



**AMGRAF, INC.**

**SOFTWARE TECHNOLOGY  
FOR E-BUSINESS FORMS**




**PLUS**

**MECCA™ III**  
FORMS COMPOSITION FEATURES



**E-BUSINESS FORMS  
ELECTRONIC FORMS  
FILLABLE PDF FORMS  
PAPER BUSINESS FORMS**

**Getting Started**



**OneForm™ Designer Plus**

© 2019 by Amgraf, Inc. All rights reserved.

These specifications are subject to change without notice.

OneForm and MECCA are trademarks of Amgraf, Inc.

All other brand and product names are or may be trademarks used to identify products or services of their respective owners.



**1501 Oak Street • Kansas City, MO 64108-1424**

**Phone: (816) 474-4797 • Fax: (816) 842-4477**

**E-Mail: [info@amgraf.com](mailto:info@amgraf.com) • Internet: [www.amgraf.com](http://www.amgraf.com)**

---

## TABLE OF CONTENTS

### Chapter 1: Overview and Installation

Welcome to OneForm Designer Plus E-Forms . . . . .	1
Key Features for Paper Business Form Design . . . . .	2
System Requirements . . . . .	3
About the Documentation . . . . .	3
Installing OneForm Designer Plus . . . . .	4
Software Security Device Needed . . . . .	5
Technical Support . . . . .	6
The Importance of Font Setup . . . . .	7
Setting Up Fonts in OneForm Plus . . . . .	8
OneForm Designer Plus Profile . . . . .	11

### Chapter 2: Getting Acquainted with OneForm Designer Plus

Starting OneForm . . . . .	13
OneForm's Main Window . . . . .	14
Creating a New File . . . . .	15
Basic Drawing Tools . . . . .	16
Select Cursor Controls . . . . .	17
Text Editor Tool . . . . .	17
Pop-Up Menus . . . . .	18
Saving a New File . . . . .	19
Quitting and Saving . . . . .	20
Opening a File From the Library . . . . .	21
Opening an Existing Form . . . . .	22

### Chapter 3: The Tool Bars

Tool Bars . . . . .	25
File Function Tools . . . . .	26
Creating a New Form File . . . . .	26
Opening an Existing Form File . . . . .	28
Saving and Proof Printing Your File . . . . .	29
Drawing New Components . . . . .	30
Modify Properties with the Select Cursor . . . . .	32
Select Cursor Click-Drag Controls . . . . .	32
Modify Size Options . . . . .	33
Modifying Lines . . . . .	33
Modifying Boxes . . . . .	33
Modifying the Size of Existing Logos . . . . .	33

## Table of Contents

---

Modify Tools	34
Move and Copy Tools	34
Scale and Rotate Tools	36
Accuracy Controls and Undo	37
Cut and Paste	38
Zoom Options	38
The Text Tools	39
Set Text Properties	39
Text Attributes Readout	41
Check Spelling	41
Text Editor Selector	42
Set Properties Tools	43
Set Line Properties Dialog Box	43
Set Box Properties Dialog Box	44
Electronic Field and Form Tools	46
<b>Chapter 4: Tutorial - Drawing A New Form</b>	
The Sample Form	47
Setup New Drawing Properties	48
Turn On Grid	49
Draw Foundation Ruling First	49
Set Line and Box Properties	50
Draw Boxes and Lines	51
Drawing Multiple Lines	52
Place Top Text	53
Modify Lines with Select Cursor	53
Modifying Text Properties	54
Place Text in Boxes	55
Add a Logo	56
Add Electronic Fill Fields	57
Applying Field Properties	60
E-Form Preferences Tool	64
Setting Tab Order	64
The Generate E-Form Option	65
Using the Electronic Form	66
<b>Chapter 5: Testing Installation for HTML E-Forms</b>	
Open the Accounting Form	67
Generate the Electronic Form	68
Using the Electronic Form	69
Printing the HTML E-Form	70

---

## **CHAPTER 1**

### **Overview and Installation**

#### **Welcome to OneForm Designer Plus E-Forms**

Amgraf's OneForm Designer Plus software is a complete designer package for electronic forms. A single design file can be published to multiple media formats as needed. It has both HTML and PDF e-form capabilities, PLUS the addition of Amgraf's MECCA III Business Forms Composition and Prepress Software for the accurate design and output of conventional paper forms.

Paper business forms, especially internal forms, are prime candidates for replacement with electronic forms. Using Amgraf's OneForm Designer Plus, paper forms can quickly be converted to e-forms with the following benefits:

- The look and feel of the paper form is preserved. This reduces design and training costs, and allows users to gracefully migrate to electronic forms as needed.
- OneForm e-forms are compatible with all Microsoft Windows PC's, and work great with Microsoft's Internet Explorer Browsers.
- Existing form designs can be imported from almost any desktop publishing or forms drawing system using our PDF import.
- E-Forms can be linked together, connected to databases, e-mailed, and electronically signed and secured.
- When needed, a paper form can be printed on-demand.
- No filler software license fees are ever required to use the electronic forms created with Amgraf's OneForm Designer Plus.

OneForm Designer Plus (OFDP) is a complete e-forms authoring tool, with features for the most demanding workflow projects. Because no filler software licenses are needed, OneForm is also the most affordable solution for enterprise-wide electronic forms deployment.

Electronic forms are generated as HTML pages with JavaScript coding for intelligence. Also, intelligent PDF e-forms can be saved directly from OneForm by using the optional PDF Forms Generator Module.

Software to simplify the online hosting of e-forms is also included with OneForm Designer Plus. Internet server control scripts are automatically generated for the rapid deployment of database-connected HTML and PDF forms. The highly efficient Common Gateway Interface (CGI) scripts are compatible with Microsoft and Unix web servers, and support most relational databases including those from Microsoft, Oracle, and MySQL.

Server script generation is very easy. The E-Form Server Preferences panel is used to quickly specify all of the server CGI scripts necessary to manage databases; open, save, and e-mail e-forms; find and list saved e-forms; and to perform XML data exchanges.

## **Key Features for Paper Business Forms Design**

Compose business forms with confidence. OneForm Designer Plus provides the paper forms professional with all of the necessary layout and make-up functions to compose multi-color/multi-part business forms in either Spot Color or Process Color. Powerful drawing tools, along with a comprehensive library of templates, fonts, borders, and pantographs, enable the efficient creation of high quality cut-sheet, continuous, unit set, mailer, and other business forms.

- **Import Pre-Designed Business Forms.** The following formats can be imported: Encapsulated PostScript (.eps), PostScript (.ps), Portable Document Format (.pdf), and MECCA Graphics (.g).
- **Forms Design Tools.** Not only do you have the standard Draw Line, Draw Box, Place Text, Resize, Move, and Copy, you also have the extensive set of business form drawing features found on MECCA III Systems such as Scale, Rotate, Hold Position, and Step-and-Repeat, just to name a few.
- **Flat, Graduated, and Radial Screens.** Screens can be placed within boxes or any shape. They are controlled from 0% to 100% in 1% increments, while the screen lineage can be as coarse as 20 lines per inch or as fine as 150 lines per inch. The operator can choose either a flat screen, a graduated directional screen, or a graduation radiating from a specified center point.
- **Snap-to-Grid Background Reference.** Business forms can be accurately designed using the Snap-to-Grid and Window Zoom features. A grid of printable reference lines can be displayed on the screen to force alignment of items in the form. The operator can define the horizontal and vertical spacing of the points. Business forms with exact typewriter or computer-printer spacing in tenths and sixths are easily and accurately created with this feature.
- **Borders and Pantographs.** A wide variety of borders, pantographs, and blockouts can be merged from the 120+ stock library included with the package.
- **Color Separations and Layers.** Thirty-two layers (overlays) are supported for color separation and multiple-part forms. Text and rules can be assigned to a particular layer, and the operator can choose to display or hide individual layers or parts on the screen, as well as during printing. The Output Specification panel makes it simple to image up to 32 color separations in perfect registration on any PostScript device.
- **Barcodes.** OneForm Designer Plus includes software and fonts for barcodes: Postal Zip and FIM Codes, Code 39, Interleaved 2 of 5, Code 128, Codabar, UPC-A, UPC-E, and EAN-13 to name a few.

## **System Requirements**

System requirements to install OneForm Designer Plus is a Core i3 class CPU with a minimum of 4GB of RAM, SVGA Display, and an available USB port. Running *Microsoft Windows 7 or Windows 10*. It is also necessary to have a web browser, such as *Microsoft Internet Explorer*, installed prior to installing OneForm Designer Plus.

The complete installation of OneForm Designer Plus takes up approximately 400 MB of hard disk space.

If using OTF fonts with our optional typesetting features, *Adobe Type Basics OpenType Edition* is required.

PDF E-Forms require Adobe Acrobat Professional Edition V9.0 or higher.

## **About the Documentation**

OneForm Designer Plus comes with six manuals in PDF format, expanding on the two printed booklets. These files are located in the *OneFormPlusDoc* directory.

**Getting Started** covers the software installation, basic tools, and system requirements.

**Business Forms Composition and Typeset Output** is designed to give you all of the details concerning the menus controlling illustrating and drawing of business forms. It includes several tutorials and complete details of usage for all drawing tools and menus.

**Creating Electronic Forms** covers the basic steps for creating electronic HTML forms and what is needed for generating HTML forms. It includes tutorials for creating e-form fields with complete details on the associating data tables and necessary CGI scripts.

**Server Setup** explains how to setup an e-forms local internet server for testing.

**Business Forms Catalog** describes the library of 100+ pre-designed electronic business forms provided with the OneForm Designer Plus software. These forms are indexed in 37 categories. They can be copied, opened, modified, and customized to create new forms.

## **Installing OneForm Designer Plus**

Installing OneForm Designer Plus is very simple. It creates a directory called **\Amgraf\OneForm** under **C:\Program Files(x86)** unless told otherwise.

### **Installing on your Windows System**

- Start Windows as an Administrator.
- Insert the disk into the DVD drive.
- Click the **Install** button on the dialog and follow the instructions in the dialog boxes.

When finished, also install the software for the Software Security Device WIBU-KEY. This is done by locating the file named "WkRuntime.exe" on the disk and installing the WibuKey application. Please see the separate *WibuKey Software Installation Guide*.



## Software Security Device Needed

After installing OneForm Designer Plus, you must plug in the software security device into a USB port. This device is needed to open the OneForm Designer Plus software. The security device driver and software is supplied with the OneForm Designer Plus software.

The security device (WIBU-KEY) will need the following setting adjusted after installation. Do the following:

1. Select Start, Settings, Control Panel
2. Select the WIBU-KEY option in Control Panel.
3. Select the Network Tab in the settings dialog.
4. Make sure in the WIBU-KEY Subsystems section that the Local (Kernel) is the only item checked. See Figure 1-1.

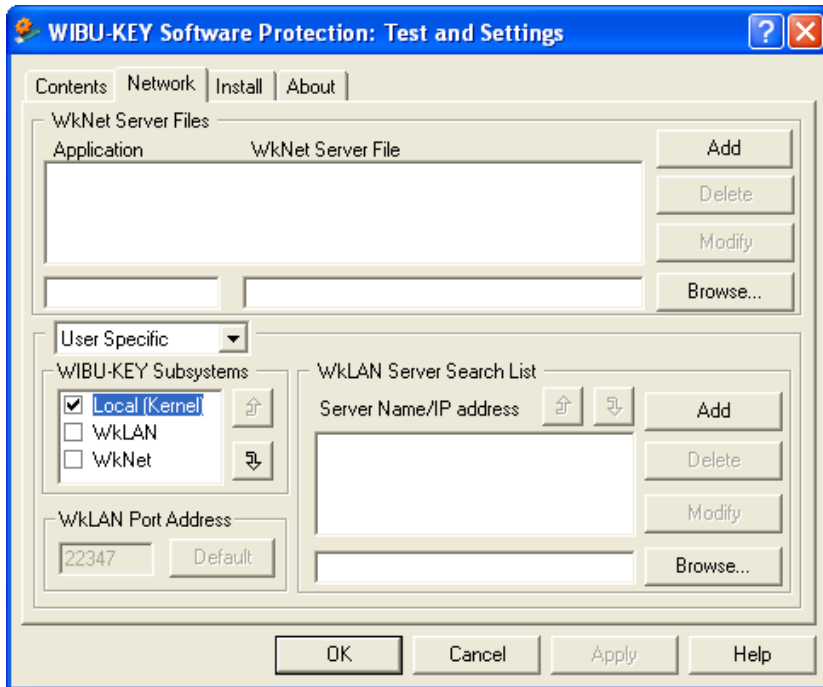


Figure 1-1: Set the Security Device to "Local (Kernel)"

## **Technical Support**

Amgraf provides technical support for registered users. Just call Amgraf Technical Support at 816-474-4797 for assistance. For the most efficient response, please have the following information on hand and be at your computer when you call:

- **OneForm Version Number.** This can be found in OneForm's About.
- **Monitor Type and Resolution.** This can be found in Window's Settings, Control Panel, Display, Settings.
- **Amount of RAM.** This can be found in Windows, My Computer, Properties. You get to it by clicking the right-mouse button.

You may also contact Amgraf support by e-mail at **support@amgraf.com**.

## **The Importance of Font Setup**

OFDP is compatible with two types of fonts, OpenType and TrueType. Understanding fonts can help you determine what type of font to use.

OneForm's font default is TrueType Arial.

The fonts must be installed into Windows before OneForm Designer Plus can find them. Use the standard Windows method found under Control Panel, Fonts to install the fonts.

Once the fonts have been installed, they will appear in the OneForm Designer Plus Font Setup list for their respective type: OTF or TrueType.

If you need more information, the basic concepts that are important for setting up and using fonts follow:

- **Installing the Fonts on Windows**
- **Font Mnemonics Need to be Established**
- **Setting Up Fonts in OneForm Designer Plus**
- **Barcode Fonts Supplied with OneForm Designer Plus**
- **Winfonts1.ini File**
- **Matching MECCA System Fonts to OneForm Designer Plus**

## **Installing the Fonts on a Windows**

1. Start, Control Panel, Fonts.
2. The *Install New Fonts* option is found under the *File* menu.
3. Choose Browse and locate the directory source of the new fonts.
4. Select all of the fonts from the Source list.
5. Check on the option "copy fonts to Font folder".
6. Click [OK] to start the install font process.

### Font Mnemonics Need to be Established

OFDP requires that you assign a unique font mnemonic (2 to 15 characters) for each font that will be used, so decide what you are going to use as font mnemonics. The OneForm software recognizes fonts by their assigned mnemonic and not by their Font Name. OneForm Designer also has a requirement that one of the fonts be assigned a *ge* font mnemonic. It is reserved for one of the following: TrueType Arial or OTF Helvetica.

OTF fonts are always read first by the software, then Truetype. This causes the OTF to be used when font mnemonics are the same for both OTF and TrueType. This can be avoided completely by making sure that the font mnemonics are not duplicated. For example, you could name the OTF (ti) and the TrueType New Times Roman (titt).

### Setting Up Fonts In OneForm Plus

The OneForm Font Setup option updates the Text Tool's font selection list and insures an accurate font display and output. Within File, Font Setup, there are two setup options: OTF Font Setup and TrueType Font Setup. If you plan on using both font types, setup both.

Let's look at the TrueType Font Setup. The following dialog will appear listing all TrueType fonts available. Sorting by Font Mnemonic will bring all fonts without a mnemonic to the top of the list. Those you want to use will need to have unique font mnemonics assigned.

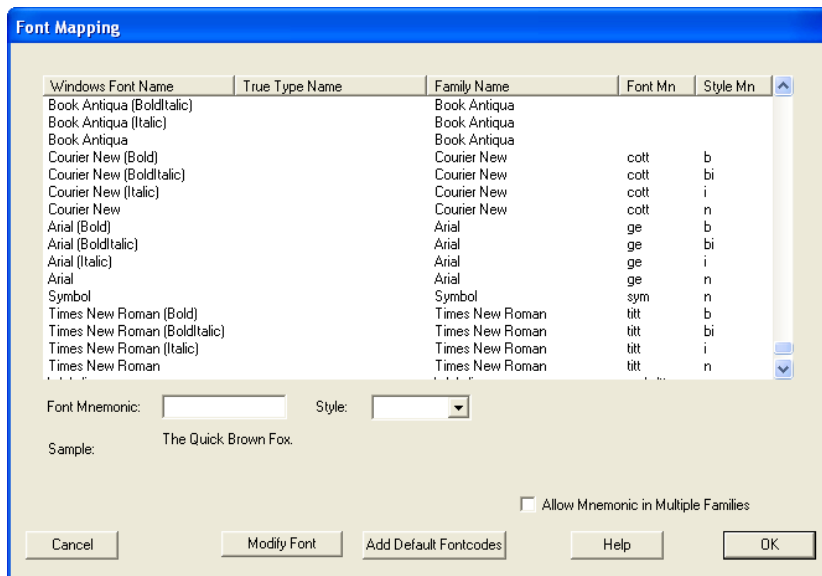


Figure 1-2: Font Setup Dialog Box

Do this by highlighting the font and filling in a font mnemonic and style choice. You will see it update as you select [Modify Font]. Fonts are seen as families. The program will try to locate all associated styles within the family and assign the proper style mnemonics. It will not let you reference fonts it sees as different families with the same font mnemonic, without checking *Allow Mnemonic with Multiple Families* first.

Click on [OK] to save the changes. You must Exit out of OneForm Designer Plus and restart for it to see the newly setup fonts.

