



Cleaning up a Converted Form

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Cleaning up a Converted Form

This document describes how to “clean up” a form that’s been converted from a FormFlow document to an Informed form template. For instructions on how to perform the actual conversion, please see the on-line document, “FFCONVRT.PDF” on the Informed CD-ROM.

Overview

Although Delrina’s FormFlow and Shana Corporation’s Informed are dedicated forms packages, they have been developed independently on different platforms, and therefore embody different design and development principles. The Delrina FormFlow Forms Translator allows for the conversion of forms created in Delrina’s software to Shana Corporation’s Informed software, but cannot cater to all the differences between these products.

The conversion from FormFlow to IFD format can create a host of unnecessary (to Informed) objects. In particular:

- Fields can sometimes be converted with no pen, fill, or title captions and instead, have separate line, rectangle and text objects. In Informed these extra objects can often be replaced by removing the unnecessary objects, and setting the pen, fill and title attributes on the field itself. This reduction in the number of objects creates a form which is both more efficient and easier to manipulate.
- Objects that would normally be tables in Informed are often converted as multiple fields. In most cases these can simply be deleted and replaced with a single Informed table. Again, the reduction in the number of objects creates a form which is both more efficient and easier to manipulate.
- Some converted calculations can be rewritten to take advantage of Informed’s powerful functions. Informed functions often contain attributes which make portions of converted calculations redundant. In some cases calculations will not have converted correctly or may not have converted at all. Part of the cleanup process therefore requires that the intelligence of the form be checked to maintain functional continuity.

To make the converted form closer to one designed from scratch in Informed, use the following guide lines to “clean up” the form. Cleaning up the converted form is a platform-neutral process. Once the form has been converted, you can perform any required clean up tasks using Informed Designer version 2.0.2 or later on either the Windows or Mac OS platform.

Note

The clean up process requires you to manipulate the objects on your form by selecting, resizing, repositioning, and so on. For information about how to perform these operations, see Chapter 8, “Manipulating Objects” in your *Informed Designer Design and Graphics* manual.

Before you begin the cleanup process it's recommended that you have a printed copy of the original form or have ready access to a screen-based version of the original form in FormFlow. This will give you a visual guide to refer to as you perform the clean up.

The following steps are intended as general guidelines. These instructions are not meant to be exhaustive and do not address all possible conversion issues.

Design and Graphics

The elements of an electronic form fall into two categories: graphics and intelligence. The graphic elements of the form are the things you can see—text, fields, tables, logos, and so on. The intelligence elements are things like calculations, data formatting, and lookups. This section explains how to deal with conversion problems that affect the graphic elements on your template. Remember to save frequently! But also remember that you cannot undo the previous step once you have saved the changes.

Note Repeat the following steps on each page of the converted form (including the Master page).

Ungrouping Objects

Objects on the converted form can sometimes be made up of a group of separate objects. To manipulate the individual objects in the group, you must first separate them using the Ungroup command.

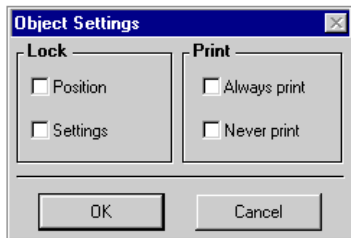
- Choose **Select All** under the Edit menu.
- Choose **Ungroup** under the Arrange menu.

You might have to repeat the Ungroup command several times to make sure that all grouped objects are fully ungrouped. You will know that all objects are ungrouped when the Ungroup command is no longer available (grayed out). For more information on grouping and ungrouping objects, see Chapter 8 of your *Informed Designer Design and Graphics* manual.

Unlocking the Object Settings

In some cases, the attribute settings and position of the objects on your form template might be locked. To unlock these settings so that you can change them as needed:

- Use the Select All command to select all objects on the form, then choose **Objects** under the Settings menu. The Object Settings dialog box appears.



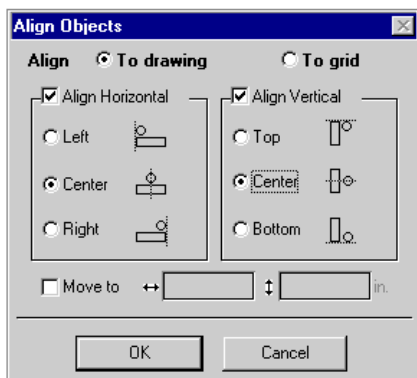
- Turn the 'Position' and 'Settings' checkboxes off if they are selected.

