As dialog box and suggests that you name and save the form.

You can also close a form by double-clicking the Close icon on the form's window, as shown below:

Close All command (Window menu)

Use this command to close all open windows including those that have been iconized. You will be asked if you want to save any unsaved forms before closing them.

Color Dialog

Use this dialog box to add color to your form's text, lines, boxes, etc.

Basic Colors
The current color selection is indicated by the shadowed box.
To select a new color, click on the color with the mouse or move the shadowed box with the arrow keys. If you chose a color for Text & Field Edit Background you may find that your choice is not activated. Select a brighter color than the one you just chose and refer to the troubleshooting section.

Custom Colors
This feature is unsupported by EZ-Forms.

Constants

Constants are fixed values of any type, specified in an expression. Field contents are automatically converted to the field type.

Character
Character constants are letters with quote marks around them. A single (') or double (") quote can be used, but be sure to use the same one on both sides of the constant. "Ed", 'Eduardo' and "15515" are all examples of Character constants. If you wish to specify a character constant with a single quote or a double quote contained inside it, use the other type of quote to mark the Character constant. For example, "Andy's" and '"OK"' are both legitimate Character constants.

Numeric
A Numeric constant represents a specific numeric value. For example, 7, 82, 2.35 and 22 are all Numeric constants. EZ-Forms supports numbers of 15 significant digits, with a variable exponent. To enter an exponent, follow the number with an 'E' and then the number representing the exponent. For example, 2.142E3 represents 2142.

A valid number consists of a sign (+/-) followed by whole number digits and fractional digits separated by a decimal point (.). An optional exponent can follow, which is preceded with 'E' and followed by an optional sign and then the exponent value. Here is a more pictorial representation:

{*sign*}{*whole number digits*}{.}{*fractional digits*}{E}{*sign*}{*exponent*}

The <u>MINVAL</u>, <u>MAXVAL</u>, <u>MINEXP</u> and <u>MAXEXP</u> functions return the corresponding numerical limits of EZ-Forms.

Logical
A Logical constant can only be '.TRUE.' or '.FALSE.'. '.T.' and '.F.' are legitimate abbreviations. The '.' is used to distinguish it from a field name. In a logical field, yes, no, true, false and their single-letter abbreviations are the only values allowed.

Date
A Date constant must be specified using the String to Date function <u>STOD</u> which converts a format-independant character string into a date value. It is also possible to use the Character to Date function <u>CTOD</u>, but the date character string must match the current Windows International settings, accessible from the Windows Control Panel. Since these settings can change at any time and can differ on another computer, this method is not recommended.

For example, February 5th, 1998 would be specified as STOD('19980205'). In a date field, the characters representing the date are automatically converted.

EZ-Forms XL/PRO

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EZ-Forms

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Getting Started
Overview
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FAQ   *(Frequently Asked Questions)*
How To . . .
Troubleshooting
Keyboard Commands
Error and Warning Messages
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Tutorial   *(may not be available with the Shareware/TestDrive or Fill Only Edition)*

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NOTE: The EZ-Forms™ (XL, PRO, ODBC) product line for Windows was previously named the FormPower™ series.   (FormPower/PRO, HotForms/PRO, FormEZ, FormIT, SuperForms)
For more information, contact EZX Corporation at +1-281-280-9900 FAX: +1-281-280-0099.

This EZ-Forms release is "32 Bit" only. It will
operate properly under Windows 95 and Windows NT.
Win95 requires 16MB. Windows NT requires 32MB.
It will also operate under Windows 3.1x with
"Win32s" installed and 16MB minimum RAM.

NOTICE TO WINDOWS 3.1x USERS:
Windows 3.1x users must install the latest
"Win32s" before installing this program.
Win32s are available from MicroSoft
Corporation's Web Site. The URL address is:

http://www.microsoft.com
After connecting to their site, click on Search
and enter   Win32s   at the prompt. Download and
install the Win32s before installing this program.
-The latest URLs we have are:
http://www.microsoft.com/kb/articles/q122/2/35.htm
This gives a download link and installation
instructions.
-URL for download of Win32s
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http://www.microsoft.com/kb/softlib/mslfiles/Pw1118.exe

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P.S. Our area code changed recently (Nov. 2, '96) from 713 to 281. It has come to our
attention that some telephone central offices are not yet programmed to recognize this
new style area code. If you have problems getting through, try area code 713 which will
be "permissive" through April '97.

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Special versions of EZ-Forms (using the EZ-Forms PRO Filler engine) specifically tied to
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Control menu (Form window)

The main EZ-Forms window and the Form and Dialog box windows all have a control menu tab in the top left corner. Double-clicking on the tab is the same as selecting Close from the menu.

Restore	Restores the window.
Move	Repositions the window.
Size	Adjust the window size.
Minimize	Iconize the window.
Maximize	Expand the window.
Close	Closes the window.
Next	From control tab.
	Switch to another open form within EZ-Forms.

Control menu (Main window)

Top Left tab on Program, Form and Dialog box windows. Double-clicking on the tab is the same as selecting Close from the menu. Double-click on the Control tab, or use key combination Alt + F4 to close the program window, or any displayed dialog boxes.

<u>Restore</u>	Restores the window.
<u>Move</u>	Repositions the window.
<u>Size</u>	Adjust the window size.
<u>Minimize</u>	Iconize the window.
<u>Maximize</u>	Expand the window.
<u>Close</u>	Closes the window.
<u>Switch To</u>	Program control tab.
	Switches to another program.

Copy command (Edit menu)

Use this command to copy the currently selected (highlighted) object or text from the form and put it into Windows' clipboard. The <u>Paste</u> command can then be used to copy the clipboard contents to another form, or to elsewhere on the same form.

This command is unavailable if no object or text is selected.

Copying data to the Windows clipboard always replaces any previously stored contents.

Shortcut

Toolbar:

Keys: **Ctrl + C**

Cut command (Edit menu)

Use this command to remove the currently selected (highlighted) object or text from the form and put it into Windows' clipboard. The <u>Paste</u> command can then be used to copy the clipboard contents to another form, or to elsewhere on the same form.

This command is unavailable if no object or text is selected.

Cutting data to Windows' clipboard always replaces any previously stored contents.

Shortcut

Toolbar:

Keys: **Ctrl + X**

DATE()

Description   Returns today's date.

Syntax   DATE()

Remarks   Returns today's date as a date value.

See Also   CTOD, DTOC and DTOS functions

DTOC(date)

Description   Convert Date to Character.

Syntax   DTOC(*date*)

Remarks   The Date to Character function converts a date value into a character value.
                  The format of the character string is controlled by the Windows International
                  settings.

See Also   CTOD, DATE and DTOS functions

Example   DTOC(DATE()) returns the character value "12/19/95" if the date is December
                  19, 1995, and Windows International settings date format is MM/DD/YY.

DTOS(date)

Description   Converts Date to String.

Syntax   DTOS(*date*)

date is any valid date value.

Remarks   The Date to String function converts a date value into a format-independant character value. The format of the resulting character string is "CCYYMMDD".Use DTOS whenever specifying a constant date value in an expression, since the value and format will not depend on the Windows International settings which can change at any time.

See Also   STOD, CTOD, DATE and DTOC functions

Example   DTOS(DATE()) returns the character value "19951219" if the date is December 19, 1995.

Text Feed-Date (Edit menu) & Date (Field menu)

Quickly insert system **Date** into a field during data entry using **Ctrl + D**. Any text that may already be in the field will be overwritten. You will not be able to insert into the middle of a sentence or phrase.

The format for Text Feed Date is controlled by the Windows' Control Panel International settings. The date format dd/MMM/yy is converted to display only numbers in order to provide calculation capability.

Shortcut

Toolbar:

Keys: **Ctrl + D**

Delete Command (Edit menu)

Use the Del key, or the Edit-Delete command to delete the currently selected object from the form.

While entering text in design mode or during fillout mode, this command will delete selected text or the character to the right of the cursor.

Delete Page (Form menu)

Removes the current page from the set of pages associated as on set in the form file.

See Also

Insert Page

Design Mode Overview

Click on an area of the dialog box for further explanation.

Troubleshooting: Divide by Zero Error

field001 is set as numeric with 2 decimal places, no formula

field002 is set as numeric with 2 decimal places, no formula

field003 is set as numeric with 2 decimal places, no formula

field004 is set as numeric with 2 decimal places, formula reads
field001+field002+field003

field005 is set as numeric with 0 decimal places, no formula

field006 is set as numeric with 2 decimal places, formula reads
iif(field005=0,0,field004/(field005+.00001))

The formula above is used to force the calculation to use something other than a zero. With the field options set to have two decimal places, the calculation will truncate the ".00001" value to a number that will not be displayed because of the two decimal point limitation.

Duplicating information in subsequent fields.

Question:
Does EZ-Forms allow you to enter data in one field on the first page and then when printing out the whole stack of pages it automatically fill the information in the same field on all pages?

Answer:
Yes it does. It is done by inserting a "logical formula" in the field properties and subsequent pages.

Your solution is: If field001 is a number or text entry field, and field099 is the field you want to contain the same information as field001, simply make field099 a calculated field (with other parameters properly set). Set field099's only calculation formula as "field001" without the "". So, when field099 is passed by in the fillout sequence (or form is saved, or printed), field099 will contain the same information as field001. Pretty neat, eh? You can do this umpteen times per page and even do other math if you wish. This technique works great with auto-number and auto-date fields too. So, you need only one auto number field per form file and you can duplicate its contents in any field, on any page of your form as often as you wish.

For an example of how this works in practice, download the TestDrive edition of ExportPower PRO or EZ-MSDS. You won't be able to modify the form design, but you'll see data from page 2 automatically plugged in to following pages.

E()

Description   Returns the value of the *e* mathematical constant.

Syntax   E()

See Also   EXP and LOGN functions

EXP(num)

Description   Returns *e* raised to the specified power. The constant *e* is 2.718281828... (the base of the natural logarithm).

Syntax   EXP(*number*)

number is the exponent and can be any number.

See Also   LOG10 , LOGN   and E functions

Examples   EXP(2.5) returns 12.18

EXP(3) returns 20.09

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For example: Lets say you have a field sales force with laptops, and you want each sales person to be able to FAX or Email their orders back to the home office. No problem ... just create a master fill-out form with EZ-Forms Pro Designer and give the form along with EZ-Forms PRO Filler to each of them. All they have to do is run the EZ-Forms PRO Filler and File-Open the form to immediately fill it out.

Or, you might want to create field surveys, police reports, whatever. The applications are endless.

You own custom coded version of EZ-Forms PRO Designer, which will create and/or revise only *your* master forms.

A custom coded version of EZ-Forms PRO Filler which you will be able to distribute to anyone at your site. EZ-Forms PRO Filler is self-installing. All you'll need to do is run "SETUP.EXE" from a distribution diskette or hard drive directory/folder. You will be authorized to make unlimited copies of this custom "runtime engine" of EZ-Forms PRO Filler.

You can even "distribute" your Eforms and custom filler engine via the Internet/Intranet or BBS. *Must be site related unless you have the Corporate or Developer's Edition.*

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If you do not wish to develop your own Eforms, EZX'S design staff can do it for you. Simple FAX or mail us a copy of your forms for a prompt custom design quotation.

NOTE: *For a complete description of the code- customized EZ-Forms PRO Designer (Master Forms Editor), see the EZ-Forms PRO Designer brochure, on a separate page. EZ-Forms PRO Designer IS NOT licensed for re-distribution. EZ-Forms PRO Designer creates the coded master form template(s) that will be used with EZ-Forms PRO Filler for fill-in or fill-out. EZ-Forms PRO Filler IS licensed for re-distribution on your site. You must however include at least one customized form.*

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   http://ez-forms.com/dd250p.htm

• **FormTrooper** -- Fills, prints, manages, Law Enforcement Related Forms
Available in site and corporate editions. Win95/3.1x
   http://ez-forms.com/frmtroop.htm

§   Additional Web pages you may want to access directly.
• **EZ-Forms Design Services**
   http://ez-forms.com/ezfdesgn.htm

• **Technical Support Web Form**
   http://ez-forms.com/techsup.htm

• **Fregently Asked Questions**
   http://ez-forms.com/faq.htm

• **EZ-Forms News Letter**
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• EZ-Forms Press Release
http://ez-forms.com/pressrelease.htm

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Ellipse command (Draw menu)

Ellipse Drawing tool. Activate by clicking on the Ellipse <u>Toolbar</u> button, or by selecting the Draw-Ellipse command.

1) Position the mouse pointer to where you want to begin drawing.
2) Press and hold the left mouse button while dragging the mouse, thereby drawing an ellipse to the desired size.
3) Release the mouse button when done.

When the Snap-to-Grid option is selected in the <u>Grid dialog box</u>, the encompassing rectangle's corner points will "snap" to the nearest grid points.

See Also

<u>Modifying Object Attributes</u> and <u>Moving and Resizing Objects</u>

Shortcut
Toolbar:

Error and Warning Messages

Select one of the following error or warning message topics. Each will specify whether it applies to design mode, fillout mode, or both. Where possible, remedies are given.

Server is still busy.

There are no fields in this form. Fillout cancelled.

Save option settings?

Save this form before continuing.

Are you sure you want to clear the entire form?

Cut to clipboard failed.

Copy to clipboard failed.

Failed to paste object from clipboard.

Failed to create object.

Item on the clipboard has zero size.

Failed to initialize OLE2 libraries.

Error loading EZX1.DLL

Error opening graphic file

This single-user version of EZ-Forms cannot access network drives. Please contact EZX for network pricing information.

This single-user version of EZ-Forms cannot run from a network drive. Please contact EZX for network pricing information.

Error setting system timer.

The EZ-Forms executable file exhibits evidence of tampering. Unable to continue. Reinstall from original disks.

Please enter a number between .02 and 25.4 cm.

Please enter a number between .05 and 2.54 cm.

Please enter a number between 5.08 and 76.2 cm.

Calculation yields invalid date.

Calculation yields a number that is too small or too large.

Error in calculation.

Test OK. The expression result is of type: ??.

Test OK. The expression has a Logical type result.

Error: the validate expression does not evaluate to a Logical type value (for example, qty<100). Furthermore in fillout, the result must be True.

Current field does not pass designer validation criteria.

Invalid field name. Characters in name must be alphanumeric or _.

Calculation results in a type that does not match field.

The form orientation does not match the printer orientation setting. Continue printing?

Invalid date value.

Error reading auto number file.

Invalid number and/or format.

Error reading pick list file.

Error reading field help file.

The help file is too long. Truncating view.

Linking to a graphic file will only save the file path name in the form.   This requires ...

Create new auto number file ?, starting with a value of 1.

Unable to activate the TWAIN source.   Make sure ...

TWAIN error.

Error creating graphic file ?.

Error drawing graphic.   The original image is ...

Unable to find the linked graphic file ?.   If this form was copied ...

Unable to find the linked graphic file ?.   If this form was copied ...

Error updating OLE object from server.   Possible out of memory condition.

Error writing auto number file ?.

Error reading graphic file ?.

Error writing graphic file ?.

TWAIN initialization failed.   Make sure TWAIN is properly installed.

Error: Duplicate field name.

Error creating export file

Error writing to export file

Error opening import file

Error reading import file

Error interpreting import file ?.

Error creating export file

An error has occurred creating the export data file. Check that the directory you want to save this file in does exist. Also try saving to a filename that conforms to the standard eight+three characters file naming convention.

NOTE: The single user version will not access, write to or read from a network drive.

See Also

How To Use Command Line Options

Error creating graphic file ?.

Design mode

A system error occurred when creating the file that a graphic is to be written to.

Remedy

Check the following possibilities:
1) Too many files in the destination directory.
2) No creation rights for directory, if network drive.
3) Insufficient system file handles.

Error drawing graphic. The original image is ...

Image complexity or size is preventing proper display.

Remedies

Convert graphic to black and white, if not already.

Close other applications.

Convert graphic to a smaller size.

Error in calculation.

The calculation for the current field cannot be processed. This can be caused by invalid inputs or a flawed expression.

See Also

Expressions

Error interpreting import file ?.

All fields must begin and end with double quotes(" "). The end quote for a multi-line field must only appear on the last line of the field.

Error loading EZX1.DLL

This file is required for the operation of EZ-Forms. It should be located in your program subdirectory.

See <u>Installation</u> for a listing of program files required by EZ-Forms.

Error opening graphic file

File format may not be supported by Windows or EZ-Forms. If accessing file over a network, it may be in exclusive or restricted use by another client.

Error opening import file

An error has occurred opening the import data file. Check that the directory you want to open this file from does exist. Also try opening from a filename that conforms to the standard eight+three characters file naming convention.

NOTE: The single user version will not access, write to or read from a network drive.

See Also

How To Use Command Line Options

Error reading auto number file.

An auto number file was specified by the form designer, but it cannot be found or accessed. Unless the full path was given, auto number files must reside in the same directory as the form file itself.

See Also

Troubleshooting:

Error reading field help file.

A field help file was specified by the form designer, but it cannot be found or accessed. Unless the full path was given, field help files must reside in the same directory as the form file itself.

See Also

Troubleshooting:

Error reading graphic file

File format may not be supported by Windows or EZ-Forms. If accessing file over a network, it may be in exclusive or restricted use by another client.

Error reading import file

An error has occurred reading the import data file. Check that the directory you want to read this file from does exist. Also try reading from a filename that conforms to the standard eight+three characters file naming convention.

NOTE: The single user version will not access, write to or read from a network drive.

See Also

How To Use Command Line Options

Error reading pick list file.

A pick list file was specified by the form designer, but it cannot be found or accessed. Unless the full path was given, pick list files must reside in the same directory as the form file itself.

See Also

Troubleshooting:

Error setting system timer.

Windows has apparently lost critical synchronization. Please save and close all applications, as well as Windows.

Remedy

Reboot your computer and restart Windows.

Error updating OLE object from server. Possible out of memory condition.

Unable to complete and OLE object insert or display.

Remedies

Close other applications.

Reinstall OLE server application.

Error writing auto number file ?.

Fillout mode

The designer of the current form has used the auto number feature in at least one data entry field. When saving this form after filling it out, the auto number field must write a new number to the auto number file so the next form will have a new number to use.

Remedy

Check the following possibilities:
1) Too many files in the destination directory.
2) No creation rights for directory, if network drive.
3) Insufficient system file handles.
4) Insufficient disk space.

Error writing graphic file ?.

Design mode

A graphic file needs to be written, probably as the result of a scan from a scanner using the File Scanner Acquire command.

Remedy

Check the following possibilities:
1) Too many files in the destination directory.
2) No creation rights for directory, if network drive.
3) Insufficient system file handles.
4) Insufficient disk space.

Error writing to export file

An error has occurred writing to the export data file. Check that the directory you want to save this file in does exist. Also try saving to a filename that conforms to the standard eight+three characters file naming convention.

NOTE: The single user version will not access, write to or read from a network drive.

See Also

How To Use Command Line Options

Calculation yields invalid date.

The date calculation for the current field results in a date that is not valid.

See Also

Expressions

Copy to clipboard failed.

There may be too many open programs in Windows to complete the action. System resources may be low.

Remedy

Try shutting down some applications and then retry this action.

Create new auto number file ?, starting with a value of 1.

Fillout mode

When a specified auto number file does not exist, EZ-Forms will create it when necessary.

Current field does not pass designer validation criteria.

Fillout mode

This is the default error message given when a field's contents does not pass field validation. The form designer sets up the field validation criteria.

Cut to clipboard failed.

There may be too many open programs in Windows to complete the action. System resources may be low.

Remedy

Try shutting down some applications and then retry this action.

A field with this name already exists. Field names must be unique.

Design mode

Some other field in this form already has this name. Field names must be unique in order to ensure unambiguous calculations and validations.

The EZ-Forms executable file exhibits evidence of tampering. Unable to continue. Reinstall from original disks.

This error could occur after a system crash, unexpected power interruption, compression corruption, software virus attack, as well as many other sources. The program is no longer usable and must be reinstalled. The executable file has been corrupted. Copy your master forms (.FRM) and filled out forms (.FOF) to a secure floppy. Remove the EZ-Forms icons and group from Windows. Delete all other files relating to EZ-Forms. Then reinstall.

When reinstalling EZ-Forms, make sure the distribution disks are write protected. If a virus is suspected, run one of the many available anti-virus programs for a diagnosis.

Note: All EZX/SSW programs are virus free when shipped from EZX. As we have no control of their handling after leaving EZX, we disclaim all responsibility for same.

Failed to create object.

Design mode

The object type may not be assigned in the Windows registry profile (REG.DAT). You may need to edit the REG.DAT file via the Windows program REGEDIT.EXE.

Remedy

Reinstall the application needed to create the object you need.

Or, use REGEDIT.EXE to verify proper entries for this object type. Refer to Windows technical documentation.

Caution: Consult an experienced Windows user or consultant before attempting this. EZ-Forms automatically installs itself in the registry with the installation routines provided on the distribution disks. If you did not use the SETUP program provided with EZ-Forms, the registry will not have been updated. Reinstall the proper way. Other programs may not automatically update the registry. Consult their respective publishers or distributors for help.

Failed to initialize OLE2 libraries.

Appropriate object linking and embedding files are not available.

Remedies

1) Look for multiple copies of any .dll file that start with "ole". There should only be one copy of any particular ole file on your system. Look in both your windows and windows\system directories for duplicate ole files. All ole*.dll files should be in the windows\system directory only. If you are still experiencing this problem, continuing looking for duplicate dll's in directories specified in your DOS PATH environment variable.

2) Reinstall the application.

Failed to paste object from clipboard.

There may be too many open programs in Windows to complete the action. System resources may be low.

Remedy

Try shutting down some applications and then retry this action.

The text in help file ?? is longer than 1000 characters. Truncating view.

Field help text is limited to 1000 characters. When a field help file contains too much text, the extra is ignored.

Remedy

Edit the help file and remove all text beyond the first 1000 characters.

Invalid field name. Characters in name must be alphanumeric or _.

Design mode

Field names can only contain alphabetic or numeric characters or the underscore.

Valid Examples:

field001
country
phone_num

Invalid Examples:

field 001
>country
phone*num

Invalid date value.

When entering dates, the format must match what was specified in the Windows International Settings. These can be viewed or modified via the Windows Control Panel.

This error will also result when an invalid day, month or year is specified.

See Also

Constants

Invalid number and/or format.

Number Format:

{*sign*}{*whole number digits*}{.}{*fractional digits*}{E}{*sign*}{*exponent*}

See <u>Numeric Constants</u> for more information regarding valid numbers.

Item on the clipboard has zero size.

The contents of the clipboard has been corrupted.

Remedy

Try pasting the original again. Make sure there are no programs running that deal with intensive tasks such as a spreadsheet recalculation, or image rendering. Processes that use a lot of computer or Windows system resources may restrict other program operations.

Linking to a graphic file will only save the file path name in the form.   This requires ...