Selecting [Add Default Fontcodes] will assign mnemonics to all fonts known using Amgraf's defaults.

The Font Mapping dialogs update a configuration file: **winfonts1.ini**.

**Note 1:** For True Type fonts to be seen in the Text Tool's font list, the Fonts Setup, *Allow True Type Fonts* option must be checked. Also, you must Exit out of OneForm Designer Plus and restart for it to see any newly setup fonts in the Text Tool's list.

**Note 2:** If a True Type Font is given the same mnemonic as a OTF Font, the OTF will be used instead. It is best not to use duplicates.

### **Barcode Fonts Supplied with OneForm Designer Plus**

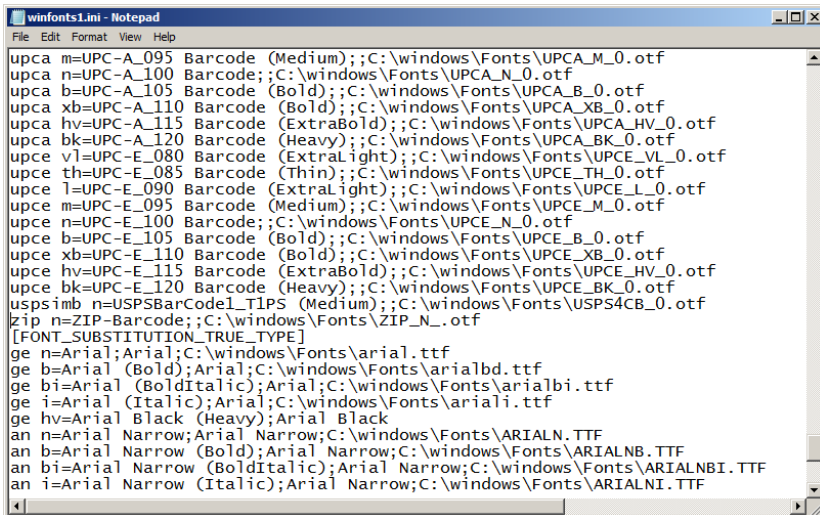
The Draw Barcode option requires installation of the Amgraf Barcode OTF Font Library. They can be found in the OneForm directory under *BarcodePS*. These fonts must be installed as any other. The font mnemonics must be assigned automatically by choosing [Add Default Fontcodes] during OneForm's Font Setup.

### **Winfonts1.ini File**

The **winfonts1.ini** file is an important configuration file that contains all of the fonts that have been setup through the OneForm Designer Plus Font Setup. If you are having a font issue, this would be one of the places to look. You can get to this file through the menu *Options, Program Options, Direct Edit Config Files, Edit Winfonts1.ini*. This will take you to the folder holding the winfonts1.ini file.

When selecting a Font, the software looks at the winfonts1.ini file, searches for the mnemonic and then displays the first font with that mnemonic. OTF Fonts are always displayed at the top of the file. This implies that if you have two fonts with the same mnemonic, one OTF and one TrueType, the OTF font will always be used. To avoid this altogether, do not use duplicate mnemonics.

Winfonts1.ini is an ASCII file. The OTF font string is different than TrueType. OTF begins with the mnemonic first. This is generally 2-5 characters. It is followed by the Font style. For example "n" would represent normal while "b" would be bold. The Font family and name are next, followed by the location of where the font's file resides on your system.



```
winfonts1.ini - Notepad
File Edit Format View Help
upca m=UPC-A_095 Barcode (Medium);;C:\windows\Fonts\UPCA_M_0.otf
upca n=UPC-A_100 Barcode;;C:\windows\Fonts\UPCA_N_0.otf
upca b=UPC-A_105 Barcode (Bold);;C:\windows\Fonts\UPCA_B_0.otf
upca xb=UPC-A_110 Barcode (Bold);;C:\windows\Fonts\UPCA_XB_0.otf
upca hv=UPC-A_115 Barcode (ExtraBold);;C:\windows\Fonts\UPCA_HV_0.otf
upca bk=UPC-A_120 Barcode (Heavy);;C:\windows\Fonts\UPCA_BK_0.otf
upce vl=UPC-E_080 Barcode (ExtraLight);;C:\windows\Fonts\UPCE_VL_0.otf
upce th=UPC-E_085 Barcode (Thin);;C:\windows\Fonts\UPCE_TH_0.otf
upce l=UPC-E_090 Barcode (ExtraLight);;C:\windows\Fonts\UPCE_L_0.otf
upce m=UPC-E_095 Barcode (Medium);;C:\windows\Fonts\UPCE_M_0.otf
upce n=UPC-E_100 Barcode;;C:\windows\Fonts\UPCE_N_0.otf
upce b=UPC-E_105 Barcode (Bold);;C:\windows\Fonts\UPCE_B_0.otf
upce xb=UPC-E_110 Barcode (Bold);;C:\windows\Fonts\UPCE_XB_0.otf
upce hv=UPC-E_115 Barcode (ExtraBold);;C:\windows\Fonts\UPCE_HV_0.otf
upce bk=UPC-E_120 Barcode (Heavy);;C:\windows\Fonts\UPCE_BK_0.otf
uspsmb n=USPSBarcode1_TIPS (Medium);;C:\windows\Fonts\USPS4CB_0.otf
zip n=ZIP-Barcode;;C:\windows\Fonts\ZIP_N_.otf
[FONT_SUBSTITUTION_TRUE_TYPE]
ge n=Arial;Arial;C:\windows\Fonts\arial.ttf
ge b=Arial (Bold);Arial;C:\windows\Fonts\arialbd.ttf
ge bi=Arial (BoldItalic);Arial;C:\windows\Fonts\arialbi.ttf
ge i=Arial (Italic);Arial;C:\windows\Fonts\ariali.ttf
ge hv=Arial Black (Heavy);Arial Black
an n=Arial Narrow;Arial Narrow;C:\windows\Fonts\ARIALN.TTF
an b=Arial Narrow (Bold);Arial Narrow;C:\windows\Fonts\ARIALNB.TTF
an bi=Arial Narrow (BoldItalic);Arial Narrow;C:\windows\Fonts\ARIALNBI.TTF
an i=Arial Narrow (Italic);Arial Narrow;C:\windows\Fonts\ARIALNI.TTF
```

Figure 1-3: Example of the "winfonts1.ini" File

TrueType is different. It lists the Font name and then the family and makes no reference to the location of the font.

### Matching MECCA System Fonts to OneForm Designer Plus Fonts

It is necessary to convert the MECCA System *laser.sub* font list to insure the font mnemonic/style selections for fonts are the same on OneForm Designer Plus as are on the MECCA Systems. A mismatch can cause fonts not to be found on OneForm Designer Plus when loading in existing MECCA graphic files.

1. Install Fonts into Windows.
2. Locate the existing MECCA System *laser.sub* file. It is in the \usr\mecca\Fonts\Fontinfo directory.) Copy the **laser.sub** file to the Windows computer and place in the \OneForm\Fonts\Fontinfo directory.
3. Start up OneForm Designer Plus and access **Font Setup** option under the File menu. Choose **OTF Font Setup**. This dialog will list all fonts which are seen. For those fonts which have already been mapped to the winfonts1.ini, the font mnemonics and styles will be shown.
4. Go to the section for "MECCA III Fonts Only" and click [**Merge**]. **Now locate the laser.sub file which you copied to the fontinfo directory. This will assign the font mnemonic/style to the new fonts listed in the font setup menu instead of you having to physically choose each one.**
5. [**Okay**] the Font Setup. This will update the winfonts1.ini file with the same font mnemonics as are on the MECCA Systems for a smooth transition. Exit out of OneForm Designer Plus and restart.

## OneForm Designer Plus Profile

The OFDP Set OneForm Profile designates menu settings according to the type of forms needed: E-Forms and Portal Forms are the most common. These profile selections are found under the Options, Program Options menu and defaults to E-Forms.

When Portal Forms is selected, dialogs appear for managing the forms

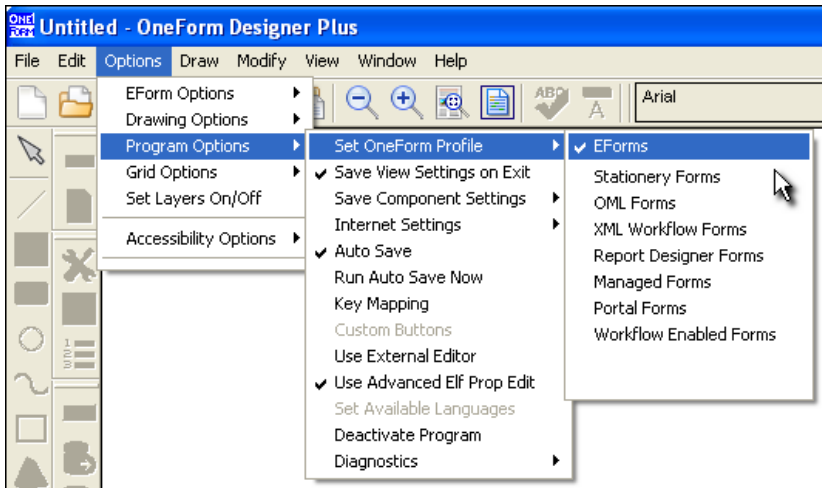


Figure 1-4: E-Forms is the Default

**Note:** If changing your profile, OneForm must be exited and restarted for the change to be applied.

### Other Profiles

*Stationery Forms:* The OFDP Stationery Option uses this profile.

*OML Forms:* The free OneForm Manager Light Option uses this profile.

*XML Workflow* and *Report Designer* are custom features.

*Managed Forms*, *Portal Forms*, and *Workflow Enabled* are options that control the OFDP Forms Portal.





---

## CHAPTER 2

### Getting Acquainted with OneForm Designer Plus

#### Starting OneForm

After you have installed OneForm, you'll see the OneForm program listed under Programs: **OneForm Designer Plus**.



Figure 2-1: Go to Start, Programs, OneForm

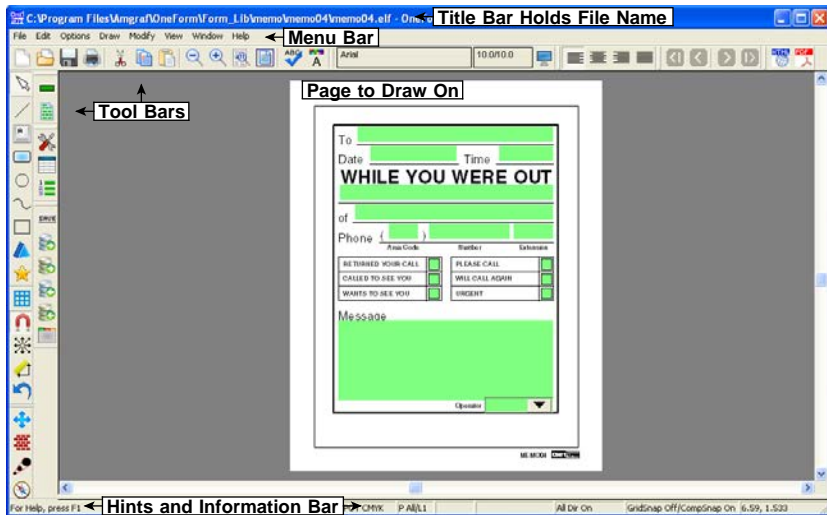
Open OneForm Designer Plus by clicking the Start button and then pointing to Programs and clicking **OneForm Designer Plus**. When OneForm Designer Plus loads, it is ready for you to create a new file or open an existing file.

## **OneForm's Main Window**

OneForm's main window is similar to most other Windows applications.

Take a few minutes to acquaint yourself with OneForm's main window and the many features it has to offer.

- Title Bar**                      Displays the software and project name.
- Menu Bar**                    Holds drop-down menus that offer additional options not found on the Tool Bar.
- Tool Bar**                     Contains buttons that easily access tools and options.
- Hint Bar**                     Prompts the user what to do. It also displays the Cursor Location, Line Direction Lock, Grid and Component Snap, and Part Number and Layer Displayed.



**Figure 2-2: OneForm Designer Plus Has Many Form Design Tools**

## Creating a New File

OneForm Designer Plus by default creates (.elf) electronic form files that can hold field components. You may also create graphic drawing files that have no fields. The following file extensions are recognized:

- .g – OFDP Graphic Drawing Files for Printing
- .elf – OFDP Electronic Form Files

Start out by selecting the **[New File]** tool and setting up the drawing properties.

The screenshot shows the 'New Drawing Setup' dialog box. It has a blue title bar with the text 'New Drawing Setup'. The main area is light beige and contains several input fields and buttons. The fields are: 'File Name' with the text 'untitled.elf', 'Date Initialized' with the text '02/27/2011 16:30:31', 'Operator ID' which is empty, 'Job Number' with the text '0', 'Form Width' with the text '8.5i', 'Form Depth' with the text '11i', 'Form X Origin' with the text '0i', 'Form Y Origin' with the text '0i', 'Color Model' with a dropdown menu showing 'Process Color', and 'Comments' with the text 'New Drawing'. There are three buttons: 'Okay' in the top right, 'Cancel' in the middle right, and 'Set Layer Colors' in the bottom right. There is also a 'Units' dropdown menu in the middle right showing 'Inches'.

Figure 2-3: Use the [New File] Tool

The file will be named "untitled.elf" unless you rename it here, or use the Save As menu later. When you type in a new name, use an extension.

**File Naming Conventions:** The file name is very important to the whole process. It is used as the basename for any other files generated. The convention needed for OFDP e-forms is an alpha/numeric name with no spaces or punctuation. Also, the file name should be at least 3 characters, start with an alpha character, and use the extension of .elf (for electronic form).

If you are creating files just for printing, you can use any amount of alpha/numeric characters and end with the extension of .g (for graphics art).

**[Okay]** your settings. This will display a blank page on your screen. You are now ready to draw lines, text, boxes, and fields onto the page.

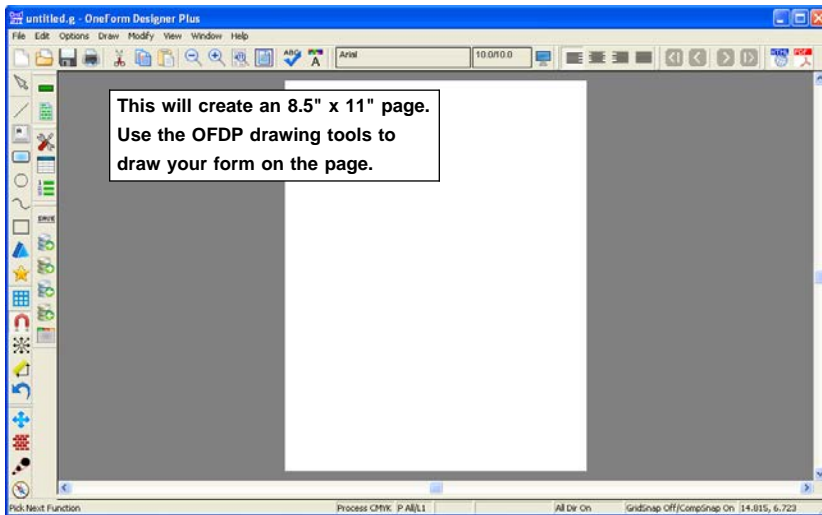


Figure 2-4: A Page is Created to Work On

## Basic Drawing Tools

The drawing tools are easy to work with. For lines, simply choose Draw Line and make two individual picks; the start and end of the line. Boxes and Rectangles need two diagonal corners. Interactive Text just needs a pick for the position and you are ready to start typing. To quit out of text input, toggle off the Text Input tool or click your right mouse button to display a Pop-up menu and select Done.

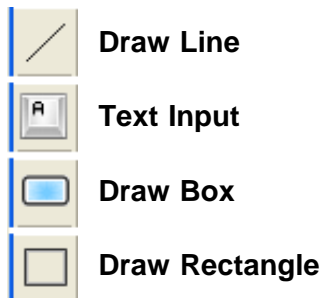


Figure 2-5: Tools for Creating Lines, Text, Boxes and Rectangles

Other drawing tools on the vertical Tool Bar include: Draw Circle, Draw Spline, Draw Area, and Add Logo.

## Select Cursor Controls



**Figure 2-6: Select Cursor is Used to Modify Components**

Clicking on a component with the Select Cursor will initiate the Click-Drag feature. Once a component is selected, the keyboard arrows nudge the component. The amount can be controlled by inputting a value.

### Box/Field

Handle Click/Drag -> Move  
 Inside Click/Drag -> Move  
 Shift Click/Drag -> X/Y Constraint  
 Ctrl Click/Drag -> Handle for Resize  
 Ctrl-Alt Click/Drag -> Copy

### Vector (Line)

Click/Drag -> Move  
 EndPoint Click/Drag -> Resize Line  
 EndPoint Shift Click/Drag ->  
     Move Endpoint  
 Shift Click/Drag -> X/Y Constraint  
 Ctrl-Alt Click/Drag -> Copy

### Text

Handle Click/Drag -> Move  
 Inside Click/Drag -> Move  
 Shift Click/Drag -> X/Y Constraint  
 Ctrl-Alt Click/Drag -> Copy  
 Dbl Click -> Edit

### Raster (Logo)

Handle Click/Drag -> Move  
 Inside Click/Drag -> Move  
 Shift Click/Drag -> X/Y Constraint  
 Ctrl Click/Drag -> Handle for Resize  
 Ctrl-Alt Click/Drag -> Copy

## Text Editor Tool

There are two methods for inputting text: Interactive or Text Editor. When the Text Editor is off, the Interactive mode is in effect. The Text Editor can be turned on and off by toggling the Text Editor tool.



