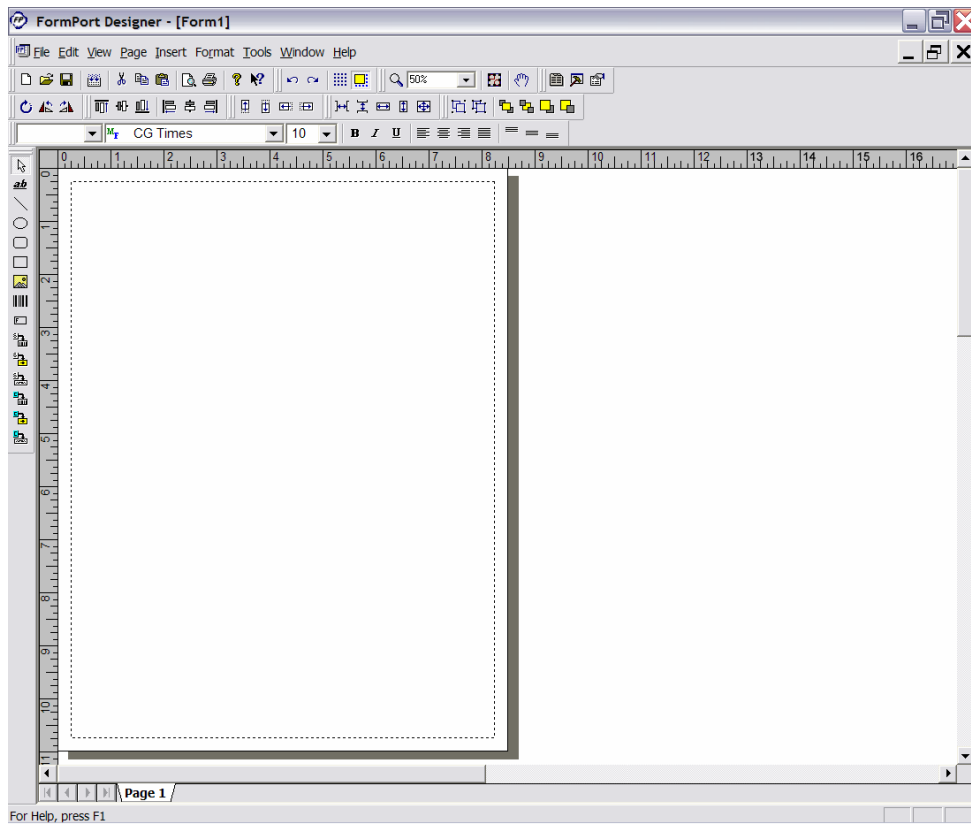


Chapter 2: User Interface

Overview

Creating and customizing the look of your forms can be accomplished through FormPort Designer's graphical WYSIWYG interface. The tools, concepts and functionality of the FormPort Designer interface should be very familiar to people who have used traditional object-oriented drawing programs such as Visio, CorelDRAW! and Adobe Illustrator.



In addition to the standard Windows drop-down menus, some of the more common functions also have graphical icons and keyboard shortcuts—all of which will be discussed throughout this chapter.

A complete list of all icons and shortcut keys can be found in *Appendix A: Keyboard Shortcuts*.

File Menu

The **File** menu contains the following commands:

New

This command instructs FormPort Designer to create a new, empty document. **New** can be initiated through the **File** menu, or the following icon or keyboard shortcut:



Open...

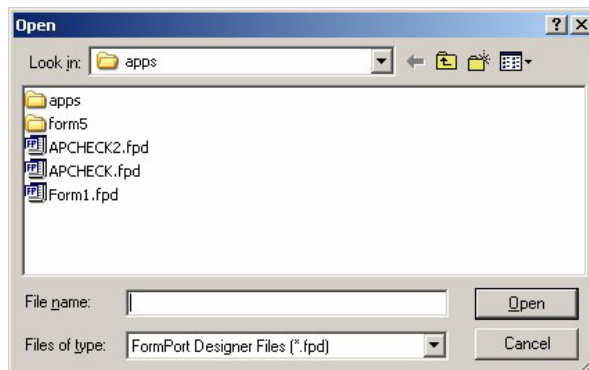
This command opens a document that has previously been saved. **Open** can be initiated through the **File** menu, or the following icon or keyboard shortcut:



Once selected, a File Open Dialog window appears and displays a list of files in the current directory. If you wish to load another file from elsewhere, indicate the correct path.

Open Dialog

To load a document, select it from the list or enter the name of the files in the **File Name** field and then click on the **Open** button.



To cancel this operation, simply click on the **Cancel** button.

Close

This command closes the active document.

If the current document is new, or has changed since it was first opened, you'll receive a prompt asking if you'd like to save the document before closing.

NOTE: Closing a document without saving will result in all changes made since it was opened or created to be lost.

Save

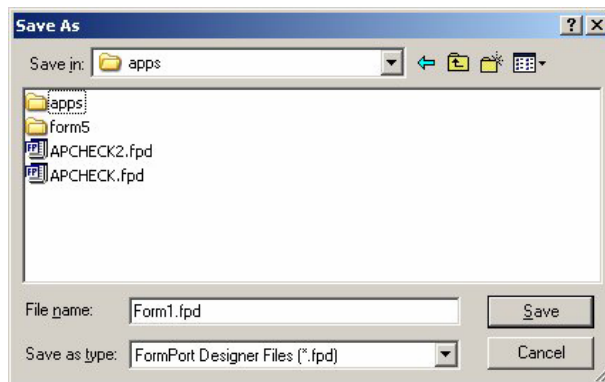
Saves the active document. Use this command to save the latest changes of the active document onto the hard disk.

Selecting this command will open up the **Save As...** dialog, and ask for a document file name if one has not been entered before. **Save** can be initiated through the **File** menu, or the following icon or keyboard shortcut:



Save As Dialog

If the document hasn't been saved yet, this dialog will automatically open and prompt for a filename and path to save the file. Click on the **Save** button to accept the name and path you've chosen.




To cancel this operation, simply click on the Cancel button in this dialog.

Save As...

Saves the active document with a new name. Use this command to save the active document with a new name on the hard disk. Selecting this command will open the **Save As...** dialog.

Compile Document...

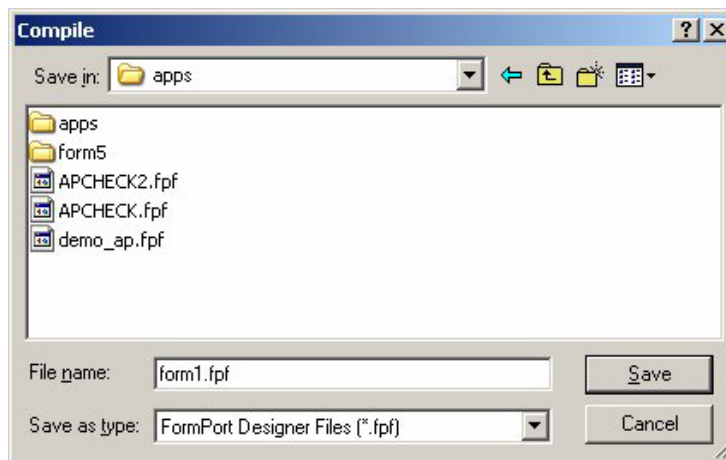
After a form has been created, this command compiles the document and saves it in the *.fpf file format. Selecting this option will open the **Compile** dialog. If a name for the compile file hasn't been previously entered, you must now provide one.

The **Compile** command can also be initiated by clicking on  located on the Standard toolbar. Any changes to the document are saved at this point. If the document has not yet been saved, the **Save As...** dialog appears and requests one.

Compile Dialog

This dialog opens automatically the first time you compile a document. The compile name must be entered in the **File Name** field, and then selecting **Save** will place the compiled file at the desired location.

NOTE: Your document must be saved before it can be compiled. If it hasn't been saved, FormPort Designer will prompt you before compiling.



To halt the compile operation, simply click on the **Cancel** button.

Compile Document As...

This command compiles the active document to a *.fpf file—but with a new name.

Selecting this command will automatically save the last unsaved changes of the active document, and will cause the **Save As...** Dialog to open (if the document have not been saved before).

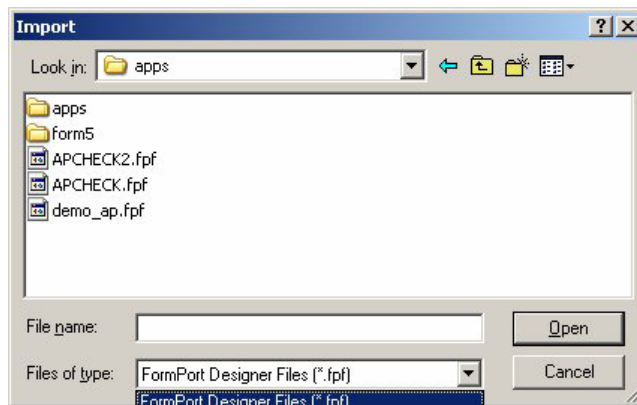
Import Document...

Imports a compiled document into the program. Use this command if you wish to insert a previously-compiled *.mff or *.fpf file into the active document.

Selecting this command will open up the **Import** dialog and ask for the name and path of the file you wish to import.

Import Dialog

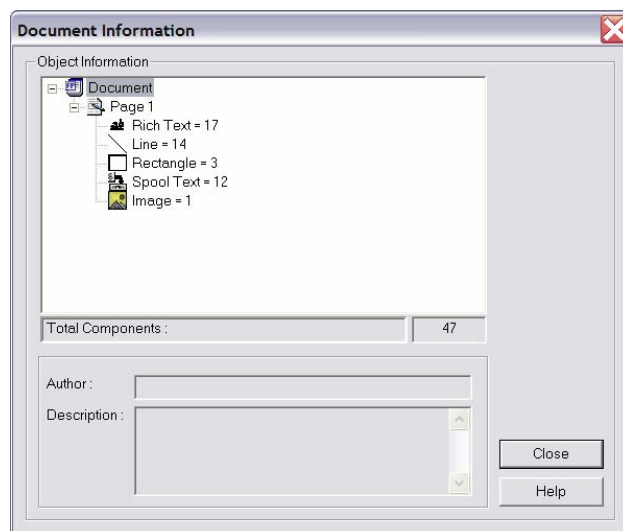
This dialog opens when the Import Document... command is selected from the File menu. Choose the desired *.mff or *.fpf file (indicating another path, if necessary) and click on Open to load the file into the active document.



