



Forms Design

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Objects

The objects on the design form are used to construct the form and vary according to which file selections have been made on the details screen. Objects include field names such as Customer Code and Customer Name, as well as line, box, bitmap, etc. When an object is selected, its details will be displayed in the panel at the right. (In the design form screen the Quote summary is selected, indicated by the "handles" around it, and the object type is Text). Note that if multiple objects are selected the properties are not visible.

The objects which can be used in forms design include fields from the selected file(s) plus the following:

Bitmap: Enter the full path of the bitmap in the additional information area. Note the Bitmap object size should be the same as the actual size of the bitmap. This may look wrong on the screen as the bitmap is not sized, but the box will fill the area that will be filled at print time.

The bitmap can be selected to print only if the form is being sent by fax email, by using the special object "Print Output to" on the Conditions screen. "don't print if printer output to equals printer" is the standard way to allow a logo (or other details) to be included on a quote, invoice, etc when emailed or faxed but not when printed.

The valid test values for this are printer, screen, fax, and email. Other files such as Jpeg (.JPG) can also be used in the same way. Jpeg and Tiff files should be RGB, rather than CMYK for use on Printcost forms.

There are special pseudofields called WorkSalesPersonSignature, and Entered By Signature, which allow you to have one generic bitmap on a quote letter, for example. The additional information will be WorkSalesPersonSignature and the sales person will be looked up for that work and the signature filename taken from the Misc Data field for that person. (The file must be set up in MiscData first).

When using bitmaps, [Program] and [Data] can be used to refer to the program and data directories respectively. It is better to use these rather than using the actual directory name.

Box: The box can look very good on the final printout but it can also cause a few problems at the design stage. Think of the box as a clear plastic film over the top of everything that stops you from clicking on an object inside (underneath) the box (plastic film) to make a change to it. You can use the List Objects button or you can use the Right Click and Drag provided that you start the click outside the Box. This will of course also select the box but then you can deselect the box by using the CTRL

Left click option leaving the internal objects selected. See also Forms Design Lines and Boxes

Calculate Charge: You need to calculate the Charge values before you can print them. This object lets you enter the Charge

Register number followed by a comma then the Department letters that are to be included in the Additional Information field.

This object must be placed above any references to print this Charge Register so that it is calculated before printing. By convention these are all placed in the top right hand corner of the form.

Calculate Quote: You need to calculate the Quote values before you can print them. This object lets you enter the Quote



Register number followed by a comma then the Department letters that are to be included in the Additional Information field.

This object must be placed above any references to print this Quote Register so that it is calculated before printing. By convention these are all placed in the top right hand corner of the form.

You can include various margins by including the following values:

- ' 0 the full value
- ' 1 the base cost
- ' 2 the departmental margin
- ' 3 the overall margin
- ' 4 the departmental margin plus the overall margin
- ' 5 the base cost plus the departmental margin
- \$ currency conversion (must be added at the end of the department list. (This will have an effect only if there is a nonzero value in the currency conversion field on the summary or invoice screens.)
- Other valid characters are:
- @ adjustment
- A - T departments A to T
- U GST / VAT
- V discount
- W total of all above
- X Margin
- Y Total cost excluding discount and GST / VAT
- Z Total cost less discount
- [Y / Unit of measure
- \ Z / Unit of measure
-] W / Unit of measure

Costs This creates a grid of costs that is then printed. What is included in the grid depends on the special functions that are set up in the Additional Information. There is another topic detailing the Costs parameters so they will not be repeated here. See Forms Design Costs Object

DearSalutation: This can be used to address a quote letter etc. The default is to use "Dear Salutation," where salutation comes from the salutation contact field or if empty from the contact name field or if empty then "Sir". The additional information field can be used to modify the default but note that as soon as you enter any data into the add. info field the default ceases to have any effect. Four fields may be entered (comma delimited): the first is an alternative to "Dear", the second is checked for "DEL" and "CONTACT" to decide if the delivery contact details should be used and if contact Name rather than Salutation should be used. The third may have the word Comma if you want to append a comma to the end and the fourth has an alternative to "Sir" if no contact is found. eg. "Attn:,Contact,,Manager" could produce "Attn: John Smith" or "Attn: Manager".

Form: The Form object is used to process another form. As this is not recursive, and you will not return to complete anything left on the calling page, it should always be the last object on a page. So for a three page document, the Form object would be placed at the end of the first design, usually preceded by a New Page object. The page two form would have a Form object pointing to the design of the third page. The Additional Information for a Form object is the System Name of the Design Form you wish to point to. Note



that the form object will not change printers, so if a new page is required a New Page object needs to be put in before the Form object. If you want to print the form on a different printer, use the object *Subform*, below.

Label running count: This is used for parcel count

Line: This allows a horizontal line to be drawn. More complex designs may be better done by creating a bitmap and including the bitmap on the form. See also Forms Design Lines and Boxes

Line Advance: If you are printing a conditional line (ie may or may not print depending on the data at print time) then you may want to remove the blank line if nothing was printed. The Line Advance object allows you to do this. Place the Line Advance object at the extreme right of the line and set its height to the height you wish removed if nothing was printed. If you are using double line spacing then this would include the print line and the blank line following. Then all the objects on the line need to have the same Don't Print condition set and they should all also have the same Row value. Objects are processed from Top

Left to Bottom Right (strictly) so if the object at the right hand end of the line is 0.1 mm above the others then it will be processed before the items on the line instead of after them. This will cause a problem unless the line advance is a couple of millimetres below the other objects.

Misc Grid: This is used to create a form containing a report with actual details from the time and cost file. Refer to Misc Grid

New Page: This is used to cause the printer to do a form feed. Usually used in conjunction with the Form object to create multi page printout. See further information about new pages under *Form*, above, and *Subform*, below.

Repeat for all Parts: allows a group of objects to be printed and repeated for all Parts. The height of this object controls how many associated objects will repeat. If you add the words "Stock Only" to the Additional Data field, only parts with a stock cost will be displayed. The top of this object should be slightly above the top of the first object to be included (say 0.3mm) and its bottom should be slightly below the bottom of the last object to be printed.

Also you can select

- Part: which will repeat all parts that start with whatever is entered after the colon
- SUBJO which will use all subjobs
- GROUP which includes the group
- QEQPR which includes all QEQ printing parts

Salutation: This can be used to address a quote letter etc. The default is to use "Dear Salutation," where salutation comes from the salutation contact field, or if empty from the contact name field, or if empty then "Sir". Use the additional information field to modify the default, but note that as soon as you enter any data into the add. info field the default ceases to have any



effect. Four fields may be entered (comma delimited): the first is an alternative to "Dear", the second is checked for "DEL" and "CONTACT" to decide if the delivery contact details should be used and if contact Name rather than Salutation should be used.