**Figure 2-7: On the Top Tool Bar is the Text Editor Selector**

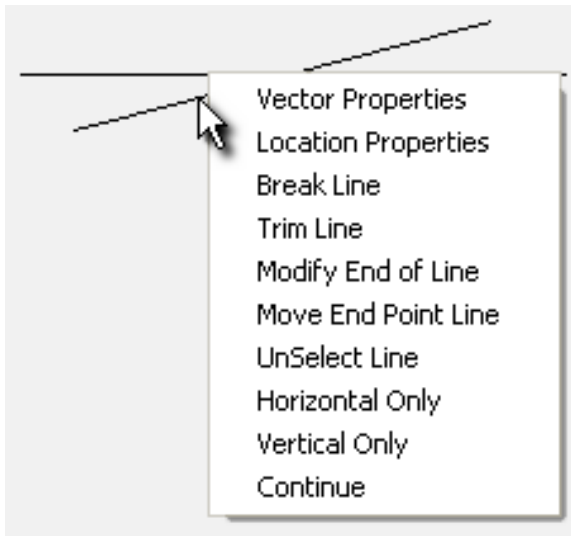
When using the Text Editor, you simply choose the Text tool and pick the position in which you wish to place text. As long as you have the Text Editor turned on, NotePad will appear each time you begin placing text and each time you edit.

## Pop-Up Menu

Pop-up menus contain a wide variety of options specific to the current component or tool chosen. The pop-ups can be accessed by a right mouse click.

The Pop-up menu holds many options that aid in modifying properties or positioning the component.

The following pop-up menu is associated with Lines. Use the Select Cursor tool to pick an existing line. Then, right-mouse to access the pop-up options.

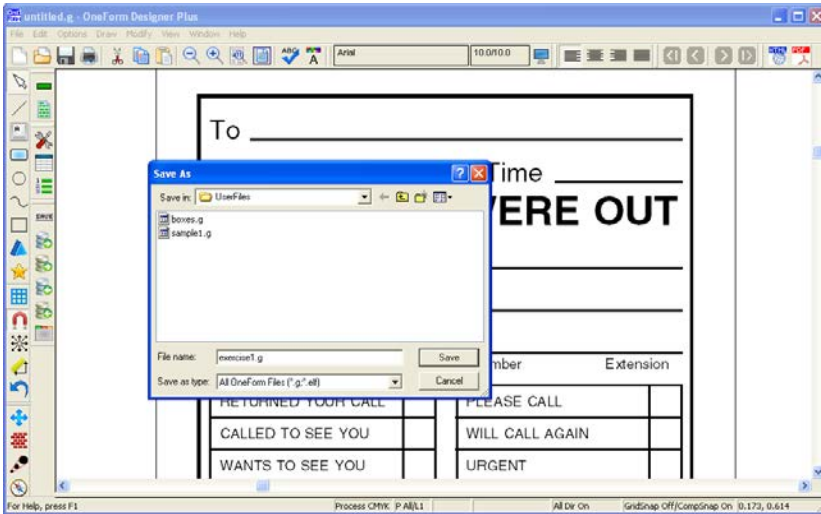


**Figure 2-8: Pop-Up Menus Hold Many Varying Options**

Each component's pop-up menu (along with associated Hot Keys) are discussed within the *Business Forms Composition* manual.

## **Saving a New File**

Using the [Save] tool brings up the standard Windows dialog box if the file has not previously been given a name. Afterwards, it will simply save the file and overwrite with the current version.



**Figure 2-9: Use the [Save] Tool**

### **Quitting and Saving**

You can close OneForm Designer Plus in one of three ways. If you have forgotten to save any changes before quitting, the program will respond with a "save changes" message.

- Choose the Exit command in the File Menu.
- Click on the Close Button.

You can also Save Files in one of three ways:

- Choose the Save or Save As command in the File Menu.
- Click the Save Button on the Tool Bar.
- Use the power key [Ctrl]-[S].

### **OneForm's Auto Save**

As you work, there is an Auto Save that saves changes automatically to a temporary file. If your software should shutdown while working on a OneForm project, this file will be available.

Immediately after, when either **New** or **Open** is chosen, you will be asked if you want to keep the auto saved file. Say "Yes" and look it over after loading, then use "Save As" and resave using the original file name and continue working.

### **OneForm's Drawing Backup**

There is also a drawing backup folder where files get saved when closing the software. These files can be located by going to *Options, Program Options, Explore Drawing Backup Folder* menu.

If you see a file you need, copy it to your desktop. Rename it and take off the GUID number before opening.



## **Opening a File From the Library**

There is an extensive library of forms ready for you to use. They can be customized for your particular needs. See the *Business Forms Catalog* for examples of each form.

OneForm's library is located in the folder **Amgraf/OneForm/Forms\_Lib** within C:/Program Files(x86). It contains a wide variety of forms in many categories. Notice that each form is in its own folder. This is necessary for containing the files created when generating an electronic form.

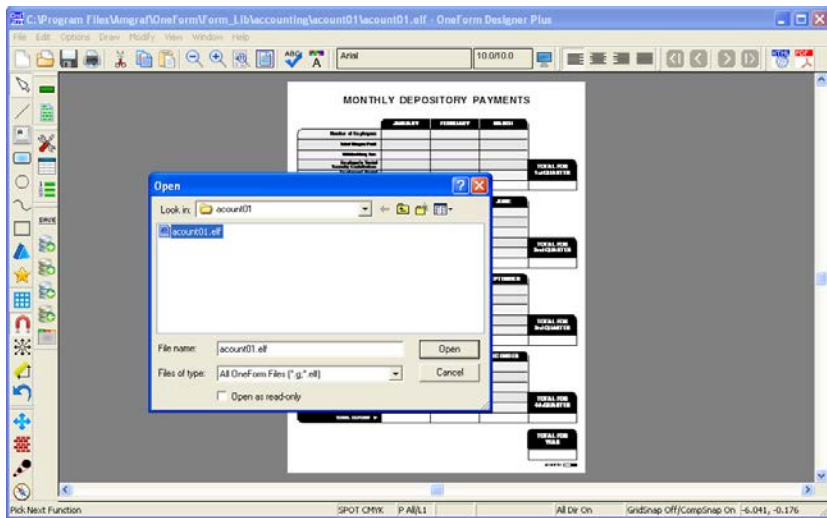
You will not be able to save over these files, so use SAVE AS to save into another location such as My Documents.

- Accounting
- Automotive
- Bill of Lading
- Bill of Sale
- Change Order
- Collections
- Credit
- Delivery
- Employee
- Estimate
- Expense
- Fax
- Inventory
- Invoice
- Medical
- Memo
- Order
- Packing
- Payroll
- Promissory
- Proposal
- Purchase
- Quotation
- Real Estate
- Receipt
- Receiving
- Reply
- Requisition
- Restaurant
- Service
- Shipping
- Signature
- Statement
- Stock
- Transmittal
- Travel
- Work Order

## **Opening an Existing Form**

Select the Open File Folder Tool to open an existing form. The Open File dialog box takes you to the last directory you were in. The form library is located in the OneForm/Forms\_Lib directory (below is the full path). The first directory in the form library is the Accounting category.

To open an existing accounting form double-click the accounting directory, this will take you into it, and you will see eight additional folders, one for each form designed for accounting. Double-click on *account01* and select the *account01.elf* and Open.



**Figure 2-10: The Forms Library Contains a Wide Variety of Forms**

Below is the full path of the Accounting Form directory:

**C:\Program Files(x86)\Amgraf\OneForm\Forms\_Lib\accounting\account01**

Opening an existing form will place you in the main drawing window ready to make any changes necessary.

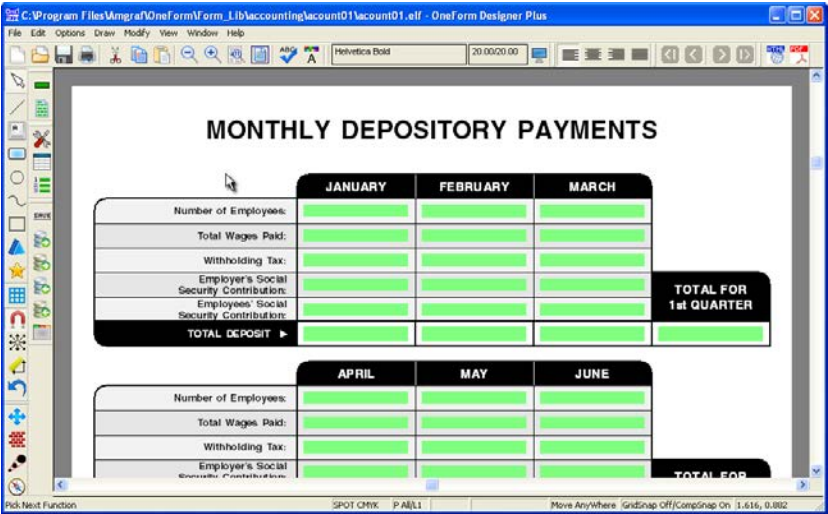


Figure 2-11: The Accounting Form



---

## CHAPTER 3

### The Tool Bars

The OneForm Designer Plus tools help you perform common tasks quickly. Each of them also have right-mouse pop-up menu options available. The basics of the tools are described in the following usage groupings:

- **File Function Tools**
- **Basics for Drawing New Components**
- **Basics for Modifying Existing Components**
- **Select Cursor Controls**
- **Move, Copy, Scale, Rotate**
- **Accuracy Controls and Undo**
- **Cut and Paste Tools**
- **Zooming Tools**
- **Using the Text Tools**
- **Setting Properties Before Drawing**
- **Electronic Field and Form Tools**

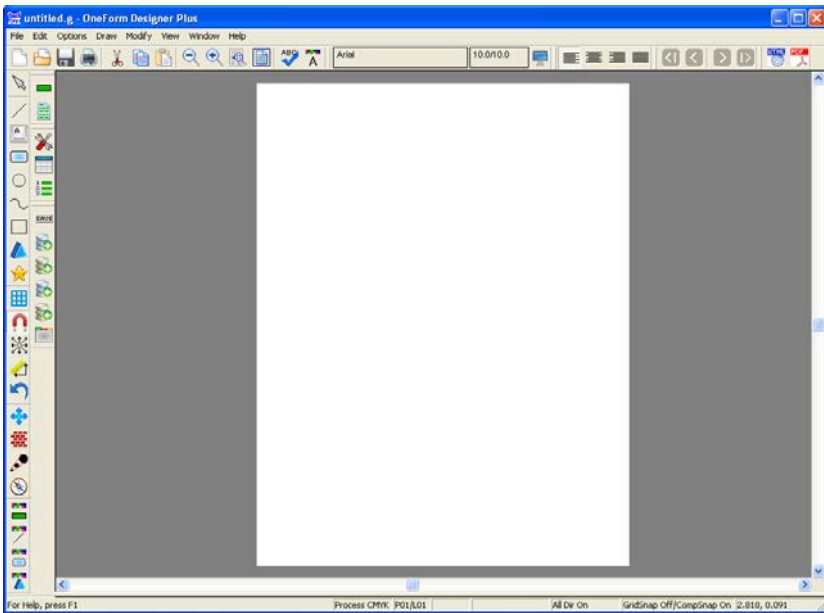


Figure 3-1: The Tool Bars are Active after Starting a New Form

## File Function Tools



Figure 3-2: New / Open / Save / Print

The File function tools are the shortcuts to New, Open, Save and Print. **New File** creates a new graphic file which is an 8.5" x 11" page for you to start designing your own form. The **Open File** tool allows you to browse through your directories to open existing graphic files. **Save File** will save the current version under the existing file name, and **Print** takes you to the standard Windows Print dialog box for proof printing.

## Creating a New Form File

Selecting **New** immediately brings up a *Set New Drawing Properties* dialog box for naming the new file. This dialog allows you to setup the properties pertaining to the new file.

File Name:	<input type="text" value="untitled.elf"/>	Date Initialized:	<input type="text" value="02/27/2011 16:30:31"/>	<input type="button" value="Okay"/>
Operator ID:	<input type="text"/>	Job Number:	<input type="text" value="0"/>	<input type="button" value="Cancel"/>
Form Width:	<input type="text" value="8.5i"/>	Form Depth:	<input type="text" value="11i"/>	Units: <input type="text" value="Inches"/>
Form X Origin:	<input type="text" value="0i"/>	Form Y Origin:	<input type="text" value="0i"/>	
Color Model:	<input type="text" value="Process Color"/>	<input type="button" value="Set Layer Colors"/>		
Comments:	<input type="text" value="New Drawing"/>			

Figure 3-3: Setup Drawing Properties Dialog

The file created can be either a graphic file (.g) or electronic form file (.elf) ready for drawing artwork and fields according to your OneForm Profile.

Before selecting [Okay], you have an opportunity to setup the following items:

**File Name:** The file name is very important to the whole process. It is used as the basename for any other files generated. The convention needed for OFDP e-forms is an alpha/numeric name with no spaces or punctuation. Also, the file name should be at least 3 characters, start with an alpha character, and use the extension of .elf (for electronic form).

If you are creating files just for printing, you can use any amount of alpha/numeric characters and end with the extension of .g (for graphics art).

**Date Initialized:** This is the date the file was originally created. The date is generated by the computer and cannot be changed.

**Operator ID and Job Number:** Here you can input names and job numbers to assist in production management.

**Form Width and Depth:** This determines the size of form you are creating. The default is in the **Units** of points. You can change this to inches.

**Form X Origin and Form Y Origin:** This represents the location of the form's lower-left corner in the window display.

The options for **Color Model**, and **Layer Color** all deal with Color display and printing. You are able to create either Process color, Spot color, or RGB color files. The difference in printing techniques are significant and affect the creation and output process. "Process" color is based on a Color Number made from the four colors: cyan, magenta, yellow, and black. Whereas, "Spot" color refers to a pre-mixed ink color number (FCP number) and is controlled by our Layer attribute. For HTML e-forms, the "RGB" (Red, Green, Blue) color model works well. See *Business Forms Composition, Working with Color* for more information.

**Comments:** This is a handy place to keep comments concerning production of the job.

You can modify the Drawing Properties through the Options, Drawing Options, Drawing Properties menu.

### Opening an Existing Form File

When you click Open on the Tool bar, you are opening an existing file. It will bring up a dialog box listing all valid files in the last directory opened.

The standard OneForm Designer Plus can open two types of files:

- .g – OFDP and MECCA Graphic Files
- .elf – OFDP Electronic Form Files

You may look in another location by clicking the Folder dropdown field and double-clicking the name of the folder that contains the file you wish to open. Continue doing this until you get to the folder which holds your file. Then, in the list of files, click the file name and select [Open].

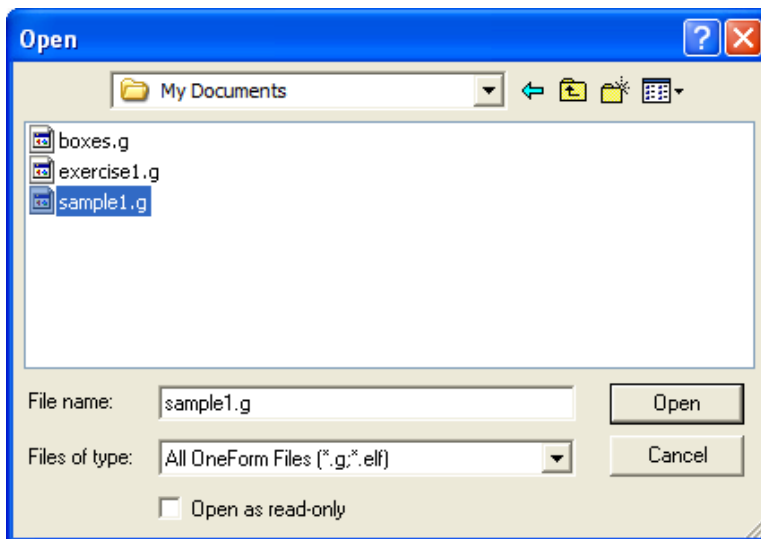


Figure 3-4: Open Files Dialog

You can also back out of the current folder by clicking the Close Folder icon.

**A Shortcut:** If you have opened the file recently, it may be in the file name list in the bottom of the File menu. There will always be a list of the last ten files opened. Just select the name from the list.



### **Saving and Proof Printing Your File**

When you select **Save**, the action is immediate. You are overwriting an existing file with the current version.