Click on Cancel if you wish to halt this operation.

Document Information...

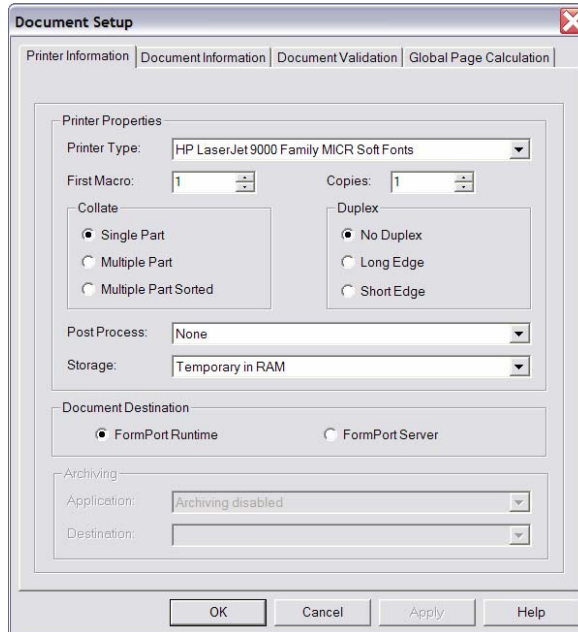
Choosing this command displays a screen that lists all pages in the active document as well as the components contained therein.



This screen is for information purposes only, and cannot be altered directly. Click on the Close button when finished.


Document Setup...

Choosing this command displays the active document setup screen, as shown in the figure below:



This property sheet contains the following tabs: Printer Information, Document Information, Document Validation and Global Page Calculation. Information in this section is used during form creation and printing.

Print Preview

Selecting this command or icon  displays an approximation of how your form will look once it's printed. Since the output of different models of printers can vary, you need to define a Printer Type in the Printer Information Property Page (located in Document Setup).

Also, documents must be saved and compiled before they can be previewed. If neither of these has been done recently, and there are unsaved changes, a dialog box will appear and prompt you to do both.

NOTE: This feature can be disabled through the Tools→Options menu.

Print...

This command sends the active document to the printer, utilizing the settings specified through Page→Page Setup.

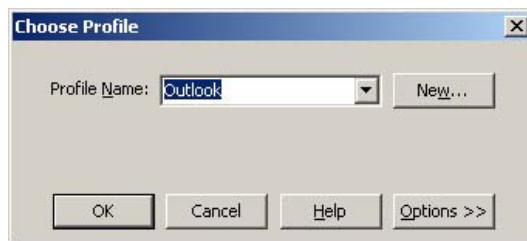
Print can be initiated through the File menu, or the following icon and keyboard shortcut:



Send Mail

Sends the active document through electronic mail as an attachment.

Selecting this command will open up the Choose Profile dialog, asking to select the correct profile for sending your mail.



Exit

Closes the FormPort Designer application. If there are any unsaved changes in any of the open documents, a **Save As...** dialog will appear and prompt you to save.

To save, enter a file name and click on the **Save** button. Otherwise, choose **Cancel** and the application will close without saving any open documents.

Edit Menu

From the **Edit** menu, you can perform common Windows functions such as editing text objects, importing library files and defining object properties. Every feature of the **Edit** menu is described in the following section.

Undo

Use this command to go back in time and undo the last action you performed. Continuing to select this command will keep undoing previous actions. By default, FormPort Designer has 15 undo levels, but can have as many as 50. However, increasing the number of undo levels could impact system performance, and should be used with caution. Undo levels can be adjusted by selecting **Tools**→**Options**.

The **Undo** command can be initiated through the **Edit** menu, or the following icon and keyboard shortcut:



Redo

In the event you've chosen **Undo** too many times, **Redo** allows you to step forward through all the undone steps.

Redo can be initiated through the **Edit** menu, or the following icon and keyboard shortcut:



Cut

Places a copy of the selected item into memory and then deletes the original. Performing this action will replace previously-cut or copied data that's currently stored in memory.

Cut can be initiated through the Edit menu, or the following icon and keyboard shortcut:



Copy

Puts a copy of the selected object into memory. This differs from the Cut command because the original object remains intact. Copying an object will replace previously-cut or copied data stored in memory.

Copy can be initiated through the Edit menu, or the following icon and keyboard shortcut:



Paste

This command places a copy of the item stored in the clipboard (placed there by using either the Cut or Copy command) into the current page. If there is no object stored in memory, this command will be grayed-out.

Paste can be initiated through the Edit menu, or the following icon and keyboard shortcut:



Delete

Deletes the current selection. Use this command to delete the selected objects from the active page. Once deleted, an object can only be restored by choosing **Undo**.

Deletions can be implemented through the **Edit** menu or by pressing the **Delete** key.



Edit Text

This command places text objects into edit mode. When adding a Rich Text object, for instance, you would enter this mode to define the text and apply basic formatting such as font type, size, attributes and color.

NOTE: You must select a text object in order for this command to be available.

Select All

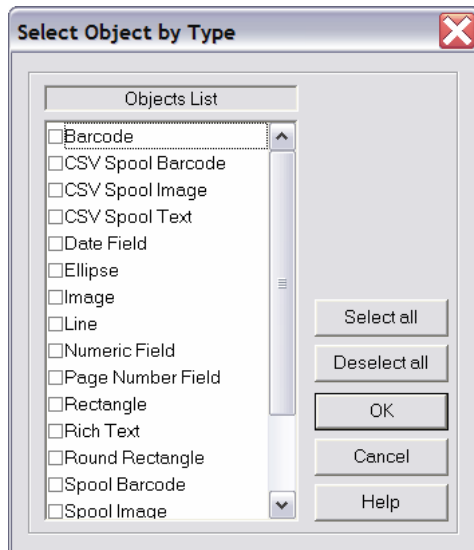
This command selects all the drawing objects available in the active page.

Select All can be initiated through the **Edit** menu or the following keyboard shortcut:



Filter Selection...

This command allows you to select specific types of objects within your document. Choosing **Edit**→**Filter Selection...** displays the following dialog:



Simply check the types of object you wish to select and click on **OK**.

Library / Import

This command loads previously-saved library objects from the disk.

Choosing this command will open up the **Import Components From Library** dialog asking to enter the needed information for the components.

Library / Export

This command saves the selected components to the hard disk.

Choosing this command will open up the **Export Components To Library** dialog asking to enter the needed information for the components.

Properties...

This command displays the properties related to the currently-selected object. When chosen, it opens the associated property sheet of the component.

The property sheet can be launched by double-clicking on the drawing object or through the following icon, keyboard shortcut and action:



Default Properties...

Displays the default properties of the active document. These settings are used whenever a new object is created.

Selecting this command opens the **Default Properties** property sheet containing the following pages: Line Property Page, Fill Property Page, Font Property Page, Round Corners Property Page.

View Menu












The View Menu allows you to display or hide system toolbars, which provide convenient, single-click access to common functions.

Toolbar→Standard Bar

This command either displays or hides the Standard Toolbar, as shown in the following figure:

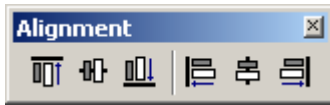


Here is a complete list of buttons available in the Standard Toolbar:

Click	To
	New. Creates an empty new document.
	Open. Opens an existing document.
	Save. Saves the active document to the hard disk.
	Compile. Compiles the active document to the *.fpf file format.
	Cut. Removes selected component(s) from the active document and copies them to the Clipboard. This button is only enabled if there is at least one selected component.
	Copy. Copies the selected component(s) of the active document to the Clipboard. This button is only enabled if there is at least one component selected.
	Paste. Inserts a copy of the components(s) stored in the clipboard into the active document.
	Print Preview. Displays an approximation (based on printer selection and settings) of how the document will appear once it's printed.
	Print. Sends the active document to the printer.
	About. Displays the About dialog, containing information about the application and vendor.
	Help. Activates context-sensitive help.







Toolbar→Align Bar

Shows or hides the alignment buttons toolbar, as displayed below:



The buttons on the **Alignment** toolbar will only be enabled if there is more than one component selected on the active document.

Here is a complete list of buttons available in the Alignment Toolbar:





Click	To
	Align Top. Moves the selected objects so that the topmost edges are aligned.
	Align Middle. Moves the selected objects so their center areas are aligned vertically.
	Align Bottom. Moves the selected objects so that the bottommost edges are aligned.
	Align Left. Moves the selected objects so that their leftmost edges are aligned.
	Align Center. Moves the selected objects so their center areas are aligned horizontally.
	Align Right. Moves the selected objects so that their rightmost edges are aligned.

Toolbar→Canvas Bar

Shows or hides the canvas buttons toolbar, as displayed below:



Here is a complete list of buttons available in the Canvas Toolbar:
















Click	To
	Undo. Undoes the last change or action performed on a component.
	Redo. Steps forward through undone actions.
	Toggle Grid. Shows or hides the user-defined grid.
	Snap to Grid. Enables or disables grid snap.