For more information on the Objects Settings dialog box, see Chapters 7 and 8 in your *Informed Designer Design and Graphics* manual.

Alignment to the page

Converted forms will display the form offset to the top and left of the drawing window. In order to center the drawing:

- Choose **Select All** under the Edit menu.
- Choose **Group** under the Arrange menu.
- Choose **Align** under the Arrange menu. The Align Objects dialog box appears.



- Select the 'Center' radio button on both the Align Horizontal and Align Vertical portions of the Align Objects dialog box, then click 'OK.'

If the form requires further repositioning you can use the directional arrow keys on your keyboard to nudge the grouped object to the exact position you require. For more information on how to align objects, see Chapter 8 of your *Informed Designer Design and Graphics* manual.

- Ungroup the objects again once your form is positioned correctly (see "Ungrouping Objects" earlier in this section).

Showing Cell Names

If Cell names are not already visible, choose **Cell Names** from the Show submenu under Layout.

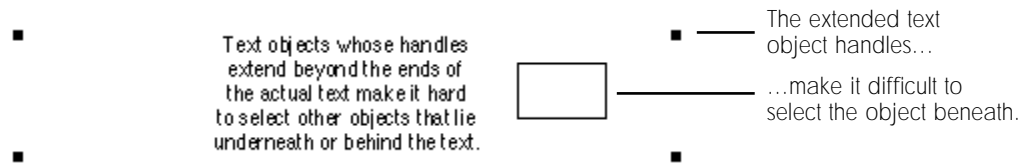
Text Objects

There are some problems that can occur when text objects are converted. This section describes some of the more common problems and explains how to correct them.

To make it easier to identify and work with text objects on the form template:

- Select one text object with the Pointer tool.
- Choose **Select Same** from the Edit menu to highlight all text objects on the current page.
- Choose **Pen** under the Style menu and select a color from the color palette.

Some text objects have handles extending far beyond the ends of the actual text. This can make it difficult to select other objects (like a field or rectangle) which might lie underneath or behind the text object.



To snap the handles to the edge of the actual text:

- Select the Text tool in the Tool palette.
- Click in the text object.
- Press F12 (Windows) or hold down the Option key and press Enter (Mac OS).

Depending on how the original form was designed, you might find that some text objects are translated as multiple objects. It is often better to combine these separate text objects into single objects. Informa lets you have multiple fonts, sizes and type styles in one text object. However, it does not let you mix text alignments (left, center, justify, right) or leading values. Here's a technique for combining separate text objects into single objects:

- Select the Text tool from the Tool palette.
- Click in one of the text objects that you want to combine with another text object.
- Choose **Select All** under the Edit menu to select the entire text object.
- Choose **Cut** under the Edit menu to delete the text object.
- Click in the text object where you want to paste the cut piece of text, then choose **Paste** under the Edit menu. The cut text is pasted into the current text object.
- Repeat as necessary.

Text objects with large font sizes will sometimes line wrap after conversion.

Line wrapped text

This is a
test

Unwrapped text

This is a test

To unwrap the affected objects:

- Select the text object with the Pointer tool, then press Tab to highlight the selected text.
- Press F12 (Windows) or hold down the Option key and press Enter (Mac OS).

Because fonts are handled differently on Windows and Mac OS, the leading (the amount of space between lines of text) of some text objects can also be affected by the conversion process. In some cases, text will drop and be hidden behind other objects. In other cases, the text may simply look too “spaced.” To adjust the leading of affected text objects:

- Select the object(s) in question.
- Choose **Auto** from the Leading submenu under the Style menu. This separates one text line from the next by enough space to hold the largest font size used in that line.
- If you need to adjust the leading to match the original form more closely, simply choose another setting from the Leading submenu.

When you’ve finished adjusting the text objects you can select one, then use the Select Same command to select all the other text objects on the page. Now you can set the Pen color to whatever it should be for the form. For more information on manipulating text objects, see Chapters 6 and 7 of your *Informed Designer Design and Graphics* manual.

Removing Unnecessary Lines

There are two main reasons unnecessary line objects occur in translated documents: objects in the original form were drawn with customized borders (for example, one or more of the object borders was not shown), a feature not supported in Informed; the form was simply drawn that way.