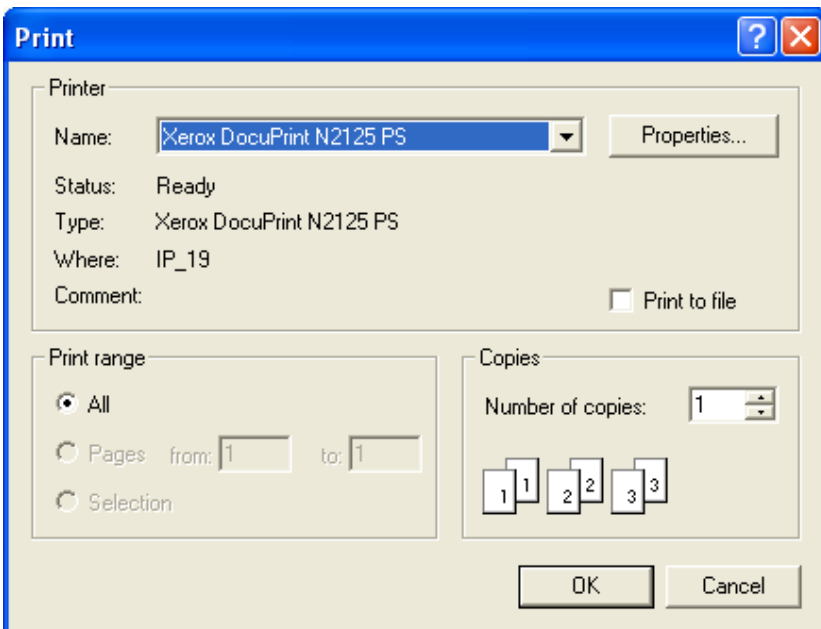
The **Save As** allows you to save items under a different name. Here you have an opportunity to give it a new name or save it in a different location. Use "Save All Components" to save the entire file. The Save As has many other saving options such as Save Only Grouped Components, and Save Only Current Layers. All of the save options are explained in the *Business Forms Composition* reference manual.

When naming files remember to use the file naming conventions described on page 27.

### **Printing the Form**

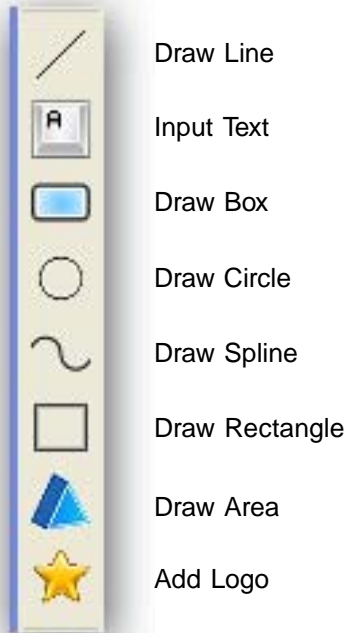
When you select the **Print Form** you will be printing through Windows Print Manager. File's Print option includes the standard Windows Print Manager: Print, Preview and Print Setup.

You can use your View selections to print the form with fields (Normal Fields) or without fields (No Fields).



**Figure 3-5: Windows Print Dialog**

## **Drawing New Components**



**Figure 3-6: All of These Tools Create New Components**

Each of these tools create components and add them to your drawing. You will find the right-mouse button causes a Pop-up menu to appear with a variety of choices relative to the drawing tool you are currently using.

Following you will find the simplest form of usage for each tool to give you a general idea of how they work.

**Draw Line:** To create a line, you would pick the Draw Line tool first. Then pick two points on your page representing the start and end of the line. You will stay in the Draw Line tool until you toggle out of it or pick another drawing tool. All lines drawn will have the properties specified within the Set Line Properties dialog.

**Input Text:** Inputting text requires just a position pick after selecting the Input Text tool. The text cursor will appear ready for you to start typing. The position of the text is relative to the position picked and its composition mode: Flush Left, Flush Right, Centered, or Justified. Toggle out of the Input Text tool or select Done within the Pop-up menu to end Text Input. (If Notepad opens, you have the "Text Editor" option turned on.)

**Draw Box:** Drawing a box simply requires selecting the Box tool and picking two diagonal corners. Box components have additional attributes which can

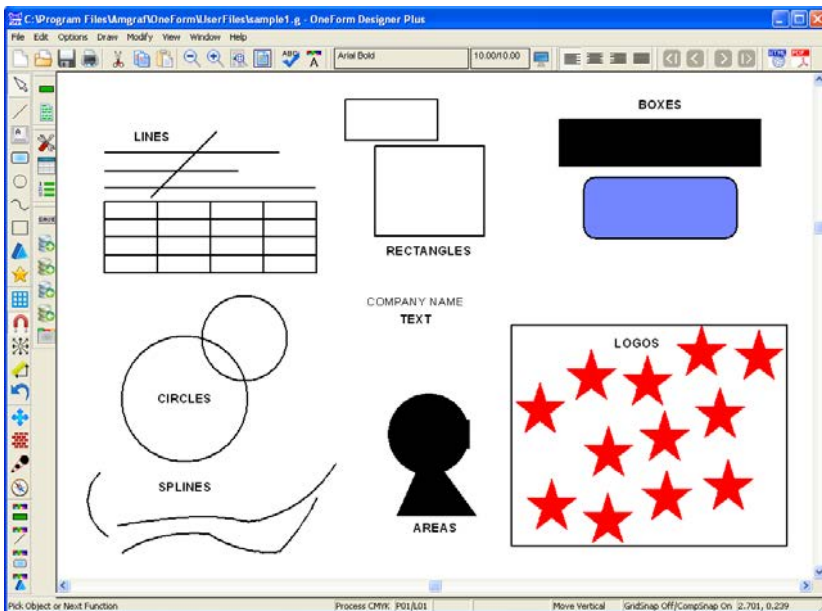
be applied through the Set Box Properties, such as rounded corners, screens, bars, borders and pantographs.

**Draw Circle:** This option lets you create full circles. For a full circle pick the center and tangent. The line weight of a new circle is controlled by the Set Line Properties tool.

**Draw Spline:** This tool draws curved lines. After picking the Spline tool, select four control points on the screen to represent the anchors the curve is to travel through. Finish by right-clicking and choosing Done. The line weight of a new spline is controlled by the Set Line Properties tool.

**Draw Rectangle:** Drawing a Rectangle (which is made up of four lines) simply requires selecting the tool and picking two diagonal corners. The line weight is controlled by the Set Line Properties tool.

**Draw Area:** An Area is a color fill placed within a closed boundary. After picking the Area tool, start picking the boundary control points on the screen. Finish by right-clicking and choosing Close Path or Done. The properties of a new area is controlled by the Set Area Properties tool. Hint: It is easier to draw your boundary guide with lines and splines, and then come back and trace over them with the draw area tool.



**Figure 3-7: Different Types of Drawing Components**

## Select Cursor Click-Drag Controls

---

**Add Logo:** Adding a logo to a form is done by choosing the Add Logo tool and pick the position for the upper-left corner of your logo. This will bring up the Raster Image Properties dialog window for browsing to the logo.

### Modify Properties with the Select Cursor

The *Select Cursor* is used to modify the properties of existing items. For example, toggle on the Select tool and pick on the item to modify. Notice a bounding box with handles will appear showing you that it has been identified. By clicking your right mouse button while the item is selected, a Pop-up menu will appear with choices relative to that component type. Selecting Properties will bring up a Modify Properties dialog (for that component) allowing you to change them. **Note:** When the Select Cursor picks the page canvas, its pop-up menu is a shortcut to the Text Editor Selector and Group.

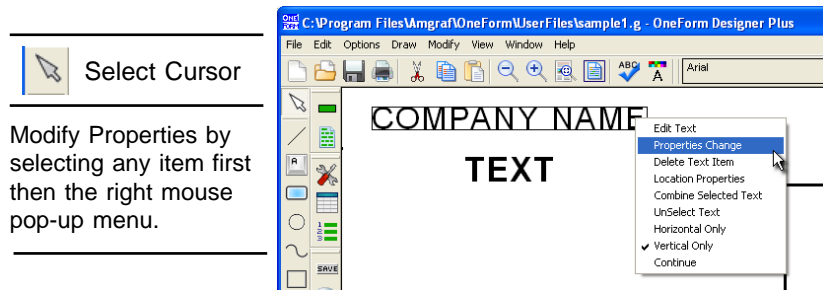


Figure 3-8: Use the Select Tool to Modify Properties

### Select Cursor Click-Drag Controls

Clicking and dragging a component with the Select Cursor will initiate the Move option. Following are the click-drag controls.

Also, once a bounding box is displayed, the keyboard arrows can "Nudge" the component. The amount can be controlled by inputting a value, then arrow.

#### Box/Field

Handle Click/Drag -> Move  
Inside Click/Drag -> Move  
Shift Click/Drag -> X/Y Constraint  
Ctrl Click/Drag -> Handle for Resize  
Ctrl-Alt Click/Drag -> Copy

#### Text

Handle Click/Drag -> Move  
Inside Click/Drag -> Move  
Shift Click/Drag -> X/Y Constraint  
Ctrl-Alt Click/Drag -> Copy  
Dbl Click -> Edit

#### Vector (Line)

Click/Drag -> Move  
EndPoint Click/Drag -> Resize Line  
EndPoint Shift Click/Drag ->  
Move Endpoint  
Shift Click/Drag -> X/Y Constraint  
Ctrl-Alt Click/Drag -> Copy

#### Raster (Logo)

Handle Click/Drag -> Move  
Inside Click/Drag -> Move  
Shift Click/Drag -> X/Y Constraint  
Ctrl Click/Drag -> Handle for Resize  
Ctrl-Alt Click/Drag -> Copy

## Modify Size Options

Each component type has modify size options in its Pop-up menu. For example, toggle on the Select tool and pick on the line to modify. Notice that handles will appear showing you that it has been selected. By clicking your right mouse button while the line is selected, a Pop-up menu will appear with choices for modifying its length. Descriptions of some of these options are below:

### Modifying Lines

**Break Line:** is when you want to create a break in an existing line. This option breaks a line into two segments or cuts out a middle portion of the line. After choosing a line with the select cursor, choose *Break Line* and pick the two points where you want to break the line. Finish the process by selecting Done in the Pop-up menu.

If the two picks are the same point, the line will be broken in two with no obvious break. If the two picks are different, the section between the two picks will be cut.

**Trim Line:** This will trim lines in reference to another line. Choose your Select tool and the line that will be your trim marker. Right-click your mouse and choose *Trim Line*. Click on the end-point of the line you want to trim. Choose *Done Trimming* in the Pop-up menu when finished.

**Modify End of Line:** This is a method for lengthening or shortening your line. With Modify End of Line, you can extend or shorten the length of the line without changing the angle of the line. After selecting the line with the Select tool, choose this option and select the end to modify. Now, simply pick on the new position.

### Modifying Boxes

**Modify Box Size:** This will resize a box by grabbing a side (or corner) and clicking on the new position. Use the Select Tool to pick a box, then choose *Modify Box Size* and grab a side or corner of the box. As you move the cursor, you will see the box size change. Pick the new position for your side or corner.

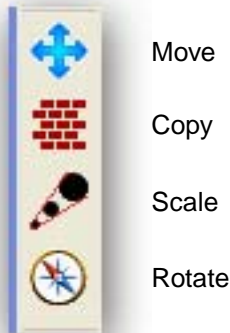
**Divide Box into Rows:** This divides a box into rows and creates two separate boxes. Dividing a box is as simple as choosing the box to divide and selecting the option. Pick the position in which you want to divide the box horizontally. The box is immediately divided into two. [CTRL]+[F11] is the shortcut.

**Divide Box into Columns:** This works in the same manner as Divide Box into Rows, it just cuts the box vertically. Shortcut is [CTRL]+[F12].

### Modifying the Size of Existing Logos

If existing logos need to be resized, pick on the logo with the Select Tool and then choose the Modify Logo Size in the pop-up. You will be given an opportunity to pick a side or corner to modify. Raster Properties does not allow you to resize, it only reports the current size.

## Modify Tools



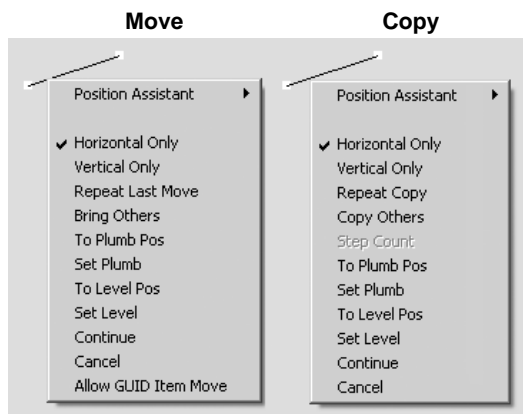
**Figure 3-9:** These Tools allow you to Modify Existing Components

The *Modify Options* allow you to Move, Copy, Scale, or Rotate any component. After picking a Modify tool, choose the component to modify. These tools also work with Groups of components.

### Move and Copy Tools

**Move and Copy:** Choosing the Move or Copy tool on the tool bar allows you to move or copy any component to a new position. These tools work in an identical manner, so we will explain the concept through the move.

Moving a component is easy. After picking the Move tool, pick the component. Then pick a handle and its new position. To constrain the movement go to the Pop-up menu and select either Horizontal or Vertical Only.



**Figure 3-10:** The Move and Copy Pop-Up Menus are Similar

Tools to aid you in moving and copying components can be found in their respective Pop-up menu. Descriptions of these tools are found below:

**Horizontal Only:** This only allows movement in the horizontal direction.

**Vertical Only:** This only allows movement in the vertical direction.

**Set Plumb:** This allows you to pick a vertical plumb line for moving left and right.

**Set Level:** This allows you to pick a horizontal level line for moving up and down.

**Repeat Last Move:** This will replicate the previous "move" both in direction and distance. This is not a continuous function and must be chosen each time that you want to repeat the move. [Ctrl+F10] is the shortcut.

**Repeat Copy:** This will repeat your last copy; both in direction and distance. [Ctrl+F10] is the shortcut.

**Bring Others:** If you move a component within a group and you want to move the other components so that they remain in the same relationship to the component moved, choose "Bring Others." Begin clicking on the other components, they will be moved to the new position so that they remain in the same relationship as they were to the original. This is a continuous function and will continue to allow you to "Bring Others" until you choose *Done* in the Pop-up menu.

**Copy Others:** If you have a group of items and you copy a component within that group, you may use "Copy Others," and select the other components to copy. Upon clicking on them, they will be copied to the new position so that they remain in the same relationship as it was to the original. This is a continuous function and will continue to allow you to "Copy Others" until you have chosen *Done* in the Pop-up menu.

**Step Count:** This will allow you to copy an item multiple times by entering the number of copies and distance in both the horizontal and vertical direction. This will create multiple copies in one easy step.

### Scale and Rotate Tools

**Scale and Rotate** both operate in a similar fashion in that they need two pieces of information before any action can take place; an anchor position and a value.

To resize a component choose the *Scale* tool and select the item to modify. Handles will appear noting it is selected. The Hint Line at the bottom of the screen will prompt you to "Pick Center to Scale". This is the anchor position of the component as it is scaled; it will shrink or grow from that position. Once you have chosen the Center position, the Scale dialog box appears automatically for you to input the scale factor. The scale factor is the fraction in which you want to increase or decrease the size of the component. Click on [Okay] to accept the value and see the component resize. *Hint:* Just filling in X-Scale will always proportionally scale.

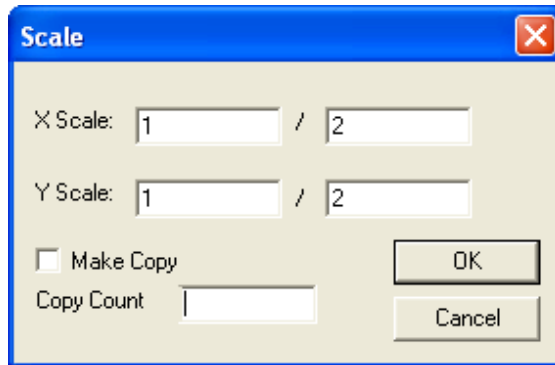


Figure 3-11: Scale Size Dialog Box

Pick the **Rotate** tool to spin the item counter-clockwise. Select the item to modify. Handles will appear noting it is selected. The Hint Line at the bottom of the screen will prompt you to "Pick Center to Rotate". This is the anchor position of the component as it rotates; it will rotate around that position. Once the center has been chosen, the Rotate dialog box will appear. You may then enter the angle in which you want to rotate the component (boxes however can only be rotated in 90 degree increments), and select [Okay]. The object will rotate. Also for rotate are options within the Pop-Up menu for aiding in rotation.

The following tools aid in scaling and rotating items. They can be easily accessed through their respective Pop-up menu. Descriptions of these tools are found below:

**Pick Center:** This will find the center point in which you wish to scale/rotate an item from. This is the position that will be fixed to the site as the other sides change when scaling or rotating.

**Key in Size:** This is the scale factor. The scale factor is the fraction that you are scaling the component.



**Key in Angle:** This is the angle you wish to rotate your component. Input the angle in degrees that you wish the component is to be rotated.

**Repeat Rotate/Scale :** This will repeat the last rotation or scale by the degrees or Scale Factor set in the dialog.

**Rotate/Scale Others :** This will rotate or scale other components on the form using the values set in the respective dialogs.

**Make Copy** only works with the Rotate tool and is not yet supported for Scale. When checked, this will produce X number of copies rotated Y degrees on the center point. The number of copies is determined in **Copy Count**.

**Copy Count** is only available for Rotate and is not yet supported for Scale. This is the number of copies to be rotated on the center point.

### Accuracy Controls and Undo



Figure 3-12: Grid On with Eight Direction Lock Assists in Accuracy

**Grid Snap On/Off** is a handy toggle that when "ON" will snap components to the grid. The Grid Properties and the Ruler can be found under the Options, Grid Options menu. **Comp Snap** will snap your component to other nearby components. The **Eight Direction Lock** forces lines to be drawn in only eight directions: 0, 45, 90, 135, 180, 225 270, and 315 degrees. Toggling it off will draw lines in all directions. Both of these options are great when ruling a form. They keep the lines straight and on the grid. The Eight Direction Lock works with boxes as well. When drawing a box, the Eight Direction Lock will lock the box into a square.