Toolbar→Drawing Bar

Shows or hides the drawing buttons toolbar, as displayed below:

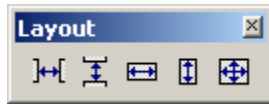


Below is a complete list of buttons available in the Drawing Toolbar:

Click	To
	Select. Selects components for editing or manipulation.
	Rich Text. Inserts a Rich Text object.
	Line. Allows the user to draw a line on the document.
	Ellipse. Adds a user-definable oval object.
	Round Rectangle. Inserts a rectangle with rounded corners into the document.
	Rectangle. Adds a rectangle object.
	Image. Imports an external bitmap image and places it in the document.
	Barcode. Places a barcode in the document.
	Field. Inserts field text object.
	Spool Barcode. Places spool barcode data. This button will only be enabled if a spool file is currently loaded.
	Spool Image. Places spool image data. This button will only be enabled if a spool file is currently loaded.
	Spool Text. Places spool text data. This button will only be enabled if a spool file is currently loaded.
	CSV Spool Barcode. Places CSV barcode data. This button will only be enabled if a spool CSV file is currently loaded.
	CSV Spool Image. Places CSV image data. This button will only be enabled if a spool CSV file is currently loaded.
	CSV Spool Text. Places CSV text data. This button will only be enabled if a spool CSV file is currently loaded.






Toolbar→Layout Bar

Shows or hides the layout buttons toolbar, as displayed below:



NOTE: The buttons on this toolbar will only be enabled if there is more than one component selected on the active document.

Here is a complete list of buttons available in the Layout Toolbar:

Click	To
	Space Across. Moves three or more selected components so that the horizontal space between them is the same.
	Space Down. Moves three or more selected components so that the vertical space between them is the same.
	Same Width. Compares two or more selected objects and changes their width to match that of the last one selected.
	Same Height. Compares two or more selected objects and changes their height to match that of the last one selected.
	Same Size. Compares both the height and width of two or more selected objects and changes their dimensions to match that of the last one selected.





Toolbar→Nudge Bar

Shows or hides the nudge buttons toolbar, as displayed below:



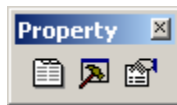
The Nudge command enables you to move selected objects in single-pixel increments in any of four different directions. The buttons on the Nudge toolbar will only be available if there is at least one component selected on the active document.

Here is a complete list of buttons available in the Nudge Toolbar:

Click	To
	Nudge Up. Moves the selected component(s) up one pixel.
	Nudge Down. Moves the selected component(s) down one pixel.
	Nudge Left. Moves the selected component(s) left one pixel.
	Nudge Right. Moves the selected component(s) right one pixel.




Toolbar→Property Bar

Shows or hides the property buttons toolbar, as displayed in the figure below:



The Property Toolbar allows for quick access to the properties of the currently-selected object.

Here is a complete list of buttons available in the Property Toolbar:

Click	To
	Properties. Displays the associated properties of the selected component(s). This button is only enabled if there is at least one component selected.
	Output. Shows or hides the output window
	Properties Window. Shows or hides the property window, displaying the related properties of the active selected component(s).




Toolbar→Rotate Bar

Shows or hides the rotate buttons toolbar, as displayed in the figure below:



The buttons on the Rotate Toolbar will only be enabled if there is at least one selected component on the active document that supports rotation.

Here is a complete list of buttons available in the Rotate Toolbar:

Click	To
	Rotate. Rotates the selected component(s) to any angle. Use Tools→Angle Snap to restrict rotation to 15 degree increments.
	Rotate Left. Rotates the selected component(s) 90 degrees to the left.
	Rotate Right. Rotates the selected component(s) 90 degrees to the right.




Toolbar→Structure Bar

Shows or hides the Structure Toolbar, as shown in the figure below:



From the Structure Toolbar, you can group and ungroup objects, bring objects to the top, send them to back or move them up or down one layer.

Here is a complete list of buttons available in the Structure Toolbar:

Click	To
	Group. Links the selected components together into a single collection. This button will only be available if more than one component is selected in the active document.
	Ungroup. Breaks apart a previously-grouped object. This button is only available when a grouped object is selected.
	Front. Brings the selected component(s) to the top of all the other components.



Back. Sends the selected component(s) back below all the other objects in the active document.



Forward. Brings the selected component(s) up one level within the stack of objects on the active document.







Backward. Sends the selected component(s) down one level within the stack of objects on the active document.

Toolbar→Zoom Bar

Shows or hides the zoom toolbar, as displayed in the figure below:



Here is a complete list of buttons available in the Zoom Toolbar:

Click	To
	Zoom. Activates the zoom tool. Clicking on an area of the current document will increase the magnification of that area.
	Current zoom percentage. This value can be set manually to get a specific, desired zoom.
	Zoom to Selection. Displays a view that shows all the components in the active document.
	Pan. Allows the user to move the active document in any direction.














Toolbar→Font Bar

Use this command to show or hide the Font Toolbar, as displayed below:



The controls on the Font Setting Toolbar will only be enabled if all of the selected components support font and alignment features.

Here is a complete list of buttons available in the Font Toolbar:

Click	To
	Style. Indicates the style of the selected component. Also can be used to apply a particular style to a component.
	Font. Indicates the current font of the selected component. Can also be used to change the font.
	Size. Indicates the font size of a component, and allows for the font size to be changed.
	Bold. Indicates if the selected font has a bold attribute assigned, or can be used to add or remove a bold attribute.
	Italic. Indicates if the selected font has an italic attribute assigned, or can be used to add or remove an italic attribute.
	Underline. Indicates if the selected font has an underline attribute assigned, or can be used to add or remove an underline attribute.
	Left Align. Indicates if the selected text object is left-justified, or can be used to change the current formatting to left-justified.
	Center Horizontally. Indicates if the selected text object is horizontally centered, or changes the current formatting to centered.
	Right Align. Indicates if the selected text object is right-justified, or can be used to change the current formatting to right-justified.
	Justify. Indicates if the selected text object is fully-justified, or can be used to change the current formatting to fully-justified.
	Top Align. Indicates if the selected text object is aligned with the top, or to change the current text positioning to top-aligned.
	Center Vertically Align. Indicates if the selected text object is aligned in the center, or to change the current text positioning to center-aligned.
	Bottom Align. Indicates if the selected text object is aligned with the bottom, or to change the current text positioning to bottom-aligned.

Status Bar

Shows or hides the FormPort Designer status bar, as displayed in the following figure:



The left area of the status bar describes the actions of menu items when you navigate through the menus using the arrow keys. Similarly, this area shows messages that describe the actions of toolbar buttons as you depress them and before releasing them.

If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

The right areas of the status bar indicate which of the following keys are latched down:

Indicator	Description
CAP	The Caps Lock key is currently latched down.
NUM	The Num Lock key is currently latched down.
SCROLL	The Scroll Lock key is currently latched down.

Ruler

Shows or hides the interface ruler.

The ruler is used to show the unit of measurement in the active document, and to facilitate the creation of components with specific sizes.

Grid

Shows or hides the grid .

The grid is useful for placing components at precise locations within a document.

Properties Window

Shows or hides the Properties Window .

The Properties Window is a dockable window that shows the properties of the selected component(s) in the active document. The properties shown in this window can either be changed directly, or through the traditional object-editing method.

Zoom→Zoom

Activates the Zoom tool .

After clicking on this command, the cursor will change to a magnifying glass. Left-clicking anywhere in the document will increase the magnification in 25% increments (to a maximum of 650%). Right-clicking will zoom out in 25% increments (to a minimum of 25%). You can zoom a specific region by clicking and dragging to define the area and then releasing the mouse button.

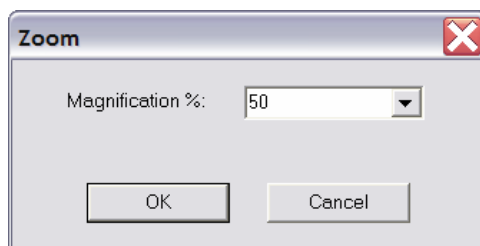
Zoom→Zoom 1:1

Zooms the document to the normal scale of 100%.

Zoom→Zoom Custom...


This command is used to zoom in 25% increments.

When selected, the custom zoom dialog appears, as shown below:



Select a value from the drop-down menu and then click on **OK** to initiate. Clicking on **Cancel** will abort the custom zoom procedure.

Zoom→Zoom To Selection...

This handy tool  determines the perfect zoom level necessary to fill the screen with the currently-selected object.

NOTE: At least one object must be selected for this feature to be available.

Zoom→Fit to Width

Use this command to set the zoom of the document so that all of the components are visible in the screen horizontally.

Zoom→Fit to Height

Use this command to set the zoom of the document so that all of the components are visible in the screen vertically.

Zoom→Fit to Page

Changes the view of the active document so that all of the components are visible on the screen both horizontally and vertically.

Page Menu

From the **Page** menu, you can map both spool and CSV files, define page properties, add or remove pages and jump to a specific page in a multi-page document. For detailed descriptions of these features, proceed to the following section.

Spool Mapping→Spool File→Load Spool File...

This command loads a spool file into the active document. Before you can insert a spool object, a spool files must first be loaded. This menu option is only available when no spool or CSV file is currently loaded in the active document.

Once selected, a **File Open** dialog appears and asks for the name and location of the spool file to be loaded.

Spool Mapping→Spool File→Reload Spool File

This command *reloads* a previously-loaded spool file, and is only available if a spool file has already been loaded.

Spool Mapping→Spool File→Unload Spool File

This command *unloads* a previously-loaded spool file (and all associated spool objects) from the active document, and is only available if a spool file has already been loaded.

Spool Mapping→Spool File→Display 'Copied' Area

This command shows or hides the original spool data after it's been copied and manipulated within FormPort Designer. This old data is normally displayed in blue text.



This command can also be invoked by pressing the F3 key.

Spool Mapping→Spool File→Display 'Moved' Area

This command shows or hides the original spool data after it's been moved and manipulated within FormPort Designer. This old data is normally displayed in red text.



This command can also be invoked by pressing the F2 key.