In order to determine the number of line objects that could be replaced:

- Select the Line tool and draw a line in a clear area of the form template.
- With the line selected, choose **Select Same** under the Edit menu to highlight all line objects on the current page.
- Under the Style menu, select a color from the Pen submenu.
- Double-click the Pointer tool in the Tool palette or press the Esc key on your keyboard to deselect all the line objects.
- Now, select any lines you want to remove, then press the delete or backspace key.

If you have difficulty selecting objects that are hidden behind other objects:

- Hold down the Ctrl (Windows) or Cmd (Mac OS) key while clicking with the Pointer tool to select an object which lies behind another one, or you can:
- Use the Pointer tool to select an example of the object type you are working with.
- Choose **Select Same** from the Edit menu.
- Choose **Bring to Front** from the Arrange menu. All selected objects will be brought to the front layer of the drawing so that they lie on top of any other objects.

When you've finished adjusting the lines you can select one, then use the Select Same command to select all the other lines on the page. Now you can set the Pen color to whatever it should be for the form. For more information on drawing and manipulating lines, see Chapters 6, 7, and 8 in your *Informed Designer Design and Graphics* manual.

Removing Unnecessary Rectangles

In order to determine the number of rectangle objects that could be replaced:

- Select the Rectangle tool and draw a rectangle in a clear area of the form template.
- With the new rectangle selected, choose **Select Same** under the Edit menu to highlight all rectangle objects on the current page.
- Under the Style menu, select a color from the Pen Submenu (choose a different color than you used for the lines and text objects).
- Double-click the Pointer tool in the Tool palette or press the Esc key on your keyboard to deselect all the rectangle objects.
- Now, select any rectangles you want to remove, then press the delete or backspace key.

Note

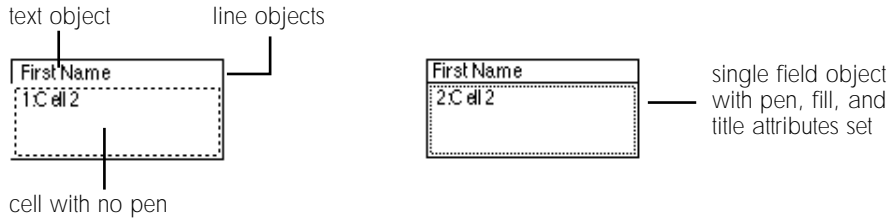
To help select some rectangles you can also choose the Fill command under the Style menu to set these objects' fill to white or some other color. In order to select a rectangle or any other object with no fill you must click on its outline - you can click on any part of a filled object to select or deselect it.

When you've finished adjusting the rectangles you can select one, then use the Select Same command to select all the other rectangles on the page. Now you can set the Pen color to whatever it should be for the form.

For more information on drawing and manipulating rectangles, see Chapters 6, 7, and 8 in your *Informed Designer Design and Graphics* manual.

Cleaning up Fields

As explained earlier, fields can sometimes be converted with no pen, fill, or title captions and instead, have separate line, rectangle and text objects. In Informed these extra objects can often be replaced by removing the unnecessary objects, and setting the pen, fill and title attributes on the field itself. This reduction in the number of objects creates a form which is both more efficient and easier to manipulate.



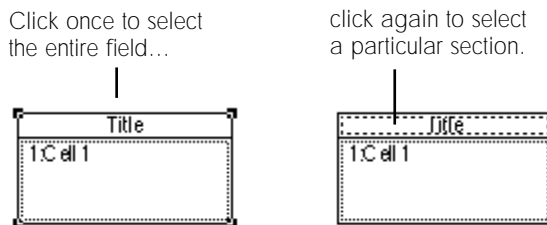
Use the techniques described earlier in this section to remove any unnecessary lines or rectangles from the fields, then follow these steps to set the pen and fill attributes for the selected fields:

- With the Pointer tool selected, click on a field you want to use as your model.
- Choose **Select Same** under the Edit menu to highlight all fields on the current page.
- Shift-click to deselect any fields you do not want to modify at this time.
- Choose **Pen** under the Style menu to set the selected fields' pen to the required color.
- Choose **Fill** under the Style menu to set the selected fields' fill to the required color.