The third may have the word Comma if you want to append a comma to the end and the fourth has an alternative to "Sir" if no contact is found. eg. "Attn:,Contact,, Manager" could produce "Attn: John Smith" or "Attn: Manager"

Screen Dump: Screen Dump sizes may vary so we suggest that you print one and measure its size then make any Screen

Dumps that size on your Design Form. The printed size will not alter but having the box on the design form the right size will help in the placement of other objects.

Special Data: These objects allow additional information to specify what will be printed. The options can be viewed by pressing

Control T (select the object, move off it, click back on it, click Add Information, then press Ctrl T). Refer to the Special Data topic for more details.

Stock: As some problems have been experienced when using the stock object in a quote letter, we suggest that the costs object be used. See Forms Design Cost Object

Subform: this object automatically goes to the selected printer on the subform and by default does a new page so subform objects must be the last objects on a form. Therefore there is no need to precede a subform by a New Page object. Multiple subforms may be used on the main form but a subform must not contain another subform or an infinite recursion may occur.

Text: Use this selection to enter whatever text you need. Free format text may be entered in the additional information box that is to be printed on the final form as it appears. Note that if the object on the Form is not wide enough then the text will word wrap. If the object is not high enough to fit the word wrap, then it will be truncated unless the Don't Confine Print box is checked.



Lines and Boxes

Forms Design List Objects

These commands are very powerful but can also be confusing. Try to keep your options as simple as possible and note that some options actually negate others.

All the options are added to the Additional Information box of a Line or a Box object in the format of a two character identifier followed by a colon and the numeric value. Multiple options are separated by commas.

Eg. DW:1,DS:2 will produce a dotted line.

Note: These properties will ONLY be seen on the printed copy. NOT on the screen.

The humble box has a few options that you can use for special effects but you need to be aware that there is huge rule interaction. That is to say that while two individual commands may work as you expect they may give a totally undesirable, and unexpected, result when combined. You just have to try and see what happens. Note that these are not rules made by Printcost, they are Operating System rules. For example DS:3 causes the box to be drawn with a Dot-Dash line and T:5 causes the line to be thicker but together the Dot-Dash has no effect as it only works on lines of thickness 1.

The options go in the Additional Information of a Box or a Line, with each command separated by a space.

Options:

DW:xx, DS:x, DW:xxxxxx, FC:xxxxx, FS:x, F:, T:xxxxx

DrawMode DM:xx Determines the appearance. Values for xx range from 1 to 16 but results can vary. The most predictable values are 1,6,7,11,13 and 16. 1 is Black, 16 is white the others various combinations.

DrawStyle DS:x These set the Style the box is drawn with. Values for x range from 0 to 6

- 0 (Default) Solid
- 1 Dash
- 2 Dot
- 3 Dash-Dot
- 4 Dash-Dot-Dot
- 5 Transparent
- 6 Inside Solid

DrawWidth DW:xxxxx This sets the line width. Values range from 1 to 32,767

FillColour FC:xxxxx This sets the fill colour used to fill in the box. The value of xxxxx is the RGB colour value.

FillStyle FS:x This sets the pattern used to fill the box. The range of values of x is from 0 to 7.



- 0 Solid
- 1 (Default) Transparent
- 2 Horizontal Line
- 3 Vertical Line
- 4 Upward Diagonal
- 5 Downward Diagonal
- 6 Cross
- 7 Diagonal Cross

Fill F: - Is just a shorthand method of drawing a solid box.

Thickness T:x Is just a shorthand method of DrawWidth for backward compatibility.

Note: *You can also create some special effects by creative use of the line command.*



Relationships

Forms Design Master File

There are "relationships" between various Printcost files, which can help in forms design.

For example, there is a relationship between purchase order header and job (the relationship is via the first line of the purchase order).

Other relationships are between:

- the customer file, and default contact.
- the delivery file, and 1) customer file, and 2) default contact
- the customer transaction file and 1) customer file, and 2) jobs file
- the employee activity file and 1) the employee file, and 2) the rates file
- General Ledger Batch file and the General Ledger period file.
- Chart of Accounts history and 1) GL Chart of Accounts file, 2) GL Period file, and 3) Chart of Accounts monthly summary.
- GL Chart of Accounts monthly summary, and 1) GL Chart of accounts code, and 2) GL Period.
- GL departments and GL divisions
- the work files (quotes, jobs, models) and 1) customer file, 2) delivery file, 3) rates file, 4) dies file, 5) inventory master file, 6) time and cost file, and 7) the source quote, job or model.
- the time and cost file and 1) employee, 2) rates, 3) actual rates, 4) jobs, 5) creditors master file (supplier codes), and 6) customers.
- the Contact file and the customer file.
- the inventory master file, and 1) the customer file, and 2) the jobs file.
- the inventory header file, and 1) the customer file, 2) the creditors master file, 3) the inventory master file, and 4) the jobs file.
- the inventory line file and the 1) customer file, 2) inventory master file, 3) jobs file, 4) creditors master file and 5) inventory header file.
- the jobs delivery file and 1) customer file, 2) delivery file, and 3) jobs file
- the sales analysis file and the customer file.
- the creditors transaction file and 1) creditors master file, and 2) inventory document header
- the rates file, and 1) cost centre file, and 2) actual rates file



- the current pay file and the pay master file
- the pay history file and the pay master file



Design Form

Forms Design Master File

The Design Form button takes you to the design form proper. It shows a visual representation of the form and the tools you have create the Form document. The image on the screen is as close as possible to the final printed output but there will always be some variation. For example, text occupies slightly more space on the screen than it does on the printer. This will vary with differen printers and some experimentation may be necessary.

The Design Form tab has a worksheet on the left and Properties and Conditions on the right. The worksheet is used to place objects on the “page” that it represents. The details define what the object is, where it is placed, its size and its special characteristics. The Conditions tab sets the print time decision to decide if this object should be printed or not with the data presented to it (eg don’t print the Debit amount if it is in fact a Credit.)

The Design WorkSheet.

The worksheet displays as much of the page as possible given the size factor that has been selected. You can move the page around by clicking on any unused area of the worksheet and dragging the sheet while still holding the left mouse button down. The same process is used to move an object on the sheet (ie. click and drag.)

If multiple objects are selected then this process of click and drag will move all of the currently selected objects at once. When an object is selected it will surrounded by eight dark “handles” or little boxes to indicate which object is selected. To select an object simply click on it and the handles will appear.

If you now click in the boundary of the selected object you can drag it to a new position or you can click on one of the handles and alter the size of the object. The cursor will change to a double headed arrow to indicate that you are in a resizing position, rather than a moving position, and the arrow direction will show you the allowable direction of resizing. Corners will allow the alteration of two dimensions at once.