Spool Mapping→Spool File→Display 'Unused' Area

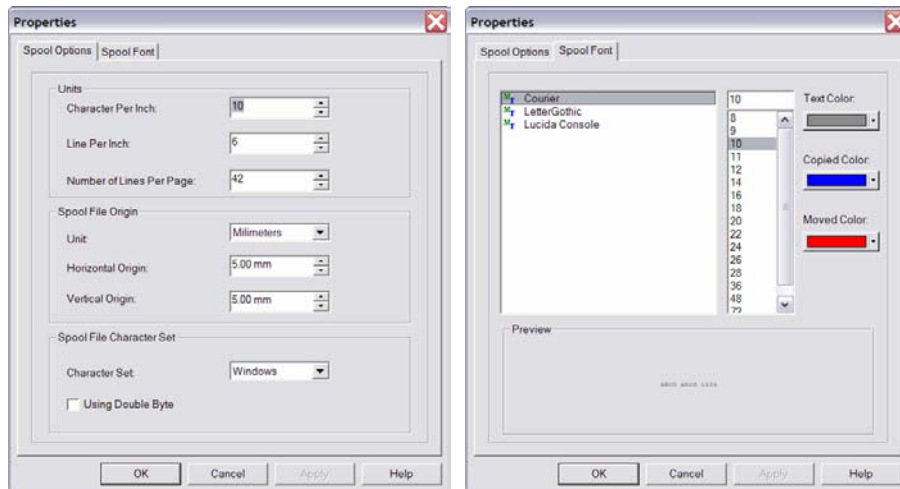
Use this command to show or hide the portions of the spool file that won't be used in the final document. This data is normally displayed in gray text.



This command can also be invoked by pressing the F4 key.

Spool Mapping→Spool File→Spool File Options

Use this command to change the spool file options, as shown in the following images:

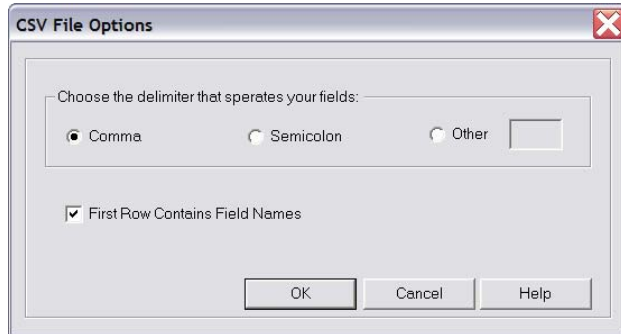


From these screens you can define the appearance, font and color of spool data within your document.

Pool Mapping→CSV File→Load CSV File

Use this command to load a CSV file into the active document. Loading a CSV file is required before a CSV object can be inserted.

This menu command will only be available if there is no spool file or CSV file already loaded into the document.



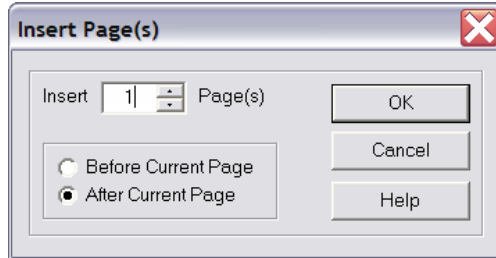
NOTE: When loading a new CSV file, you must tell FormPort Designer which method was used to separate the data in the file (comma, semicolon, etc.).

Pool Mapping→CSV File→Unload CSV File

Use this command to unload a previously loaded CSV file (and all associated CSV objects) from the active document. This command is only available when a CSV file has already been loaded.

Page Control→Insert Page

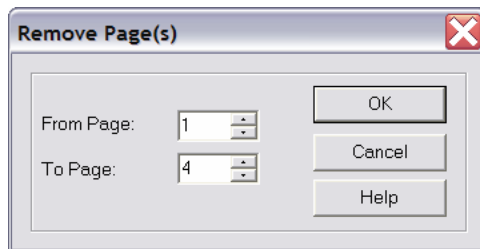
Use this command to insert new empty pages into the active document.



Multiple pages can be added either before or after the current page.

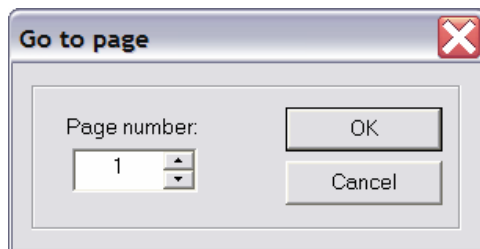
Page Control→Remove Page

Use this command whenever you need to remove a page or a specific number of pages (and all the components currently on those pages) from the active document.



Page Control→Go to Page

Use this command to go directly to a specific page number within the active document.

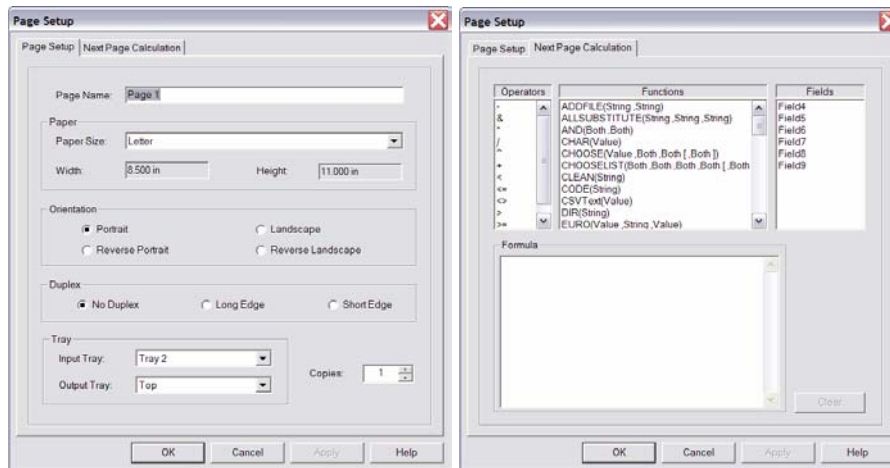


Enter the page number in the Page number field and then press OK to go to their.

Page Setup

Use this command to modify the properties associated with the current page of the active document. These settings can be the same for every page in a multi-page document, or completely unique for each page.

The image below illustrates both tabs of the Page Setup property sheet:



Insert Menu

From this menu you can insert external data files into your FormPort Designer form.

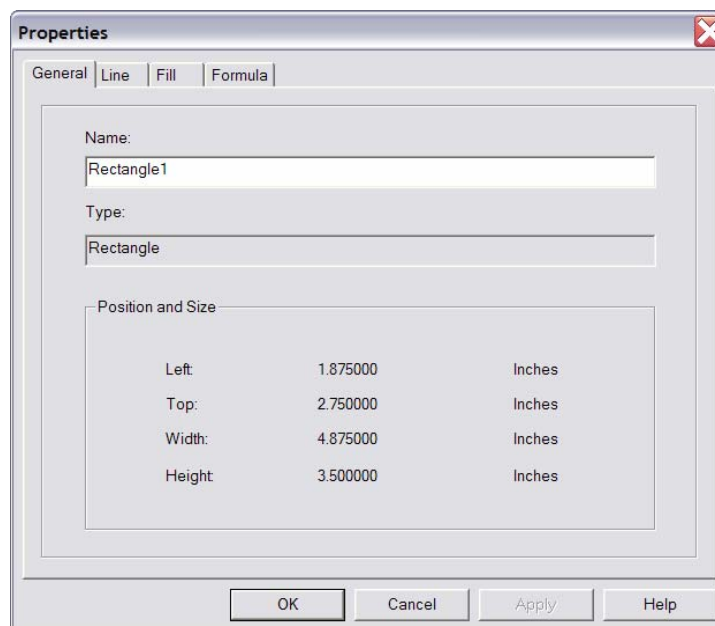
Properties

Once an object has been inserted into a document, various attributes and properties can be assigned so as to further define its appearance and function. This section describes each of these properties.

NOTE: The properties available are dependent on the type of object to which they're being applied.

General

General properties are displayed on this page.

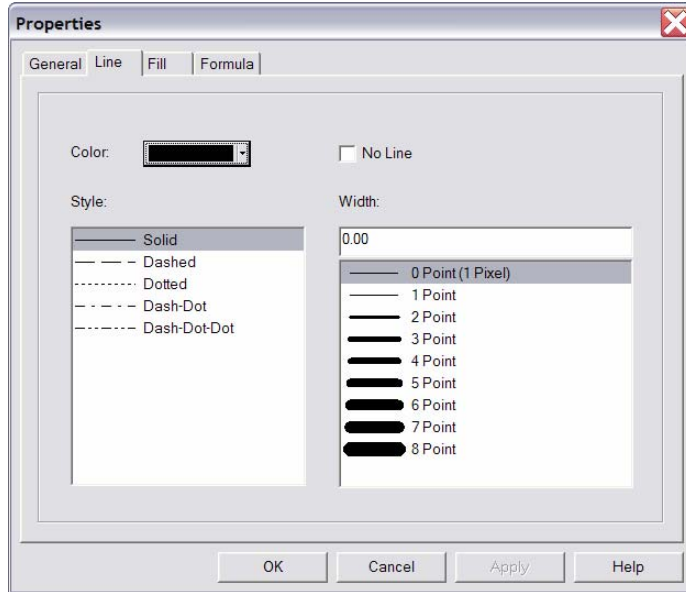


This page contains the information about the component name, component type and component position and size.

This page is for informational purposes only, and other than the Name field, these values can't be edited directly.

Line

This page contains the information related to the line settings of components with borders.



Color

This button determines the border color of the component. Click on it to see a popup window and other color choices.

No Line

If you wish the component's border to be invisible, check this option.