The **Measure** tool measures the distance between two picks on a page. It displays the X Difference, Y Difference, Distance, and Angle in selected units. To measure the distance of something, click on the Measure tool. Next, click the two points in which you want to measure the distance. A dialog box will give the X and Y difference, the distance and choice of units.

## Zoom Options

---

The **Undo** tool will restore the last modify which took place. It is an unlimited Undo, up to your last Save.

### Cut and Paste



Figure 3-13: Cut / Copy / Paste

These options are standard editing options of **Cut**, **Copy**, and **Paste**, with a twist. To cut or copy, first Group Select Pick the item. Then, choose the Cut or Copy tool on the Toolbar. Finally, click the Paste tool and the position to paste. You can continue pasting the items into new locations as many times as needed. The items remain on the clipboard (a temporary storage area) until you cut or copy again. These options allow you to copy items to other files.

The items will be pasted on the new page as a white group of components. It will be necessary to use Edit's menu option of Group Unselect All to unselect.

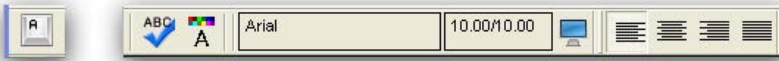
### Zoom Options



Figure 3-14: Down / Up / Zoom Area / Fit Screen

The Zoom options available allow close up viewing of details. **Zoom Up** brings you closer to the screen, while **Zoom Down** moves you away from the screen. The **Zoom Area** option allows you to select any area within a rubberband box by making two picks. This is an easy method to zoom into a specific area. To revert back to the entire graphic, choose **Fit Screen**.

## The Text Tools

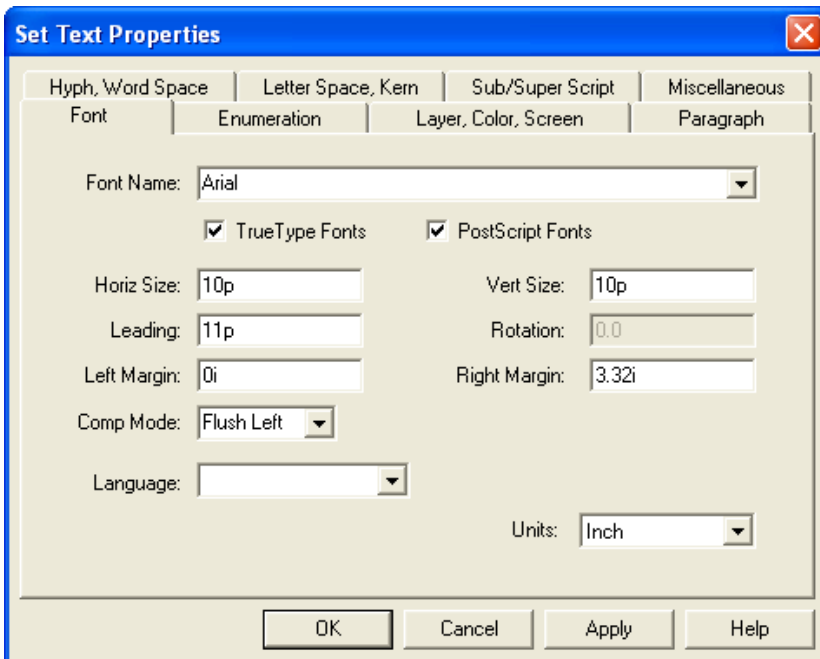


**Figure 3-15: Input New Text / Check Spelling / Set Text Properties / Readout / Text Editor / Composition Mode**

These are the tools that work specifically with text. The first one is for creating new **Text Input**. This requires a position pick after selecting the Input Text tool. The text cursor will appear ready for you to start typing. The position of the text is relative to the position picked and its composition mode: Flush Left, Flush Right, Centered, or Justified. You must toggle out of the Input Text tool or select Done within the Pop-up menu to end Text Input.

### Set Text Properties

The Set Text Properties gives you the ability to set (or describe) the attributes of any new text item before it is created. When the Set Text Properties icon is picked you will see the dialog box appear:



**Figure 3-16: Set Text Properties Font Tab Dialog**

Once all text attributes have been selected, choose the [Okay] button to accept them. Then whenever you create a piece of text through the *Input Text* tool, these attributes are used. The attributes chosen will appear in the Readout.

The only attributes which will be discussed here is the Text Font Tab. All others are completely detailed in the manual for *Business Form Composition*. See *Chapter 6: Working with Text*.

### **Text Font Tab**

The following are components of the Text Attributes:

#### **CompMode** –

- FL = Flush Left
- FR = Flush Right
- CE = Centered
- JU = Justified
- FLC = Flush Left Centered
- FRC = Flush Right Centered

#### **Font Name** – Font Selected from List

#### **H-Size** – Horizontal Point Size

#### **V-Size** – Vertical Point Size

#### **Lead** – Baseline-to-Baseline Leading in Points

#### **Rotation** – Angle Position of Text

The **CompMode** (Composition Mode) field has a drop-down list of four different modes which are: Flush Left, Centered, Flush Right, and Justified. This controls how lines of text are placed within your text box.

*Flush Left* aligns all left edges, *Flush Right* aligns right edges, *Centered* will center all lines over each other, and *Justified* will adjust each line's spacing to align both the left and right edges of the text.

The **Font Name** field shows what font is currently selected. Clicking on the [...] button next to the Font Name field will bring up the font list of all fonts accessible to your system with their associated font mnemonic. Select the font/style needed and then click the [Okay] button.

The next options control the size of your text. The **HortSize (Horizontal Size)** field controls the width of the text and the **VertSize (Vertical Size)** field controls the height. These values can be entered in 1/10th point increments. When they have two different values, you are requesting it to expand or condense the font.

**Leading** controls the spacing from the baseline of the first text line to the baseline of the second text line. The values can be input in 1/10th point increments. It is recommended that the leading be equal to or larger than the vertical size of the text to keep lines from oversetting.

The **Left Margin** is the point where your first character of your lines will align. The **Right Margin** determines where your line will end and begin to wrap to the next line.

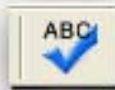
### Text Attributes Readout



**Figure 3-17: Font / Horizontal Size / Vertical Size / Composition Mode**

The Text Attributes Readout displays a quick reference as to the Font Style, Font Size and Composition Mode of your Text Attributes. Font Characteristics cannot be changed here and simply represent the characteristics determined in your Text attributes. When in a text box, this will display its current font characteristics: Font, Size, Style and Composition mode.

### Check Spelling



**Figure 3-18: Spelling Tool**

You can check the spelling of text with the Check Spell tool. If no text is picked or grouped, it will run through the entire file and show you a bounding box to identify the text it is currently checking.

To check a portion of the file, group the text to be checked and then choose the Check Spelling tool. To check just one text component, identify it with the select cursor. The Check Spell tool will then only check the text within that text bounding box.

Interrupting the Check Spell program, must be done cautiously. If you do not allow it to complete the entire task and you close or cancel to soon, the last task is considered cancelled. To avoid a Replace not taking place, just select Ignore before the Cancel. Then the last task is the Ignore not a Replace.

### Text Editor Selector

There are two methods for entering text: Interactive or Text Editor. When the Text Editor is off, the Interactive mode is in effect. The Text Editor can be turned on and off by toggling the Text Editor tool.



Figure 3-19: Text Editor Selector Tool

When using the Text Editor, you simply choose the Text tool and pick the position in which you wish to place text. As long as you have the Text Editor turned on, the Text Editor will appear each time you begin placing text and each time you edit.

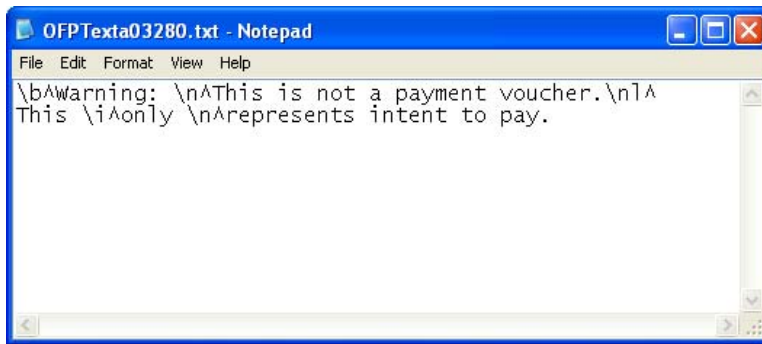


Figure 3-20: Notepad Text Editor Allows Immediate Commands

### Advantages of Using the Text Editor

You may enter text using all of the notepad features such as the [Del], [Arrow] keys, [Insert], [Page Up] and [Down] along with cut and paste. Also, the text can have embedded MECCA Immediate Composition Commands.

Text is discussed completely within the manual for *Business Forms Composition*. See *Chapter 6: Working With Text*.

## Set Properties Tools

These four tools are for controlling the characteristics of the draw tools. You are "setting the look" before an item is drawn. The two most commonly used are Set Line Properties and Set Box Properties.



Figure 3-21: Set Properties Tools

## The Set Line Properties Dialog Box

The **Set Line Properties** gives you the ability to describe the attributes of any new line, rectangle, circle, or spline component through the following dialogs. They control the line weight, line style, and color attributes.

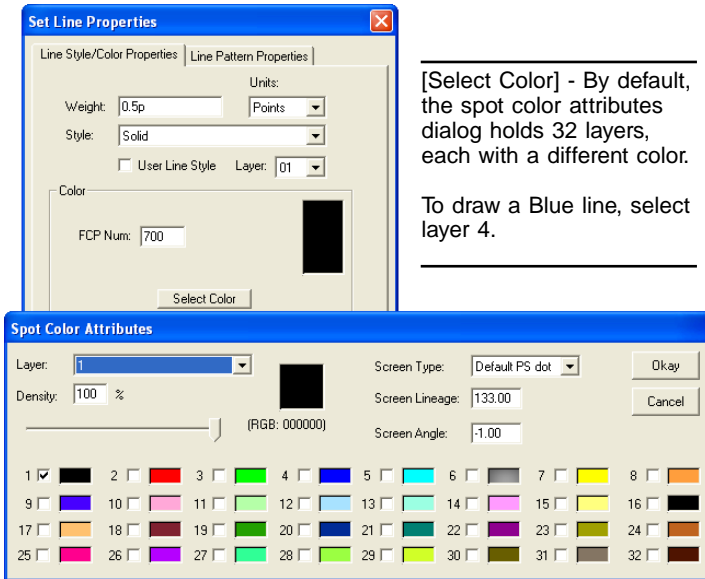


Figure 3-22: Set Line Properties Dialog

## The Set Box Properties Dialog Box

**Weight** – Line Thickness Shown in Current Unit

**Style** – Line Style Used: Solid, Dashed, Dotted, etc.

**Color** – Layer 1 - 32 and the Percentage of that Layer's Color for Spot Color files (or a Four Color Process Number for Process Color).

The default attributes for the Draw Line tool is a Black, half-point solid line.

If you need to draw your lines in Blue instead, you can use Set Properties to set it ahead of time. When the form's Color Model is Spot Color (found in the Drawing Properties option), the line properties dialog will allow you to pick from the stock of 32 different Layer Colors through Select Color.

If your form's Color Model is Process Color, then Select Color will bring up a Four Color Process color chart.

### The Set Box Properties Dialog Box

The Set Box Properties tool presets the attributes for the Draw Box tool. There are Edges, Corners, and Inside tabs for basic box attributes.

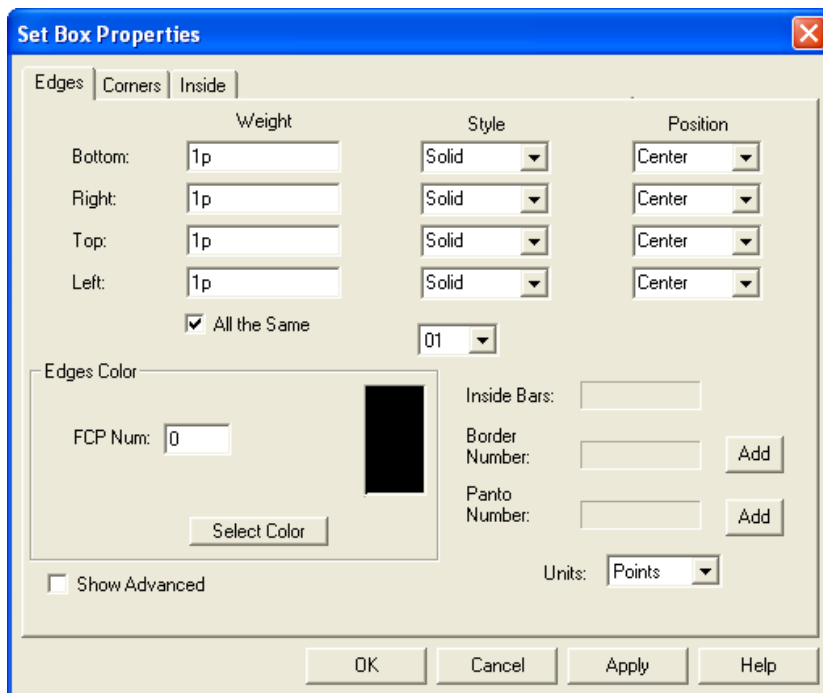


Figure 3-23: Set Box Properties –Edges Tab

The Edges Tab controls the line weight on each side while the Inside Tab controls the color fill of the box.



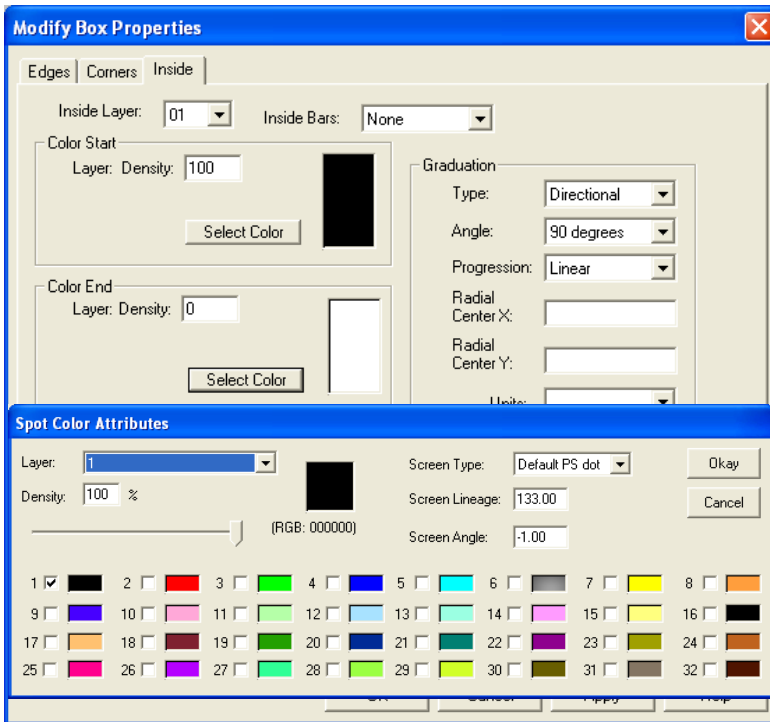


Figure 3-24: Set Box Properties –Inside Tab

Through Select Color it shows you which layer the component is on and what color the layer represents. Box insides can have two colors applied allowing a Graduating effect if Directional is chosen. The Color Chip shows the intensity of the color, where 0% represents white and 100% represents a solid color.

<p><b>Box Attributes are:</b></p> <p>Edges and Corners are One-half point weight, solid style, black.          All corners are Inverted Round, 15 point Radius.          Inside Screen is 5% Gray.          Screen Lineage is 100.</p>	<p><b>Box Attributes are:</b></p> <p>Edges and Corners are 2 point weight, solid style, black.          UL and UR corners are Round, with 30 point Radius.          LL and LR corners are Square.          Inside Screen is 1-15%          Graduated at Angle 270.          Screen Lineage is 80.</p>
--	---

Figure 3-25: Box Attributes Define the Look of the Box

## Electronic Field and Form Tools

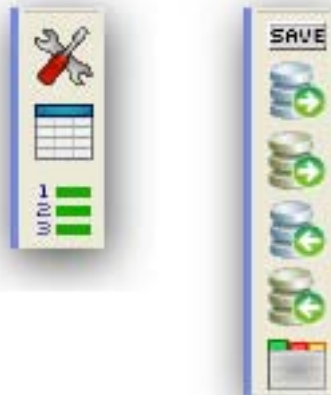


**Figure 3-26: Set Field Properties/ Add E-Form Field / Auto Fields**

Both **Add Field** and **AutoField** tools allow you to add new electronic form fields to your form. The *Add Field* tool creates a field with the location and dimensions defined by your two picks.

The *AutoField* tool picks up the size attributes defined by its dialog box and determined location method, gutters and position of the field. Every time the *AutoField* tool is selected the dialog box will appear allowing you to set the location method, gutters and field dimensions prior to drawing. [Okay] and you are ready to draw fields.

And don't forget the **Set Field Properties** tool, which presets the properties of the field prior to drawing it. Many times it is helpful to determine the properties before drawing the field, although it is not necessary, since the Field Properties dialog box will appear each time a field is drawn.