Repeat the above steps with any fields you did not include in this initial group, setting the relevant attributes of each set of fields. You can use the same technique to set any other attributes for the currently selected fields (such as divider line pen, line weights, and so on).

To adjust the attributes of a particular part of a field:

- Select the Pointer tool on the Tool palette, then click on a field to select it.
- With a field selected, click the part of the field you want to adjust (such as the data or title area or the dividing line between them).



- Choose **Select Same** under the Edit menu to select the same part in all the fields on the current page.

- If necessary, shift-click in the relevant selected areas to deselect specified fields.
- Make the adjustment to the selected field part.
- Repeat as necessary.

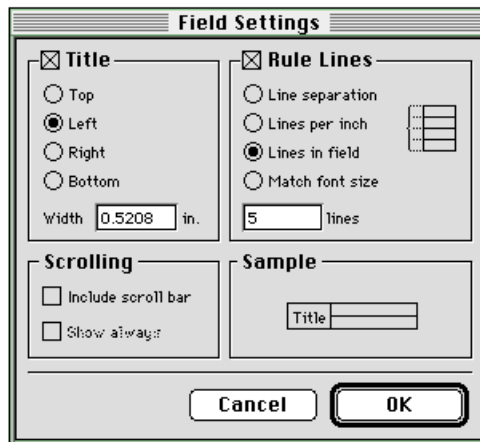
Rule Lines in Fields

Forms are often designed with a single separate line overlaying a field. These lines are positioned to reflect where the data will be entered into the cell.

First Name _____

Informed has various field style options to let you create these rule lines as part of the field object.

- Select the field you want to adjust with the Pointer tool.
- Choose **Field...** under the Settings menu. The Field Settings dialog box appears.



- Select the 'Rule Lines' checkbox to turn the rule lines option on, then select the appropriate rule line setting.

Note

If you only need a single rule line in the field, you should choose the 'Match font size' option as this automatically adjusts the position of the rule line according to the font size set for that cell.

Field Title Captions

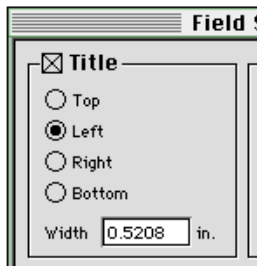
Like text objects, the leading of field title areas can be affected by conversion, causing the bottom of the text to be hidden by the bounds of the field. If this occurs:

- Select the field by clicking it with the Pointer tool.

- Click again in the area of the selected field to select just the title area.
- Choose **Auto** from the Leading submenu under the Style menu. This separates one text line from the next by enough space to hold the largest font size used in that line.
- If you need to adjust the leading to match the original form more closely, simply choose another setting from the Leading submenu.

If a field has converted with a separate text object in place of a field title, you can often correct this by setting the title attribute for the field. To set the field's title attribute:

- First, select and delete the text object.
- Select the field in question using the Pointer tool.
- Choose **Field** under the Settings menu.
- Select the 'Title' checkbox on the Field Settings dialog, then use the radio buttons to set the position of the title area.



- Click 'OK.' The title area of the field will now display the text "Title."
- Select the Text tool, highlight the text in the title area, and type the appropriate title caption.

You can use the Pointer tool to adjust the field title areas where necessary so the title caption displays correctly. You might need to adjust both the height and width of the title area to do this. You might also need to change the pen and fill of the title areas. For more information on changing the attributes of a field, see Chapter 7 of your *Informed Designer Design and Graphics* manual.

Multiple Fields that should be Tables

When translating FormFlow forms to Informed form templates, vertically oriented combs are converted to tables. If there are two or more vertically oriented adjacent combs that are part of the same fill group with the cross tab option selected, they will translate to a single table on the Informed form. However, there are occasions when FormFlow combs are converted into multiple Informed fields. In order to create a more efficient Informed form template, multiple fields that can be replaced by an Informed table should be deleted. In addition, in many cases free-standing text, rectangles and multiple fields can also be replaced by table and column titles.

Like fields, Informed tables are extremely flexible objects with many different setting options. For detailed instructions on how to draw and manipulate a table, see Chapters 6 and 7 of your *Informed Designer Design and Graphics* manual.

Working with Tables

This section explains how to replace multiple objects with a single table.