Style

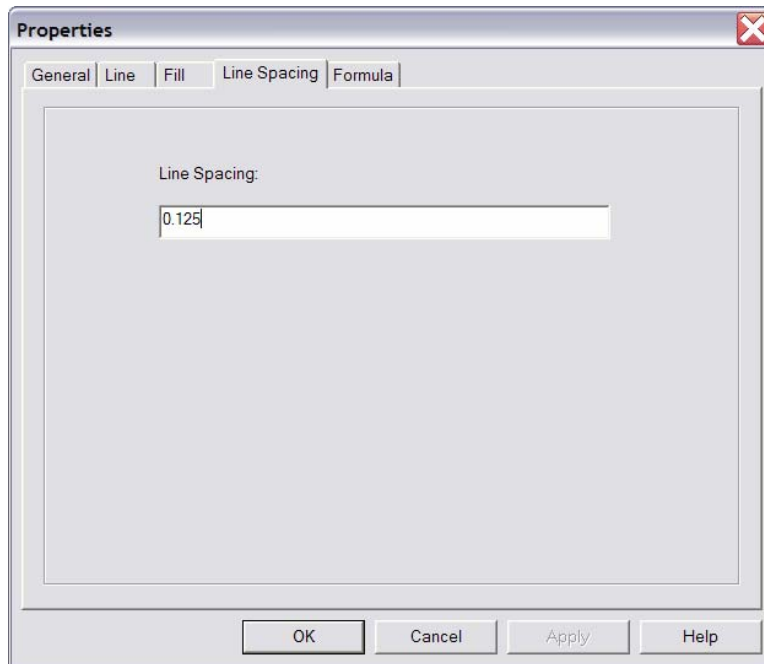
The style of single-pixel borders can be selected from this list. If the current border is thicker than one pixel, this list will be grayed-out.

Width

The width of solid borders can be determined through this list. If the border is using a style other than solid, this list will be grayed-out and not available.

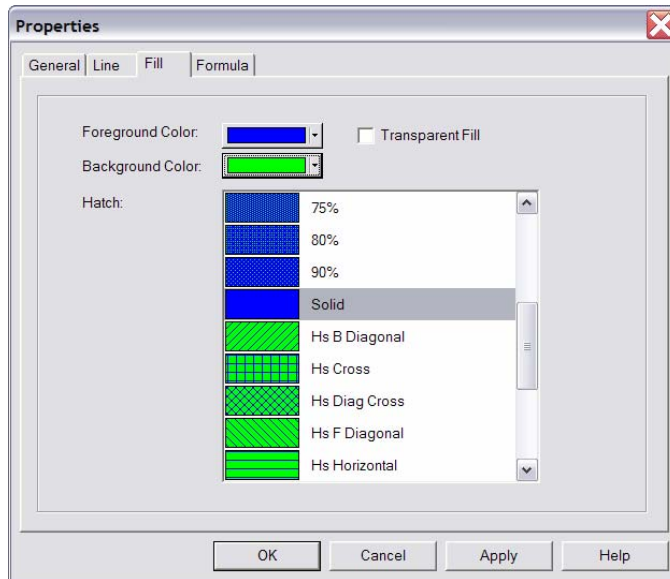
Line Spacing

This page contains the information related to the field spacing. Enter the correct line spacing for the field object in the related edit box.



Fill

This page contains the information related to the manner in which the component has been filled.



Foreground Color

This color button indicates the foreground color of both solid and non-solid hatch patterns used to fill components. Click on the button and select the desired color from the popup window. This option isn't available when Transparent Fill is checked.

Background Color

This color button indicates the background color in hatch patterns. If the current fill is solid, this color isn't used. Like foreground color, this option isn't available when Transparent Fill is checked.

Transparent Fill

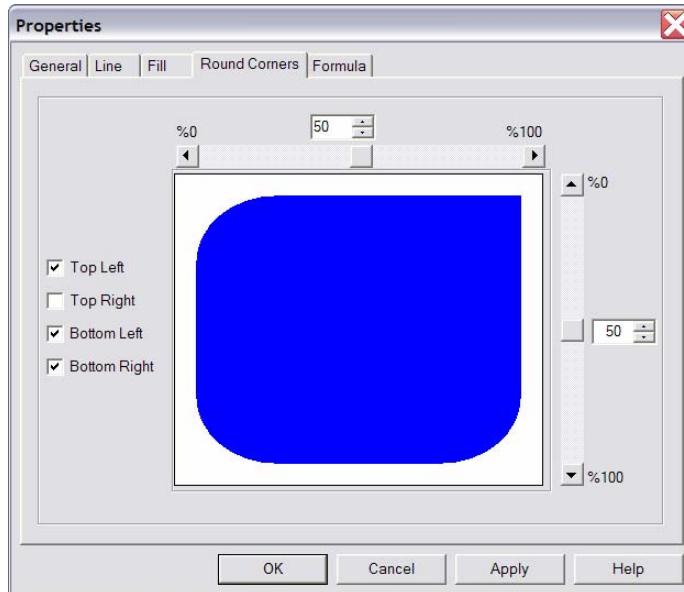
This option turns the non-border region of components transparent.

Hatch

Displays the patterns available for components that support the fill attribute. Fills can be either solid or a number of two-color patterns.

Round Corners

This page contains the information related to the rounded corners of the round rectangle object.



Top Left

If checked, indicates the Top Left corner will be rounded.

Top Right

If checked, indicates the Top Right corner will be rounded.

Bottom Left

If checked, indicates the Bottom Left corner will be rounded.

Bottom Right

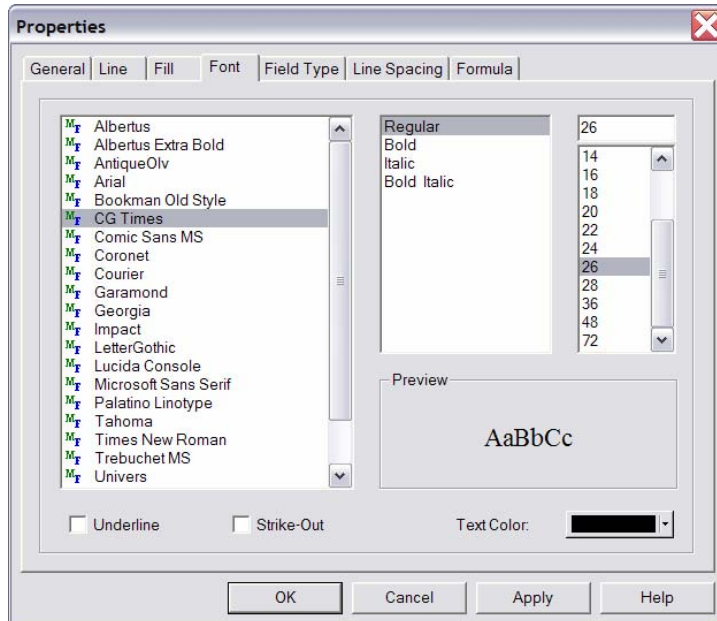
If checked, indicates the Bottom Right corner will be rounded.

Percentage

Determines the amount of curve to apply to the edges of the object. Both of these values are linked; changing one automatically changes the other.

Font

This page contains the information related to the font properties of supported components.



Font Name

This list indicates the currently-assigned font as well as the others available.

Font Style

Indicates the current style as well as the other available styles for assignment.

Font Size

Shows the current font size and a list of all the sizes available.

Underline

Selecting this checkbox will add an underline to the current text object.

Strike-Out

Selecting this checkbox will add a line through the current text object.

Text Color

This button defines the color of the current text object. Click on it to display a popup window with other color selections. Most text objects are black by default.

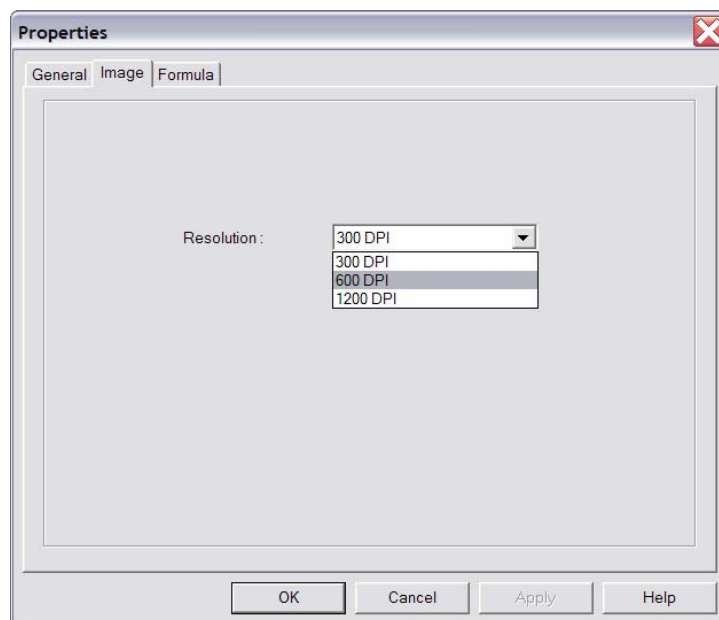
Preview

This area provides a sample of what the resulting text object will look like.

After making any changes, click on either **OK** or **Apply** to accept them, or **Cancel** to revert the text object back to what it was.

Image Properties

This page allows you to define the resolution of an imported image.

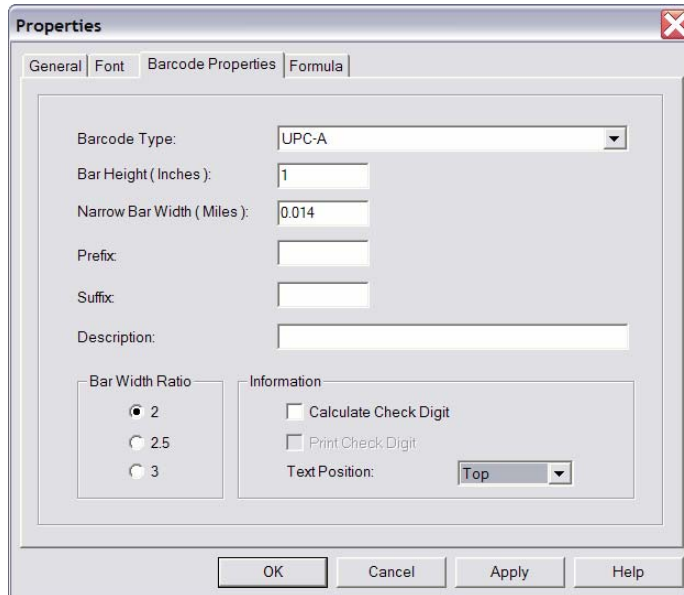


Simply select the desired resolution from the drop-down list and choose **OK**.