**Figure 3-27: E-Form Preferences/Field List/Set Tabbing Order and Add Required Fields/Data Table Assists/E-Form Server Preferences**

These tools allow you to quickly build an E-Form Project. For more information on Electronic Field and Form Tools, see the *Creating Electronic Forms* manual.

---

## CHAPTER 4

### Tutorial – Drawing A New Form

This tutorial is designed to acquaint you with OneForm Designer Plus. The following will be covered as we draw the WYWO form:

- Setting Drawing Properties
- Setting Grid Properties
- Setting Component Properties
- Drawing Components
- Modifying Properties
- Adding a Logo
- Adding Fill Fields
- Applying Field Properties
- Setting Form Preferences
- Setting Tab Order

To \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

**WHILE YOU WERE OUT**

\_\_\_\_\_

of \_\_\_\_\_

Phone ( \_\_\_\_\_ )

Area Code Number Extension

RETURNED YOUR CALL	<input type="checkbox"/>	PLEASE CALL	<input type="checkbox"/>
CALLED TO SEE YOU	<input type="checkbox"/>	WILL CALL AGAIN	<input type="checkbox"/>
WANTS TO SEE YOU	<input type="checkbox"/>	URGENT	<input type="checkbox"/>

Message \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

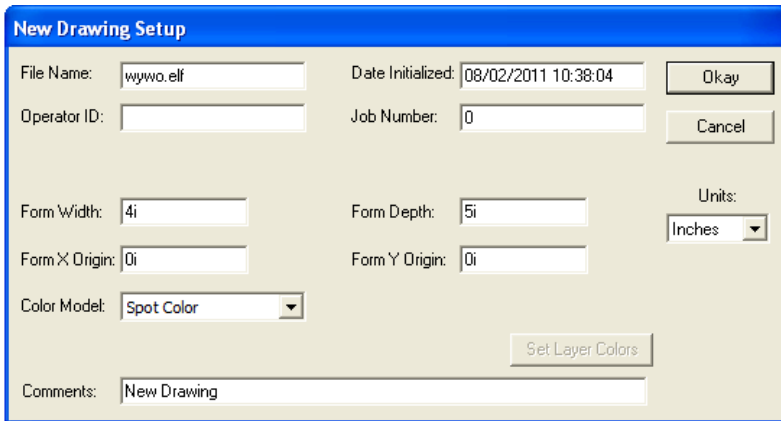
Operator

ONEFORM

Figure 4-1: Take a Moment to Look at the Sample Form

## Setup New Drawing Properties

The first step in creating a new form is to create a canvas to work on. When you click the **New File** tool you are taken into the New Drawing Setup dialog. Before selecting [Okay], you have an opportunity to type in a file name, form size, and select a color model.



The screenshot shows the "New Drawing Setup" dialog box with the following details:

- Title Bar:** New Drawing Setup
- File Name:** wywo.elf
- Date Initialized:** 08/02/2011 10:38:04
- Operator ID:** (empty)
- Job Number:** 0
- Form Width:** 4i
- Form Depth:** 5i
- Form X Origin:** 0i
- Form Y Origin:** 0i
- Color Model:** Spot Color
- Units:** Inches
- Buttons:** Okay, Cancel, Set Layer Colors
- Comments:** New Drawing

**Figure 4-2: Starting a New Form**

We are going to draw a "While You Were Out" message form. Our new name is **wywo.elf** and the size is **4 x 5 inches**. Keeping the Form Type of **Custom** will give you an opportunity to type in the form size.

Our example is drawn as a "**Spot Color**" color model, so make that selection in the Color Model drop-down, if it is not already. This affects how the Set Attribute Dialogs display for choosing colors.

[**Okay**] confirms your choices and closes this dialog box. You will then see a page canvas that is 4 x 5 inches. This blank page is ready for you to start creating components.

The OFDP drawing tools will also become active. Click the **Save As** icon and browse for a location to save the wywo.elf file. As you are working, remember to Save often.

## Turn on a Grid

OneForm has a handy grid option which assists in accurate component placement. The **Grid Properties** dialog is found under the **Options, Grid Options** menu.

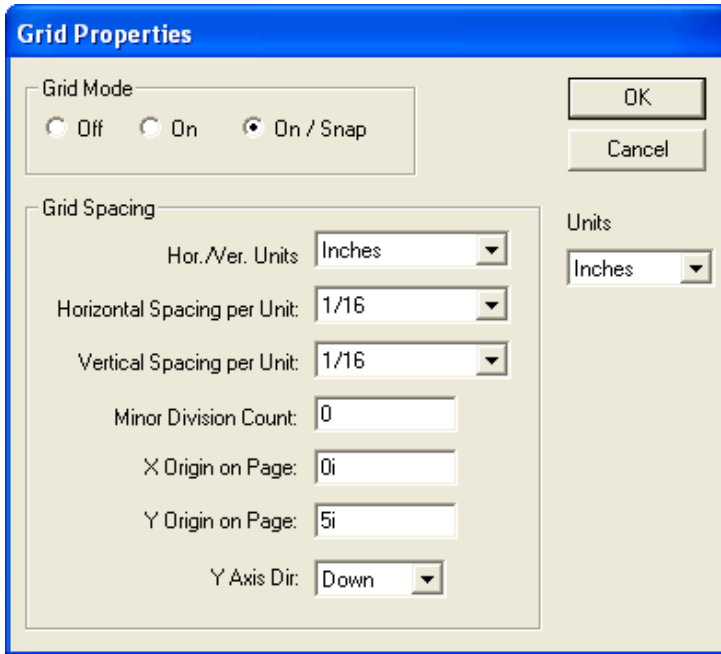


Figure 4-3: The Grid Assists in Accuracy

The Grid Properties dialog allows you to customize your grid spacing. You may choose [On] or [On/Snap] to turn on the Grid display. **[On/Snap]** will not only turn on your grid, but will snap all of your components to it. This is the option we want to use for our form. Setup the grid with the same 1/16 spacing as shown in Figure 4-3.

## Draw Foundation Ruling First

The easiest way to start a new form is to draw any ruling first as a foundation for the form using the line and box tools. Creating text and placing it into the correct position would be next. Adding any other items such as screens or logos is usually the last step in forms design.

Looking at our form we have many lines, a few boxes, and lots of text. Since we want to draw the ruling first we will start by learning how to set the properties for lines and boxes before drawing.

### Set Line and Box Properties

The Set Properties tools gives you an opportunity to setup the style of your lines and boxes before drawing. Set both of them to 1-point weight. While you are in the Box Properties, go to the Inside Tab and Select Color. Change the density to "None" meaning "no color". This will cause only line edges to appear as you draw your boxes.

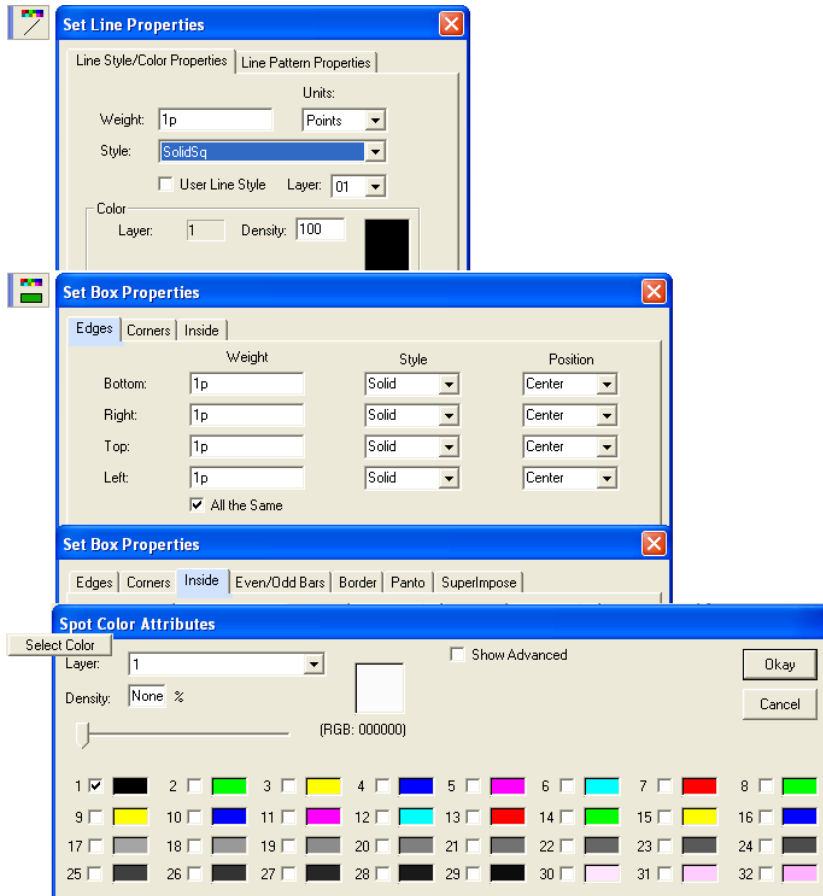


Figure 4-4: The Set Properties and Attributes Dialog Boxes

## Draw Boxes and Lines

We are now ready to draw the first box with its 1-point rule while picking on the grid for positioning. It will be easy to visually space the items by keeping the same amount of grids between items.

The second box needs a 2-point rule, so go back into the Set Box Properties tool and set its Edges before drawing.

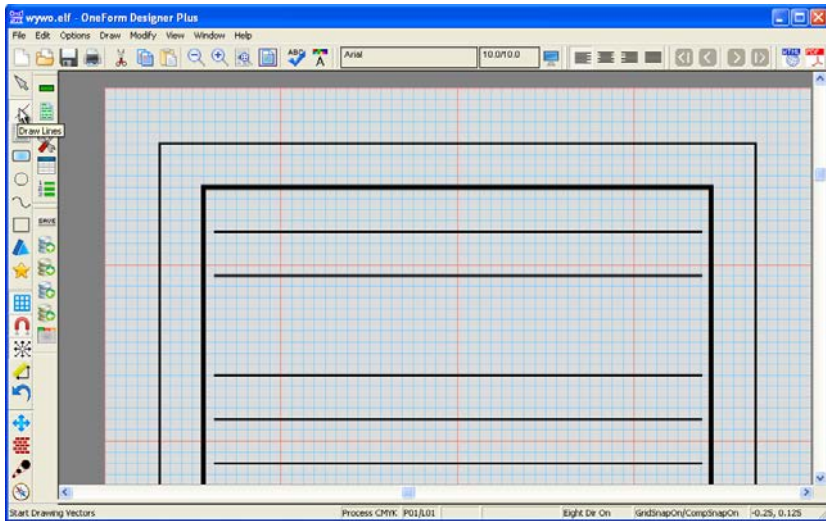


Figure 4-5: Draw Boxes and Lines Using the Grid

Our lines are 1-point rules and we have previously set the line attribute properties. Draw the lines by simply picking a start point on the grid, and then picking the end point.

When drawing form lines, it is helpful to have them locked in drawing straight across or up and down positions. So toggle on the **Lock Eight Directions** tool.

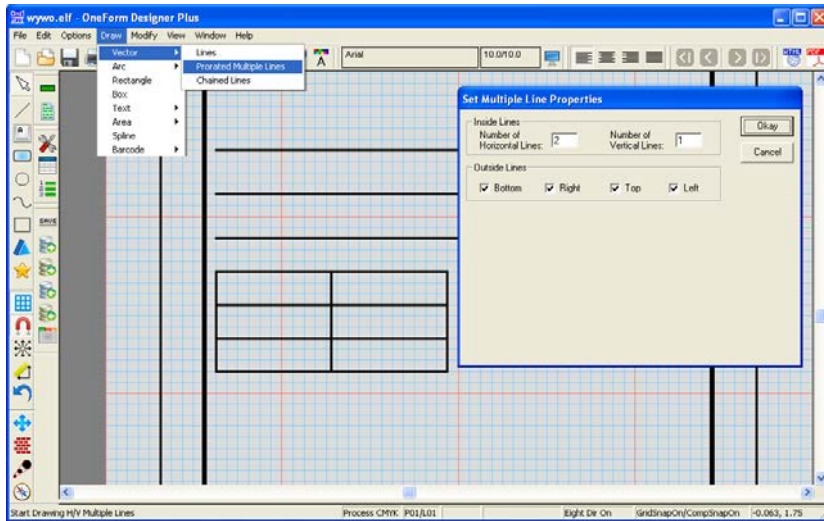


Figure 4-6: Lock in Eight Directions While Drawing Lines

The beginning of the lines can be adjusted later, using a modify pop-up menu option, *Modify End of Line*. After placing our text we will then see where the beginning of the lines need to start. For now, draw all of them same. This gives us locations for our text.

## **Drawing Multiple Lines**

The **Draw** menu holds other drawing options. Under **Vector** you will find an option for drawing **Prorated Lines**. Setup the properties through the dialog, and then draw your rectangular shape.



**Figure 4-7: Draws Equally Spaced Lines**

This will give you equally spaced lines with 2 internal horizontal lines and 1 internal vertical line.

Draw your rectangular shape counting the grids as you go. Our example has 9 grids down and 21 across, or close to the middle.

After drawing your lines, use the Select cursor to move the vertical line over to the right. Hold down the Shift key as you move it horizontally.



## Place Top Text

On the top tool bar, the Set Text Properties tool allows you to setup text attributes before creating the text. The Text Attributes Readout displays the current Font Style, Size, and Composition Position.

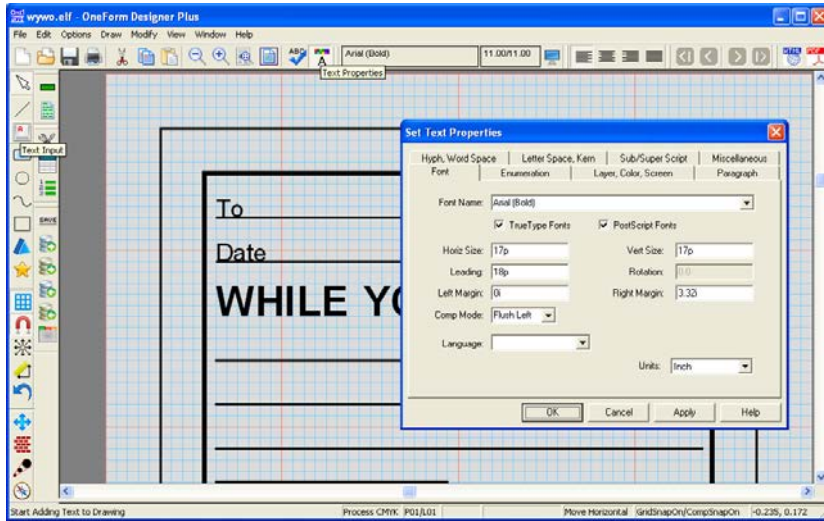


Figure 4-8: The Set Text Properties Dialog Box

To create text use the Input Text tool. Pick a position (such as the beginning of the first line) and start typing. The current Text Properties will be applied. To quit out of text input, toggle off the Text Input tool.

## Modify Lines with Select Cursor

You can now modify the lines to the right of the text. Use the Select Tool to pick and identify the line, then pick the white handle to move, and drag to its new location.

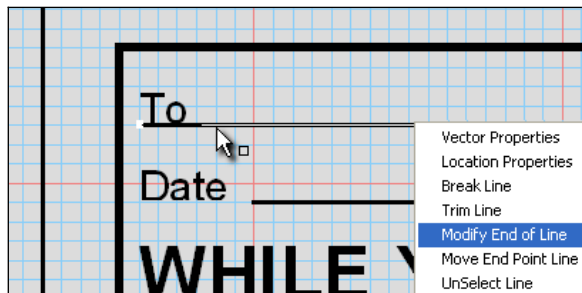


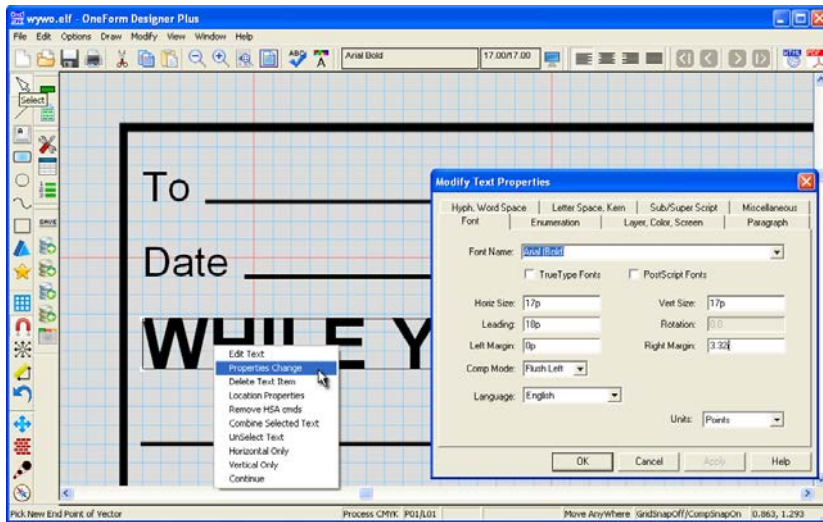
Figure 4-9: Use the Modify Line Icon or the Modify Line Pop-Up Menu

## **Modifying Text Properties**

If you happen to forget to set the text properties to the desired attributes before creating the text, you don't have to delete it and start over. Instead you can modify the existing text component's properties.

All component properties are accessed through a right-mouse pop-up menu. Use the Select Tool to pick the component first, and then press your right mouse button.