Note

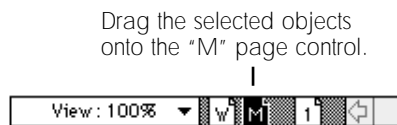
Make sure you print a Cell Report before removing any fields in case they contain calculations that need to be reentered in the new table. For detailed information about the Cell Report, see Chapter 1 of your *Informed Designer Forms Automation* manual.

There are two methods you can use to replace multiple fields with a table. To use the first method:

- Select the fields and any other relevant objects (text, lines, rectangles) you want to replace.
- Group the selected objects and use Informed Designer's guides to mark the bounds of the table and its various components such as the columns, and title areas. For information on using guides, see Chapter 5 of your *Informed Designer Design and Graphics* manual.
- Delete the selected objects.
- Select the Table tool on the Tool palette and draw the new table within the boundaries marked by the guides.

The second method of replacing multiple fields with a table involves using Informed Designer's Master page.

- Select the fields and any other relevant objects (text, lines, rectangles) you want to replace.
- Group the selected objects and drag them to the "M" page control at the bottom of the drawing window.

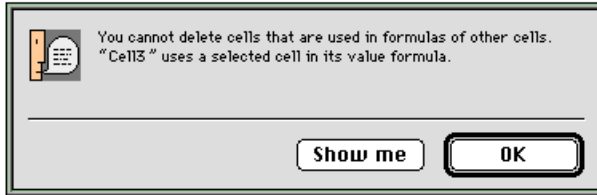


- The selected objects will appear on the Master page in the same position as they were dragged from on the previous page.
- Click on the Numbered page control at the bottom of the drawing window to return to the original page. Since objects on the Master page show through to every page on the form, you can use those objects as a guide or template to create the new table.
- Select the Table tool on the Tool palette and draw the new table on top of the objects showing through from the Master page.
- With the new table selected, choose the No Fill option from the Fill submenu under the Style menu. This allows you to see the objects on the Master page so you can adjust the various ele-

ments of the new table accordingly.

- When you have adjusted the table, set the fill back to white or whatever color you require, then return to the Master page and delete the original objects.

If any of the objects you delete are referenced in other cells, Informed displays a dialog showing the name of the cell that contains the reference.



If you click the ‘Show me’ button, Informed highlights the cell containing the reference. You can then remove the calculation or change the reference to the new table column that has replaced the deleted object.

Note

Any time you delete and replace a cell (field or table), you will need to adjust the tab order of the form template to maintain the correct fill sequence. For information on how to adjust the tab order, see “Tab Order” in Chapter 1 of your *Informed Designer Forms Automation* manual.

Object Alignment

When the pen is set on fields you may find that the fields do not line up correctly—their boundaries might not be exactly right, lines may be touching, but not overlaid on top of each other, so that they look thicker than they should. You can use the Specs palette to see by how much the objects are out of alignment. Often the difference is only about 0.5 points. To align these objects correctly:

- Select all the relevant fields with the Pointer tool.
- Hold down the Shift key and press the right directional arrow on your keyboard to extend the right-hand side of the objects. Usually this will take care of the problem. If some of the objects have been extended too much, you can try adjusting them in the opposite direction by holding down the Shift key and pressing the left directional arrow on your keyboard.

Graphics

Graphics are not converted by the FormFlow Forms Translator. These will have to be imported into the converted Informed form template. For information on how to import graphics into your template, see Chapter 9 of your *Informed Designer Design and Graphics* manual.

Color

When translating forms, FormFlow Forms Translator will properly convert the following colors: Red, Green, Blue, Cyan, Magenta, Yellow, and Black. Any other colors will translate to black. To reset the colors in the converted form template:

- Select the object(s) whose color you wish to change.
- Choose **Fill** under the Style menu and select the color you want from the color palette.

You might also need to adjust the pen for some objects. Informed lets you set the Pen and Fill colors independently of each other.

Intelligence Features

As explained earlier, the elements of an electronic form fall into two categories: graphics and intelligence. This section explains how to deal with conversion problems that affect the intelligence elements on your template.

Field/Cell Names

Both FormFlow and Informed have restrictions on the naming of fields and cells. Informed cell names can be up to 255 characters long, but can only contain the following characters: all upper and lowercase letters of the alphabet (a-z, A-Z), all numbers (but the cell name cannot begin with a number), and the underscore character (_).