NOTE: Increasing the resolution of an image will make it appear to shrink.

Barcode

This page contains the information related to the barcode settings.



Barcode Type

Indicates the type of the current barcode object. This value can be changed through the drop-down menu.

Bar Height

Specifies the height of the barcode.

Narrow Bar Width

Determines the width of the barcode.

Prefix

Barcode prefixes can be entered in this field.

Suffix

Barcode suffixes can be entered here..

Description

Enter a user-defined description of the current barcode here.

Bar Width Ratio

Sets the barcode width ratio to either 2, 2.5 or 3.

Calculate Check Digit

Should be checked to enable the calculate check digit feature.

Print Check Digit

Check to enable the print check digit option.

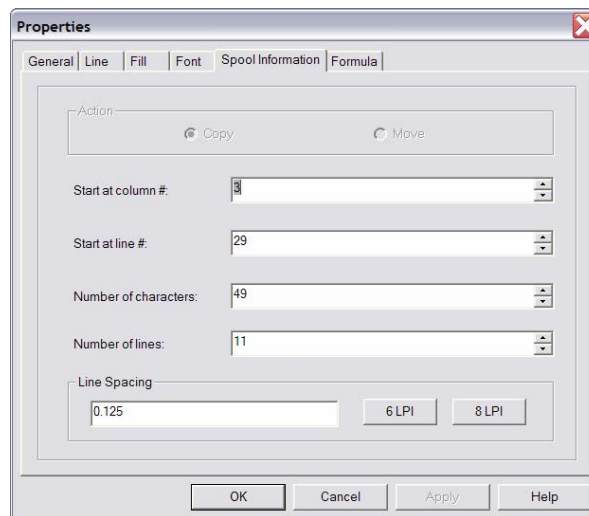
NOTE: Print Check Digit will be grayed-out unless the Calculate Check Digit option is checked.

Text Position

Choose between aligning text along the top or bottom of the barcode.

Spool Info

This page contains the information related to the spool objects settings.

**Action**

This section indicates how the spool data was manipulated after being inserted. This option is only available at insertion time and is only shown for informational purposes.

Start at column #

Displays the starting column number of the selected text area.

Start at line #

Displays the starting line number of the selected text area.

Number of characters

Displays the number of characters in the widest available line in the selected text area.

Number of lines

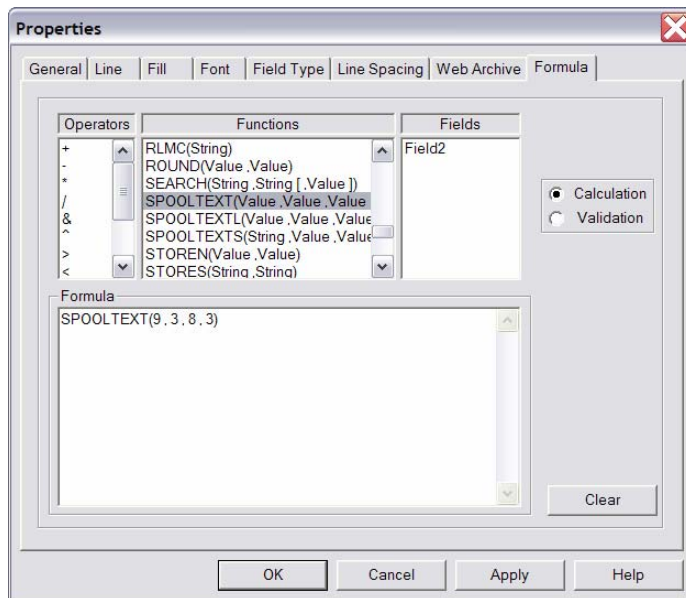
Displays the maximum number of lines that will appear in the spool object.

Line Spacing

Displays the space between each line of the spool object in LPI (Line-Per-Inch) units. The two buttons (labeled 6 LPI and 8 LPI) are simply shortcut buttons used to enter the specified values automatically.

Formula

This page contains information about any formulas assigned to the selected object.



Operators

Displays the list of operators. Double-click on any of these to append them to the object's formula.

Functions

Displays the list of functions. Double-click on any of these to append them to the object's formula.

Fields

Displays the list of fields in the active document. Double-click any of these to append them to the object's formula.

Formula

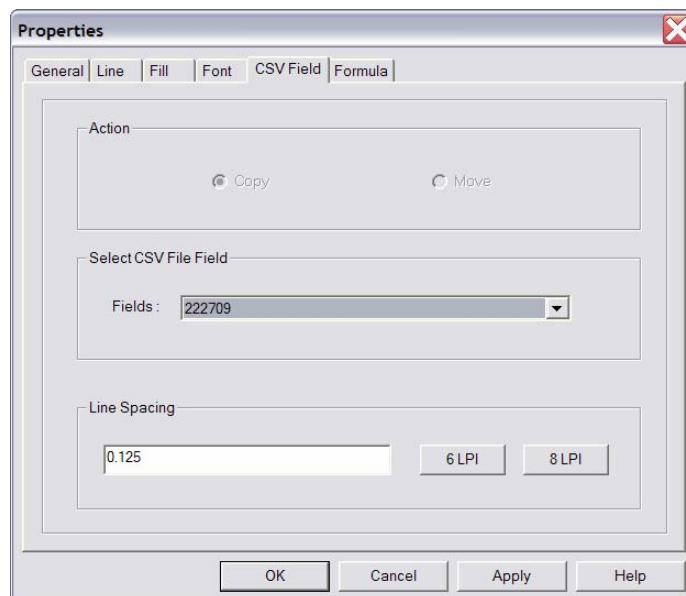
Displays the object's final formula. This formula can also be entered or edited manually by typing in the Formula edit box.

Calculation & Validation

This part of the page will only be visible if the object supports both the Calculation Formula and Validation Formula. If present, ensure the correct value is set.

CSV Field

This page contains the information related to the CSV files that have been mapped and inserted into the document.

**Action**

This section indicates how the CSV data was manipulated after being inserted. This option is only available at

insertion time and is shown here only for informational purposes.

Fields

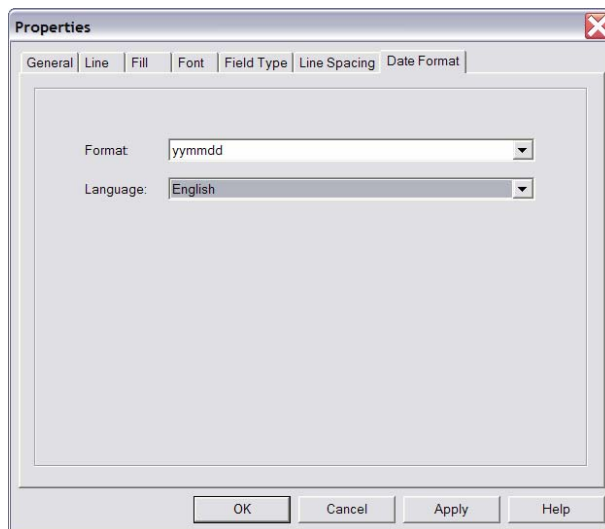
This drop-down menu lists the separated objects from the first line of the CSV file. Choose the one you wish to display.

Line Spacing

Displays the space between each line of the spool object in LPI (Line-Per-Inch) units. The two buttons (labeled 6 LPI and 8 LPI) are simply shortcut buttons used to enter the specified values automatically.

Date Format

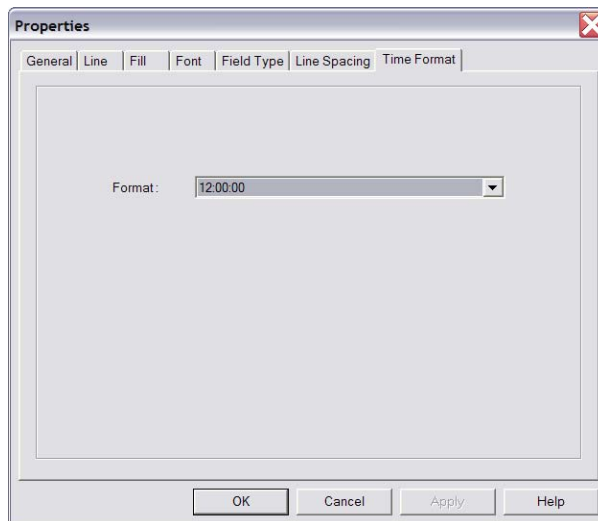
This page allows you to choose a specific date format.



Select a **Format** and **Language** from the drop-down menu and then click on **OK**.

Time Format

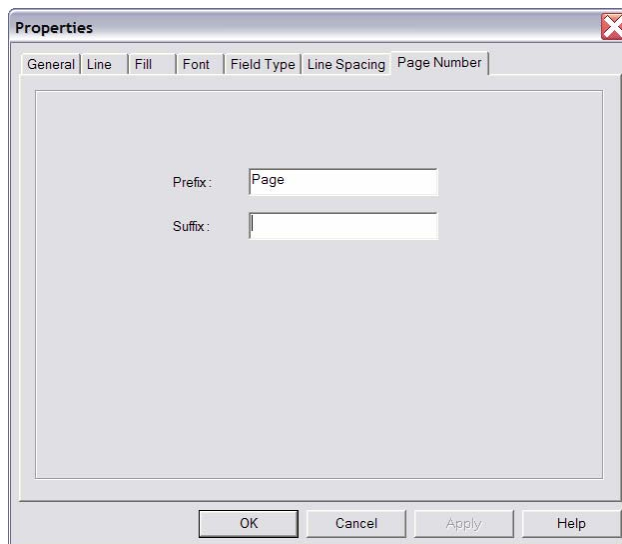
This page allows you to pick a specific time format.