You can select more than one object in one of two ways.

1. By holding down the “CTRL” key while clicking on an unselected object the new object will be added to the list of selected objects. If you chose an object that is already included in the selection list then it will be removed from the list. If multiple objects a selected then the handles on all selected objects become white boxes and are shown within the boundary of the object. You can click and drag on any of the multiple objects, it makes no difference which one.
2. The second method of selection is a right mouse click and drag. This method must be used where objects appear on top of eac other. As you do a right mouse click and drag a rectangle is described. Any object that is partially within the border of that rectangl will be selected.

Note: It is often easier to use the right click method to select a group of objects and then use the CNTRL and left click to remove a few unwanted objects than it is to try and individually select many objects. The individual method is a lot slower, especially as the number of objects increases.)



Registers

Forms Design Master File

Forms Design Individual Fields

Before you design, or significantly modify a quote, invoice or statement (or perhaps some other forms as well) it is important to understand the use of registers.

Registers are similar to the memory function of a calculator but more powerful. When you complete a calculation on your calculator you are able to add the result to the memory by pressing (usually) M+ on the keyboard. To recall this value you press the memory recall button (usually MR).

Printcost has three types of registers and virtually an unlimited number of each of these. These registers are referred to as quote registers, Charge registers, and Total registers. Charge registers and Total registers are referred to by their number, eg.

Total register 5. Quote registers are referred to by both the number and the print run to which it applies (eg. Quote register 5,

Run 3 being the item referring to the third quantity).

Charge registers are calculated using the special object Calc Charge which you will usually find (and should place there when you create one) in the top right hand corner of the form. (You can also locate these using the “list objects” button).

Quote registers are calculated using the Calc Quote object. Note: when you calculate a quote register Printcost automatically assigns all the quote registers for each print run. When printing the quote register for run 0, the value of the likely run is used.

As well as the department letters in a charge register or a quote register you can add modifiers to the amount.

Options 1 to 5 are used where the value that would be displayed includes the margins. This is the case in quote register and charge registers but may not be the case when showing actual costs.

Actual costs are selected instead of charge amount by using modifier 6. If the actual amounts do not include margins then the modifiers 7 through to 9 are useful.

You can use multiple modifiers in a single register to (for example) select actual cost plus departmental margin.

(If we assume that departments a b and c are required and we want the actual amount with the effective departmental margin added we would use 60abc7abc Note the 6 selects actual then the 0 selects no modifier, then departments abc are added, then the 7 selects the departmental margin modifier, then the department (margins) are added.)

These modifiers are as follows.

0 the unchanged value



- 1 The base cost
- 2 The departmental margin
- 3 The overall margin
- 4 The departmental margin + the overall margin
- 5 The base cost plus the departmental margin
- 6 Add the margins on - used for actuals
- 7 Departmental margin
- 8 The overall margin
- 9 The departmental margin + the overall margin

Note: while modifiers 1-5 are valid, the results are unlikely to be useful as they either deduct or calculate the margins from an assumed total. The modifier 6 can followed by another modifier such as 0 - this example would give the net total.

Other valid characters are:

- @ adjustment
- A - T departments A to T
- U GST / VAT
- V discount
- W total of all above
- X Margin
- Y Total cost excluding discount and GST / VAT
- Z Total cost less discount
- [Y / Unit of measure
- \ Z / Unit of measure
-] W / Unit of measure

You do NOT have to use registers sequentially (you may leave “gaps”) in the sequence.

Quote registers and actual registers are numbered from 1 to 30,000 although you should try to use lower numbers as these use less of your system resources.

Total registers: these are numbered 1 to 100. Any object can be added to a total register by entering the “total register number” on the details panel for that object. Any object can be subtracted from a total register by entering a negative number in this field.



When you print a total register it automatically zeros its value after printing. You can retain the value by totalling a register into itself while printing.

A typical use of total registers is in consolidated invoices (where you print multiple jobs onto one invoice). In this case in the body of the invoice you would use charge registers to show the amount (perhaps plus showing tax) and total these values as they are printed into a total register then print these total values on the bottom of the last page of the invoice.

The Column Total can be saved in a Total Register. The format is SAVETOTALSxx where xx is the base total register to save the total (ie the total for column 4 will be in Total Register 54 if xx = 50)

There is an output option for date and time which can be used with registers.

It allows date:dateformat

format:hours shows eg 12.30

Format:xxx say 0.00 (or #.##)

This object does not print (and is not designed to) but does total into a total register.

There is also a value function: this evaluates an expression and totals the value into the sub total register (in the sub total field).

The expression is similar to an expression used in house rules but does not include if statements.

For example to convert a price in dollars to one in cents you could use (assuming the price in dollars is in charge register 3)

ChargeRegister-3 * Lit-100

You can use the short hand for CR rather than charge register. Other allowed are Lit- (Literally), fld- (Field), TotalRegister- or TR- QuoteRegister- or QR-

All the special words from house rules can also be used but as the currently selected activity and part are undetermined the results may also be undetermined.

Prefixing the evaluation expression with "Date" will allow limited date manipulation, and suffixing with "String" will allow string manipulation.

The keyword "space" can be used to introduce spaces between fields or words, eg Lit-Mobile + space + Lit-No. + Space + fld-

WorkSalesPersonMobile string would store the "Mobile No. 555" in the total Register specified.

Note: The width formatting is done by the Value object, not the Total Register Printing object.



Forms Design

Forms Design Master File (Tools Menu)

Forms Design Check Boxes

Forms Design Individual Fields

The system forms included with Printcost cover all files, and should include all forms you are likely to need. We strongly suggest that, if you want to create a new form, you should start with a similar one which already exists - eg if you want to customise the quote form to suit your requirements, start by opening the standard quote form, create the new one, then change the new one as required. Forms Design is an additional module: unless you have bought it and it has been unlocked by your Printcost dealer, you will not be able to create any new forms, although existing forms can be modified.

Click Forms Design in the Tools menu to open the file.

If this is the first time you have opened Forms Design, the "*Select*" screen will be displayed. Select the range of forms to be listed, or click OK.

The *List* form is the initial default screen and shows a list of the forms available within the selection criteria you chose. Select the form you need and click *Details*.

Click *New*. Give the form a name and click OK. A new form will be created based on the one you had selected (so if you want a new purchase order form, select a purchase order and click New to create a new one).

Click *Create* and the *Details* screen will appear. This screen shows what decisions have been made about this particular form: page size, form name, which printer will be used, and so on. More detailed information about the set up of this form is found by clicking the *Design Form* button.

On the details screen, you will need to enter the *system name* if used, and the *reference* if used. You can change the form name here if you wish. *Page height and width* default to A4 size, but change this if required. If you are working from an existing form, the *type* will probably be the same.