Both FormFlow and Informed have reserved words that have a special meaning within each program. These words cannot be used in field or cell names. However, FormFlow and Informed have different reserved words. Usually these are function names used in calculations. For a list of Informed reserved words, see Appendix B of the *Delrina FormFlow Forms Translator Reference* or Chapter 10 of your *Informed Designer Forms Automation* manual.

If you change the name of a cell used in a calculation in Informed, the cell reference is updated automatically. This means that you can rename cells after referencing them in Value or Check calculations without having to worry about the reference becoming invalid.

Note

Because the name of the “go to” cell is placed inside quotation marks in Informed Conditional Tab calculations, these references are not updated automatically.

Field/Cell Types and Formatting

FormFlow and Informed support various data types. Selecting the appropriate type for each field or cell restricts the values that can be entered into each field or cell.

FormFlow supports the following field types: General, Fixed, Percentage, Currency, Floating, Page Number, Serial Number, Check Mark, Time, Date, Graphic, Signature, and Bar Code.

Informed supports the following cell types: Text, Character, Number, Name, Date, Time, Boolean, Picture, and Signature.

Most of these types are compatible and are converted cleanly. Field and cell types are mapped according to the following table.

Corresponding FormFlow and Informed Cell Types

FormFlow Cell Type	Informed Cell Type
General	Text
Signature	Text
Bar Code	Text
Fixed	Number
Percentage	Number
Currency	Number
Floating	Number
Page Number	Number
Serial Number	Number
Check Mark	Boolean
Time	Time
Date	Date
Graphic	Picture
Button	Ignored

Format attributes are also often converted. For example, a FormFlow date field with the format ‘MM-DD-YY’ and the slash (‘/’) separator translates to an Informed date format of ‘DD/MM/YY’.

Calculations

Both FormFlow and Informed allow the form designer to create sophisticated calculations so that information is entered on the form automatically. Most FormFlow calculations are converted successfully to an Informed equivalent. However, calculations that rely on functions that are not supported by both products are not translated.

Note

Informed version 2.0 contains many new functions, as well as a number of functions that have been modified from previous versions. The FormFlow Forms Translator only converts the functions that were supported in earlier versions of Informed. Therefore, it is very important to test the converted form's intelligence to ensure correct functionality. See the log file created during conversion of the file to Informed for details of how calculations have been converted.

Database Lookups

Both FormFlow and Informed support lookups to allow the user to automatically enter information on the form. At the time the FormFlow Form Translator was written, FormFlow and Informed looked up information from sources that were generally platform specific (with the exception of SQL databases). That is, FormFlow allowed you to look up into database formats that were supported by PC applications, whereas Informed supported Mac OS standards such as Apple events.

While Informed now supports an extensive list of cross-platform database lookups, FormFlow Forms Translator does not translate lookup configurations. Therefore, database lookups must be reconfigured in the converted form template in Informed. For information on configuring database lookups, see Chapter 1 of your *Informed Designer Forms Automation* manual.

List Lookups and Choice Lists

Lookups into simple lists are supported by both FormFlow (list lookups) and Informed (choice lists). Like database lookups, choice lists help a user fill out the form by entering information quickly. FormFlow Forms Translator converts list lookups to Informed choice lists.

Form Numbers

Many forms such as purchase orders and invoices contain unique form numbers. FormFlow and Informed have built-in support for form number generation. FormFlow's serial number attributes allow you to configure options for obtaining new numbers either from the form template itself or from external databases. Informed provides a similar capability with its Value command and the Auto-increment option.

Although both FormFlow and Informed can obtain form numbers from external sources, the form number capabilities of each did not support a common data source at the time FormFlow Forms Translator was written. Serial number (or auto-increment) attributes between FormFlow and Informed are not converted and must be reconfigured in the Informed form template. See Chapter 1 of your *Informed Designer Forms Automation* manual for information on configuring auto-incrementing numbers.

Tab Order

Both FormFlow and Informed allow the form designer to specify the tabbing order of the fields or cells on a form template. Conditional tabbing allows the tab order to change dynamically based on conditions on the form. Informed did not support this feature at the time the FormFlow Forms Translator was written. Therefore, FormFlow conditional tab calculations are ignored when translated to Informed and must be reconfigured in the converted Informed form template. See Chapter 1 of your *Informed Designer Forms Automation* manual for information on tab order.