Select the desired time Format and then click on OK to accept.

Page Number

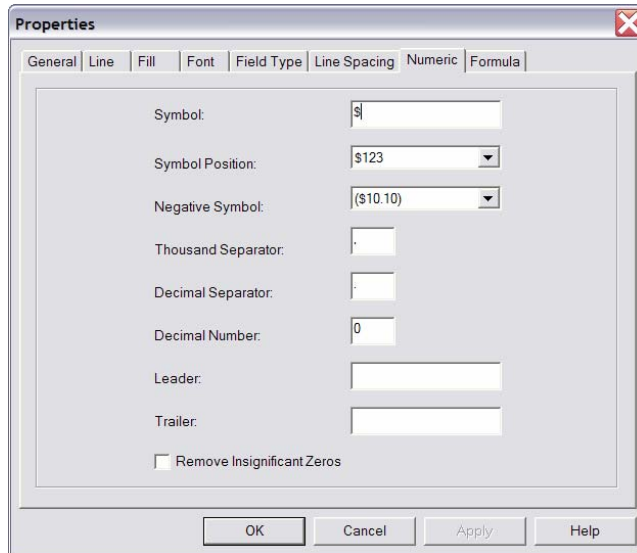
This allows you to define the look of the page number object.



Enter a Prefix and Suffix into the appropriate edit field and then click OK to accept.

Numeric

This page contains the information related to the numeric field.



The following settings are available through the numeric page:

Symbol

Defines the currency symbol to display with monetary values.

Symbol Position

Indicates where the monetary symbol should be placed in relation to the amount.

Negative Symbol

Allows you to specify where a negative symbol (if used) will be placed in relation to the amount.

Thousand Separator

Enter the character you'd like to serve as a separator for values in excess of a thousand.

Decimal Separator

Enter the character you'd like separate whole and decimal numbers.

Decimal Number

Specify the number of digits to follow the decimal separator symbol.

Leader

Enter a **Leader** string of up to 12 characters.


Trailer

Enter a **Trailer** string of up to 12 characters.

Remove Insignificant Zeros

Check this checkbox if you wish the insignificant zeros in the numbers to be removed from the monetary amounts.


Spool Text

Selecting this command or icon  inserts a spool text component into the active page. This command is only active if there is a spool file currently loaded into the active document.

The Spool Text component supports the following properties:

General Property Page, Line Property Page, Fill Property Page, Font Property Page, Spool Info Property Page, Formula Property Page


Spool Image

Selecting this command or icon  inserts a spool image component into the active page. This command is only active if there is a spool file currently loaded into the active document.

The Spool Image component supports the following properties:

General Property Page, Spool Info Property Page, Image Property Page, Formula Property Page


Spool Barcode

Selecting this command or icon  inserts a spool barcode component into the active page. This command is only active if there is a spool file currently loaded into the active document.

The Spool Barcode component supports the following properties:

General Property Page, Font Property Page, Spool Info Property Page, Barcode Property Page, Formula Property Page


CSV Spool Text

Selecting this command or icon  inserts a CSV spool text component into the active page. This command is only active if there is a CSV file currently loaded into the active document.

The CSV Spool Text component supports the following properties:

General Property Page, Line Property Page, Fill Property Page, Font Property Page, CSV Field Property Page, Formula Property Page


CSV Spool Image

Selecting this command or icon  inserts a CSV spool image component into the active page. This command is only active if there is a CSV file currently loaded into the active document.

The CSV Spool Image component supports the following properties:

General Property Page, Spool Info Property Page, Image Property Page, CSV Field Property Page, Formula Property Page


CSV Spool Barcode

Selecting this command or icon  inserts a CSV spool barcode component into the active page. This command is only active if there is a CSV file currently loaded into the active document.

The CSV Spool Barcode component supports the following properties:

General Property Page, Font Property Page, Spool Info Property Page, Barcode Property Page, CSV Field Property Page, Formula Property Page

Field

Selecting this command or icon  inserts a field component into the active page. Although the default border for this component is transparent, a virtual red border appears around the field object to indicate the bounding rectangle and assist placement.

The Field component supports the following properties:

General Property Page, Line Property Page, Fill Property Page, Font Property Page, Line Spacing Property Page, Formula Property Page

Date Field

Selecting this command inserts a date field component into the active page. Although the default border for this component is transparent, a virtual red border appears around the field object to indicate the bounding rectangle and assist placement.

The Date Field component supports the following properties:

General Property Page, Line Property Page, Fill Property Page, Font Property Page, Line Spacing Property Page, Date Format Property Page

Time Field

Selecting this command inserts a time field component into the active page. Although the default border for this component is transparent, a virtual red border appears around the field object to indicate the bounding rectangle and assist placement.

The Time Field component supports the following properties:

General Property Page, Line Property Page, Fill Property Page, Font Property Page, Line Spacing Property Page, Time Format Property Page

Page Number Field

This command inserts a page number field component into the active page. Although the default border for this component is transparent, a virtual red border appears around the field object to indicate the bounding rectangle and assist placement.

The Page Number Field component supports the following properties:

General Property Page, Line Property Page, Fill Property Page, Font Property Page, Line Spacing Property Page, Page Number Property Page

Numeric Field


This command inserts a numeric field component into the active page. Although the default border for this component is transparent, a virtual red

border appears around the field object to indicate the bounding rectangle and assist placement.

The Numeric Field component supports the following properties:

General Property Page, Line Property Page, Fill Property Page, Font Property Page, Line Spacing Property Page, Numeric Property Page, Formula Property Page


Rich Text

Choosing this command or icon  inserts a text component field into the active page. After insertion, a Rich Text component automatically goes into edit mode.

The Rich Text component supports the following properties:

General Property Page, Line Property Page, Fill Property Page, Font Property Page, Line Spacing Property Page, Formula Property Page


Image

Choosing this command or icon  inserts an external image component into the active page.

The Image component supports the following properties:

General Property Page, Image Property Page, Formula Property Page


Barcode

Use this command or icon  to insert a barcode component into the active page.

The Barcode component supports the following properties:

General Property Page, Font Property Page, Barcode Property Page, Formula Property Page


Line

Use this command or icon  to insert a line component into the active page.

The Line component supports the following properties:

General Property Page, Line Property Page, Formula Property Page


Rectangle

Selecting this command or icon  inserts a rectangle component into the active page.

The Rectangle component supports the following properties:

General Property Page, Line Property Page, Fill Property Page, Formula Property Page


Round Rectangle

Use this command or icon  to insert a round rectangle component into the active page.

The Round Rectangle component supports the following properties:

General Property Page, Line Property Page, Fill Property Page, Round Corners Property Page, Formula Property Page

Ellipse

Selecting this command or icon  inserts an ellipse component into the active page.

The Ellipse component supports the following properties:

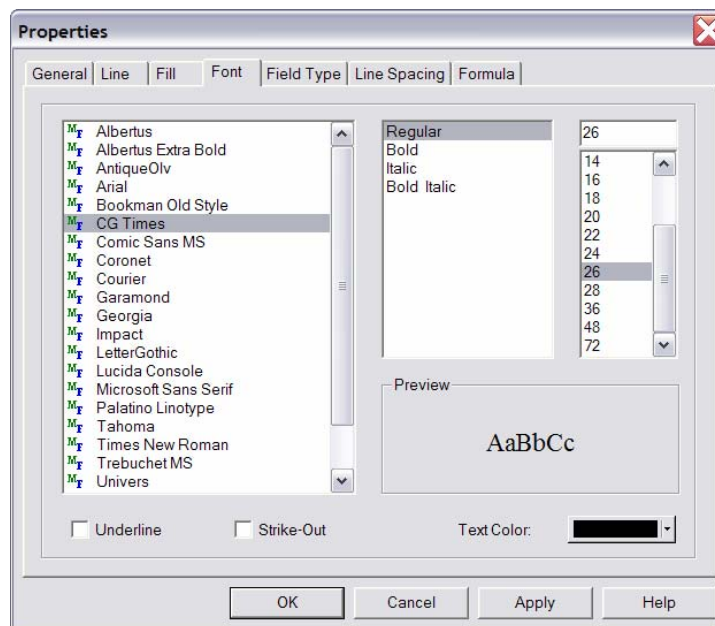
General Property Page, Line Property Page, Fill Property Page, Formula Property Page

Format Menu

The Format menu enables you to modify the look of text objects.

Font

Use this command to display and set the font attributes of the currently-selected text object(s). This command will open the component property sheet, with the Font property page tab selected, as shown below:



Justification→Left

Use this command to align the *left* edge of the currently-selected component(s).

Justification→Center Horizontally

Use this command to *center* the currently-selected component(s).

Justification→Right

Use this command to align the *right* edge of the currently-selected component(s).

Justification→Justify

Use this command to align *both* the *left* and *right* edges of the currently-selected component(s).

Justification→Top

Use this command to align the text in the currently-selected text component against the *top* border of the object.

Justification→Center Vertically

Use this command to vertically *center* the text in the currently-selected text component within the borders of the object.

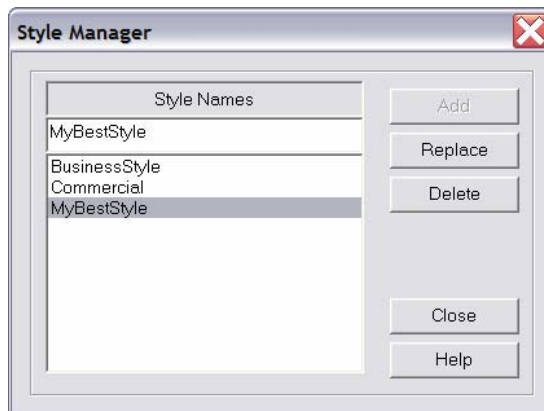
Justification→Bottom

Use this command to align the text in the currently-selected text component against the *bottom* border of the object.