A choice must be made that affects how a graphic placed in the form. There are two possibilities.

See Also

Edit Insert Graphic

Please enter a number between .02 and 25.4 cm.

Design mode

You must enter the number within the given range.

Please enter a number between .05 and 2.54 cm.

Design mode

You must enter the number within the given range.

Please enter a number between 5.08 and 76.2 cm.

Design mode

You must enter the number within the given range.

This single-user version of EZ-Forms cannot access network drives. Please contact EZX/SSW for details on the network versions of EZ-Forms and pricing information.

Please contact EZX/SSW at +1.281.280.9900 (FAX: +1.281.280.0099) with your requirements, and we will forward a custom quotation addressing your particular network needs.

This single-user version of EZ-Forms cannot run from a network drive. Please contact EZX/SSW for details on the network versions of EZ-Forms and pricing information.

Please contact EZX/SSW at +1.281.280.9900 (FAX: +1.281.280.0099) with your requirements, and we will forward a custom quotation addressing your particular network needs.

Calculation yields a number that is too small or too large.

The numeric calculation for the current field results in a number that cannot be represented or displayed.

See Also

Constants and MINVAL, MAXVAL, MINEXP and MAXEXP functions.

Calculation results in a type that does not match field.

The results of a calculation must match the type of the field it is for.

See Also

Expressions

Server is still busy.

EZ-Forms is currently processing an <u>OLE</u> function and the attempted operation is unsupported in this mode.

Remedy

Wait for the OLE function to complete.

TWAIN error.

An undeterminable error has occurred while attempting TWAIN initialization.

Remedy

Refer to your scanner documentation.

See Also

Installation

TWAIN initialization failed. Make sure TWAIN is properly installed.

A TWAIN installation problem was detected during TWAIN initialization.

Remedy

Refer to your scanner documentation.

See Also

Installation

The graphic image is too large.

Image complexity or size is preventing proper display.

Remedies

Convert graphic to black and white, if not already.

Close other applications.

Convert graphic to a smaller size.

There are no fields in this form. Fillout cancelled.

Design mode

To fill out a master form, it must either be loaded with the File Fillout command or converted by using the Edit Fillout command. In either case, if no fillout fields exist in the master form, fillout cannot proceed and this message will result.

Remedy

Use the Field drawing tool to create fields on the form.

Unable to activate the TWAIN source.   Make sure ...

There is a problem with the selected TWAIN source.

Remedies

Select another scanner if available.

Refer to your scanner documentation.

See Also

Installation

Unable to find the linked graphic file ?.   If this form was copied ...

When a form is opened, all linked graphic files must be accessible. If the graphic originally resided in a directory other than where the form was saved, then the graphic file name in the form will include the entire path to the form, i.e., it will include the directory and file names.

Remedies

- Verify that graphic files reside in original locations
- Edit the master form and change the graphic file or location

Error: the validate expression does not evaluate to a Logical type value (for example, qty<100). Furthermore in fillout, the result must be True.

Design mode

When testing a validate expression during form design, this message will result when the expression does not evaluate to a Logical type.

See Also

Expressions

Exit command (File menu)

Use this command to end your EZ-Forms session. You can also use the Close command on the EZ-Forms Control menu. EZ-Forms prompts you to save forms with unsaved changes.

Shortcut

Mouse: Double-click EZ-Forms's Control menu button.

Export (File menu)   *This feature is available in EZ-Forms PRO, ExportPower PRO, WinDD250 PRO, EZ-MSDS and FormTrooper.*
It is not an available feature in EZ-Forms XL

/X
Export data from the form indicated with the /F parameter.
The data in a completed from is extracted and stored in an ASCII file (.dta extension) with the first field's information surrounded by double-quotes on the first line which terminates with a carriage return and line feed. The second field's quotation delimited information is placed on the second line, etc. Data is export in field order, as set during form creation. A different ASCII text file will be generated from each Filled Out Form (.fof).
NOTE: Multi-line fields do not work in this release.

For additional information, other parameters and example usage see <u>Hot To Use Command Line Options</u>.

Expressions

EZ-Forms field <u>calculations</u> and <u>validations</u> are specified via expressions. All expressions have the same structure, no matter where they are used They consist of combinations of field names, operators, functions and/or constants. All expressions evaluate to a Logical, Character, Numeric or Date type. Logical expressions have a True or False result and are used for field validation or in the <u>IIF</u> function. A field calculation can have any result type, as long it matches its field type. Evaluation to a specific type means that all parts of the expression, whether they be fields, functions or constants, must be appropriately combined to yield any one type. Any improperly mixed types will cause an error. A common form of an expression is the name of a field. In this case, the type of the expression is the type of the field.

Constants
<u>Constants</u> are fixed values of any type, specified in an expression.

Field names
The presence of a field name in an expression will cause the contents of that field to replace the field name in the expression. The contents are automatically converted into a value that matches the type of the field. Within expressions, constants and field names are generally interchangeable.

Operators
<u>Operators</u> can relate one part of an expression to another (>, =), or they can combine parts of an expression through a mathematical process (+, -). The result of a relationship is either .TRUE. or .FALSE.. The result of a mathematical process can be a value of any type.

Functions
<u>Functions</u> can be used as an expression or as part of an expression and always return a value. Functions always have a name and are followed by a left and right parenthesis. Values (parameters) may be required inside the parenthesis.

Dates and Numbers
Dates and numbers can be added and subtracted. This is useful for computing days between dates, dates in the future or past, etc. For example, to determine the number of days between a date field and January 1st 1999, use this expression:
date - CTOD('01/01/99')

To compute the date 30 days in the future, use this expression:
DATE() + 30

Examples

12 + 22

(12 * 24) + 6

SIN(x)

qty*price

subtotal * (1+(tax/100))

city = 'CHICAGO' -> Returns .T. (the 'true' constant) when the 'city' field starts with 'CHICAGO'.

'CHICAGO' $ UPPER(city) -> Returns .T. when the 'city' field contains 'CHICAGO' in any case.

state = 'TX' .AND. city = 'HOUSTON' -> Returns .T. when the 'state' field starts with 'TX' and the 'city' field starts with 'HOUSTON'.

qty1+qty2 > 100 -> Returns .T. when the 'qty1' field added to the 'qty2' field is greater than 100.

SUBSTR(zip,5,1)='3' -> Returns .T. when the fifth digit of the 'zip' field contains a '3'.

CTOD("02/05/99")+5 returns the date value "02/10/99".

FLOOR(num)

Description   Rounds a number down to the nearest integer.

Syntax   FLOOR(*number*)

number is the value to round.

Remarks   Returns the nearest integer value (whole number) less than *number*.

See Also   CEIL function

Examples   FLOOR(1.23459, .05) returns 1.2

FLOOR(-148.24, -2) returns -149

Field command (Draw menu)

Field Drawing tool. Activate by clicking on the Field <u>Toolbar</u> button, or by selecting the Draw-Field command.

1) Position the mouse pointer to where you want to begin drawing.
2) Press and hold the left mouse button while dragging the mouse, thereby drawing a rectangle to the desired size of the field.
3) Release the mouse button when done.

Height of the field is fixed to a multiple of the selected font height. When changing a font, be sure to also readjust the height of the field.

When the Snap-to-Grid option is selected in the <u>Grid dialog box</u>, the encompassing rectangle's corner points will "snap" to the nearest grid points.

You may begin creating data entry fields at any time during Master Form design.

Fillout Field Order

When a form is filled out, the Enter and Tab keys will move to the next or previous field based on a normal left to right, top to bottom ordering.

See Also

<u>Modifying Object Attributes</u> and <u>Moving and Resizing Objects</u>

Shortcut

Toolbar: F

Field Setup - Calculation dialog tab

These settings control the field calculations available during fillout-mode. A calculation speeds fillout by automating mathematical computations.

During fillout the user is made aware of an available calculation by the enabled Field Calculate command and toolbar button.

A calculation consists of an <u>expression</u> that must evaluate to a result type that matches its field. The Fields, Operators and Functions lists are there to assist your building of expressions. You'll notice that the Validation tab is organized in much the same way. You can use the lists for reference and type the actual values into the expression by hand, or you can double-click on an item to have it paste into the expression at the current cursor location.

Fields:
A listing by name of all the fields currently established in the form. You can change the name of the current field from the Options tab.

Operators:
A listing of available math and logical <u>operators</u>.

Functions:
A listing of <u>functions</u> to enhance form entry. Typical functions will require additional parameters.

Expression:
Enter a mathematical formula using field names, operators, constants and functions. The result of the <u>expression</u> must match the field type. For Example, field total is of numeric type. In an expression such as 'price1 + price2' both the price1 and price2 fields must also be of numeric type. Otherwise an error will result.

Test button:
Click on this button to verify the expression. Any changes to the expression can be immediately tested.

Field name:
This is an unmodifiable field that simply serves as a reminder of what field these options are for. The field name can only be changed in the Options tab.

Field Setup - Help dialog tab

These settings control the field help available during fillout-mode. Field help provides the form filler with explanatory text written by the form designer. Typically, only those fields that require extra guidance or explanation will need field help.

During fillout the user is made aware of the availability of field help by the enabled Field Help command and toolbar button.

Field Help:
Enter any descriptive text here. Usually it is most useful to explain what the field contents should be. Text will wrap when needed, and you can use Ctrl+Enter to force a line break.

Test button:
Click on this button to see how the field help will look during fillout. Any changes to the help text will be reflected in this test window.

Field Help File:
A Field Help File can be used instead of the above Field Help box. Using a file allows for easier sharing of field help among many fields and even among many different forms. To create the Field Help File, use any straight-ASCII editor like Windows Notepad. To create a file from the above Field Help box contents, use the standard Windows copy and paste capabilities.

Browse button:
Click on this button to find an existing field help file.

Auto Popup:
Toggled on the Field Help will popup immediately after the cursor has entered the field. The setting indicated in the Preferences-Fillout Tab will override this setting

Field name:
This is an unmodifiable field that simply serves as a reminder of what field these options are for. The field name can only be changed in the Options tab.

Field Setup - Options dialog tab

These settings control fillout-mode field content and format.

Type
Controls field content.

- Character — Alpha characters and non-calculated numbers such as Zip-codes.
- Numeric — A set of numbers that represents a countable value
- Date — Any date value, formatted to match the Windows International Settings
- Logical — Accepts only True/False or Yes/No values

Automatic
Controls automatic data entry when the cursor enters the field.

- Number — A unique number for each new form
- Date — Current date
- Time — Current time
- Calculated — Formula execution - A new tab appears allowing you to establish a formula for this field
- Remember — The field is not cleared when a new form is filled out.
- None — No automatic data entry set for this field

n Allow Entry — Allows direct entry into a field, possibly overriding automatic entry.

Field Name
Indicates the name currently assigned to the field. Use a name that reflects the field's content or purpose. Field names must be unique. The field name identifies a field for use in fillout order, calculations and validations. Whenever a new field is created, it is automatically given a default name. A field name can contain up to 10 alphabetic, numeric or '_' characters. Alphabetic case in the field name is insignificant.

NOTE: The following selections apply to the display format of numeric-type fields only.

Field width
Set the total formatted width of the field, including the decimal point and digits after it.
Examples:
To display a number as 1.05, use a field width of 4.
To display a number as 1000, use a field width of 4.

Digits after decimal pt
Set the number of decimal places used in the field.

Examples:
To display a number as .012345, use a value of 6.
To display a number as 1000, use a value of 0.

Leading Zero Trim
Suppress any zeros that appear on the left side of the number.
Examples:
002345.00 displays as 2345
001.2000 displays as 1.2
001200 displays as 1200

Trailing Zero Trim
Suppress any zeros that appear on the right side of the number.
Examples:
2345.00 displays as 2345
1.2000 displays as 1.2
1200 displays as 1200

Zero Suppress
If there is no value represented in the numeric field there will not be a zero shown. This will prevent an invoice form with only one item listed from getting cluttered with a page filled with zeros in all of its numeric field columns such as Size, Quantity, Unit Price and Extended Total.

Auto Number File
This applies to numeric-type, automatic-number fields only.

Without a file name here, the default file 'autonum.num' is used. In this case, the auto number sequence starts at 1 and continues by adding 1 each time a new form is filled out. This default sequence can be changed by specifying an Auto Number File. This file can be shared by multiple EZ-Forms users for a company-wide or departmental numbering system such as purchase order number or RMA number.

An auto number file consists of a single line:

        <next value>, <optional increment>

The <next value> can be any valid whole number, including negative values.
The <optional increment> is optional and can contain any valid whole number including negative values.

When an auto-number field is encountered in a form during fillout, the <next value> is automatically placed into the field, and the next number will replace the number just used. The next number is calculated by adding the <optional increment> value to the number just used. The next number to use will always be in the auto-number file.

Allow Entry
Allows the user to change the data in a field that would normally have auto-entry or a calculated value.

Browse button

Click on this button to find an existing auto-number file.

Field Setup - Pick List dialog tab

These settings control the field pick list available during fillout-mode. A pick list provides the form filler with a pre-defined set of choices for field content. This makes filling out a form quicker, easier, more accurate and more consistent.

During fillout the user is made aware of the availability of a pick list by the enabled Field Pick command and toolbar button.

Pick List:
Each line here represents an individual pick list item. Use Ctrl+Enter to move to a new line. Each item consists of:

        <value>;<description>

<value> must match the field type (character, numeric, etc.).
; (semicolon) is the separator, which is required if <description> is present.
<description> can be any string of characters.

On selection of an item during fillout, the <value> replaces the current field contents, if any.

Test button:
Click on this button to see how the pick list will look during fillout. Any changes to the pick list items will be reflected in this test window.

Pick List File:
A Pick List File can be used instead of the above Pick List box. Using a file allows for easier sharing of a pick list among many fields and even among many different forms. To create the Pick List File, use any straight-ASCII editor like Windows Notepad, and arrange the pick list items as described above, 1 item per line. To create a file from the above Pick List box contents, use the standard Windows copy and paste capabilities.

Browse button:
Click on this button to find an existing pick list file.

Auto Popup:
Toggled on the Field Pick List will popup immediately after the cursor has entered the field. The setting indicated in the Preferences-Fillout Tab will override this setting. When setting an Auto Picklist for a field, the list is displayed over the form and may hide the field's label or question. You may want to enter at the top of the list the label or the question that the use will be answering.

Sort List:
When this selection is on, the pick list will display in ascending, alpha-numeric order. Otherwise the list displays in the original order.

Field name:

This is an unmodifiable field that simply serves as a reminder of what field these options are for. The field name can only be changed in the Options tab.

Recalc All (Field menu)

Recalculate and revalidate all fields. This command is not always required, since validations and calculations are carried out as the cursor moves from field to field. They are again carried out whenever a form is committed to use, such as when it is saved or printed.

See Also

Process Dialog

Field Setup (Form Menu)

Modify attributes for the selected field by using the Field Setup command in the Form menu or the object popup menu. The attributes include a wide variety of features designed to make fillout easier, quicker and more accurate.

See Also

Field Options dialog box
Field Pick List dialog Tab
Field Help dialog Tab
Field Validation dialog Tab
Field Calculation dialog Tab

Field Setup - Validation dialog tab

These settings control the field validation available during fillout-mode. Validation assures that the form filler places appropriate data in the field. When an invalid entry is made, a configurable error message displays. As a form designer, you can use field help to further explain the field contents and a field pick list to offer a set of choices.

During fillout the user is made aware of the availability of a field validation by the enabled Field Validate command and toolbar button.

A validation consists of an <u>expression</u> that must evaluate to a true result during fillout. The Fields, Operators and Functions lists are there to assist your building of expressions. You'll notice that the Calculation tab is organized in much the same way. You can use the lists for reference and type the actual values into the expression by hand, or you can double-click on an item to have it paste into the expression at the current cursor location.

Fields:
A listing by name of all the fields currently established in the form. You can change the name of the current field from the Options tab.

Operators:
A listing of available math and logical <u>operators</u>.

Functions:
A listing of <u>functions</u> to enhance form entry. Typical functions will require additional parameters.

Expression:
Enter a mathematical formula using field names, operators, constants and functions. The result of the <u>expression</u> must be True or False. For Example (for field001):

field001<100   Will present the form filler with an error message when the value of field 'field001' is greater than or equal to 100. In other words, the contents of field 'field001' must always contain a value less than 100.

Test button:
Click on this button to verify the expression. Any changes to the expression can be immediately tested.

Error Message:
Specify an error message to display during fillout when the field contents does not pass the validation specified by the above expression. When this is left empty, a default error message will display.

Allow Override on Error:
Cursor is not allowed into a calculated field with the Override toggle set in the Form-Field Setup-Options tab dialog box. Selecting only the Allow Override in the Validation tab dialog will have no effect on the cursor.

Field name:
This is an unmodifiable field that simply serves as a reminder of what field these options are for. The field name can only be changed in the Options tab.

Open / Fillout / Browse Dialog

Select a file to open by using the File-Open command for master or fillout forms. Master forms containing fields can be opened for fillout by using the File-Fillout command. At various other points in EZ-Forms, a Browse button is available to help locate a file of interest. The dialog window title will indicate which command was selected.

This dialog is the File Open common dialog used in most Windows programs.

File Name:
This area of the dialog box shows a listing of files available in the current subdirectory. If a tab is in the scroll bar at the right edge of this area, use it to scroll through the file listing. Use 'List File of Type' to quickly choose what file types to show. Enter wildcard file names to control what files are shown.

Directories:
This section indicates the current subdirectory. Use the section below to change to a different subdirectory. Change subdirectories by using the scroll bar or double-clicking on a directory name. If a directory is not shown it may be located as a subdirectory below the one just above the current subdirectory. Try double-clicking on a directory name that is one or two levels above the current subdirectory.

List Files of Type:
Click on the arrow to change the type of files listed in the section just above.
Available choices are:
    Master Forms. (*.frm)
    Filled-Out Forms (*.fof)
    Fillout Masters (*.fom)
    All Forms (*.frm, *.fof, *.fom)
    Graphics (*.bmp, *.dib)
    All Files (*.*)

During Browse the file types may differ.

Drives:
Click on the arrow to display other available drives.

Network button

If you are connected to a network file server or workgroup, this button will activate your available network services.
Note: The single user version does not support network drive or services access even though the Network button may be active.

Fillout Command (Edit menu)

Design Mode

When the active form has field objects available for data entry, this menu selection will allow you to begin entering data into the form. You will first be asked to provide a unique name for the FOF (Filled-Out-Form) file you are about to be filling out. When saving a form with filled-out fields, the file name will have a .FOF extension.

Use the File-Fillout command instead when the master form has not yet been opened.
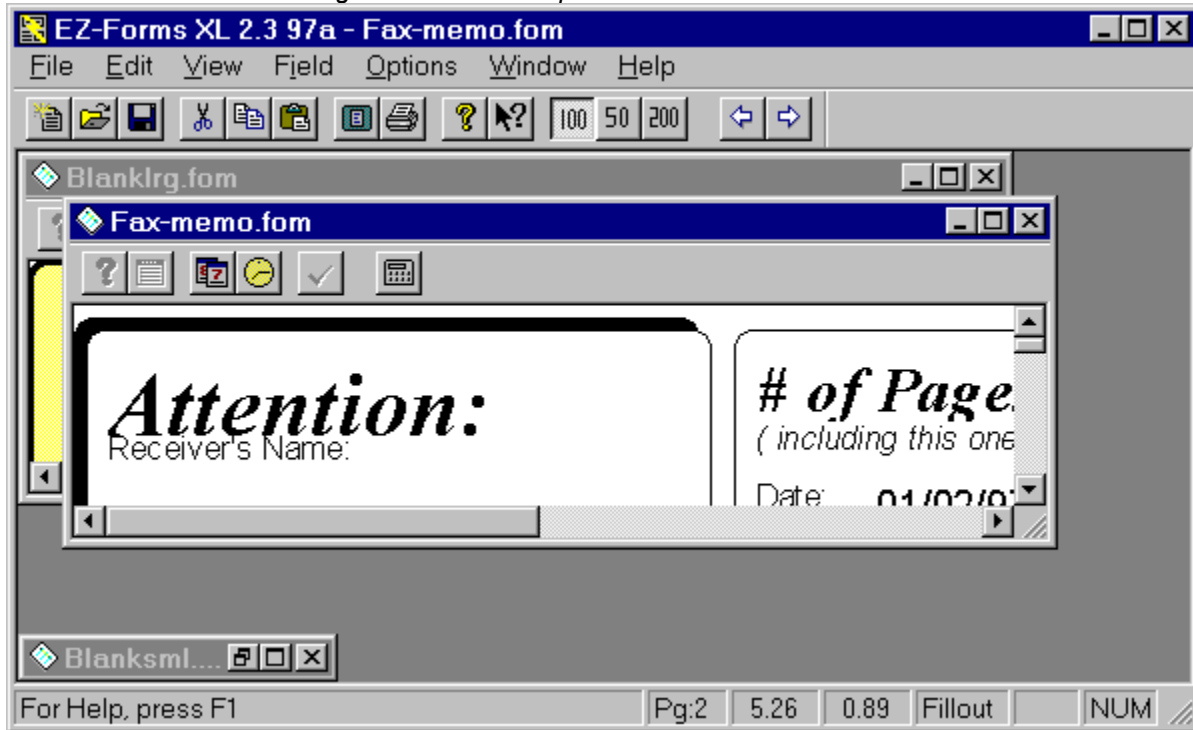
When a filled-out form is saved or printed, it is actually committed to use. This means that a form printout or a file will be presented to someone for actual use as a form. For example, an expense form is committed to use when it is presented to a manager for approval. An invoice form is committed to use when it is presented to a customer. This processing can be overridden via the Process Dialog that appears when saving or printing a form.

Fillout command (File menu)

Use the Fillout command to open a new window and load an existing Master Form that contains field objects. This will cause creation of a corresponding Fillout Form file which you will be asked to name. The field objects in the Master Form now become data entry fields that can be filled out. You can open multiple forms simultaneously. Use the Window menu to choose the active form. See Window 1, 2, ... command.

Select the name of the form you want to open in the Fillout dialog box.

You can create new forms with the New command.

When a filled-out form is saved or printed, it is actually committed to use. This means that a form printout or a file will be presented to someone for actual use as a form. For example, an expense form is committed to use when it is presented to a manager for approval. An invoice form is committed to use when it is presented to a customer. This processing can be overriden via the Process Dialog that appears when saving or printing a form.

**Shortcut
Keys:**   **Ctrl + F**

Fillout Mode Overview

Click on an area of the dialog box for further explanation.

Fillout Next (Edit menu)

Fillout Mode

This command is useful when filling out a series of forms, all based on the same master form template. Fillout Next prepares for filling out the next form by clearing all fields and prompting for a new filename. When enabled by the master form author, automated processing is done as well, such as auto number, date and time

If the current form is not saved, you are prompted to do so.