Shown is the pop-up menu for Text components. Select the Properties Change option and the Modify Text Properties dialog will appear.



**Figure 4-10: Getting to the Modify Properties Dialog**

If you have not saved your file yet, take the time to save the file.

## Place Text in Boxes

This option allows you to place multiple text pieces, within rectangular shapes, easily.

Start by setting your Text Properties to 6-point. Then locate Draw's Text option Place Text in Boxes.

After selecting Okay for the gutters and composition modes (as shown), it will prompt you to draw a dynamic rectangle. It uses this rectangle to provide the region in which it looks for box shapes. The positions will be portrayed by red lines.

Select Start Inputting Text from the right-mouse pop-up menu and type in the text, and press [Tab]. The cursor will move to the second location. Type in each piece of text and [Tab] to finish.

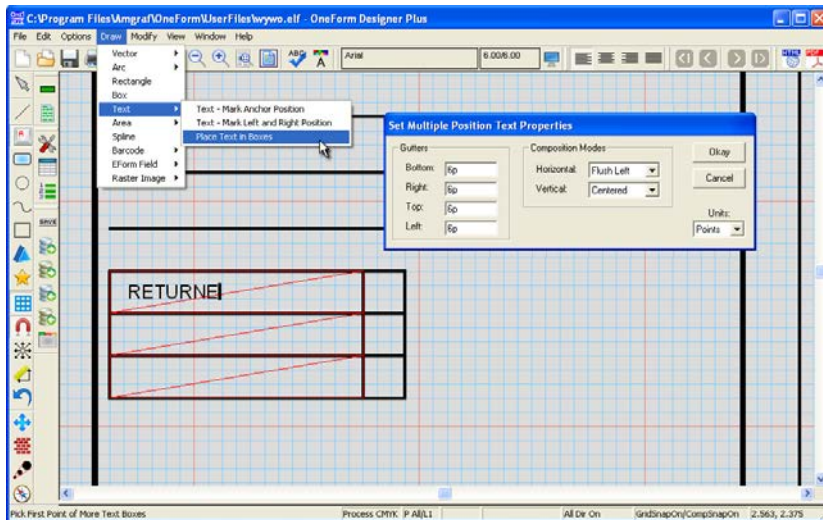
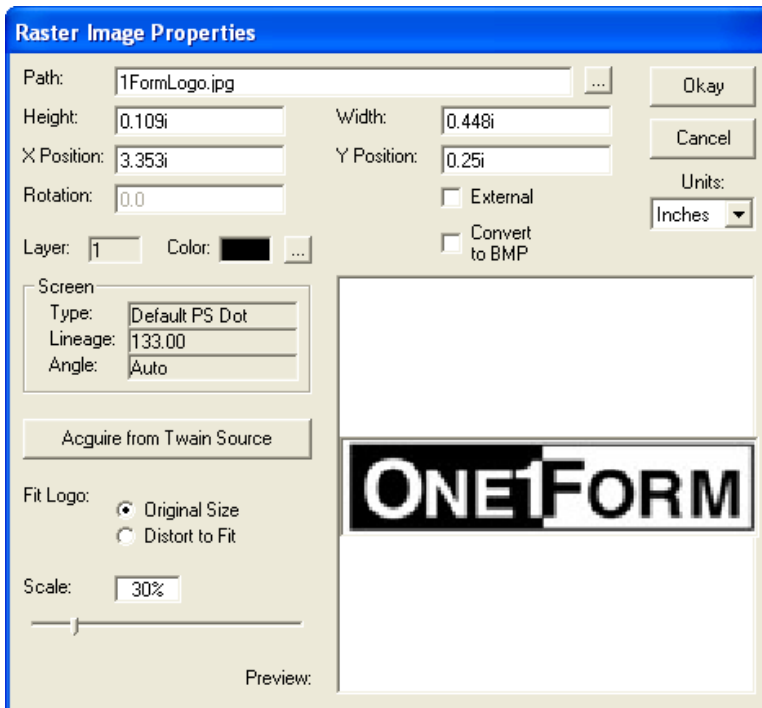


Figure 4-11: The Red Diagonal Line Indicates a Text Position

## **Add a Logo**

A scanned logo can be brought into your form through the **Add Logo** tool. Pick where the top of the logo will fall. This will bring up the Raster Image dialog so you can locate the image file (GIF, JPEG, BMP, etc.) you wish to include. Once it is brought into your drawing, it can be moved, copied, and scaled.



**Figure 4-12: Add a Logo to Give it a Custom Finish**

**Note:** Image file color modes compatible with OFDP are Bitmap, Grayscale, and RGB.

Now that you have the artwork of the form finished, please Save, Print, and proof.

Our next step will be adding the electronic fill fields. Since we will be referencing our drawn lines, you can now turn off the grid: **Options, Grid Options, Grid Properties.**

## Add Electronic Fill Fields

We are going to add fields using the default settings for the field tools. This will give you Text Field Types with user input that prints 10-point Arial.

### Using the Auto Field Tool

Lets begin placing fields on our form by choosing the [**Auto Field**] tool on the Tool bar. An Auto Field Attributes dialog will appear. Select the Field Locator Method, **Draw Bounding Location**. The only change I would recommend is to reduce the **Gutter Control, Auto Size to 5%** and [**Okay**].



Figure 4-13: The Auto Field Tool Attributes Dialog

When using the location method of Draw Bounding Location, you will **pick the two endpoints of each line** where you want a field to be placed above. Since the attributes default is Flush Bottom, it will place the bottom of a perfect sized field on the rule, after you pick the two endpoints of the line.

Once the second pick has been made, the Field Properties will appear. Just [**Okay**] the field properties for now.

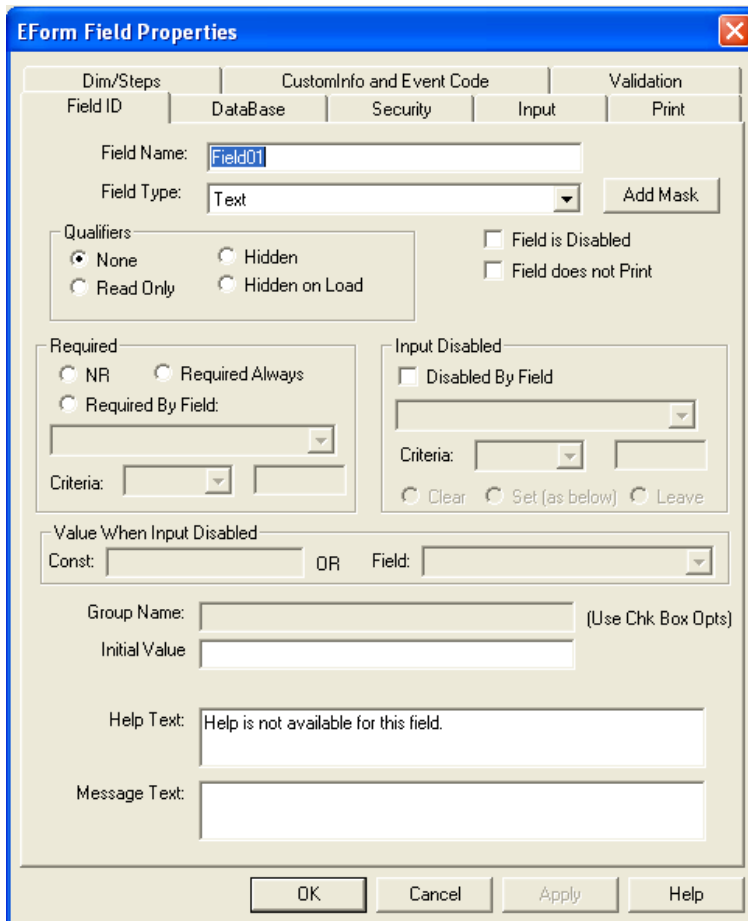


Figure 4-14: E-Field Properties Dialog

The Field options will name each field consecutively *Field01*, *Field02*, etc. The Field Type will always be TEXT. This is fine for starters and allows us to focus only on placing the fields.

Continue placing fields for the Date, Time, Name, Company, Phone, and Operator using the Auto Field tool.

For the checkboxes, we need to *reset the Auto Field tool*. To get back to the Auto Field Attributes Dialog, **toggle the tool off and back on again**. Here we need our Field Height to be **11p**, a Field Position of **Centered** and the Field Locator Method to be **Auto Detect Location**. Then choose the **Gutter Control, Auto Size** and make the percentage **10**. Now, [**Okay**] the setups.

Auto Detect Location uses a dynamic rectangle to provide two corners of a region in which it looks for rectangular box shapes.

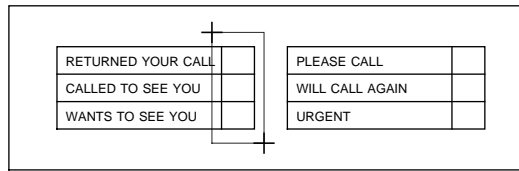


Figure 4-15: Pick Just Outside the First CheckBox Column

When picking the location for the first column of checkboxes, **pick outside the first checkbox area, then below the third checkbox**. As it finds each checkbox location, the Field Attributes Dialog will appear. **[Okay]** each one. Go over and **pick two locations** for checkboxes four through six and also **[Okay]** those.

Figure 4-16: Place All Fields with Auto Field Except the Message

### Using the Add Field Tool

When you get to the *Message* field, it is best to use the **Add Field** tool, since we don't know the depth. Draw it to cover all of the longer lines in the message area. This tool places the corners of the field exactly on the **two diagonal picked corners**. It will then take you into the field properties. Again, just select **[Okay]** to accept the defaults.

## Applying Field Properties

The Field Properties allows you to specify the filling properties of the electronic fields. The Field Properties dialog has appeared each time we created a field. To make changes to a field's properties, use the *Select* tool and double-click on the field. Or, right-click to get to the pop-up menu and select the *E-Form Field Properties* option.

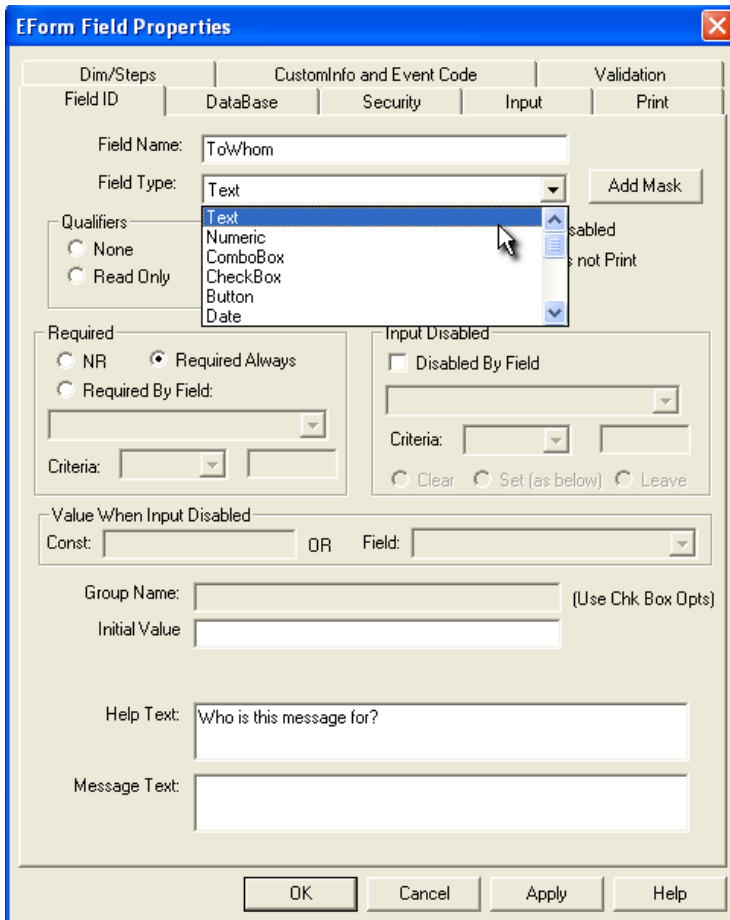


Figure 4-17: Field Properties Specify Filling Properties

Every field must have its own unique name. The Field Name can stay *Field01*, *Field02*, etc., but we suggest you give it an English name for easier identification. Do this now by using the *Select* tool to identify the field and double-clicking. Then edit *Field01* to be named *ToWhom*.



### Assigning the Field Type

The *Field Type* indicates the purpose of the field. There are many different types, each one doing a particular action. For example, Text allows the operator to simply cursor to the field and type (which is why it is the default). CheckBox wants a click from the mouse and places an X in the box. The field types that can be used with standard VB E-Forms, are: Text, Numeric, Date, Time, CheckBox, ComboBox, Button, Signature, and Graphic. Those available for HTML I-Forms are: Text, Numeric, Date, CheckBox, ComboBox, Button, Graphic, Signature, and Upload/Attach.

The WYWO form uses Text, Date, CheckBox, and ComboBox Field Types. Changing a field type is as easy as **identifying the field** to change with the Select tool and opening its Field Properties and **selecting a type from the list**. The drawing below identifies the type of each field. Go ahead and change the field types which are not TEXT to their correct type. HTML does not recognize Time fields. So keep that one a Text field.

Telephone Numbers are considered TEXT fields.  
 NUMERIC field types are used only when calculations are necessary.

The screenshot shows a form titled "WHILE YOU WERE OUT". The fields and their identified types are:
 

- To: TEXT
- Date: DATE
- Time: TEXT
- Message: TEXT
- Operator: COMBOBOX
- Phone (Area Code, Number, Extension): Each sub-field is identified as TEXT.
- Checkboxes: RETURNED YOUR CALL, CALLED TO SEE YOU, WANTS TO SEE YOU, PLEASE CALL, WILL CALL AGAIN, URGENT.

Figure 4-18: "While You Were Out" Field Types

### The Field ID Tab

Simple controls make the e-form easier to use. The following optional actions on the Field ID Tab allow us to add intelligence to the form.

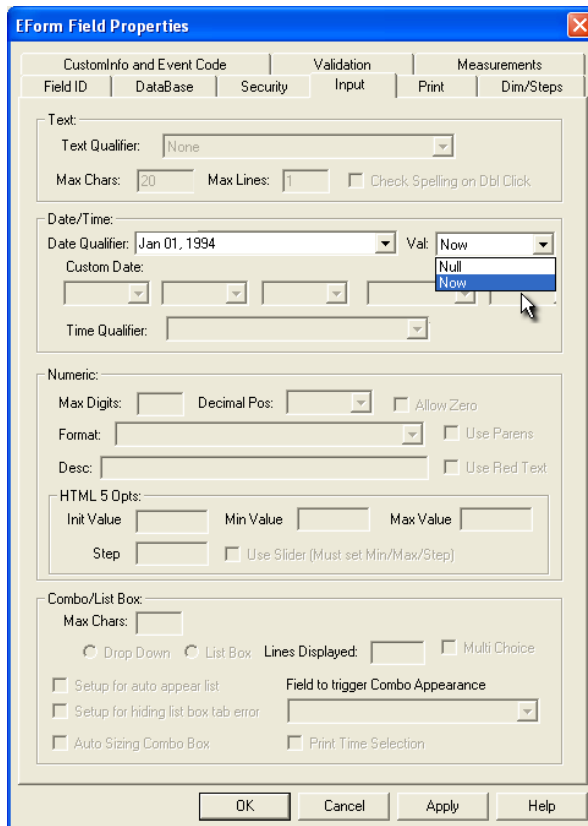
- The *ToWhom*, *WhoCalled*, and *Operator* are all **Required** to be input before the form can be saved. Go to each one of these fields and click on **Required**.
- In the case of the *DateReceived* field, we want the information to be brought in from the computer's date To get the tab to bypass this field and not allow operator input, click on **Read Only**.

## The Input Properties Tab

- Only one entry should be selected for the three checkboxes *ReturnYourCall*, *CalledToSeeYou*, and *WantToSeeYou*. To make them exclusive when chosen, associate them together. Type in **Group1** as your Group Name assignment under each of the three checkboxes. This group name assignment associates multiple checkboxes together and then allows only one of that group to be selected.
- Also Help Text can be entered for a visual assist when the user hovers over the field.

### The Input Properties Tab

This tab places controls on the data as it is input into a field. Go to the following fields and make these changes to the Input Tab.



**Figure 4-19: The Input Tab**

Go to the following fields and make these changes to the Input Tab.

- The action of the *DateReceived* field is controlled here. Go to the **Input Tab** and select a **Date Qualifier** from the list of choices and then set the *Initial Value* to **Now**.
- We used a maximum of five lines for the *Message* field on our WYWO form. You can type as much as you want with Max Chars of 0, but only 5 lines will print. Your electronic form can hold any amount of data, but when it comes to printing the form, there is only so much physical room to print. If you want to control the Max Chars count, 250 is a good value for that amount of space. Select the **Input Tab** and for **Max Chars** type in **250** (or 0) and **Max Lines** type in **5**.
- The *AreaCode* field is considered a text field with input of numbers only. Select the **Input Tab** and choose **Numeric Only**.

### The Combo Options Tab

Here we can customize the ComboBox choices for the **Operator's** field on the form. It will give the maximum choices asked for as *Choice 1*, *Choice 2*, etc. Just edit in the names you would like to see in the list.