Bar Codes

FormFlow supports bar codes directly with the option of using one of eight different standard formats. Informed relies on the built-in font support of the Mac OS. In Informed, bar codes are entered using a bar code font. Informed comes with a demonstration version of Azalea Barcode font. This and other fonts can be obtained from the various font vendors.

When designing form templates for cross-platform use in Informed, your choice of bar code options is limited to the bar codes available on the Mac OS. The type of the bar code cell on the Informed form should be set to Text and its font should be set to the appropriate bar code font.

Digital Signatures

FormFlow and Informed both support electronic signing of forms with digital signatures and each relies on the digital signature technology developed by RSA Data Security, Inc. However, the implementation of this technology in FormFlow and Informed is different. FormFlow signature type fields are converted to Informed's Text type. Digital signature cells must be reconfigured in the converted Informed form template. For information on configuring digital signature cells, see Chapter 2 of your *Informed Designer Forms Automation* manual.

FormFlow Translation Error Messages

You may encounter some errors while using the FormFlow Translator. This section contains a list of the possible errors you might encounter, explanations of what they mean and, where relevant, directions on how to overcome them.

Program Error Messages

Program error messages can be generated during the actual translation process. In the following sections, the message is shown in bold type, followed by the explanation.

Cannot allocate memory.

You do not have enough system memory available to continue the translation. Close FormFlow Translator and any other unnecessary Windows applications, then restart Forms Translator and try again.

Cannot read the log file. Please check the validity.

The log file is already open or it might be corrupted or contain errors. Check to see if another user has the file open, close any other program on your system which might have the file open, or delete the log file and translate the form again.

Form contains too many objects. Break into separate forms and try again.

You attempted to translate a form containing more than 1200 objects or which is too large for your system memory to handle. Cancel the translation and try the following: either reduce the number of objects in the original form; or, if the original form consists of multiple pages, save each page as a separate form and convert them individually.

Form has more than 512 cells. Break into several forms and try again. Terminate this translation?

Forms Translator encounters problems converting forms containing more than 512 cells. If you choose to continue the translation, the form will be translated, but you may encounter problems with the cell names in Informed. For best results, terminate the translation, then revise the original form so that it contains less than 512 cells, or break the form into several forms.

Locked forms cannot be translated.

You are trying to translate a locked form. Locate an unlocked version of the form and try the translation again.

Original form file name has incorrect extension.

FormFlow Translator can only translate files with the .FRP extension. If the file was originally an .FRP file which has been renamed, rename it with the proper extension and try the translation again. If the file was not a .FRP file originally, open it in FormFlow Designer and save it with the .FRP extension before attempting the translation again.

The generated log file is too large to open in this editor.

FormFlow Forms Translator cannot display a log file larger than 64K. Complex forms might generate a large log file during the translation process. Use a text editor or word processor to review the log file, instead.

The total length of file names selected exceeds the system limit. Please make fewer selections.

You have selected multiple files to be opened and the total length of the file names is longer than 255 characters. Try selecting fewer files so the total length of the file names is less than 255 characters.

This file already exists. Replace existing file?

You are trying to save a translated file with a file name that already exists. Either change the file name, change the location where the file is to be saved, or replace the existing file by overwriting it.

This file name is not valid.

You are trying to save a translated file with an invalid file name. Either the file name contains invalid characters or it is too long. Change the file name to remove invalid characters or shorten it to a maximum of eight characters plus a three character extension.

Translate?

You have selected multiple files to be opened and translated. This prompt is to ensure that you do not accidentally overwrite existing files. A confirmation prompt appears for each file selected. Click 'Yes' to open the file and proceed with translation or click 'No' to open the file but skip the translation at this time.

Translation failed. See log file for details.

Translation of the file failed. Check the log file for information about the translation failure. For example, a translation will fail if the form contains a cell name with invalid characters. Correct any problems in the original FormFlow form as identified in the log file and try the translation again. See the following section, "FormFlow to Informed Translation Log Messages" for information on log file entries.

Unable to read from <file name>, it is opened by someone else.

You are trying to open a file that is in use by another user or application. Close the application currently using the file or wait until the other user is no longer accessing the file.

FormFlow to Informed Translation Log Messages

During the translation of the form, the FormFlow Translator generates a log file. The following is a list of the possible entries in the log file and explanations of what they mean. You can use the translation log to determine some of the differences between your original FormFlow document and the converted Informed version. This is particularly important with the intelligence elements of the form such as value calculations and database connections. If your translation failed, review the log and make the relevant adjustments to the FormFlow form and try again. Some of the entries in the log are for information purposes only and refer to conditions which cannot be changed.