When a filled-out form is saved or printed, it is actually committed to use. This means that a form printout or a file will be presented to someone for actual use as a form. For example, an expense form is committed to use when it is presented to a manager for approval. An invoice form is committed to use when it is presented to a customer. This processing can be overriden via the Process Dialog that appears when saving or printing a form.

Fillout Order command (Form menu)

Fillout order affects fillout mode only. It controls where the cursor will go after data entry for the current field is complete.

Normally, when the Enter key or Tab key (if enabled) is pressed, the next field is defined by normal left to right, top to bottom order. The Fillout Order command allows for alternate ordering to make data entry easier and more intuitive.

See Also

Fillout Order Dialog box

Fillout Order Dialog

Choose fillout order for all fields on the current form. By default, fillout proceeds in left to right, top to bottom order. To change this order, simply reorder the field names in this dialog.

Every field has a field name, whether assigned by default or set directly with <u>Form Field Setup Options</u>. The list in this dialog contains all field names. The order of these names reflects the order used during fillout. The Up and Down buttons will move only the currently highlighted field or fields by a single position. Use these buttons repeatedly to move a field anywhere within this list.

Move several fields names at once:
Select one field name. Press and hold the Ctrl key. Select several field names that are separated. Release the Ctrl key and use the Up / Down buttons to move the highlighted field names.

Select one field name. Use the scroll bar to locate the end of a group of fields names. Press and hold the Shift key. Select the second field name and all field names between the first selection and the second selection will be highlighted. Release the Shift key and use the Up / Down buttons to move the highlighted field names.

At any time, the default left to right, top to bottom field order can be reinstated by clicking on the Normal button.

Font command (Form menu)

Modify font attributes for the selected Text or Field object by using the Font command in the Form menu or the object popup menu.

See Also

Font dialog box
Text dialog box

Font command (Options-Defaults menu)

The settings assigned in the Options-Defaults-<u>Font dialog box</u> are used to set defaults for all newly created text and field objects. Existing objects are unaffected.

All options are saved into the .INI file with the <u>Options-Save Settings</u> command.

Font Dialog

Choose font name, style etc. for Text and Field objects. When accessed with the Options-Defaults-Font menu, font selections will only affect newly created objects.

The font characteristics of any Text or Field object can be altered after placement by using the Form-Font command, accessible from the main menu or the <u>object popup</u> menu. If an object's font height is changed, readjust the object height by repositioning its bottom line.

Font:
Type in the name of the font, or use the section below to select from available fonts.
Shows fonts that are available on your system.

Font Style:
Type in the font style you want, or select from choices below.
The listed styles are valid for the font selected to the left.

Size:
Type in the font size you want even if the size is not an available choice in the section below. Some sizes may not be visible or printable on certain systems. Select the font size you want, or enter a different size in the section above. TrueType fonts support any size.

Effects:
Additional character attributes for both Text and Field objects.

Color:
Click on the arrow to view a selection of colors for the chosen font.

Sample
Displays the character set as defined in other sections of this dialog box.

Form Layout command (Form menu)

The Form Form-Layout command will display the <u>Layout dialog box</u>. During form design, the form's size, margins, etc. may be modified to accommodate the paper or printer you are using. Be aware that some printers do not support all possible margin settings.

Form Layout command (Options-Defaults menu)

The settings assigned in the Options-Defaults-<u>Form Layout dialog box</u> are used to set defaults for all newly created forms. Existing forms are unaffected.

All options are saved into the .INI file with the <u>Options-Save Settings</u> command.

Frequently Asked Questions

What is an Eform?

Importing/Scanning Images into EZ-Forms

Using EZ-Forms with Microsoft Word, Microsoft Excel, and any other OLE enabled program. (and visa-versa)

Duplicating information in subsequent fields.

EZX's Special Purpose Eforms Automation Products Include:

What are some of your internet web page URL's?

Functions

ABS(num)	Returns the absolute value of a number.
ACOS(num)	Returns the arc cosine of a number.
ASIN(num)	Returns the arcsine of a number.
ATAN(num)	Returns the arctangent of a number.
ATAN2(num,num)	Returns the arctangent of <num 2> / <num 1>.
CEIL(num)	Rounds a number up to the nearest integer.
COS(num)	Returns the cosine of an angle.
COSH(num)	Returns the hyperbolic cosine of the specified angle.
CTOD(char)	Converts Character to Date type.
DATE()	Returns today's date.
DTOC(date)	Convert Date to Character type.
DTOS(date)	Converts Date to String.
E()	Returns the *e* mathematical constant.
EXP(num)	Returns *e* raised to the specified power.
FLOOR(num)	Rounds a number down to the nearest integer.
HYPOT(num,num)	hypotenuse - square root of (x squared + y squared)
IIF(log,any,any)	Tests the condition and returns either value.
INSTR(char,char)	Returns position of char 1 in char 2
LDEXP(num,num)	Returns the value of <num1> * (2 raised to the power of <num2>).
LOG10(num)	Returns the base-10 logarithm of a number.
LOGN(num)	Returns the natural logarithm of a number.
LOWER(char)	Changes the characters in the specified string to lowercase.
LTRIM(char)	Returns the specified text string with blanks trimmed from the left side.
MAX(num,num)	Returns the largest value of both numbers.
MAXEXP()	Maximum exponent value.
MAXVAL()	Maximum representable numeric value.
MIN(num,num)	Returns the smallest value of both numbers.
MINEXP()	Minimum exponent value.
MINVAL()	Minimum representable numeric value.
MOD(num,num)	Returns the remainder after dividing <num1> by <num2>.
PI()	Returns the value of the pi mathematical constant.
POW(num,num)	Returns <num1> raised to the power of <num2>.
PROPER(char)	Returns the specified string in proper-case format.
RTRIM(char)	Returns the specified text string with blanks trimmed from the right side.
SIN(num)	Returns the sine of the specified angle.

SINH(num)	Returns the hyperbolic sine of the specified angle.
SQRT(num)	Returns the square root of the specified number.
STOD(char)	Converts string to format-independant date.
STR(num,num,num)	Converts a Numeric value to a Character value
SUBSTR(char,num,num)	Returns a portion of the original string
TAN(num)	Returns the tangent of the specified angle.
TANH(num)	Returns the hyperbolic tangent of the specified angle.
TIME()	Returns the current time.
UPPER(char)	Converts Character String to upper case.
VAL(char)	Returns the specified text as a number.

Getting Started

This documentation assumes a working knowledge of Windows and its user interface. Our on-going goal is to always provide user interface ease, simplicity and consistency within EZ-Forms, as well as consistency with other Windows applications. This will serve to help you get started as quickly and easily as possible.

To get started, first learn the terminology, then read about what commands to begin with, then read about how EZ-Forms' on-line help is organized.

Terminology

Form
Master Form
Design Mode
Fillout Form
Fillout Mode
Object
Drawing Tool
OLE Object
Expressions

What to do

In EZ-Forms, you may be currently working in the Main Window without any active forms. Here are at least three ways to get started, listed here in order of complexity.

Note: Some distribution sets do not contain the files mentioned. Please substitute for appropriate file types.

1) Load an existing master form in order to fill it out. Try **expense.frm**. You may need to change to a subdirectory named FIELDS. Use the File Fillout command, type
      expense.frm
a dialog box appears asking for the name you want to give the new filled-out form. Type **expense.fof** then select OK. F1 will display fillout help. Now fill out some fields. When ready, save it with the File Save command.
2) Load an existing fillout form in order to fill it out or modify it. Try **expense.fof**. Use the File Open command, type
      expense.fof
a dialog box appears asking for the name you want to give the new filled out form. Type either the same name to modify the existing form or any unique file name to create a different form, then select OK. F1 will display fillout help. Now fill out some fields. When ready, save it with the File Save command. Or use File Save As to save it with a different file name, leaving the original file unchanged.
3) Create a new form with File New and design a new master form. Press F1 for design help. Select a drawing tool and place an object using the mouse. Place text, fields and graphics in the same manner. When ready, save it with the File Save command and specify a unique name.

On-line Help

In general, on-line help is available at any time by pressing F1. The help that appears will be context sensitive, meaning that it will apply to the current place in EZ-Forms. Overall, there are three ways to access help. They are:

F1   Select a command, then press F1 to get context sensitive help.
Shift + F1   Press Shift + F1, then choose a screen element, toolbar button or menu item on which to get help.
Help menu   Select a general topic.

Go To Page   (View menu)

Multi-page forms allow two or more associated pages to be stored in one form file. There are three types of commonly used pre-printed multi-page form designs. One type is where the front and back of a single sheet of paper requires data entry. Then, of course, there's the stack of pages all relating to a particular subject sometimes referred to as - "a form". Another type may have several layers where the data entered on the top layer is transferred to a duplicate sheet or to different sections in each of the underlying sheets.

 EZ-Forms can store in a single form file, the front and back of a two sided sheet of pre-printed paper, a group of several related pages, or allow data entry into the first page have have that data duplicated automatically to all fields in the remaining pages.

There are a couple of methods to assist in your navigation through multiple pages in a single form display.

1 -   In the View pulldown menu select Go To Page for the follow options.
    First
    Previous
    Next
    Last

2 - Click over an arrowed icon on the Toolbar to move to the Next Page or the Previous Page.

First

With a multi-page form loaded, and the current page number of the form is greater than one, selecting the Got To Page - First option from the View pulldown menu will change the display and focus to the beginning of the sequence of the active form.

See Also

Got To Page
Previous
Next
Last

Last

With a multi-page form loaded, and the current page number of the form is not the last page of the form, selecting the Got To Page - Next option from the View pulldown menu will change the display and focus to the final page in the sequence of the active form.

See Also

Got To Page
First
Previous
Next

Next

With a multi-page form loaded, and the current page number of the form is not the last page of the form, selecting the Got To Page - Next option from the View pulldown menu will change the display and focus to the next page in the sequence of the active form.

See Also

Got To Page
First
Previous
Last

Shortcut
Toolbar:

Previous

With a multi-page form loaded, and the current page number of the form is greater than one, selecting the Got To Page - Previous option from the View pulldown menu will change the display and focus to the preceding page in the sequence of the active form.

See Also

Got To Page
First
Next
Last

Shortcut
Toolbar:

Grid command (Form menu)

Use the Grid dialog box to change grid attributes. You can modify grid spacing as often as needed using the Form-Grid pulldown menu command. These grid settings only affect and are saved with the current form.

Note: If a different grid setting or multiple grid settings are used during design mode, the last grid used will be saved as part of the that particular form regardless of the settings defined in the Options-Defaults Grid dialog box.
Example: Most of the forms you design use the same grid setting. Some of the forms use a unique grid setting. Set the Options-Defaults-Grid settings to those most frequently used. For those forms that do not use the pre-defined grid options, select Form-Grid to temporarily change the settings. Saving the form will maintain the grid that was last set during design mode.

You may wish to adjust grid settings for different sections of the form. The snap-to-grid feature helps keep objects lined up and assures a professional appearance to your form. There will be times when you will want to turn off the snap-to-grid feature in order to hand-place objects that do not correspond to any grid. During form design, the F2 key toggles snap-to-grid on and off.

Micro Move Objects

Any time during design mode, the selected object can be "micro-moved" by using cursor keys to move the object in very small increments. When snap-to-grid is turned on, press Shift and the corresponding cursor key to move the selected object from grid point to grid point.

Grid command (Options-Defaults menu)

Use the Grid dialog box to set grid attributes. Save the settings as default for newly created forms by using the Options-Save Settings command. You can modify grid spacing for current forms as often as needed using the Form-Grid pulldown menu command. All options are saved into the .INI file with the Options-Save Settings command.

You may wish to adjust grid settings for different sections of the form. The snap-to-grid feature helps keep objects lined up and assures a professional appearance to your form. There will be times when you will want to turn off the snap-to-grid feature in order to hand-place objects that do not correspond to any grid. During form design, the F2 key toggles snap-to-grid on and off.

Micro Move Objects

Any time during design mode, the selected object can be "micro-moved" by using cursor keys to move the object in very small increments. When snap-to-grid is turned on, press Shift and the corresponding cursor key to move the selected object from grid point to grid point.

Grid Dialog

Use the form design grid settings to help you place objects precisely, and to help align objects vertically and horizontally. The grid will not be visible in fillout mode. When accessed with the Options-Defaults-Grid menu, grid selections will only affect newly created forms.

The grid characteristics of an object can be altered for an existing form by using the Form Grid command, accessible from the main menu or the object popup menu. The dialog box title will not include "Defaults" when modifying an existing form.

Spacing

Horizontal:
Horizontal spacing determines the spacing between vertical lines of the grid.

Vertical:
Vertical spacing determines the spacing between horizontal lines of the grid.

Selections

Grid Visible:
For design mode, toggle the on-screen visible grid ON / OFF. In Fillout Mode the grid is always off.

Snap to Grid:
When placing, moving or resizing objects, end points are automatically forced to conform to the nearest grid coordinates. For example, each end of a Line object will "snap-to" the nearest grid point. All four corners of Text, Field and shaped objects will "snap-to" each of the nearest grid points, giving you simpler, easier placement capability. A grid point is any intersection of a horizontal and vertical grid line. You may also "micro-move" (arrow keys) and "mini-move" (Shift plus arrow keys) objects for even finer control. The F2 key will toggle this snap-to option while designing a form.

Grid Color button

Access the Color dialog to choose from a given color set.

HYPOT(num,num)

Description   Calculates the hypotenuse of a right triangle.

Syntax   HYPOT(x, y)

x and y are the lengths of the two sides that connect to form the right angle.

Remarks   Returns the length of the hypotenuse, which is the remaining side. Computes the square root of (x squared + y squared).

Examples   HYPOT(1, 1) returns 1.414.

HYPOT(3, 4) returns 5

Help command (Field menu)

When field help exists for this field, this command will display that help. Field help is written by the form designer and typically serves to explain the field contents in non-obvious cases.

Field help is presented in a simple dialog box. Either press the Enter key, or click on the OK button to continue filling out the form.

Shortcut

Toolbar:

Keys: **Ctrl + H**

Context Help command

Use the Context-Help command to obtain help on a specific EZ-Forms function. When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark. Click somewhere in the EZ-Forms window, such as another Toolbar button, or pulldown menu. The Help topic will be shown for the item you click on, if it applies.

Shortcut

Toolbar:

Keys: **Shift + F1**

How To . . .

Access Forms Over the Internet

Organize Files

Work With Multiple Forms

Micro-move and Mini-move Objects

Utilize a Sound Card

Use Form Design and Fillout

Modify Object Attributes

Use Command Line Options

Select Multiple Objects

Use The Grid

Move/Resize Objects

Create icons for your forms.

How To Access Forms Over the Internet

Visit Our Web Site at **http://www.ez-forms.com/internet** for an online demonstration.

Note: The following is for licensees of <u>EZ-Forms PRO</u>. Visit the Web site for further information.

Save the web page from your browser and examine the HTML code structure. Note that the embed command is the key to loading a form into a local program. As long and the association for the file extensions .FOM and .FOF are set to EZ-Forms or an EZ-FormsFiller series the downloading form will load directly into the locally installed program.

How To Create icons for your forms.

See Lesson 19 in the <u>Tutorial</u> Help file for instructions on setting up forms you've designed to be launched from their own group and individual icons. Instructions relate to Windows 3.1 use, but may be conceptually helpful for Windows 95.

How To Micro-move and Mini-move Objects

Often times you will need an object positioned between grids points. You can use EZ-Forms' micro-move feature to fine-tune the form. Micro-move works whether or not "snap-to-grid" is turned on via the Options-Defaults-Grid or Form-Grid dialog box snap-to-grid selection.

To use this feature, select an object and use the arrow keys to micro-move it to a new position. Shift-arrow key (mini-move) will move the object from grid point to grid point if "snap-to-grid" is turned on. If "snap-to-grid" is turned off, the movement is actually the same as micro-move.

Do NOT continue to hold the mouse button after you have selected the object as this will cause the object to snap back to the defined grid if you have "snap-to-grid" turned on.

After dragging an object halfway across the form to a new location, sometimes the mouse is a bit difficult to use for precise placement with "snap-to-grid" toggled OFF. In this case you can drop the object very close to the position desired and use micro-move to fine tune the placement.

Note: Even if snap-to-grid is turned on, you may still ***micro-move*** a selected object with the keyboard arrow keys as long as the object is still selected. This allows for very precise positioning of the object.

You may also use ***mini-move*** by depressing and holding the Shift key while making movements with the cursor keys. If "snap-to-grid" is turned on, the movements here are actually from grid point to grid point. If "snap-to-grid" is turned off, then the movement is actually the same as micro-move.

How To Modify Object Attributes

An object can have one or more of the following attribute groups:

Text
Font
Pen
Brush
Printable
Field Setup

Each of these attribute groups except for Printable, has an associated dialog box that allows modification of the attributes within that group. Printable is a simple on/off toggle.

An object is created by first selecting a drawing tool, then using the mouse to place and size it. At creation time, an object's attributes are defined by settings in the Options-Defaults menu. These defaults are saved in the (program).INI file in your Windows directory. For example, the Options-Defaults-Text command accesses the Text dialog box for the text default attributes. Field Setup is unique in this regard because it's default setting are fixed. This is due to the complex nature of a field object's attributes which involve formatting, calculations, etc.

Once an object exists, its attributes can be modified at any time in design mode by altering settings that are accessible via the Form menu or the object popup menu. These settings are saved with the object in the Master Form (.FRM) file. For example, when a rectangle object is selected, the Form-Pen command accesses the Pen dialog box for the Pen attributes of the selected rectangle.

See Also

Moving and Resizing Objects

How To Move/Resize Objects

Once an object is placed in design mode, it can later be moved, resized, deleted or copied. Delete and copy are available through the Edit Cut/Copy/Paste menu commands. Moving and resizing are accomplished through mouse click and drag operations. Arrow keys can also be used to move an object.

Selecting Objects
Similar to other operations on an object, select it before moving or resizing. Choose the Select drawing tool via the <u>toolbar</u> button, or the Edit Select or Draw Select menu commands. Selection is done by a single left button mouse click anywhere on or inside the object. A selected object is indicated by the appearance of <u>handles</u> on all its end points, corner points or edges.

Moving
After selection, move an object by a drag and drop mouse operation. To drag, hold the left mouse down anywhere on a selected object and move it while continuing to hold the left mouse button down. To drop, simply release the mouse button.

The up, down, left and right arrow keys will also move an object. The object is moved in the smallest possible increment in the direction of the arrow key. When the grid is on and the Shift key is also pressed, the object moves to the next grid point following the direction of the arrow.

Resizing
After selection, resize an object by first moving the mouse cursor over one of the selection handles. You will notice the mouse cursor changes to either a left-right arrow, up-down arrow, or a diagonal arrow. While the cursor is one of these shapes, object resizing is done by a drag and drop mouse operation. Note that resizing is disabled when multiple objects are selected.

A left-right or up-down arrow usually appears at the edge of an object. This represents the possibility of resizing by moving only the edge represented by the handle the cursor is on.

A diagonal arrow usually appears at an end point or corner point of an object. This represents the possibility of resizing by moving this point. For corner points, both edges are resized to match the mouse movement.

How To Organize Files

For your own convenience, you may want to keep certain files separated into different subdirectories.

Examples might be:

Use a Pre-Printed Forms subdirectory named **C:\Program\PPF** for storing all forms that have data entry fields, but print only the data and not the background form design. This type of master form is used for pre-printed forms purchased from an office supply store, or from a forms catalog. This type of functionality is also known as CFO (clear forms overlay.)

It is sometimes convenient to place all master forms in one directory, and all fillout forms in another.

Other subdirectories may be assigned for departments, specific employees, job/task related forms, etc.

How To Select Multiple Objects

Single Objects:

Cut, Copy, Paste a Single Object:
Open an existing form and click the mouse cursor on one of the objects in the form to select it. Press the Ctrl + C key combination to copy the object to the clipboard. From the File pulldown menu select New, then click the OK button. Press the key combination Ctrl + V to paste the object from the clipboard to the new form. Now you have two forms with a duplicate copy of the object. Using the key combination Ctrl + X while in the original form would have deleted the object from the form and placed it into the clipboard, making it available for a Paste operation in another form.

Use the pulldown menu command Edit-Cut (Ctrl + X) to move an object from the form to the clipboard.
Use the pulldown menu command Edit-Copy (Ctrl + C) to move a duplicate of the object to the clipboard.
After using the Cut or Copy features, create or move to a different form.
Use the pulldown menu command Edit-Paste (Ctrl + V) to place one or more duplicates of what is stored in the clipboard.

Multiple Objects:

Normally, mouse clicking on an object will select it and deselect the previously selected object if there was one. Holding down the Shift key during object selection will prevent deselection of other objects. This allows the selection of more than one object at a time. This group of objects can be moved, cut, copied, or pasted, very much like what can be done with singularly selected objects.

How To Use Command Line Options

EZ-Forms has a number of command line options. These options are not case sensitive. Multiple swithes are allowed, unless they do not make sense.
Note: All of the following function, including Data import/export, are also availble via the File Menu pull-down.

/Mmaster.frm   or   /Omaster.frm
Open the Master form indicated by master.frm. This form is automatically loaded into design mode after EZ-Forms startup.

/Ffillform.frm
Open the Master or Fillout form indicated by fillform.frm. Be sure the form you use with this parameter has fields for data entry. This form is automatically loaded into fillout mode after EZ-Forms startup. Before fillout can begin, a new name must be chosen for the form. This allows for either a Master or Fillout form to act as a fillout template. A similar command in the program is File-Fillout.

The following additional parameters can be combined with either of the above to perform Print, Import, Export and Exit functions. Frequently used options may be assigned to an icon.   You may wish to "iconize" a form that is frequently used throughout the office, Export field data for use in a database (or wordprocessor, spreadsheet), or import data that has been generated by another program into a new form.

/P
Print the form that is indicated with the /M or /F parameter. This will print with the current printer settings and launch the printer diaglog box.

/X   *This feature is available in EZ-Forms PRO, ExportPower PRO, WinDD250 PRO, EZ-MSDS and FormTrooper.*
     It is not an available feature in EZ-Forms XL
Export data from the form indicated with the /F parameter.
The data in a completed from is extracted and stored in an ASCII file (.dta extension) with the first field's information surrounded by double-quotes on the first line which terminates with a carriage return and line feed. The second field's quotation delimited information is placed on the second line, etc. Data is export in field order, as set during form creation. A different ASCII text file will be generated from each Filled Out Form (.fof).

/I   *(capital i)   This feature is available in EZ-Forms PRO, ExportPower PRO, WinDD250 PRO, EZ-MSDS and FormTrooper.*
     It is not an available feature in EZ-Forms XL
Import (or place) data into the form indicated with the /M or /F parameter.
Information stored in other programs can be imported into an EZ-Forms form for better appearance and a meaningful structure. When exporting information stored in another program, select the ASCII text format that will extract as one data cell or field per text line, with double quotations around it. Store one spreadsheet row or one database record in the text file that will be used for import into the form. The data should be in the field order as set during form creation.