You can check the *Display in Quick List* if you wish, but you should uncheck the form you are replacing to keep the number of quick pick forms to a minimum.

For correct alignment of objects, you can select *snap horizontally*, and / or *snap vertically*. Check the least number of Fields to show, in *Field Selection*, to provide you with the data you need.

Now click the *Design Form* button, to see a representation of the form, and

the tools to create it. This tab has a worksheet on the left and *properties* and *conditions* tabs on the right.

The worksheet displays the form in various ways. The default is *Actual Size*, which is close to actual size and is the middle size available. By using *To Fit* you can see it all, and although it is often too small to see details you can get a good idea of the overall form. *Double size* allows you to position objects precisely.

You can see different areas of the worksheet by clicking *Top Left*, *Top Right*, *Bottom Left* and *Bottom Right*, or click and drag on an unused area of the worksheet. Remember to *Save* your form regularly as you are



designing it. In the event of a loss of power, or a major error, you can

Revert to the saved version.

Click *Add New* to add a new object to the worksheet. Select the type of object you need from the list screen (click the *List Objects* button, and the list will drop down). Included are such field names as Customer Code, Delivery Address, etc, as well as line, box, bitmap, etc. Most objects are data fields from the database, but some are more complex. See Forms Design Objects for further information about these.

The object is placed in the top left hand corner of the worksheet, and you can now use click and drag to move it, or enter the position in the *Row* and *Column* boxes and then click and drag to position it more precisely. Click on the object to select it (when selected, it will be surrounded by eight dark

"handles") and then in the boundary to drag it to a new location, or click on one of the handles to alter its size.

Once you have selected the object(s) you want on your form, use the size and position boxes to place them exactly on the form, and use the modifier check boxes and radio buttons, below, to refine them further.

Include Currency: If this is checked then when a number is printed the system Currency Character will be prefixed to the value at print time.

Show on Printer: This defaults to ticked and will not print this object at print time if it is not ticked. Any other operations such as adding to a total register will be performed. It is just the actual print that will be ignored.

Don't Confine Print: Normally objects will only be printed within the confines of the box dimensions. Any extra will be truncated or word wrapped if possible. If this is checked then the bottom of the box will be extended as necessary to print all the data and the rest of the form will be moved down to accommodate it. The object should only be one line high to avoid unwanted space where the data does not fill object height. A vertical anchor can countermand this move.

Anchor Vertically: If an object is anchored vertically, its row measurement is fixed and will not be altered by unconfined print. Care must be taken to avoid overprinting if mixed with unconfined printing.

Anchor Horizontally: (not implemented yet)

Blank if Zero: This is used to suppress the printing of zero values. This is equivalent to setting a condition of Don't Print if the Data equals zero.

Justify: Set the alignment of the data within the box defined in Forms Design. If for example you have a number of numeric fields in a column, you should make sure they are all justified the same so that they line up properly.

Decimal Places: Defines the number of decimal places to be used when printing numeric values.

Total Register: When printing numerics you have the option of also accumulating the total in a Total Register. This is to say which total register is to be used. If it is zero no accumulation takes place.

Any object can also have conditions placed on it. Click the *Conditions* tab to use these.



Conditions: Note! The assumption is that if it is on the Forms Design then you want to print it, therefore the condition is designed to set up when something will NOT Print. This is reverse logic but a lot easier to use than having to set a printing condition on every object.

Field: Select the field that will be used to make the decision. If this is a Register type field then an extra Register Number box will appear above and you need to enter the Register Number to use.

Condition: The Condition is what test you want to apply to the Field to make the decision to print or not. This is a dropdown box with the options shown in the list (eg Blank, Greater than, Not Equal To, etc.)

Test Value: If a test value is applicable it is entered in this field. Often this will be zero (for example if the condition is do not print a second quantity for prepress charges in a quote where the first quantity is equal to zero, as there would be no point in printing the second quantity)

Test Using: Determines what sort of test is to be performed. A dropdown box allows you to select Alpha, Numeric or Date comparison. In the Test Value example above, you would use a numeric test.

These four parameters are used to set up the condition, and the fifth is an English translation that also appears on the Properties tab.

You can also use *Alter Font* to set the Font or its characteristics for the currently selected objects, ie. font name, size, bold, underline etc.

Remember to save your form often as you work on it.

Position: When a form is processed, it is done in a strict top left to bottom right order. If the object at the right hand end of the line is 0.1 mm above the others on that line then it will be processed before the items on the line instead of after them. This is not a problem if *Snap to Grid Vertically* is turned on. This is also important when adding to Totals Registers, clearing registers and Printing the values. If you print it before it is calculated then it will print as zero and probably accumulate for the next time you print it.

If you are printing a conditional line (ie may or may not print depending on the data at print time) then you may want to remove the blank line if nothing was printed. The *Line Advance* object allows you to do this. Place the Line Advance object at the extreme right of the line and set its height to the height you wish removed if nothing was printed. If you are using double line spacing, this would include the print line and the blank line following. Then all the objects on the line need to have the same Don't Print condition set and they should all also have the same Row value. Objects are processed from Top Left to Bottom Right (strictly) so if the object at the right hand end of the line is 0.1 mm above the others then it will be processed before the items on the line instead of after them. This is not a problem if Snap to Grid Vertically is turned on.

To create a fancy form with boxes, circles, shading, bitmaps etc, it is best to use Microsoft Paint or another drawing program to create the effect, print it out to check that it is what you want, and save it as a bitmap, then add the bitmap to the form. Print the form out and then position the bitmap object where you want it. When it is the way you want it measure from the top left of the paper to the top left of where each object is going to be placed (in mm). Make a note of these Row and Column measurements.

Printers will each have their variations so it is a good idea to place a few objects at the extremes of a page, print them and then measure them to see what sort of correction factor, if any, needs to be used on your



calculated Row and Column when designing your form. When you are happy with its position, shrink your bitmap to a small box or line at the top out of the way (because you cannot see through it) and place all your other objects in the chosen positions.

Remember to save your form regularly. Test it a few times as you go. The bitmap can be left as a line at the top. It will print correctly. Warning! If you use objects with the Don't Confine Print ticked then this will alter the measurements from there down to the end of the page. For these types of Forms it is better to make sure that it is off for all objects.

To Create a Multi Page Form

Each page is created as a separate form with the last two objects on all but the last page being a New Page and a Form object. The Form object has its Additional Information set to the System Name of the next Form. Note that the New Page and Form object should be on the same Row to avoid introducing extra space at the top of the next page.

To Print Duplicate Copies of a Form

As laser printers can't produce carbon copies some mechanism for an office copy is needed.

The preferred method is to use a photocopier with a document feeder and yellow paper. In most cases this will be the cheapest option but if you want to print two copies you can do the first print then repeat the invoices etc (on yellow paper). The third option is to print two copies of each invoice in turn.