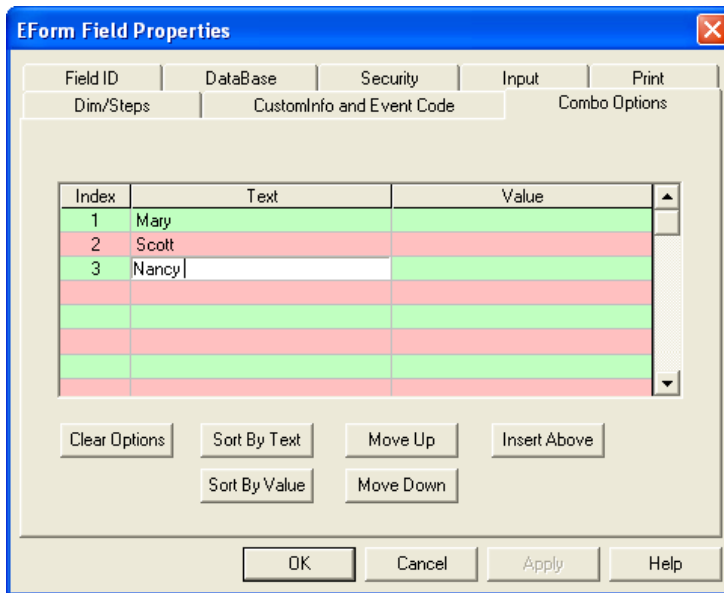


Figure 4-20: The Combo Options Tab

## E-Form Preferences Tool

Every form has its own set of preferences and this tool takes you to the E-Form Preferences dialog.

The only change we will make here is the Form Title. This will appear on the browser's title bar. It looks better to have a form heading, instead of a file name.

## Setting Tab Order

Tabbing order is the route the cursor takes when tabbing from one field to another. To set the Tab Order, go to the **Tab Order** tool.

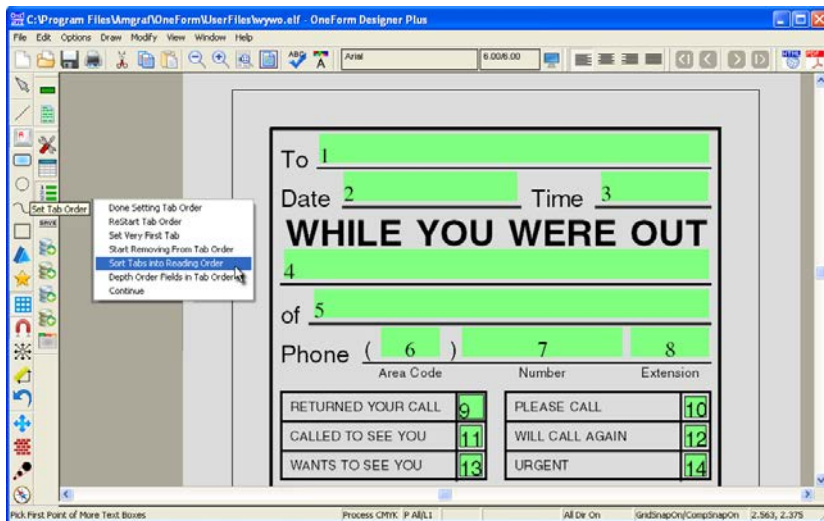


Figure 4-21: Setting Tab Order

Numbers will appear representing the current Tab Sequence. You can easily reset the tab order by right-clicking and choosing **Sort Tabs into Reading Order**. The field with the number 1 is where the cursor will begin when the form is opened. The *Restart Tab Order* will let you pick on the fields in the order you want them to tab, with the first picked being the start number. When you have finished, choose **Done Setting Tab Order**.

Read-only fields will show 0 in the tab sequence.

**Note:** CheckBoxes can be made tabable by going to E-Form Preferences, Form ID Tab, [Form Global Info], and turn on "Tabable Checkboxes". This will allow resetting tab order to include checkboxes.

Save your finished form. Congratulations, you are now ready to generate your electronic form.

## The Generate E-Form Option

The Generate E-Form tool generates your finished form as an HTML E-Form or a Visual Basic E-Form. Let's generate the HTML E-Form.

## Electronic Form – HTML

Click on the blue **Generate EForm** tool on the top tool bar. For the Generate Code, select within the drop-down list **Electronic Form - HTML**. Also click on the checkbox for **Run HTML Form** and select **[Okay]**.

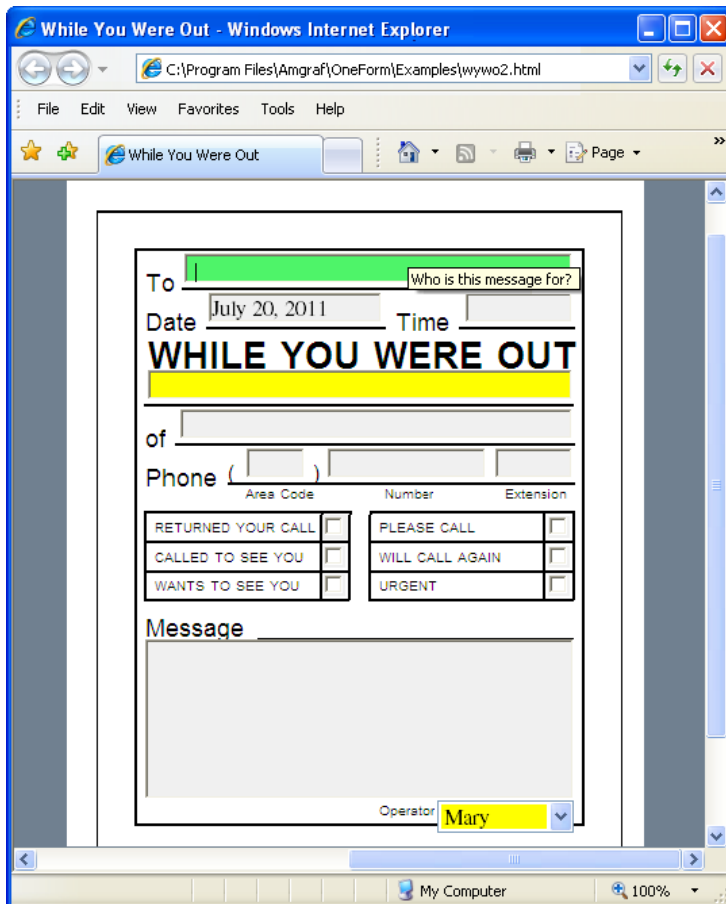


Figure 4-22: Electronic HTML Form Displays in Your Browser

This creates an HTML file in the base directory. The "Run HTML Form" option will start Windows Internet Explorer and display the form ready to fill-in and test. Closing Internet Explorer will take you back to OneForm.

## **Using the Electronic Form**

Click on any field with the mouse, or use the Tab Key to move through the input fields easily.

### **Field Color Identifiers**

The fields on the form will display in one of four colors. Each color represents a property assigned to the field. The four field colors and properties are as follows:

**Green** - Identifies where the cursor is located.

**Yellow** - Identifies that the field is required to be filled-in before the file can be saved. An error message will appear if the user tries to save without having input something into all of the required fields. The message will indicate which fields are left blank.

**Gray** - Optional fields.

**White** - Read-only and cannot be edited by the operator.

If you find anything that needs changed, simply close Internet Explorer and it will take you back to OneForm. You can make the change to your ELF and generate HTML again to check the modification. Continue this process until you are satisfied with your new electronic form.

---

## CHAPTER 5

### Testing OneForm Designer Installation for HTML E-Forms

After installation of OneForm Designer Plus is complete, check to see if you have Microsoft Internet Explorer 5.5 or higher. If that is the case, you are ready to test your software. Do this by running through the steps of generating an HTML E-Form.

#### Open the Accounting Form

Use the accounting electronic form found in OneForm's Forms Library. Below is the full path of the Accounting Form directory.

**Complete Path is:**

**C:\Program Files\Amgraf\OneForm\Forms\_Lib\accounting\account02**

The **account02.elf** file is ready to be generated. It contains fillable electronic form fields.

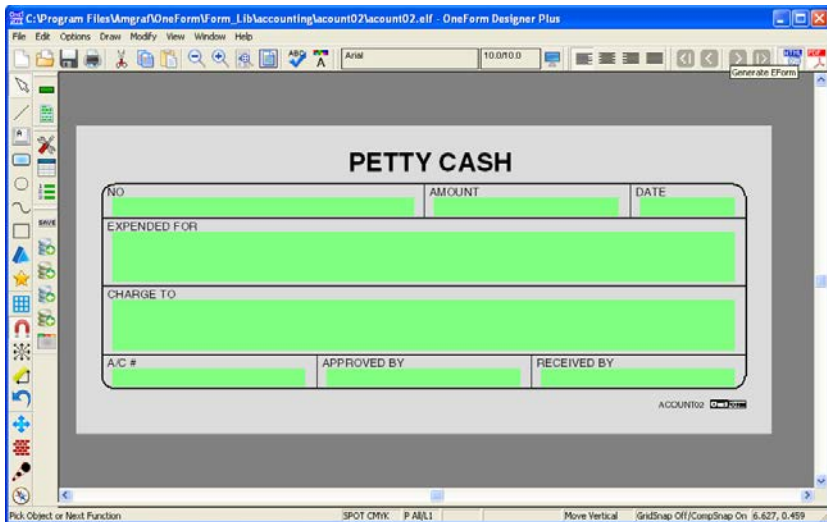


Figure 5-1: The Account2.elf Form

## Generate the Electronic Form

OneForm's **Generate EForm** option creates an HTML file ready for testing the E-Form and its fields. Just select the **Generate EForm** tool. To generate code, choose **Electronic Form - HTML** from the drop-down list as the code to generate. Check **Run HTML Form** and select **[Okay]**.

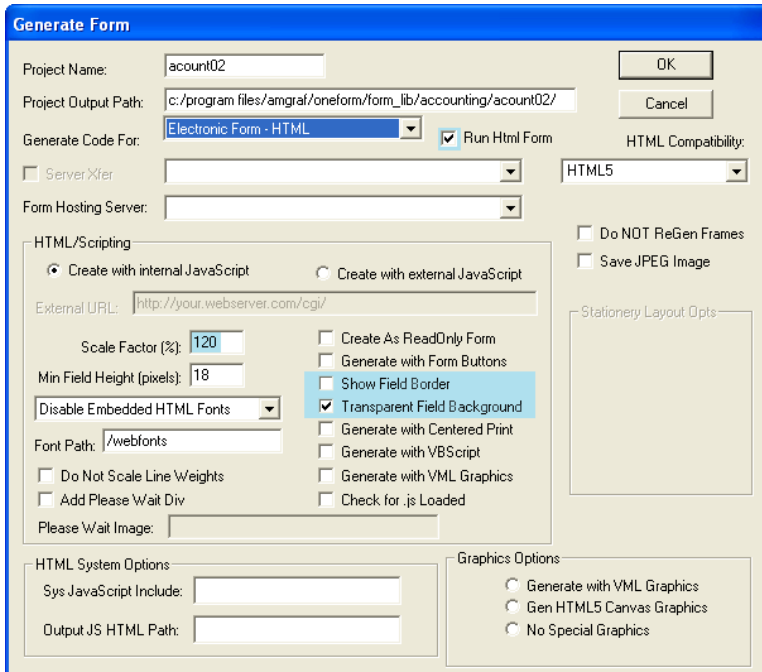


Figure 5-2: Generate an Electronic Form as HTML

Generate EForm will create an HTML file in the base directory.

Checking the Run HTML Form option will automatically start Microsoft Internet Explorer and open the HTML file for simulation and testing. Tab through the form and test field input. Closing Internet Explorer will take you back to the OneForm program and account2.elf file.

If you want to make yours look the same as the example in Figure 5-03, make the choices highlighted in blue, before selecting Okay.

**Note:** Refer to Chapter 14 in the *Creating E-Forms Manual* for complete details on electronic forms and generating the CGI server scripts.



The Electronic Form will appear:

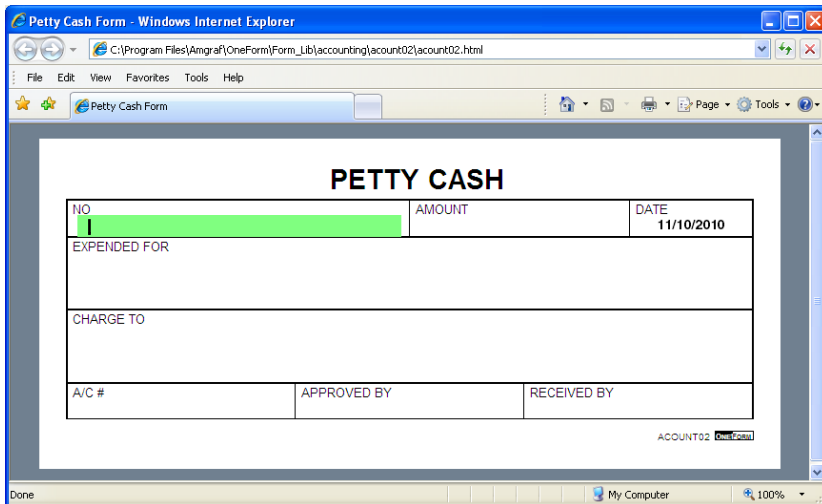


Figure 5-3: The Electronic Form

## Using the Electronic Form

Click on any field with the mouse, or use the Tab Key to move through the input fields easily.

### Field Color Identifiers

The fields on the form will display in one of four colors. Each color represents a property assigned to the field. The four field colors and properties are as follows:

**Green** - Identifies where the cursor is located.

**Yellow** - Identifies that the field is required to be filled-in before the file can be saved. An error message will appear if the user tries to save without having input something into all of the required fields. The message will indicate which fields are left blank.

**Gray** - Optional fields.

**White** - Read-only and cannot be edited by the operator.

This simple little test shows that OneForm is installed successfully and that your system is ready to create your own custom electronic forms.

## **Printing the HTML E-Form**

When you are printing the E-Form, you will be using the browser's Windows Print option. The browser's defaults may not give you the best results.

Following are some hints:

Many of the OneForm Designer Plus components are using Windows "Print Background" option to print. To turn this on in your browser go to: Tools, Internet Options, Advanced Tab, Printing Choices, and toggle on *Print background colors and images*.

The browser's Print, Page Setup usually has large page margins, along with headers and footers. This interferes with printing a form that has been designed full page. Modify the Page Setup dialog to reduce the margins and you can even take out the header and footer strings prior to printing.

If your E-Form is not printing centered, OneForm Designer Plus has a control for centering. Before generating, you can toggle the form to center itself on the paper. This is the Form Preferences, Global option *Generate with Centered Printing*. The default is to print forms in the upper left corner of the page.

## INDEX

- Accuracy Controls 37
- Add Fill Fields 46, 57
- Add a Logo 56
- Basic Drawing Tools 16
- Box Properties 44, 50
- Boxes, Modifying 33
- Check Spelling 41
- Click-Drag Controls 32
- Components, Drawing New 30
- Copy Tool 34
- Creating a New File 15, 26
- Cursor Controls 17, 32
- Cut and Paste 38
- Documentation 3
- Dongle Key 4
- Draw A New Form Tutorial 47
- Draw Boxes and Lines 51
- Draw Lines 49, 51, 52
- Drawing New Components 30
- Drawing Properties 48
- Drawing Tools 16
- E-Form Preferences Tool 64
- Editor Tool 17
- Electronic Field and Form Tools 46, 57
- Existing Form, Opening 22, 28
- Field Properties 60
- File Function Tools 26
- Fill Fields 46, 57
- Font Setup 6
- Form Fielding Tools 46, 57
- Forms Library 21, 67
- Generate E-Form Option 65, 68
- Getting Acquainted 13
- Grid 49
- HTML Generate E-Form 65, 68
- HTML Testing Installation 67
- Installation 4
- Library, Forms 21, 67
- Line and Box Properties 43, 50
- Lines, Draw 49
- Lines, Modifying 33
- Logo 56
- Logo, Modifying Size 33
- Main Window 14
- Menus, Pop-Up 18
- Modify Lines with Select Cursor 53
- Modify Properties 32
- Modify Size Options 33
- Modify Tools 34
- Modifying Text Properties 54
- Modifying Boxes and Lines 33
- Move and Copy Tools 34
- Multiple Lines 52
- Naming Files 15
- New File 15
- Overview 1
- Paper Business Form Design 2
- Paste 38
- Place Text 53, 55
- Place Text in Boxes 55
- Pop-Up Menus 18
- Printing the HTML E-Form 70
- Profile 11
- Quitting and Saving 20
- Requirements 3
- Rotate Tools 36
- Ruling 49
- Sample Form 47
- Saving a New File 19
- Saving and Proof Printing 29
- Scale and Rotate Tools 36
- Security Device 4
- Select Cursor Controls 17, 32
- Set Properties 50
- Set Properties Tools 43
- Set Text Properties 39
- Software Profile 11
- Software Security Device 4
- Starting OneForm 13
- System Requirements 3
- Tab Order 64
- Technical Support 5
- Text 53, 55
- Text Attributes Readout 41
- Text Editor Selector 17, 42
- Text in Boxes 55

## *Getting Started*

---

<b>Text Tools</b>	<b>39</b>
<b>Tool Bars</b>	<b>25</b>
<b>Undo</b>	<b>37</b>
<b>Using the Electronic Form</b>	<b>66, 69</b>
<b>Visual Basic E-Forms</b>	<b>4</b>
<b>WIBU Key</b>	<b>4</b>
<b>Welcome to OFDP E-Forms</b>	<b>1</b>
<b>Zoom Options</b>	<b>38</b>