/S
Save the form, and giving it a new filename.

/Z
Terminates the program after completion of the Print, Export or Import operation.

Examples and syntax of command line usage:

The data files EZ-Forms uses must be in ASCII, quotation delimited format. This is a format that can be created or read by almost any spreadsheet or database program. One data file is imported to or written from each form. Again, most DataBase programs have no problem with this.

FYI, a .DTA files' contents may look like this:

"Field001 Data"
"Field002 Data"
"Field003 Data"
"Field004 Data"
"Field005 Data"
"Field006 Data"
"Field007 Data"
"Field008 Data"
"Field009 Data"
"Field010 Data"

This is one record with with 10 data fields.

Example 1:
You need a printout of a form that has no fields that will be filled out manually.

The command line is:
(program).EXE /Mformname.frm /P /Z

The program's splash screen appears to indicate the action is in progress. The print job is spooled to the printer with the current printer defaults. After a few moments the splash screen is removed indicating that spooling is complete, then the program is shut down. This process does not open the program into a window and load the form. The form you want to print is sent directly through the print function of the program then it is handled by the Windows printer driver.

Example 2:
You've designed a form with fields that match the information you need in your spreadsheet program. Now you want data that is entered into the forms to be manipulated by your spreadsheet (for enhanced calculations, graphs, reports).

The command line is:
(program).EXE /Mformname.fof /Xformname.dta /Z

After filling out a few forms with data, and saving each completed form to a unique name, you need to export the data to an ASCII file. Save each export with a .DTA file extension with the same filename as the corresponding .FOF file. You will need to generate a unique .DTA file from each of the forms from which you wish to extract data. Import the text of each .DTA file with your spreadsheet program as a separate row or record. Check your spreadsheet program's documentation for the import procedure for an ASCII file having one double quotation delimited data field per line. The .DTA file may represent one spreadsheet row and each line may represent spreadsheet cell. This same .DTA file can be imported into databases as a record or merged with a wordprocessor document. Check the appropriate docutmentation for the procedure.

Example 3:
You already have all of the information you need in a database file. You want a hard copy for distribution of each record that will present that information in a specific manner.

The command line is:
(program).EXE /Fformname.frm /Iformname.dta /S /P /Z
or
(program).EXE /Fformname.fom /Iformname.dta /S /P /Z
(Either method asks for a new filename, using the original formname.fof as a template, that will contain the data. Imports data from formname.dta saving it to the newname.fof file you indicated earlier.)

Find the record in your database containig the data you need in the form and export the information to an ASCII file. Check your database program's documentation for the export procedure to generate an ASCII file having one double quotation delimited data field per line. Either a master form(.FRM) or a blank fillout form(.FOF) can be used. The data file will be combined with the form placing the information in the first line of text into the first field of the form. The second line of the text file will be placed into the second field of the form and so forth. The program's splash screen will indicate the action is in progress. The new form, complete with data, will be sent to the printer and the process will shut down returning you to the desktop or program manager.

If you are merging data and sending it directly to the printer all data fields in the form will need to be accounted for in the text file. No calculations will be performed with this operation. It is assumed that any data management will be performed in the originating program whether it is a database or spreadsheet.

If you want the command line to load a form into EZ-Forms, merge the data and remain displayed on screen just leave off the **/P** and **/Z** parameter switches in the command line examples.

How To Use Form Design and Fillout

Form Design

The goal here is to create a Master Form by using EZ-Forms' drawing tools to place objects at appropriate places on the form. Once an object is placed, it can be moved, resized or have its characteristics modified.

Object characteristics can be selected in two ways. One way is by setting default characteristics via the Options-Defaults menu. These defaults specify the characteristics of newly created objects. The other method of setting object characteristics is by selecting an existing object, then modifying its characteristics with the Form menu.

When a master form is complete, save it. Once saved it can be reused repeatedly as a template for form fillout.

Form Fillout

The goal here is to place data into each field in order to fill out the entire form. When done filling out a form, save it to a unique name. When ready to fill out a new form, you can use the Edit Fillout Next, Edit Clear All or File Fillout commands to do so.

How To Use The Grid

You are not limited to one grid setting during the design of a form. Adjustment of horizontal and vertical grid settings can be made at any time to within two decimal places, for example, 0.25, 0.37, 0.50, etc. If the grid setting is changed, all previously set objects will not "snap-to" the new grid unless selected and moved with the new grid settings in place and "snap-to-grid" turned on. The "snap-to-grid" feature is defaulted to **ON** at program installation.

"Snap-To-Grid" means that while you are moving or sizing an object (e.g..   creating a line) the end points will "snap-to" the nearest grid point intersections around the object. If the entire object is selected, it will "snap-to" the nearest grid coordinates. Or if just one of the "handles" on a corner or side is selected, only it will snap-to-grid when released. The "snap-to-grid" feature can be turned on or off at will via the Form-Grid dialog box. The F2 key also toggles the "snap-to-grid" feature.

Note: Even if snap-to-grid is turned on, you may still ***micro-move*** a selected object with the keyboard arrow keys as long as the object is still selected. This allows for very precise positioning of the object.

You may also use ***mini-move*** by depressing and holding the Shift key while making movements with the cursor keys. If "snap-to-grid" is turned on, the movements here are actually from grid point to grid point. If "snap-to-grid" is turned off, then the movement is the same as micro-move.

Varying text sizes, lines, boxes, other shapes and imported graphics may need different grid settings to place them precisely where you want them.

How To Utilize a Sound Card

An icon representing a prerecorded sound file can be placed on a form. Sound files stored in the .WAV format can be played during data entry for instructions, or to further "illustrate" a topic. (e.g.. telephone ringing, or other sounds) Use the Edit-Insert New Object command to place an icon on your form that will play back the sound file. Choose "Create from File", enter the sound file name, then OK.

Check the recording section of your sound card manual for instructions on how to create your own sound files and use them in forms you design. The user of your form will be able to click on an icon to listen to the file associated with the icon. Embedding the sound file with an automatic link will keep the sound file separate from the form.

Sound files will only be played if your system has the proper Windows sound drivers and hardware installed. Consult your sound card supplier for more details.

See Also

Inserting OLE Objects

How To Work With Multiple Forms

It may be helpful at times to have several forms open at once for comparison, work in progress, or to copy / move text, fields, or objects from one form to another. Too many open forms may clutter up your screen desktop. Iconizing (minimizing to icon view) some of the forms using the Minimize command contained in the Control tab menu for the form window can clean things up considerably.

One example of the convenience of multiple open forms is in the case of cloning (or duplicating) an existing form (master or fill-out) and modifying it for a slightly different use while preserving the original form. To do this, use "File-Save As" to save the form to a new and different name. The original form is saved and closed for safety. You may reopen the original with the File-Open command or Toolbar icon in order to keep it on-screen for reference. You can even open another form that has an image (like a logo or signature) that you would like to copy to your new form. Highlight the image in the third open form and select the Edit-Copy command. The image is stored in the Windows' clipboard and can be pasted into the new form. Click on the new form that is to contain the image and select the Edit-Paste command. The object will immediately appear in the new form with all attributes identical to the original.

Available system memory and system resources have a lot to do with being able to transfer images. If problems occur, select the image and position the mouse cursor on the bottom right corner object <u>handle</u> (tab). Press and hold the left mouse button and drag the corner to make the image smaller. Repeat the transfer steps then increase the images size after moving it to the other form. If this is not sufficient to move the image, you may need to shut down some of the other applications you currently have running in Windows.

IIF(log,any,any)

Description   Tests the condition and returns the specified value.

Syntax   IIF(*condition, true_value, false_value*)

condition is any logical expression.
true_value is the value to be returned if *condition* evaluates to True.
false_value is the value to be returned if *condition* evaluates to False.

See Also   Operators

Examples   IIF(field001>10, "Over", "") returns "Over" if the contents of field001 is greater
than 10 and "" if the contents of field001 is less than 10.

IIF(RTRIM(field001)="", DATE(), field001) returns today's date whenever
field001 is all blank. Otherwise it returns the contents of field001.

INSTR(char,char)

Description   Returns position of a character string within another.

Syntax   INSTR(*char1, char2*)

char1 is the character string to search in.
char2 is the character substring to search for.

Remarks   Returns the starting position of the substring *char2*, within the string *char1*. When combined with the Substring function, SUBSTR, you can retrieve portions of a field, based on its contents.

See Also   SUBSTR

Examples   INSTR("Cancun", "nc") returns 2.

                 SUBSTR(NAME,1,INSTR(NAME,' ')) - returns first name from field NAME.

Import (File menu)   *This feature is available in EZ-Forms PRO, ExportPower PRO, WinDD250 PRO, EZ-MSDS and FormTrooper.*
It is not an available feature in EZ-Forms XL

/I

Import (or place) data into the form indicated with the /M or /F parameter.
Information stored in other programs can be imported into an EZ-Forms form for better appearance and a meaningful structure. When exporting information stored in another program select the ASCII text format that will extract one data cell or field per text line, with double quotations around it. Store one spreadsheet row or one database record in the text file that will be used for import into the form. The data should be in the field order as set during form creation.

For additional information, other parameters and example usage see Hot To Use Command Line Options.

Importing/Scanning Images into EZ-Forms

Scanning Forms (Logos and other Pictures Too) for Fillout or Background Use

Scanning existing forms can be a quick way to automate your forms, but there are a number of issues for you to consider:

1. A new(Ctrl + N) or existing(Ctrl + O) form must be open in order to scan an image or import a graphic.   You must have a TWAIN compliant scanner. Note that even if your scanner is TWAIN compliant, it may may not scan properly due to many possible factors including other software, conflicting hardware, etc.

2. An alternate is to scan your image with the software that came with your scanner. Always save the file to a .BMP file prior to importing into EZ-Forms. If your scanner is not TWAIN compliant or cannot save to a .BMP file, all is not lost as you can scan to almost any format and convert the image to a .BMP with one of the may fine graphics conversion programs available (like Paint Shop PRO ... see below).

3. Once the form image is imported into EZ-Forms, you have the option of declaring it printable or non-printable. Printable means view on screen and print when requested along with any data and printable object fields.   You can also elect to print only the data fields at print time, if you wish. Non-printable means show image on screen, but never print it; print only the data fields and/or other printable objects that you have added. Right-click on the image to request the dialog box.

4. When scanning your form, scan at the lowest DPI (dots per inch) resolution that produces acceptable results. If the form is monochrome, do not scan in color as this will increase the file size of your form dramatically. We've found that scanning monochrome (or "line art") at about 300 DPI is an acceptable comprise of speed, size and quality. It also keeps the file size at about 1 MegaByte for a 8.5" by 11" form. Images of 2MB or greater may be sluggish on-screen and take a very long time to print.

5. Prior to scanning a form, it is critical that you "pre-crop" the edges of the form to conform to the edge printing limits of your printer (see your printer's on-line help or manual). Otherwise the edges of your form may not print correctly. Most scanner software allows you to do this by "pre-scanning" after which you may move the scan borders to suit. This is also helpful if you are scanning a logo. No need to scan the entire page. Just pre-crop, adjust the scan borders and go. A typical logo .BMP is then less than 100 kilobytes. If your printer cannot print to the limits of the scanned image you have chosen, consider compressing the image slighly to fit. You can do this by grabbing the "handles" (bars) around a selected image and dragging them to the appropriate position.

6. When scanning-in or importing a .BMP full-page image into a form, it is important that you set all margins at 0. Even then, your printer driver may override this setting
when it comes to edge printing. Make sure that you have the latest printer driver from the
hardware manufacturer and that you review instructions for same as to hard edge
limits for printing. Check out the Printer-Setup dialog to see what paramaters you can adjust.

7. During image scan or import you will have the choice of storing the image embedded into the form, or as a separate file. If you are going to move the form around a lot, select embedded

(and get some extra disk capacity). If the form is filled-out a lot, try to store the image separate from the form. Keeping the graphic external to the form incurs the disk space overhead of the image only once. When you fill out a form referencing an image in a separate file, the resultant .FOFs (filled out forms) will be much smaller.

8. After you scan or import an image, you may need to align the form properly on the page. This may take a little trial-and-error to get the proper positioning as page-to-printer-to-screen calibration may not be exact. Print the scanned image to your printer and set it on your original in front of a bright light. Move the graphic image on screen as required, and try again. Be aware that scanners may distort large images or re-size them slightly.

9. If you determine that the image needs cropping, permanent resizing, or other enhancements, we can recommend a fine program called PaintShop PRO. A test drive edition is available via the Internet at http://www.jasc.com.

10. If the above recommendations do not produce the results you intended then you should consider designing the form with EZ-Forms' proprietary objects method. Forms designed this way will look beautiful and print quickly on almost any type of printer. Since there is no large graphic image to re-trace, screen updates are much faster too. If you have the time, designing a form this way will produce dramatically better looking results than the typical scanning technology available today.

11. If the color rendition on an imported bitmap (via InsertGraphic) is poor, this may have to do with your computer's video resolution. EZ-Forms makes a best attempt at accomodating images whose color depth is greater than your screen's (video driver) color depth. To improve color rendition on screen for photos, etc., the solution is to use InsertNewObject instead of InsertGraphic. InsertGraphic is optimized for full page form images or scans, not full color graphics. InsertNewObject can handle much more complex images, even voice, etc. via OLE (object linking and embedding). This is because it uses an external program like PSP (Paint Shop PRO) or PBRUSH (Microsoft PaintBrush) to "service" the image.

12. If you don't have the time to "electronify" your forms, or just don't want to mess with it, FAX (at +1-281-280-0099) or mail blank and filled-out examples to us. We'll return a quotation to you as soon as possible. We can even create forms from a sketch.

13. With a little patience, you can create a fine looking form from almost any scanned image. With a little more patience, you can create an exquisite form from the ground up. Either way, EZ-Forms handles all the automation features, including pick-lists, field help, calculations, validations, etc.

Contents command (Help menu)

Use this command to display the opening Help screen. From here you can select any of the main help topic categories, including both instructional and reference information. Help is displayed by another program called WINHELP, which is provided with Windows.

At any time while in help, you can click the [Contents] button to return to the Contents screen.

Add your own notes to the help file by using Help's Edit-Annotate command or the Annotate toolbar button. All annotations are saved in the Windows program subdirectory as filename [program].ANN. These annotations can only be modified and viewed during display of this help file. As a reminder, annotated topics will display a paper-clip icon to the left of the topic title.

Insert Graphic (Edit menu)

Two image formats can be used by the Insert Graphic command.
• Bitmap (.BMP extension)
• Device Independent Bitmap (.DIB extension)

For other image formats and OLE object embedding feature, use the Edit-Insert New Object command.

Edit-Insert Graphic allows the image to be embedded into the form or linked to the form. Each method has its own advantages and disadvantages, as listed below. It is important to gain a thorough understanding of these two methods before deciding which is best for your situation.

Embedded

The graphic image will be copied into the form file. The original graphic file will no longer be needed by the form.

Advantages

••• The graphic is always available, even when the form is copied to another system
•• The original graphic can be changed without affecting this form

Disadvantages

• Larger form size
•• Changes to original graphic not automatically reflected in form

Linked

Only the graphic image file name will be saved in the form. The original graphic file will always be needed by the form.

Advantages

• Smaller form size
• Changes to original graphic reflected in form
• Multiple forms can use the same graphic file - disk space savings can be substantial

Disadvantages

• When copying the form to another system, graphic files must also be copied
• Graphic files must always be available when using the form

Insert Graphic   vs   Insert New Object

Insert Graphic has direct control of the image-to-form process.
Recommended for .BMP and .DIB image formats.

Insert New Object utilizes the OLE capabilities of Windows, thus requiring more processing
and memory overhead.
Recommended for PCX, MSP and other image formats as well as multimedia video
movies (e.g., .AVI) or sound clips (e.g., .WAV).

See Also

Change Graphic
Insert New Object
Acquire

Insert New Object (Edit menu)

Use this command to insert an <u>OLE</u> object from an OLE server application. The OLE server will become the active application until you exit or cancel the session.

Select the OLE object you want to insert into your form by using the <u>Insert New Object dialog box</u>. This command is only available in Design Mode.

Edit Paste can also be used to insert an OLE object. This assumes that first something was copied to the clipboard from a server application.

Insert New Object   vs   Insert Graphic

Insert New Object utilizes the OLE capabilities of Windows, thus requiring some performance and memory overhead.
Recommended for PCX, MSP and other image formats as well as multimedia video movies (e.g., .AVI), sound clips (e.g., .WAV) and other special formats.

Insert Graphic utilizes a more direct approach to images, but is more limited in file types supported.
Recommended for BMP and DIB image formats.

See Also

<u>Inserting OLE Objects</u>
<u>Insert Graphic</u>
<u>Acquire</u>

Insert New Object Dialog

Used to identify the object file and some associated attributes.

Create New:
Toggle ON to create a new OLE object and place it into the form, by choosing the OLE server that will maintain the object.

Create from File:
Shows the full path and file name of the object about to be created. When creation is complete, the object will be inserted into the form. Either enter the filename, or use the Browse button to locate the file you want.

File:
Shows the full path and file name of the object to be inserted into the form. Either enter the filename, or use the Browse button to locate the file you want.

Links:
Link an OLE object to the form. Unselect this item to embed the object in the form.

Display as Icon:
An icon representation is used for OLE objects that cannot be displayed, such as sound files. You can choose a different icon with the Change Icon button.

Result:
Helpful message displays appear after choosing a conversion type before committing to action.

Browse button

Select the file using the Browse dialog box to search through drives and subdirectories.

Insert Page (Form menu)

Create an associated page to the form. Add a new page before or after the current page if it is a single page form. Add new pages before or after the current, or to the beginning or end of the full set of pages.

See Also

Insert Page dialog box
Delete Page

Insert Page Dialog

This dialog box requires that you decide the position of the new page in relation to the full set of pages in the series. The display will change from the current page to the newly create page for design editing. Options are to add a new page as the first in the set, add a new page before or after the currently displayed page or add a new page as the last page in the set.

See Also

Insert Page
Delete Page

Installation

The installation process is accomplished by running the SETUP.EXE program present on disk 1 of the distribution disks. SETUP copies the program and its support files, this help file and various other information files. When system files already exist on your system that are newer than identically-named files on the EZ-Forms distribution disks, SETUP will not overwrite the newer files. Installation and use of EZ-Forms must always follow the EZ-Forms License Agreement.

Command Line Options can be used to set up EZ-Forms as a form fillout program, allowing any number of Program Manager icons to be created for filling out forms that act as templates.

Here is a list of functional files that comprise the EZ-Forms product. This list may prove useful when troubleshooting any difficulties that may occur either during installation or when running the EZ-Forms program.

EZ-Forms Program Files

These files belong in the EZ-FormsFiller program directory since they are unique to EZ-FormsFiller. Note: Filename may vary for each Fill-Only or TestDrive installations.

Registered Ver.	*TestDrive Ver.*
(program).exe	(program)td.exe
ezx1.dll	ezx1.dll
(program).hlp	(program)td.hlp
(program).hbr	(program)td.hbr
(program).tip	(program)td.tip

System Support Files

These files are in general use in the industry, and should reside in the Windows System directory, typically c:\windows\system.

ctl3d.dll
mfcoleui.dll
hbrowser.dll
hsearchr.dll

OLE Version 2 System Files

These files implement the Microsoft Windows OLE Version 2 system. As above, they are in general use and should reside in the Windows System directory. The regedit.exe program, which is part of Windows, must be present on your system during installation, to allow proper configuration of OLE 2.

compobj.dll
ole2.dll
ole2conv.dll
ole2disp.dll

ole2nls.dll
ole2prox.dll
storage.dll
typelib.dll
ole2.reg

EZ-Forms XL/PRO

The Professional Eforms Processor for Windows 95/NT/3.1x.
"Eforms", Math, Pick/Help-Lists, Pop-Ups, Field Ordering, Multi-Pages, More!
Create, Modify, Scan, Fill-In, Navigate, Compute, Validate, Save, ANYFORM™

EZ-Forms XL/PRO™ & © 1994-97 by

EZX Corporation
"The Forms Automation Company"

EZ-
Forms

EZ-Forms™ is the Ultimate Forms Processor for Windows!

Create, Modify, Fill-in, Navigate, Save ANYFORM™ in minutes!

** EZ-Forms™
... the "EZ-Forms eXecutive"/SuperForms™ for Windows (3.1x & 95) is the Professional Forms Automation Processor!

** Create, Fill-Out (internal), Fill-In (pre-printed), Modify,
    Navigate, Save, Revise, ANY FORM in minutes!

** WYSIWYG, multiple open forms, cut/paste, protected
    fields/objects, much, much, more.

* Whether your business is small or large, you can easily
   and quickly Create and Fill any document,
   Fill-in (internally generated forms), Fill-out
   (pre-printed forms), Save, Save-as, Revise, and/or
   Print (even to FAX) all kinds of forms in minutes.

* Create custom forms (lines, boxes, etc.) on screen and
   add fill-out fields, and you're done!

* You can even fill-out pre-printed forms! Simply design an
   "overlay" form.

* EZ-Forms™ for Windows is here!!!

* EZ-Forms is GREAT FOR:
 * Perfect form fill-out.
 * Commercial Printers ... speeds form design, modification.
 * In house publication departments ... Improve response time,
    ease update process, cut costs.

* Low cost forms development ... Develop and print all of your
    forms without outside help.
  * Printing any quantity of custom forms on your laser printer
     ... on demand!
  * Great for basic desktop publishing too!

* EZ-Forms' focus is on forms design, production and fill-out.
  Unlike page document composition, the logical object oriented
  drawing tools are specifically tailored and optimized for forms
  design and manipulation. Its WYSIWYG (what-you-see-is-what
  -you-get) interactive screen is clear, intuitive and easy to use.
  Font size,   typeface and printer options (including FAX transmission)
  are limited only by what is available under Microsoft Windows for your
  system.   For truly flexible forms production, you can even print the
  filled-in data and the form at the same time or, fill-out to
  pre-printed forms.

* You can easily customize any of the 100+ included form templates
   to create any new form you desire.

*   DESIGN FORMS QUICKLY and EASILY:
    * Using the display screen and mouse, you can perform fully
      interactive forms composition by creating and manipulating
      various "objects".
    * WYSIWYG means that the screen looks like the final printed
      from, showing typefaces, font sizes, lines, rectangles,
      rounded rectangles, ellipses, circles, shading, logos, etc.
      Size any object for creative impact.
    * Text can be automatically word-wrapped, justified (left,
      center, right, full), fonted, colored, etc. in any text
      or fill-out field.