This can be achieved by printing the same information twice on a perforated form or more commonly print the first copy and then print a second copy. This final method is achieved by having two copies of the form and at the end of the first form have a New Page object and a Form object on the same row. The Form object points to the second form you have created. (see Create a Multi Page Form above.)

The second Form should also have a Text object saying "Office Copy" or similar, in a prominent place. If the original is a multi page document then all the forms should be duplicated. The duplicate header should have the Office Copy message and the pointer for each page continuation needs to be altered to point to the copy equivalent and finally the last original needs to point to the first of the copy forms.

Using Registers - Notes for Quote, Invoice and Statement forms

Before you design, or significantly modify a quote, invoice or statement (or perhaps some other forms as well) it is important to understand the use of registers.

Registers are similar to the memory function of a calculator but more powerful. When you complete a calculation on your calculator you are able to add the result to the memory by pressing (usually) M+ on the keypad. To recall this value you press the memory recall button (usually MR). Printcost has three types of registers and virtually an unlimited number of each of these. These registers are referred to as quote registers, Charge registers, and Total registers. Charge registers and Total registers are referred to by their number. eg. Total register 5. Quote registers are referred to by both the number and the print run to which it applies (eg.

Quote register 5, Run 3 being the item referring to the third quantity).



Charge registers are calculated using the special object Calc Charge which you will usually find (and should place there when you create one) in the top right hand corner of the form. (You can also locate these using the “list objects” button).

Quote registers are calculated using the Calc Quote object. Note: when you calculate a quote register Printcost automatically assigns all the quote registers for each print run.

You do NOT have to use registers sequentially (you may leave “gaps” in the sequence.)

Registers are numbered from 1 to 30,000 although you should try to use lower numbers as these use less of your system resources.

Total Register: Any object can be added to a total register by entering the “total register number” on the details panel for that object. Any object can be subtracted from a total register by entering a negative number in this field.

When you print a total register it automatically zeros its value after printing. You can retain the value by totalling a register into itself while printing. A typical use of total registers is in consolidated invoices (where you print multiple jobs onto one invoice). In this case in the body of the invoice you would use charge registers to show the amount (perhaps plus showing tax) and total these values as they are printed into a total register then print these total values on the bottom of the last page of the invoice.

Total Register

Forms Design Master File

Forms Design Check Boxes

This modifier check box is on the Design form screen Properties tab. Registers are similar to the memory function of a calculator but more powerful. When you complete a calculation on your calculator you can add the result to the memory by pressing (usually) M+ on the keyboard. To recall this value you press the memory recall button (usually MR).

In a similar way, totals from the same total register are added (or subtracted) as you create more objects with the same total register number, and the accumulation prints in the last of the objects on the page.

When printing numerics you have the option of also accumulating the total in a Total Register. Enter in this box which total register is to be used. If it is zero no accumulation takes place.

Any object can be added to a total register by entering the “total register number” on the details panel for that object. Any object can be subtracted from a total register by entering a negative number in this field.

When you print a total register it automatically zeros its value after printing. You can retain the value by totalling a register into itself while printing.

Value function:

There is a value function which evaluates an expression and totals the value into the sub total register (in the sub total field).



The expression is similar an expression used in house rules but does not include if statements. This object does not print (and is not designed to) but does total into a total register.

For example to convert a price in dollars to one in cents you could use (assuming the price in dollars is in charge register 3)

ChargeRegister-1 * Lit-100

You can use the short hand for CR rather then charge register. Other allowed are Lit- (Literally), Fld- (Field), TotalRegister- or TR- QuoteRegister- or QR-

All the special words from house rules can also be use but as the currently selected activity and part are undetermined the results may also be undetermined.

Consolidate invoices:

A typical use of total registers is in consolidated invoices (where you print multiple jobs onto one invoice). In this case in the body of the invoice you would use charge registers to show the amount (perhaps plus showing tax) and total these values as they are printed into a total register then print these total values on the bottom of the last page of the invoice.

Conditional Printing:

A series of digits can also be put into Total Register (0) to allow conditional printing.

This can be used to provide (usually) slightly different information on different copies of the invoice, eg the words "Office Copy".

The Number of Copies is self explanatory but the order is not.

A default Run Reference can be put in in System Setup Invoices, or an alternative can be put in on the Print Invoices printer

control screen where the date is entered.

The Run Reference field must not be used for any other purpose, as doing so will result in printing problems.

Each Invoice is printed for the first Run Reference, then again for the second Run Reference etc until all Run References have been done. This cycle is then repeated until the appropriate number of copies have been produced. For example, Run Reference 312 and Copies of 3 with 4 invoices to be printed, would produce the following invoice sequence - 333311112222 333311112222 333311112222 - 36 pages in all.

"don't print if printer output to equals printer" is the standard way to allow a logo (or other details) to be included on a quote, invoice, etc when emailed or faxed but not when printed.



Width

[Click here to view the design form screen](#)

Forms Design Master File

Forms Design Individual Fields

This field is on the design form Properties tab. It is one of the size and position boxes which display the currently selected object's row, column, width and height. If more than one object is selected then these boxes will be blank initially. You can directly enter a new value into these boxes and the change will be immediate, ie character by character. (If the current object's width was 60 and you wanted to change it to 90, when you type the 9 the object's width will change from 60 to 9 then when you type the 0 it will change to 90)

Alternatively you can make incremental changes by typing a "+" or a "-" sign as the first character,. so the above change could als have been made by typing "+30" but the change would not take effect until you tab off the width box. To move a number of object together you can select them and then use the incremental method to move them all.

Note: If you select a group of objects and then alter the row or column they can all move on top of one another. You can set the column for a vertical group or the row for a horizontal group to make them line up exactly but do not mix them. As an object is moved using click and drag these boxes will be updated to help you position them more quickly.



Printer

Forms Design Master File

Forms Design Individual Fields

This field is on the details screen, and shows the printer used for this form. Make your selection from the drop down list. This may be the default printer, or even force the user to select at print time. If a chosen printer is not found at print time then the user will be forced to make a selection at that time.

PaperBin

This sets a value indicating the paper bin on the printer, from which paper is fed when printing. A value of zero leaves it unchanged.

The settings for value are:

Value Description

1. Use paper from the upper bin.
2. Use paper from the lower bin.
3. Use paper from the middle bin.
4. Wait for manual insertion of each sheet of paper.
5. Use envelopes from the envelope feeder.
6. Use envelopes from the envelope feeder, but wait for manual insertion.
7. (Default) Use paper from the current default bin.
8. Use paper fed from the tractor feeder.
9. Use paper from the small paper feeder.
10. Use paper from the large paper bin.
11. Use paper from the large capacity feeder.
12. Use paper from the attached cassette cartridge.