Style...

Use this command to open the Style Manager dialog window.

NOTE: You must have a text object selected for the Style... command to be enabled.



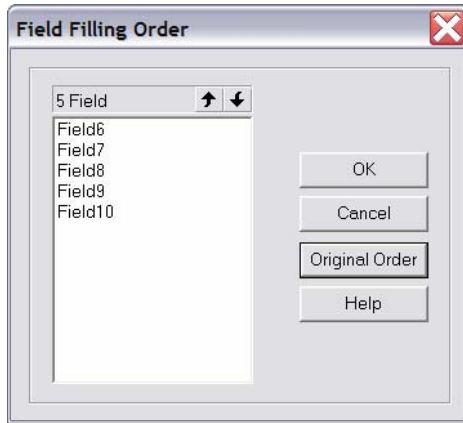
After you've modified the appearance of a text object, you can give a name to that look and save it in the style manager. This style can then be applied to other text objects to save time and ensure a consistent look.

Tools Menu

Under the **TOOLS** menu, you can further refine and optimize the components that make up your form.

Field Filling Order...

Through this dialog window, you can specify the order in which the text fields will be filled.

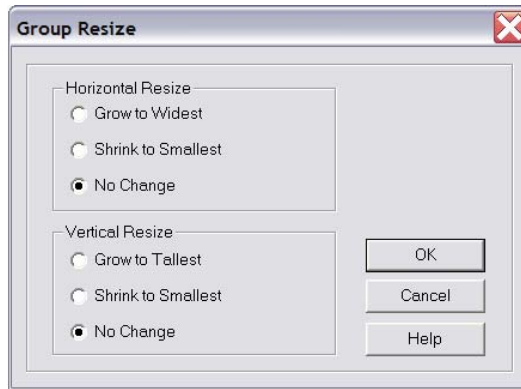


NOTE: There must be at least two fields in the document for this option to be available.

To change the order, simply select a field and then use either the up or down arrow keys to move it around the list. Click on **OK** to accept the new order, or **Cancel** to revert back to the original order.

Group Resize...


This feature allows you to resize multiple objects in a single step. Resizing can be performed horizontally, vertically or both dimensions at once.




NOTE: At least two objects must be selected for this command to be enabled.

Group Align


Align Top

Use this command or toolbar icon  to move the selected object(s) into alignment with the topmost portion of the last selected object. At least two objects must be selected for this command to be available.


Align Middle

Use this command or toolbar icon  to move the selected object(s) into horizontal alignment with the last selected object. At least two objects must be selected for this command to be available.


Align Bottom

Use this command or toolbar icon  to move the selected object(s) into alignment with the bottommost portion of the last selected object. At least two objects must be selected for this command to be available.


Align Left

Use this command or toolbar icon  to move the selected object(s) into alignment with the leftmost portion of the last selected object. At least two objects must be selected for this command to be available.

Align Center


Use this command or toolbar icon  to move the selected object(s) into vertical alignment with the last selected object. At least two objects must be selected for this command to be available.

Align Right


Use this command or toolbar icon  to move the selected object(s) into alignment with the rightmost portion of the last selected object. At least two objects must be selected for this command to be available.

Group Layout


Space Across

Use this command or toolbar icon  to equally space three or more selected objects *horizontally* on the current page.


Space Down

Use this command or toolbar icon  to equally space three or more selected objects *vertically* on the current page.


Same Width

Use this command or toolbar icon  to change the *width* of the selected components so that they match the width of the last selected object. At least two objects must be selected for this command to be available.

Same Height


Use this command or toolbar icon  to change the *height* of the selected components so that they match the width of the last selected object. At least two objects must be selected for this command to be available.

Same Size


Use this command or toolbar icon  to change the both the *height and width* of the selected components so that they match the width of the last selected object. At least two objects must be selected for this command to be available.

Group


Group Command

Use this command or toolbar icon  to group selected components into a single object. Grouped objects can easily be ungrouped later if needed. This button is only available if there is more than one selected component in the active document.


Ungroup

Use this command or toolbar icon  to ungroup the selected group component. This button is only available after you select a group in the active document.


Bring to Front

Use this command or toolbar icon  to bring the selected component(s) to the topmost layer of the object stack. You must select at least one object for this command to be available.


Send to Back

Use this command or toolbar icon  to send the selected component(s) to the bottommost layer of the object stack. You must select at least one object for this command to be available.

Bring Forward

Use this command or toolbar icon  to elevate the selected component(s) up one level in the object stack. You must select at least one object for this command to work, and it ceases to have an effect once the object has reached the top of the stack.


Send Backward

Use this command or toolbar icon  to send the selected component(s) down one level in the object stack. You must select at least one object for this command to work, and it ceases to have an effect once the object has reached the bottom of the stack.


Nudge

The Nudge command moves the selected object(s) a single pixel in the direction you specify.


Nudge Up

Use this command or toolbar icon  to move the selected component(s) *up* one pixel.


Nudge Down

Use this command or toolbar icon  to move the selected component(s) *down* one pixel.

Nudge Left


Use this command or toolbar icon  to move the selected component(s) *left* one pixel.

Nudge Right


Use this command or toolbar icon  to move the selected component(s) *right* one pixel.

Rotate


Free Rotation

Select this icon  to freely rotate the current object. Using angle snap constrains free rotation to increments of 15°.


Left 90 Degrees

Click this icon  to rotate the selected object 90° to the *left*.

Right 90 Degrees

Click this icon  to rotate the selected object 90° to the *right*.

Snap to Grid Command

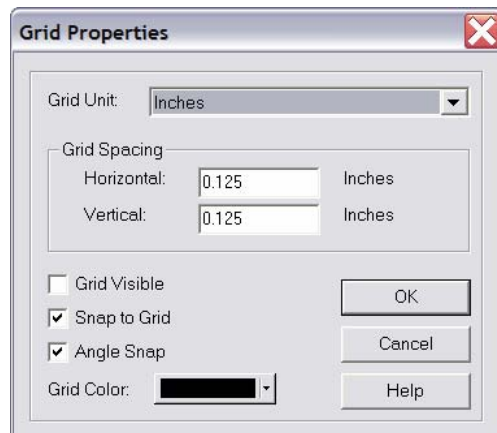
Use this command or toolbar icon  to enable or disable the Snap to Grid feature for components on the active document page. Grid settings can be customized through the Tools→Grid Properties command.

Angle Snap Command

Use this command to activate or deactivate the Angle Snap feature used when rotating objects. When enabled, objects rotate in 15° increments. Grid settings can be customized through the Tools→Grid Properties command.

Grid Properties...

Use this command to open the Grid Properties dialog. This dialog will give the ability to set the grid properties.

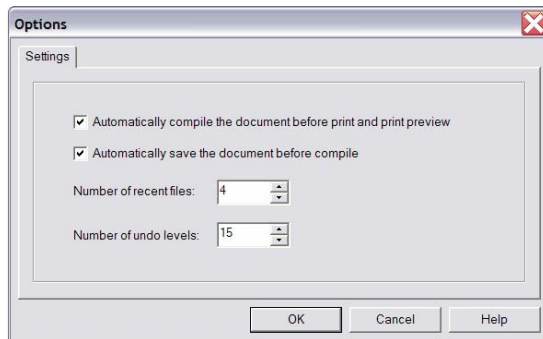


Auto Select Tools

Enable this command to automatically select all inserted or drawn objects. When off, you must manually select new objects before modifying their properties.

Options

Through this menu item you can customize how some functions of FormPort Designer behave.



In addition, you can specify whether or not FormPort Designer automatically compiles documents prior to displaying a print preview or before printing the document. You can also set how many recent files appear in the **File** menu history list (up to a maximum of 16) and set the number of undo levels (50 maximum).

NOTE: Setting excessive undo levels could impact system performance, and should always be used with caution.

Window Menu

The **Window** menu contains the items listed below:

Cascade

This command arranges multiple opened windows in an overlapped fashion.

Tile

Arranges multiple opened windows in a non-overlapped fashion.

Arrange Icons

Arrange the icons for minimized windows at the bottom of the main window. If there is an open document window at the bottom of the main window, then some or all of the icons may not be visible since they'll be underneath this document window.

Close All

Use this command to close all of the currently-open documents. If there are any unsaved changes in any of the documents, the **Save** dialog will open and prompt you to save.

Open Files List

The application displays a list of currently-open document windows at the bottom of the **Window** menu. A check mark appears in front of the document name of the active window. Select any document from this list to make it active.

Help Menu

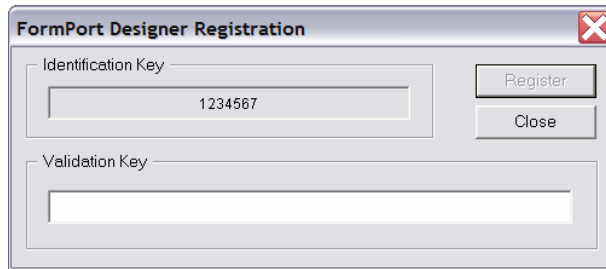
The Help menu contains links to various assistance resources.

Contents

Use this command to open the online help documentation's table of contents.

Register FormPort Designer...

This menu item launches a dialog box allowing you to register FormPort Designer.



To register the product, perform the following procedure:

1. Copy the Identification Key and Email it to register@capellatech.com with a valid return address.
2. When you receive the Validation Key, enter it into the FormPort Designer Registration dialog and click on the Register button.

FormPort Designer is now registered and ready to use without restrictions.

Technical Support

Contact information for technical support is displayed by selecting this menu item.

About

Use this command to display a window with version and copyright information.