Other Form Design and Fill-out Features include:
* Extensive on-line help and MANUAL with BROWSE, TEXT SEARCH, PRINT.
  The Help file's powerful Browse and global Text search features (not available
  in "regular" Windows help files) will allow you to find any topic,
  word, or phrase quickly. You will also be able to print any topic
  or group of topics on demand. The unique "tree" structure gets you
  to your information fast. NEVER be without your manual again!
* On-screen grid (user adjustable; does not print) and
  snap-to-grid allow very quick and precise positioning of
  all objects and fields.
* Fill-out master or modify completed forms. No need to
  retype redundant information.
* Open multiple forms at once for quick reference or cut-and-paste.
* Multiple form views can be full window, window cascade,
  tile view, or reduced to icons.
* Four different working view magnifications 25% to 300%
  are available for even the most intricate work.
* Precise continuous coordinate display for accurate positioning.
* Tool bar and status line control allow you to customize

appearance and operation of the program.
* Copy, cut, and paste objects between multiple Eforms.
* Define page sizes, margins, layouts, orientation.
* Draw lines, boxes, shapes, fill patterns of many types,
  change orientation and color.
* 26 drawing tools are provided form design. There are five
  pen line styles, 10 thicknesses and eight brush patterns.
* Other drawing tools include rectangle, round rectangle, and
  ellipse which can be melded with any of the brush patterns.
* Fill-out fields can be placed anywhere on the form, and in fill-out
  mode, the master part (or background) of the form cannot be modified
  so as to assure perfectly filled out forms every time.
* Print to any Windows supported device, even directly to your
  FAX/modem (third party drivers required) for immediate transmission
  of your form.
* Use any Windows font including Bar Codes, and special characters like
  Wingdings.
* Quickly bold, underline, italicize, strike-through, etc. any text field.
* You can even paste text from your trusty ol' DOS programs via
  Window's clipboard.

*   in release 96gi/2.21 include:
* Multiple pages per form files with:
          - Collated & Non-collated print options
          - Next Page / Previous Page Toolbar buttons
          - Insert Page / Delete Page menu options
          - Page number in Status Bar
* Print Field Data Only - for use with pre-printed forms.
* Highlighted background (color is user adjustable) of any
  text or data input field.
* Auto-Popup field Help & Picklist ... Global setting or Individual fields.
* Tips of the Day quick access screen.
* Select and move multiple field names simultaneously in Fillout Order dialog box.

* New features in release 96cb/2.11 include:
* Direct TWAIN compliant scanner support.
* Full text justification option.
* Full zero suppression on calculated numeric fields.
* The ability to import any device independent bitmap
  from Window's clipboard.
* The ability to link graphic files to your forms (rather
  than embedding them) to save precious disk space.
* Numerous touchups.
* Enhanced field operations including:
  -Field Calculations (50+ math & logical)
  -Ordering (the way the cursor moves)
  -Pick lists (for quick data entry)
  -User help (unique field help eases entry questions)
  -Validation (imposes data entry limits)
  -Auto-date/time/number, etc.
* Multiple object selection for move, copy, paste, etc.

* Built-in support for MAPI (mail application programming interface)
  compatible Email (Electronic Mail).
* Support for international measurements and paper sizes.
  Window's international settings are monitored and the appropriate defaults
  are used. (ISO paper sizes and metric measurements, for instance)
* Unlimited character size for text objects. (Old limit was 256 characters.)
* Improved OLE functionality.
* Multiple copy printing.
* Graphics placement/sizing is faster via use of screen tokens.
* Screen updates are faster too.
* Immediate TD enhancement capability.
* EZ-Forms can save thousands of dollars in
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Keyboard Commands

Text and Field Edit Objects

Arrow keys	Cursor movement
Home	Beginning of line
End	End of line
Ctrl + Home	Beginning of text
Ctrl + End	End of text
Ctrl + Left	Previous word
Ctrl + Right	Next word
Shift	Add to any above key to select text
Insert	Toggle insert / overstrike mode
Delete	Delete a character to the right
Enter	Terminate text entry
Ctrl + Enter	Force new line
Alt + Backspace or Ctrl + Z	Undo

Fillout Mode

Arrow keys	Cursor movement
Tab	Next field (Options-Preferences-Tab between fields toggled ON)
Shift + Tab	Previous field (Options-Preferences-Tab between fields toggled ON)
Enter	Next field
Shift + Enter	Previous field

Form / Window Movement

PageUp	Scroll up page
PageDown	Scroll down page
Ctrl + PageUp	Scroll left page
Ctrl + PageDown	Scroll right page
Ctrl + Home	To First field
Ctrl + End	To Last field
Ctrl + Up	Scroll up line
Ctrl + Down	Scroll down line
Ctrl + Tab	Switch between open form windows.

Design Mode

Arrow keys	Micro-Move selected object
Shift + Arrow keys	Move selected object
F2	Turn ON / OFF snap-to grid (see Options-Defaults-Grid)

Menu Hot Keys

Ctrl + Key combinations:

Ctrl + N	File - New
Ctrl + O	File - Open
Ctrl + F	File - Fillout

Ctrl + S	File - Save
Ctrl + P	File - Print
Ctrl + X	Edit - Cut
Ctrl + C	Edit - Copy
Ctrl + V	Edit - Paste
Ctrl + E	Edit - Text
Ctrl + Z	Edit - Undo Delete
Ctrl + T	Edit - Text Feed - Time
Ctrl + D	Edit - Text Feed - Date
Ctrl + R	Refresh Screen to eliminate screen movement artifacts.
Ctrl + F4	Form Control - Close
Ctrl + F6	Form Control - Next

Alt + Key combinations:

Alt + F4	Program Control - Close
Alt + Backspace	Edit - Undo Delete

LDEXP(num,num)

Description   Calculates binary exponents.

Syntax   LDEXP(*x*, *exp*)

x and *exp* are any valid numbers.

Remarks   Returns the value of *x* * (2 raised to the power of *exp*).

Examples   LDEXP(2, 1) returns 4.

LDEXP(5, 2) returns 20.

LOG10(num)

Description   Calculates the base-10 logarithm of a number.

Syntax   LOG10(*number*)

number is any positive real number.

See Also   <u>EXP</u> and <u>LOGN</u> functions

Examples   LOG10(260) returns 2.41

LOG10(100) returns 2

LOGN(num)

Description   Calculates the natural logarithm of a number.

Syntax   LOGN(*number*)

number is any positive real number.

See Also   LOG10, EXP and E functions.

Examples   LOGN(10) returns 2.30.

LOGN(2) returns 0.69.

LOWER(char)

Description   Changes the uppercase alphabetic characters in the specified string to lowercase characters. All other characters in the string are unaffected.

Syntax   LOWER(*char*)

char is any string.

See Also   PROPER and UPPER functions

Examples   LOWER("3rd Quarter") returns "3rd quarter"

                    LOWER("JOHN DOE") returns "john doe"

LTRIM(char)

Description   Removes all blanks at the beginning (left side) of a character string.

Syntax   LTRIM(*char*)

char is any text string.

See Also   RTRIM function

Examples   LTRIM("   ") returns "" (empty character string)

LTRIM("   Andy   ") returns "Andy   "

Form Layout Dialog

When creating a form with the File-New command, these settings will only apply to the new form.

The layout of a form can be altered after creation by using the Form Form Layout command, accessible from the main menu. The dialog box title will not include "Defaults" when modifying an existing form.

Choose form size, orientation and margin settings. When accessed via Options Defaults Form Layout, the layout will only affect newly created forms. All of these settings can be changed after form creation.

Form Size:
Choose a pre-defined or user-defined form size. Set form orientation (Portrait or Landscape) to match intended page printing. User-defined sizes are entered in the "Size" area below. Pre-defined choices are:

Letter 8.5 x 11 in
Legal 8.5 x 14 in
11 x 17 in
A3 29.7 x 42.0 cm
A4 21.0 x 29.7 cm
A5 14.8 x 21.0 cm
B4 25.0 x 35.4 cm
B5 18.2 x 25.7 cm
Fanfold 8.5 x 12 in
Fanfold 8.5 x 13 in

Units:
For measurement units, EZ-Forms accepts numbers up to two decimal places. When modifying a form, units can be changed for informational purposes only. Units always revert back to the setting made in the Options Defaults Form Layout dialog.

Units will default to the Windows International settings.

Margins:
Represents blank areas at all four edges of the form. Margins can be viewed through Print Preview.

Margin settings for the page are not shown as part of the display during form design. However, the Status Bar coordinate display does include these margins.

Size:
For pre-defined sizes, the settings are not changeable and reflect the currently chosen form size. When a user-defined form size is chosen, these sizes can be set. When printing, make sure the printer settings match the intended printing orientation, either portrait or landscape. Accepted values are 2.00 through 30.00.

EZ-Forms License Agreement

NOTE: The following agreement is meant for a single-user / single-machine use of EZ-Forms.
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Line command (Draw menu)

Line Drawing tool. Activate by clicking on the Line <u>Toolbar</u> button, or by selecting the Draw-Line command.

1) Position the mouse pointer to where you want to begin drawing.
2) Press and hold the left mouse button while dragging the mouse, thereby drawing a line to the desired length.
3) Release the mouse button when done.

When the Snap-to-Grid option is selected in the <u>Grid dialog box</u>, the line's end points will "snap" to the nearest grid points.

See Also

<u>Modifying Object Attributes</u> and <u>Moving and Resizing Objects</u>

Shortcut
Toolbar:

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MAX(num,num)

Description   Returns the largest value of 2 numbers.

Syntax   MAX(*num1*, *num2*)

num1 and *num2* are any valid numeric values.

See Also   <u>MIN</u> function

Examples   MAX(50, 500) returns 500

                  MAX(3, -10000) returns 3

MAXEXP()

Description   Provides the largest possible exponent for a number.

Syntax   MAXEXP()

Remarks   Returns the largest possible number that can be used for an exponent when
                     entering a numeric value. This value is platform-specific. For Windows 3.1 it
                     is 38.

See Also   MINEXP function and Constants

MAXVAL()

Description   Provides the largest possible value for a number.

Syntax   MAXVAL()

Remarks   Returns the largest possible number that can be represented. Larger numbers are truncated or will cause errors. This value is platform-specific. For Windows 3.1 it is 3.4028234660E+038

See Also   MINVAL function and Constants

MIN(num,num)

Description   Returns the smallest value of 2 numbers.

Syntax   MIN(*num1, num2*)

num1 and *num2* are any valid numbers.

See Also   MAX function

Examples   MIN(50, 200) returns 50

                              MIN(field001, field023) returns the smallest value from both fields

MINEXP()

Description   Provides the smallest possible exponent for a number.

Syntax   MINEXP()

Remarks   Returns the smallest possible number that can be used for an exponent when entering a numeric value. This value is platform-specific. For Windows 3.1 it is -37.

See Also   MAXEXP function and Constants

MINVAL()

Description   Provides the smallest possible value for a number.

Syntax   MINVAL()

Remarks   Returns the smallest possible number that can be represented. Smaller numbers are truncated or will cause errors. This value is platform-specific. For Windows 3.1 it is 1.1754943510E-037.

See Also   MAXVAL function and Constants

MOD(num,num)

Description   Returns the remainder after dividing a number by a specified divisor.

Syntax   MOD(*number, divisor*)

number is any number.
divisor is any non-zero number. If divisor is 0, an error will result.

Examples   MOD(-23, 3) returns -2

MOD(-23, -4) returns 3

Maximize button

The Maximize button for a form window will expand the window to full EZ-Forms client window size and set the currently active window display to be the default until changed.

Shortcut

Mouse: Click on the maximize icon on the title bar, or double-click the title bar.

Minimize button

The Minimize button of a form window will iconize the active window and display the icon within the EZ-Forms client area, usually at the bottom.

Shortcut

Mouse: Click the minimize icon on the title bar.

Move command (Control menu)

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.

Note: This command is unavailable if you maximize the window.

New command (File menu)

Use this command to create a new master form. The <u>Form Layout</u> dialog box will appear to allow selection of form dimensions and margins.

You can open an existing master or fillout form with the <u>Open command</u>.

Shortcut
Toolbar:
Keys: **Ctrl + N**

Next Window command (Form Control menu)

Use this command to switch to the next open form window. EZ-Forms determines which window is next according to the order in which you opened (or last edited) the windows.

**Shortcut
Keys:**   **Ctrl + F6**

No Help Available

No help is available for this area of the window.

No Help Available

No help is available for this message box.

Change Source Dialog

Change the selected link to receive data from another application, file, or item.

Source:
This area of the dialog box shows a listing of files available in the current subdirectory. If a tab is in the scroll bar at the right edge of this area, use it to scroll through the file listing. Use 'List File of Type' to quickly choose what file types to show. Enter wildcard file names to control what files are shown.

Directories:
This section indicates the current subdirectory. Use the section below to change to a different subdirectory. Change subdirectories by using the scroll bar or double-clicking on a directory name. If a directory is not shown it may be located as a subdirectory below the one just above the current subdirectory. Try double-clicking on a directory name that is one or two levels above the current subdirectory.

List Files of Type:
Click on the arrow to change the type of files listed in the section just above.

Drives:
Click on the arrow to display other available drives.

Network button

If you are connected to a network file server or workgroup, this button will activate your available network services.
Note: The single user version does not support network drive or services access, even though the Network button may be active.

OLE Links command (Edit menu)

Use this command to display a   Links dialog box which lets you edit OLE links between your form and other documents.

This command is only available in Design Mode, and only available when you have at least one link in your form.

See Also

Inserting OLE Objects

OLE Links Dialog

Manage all <u>OLE</u> links. The following options are available in the Links dialog box:

Links:
Displays all links in the form. For each link it displays the filename, type and status of link.

Source:
Indicates drive path and filename of object.

Type:
Indicates type of image.

Update:
Select the type of link you want for the currently highlighted link.
Automatic   Inserts new data as soon as it is available.
Manual   Inserts new data only when you ask for it by choosing the Update Now button.

Update Now button

Updates all links selected in the Links box, and then closes the dialog box.

Open Source button

Opens the source of a selected link. For example: choosing the Open Source button opens up a linked chart in Lotus 123 for Windows or Microsoft Excel if you have either chart linked to your form.

Change Source button

Change the selected link using the <u>Change Source</u> dialog box to receive data from another application, file, or item.

Break Link button

Breaks links for all selected links between data and the form, and then closes the Links dialog box.

Object Convert Dialog

This dialog can vary greatly depending on what <u>OLE</u> server applications are available on your system. An OLE object can only be converted when there is another compatible object type available.

Current Type:
Identifies the type of object currently selected.

Convert to:
If available, select this option to change the OLE object type.

Activate as:
If available, choose a different OLE server to associate with the object.

Object Type:
Lists the available choices to convert the object to.

Display as Icon:
An icon representation is used for OLE objects that cannot be displayed, such as sound files. You can choose a different icon with the <u>Change Icon</u> button.

Results:
Helpful message displays appear after choosing a conversion type before committing to action.

Object Change Icon Dialog

Change the icon representation used by an object

Icon

Current:
Displays the currently used icon for the object.

Default:
Select the default icon as the one to associate with this <u>OLE</u> object.

From File:
Select an icon from any .ICO, .EXE, LIB or .DLL icon library. Images of available icons stored within the library file are displayed below.

Label:
You can modify the label used beneath the icon.

Note: The active Icon is displayed in the bottom right corner of the dialog box.

Browse button

Select the file using the <u>Browse</u> dialog box to search through drives and subdirectories.

Object Insert Browse Dialog

Locate existing files for use as objects on the form.
This dialog is the File Open common dialog used in most Windows programs.

Source:
This area of the dialog box shows a listing of files available in the current subdirectory. If a tab is in the scroll bar at the right edge of this area, use it to scroll through the file listing. Use 'List File of Type' to quickly choose what file types to show. Enter wildcard file names to control what files are shown.

Directories:
This section indicates the current subdirectory. Use the section below to change to a different subdirectory. Change subdirectories by using the scroll bar or double-clicking on a directory name. If a directory is not shown it may be located as a subdirectory below the one just above the current subdirectory. Try double-clicking on a directory name that is one or two levels above the current subdirectory.

List Files of Type:
Click on the arrow to change the type of files listed in the section just above.

Drives:
Click on the arrow to display other available drives.

Network button

If you are connected to a network file server or workgroup, this button will activate your available network services.
Note: The single user version does not support network drive or services access, even though the Network button may be active.

Object verb (Edit menu)

Design Mode

The Edit Object command opens the <u>OLE</u> server application that has been selected to maintain the object. The object is automatically loaded into the OLE server. This command is available only when you have selected an existing OLE object. You will be in another application, not EZ-Forms, while you edit the object. When you finish editing, choose File-Update in the OLE server application menu. EZ-Forms then incorporates the changes into your form. This menu's name changes depending on the object you select.

The Object Convert command opens the <u>Convert dialog box</u>.

There may be more than one verb listed. The first listed verb is always the Primary Verb, and the remaining are Secondary Verbs. The actual commands depend on the OLE server for the object. For example, the Media Player program that is part of Windows lists Play as the Primary and <u>Edit</u> as the Secondary Verb.

Fillout Mode

The Primary verb is available in Fillout Mode by double-clicking on the object with the mouse left button.

Shortcut

Mouse: Double-click the object with
                the left mouse button.

Open command (File menu)

Use the Open command to open an existing form in a new window. You can open multiple forms at once. Use the Window menu to switch among the multiple open forms. See <u>Window 1, 2, ... command</u>.

Choose Fillout to open a form containing fields for data entry.

Select the name of the form you want to open in the <u>Open dialog box</u>.

You can create new forms with the <u>New command</u>.

Note: The single user, non-network version of EZ-Forms will not read-from or save-to a network drive.

Shortcut

Toolbar:
Keys: Ctrl + O

Operators

Operators are used to build <u>Expressions</u>.

Operator	Symbol	Precedence	Type	Comments
Add	+	5	Numeric, Date	
Subtract	-	5	Numeric, Date	
Multiply	*	6	Numeric	
Divide	/	6	Numeric	
Exponentiate	^	7	Numeric	X^Y means X to the Yth
Concatenate I	+	5	Character	Straight Concatenate
Concatenate II	-	5	Character	Concatenate, spaces on end
AND	.AND.	3	Logical	
OR	.OR.	2	Logical	
NOT	.NOT.	1	Logical	
Greater Than or Equal To	>=	4	Logical	Any type except logical
Less Than or Equal To	<=	4	Logical	Any type except logical
Greater Than	>	4	Logical	Any type except logical
Less Than	<	4	Logical	Any type except logical
Equal To	=	4	Logical	Any type
Not Equal To	<>	4	Logical	Any type
Is Contained In	$	4	Logical	Character only

Operators have a precedence which specifies operator evaluation order. The higher the precedence, the earlier the operation will be performed. For example, Divide has a precedence of 6 and Plus has a precedence of 5 which means Divide is evaluated before Plus. Consequently, 7+8/2 is 11. Evaluation order can be made explicit by using parenthesis. For example, 1+2*3 returns 7 and (1+2)*3 returns 9.

Overview

EZ-Forms is a forms processor, making the creation and fill-out of forms simpler and easier than it would be if you were using any other kind of program. EZ-Forms takes the best features from word processing, desktop publishing and spreadsheets, and combines them to create a forms processor that avoids the complexity of any other solution.

EZ-Forms is organized into two modes of operation, Design and Fillout. Your interaction will be in one of these modes at any given time. This Overview is meant to help you understand the EZ-Forms user interface, including menus, toolbars, icons, etc.

Design Mode Overview

Master forms are created in Design Mode. A master form can be printed for fillout by hand, or it can be filled out within EZ-Forms in the Fillout Mode. The master form file extension is .frm. When creating a master form for fillout with EZ-Forms, numerous features can be used to make fillout quicker, easier and more accurate.

Fillout Mode Overview

A master form is filled out in EZ-Forms, which creates a filled-out form. The filled-out form file extension is .fof. None of the Design Mode functionality is available during fillout, thereby avoiding problems with inadvertent modification of headings, borders, etc.

Overview command (Help menu)

Use this command to display the Overview Help screen. The Overview is meant to help you understand the EZ-Forms user interface, including menus, toolbars, icons, etc.

At anytime during Help, you can click the [Contents] button to return to the opening screen.

Add your own notes to the help file by using Help's Edit Annotate command or the Annotate toolbar button. All annotations are saved in the Windows program subdirectory as filename [program].ANN. These annotations can only be modified and viewed during display of this help file. As a reminder, annotated topics will display a paper-clip icon to the left of the topic title.

PI()

Description   Returns the value of the mathematical constant pi, which is approximately 3.14159265358979 when calculated to 15 significant digits.

Syntax   PI()

See Also   <u>COS</u>, <u>SIN</u> and <u>TAN</u> functions

POW(num,num)

Description   Exponentiates a number, which is the function form of the ^ operator.

Syntax   POW(*x*, *y*)

x and *y* are any valid numeric values.

Remarks   Returns the numeric value of *x* raised to the power of *y*.

See Also   ^ <u>operator</u>.

Examples   POW(5, 2) returns 25

POW(2.7, 3.5) returns 32.34

PROPER(char)

Description   Returns the specified string in proper-case format.

Syntax   PROPER(*char*)

char is any character string.

Remarks   In proper-case format, the first alphabetic character in a word is capitalized. If an alphabetic character follows a number, punctuation mark, or space, it is capitalized. All other upper case alphabetic characters are converted to lower case. No other characters are affected.

See Also   LOWER and UPPER functions

Examples   PROPER("cOrporation") returns "Corporation"

PROPER("JOHN DOE") returns "John Doe"

Paste command (Edit menu)

Use this command to insert a copy of the clipboard contents into the form. This command is unavailable if the clipboard is empty.

When pasting an object, the new object is placed at a position similar to the original object. The new object is also automatically selected.

The <u>Cut</u> and <u>Copy</u> commands can place text or objects into the clipboard. The Paste command then places a copy of the current clipboard contents into the form, even when the clipboard contains text or objects that were copied or cut from another form. Text and <u>OLE</u> objects can be copied from other applications.

Shortcut

Toolbar:

Keys: **Ctrl + V**

Pen command (Form menu)

Modify line or border attributes for the selected object by using the Pen command in the Form menu or the object popup menu. This displays the Pen dialog box.

Pen command (Options-Defaults menu)

Settings assigned in the Options-Defaults-<u>Pen dialog box</u> are used to set defaults for all newly created line, rectangle, rounded rectangle and ellipse objects. Existing objects are unaffected.

All options are saved into the .INI file with the <u>Options-Save Settings</u> command.

Pen Dialog

Choose line thickness, style and color for Line, Rectangle, Rounded Rectangle and Ellipse objects. When accessed with the Options-Defaults-Pen menu, pen selections will only affect newly created objects.

The pen characteristics of an object can be altered after placement by using the Form Pen command, accessible from the main menu or the object popup menu. The dialog box title will not include "Defaults" when modifying an existing object.

Thickness:
Adjust line thickness. Accepted values are 1 through 10.
For non-solid lines, thickness is fixed to 1.

Style:
Adjust the appearance of the line. The Five choices available are:
Dash
DashDot
DashDotDot
Dot
Solid

Note that line thickness is fixed to 1 for any non-solid line.