Remarks: Not all of the bin options are available on every printer. Check the printer documentation for more specific descriptions of these options.

Note: The effect of the properties of the Printer object depends on the driver supplied by the printer manufacturer. Some property settings may have no effect, or several different property settings may all have the same effect. Settings outside the accepted range may or may not produce an error. For more information, see the manufacturer's documentation for the specific driver.



System Name

Forms Design Master File

Forms Design Individual Fields

This field is on the details screen. It is used for the name used by the system. In many cases it is not used but if it is a form that the system expects to find then it must be spelt correctly. Generally this field can be ignored. Take care that you do not use an asterisk (*) as the first character of the name or a Printcost reserved name.

Reserved System Form Names

All forms with a system name beginning with * are reserved.

Special cases used so far are:

*INVH this defines the header section of a consolidated invoice.

You should place a marker at the end of the header to signify where the body of the invoice will start. You can use a bla

text box for this effect.

*INVC this defines the body of a consolidated invoice.

The layout is repeated for each job included in the invoice. Note: you may wish to place a marker at the end of this file to

allow space between each job. The position on the page is relative to the top of the page on this form.

Do not use vertical anchors.

*INVT This defines the invoice tail.

Place a marker at the top of this file to signify how far down the body can extend. The file is defined relative to the top of

the page.

*INVHC This is similar to the invoice header, but used for continuation pages.

*INVTC Similar to the invoice tail, but used for continuation pages.

Note: be careful when designing invoice tail and invoice continuation tails. You need to ensure the continuation starts at

the same place as the tail or below it.

*INVW This is used to define a wholesale invoice.

*INVN This is used to define a "normal" invoice.

*INVR This is used to define a "retail" invoice.

*E This is used for conversion from Version 5 of the estimate details report.

*Q This is used for conversion from Version 5 of the quote letter

*J This is used for conversion from Version 5 of the job bag.

*STABH This is used for Brought forward statement header.

*STAOH This is used for Open item statement header

*STABHC This is used for Brought forward statement header continuation

*STAOHC This is used for Open item statement header continuation

*STABB This is used for Brought forward statement body

*STAOB is used for Open item statement body

*STABTC is used for Brought Forward statement trailer continuation

*STAOTC is used for Open item statement trailer continuation

*STABT is used for Brought forward statement trailer

*STAOB is used for Open item statement trailer



Statements are made up of a header, body and trailer. Two or more page statements are made up of a header, body and trailer continuation for the first page, a header continuation, body and trailer continuation for the second page, and a header continuation, body and trailer for the last page. Even if you do not expect to use statements longer than one page, you must put in all five forms.

*STAOT is used for Open item statement trailer

Form Name: System Name Brought Forward System Name Open Item

Header: *staBH

Header continuation: *staBHC

Body: *staBB

Trailer continuation: *staBTC

Trailer: *staBT

The letter after the *sta indicates the statement type, ie B for brought forward, O for open item, and X for your statement type X. You can create more than one alternative statement if you wish, using a different letter.

Each type has a different letter after *sta, and this is the letter you enter in the Customer Statement field, to show which type of statement this customer is to receive.



Costs Object

[Click here to view the design form screen](#)

Forms Design Master File (Tools Menu)

Forms Design Individual Fields

COSTS - FUNCTION IN FORMS DESIGN

Note: this option is intended for use in job bag and estimate reports. It may be used in invoices (like shop invoices) but **USING MARGINS WILL CAUSE ROUNDING ERRORS**. You should **NOT** use a margin on a shop invoice. The shop invoice is designed for sales of items priced at retail (sales) value.

This function works by creating an array (like a spreadsheet grid) and then printing the contents of the grid.

The function has several optional parameters: each begins with a /.

Parameters are:-

/B Add a box around the grid.

/C Cost centers. The parameters are a standard cost center range (eg 6-8, 2, 50-65). That is 6,7, and 8, 2 and 50 through to 65 inclusively). Any range 0-99 is allowed. Default is all cost centers.

/D Department. Followed by a list of departments (like CC above but for older Pclite sites)

/F Force output if cost = 0

/H sets the column headings

B Bold the headings

+ add 1 point size to the heading point size

- deduct 1/2 point size from the heading point size

D double spaces the heading

(note you can have +++- to effectively add 2.5 points to the size)

/HH prints the headings even if the rest of the grid is empty. This can be combined with other "H" commands eg /HHB++

/I Include part headings. Note: if you use this with sorting options you could get unexpected results.

This can be followed by the same options as H (ie B, +, -) and also include T to put the part descriptions on top of the column headings. Note this should only be when you have one part heading per grid

/M Include margins (default is to EXCLUDE margins). Use M: to include the department margin and (if applicable) overall margin in the printout.

/N Include "free" comments (notes)

/O Output details to include are (all can be formatted, left/right justified, width (mm), no of decimals). Headings can be added to the outputs by using a: in the output string.

eg /o D40:Description, V20.2R:Value says Print the description (40mm wide). Print then value 20mm wide with two decimal places, right justified. Note the comma delimiter between fields.

/P Include paper (stock items)

/S Sorting - Follow by column - based on your output columns (any one of them can be sorted). Note: you should be careful using sort if you are using /H option.

/X Exclude "other costs" - Note: other costs are included "by default" so they need to be excluded rather than included as an option

/Z Remove exactly repeating lines. If the line is exactly the same as the one above it is not printed again. An option parameter can follow /z to allow testing for repeats to be from that column onwards. This is useful where "one off" literals (O26 - see below) mean the full line does not repeat.

Output options

Code Output option

B Blank



C Code

D Description

E Evaluate. This uses the same syntax as house rules, eg EFLD-10::1 string. If string is not used you will get a numeric answer. The double colon is needed because the colon has a special meaning in costs grid to separate the code field

F Related File field eg F47::2.1 = supplier name. Note the double colon to distinguish from header colon.

O11 Part 1 of the description

O12 Part 2 of the description - etc etc up to O19

O20 Comments

1-9 Estimated rates 1 to 9

V Value (selected run)

WXYZ value of each run

O24 New line

L Literally (text)

O26 Literally but only on the first line (can be used like a hanging indent)

O27 Supplier code for inventory item

O28 Supplier inventory code

O30 Prints (per UOM) where UOM is the unit of measure

O31 Prints per UOM

O32 Prints UOM

O33 Prints rate like Vrate but factors by prorata factor

O34 Prints rate like Wrate but factored

O35-37 as above for X, Y, Z.