Pen Color button
Access the Color dialog to choose from a given color set.

Pick command (Field menu)

When a pick list exists for the current field, this command will display that pick list, allowing a chosen item to be quickly placed into the field. A pick list is created by the form designer in order to make form fillout quicker and more accurate. It is usually best to choose from an existing list rather than type it in, since errors can result even in the simplest cases.

The pick list is presented in a dialog box, where a selection can be made with the keyboard or via mouse clicks. To use the keyboard, select the item with the up/down arrow keys then press Enter. With the mouse, either double-click on the item, or single-click on the item and then click on the OK button.

Shortcut

Toolbar:

Keys: Ctrl + L

Pick List

Choose one of the items in this list for entry into the current field. You can select the item using a mouse click or arrow keys, or you can directly double-click on your selection.

The list presented here was created by the form designer to help during fillout. Whenever a pick list is present it is best to use it, as this leads to more consistent and accurate form fillout.

Shortcut

Toolbar:

Keys: **Ctrl + L**

Preferences command (Options menu)

The settings assigned in the Options-<u>Preferences dialog box</u> are used to set defaults for program operations. These settings determine the way master forms and filled out forms function as you use them.

This is also where you can assign two custom view scale (25-300%) settings available in the View menu.

All options are saved into the .INI file with the <u>Options-Save Settings</u> command.

Preferences - All Tab

Sets defaults for various program operating parameters. You may temporarily change settings during the current session without saving them (Options-Save Settings). In this case, the original settings will be used next time you start EZ-Forms.

Custom Sizes:
The display scale you indicate here will be listed in the View pulldown menu.

Note: Two of the view settings selectable from the View pulldown menu are user definable. Default settings for these custom view scales are defined by selecting Options-Preferences.

Four standard viewing scales are selectable from the pulldown menu and three of the most commonly used are available on the Toolbar. Two additional custom scales are user definable in the Options-Preferences dialog box and are displayed in the View pulldown menu.

The two custom scales can be adjusted to settings you prefer. In the Options-Preferences dialog box there are two fill in areas where you define the view settings. Accepted values are 25% through 300%.

Smooth Display:
The Smooth Display view option affects aesthetics only. It allows user control of a tradeoff between display flicker and speed. When off, the EZ-Forms display is faster, but objects can flicker as they are moved. When on, the display is slower, but no flicker occurs. The Smooth Display term represents a flicker-free display.

Personal preference and program usage will dictate this setting. Turning off Smooth Display during form design allows faster object movement. During fillout, the difference is less noticeable and less beneficial.

Color Correct Display:
This option only applies to color images. Windows allows each program control over a single system-wide palette of colors. When switching from EZ-Forms to another program, this palette can change to reflect the other program's specific requirements. When changing back to EZ-Forms, if the palette was changed in the other program, a possibly time consuming color correction is done. This color correction on return to EZ-Forms is not performed when this option is off. This can cause color images to appear color-distorted. In any case, color printouts will be unaffected.

Text & Field Edit Background Color:
This option is used to change the background color when editing either a text block in design mode or when entering data into fields in fillout mode. If you chose a color for Text & Field Edit Background you may find that your choice is not activated. Select a brighter color than the one you just chose and refer to the troubleshooting section.

See Also

Main Tab

Fillout Tab
Master Tab

Preferences - Fillout Tab

Sets defaults for various program operating parameters. You may temporarily change settings during the current session without saving them (Options-Save Settings). In this case, the original settings will be used next time you start EZ-Forms.

Display coordinates:
The position of the Pointing Device (mouse) cursor will be displayed on the <u>Status bar</u> while in fill out mode.

Tab between fields:
When ON, the Tab key will move data entry to the next field, and the Shift+Tab key will move data entry to the previous field.
Shift+Enter is always available to move data entry to the previous field. Enter always moves to the next field. For multi-line fields, only from the bottom line will Enter move to the next field.

Toolbar:
Toggle On or Off the toolbar display that appears in the active form window. When entering data into a filled-out form (.fof extension) the <u>Fillout Mode toolbar</u> is normally displayed.

Auto Popups

Global setting options can force the display or disable any popup in any form. To active automatically when the cursor moves into the field set for Always. To Disable the display of all popups set for Never. You do have the option of leaving the global setting as Normal and the popup can be displayed by pressing Ctrl + H for help or Ctrl + L for lists. Setting the auto-popup feature for specific fields only will cause the popup to activate automatically if feature is toggled on in the   Form-<u>Field Setup</u>   dialog box. When setting an Auto Picklist for a field, the list is displayed over the form and may hide the field's label or question. You may want to enter at the top of the list the label or the question that the use will be answering.

See Also

<u>Main Tab</u>
<u>All Tab</u>
<u>Master Tab</u>

Preferences - Main Tab

Sets defaults for various program operating parameters. You may temporarily change settings during the current session without saving them (Options-Save Settings). In this case, the original settings will be used next time you start EZ-Forms.

Toolbar:
Toggle On or Off the main <u>Program toolbar</u> display that appears just below the pull down menu. This toolbar remains available for both form design and fillout operations.

Status Bar:
Toggle On or Off the <u>Status Bar</u> displayed at the bottom of the program's window. Information such as instant help lines, mouse coordinates, type of active form and keyboard toggles are displayed.

See Also

<u>All Tab</u>
<u>Fillout Tab</u>
<u>Master Tab</u>

Preferences - Master Tab

Sets defaults for various program operating parameters. You may temporarily change settings during the current session without saving them (Options-Save Settings). In this case, the original settings will be used next time you start EZ-Forms.

Display coordinates:
The position of the Mouse will be displayed on the Status bar while in design mode.

Remember drawing tool:
When OFF, once an object is placed after selecting a drawing tool, the tool is deselected and select mode will automatically activate. This is indicated by the mouse cursor changing from a crosshair to an arrow. However, this automatic drawing tool deselection can be cumbersome when placing multiple objects with the same tool.
When ON, the drawing tool is not automatically deselected, so another object of the same type can be immediately placed.

View Fields:
When OFF, fields are shown in design mode the same way they will be shown in fillout mode. This means that borderless fields will be completely invisible unless selected. In fillout mode this is acceptable since the user will be using Enter or Tab to move to the next field. In design mode, fields aren't always apparent, but they also will not clutter the master form.
When ON, fields are indicated with a black border wrapped around the field's name. This is probably most desirable when placing, moving and resizing fields.

Toolbar:
Toggle On or Off the toolbar display that appears in the active form window. When creating or modifying a master form (.frm extension) the Design Mode toolbar is normally displayed.

See Also

Main Tab
All Tab
Fillout Tab

Print command (File menu)

Use this command to print a form. Presents a <u>Print dialog box</u>, where you may specify number of copies, destination printer, and other printer setup options.

Note: Make sure your printer landscape or portrait setting corresponds to the size and type of your form.

Shortcut
Toolbar: 🖶
Keys: Ctrl + P

Print Dialog

The following options allow you to specify how and where the form is printed.

Printer:
This is the active printer and printer connection. Choose the Setup option to change the printer and printer connection.

Print Range:
Specify the pages you want to print:
All   Prints the entire form.
Selection   Prints the currently selected text.
Pages   Prints the range of pages you specify in the From and To boxes.

Print Quality:
Select the quality of the printing. Generally, lower quality printing takes less time to print. Available choices are:
High
Medium
Low

Copies:
Specify the number of copies you want to print for the above page range.

Collate Copies:
Prints copies in page number order, instead of separated multiple copies of each page.

Setup button

Displays a Print Setup dialog box, so   you can select a printer and printer connection.

Print Progress Dialog

The Print Progress dialog box shows the an progress display while EZ-Forms is sending output to the printer. To abort printing, choose Cancel.

Print Fields (File menu)

When a form has data fields that match precisely the position for data on a pre-printed form the electronic form is referred to as a Clear-Forms-Overlay (CFO).

Use EZ-Forms to create a form that closely resembles the original pre-printed form. The form should print both the static form design and its data. When completed, enter some test data in each field in fillout mode and print the form. Check the positioning of the data fields with a pre-printed form by holding them together between you and a light source. Go back to form design mode in the master form and reposition any fields to match that of the pre-printed form. Then align any static form text that may appear out of adjustment to the data field positions.

With this type of form design you will have the option to print with static form text or send only the data to a printer that has pre-printed forms loaded in its paper tray. At print time, select File-Print for both static text and data to be printed, or select File-Print Fields for the data only to be printed.

Print Preview command (File menu)

Use this command to preview how the active form will look on paper. This can minimize the amount of paper used to print out intermediate copies during Master Form design.

When you choose this command, the main window will be replaced with a print preview window. The <u>Print Preview toolbar</u> offers you selections that change the view; move back and forth through the form; zoom in and out of pages; and can even initiate a print job.

Shortcut

Toolbar:

Print Preview Toolbar

Print...   Access the Print dialog box to start a print job.

Next Page   Unsupported. Preview the next page.

Prev Page   Unsupported. Preview the previous page.

Two Page   Unsupported. Preview one or two pages at a time.

Zoom In   Take a closer look at the page. (Make it bigger on screen. Less of the page appears on screen with higher resolution.)

Zoom Out   Take a larger look at the page. (More of the page appears on screen with lower resolution.)

Close   Return from Print Preview to the main window.

Print Progress Dialog

The Printing dialog box is shown while EZ-Forms is sending output to the printer. The copy count and/or page number indicates the printing progress.

To abort printing, choose Cancel.

Print Setup command (File menu)

Use this command to select a printer and a printer connection. Presents a <u>Print Setup dialog box</u> where you specify the printer, its connection, and page orientation.

Print Setup Dialog

The following options allow you to select the destination printer and its connection.

Printer

Default Printer:
Choose the Default Printer as defined in the Windows Control Panel setting.
Specific Printer:
Choose a Specific Printer from one of the currently installed printers shown in the box. You may install other printers and configure ports (LPT1:, etc.) using the Windows Control Panel.

Orientation

Portrait:
This is normal orientation, where text is printed in the natural page orientation for the printer. For example, an 8.5" wide by 11" high form would be printed in Portrait orientation on a LaserJet printer.
Landscape:
This orientation prints text 'sideways' on a page. For example, an 11" wide by 8.5" high form would be printed in Landscape orientation on a LaserJet printer.

Paper

Size:
Select the size of paper that the form is to be printed on.
Source:
Some printers offer multiple trays for different paper sources. Specify the tray here.

Options button

Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected. This dialog is presented by the selected printer's driver, which has full control over any printer-specific options. Printer drivers are provided by Microsoft and/or the printer manufacturer.

Network button

If you are connected to a network file server or workgroup, this button will activate your available network services.
Note: The single user version does not support network drive or services access, even though the Network button may be active.

Printable command (Form menu)

Any object placed on the form can either be Printable (visible on screen as well as paper printouts) or Non-Printable (visible only on screen and not printed).

Form-Printable

Selecting this item will toggle on or off the printable attribute for the currently selected text, field, or graphic object. This command is also accessible from the <u>object popup</u> menu.

You can also use this feature to insert special instructions or notations in your form that will never be printed.

HINT: Each object can be set to printable or non-printable at any time with the Form-Printable command.

Options-Defaults-Printable

With this option toggled On (check mark visible) all new objects placed on the form will be visible and will print.

With this toggled Off (no check mark), all new objects added will default to non-printable.

With this option, an entire form could be designed for screen display only, where no objects would print. However, you could then add fill-out only fields after turning the Printable attribute back ON. Then, text and fields or objects subsequently added will print when the form is printed. That is, ONLY the objects added after the Printable attribute is turned on, will print. This is how you would set up your form for printing data to pre-printed forms. This is also know as CFO (clear forms overlay.)

Caution: When you do set Options-Defaults-Printable off, be sure to reset the form design attribute before continuing with the background form design. Otherwise, the remainder of the form will be visible during the rest of the design stage, but will not print.

Printable command (Options-Defaults menu)

With this option toggled On (check mark visible) all objects placed on the form will be visible and will print. All options are saved into the .INI file with the Options-Save Settings command.

With this toggled Off (no check mark), all new objects added will default to non-printable. Existing objects are unaffected. With this option, an entire form could be designed for screen display only. Nothing will print.

However, you could then add fill-out only fields after turning the Printable attribute back ON. Then, text and fields or objects subsequently added will print when the form is printed. That is, ONLY the objects added after the Printable attribute is turned on, will print.

This is how you would set up your form for printing data to pre-printed forms. This is also know as CFO (clear forms overlay.)

Caution: If you do set an Options-Defaults-Printable to be non-printable be sure to reset the form design attribute before continuing with the background form design. Otherwise, the remainder of the form will be visible during the rest of the design stage, but will not print. Instead, to change the printable attribute of one object, place the object then use the Form Printable command described below.

Form-Printable

Any object placed on the form can either be Printable (visible on screen as well as paper printouts) or Non-Printable (visible only on-screen and not printed).

Selecting this command will toggle on or off the printable attribute for that particular text, field, or other object. You can also access this command with the object popup menu.

You can also use this feature to insert special instructions or notations in your form that will never be printed.

HINT: Each object can be set to printable or non-printable at any time with the Form-Printable command.

Process Dialog

During fillout, field validations and calculations are carried out as appropriate, whenever the cursor moves into or out of a field. Since EZ-Forms provides various methods for changing field order and even bypassing fields, validations and calculations are repeated for all fields just prior to committing a form to use, such as when saving or printing it. However, there are situations where this repetition may not be appropriate, such as when saving a blank form.

This dialog allows for complete control over when revalidation and recalculation occur for all fields. When none of the fields make use of one or the other, that option is disabled. When the automatic processing is useful, or even when you're not sure, simply leave the options turned on. Otherwise, depending on the situation, you can turn revalidation or recalculation off.

At any time, use the Field Recalc All command to revalidate and recalculate all fields. This is identical to the processing described above. Fields are evaluated in normal left-right, top-down order.

Are you sure you want to clear the entire form?

Design mode

All objects in the form will be deleted.

Fillout mode

All fields will be cleared, and the master form will remain intact. When modifying an existing filled-out-form(.FOF), fields are only cleared in memory, leaving the file unchanged.

To prepare a new form to fill out, use the Edit-Fillout-New command.

Save option settings?

If you have modified any of the default settings in the Options menu, this message is a reminder at program exit to save those changes. All defaults are saved in the (program).INI file in your Windows subdirectory.

RTRIM(char)

Description   Removes all blanks at the end (right side) of a character string.

Syntax   RTRIM(*char*)

char is any text string.

See Also   <u>LTRIM</u> function

Examples   RTRIM("   ") returns "" (empty character string)

RTRIM("   Corporation   ") returns "   Corporation"

Rectangle command (Draw menu)

Rectangle Drawing tool. Activate by clicking on the Rectangle <u>Toolbar</u> button or by selecting the Draw-Rectangle command.

1) Position the mouse pointer to where you want to begin drawing.
2) Press and hold the left mouse button while dragging the mouse, thereby drawing a rectangle to the desired size.
3) Release the mouse button when done.

When the Snap-to-Grid option is selected in the <u>Grid dialog box</u>, the rectangle's corner points will "snap" to the nearest grid points.

See Also

<u>Modifying Object Attributes</u> and <u>Moving and Resizing Objects</u>

Shortcut

Toolbar:

Refresh command (View menu)

Use Refresh to update the screen at any time. This may be necessary when artifacts are caused by the Windows GUI or some video drivers during busy or complex editing sessions.

Shortcut Keys: **Ctrl + R**

This number indicates the number of days between automatic reminders of probable EZ-Forms upgrades. The reminder message will reappear every 7-180 days (you select) in order to remind you that it may be time to get the latest version of EZ-Forms. This is not meant to nag you, but to gently remind you that we may have bigger and better things in the works.

Restore command (Control menu)

Use this command to return the active window to its previous size and position, before you selected the Maximize or Minimize command.

RoundRect command (Draw menu)

Rounded Rectangle Drawing tool. Activate by clicking on the Rounded Rectangle <u>Toolbar</u> button, or by selecting the Draw-RoundRect command.

1) Position the mouse pointer to where you want to begin drawing.
2) Press and hold the left mouse button while dragging the mouse, thereby drawing a rounded rectangle to the desired size.
3) Release the mouse button when done.

When the Snap-to-Grid option is selected in the <u>Grid dialog box</u>, the encompassing rectangle's corner points will "snap" to the nearest grid points.

Note
At the top right of the highlighted object there is a tab on the inside corner used to adjust the corner arch or roundness of all four corners.

See Also

<u>Modifying Object Attributes</u> and <u>Moving and Resizing Objects</u>

Shortcut
Toolbar:

SIN(num)

Description   Returns the sine of the supplied angle.

Syntax   SIN(*number*)

number is the angle in radians. If the angle is in degrees, convert the angle to radians first by multiplying the angle by PI()/180.

See Also   ASIN and PI functions

Examples   SIN(1.4) returns .985

                            SIN(90 * (PI()/180)) returns 1

SINH(num)

Description   Returns the hyperbolic sine of the specified number.

Syntax   SINH(*number*)

number is the angle in radians. If the angle is in degrees, convert the angle to radians first by multiplying the angle by PI()/180.

See Also   PI function

Examples   SINH(1) returns 1.18

SINH(3) returns 10.02

SQRT(num)

Description   Returns the square root of the specified number.

Syntax   SQRT(*num*)

num is any positive number. If you specify a negative number, an error will result.

Examples   SQRT(9) returns 3

SQRT(2.5) returns 1.58

STOD(char)

Description   Converts String to Date.

Syntax   STOD(*char*)

char is a character string representing a format-independant date. The format is "CCYYMMDD".

Remarks   The String to Date function converts a character value date string into a date value.

See Also   DTOS, CTOD, DATE and DTOC functions

Example   STOD("19951219") returns the date value of December 19, 1995.

STR(num,num,num)

Description   Converts Numeric value to a Character value

Syntax   STR(*num*, *width*, *decimals*)

num can be any valid numeric value.
width can only be an integer value between 1 and 37.
decimals can only be an integer value between 0 and 15.

Remarks   Converts *num* into a character value. *width* is the number of characters in the
new string, including the decimal point. *decimals* is the number of decimal
places desired. This functions provides capabilities similar to the options in
the Form Field Setup Options dialog for numeric type fields.

Examples   STR(35.2, 5, 2) returns "35.20"   The number 35.2 is converted to a string of
length 5, where 2 of the 5 are decimal places.

STR(3.9, 3, 2) returns "***"   The number 3.9 cannot fit into a string of length
3, if it is to have 2 decimal places. Consequently, "*"s are filled in.

SUBSTR(char,num,num)

Description   Returns a portion of the original string

Syntax   SUBSTR(*char_value*, *start_position*, *num_chars*)

char_value is any valid character value text string.
start_position is an integer value.
num_chars is an integer value.

Remarks   The Substring function will return a substring (portion) of *char_value*. The substring will be *num_chars* long, and will start at the *start_position* character of char_value.

See Also   INSTR function

Examples   SUBSTR("ABCDE", 2, 3) returns "BCD"

                    SUBSTR("Mrs. Jones", 3, 1) returns "s"

Save command (File menu)

Use this command to save the active form to its current name and directory. When you save a form for the first time, EZ-Forms displays the <u>Save As dialog box</u> so you can name your form. If you want to change the name and directory of an existing form before you save it, choose the <u>Save As command</u>. This command and its corresponding toolbar button will be greyed-out until the form has been modified.

Shortcut

Toolbar:

Keys: **Ctrl + S**

Save All command (File menu)

This command is used when there are two or more form windows open, one or more of which have been modified. Saves all open form files so you do not have to step through the save procedure for each and every one of them.

Save As command (File menu)

Use this command to save and name or rename the active form. EZ-Forms displays the <u>Save As dialog box</u> so you can name your form.

To save a form with its existing name and directory, use the <u>Save command</u>.

Note: The single user, non-network version of EZ-Forms will not read-from or save-to a network drive.

File Save As Dialog

The following options allow you to specify the name and location of the file you're about to save:

File Name:
Type a new filename to save a form with a different name. A filename can contain up to eight characters followed by a period and then an extension of up to three characters. EZ-Forms adds the extension. You specify the file name in the Save File As Type box. Notice that the file listing is shaded to help prevent using a file name that is already used. This area of the dialog box shows a shaded listing of files in the current subdirectory. The listing may help in naming the new file if you've forgotten the filenames already used. You can indicate the type of files you want listed by clicking on the arrow in the section just below.

Directories:
This section indicates the current subdirectory. Use the section below to change to a different subdirectory. Change subdirectories by using the scroll bar or by double-clicking on a directory name. If a directory is not shown, it may be located as a subdirectory below the one just above the current subdirectory. Try double-clicking on a directory name that is one or two levels above the current subdirectory.

Save File as Type:
Click on the arrow to change the type of files listed in the section just above.
Available choices are:
Master Forms. (*.frm)
All Files (*.*)

Drives:
Click on the arrow to search for files on a different drive.

Network button

If you are connected to a network file server or workgroup, this button will activate your available network services.
Note: The single user version does not support network drive or services access even though the Network button may be active.

Save Settings (Options menu)

Your fine tuning of the Defaults and Preferences settings will remain effective only during the current session. If you want them to apply to future sessions, they must be saved. Temporary adjustments for the current EZ-Forms session may be made to the options settings for repetitive or similar tasks without the need to make those settings permanent. Individual objects can be modified using the Form pulldown menu or the object popup menu. You must decide whether or not you will need the new adjustments after you have ended this session.

See Also

Modifying Object Attributes

Fixed Views (View menu)

View scales allow for "zoom" in or out of any part of a form. "Scaling" or "zoom" is very similar to how a zoom lens works on a camera. Zoom in and see it larger and in more detail, but see less of the form. Zoom out and see more of the form at a time, but see it smaller and in less detail. Depending on your screen resolution, a different scaling will be needed in order to view the entire form. If none of the standard scales match your needs, there are two user-definable scales. Print preview also allows for zooming in and out, but design and fillout features are unavailable there.

Four standard viewing scales are selectable from the View menu and three of the most common ones are available on the Toolbar. Two additional custom scales are user-definable in the Options-Preferences dialog box and are displayed only in the View menu.

Shortcut
Toolbar:

| 100 | 50 | 200 |
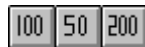
Custom Views (View menu)

The two custom views can be adjusted to your preference. In the Options-Preferences dialog box there are two fields where you define the view scale settings. Acceptable values are 25% through 300%.

Scanner - Acquire (File menu)

This command is only available when a scanner is connected to your system and a TWAIN-compatible Windows driver is installed.

File Scanner Acquire will initiate the scanning control module of your TWAIN-compatible scanner driver software. Once this is done, EZ-Forms waits patiently in the background while you perform the scanning. Details regarding the scanning process will vary depending on scanner manufacturer. Typically drivers provide a preview mode where the scanned image can be proofed and rescanned prior to committing it to use. The final step is to exit the scanner module when scanning is complete. EZ-Forms will then automatically resume and ask whether the object is to be inserted as embedded or linked. If linked is chosen, the image must first be saved to a separate file. See Edit Insert Graphic for more information regarding embedded and linked images.

Be aware that printing a full page scan will greatly increase the amount of time required to print the form. Designing a form with line, text, field, small images and drawing graphic objects will decrease print time and improve the appearance of your final output. Generally, you should use the full page scanned images to setup your form for use with pre-printed forms. Design from scratch those that need to have a crisp professional appearance.

To Print only the data entered into full page scanned form (for use with pre-printed forms), turn OFF the image's Printable attribute. You do this by highlighting the image and make sure there is *no check mark* in front of pull down menu selection Form-Printable. Leave field objects as Printable.

See Also

File Scanner Select Source
Your scanner documentation

Scanner - Select Source (File menu)

Before using the File Scanner Acquire command, it may be necessary to select a TWAIN-compliant device with this command. When there are multiple scanners available on your system, Select Source allows you to choose which one will be invoked.

See Also

File Scanner Acquire
Your scanner documentation

Select command (Draw menu)

Activate select mode. Click on the Select Toolbar button, or choose either the Edit-Select or Draw-Select commands. Once in select mode, an object is selected by placing the mouse cursor anywhere on the object and clicking the left mouse button. A selected object can be cut, copied, moved, resized or have its attributes modified.

Shortcut

Toolbar:

Select command (Edit menu)

When designing a master form, the Select command activates select mode. Click on the Select Toolbar button, or use either the Edit-Select or Draw-Select commands. Once in select mode, an object is selected by placing the mouse cursor anywhere on the object and clicking the left mouse button. A selected object can be cut, copied, moved, resized or have its attributes modified.

Shortcut

Toolbar:

Select All (Edit menu)

Selects all objects in the form. This is a quicker alternative to selecting each object individually.

Selecting all objects may be done in preparation for moving, copying, etc.

Troubleshooting: Selecting colors through "Text & Field Edit Background Color"

Problem: Color are light-grey after selecting a change.

Solution: Select a bright color than the one you just chose. The available colors for display depend on the capabilities of both your monitor and video card as well as the current color depth setting. A color depth of 256 will not display all of the color choices available in the <u>Color dialog</u>. Increasing the display setting to 64K or 16 million display colors will improve the available choices allowed.

Send Mail (File menu)

Send a message via the resident email system, and sends the current form as an attachment. This is the same as if you were to send a message using your email program directly.

This menu item will not appear unless you have an email system that supports the Microsoft MAPI standard.

Size command (Control menu)

Click on the upper left corner (control tab) of the form window and select size.

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.

After the pointer changes to the four-headed arrow:
1.   Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2.   Press a DIRECTION key to move the border.
3.   Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

Shortcut
Mouse: Drag the size bars at the corners or edges of the window.

Status Bar

| For Help, press F1 | Pg:1 | 2.17 | 3.61 | Master | NUM |

The status bar is displayed at the bottom of the EZ-Forms window. To display or hide the status bar, use the Status Bar command in the View menu.

The left area of the status bar (also know as micro-Help) describes menu items as you use the arrow keys to navigate through menus.

This area similarly shows "fly-by" messages that describe the toolbar buttons as the cursor passes over them.

To the right of the message area is an indicator telling you the current page number of the active form.

Further to the right, two numeric values are displayed, representing the horizontal and vertical mouse position on the form relative to the upper-left corner of the drawing area.

Another indicator will display "Master", or "Fillout" depending on the function mode you are in.

The far right area of the status bar indicates which of the following keys are set (check your keyboard for a light or other indication):

CAP	The Caps Lock key is set.
NUM	The Num Lock key is set.

Switch To command (Application Control menu)

Use this command to display a list of all open applications. Use this "Task List" to switch to or close an application on the list.

Shortcut
Keys: Ctrl + Esc

Dialog Box Options

When you choose the Switch To command, you will be presented with a dialog box with the following options:

Task List

Select the application you want to switch to or close.

Switch To

Makes the selected application active.

End Task

Closes the selected application.

Cancel

Closes the Task List box.

Cascade

Arranges open applications so they overlap and you can see each title bar. This option does not affect applications reduced to icons.

Tile

Arranges open applications into windows that do not overlap. This option does not affect applications reduced to icons.

Arrange Icons

Arranges the icons of all minimized applications across the bottom of the screen.

TAN(num)

Description   Returns the tangent of the specified angle.

Syntax   TAN(*number*)

number is the angle in radians. If the angle is in degrees, convert the angle to radians first by multiplying the angle by PI()/180.

See Also   <u>ATAN</u>, <u>ATAN2</u>, <u>PI</u>, and <u>TANH</u> functions

Examples   TAN(.785) returns 1

TAN(135 * (PI()/180)) returns -1

TANH(num)

Description   Returns the hyperbolic tangent of a number.

Syntax   TANH(*number*)

number is the angle in radians. If the angle is in degrees, convert the angle to radians first by multiplying the angle by PI()/180.

See Also   COSH, SINH, and TAN functions

Examples   TANH(-2) returns -.96

                    TANH(1.2) returns .83

TIME()

Description   Returns the current time as a character value text string.

Syntax   TIME()

Remarks   This function is updated only when the form is recalculated.

See Also   DATE function

Test OK. The expression has a Logical type result.

Design mode

When testing a validate expression during form design, this message confirms that the expression is valid for its intended purpose.

To pass validation during fillout, the expression must evaluate to TRUE.

See Also

Expressions

Test OK. The expression result is of type: ??.

Design mode

When testing a calculation during form design, this message confirms that the result type of the expression matches the type of the field.

"TestDrive" refers to a fully functional version of EZ-Forms that is meant for evaluation of same, much like you test drive an automobile before you purchase it. Also, just like a test drive, the salesman usually comes along. So you may have to put up with occasional "commercials" asking you to purchase (a.k.a. regi$ter) the program.

The TestDrive edition of EZ-Forms is functionally identical to the full or registered version. However, only two forms may be opened simultaneously.

Regi$tering removes all TestDrive screens. Please feel free to "share" TestDrive editions ONLY of EZ-Forms with your associates.

Please help us keep the cost of software low by NOT SHARING registered versions of EZ-Forms with anyone within the limits of the license granted to legitimate purchasers by EZX.

TestDrive Enhancement disabled a few features of the TestDrive version of the program and is time limited. Enhancement will remove the advertisement popup during operation. The popup will still be there when you first start the program and when you exit the program. Enhancement will also remove the floating water-mark for any print jobs and will allow more that two forms to be open at a time.

If you would like to enhance your testdrive experience with EZ-Forms contact us at 1•281•280•9900 with the program running and no forms loaded. Select the pull down menu Options-Enhance and a dialog box will appear. About in the middle is a User ID Code. We will need that code to generate an encrypted sequence of letters and numbers. The encrypted sequence is what you will enter in the "Enhamcement Code:" entry section.

The sequence we give you will consist of sixteen letters and numbers. All letters are capitalized. The sequence does not use the character "O", we use the numeric zero instead. Generally we will give you four of the sixteen at a time, and there are no spaces between any letters of numbers. Enter the encpyted sequence in the space provided and click over the "Enhance" button. A small dialog will appear indicating the length of time the ehnacement is set for.

If the entry is not accepted by the program it is usually due to a typo. You will need to select Options-Enhance a second time, which will generate a different User ID Code. A different encrypted Enhancement Code sequence will then be give for you to enter into the dialog box.

Moving the program files to a different subdirectory or drive will disable the enhancement code. Be sure to keep the program where it is after receiving the enhancement.

Text command (Draw menu)

Text Drawing tool. Activate by clicking on the Text <u>Toolbar</u> button, or by selecting the Draw-Text command.

1) Position the mouse pointer to where you want to begin drawing.
2) Press and hold the left mouse button while dragging the mouse, thereby drawing a rectangle to the desired size of the text area.
3) Release the mouse button when done.

Height of the text area is fixed to a multiple of the selected font height. When changing a font, be sure to also readjust the height of the text area.

When the Snap-to-Grid option is selected in the <u>Grid dialog box</u>, the encompassing rectangle's corner points will "snap" to the nearest grid points.

Once created, a text cursor will flash in the object on the form to indicate that text can now be entered. When done, the Enter key will end text entry.

To modify it after initial entry, double-click on the text.

See Also

<u>Modifying Object Attributes</u> and <u>Moving and Resizing Objects</u>

Shortcut

Toolbar:

Text command (Edit menu)

When a single text object is selected, this command will re-enter edit mode on that text. This is similar to what happens when a text object is created. In either case, when done editing the text, press the Enter key or click on another object to finish editing.

Shortcut

Mouse: **Double-click on text object**

Text command (Form menu)

Modify text attributes for the selected object by using the Text command in the Form menu or the object popup menu.

See Also

Text dialog box
Font dialog box

Text command (Options-Defaults menu)

The settings assigned in the Options-Defaults-Text dialog box are used to set defaults for all newly created text and field objects. Existing objects are unaffected.

All options are saved into the .INI file with the Options-Save Settings command.

Text Dialog

Choose justification, margins, etc., for Text and Field objects. When accessed with the Options-Defaults-Text menu, text selections will only affect newly created objects.

The text characteristics of any Text or Field object can be altered after placement by using the Form Text command, accessible from the main menu or the object popup menu. The dialog box title will not include "Defaults" when modifying an existing object.

Hint: Double-click on an existing Text object to quickly change to text edit mode.

Justification:
Set the properties for any given text or field object to the Left, Center, or Right side of that area. Also, Full Justification will extend the text from left edge to right edge by adding proportional spacing between each word of the text or field object. Settings here are used for both Text areas and Field objects.

Margins:
Use this section to adjust margin settings within Text and Field objects. Fine adjustments and character alignment are possible with this method.

Border:
Add a border around the Text or Field object.

Text Color button

Access the Color dialog box to choose from a given color set.

Tile command (Window menu)

Use this command to arrange multiple opened windows in a non-overlapped fashion.

Text Feed-Time (Edit menu) & Time (Field menu)

Quickly insert system **Time** into a field during data entry using **Ctrl + T**. Any text that may already be in the field will be overwritten. You will not be able to auto insert into the middle of a sentence or phrase.

The format for Auto Text Feed is controlled by the Windows Control Panel International settings.

Shortcut

Toolbar:

Keys: **Ctrl + T**

Tip of the Day

A series of operating tips and suggestions are displayed to help remind and inform you of things that may help in certain situations. Step through each of the tips using the Next Tip button at the bottom center of the dialog.

Each time EZ-Forms is loaded the next tip in the series is displayed as a helpful daily reminder. You may review the series of tips at any time by selecting from the Help pulldown menu "Tip of the Day".

Though the display generally appears each time EZ-Forms is loaded, you may disable this action by clicking over the toggle at the bottom left with statement "Show Tips at Startup"

To Back command (Form menu)

Use the To Back command when two or more objects overlap each other. If the one you want fully displayed is positioned under another, highlight the top object and use this command to place it behind all others.

Fields are treated differently than other objects when considering object overlap, therefore the To Front and To Back commands are unavailable for field objects.

To Front command (Form menu)

Use the To Front command when two or more objects overlap each other. If the one you want fully displayed is partially visible behind another object, highlight the partially hidden object and use this command to place it on top of the others.

Fields are treated differently than other objects when considering object overlap, therefore the To Front and To Back commands are unavailable for field objects.

Main Toolbar

The main toolbar is displayed across the top of the EZ-Forms main window, below the menu bar. It provides quick mouse access to the commands used most often. To hide or display the Main Toolbar, select the Toolbar option from the Options Preferences Main dialog tab.

Toolbar - Design Mode
Displayed across the top of the active form's window while in design mode only. It provides quick mouse access to various commands that are unique to design mode.

Toolbar - Fillout Mode
Displayed across the top of the active form's window while in fillout mode only. It provides quick mouse access to various commands that are unique to fillout mode.

Click on any toolbar button for further explanation.

Toolbar: Pulldown Menu: **Hot Key:**
                                    Action:

File - New   **Ctrl + N**
Create a new form. EZ-Forms displays the Form Layout dialog box to select various form attributes.

File - Open   **Ctrl + O**
Open an existing form. EZ-Forms displays the Open dialog box, in which you can locate and open the desired file.

File - Save   **Ctrl + S**
Save the active form or template with its current name. If you have not named the form, EZ-Forms displays the Save As dialog box.

Edit - Cut   **Ctrl + X**
Selected objects or text can be removed by using the Cut toolbar button or the Edit-Cut command. The object or text is also placed in temporary storage on the Windows clipboard.

Edit - Copy   **Ctrl + C**
Make a duplicate copy of the selection to the clipboard. Selected objects can be duplicated by using the Copy toolbar button or the Edit-Copy command.

Edit - Paste   **Ctrl + V**

Insert the contents of the clipboard into the active form. For text, position the cursor to the desired place before pasting. Objects and text can be pasted by using the Paste toolbar button or the Edit-Paste command.

File - Print Preview   Preview the active form on screen. Click on this toolbar button or select the File-Print Preview command.

 File - Print   **Ctrl + P**
Presents a Print dialog box, where you may specify number of copies, destination printer, and other printer setup options.

 Help - Contents   **F1**
Displays the EZ-Forms Help Contents screen.

 Context Help **Shift + F1**
Use the Context Help command to obtain help on a specific EZ-Forms command, icon or screen area.
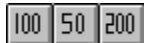
 View - Scale   Three of the six most commonly used view choices.

 View - Go To Page
    Previous   With a multi-page form loaded, and the current page number of the form is greater than one, selecting the Got To Page - Previous option from the View pulldown menu will change the display and focus to the preceding page in the sequence of the active form.

 View - Go To Page
    Next   With a multi-page form loaded, and the current page number of the form is not the last page of the form, selecting the Got To Page - Next option from the View pulldown menu will change the display and focus to the next page in the sequence of the active form.

Design Mode Toolbar

Displayed across the top of the active form's window while in design mode only. It provides quick mouse access to various commands that are unique to design mode. To hide or display this toolbar, select the Toolbar option from the Options Preferences Master dialog tab.

Click on any toolbar button for further explanation.

Toolbar: Pulldown Menu: **Hot Key:**
                                Action:

Edit / Draw - Select   Click on the Select Toolbar button, or use the Edit-Select or Draw-Select commands.

Draw - Line   Line Drawing tool.

Draw - Rectangle   Rectangle Drawing tool.

Draw - RoundRect   Rounded Rectangle Drawing tool.

Draw - Ellipse Ellipse Drawing tool.

Draw - Text   Text Drawing tool.

Draw - Field   Field Drawing tool.

Fillout Mode Toolbar

Displayed across the top of the active form's window while in fillout mode only. It provides quick mouse access to various commands that are unique to fillout mode. To hide or display this toolbar, select the Toolbar option from the Options Preferences Fillout dialog tab.

Click on any toolbar button for further explanation.

Toolbar: Pulldown Menu: **Hot Key:**
                                     Action:

    Field - Help   **Ctrl + H**
Display a field-specific Help screen created by the form designer.

    Field - Pick   **Ctrl + L**
Display field-specific Pick list created by the form designer.

    Field - Date   **Ctrl + D**
Place the current date into the field.

    Field - Time   **Ctrl + T**
Place the current time into the field.

    Field - Validate   Validate this field's contents based on the form designer's criteria.

    Field - Calculate   Recalculate the formula in the current field.

Troubleshooting

General Protection Fault Errors

Inserting OLE Objects

Graphic Image (.BMP, .PCX, MSP) shows as Icon.

Can't find auto number, pick list, field help file or tip file

Selecting colors through "Text & Field Edit Background Color"

Divide by Zero Error

Troubleshooting: Can't find auto number, pick list or field help file

Problem: During fillout or design mode field setup test, EZ-Forms can't find auto number, pick list or field help files.

Solution: When EZ-Forms needs an auto number, pick list or field help file, where it looks for it depends on whether the form designer specified the full path to it or just the file name. There are tradeoffs to both situations, so the final solution depends on your particular needs.

When a file is specified by file name only, EZ-Forms looks in the same directory as the form file itself. This can create problems when copying or saving filled-out forms into directories other than the original. In this case, make sure to copy all associated files with the form. This method is desirable when form files tend to move between different systems or are shared on a LAN.

When a file is specified by it's full path name, EZ-Forms always uses that path when looking for the file. This can resolve the situation of saving fillout forms into directories other than the original of the same system. It may *not* help when moving forms to different computers or systems. Use this method only for form files that are not generally moved around between directories and systems.

The file containing the "Tip of the Day" displayed when EZ-Forms is first load and by selecting Help-Tip of the Day has the same name as the executable program except with a .tip extension. This file must be located in the same directory location as the program file in order for the program to access it.

If EZ-Forms does not seem to access one or more of these files while there are several forms loaded or when several other programs are open, try closing some of the forms or programs and try again. It may be possible that you are running low of either memory (physical, virtual or both) or system resources.

Troubleshooting: General Protection Fault Errors

Problem: You receive an error message indicating that EZ-Forms has caused a General Protection Fault (GPF) Windows system error.

Solution: GPFs are very tricky things. Usually they happen when resources are low (has nothing to do with memory installed), or possibly some other unstable program is running or has been shut down and it has left open some files or other system resources.

If you are using Windwos 3.1, your CONFIG.SYS file should contain the following statements:
```
    FILES=80
    stacks=16,512
    SHELL=C:\DOS\COMMAND.COM C:\DOS\ /e:1024 /p   (do not change if already set.)
    DOS=HIGH   or DOS=UMB    (do not change if already set.)
```

The 'SHELL=' path may need to be changed for your system.

It is possible that GPFs could be caused by running out of room on the system stack heap. Increasing the files count and stack resources will probably solve the failure. See the DOS documentation for the STACK command for more information. Try running EZ-Forms as the only open program in Windows. Check the Startup group for any programs that load automatically.

Troubleshooting: Graphic Image Shows As Icon

Problem: When using OLE, graphic images are represented by a graphic program icon.

Cause-1: There is not enough physical RAM installed in your computer.
Solution-1: Increase the amount of RAM (memory chips) in your computer. Virtual RAM (swapping to disk) is not used for OLE functions. Importing a small BMP image probably works fine with your current memory. Importing a full page scanned image requires much more memory to function properly.

Cause-2: Another program has improperly modified the OLE registration data file.
Solution-2: Print this Help Topic if necessary and follow the sequence below.

Note: This procedure assumes that you are using the Windows Paintbrush program to support graphic images. If you are using a different program, substitute the appropriate names below.

1.   With the Program Manager File-Run command, select the file named REGEDIT.EXE located in the Windows subdirectory and add to the command line a space, forward slash and the letter " V ". Click the OK button.
[REGEDIT.EXE /V   ]

2.   In REGEDIT, press the Home key to position the cursor at top of data.

3.   Maximize the program window by clicking on the Top-Right corner arrow of the program window, then select the Edit-Add key command.

4.   A dialog popup requires entry of the following. Be sure you start the Key: entry with a period as an indicator of a specific file extension.

Key: .BMP

Value: PBRUSH

5.   Press the Home key to position the cursor at top of data again.

 Repeat the process from step # 3 to add the following two file extensions to the list.

Key: .PCX

Value: PBRUSH

The final addition to the data structure should look like this.
Be sure to press the Home key before adding.

Key: .MSP

Value: PBRUSH

After the three file extensions have been added to the top of the data structure, select File-Save Changes. Exit the program and restart Windows.

Check that the changes did correct the BMP to Icon Link by first starting EZ-Forms. Open a New form. Insert an Object with a .BMP file extension. Check that the .BMP image shows as it is, not as a "Paint" icon.

Troubleshooting: Inserting OLE Objects

Problem: Unable to successfully place graphic images on a form.

Solution: OLE objects can be inserted into a master form by using the Edit-Insert New Object command. Object Linking and Embedding (OLE) means that an object (data or file) can be embedded or linked to another application that doesn't directly support the object format. The application that does support the object format is called the **OLE server**. The application that can embed or link to OLE objects is called an **OLE client or OLE container**. EZ-Forms is an OLE container application.

Linking requires a file, which can reside in any subdirectory on any disk drive. When the file is changed by the OLE server application, EZ-Forms can be set to update the link either manually or automatically. An automatic link is immediately updated in EZ-Forms. Updating a manual link requires use of the Edit Links command. Each type of link serves a different purpose, to be determined at master form design time. When using a manual link, the object's data is stored directly into the form, along with the original file name. With an automatic link, only the object's file name is stored into the form.

Embedding does not require a file. An object can be created at insertion time, or loaded from an existing file. The embedded object becomes part of the master form file, and the data can only be changed through EZ-Forms, via the OLE server application.

Image files, sound files, and video files are examples of objects that can be embedded into a EZ-Forms form by using the Edit-Insert New Object command.

There are several example files containing a selection of images that you may find useful. The images stored in filenames IMAGE*.FRM (or .FOF) can be transferred from the original file to a form you are designing with copy (Ctrl + C) and paste (Ctrl + V).

UPPER(char)

Description   Changes the characters in the specified string to uppercase characters.

Syntax   UPPER(*text*)

text is any character value text string.

Remarks   Numeric characters in the string are not changed.

See Also   LOWER and PROPER functions

Examples   UPPER("3rd Quarter") returns "3RD QUARTER"

                    UPPER("jOhN doE") returns "JOHN DOE"

Undo Delete Command (Edit menu)

Use this command to reverse the last delete, if possible.

Shortcut

Keys: **Ctrl + Z**   or
                Alt + Backspace

Using EZ-Forms with Microsoft Word, Microsoft Excel, and any other OLE enabled program. (and visa-versa)

FYI: OLE is an acronym for Object Linking and Embedding. In short, OLE allows an object created by an OLE server (such as Paint, Excel, Word, etc.) to be embedded into an OLE client application, in this case EZ-Forms. This very powerful feature allows placement of graphics, sound, video or other objects onto a EZ-Forms form. It also allows you to place EZ-Forms files (or objects) into OLE client/server applications like the above.

Lets say you are using Microsoft Word**, and would like to "embed" an EZ-Form on page 4 of your document. No problem. Simply open your document and place your cursor where you want you EZ-Forms to be. Then click on   "Insert Object" (it may be Edit-Insert-Object). Then select "Create From File". Do not check any other box. Browse for your EZ-Form (usually a .FOF or .FOM extension) and click OK. After the hourglass goes away, you will see the EZ-Forms icon (a form with a lightning bolt thru it) along with the name of the form below it. Save your work at this point. Whenever you double-click on this icon, EZ-Forms will be launched along with the form that it is linked to via this OLE association.

**Note: While MS Word, Excel, etc. are great programs, in our opinion, they do not do "forms" very well, hence the need for a real "forms processor" like EZ-Forms.

The above method will work with any Windows software that is OLE client (or container) capable.