O47 Likely print run from estimate details

O48 Run 1 calculated quantity from the estimate details

O49 Run 2 calculated quantity from the estimate details

O50 Run 3 calculated quantity from the estimate details

O51 Run 4 calculated quantity from the estimate details

Applicable to stock only

NP No up (also called number per)

NT No out

NN No on (No up * No out)

NF No of

G GSM

O21 % waste

O22 set up waste (overs)

O23 die code

P, S Press sheets and / or Stock sheets

S sheet size 1111 x 2222

X sheet X

Y sheet Y

P,S,J, K Press sheets and or Stock sheets and / or Length (metres) and / or weight

Note J is length

You need the sum of some or all of these

Basic, make ready waste, run waste, trim waste

B,M,R,T eg SBMRT (sheets including basic, makeready waste, running waste and trim waste)

Applicable to other costs



M Minimum

Q Quantity (quantity entered in units column)

O25 Factor

T Time (hours and minutes)

O29 Prompt

List of special codes for Costs Grid /O 170 - /O 220

Note: some codes are used twice - one relates to paper the other to non paper.

173 Rates Code

174 Rates Description

175 Prices grid

176 Minimum

177 Cost Centre

178 Actual Rate

179 Lift

180 Sheet X

180 Qty

181 Sheet Y

181 Factor

182 GSM

182 Not used

183 Press X

183 Prompt

184 Press Y

184 Manual for run 1

185 Number Out

185 Manual for run 2

186 Number of

186 Manual for run 3

187 Number per

187 Manual for run 4

188 Overs

189 Waste

190 Section description (notes) (Internal Notes)

191 Selected cutout 1

192 Waste Weight

193 Die Code

194 Selected cut 2

195 Loading

196 Supplier code

197 Extra Notes (P/O Notes)

198 Caliper

199 Inventory code

200 actual rate code

211 Price 1

212 Price 2

213 Price 3

214 Price 4

215 Price 5



216 Price 6

217 Description Line 1

218 Description Line 2

219 Description Line 3

220 Description Line 4

Note O options for output are followed by a space before the width (for clarity) - This should also be done for P S J and K.

.

Using Cost object to enter stock on quote letter:

To match the existing "stock" code use

COSTS

/P/X/F/C0-9/O G7L, L7L GSM,D100L,

where

/P = papers

/X = exclude costs other than paper

/F = force paper even if zero value for stock supplied

/O = output the following

G7L = gsm (7mm wide and left aligned)

L7LGSM = literally print "GSM" (7mm wide left aligned)

D100L = description of stock (100mm wide left aligned)

The following boxes also need to be checked:

Show on printer

Don't confine print

Left justify

NB if you do not want GSM in uppercase, alter the case on the "literal" option. You can also move it around and have the description at the front and gsm at the end.

To enter the carton count on a job bag

/C95 /O O11 55,O47 20

(the cost centre of cartons and or of C95 may need to be changed)

O11 is the first part of the description

55mm may be too wide or narrow.



Misc Grid

[Click here to view the design form screen](#)

Forms Design Master File

Forms Design Individual Fields

The Misc Grid object is used on a form to print out data in a grid format.

Column numbers start at 0.

Syntax: File number, sort column (-1 to not sort), Sub total columns separated by spaces, Number of lines allowed in the grid and special modifier information, Data for each column (alignment field number width Heading). Separate the columns by commas and the items by a space.

The width field can be modified with a currency and / or a format statement if desired., eg "R 7 \$20.2 Value" would print with a "\$"

sign on the left and 2 decimal places (so \$5618.00) in a 20mm wide column. You must specify the number of decimal places

(which can be from 0 to 4). Currencies of £ or \$ are allowable

For example: 44,10,9,L 5 22 Code,L 41:7 55 Description,R 41:8 10 Size,R 41:9 10 By,R 41:10 10 GSM,R 10 14.0 Qty,R 11 \$14.2

Price,R 9 10.0 Per,R 16 14.2 Discount,R 17 18.2 Net,L 0 0

Special field names can be used in some areas of Printcost to replace the field numbers. For example in the above example

instead of "GSM,R 10 14.0 Qty, R 11\$14.2 Price" you could use SOQty (Sales order quantity). The advantage of using the

special sales order field names is that when the status of the sales order from entered to posted the quantity will automatically

change.

Other available names are:

SOPacks used for the number of packs on Sales Order

SOQty Sales Order quantity ordered

SOQtySent Sales Order quantity sent

SOValue Sales Order value as ordered

SOValueSent Sales Order value sent

SODiscount Sales Order Discount

SOQtyNotSent Sales Order quantity ordered less quantity sent (not necessarily backordered)

SOPacksBO Sales Order Packs Backordered

SOQtyBO Sales Order quantity backordered

SOWeight Sales Order weight in grams

SOWeightKg Sales order weight in kgs

PriceEach special for Sales Orders

NetEach special for Sales Orders, returns the unit price after discount

POQty special for Purchase Orders, uses either the qty or the field [job qty = from notes

POnotes special case for notes

POdesc special case for description with size and GSM and microns

Zero value is allowed for non-numeric columns. This allows selection of chargeable extras in the misc grid.

If the file number is zero then the column definition is not used but on the next line you put the grid tag as set up in screen design.

This allows you to print any Grid from Printcost. The maximum line count is used.



Note that the figure on the right of a decimal point in the width of a column in a misc grid is the number of decimal places that will be printed.

For example

11,3,5 6 7, 20 LineHeight2,L 2 20 Code,L 3:3 40 Description,L 6:2 30 Employee,L4 10 CC,L 13 20 Date, RZ7 20 Qty, R 10 20

value, R 11 20 Production, L 0 4, L 12 50 Comment

Alignment L is left, R is right, C is centre

LZ, RZ CZ will cause it to print blanks if the value is zero

NH new line with headings

NN new line without headings

A create a running total in this column

Ltext print the literal text. Note that this can be used to create multiple line spacing on detail lines only and

L L...1 would cause

each line to be 3 lines long.

Rules relating to this object:

Fields can be related files (6:2 gets the 2nd field from file 6) (see Forms Design - Relationships)

Headings are always bold and have one blank line below

Subtotals are underlined in data above, blank line below

Totals at bottom down extra line.

Special modifiers:

The special modifiers are separated by a space

These must be in this order if used

F = Print fixed height grid including blank lines and truncate extra lines

U = (system use)

G = Get data from the main selection grid for this file

C = System use

NO HEADINGS - inhibits the header from printing

LINEHEIGHTxxx - sets the line height multiplier to xxx eg LineHeight1.4 (note NO embedded spaces)

When selecting the inventory lines file from jobs, these special options allow you to select by type

PURCHASE ORDER

JOB ISSUE

GOODS RECEIPT

CREDITORS INVOICE

Grids

The format for any grid is a Misc Grid Object with the first line being the first four parameters as for a Miscgrid and the two lines

of the Screen design (as defined below) are cut from the screen design and pasted in lines 2 and 3.