ON THE OTHER HAND ...   (visa-versa)
You can ALSO embed any other OLE server's objects into EZ-Forms.
OLE objects can be inserted into a master form by using the Edit-Insert New Object command. Object Linking and Embedding (OLE) means that an object (data or file) can be embedded or linked to another application that doesn't directly support the object format. The application that does support the object format is called the OLE server. The application that can embed or link to OLE objects is called an OLE client or OLE container. EZ-Forms is an OLE container application.

Linking requires a file, which can reside in any subdirectory on any disk drive. When the file is changed by the OLE server application, EZ-Forms can be set to update the link either manually or automatically. An automatic link is immediately updated in EZ-Forms. Updating a manual link requires use of the Edit Links command. Each type of link serves a different purpose, to be determined at master form design time. When using a manual link, the object's data is stored directly into the form, along with the original file name. With an automatic link, only the object's file name is stored into the form.

Embedding does not require a file. An object can be created at insertion time, or loaded from an existing file. The embedded object becomes part of the master form file, and the data can only be changed through EZ-Forms, via the OLE server application.

Image files, sound files, and video files are examples of objects that can be embedded into a EZ-Forms form by using the Edit-Insert New Object command.

There are several example files containing a selection of images that you may find useful. The

images stored in filenames IMAGE*.FRM (or .FOF) can be transferred from the original file to a form you are designing with copy (Ctrl + C) and paste (Ctrl + V).

Using Help command (Help menu)

Use this command for detailed instructions about how to use the Windows Help program.

VAL(char)

Description   Returns the specified text as a number.

Syntax   VAL(*char*)

char is any character value text string that represents a valid number.

See Also   Constants

Examples   VAL("13") returns 13

VAL("-100023.45") returns -100023.45

VAL("Fred") returns 0.

Validate command (Field menu)

When a validation exists for the current field, this command will process it. A field validation is created by the form designer in order to make form fillout easier and more accurate. Unless "override on error' was selected by the designer, fillout cannot continue to the next field until valid data is placed into the field.

When a field does contain invalid data, an error message displays. This error message could have been written by the designer, but if it wasn't it defaults to a generic one. Since validations are written as expressions like calculation are, expression errors can also occur. Any errors will result in an error message displaying the expression and the field name of occurrence. It is important to distinguish between validation errors and expression errors. Typically expression errors will require resolution by the form designer. A validation error is simply a false result from a validation expression, and is resolved by the form filler.

Shortcut
Toolbar:

We are constantly striving to improve the operation, versatility and user productivity of EZ-Forms for Windows. You may be interested in the latest program enhancements. You may also wish to license multiple copies and/or a Local Area Network version.

Call EZX/SSW at +1.281.280.9900 (FAX: +1.281.280.0099) for information concerning new features, benefits, etc.. Be sure the registration card has been properly filled out and mailed in to us. As a courtesy to registered users we offer special upgrade pricing on all versions of EZ-Forms.

If you have a registered version of EZ-Forms, be sure the registration card has been properly filled out and mailed in to us.

EZX Corp., PO Box 58177, Webster, TX 77598-8177 USA

Special versions of EZ-Forms (using the EZ-Forms PRO Filler engine) specifically tied to custom developed forms, are the "engines" that drive products like ExportPower PRO™, WinDD250 PRO™, FormTrooper™, EZ-MSDS™, PackageTrakker™, YourForms PRO™, WinSF171™, AnyPower™, MedTrakker™, ExpenseTrakker™, etc. Call for details.

Should you require a special re-distributeable edition of EZ-Forms XL, it is known as EZ-Forms PRO and is available in Site, Corporate, and Developer's editions.

* Call for Multi-user, LAN, Server, Site,
  Corporate and Developer's licensing and
  extended support. (EZ-Forms PRO)

A reminder for EZ-Forms TestDrive edition users that the program was developed at least one year ago. Certain features may now be completely disabled, but none of your forms will ever be lost. You just will not be able to save any new changes. **THIS VERSION OF EZ-Forms HAS EXPIRED!**

Call for latest information concerning product version, pricing and added features. We accept Visa, MasterCard, Discover and American Express via the phone.

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* Call for Multi-user, LAN, Server, Site,
  Corporate and Developer's licensing and
  extended support. (EZ-Forms PRO)

The form orientation does not match the printer orientation setting. Continue printing?

A form's orientation is chosen by the designer with the <u>Form Layout</u> command. The <u>File Print Setup</u> command allows setting of various print options, among them is orientation. When these orientations don't match exactly, this message results. It is possible to continue printing, but the resulting printout will probably be unusable.

Other problems can result when the paper size used in the printer does not match the size specified for the form. However these problems are less likely and probably more obvious.

Save this form before continuing.

Design mode

Changes are about to be made to the form in memory, so the current form must be saved.

Fillout mode reads in the form in a specific manner to provide access to field data entry areas only. When completed, the form in the active window (memory) is saved to a separate file with a .FOF file extension. With this method the master form is not modified and is available for future entries containing different data that may be saved to a different .FOF file.

Once saved, data entry fields in .FOF files may be modified at any time. This method may be used to clone new filled-out forms that may contain repetitive data.

Remedy

Save the form, then reselect the command.

What is an Eform?

So, what is an Eform????
"Simply it is the on-sceen, computerized manifestation of a form that is typically filled out on a piece of paper. Since filling the form is done within a computer program, many features unavailble with a typewriter or pen are available, including: Background/image protection, automatic fill-out field advance, calculations, validations, field specific help, non-printable on-screen clues, etc. The Eform is usually designed to emulate the paper form it replaces exactly. The user of an Eform simply fills it out according to the guidelines and rules set down by the Eforms designer. After the typical Eform is filled out/in the user can save it to file, send it via email, etc. or print a hard copy to blank paper or pre-printed forms. When printing to pre-printed forms, only the data entered is printed. In summary, an Eform is somewhat similar to Email, but an Eforms processor is quite differnt from a word processor, spreadsheet, etc. While EZ-Forms has some of the functionality of the above, it is uniquely suited to processing forms."

What's New

 For EZ-Forms

* **New features in release 97f include:**
* 32 Bit Release for Windows 95 and NT.
   Win3.1x requires Win32s be installed first.
* Shorter default field names.
   The eight character default name 'field001' is reduced to four characters as 'f001'.
* Calculation field Auto-Passthrough.
   No need to press Enter for calculated fields such as subtotal and tax fields.
* Field definitions export to text file.
   Print/View ASCII text file of Field Setup data for Option, Pick List, Help, Validation and
   Calculation tabs.
* Progress Bar during form load and save.
   Progress Bar lets you know that the program is doing something during load/save of large
   forms.
* Incresed maximum length available for calculations.
   Add a long column, nest several IIF() statements, more character spaces available for your
   calculations.
* Do not allow overwrite of FRM master form when saving FOM/FOF fillout mode files.
   Prevents accidentally selecting Edit-Fillout and double-clicking the master form, causing you
to loose hours of work.
* When linked BMP not found, search in current work directory and EXE directory before asking
user for its location.
   Reduce the size of forms by linking image files that can be shared from several workstations.

* **Previous new features include:**
* Increased voice technical support to one year. Unlimited for email.
* Data Import and Export. (Quote Delimited, 1 file per fill-out.)
* File-Open with .BMP/.DIB image file types - creates a new form and loads the image.
* Margins warning at print time for orientation or form size to large to fit on designated paper
size.
* "Trace" mode (grey-out) for non-printable black-on-white scanned or imported images.
* New Command line options - Data Import, Data Export, Print, Exit.
* Vertical character position follows screen view and printout more accurately on large monitors.
* Improved WYSIWYG with more video and printer drivers.
* Improved color rendition on images with higher resolution than local video.
* Numerous touch-ups.
* Multiple pages per form files with:
        - Collated & Non-collated print options
        - Next Page / Previous Page Toolbar buttons
        - Insert Page / Delete Page menu options
        - Page number in Status Bar
* Print Field Data Only - for use with pre-printed forms.
* Highlighted background (color is user adjustable) of any
   text or data input field.
* Auto-Popup field Help & Picklist ... Global setting or Individual fields.
* Tips of the Day quick access screen.
* Select and move multiple field names simultaneously in Fillout Order dialog box.

* New installation process using InstallShield.

* New features in release 96cb/2.11 include:
* Direct TWAIN compliant scanner support.
* Full text justification option.
* Full zero suppression on calculated numeric fields.
* The ability to import any device independent bitmap
  from Window's clipboard.
* The ability to link graphic files to your forms (rather
  than embedding them) to save precious disk space.
* Numerous touchups.
* Enhanced field operations including:
   -Field Calculations (50+ math & logical)
   -Ordering (the way the cursor moves)
   -Pick lists (for quick data entry)
   -User help (unique field help eases entry questions)
   -Validation (imposes data entry limits)
   -Auto-date/time/number, etc.
* Multiple object selection for move, copy, paste, etc.
* Built-in support for MAPI (mail application programming interface)
   compatible Email (Electronic Mail).
* Support for international measurements and paper sizes.
   Window's international settings are monitored and the appropriate defaults
   are used. (ISO paper sizes and metric measurements, for instance)
* Unlimited character size for text objects. (Old limit was 256 characters.)
* Improved OLE functionality.
* Multiple copy printing.
* Graphics placement/sizing is faster via use of screen tokens.
* Screen updates are faster too.
* Immediate TD enhancement capability.
* EZ-Forms can save thousands of dollars in
   pre-printed forms and time, but ...

For EZ-Forms
**NOTE: The EZ-Forms™ (XL, PRO, ODBC) product line for Windows
was previously named the FormPower™ series.** (FormPower/PRO,
HotForms/PRO, FormEZ, FormIT, SuperForms **)**
**For more information, contact EZX Corporation at +1-281-280-9900
FAX: +1-281-280-0099.**

FormPower PRO Version 2.1 Release 96c - Released March 1996

See Also
• TWAIN-compliant scanner support via <u>File-Scanner</u> commands - allows FormPower
PRO to directly import pre-printed forms or images. Import your most often used forms,
set the image to be non-printable, add data entry fields and save form.
• <u>Edit-Insert Graphic</u> and <u>Edit-Change Graphic</u> - BMP and DIB graphic files can now be directly

utilized in a form without <u>OLE</u> overhead. This also applies to scanner-acquired images.

• Added Full Justification to Text attributes option.

• Added Full Zero Suppression to calculated numerical fields.

• Color correct display option added to the <u>Options-Preferences All</u> tab.

• Improved support for larger OLE images.

FormPower PRO Version 2.0 Release 95k - Released November 1995

"PRO" features include:

• Extensive on-line help and MANUAL with BROWSE, TEXT SEARCH and PRINT. FPP Help's powerful features (not available in "regular" Windows help files) will allow you to find any topic or phrase quickly. You will also be able to print any group of topics on demand. The unique "tree" structure gets you to your information fast. You'll NEVER be without your manual again!

• Calculations - robust and "better than a spreadsheet". 50+ field-oriented mathematical and logical functions are supported.

• Field Types: Character, Numeric, Date or Logical.

• Automatic field options include: Number (great for incrementing invoices, reports, etc.), Date, Time, Calculated and Remember. Override enable/disable is available too.

• Numeric field formatting with selectable number of visible digits and leading/trailing zero suppression.

• Field Pick Lists allow annotated data entry selections for real "no brainer" fill-out/in.

• Field Help allows the forms designer to input custom help for each field of the form - kind of like having the expert looking over the filler's shoulder.

• Field Validation assures proper data entry. Override (with customizable error message) is allowable if there are errors.

• Built-in support for MAPI (mail application programming interface) compatible E-mail (Electronic Mail).

• Enhanced dialog boxes with Tab select groups.

• Multiple Object Selection for fast movement and duplication of entire groups of objects.

New features in Version 1.30 Release 95h include:

• Support for international measurements and paper sizes.
  Window's international settings are monitored and the appropriate defaults
  are used. (ISO paper sizes and metric measurements, for instance)

• Unlimited character size for text objects. (Old limit was 256 characters.)

• Improved OLE functionality.

• Date and Time feed.

• Multiple copy printing.

• Graphics placement/sizing is faster.

Draw Menu commands

The Draw menu offers the following commands:

Line	Draw lines vertically, horizontally, or angled.
Rectangle	Draw squares or rectangular shapes.
RoundRect	Draw squared and rectangular shapes with rounded corners.
Ellipse	Draw circles or stretch the circle to any horizontal or vertical length. A stretched circle is an ellipse.
Text	Create a text object within the form.
Field	Add data entry fields in specific locations on the form.
Select	Enables Select drawing mode.

Edit menu commands (Design Mode)

The Edit menu offers the following commands:

<u>Select</u>	Enables Select drawing mode.
<u>Cut</u>	Deletes data from the form and moves it to the clipboard.
<u>Copy</u>	Copies data from the form to the clipboard.
<u>Paste</u>	Pastes data from the clipboard into the form.
<u>Delete</u>	Removes the currently selected text or object.
<u>Text</u>	Edit selected text object.
<u>Undo</u>	Restores the last deleted text or object.
<u>Insert Graphic</u>	Import and existing BMP or DIB file.
<u>Change Graphic</u>	Replace current image.
<u>Insert New Object</u>	Insert an OLE object into the form.
<u>OLE Links</u>	List and edit links to embedded documents.
<u>Object verb</u>	Menu selection varies depending on highlighted object.
<u>Fillout</u>	Fillout data fields in the current form
<u>Text Feed-Time</u>	Place today's date into fillout field in form
<u>Text Feed-Date</u>	Place current time into fillout field in form
<u>Clear All</u>	Clears all text or all objects.
<u>Select All</u>	Multi-Object manipulation.

Edit menu commands (Fillout Mode)

The Edit menu offers the following commands:

<u>Cut</u>	Deletes data from the form and moves it to the clipboard.
<u>Copy</u>	Copies data from the form to the clipboard.
<u>Paste</u>	Pastes data from the clipboard into the form.
<u>Delete</u>	Removes the currently selected text or object.
<u>Undo</u>	Restores the last deleted text or object.
<u>Object verb</u>	Menu selection varies depending on highlighted object.
<u>Fillout Next</u>	Fill out a series of forms, all based on the same master form template
<u>Text Feed-Time</u>	Place today's date into fillout field in form
<u>Text Feed-Date</u>	Place current time into fillout field in form
<u>Clear All</u>	Clears all text or all objects.

Field menu commands

The Field menu offers the following commands:

<u>Pick</u>	Choose current field contents from a list
<u>Help</u>	Display help for current field
<u>Calculate</u>	Re/calculate current field contents
<u>Validate</u>	Re/validate field contents
<u>Date</u>	Place today's date into fillout field in form
<u>Time</u>	Place current time into fillout field in form
<u>Recalc All</u>	Recalculate all formulas in the form.

File menu commands (Design Mode)

The File menu offers the following commands:

New	Creates a new form.
Open	Opens an existing form.
Fillout	Fillout a form that contains data entry fields.
Close	Closes the active form window.
Save	Saves an opened form using the same file name.
Save As	Saves an opened form to a specified file name.
Save All	Saves all modified forms that have not yet been saved to disk.
Send Mail	Send a message via the resident email system.
Scanner-Acquire	Scanner an image into the current form.
Scanner-Select Source	Select the TWAIN-compliant device for acquiring images.
Print	Prints a form.
Print Preview	Displays the form on the screen as it would appear printed.
Print Setup	Selects a printer and printer connection.
File 1, 2, 3, 4	List of the four most recently opened forms.
Exit	Exits EZ-Forms.

File menu commands (Fillout Mode)

The File menu offers the following commands:

New	Creates a new form.
Open	Opens an existing form.
Fillout	Fillout a form that contains data entry fields.
Close	Closes the active form window.
Save	Saves an opened form using the same file name.
Save As	Saves an opened form to a specified file name.
Save All	Saves all modified forms that have not yet been saved to disk.
Send Mail	Send a message via the resident email system.
Import	Import delimited ASCII data into the form.
Export	Export form data to a delimited ASCII format.
Print	Prints a form.
Print Fields	For use with pre-printed forms.
Print Preview	Displays the form on the screen as it would appear printed.
Print Setup	Selects a printer and printer connection.
File 1, 2, 3, 4	List of the four most recently opened forms.
Exit	Exits EZ-Forms.

Form menu commands

With an object is selected, the Form pulldown menu will allow changes to that particular object only. Modifications do not affect any of the other objects on the form. Grid and Form Layout options apply on a form-wide basis.

Field Setup	Set up fillout parameters for selected field
Text	Text margins, justification, etc.
Font	Font name, size, etc.
Pen	Line/border type and thickness.
Brush	Rectangle, RoundRect, and Ellipse backgrounds.
Printable	Printed or Non-Printed object.
To Front	Places object into foreground.
To Back	Places object into background.
Insert Page	
Delete Page	
Grid	Spacing, ON-OFF, Snap to
Fillout Order	Setup fillout order of fields
Form Layout	Adjust form output size.

Help menu commands

The Help menu offers the following commands, which provide you assistance with EZ-Forms:

<u>Contents</u>	Displays the help Table of Contents.
<u>Overview</u>	Displays a quick overview.
<u>Using Help</u>	Provides general instructions on using help.
<u>Tip of the Day</u>	Helpful tips and suggestions
<u>About</u>	Displays the version number.

Options menu commands

The Options menu offers the following commands which enable you to set default operating parameters for various features of EZ-Forms.

Defaults-<u>Text</u>	Attributes, color
Defaults-<u>Font</u>	Font, size, attributes, color
Defaults-<u>Pen</u>	Thickness, style, color
Defaults-<u>Brush</u>	Style, color
Defaults-<u>Printable</u>	Toggle On-OFF
Defaults-<u>Grid</u>	Spacing, ON-OFF, Snap to
Defaults-<u>Form Layout</u>	Adjust form output size.
<u>Preferences</u>	Program features.
<u>Save Settings</u>	Saves settings after adjusting program defaults

View menu commands

The View menu offers the following commands:

<u>View Scaling</u> commands:

100 %	View at full size..
75 %	View at 75% of full size.
50 %	View at 50% of full size.
200 %	View at twice full size.
Custom %	User definable view scale.
Custom %	User definable view scale.
<u>Go To Page</u>	Navigating multi-page forms
<u>Refresh</u>	Updates the screen.

Window menu commands

The Window menu offers the following commands, which enable you to arrange multiple form windows within the main EZ-Forms program window:

<u>Cascade</u> Arranges windows in an overlapped fashion.
<u>Tile</u> Arranges windows in non-overlapped tiles.
<u>Arrange Icons</u> Arranges icons of minimized windows.
<u>Close All</u> Close all opened form widows.
<u>Window 1,2, ...</u> Activates specified window.

Each form window title bar indicates the name of the open form in a highlighted color that is different from any other open form window.

An icon within the EZ-Forms client area (window) indicates an open form that has been minimized to clear the work space. The name of the opened form file is displayed below the icon symbol. Several opened forms may be iconized at once in order to clean up the form display area. Double-click on the icon to bring the form back into the foreground and make it the active window.

Form design (Master Form) and data entry (Fillout Form) work area.

A handle is a small black square on the end point, corner point or edge of a selected object. A handle represents possible resizing points. When the mouse cursor is on any handle, the cursor changes shape to represent the possible resizing that could take place via mouse click and drag movement.

Horizontal Scroll bars

Horizontal Scroll bars are positioned at the bottom. Scroll bars are displayed at the right and bottom edges of the form window when the form exceeds the size of that window. The scroll boxes inside the scroll bars indicate your vertical and horizontal view of the form. You can use the mouse to bring other parts of the form into view.

An Inactive form does not have a highlighted title bar. Click on any visible part of the form to make it the active form. Select the Window pulldown menu for a list of open form file windows.

Maximize button

Use this button to enlarge the active window to fill available space. A form window Maximize button will expand its window to the size of the EZ-Forms main window, and set it to be the active window. The main window Maximize button will expand the EZ-Forms main window to fill the entire screen.

Shortcut

Mouse:

Click the maximize icon ⌐⌐⌐ on the title bar, or double-click the title bar.

Keys: **Ctrl + F10** enlarges active form window.

Minimize button

In the main window, use this command to reduce the EZ-Forms window to an icon. The Minimize button of a form window will iconize the active form window and display the icon within the main window (client area).

Shortcut

Mouse: Click the minimize icon on the title bar.

Modify the selected object to a different file type using an external program.

The program's window <u>Title bar</u> displays the name of the program and the name of the active open form window.

The Form window Title bar indicates the name of the form. If the form is active, the title bar is highlighted.

Window Size

Size command (Control menu)

Use this command to display a four-headed arrow so you can size the active
window with the arrow keys.

After the pointer changes to the four-headed arrow:

1.   Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the
      pointer to the border you want to move.
2.   Press a DIRECTION key to move the border.
3.   Press ENTER when the window is the size you want.

Note: This command is unavailable when the window is maximized.

Shortcut
Mouse: Drag the size bars at the corners or edges of the window.

Vertical Scroll bars

Vertical Scroll bars are positioned on the right side. Scroll bars are displayed at the right and bottom edges of the form window when the form exceeds the size of that window. The scroll boxes inside the scroll bars indicate your vertical and horizontal view of the form. You can use the mouse to bring other parts of the form into view.

Title Bar

The title bar is located along the top of a window. It contains the name of the application and the active form.

To move the window, drag the title bar to the desired position.

Note: You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements:
- Application Control menu button
- Form Control menu button
- Maximize button
- Minimize button
- Name of the application
- Name of the form
- Restore button

The EZ-Forms program mode that allows creation and modification of Master Forms.

A EZ-Forms feature that creates objects. To place an object, first select a drawing tool, then position the mouse pointer to where the top leftmost point of the object will be and press the left mouse button. Then continue to hold the left mouse button and drag the mouse pointer to the bottom rightmost point of the object. Finally, release the left mouse button. If snap-to-grid is on, the object's end points will automatically move to the nearest grid points.

An expression is a mathematical formula used for field calculations and validations. It is a combination of field names, operators, functions and constants that evaluates to a Logical, Character, Numeric or Date type. See <u>Expressions</u> for more information.

A specific type of form, created with EZ-Forms from a Master Form. A unique Fillout Form file exists for each form that is filled out. All Fillout Form files have an extension of .FOF.

The EZ-Forms program mode that allows creation and modification of Fillout Forms.

A format contained in a file, which specifies how data is to be presented on the screen or printer. Forms can contain data fields, fixed text, printing attributes and graphics.

A specific type of form created by EZ-Forms in design mode. A Master Form represents a blank form, to be copied and filled out time and time again. All Master Form files have an extension of .FRM.

The basic unit of a form. An object is created by a drawing tool in design mode, and is saved into a Master Form. Objects have attributes, and can be modified in various ways.

OLE is an acronym for Object Linking and Embedding. In short, OLE allows an object created by an OLE server (such as Paint, Excel, etc.) to be embedded into an OLE client application, in this case EZ-Forms. This very powerful feature allows placement of graphics, sound, video or other objects onto a EZ-Forms form.

In design mode only, to access this menu move the mouse pointer over an object and click the right mouse button. Continue to hold the button until you make a selection from the menu.