Screen Designer

The format for Grids in screen designer is ID,GridName, ScrollBars <carriage return line feed> FillMode, Field

ID the identifier eg G -103

GridName The name used in Grids.P6

ScrollBars 0 = None, 1 = Horizontal, 2 = Vertical, 3 = both

FillMode GridType number as defined in Declares, Determines Rules

Field Field number where data is stored.

A Misc Grid has four parameters to begin with, then the column detail. The four parameters are defined as follows :-

1. The file number to use. A zero here indicates a screen grid rather than a file grid.

2. The Sort Column number. Include N for a numeric sort and include D for descending order. Separate a second sort column by



a space to select a range of sort sub columns. Eg 5ND 7 would sort numerically, descending on column 5 then subsort on column 6 then subsort on column 7.

3. The subtotal column numbers separated by a space.

4. The first field is the maximum number of lines in the grid before starting again on a new page. The new page is not automatic.

It must be added to the form with conditional printing so it does not print if TotalRegister (0) =0. After a space the next field can be

an F to indicate Fixed height grid. This will print trailing blank lines to make the grid full size as set by the first field of this parameter.

The Column Total can be saved in a Total Register. The format is SAVETOTALSxx where xx is the base total register to save

the total (ie the total for column 4 will be in Total Register 54 if xx = 50)

If it is a MiscGrid this will also truncate any data beyond the first grid, eg to show the first (most recent) 5 lines of Job Notes use 5

F. After the optional F you may have a U (used for printing an unpresented cheque list), Gnnn (used for printing data from the GridSel grid). The nnn is optional and is a code selection for inclusion (used in cheque printing), or a C (also for cheque printing).

There may be an overlap here.

After the optional F, U or G there should be a space and the optional modifiers. No Headings (self explanatory), LineHeightnnn to alter the line height in the grid where nnn is a multiplier (eg 1.25), the special Inventory options listed above . Note absence of

spaces.

When printing a misc grid, a line height multiplier can be specified: eg 20LineHeight1.5 says to allow 20 lines to a grid and use 1.5

times the normal spacing. After printing, the grid line height is reset to 1.



Bin Number

Forms Design Master File

Forms Design Individual Fields

If more than one printer bin is available, a selection needs to be made in the Printer Bin field. Set the bin number in the field on the Forms Design Details screen

PaperBin

This sets a value indicating the paper bin on the printer, from which paper is fed when printing. A value of zero leaves it unchanged.

The settings for value are:

Value Description

1. Use paper from the upper bin.
2. Use paper from the lower bin.
3. Use paper from the middle bin.
4. Wait for manual insertion of each sheet of paper.
5. Use envelopes from the envelope feeder.
6. Use envelopes from the envelope feeder, but wait for manual insertion.
7. (Default) Use paper from the current default bin.
8. Use paper fed from the tractor feeder.
9. Use paper from the small paper feeder.
10. Use paper from the large paper bin.
11. Use paper from the large capacity feeder.
12. Use paper from the attached cassette cartridge.

Remarks:

Not all of the bin options are available on every printer. Check the printer documentation for more specific descriptions of these options.

Note: The effect of the properties of the Printer object depends on the driver supplied by the printer manufacturer. Some property settings may have no effect, or several different property settings may all have the same effect. Settings outside the accepted range may or may not produce an error. For more information, see the manufacturer's documentation for the specific driver. Some



*manufacturers use "computer" numbers like 256, 257, 258 or 1024, 1025, 1026 etc for bins.
You can use the bin test (part the test printer function - Tools, Special Tools, Test Printer) to test
which bins are valid on your printer.*



Word Wrap

Forms Design Check Boxes

This check box is on the Properties tab. Word wrap will move text to the following line if it will not fit on one line.

Without word wrap checked on, any text that does not fit on one line will be truncated. If don't confine print is checked, the text will print to the bottom of the box.



Date Time Formats

Forms Design Objects

The following table identifies characters you can use to create user-defined date/time formats:

Character Description

(:) Time separator. In some locales, other characters may be used to represent the time separator. The time sep when time values are formatted. The actual character used as the time separator in formatted output is determined by your system

(/) Date separator. In some locales, other characters may be used to represent the date separator. The date sepa date values are formatted. The actual character used as the date separator in formatted output is determined by your system setti

c Display the date as ddddd and display the time as ttttt, in that order. Display only date information if there is no display only time information if there is no integer portion.

d Display the day as a number without a leading zero (131).

dd Display the day as a number with a leading zero (0131).

ddd Display the day as an abbreviation (Sun or Sat).

dddd Display the day as a full name (Sunday or Saturday).

dddddd Display the date as a complete date (including day, month, and year), formatted according to your system's sh

Windows, the default short date format is m/d/yy.

dddddd Display a date serial number as a complete date (including day, month, and year) formatted according to the long date s

For Microsoft Windows, the default long date format is mmmm dd, yyyy.

w Display the day of the week as a number (1 for Sunday through 7 for Saturday).

ww Display the week of the year as a number (154).

m Display the month as a number without a leading zero (112). If m immediately follows h or hh, the minute r

mm Display the month as a number with a leading zero (0112). If m immediately follows h or hh, the minute rather than the m

mmm Display the month as an abbreviation (Jan, or Dec).



mmmm Display the month as a full month name (January, December).

q Display the quarter of the year as a number (14).

y Display the day of the year as a number (1366).

yy Display the year as a 2-digit number (0099).

yyyy Display the year as a 4-digit number (1009999).

h Display the hour as a number without leading zeros (023).

hh Display the hour as a number with leading zeros (0023).

m Display the minute as a number without leading zeros (059). (Where m immediately follows h or hh)

mm Display the minute as a number with leading zeros (0059). (Where mm immediately follows h or hh)

s Display the second as a number without leading zeros (059).

ss Display the second as a number with leading zeros (0059).

t t t t Display a time as a complete time (including hour, minute, and second), formatted using the time separator defined by th

system. A leading zero is displayed if the leading zero option is selected and the time is before 10:00 A.M. or P.M. For Microsoft W

h:mm:ss.

AM/PM Use the 12-hour clock and display an uppercase AM with any hour before noon; display an uppercase PM with any hour

am/pm Use the 12-hour clock and display a lowercase AM with any hour before noon; display a lowercase PM with any hour be

A/P Use the 12-hour clock and display an uppercase A with any hour before noon; display an uppercase P with an

a/p Use the 12-hour clock and display a lowercase A with any hour before noon; display a lowercase P w

AMPM Use the 12-hour clock and display the AM string literal as defined by your system with any hour before noon; display the system with any hour between noon and 11:59 P.M. AMPM can be either uppercase or lowercase, but the case of the string displa by your system settings. For Microsoft Windows, the default format is AM/PM.