Another log file is created by Informed when you convert the IFD file. This log file contains the details of the calculations in the form and shows how Informed has handled the calculations created by the FormFlow Forms Translator.

[%buttoncellname]: Informed does not support button object, ignored.

At the time Forms Translator was written Informed did not support buttons. Therefore, the button object on the FormFlow form is not translated.

[%cellname]: AM/PM used instead of Am/Pm.

The FormFlow Am/Pm time format was translated to AM/PM.

[%cellname]: AM/PM used instead of am/pm.

The FormFlow am/pm time format was translated to AM/PM.

[%cellname]: calculation modified...

[FormFlow calculation]

[Informed calculation]

This message indicates that a calculation has been modified by Forms Translator. The original FormFlow calculation is followed by the modified Informed calculation.

[%cellname]: century value not translated.

FormFlow date formats contain only the final two digits of the year value. Although you can display the full year by enabling the Show Year as 19XX option in the Date Attributes dialog in FormFlow, this option is not translated by Forms Translator.

[%cellname]: check box values not supported in Informed, translated to default.

At the time Forms Translator was written, Informed did not support the FormFlow check box format for this field. The format is translated to Boolean type with a default Check Box Style.

[%cellname]: check formula modified

[FormFlow check string]

[Informed check string]

This message indicates that a check formula has been modified by Forms Translator. The original FormFlow check string is followed by the modified Informed check calculation.

[%cellname]: default format HH:MM:SS used.

Forms Translator has converted the FormFlow time format for this field to the Informed default of HH:MM:SS.

[%cellname]: default format M/D/YY used.

Forms Translator has converted the FormFlow date format for this field to the Informed default of M/D/YY.

[%cellname]: graphics file not translated.

Forms Translator could not translate the link to the graphics file associated with this field. The field has been translated to a Picture type cell.

[%cellname]: Informed does not support bar code type field.

Use a Text type cell with a bar code font in Informed.

[%cellname]: Informed does not support button type field.

At the time Forms Translator was written Informed did not support button objects. Therefore, Forms Translator did not translate the button object on the FormFlow form.

[%cellname]: Informed does not support case sensitivity during choice typing.

Informed does not support case sensitivity when selecting items in a choice list. If you have two entries in your lookup table differentiated by upper and lower case spelling, Informed selects the first occurrence of the entry in the lookup table. Either remove multiple entries with different upper and lower cases from your lookup table and disable the Case Sensitive option in the List Lookup dialog in FormFlow, and try the translation again, or edit the choice list in Informed.

[%cellname]: Database lookups cannot be translated.

If the possible entry list is a short one you can use a lookup table in FormFlow and try translating again. Otherwise, simply reconfigure the database lookup in Informed.

[%cellname]: Informed does not support DDE Link.

Forms Translator does not translate this data entry field attribute.

[%cellname]: Informed does not support fixed field length.

At the time Forms Translator was written Informed did not support fixed field lengths. Either set field attributes to variable field length or adjust the cell in Informed.

[%cellname]: Informed does not support hour-only format.

Change the time format to one supported by Informed.

[%cellname]: Informed does not support macros.

Forms Translator does not translate this data entry field attribute.

[%cellname]: Informed does not support mandatory field.

At the time Forms Translator was written Informed did not support mandatory fields. Therefore, Forms Translator does not translate this attribute. Either set the cell entry to be required on Informed's Cell Settings dialog or use a check calculation in the converted form.

[%cellname]: Informed does not support ranges.

At the time Forms Translator was written Informed did not support this data entry field attribute. Therefore, this attribute is not translated.

[%cellname]: Informed does not support transaction feature.

Forms Translator does not translate this field attribute.

[%cellname]: Informed does not support value on last form as default.

Forms Translator does not translate this setting.

[%cellname]: Informed supports only both READ and WRITE option.

You should set both the Read and Write storage options in the Field Attributes dialog in the FormFlow form.

[%cellname]: invalid decimal separator character, period is used.

Forms Translator translates the customized decimal separator character from FormFlow as a period.

[%cellname] is a reserved name in Informed, changed to [%cellname_].

Your FormFlow form contains a field name which is a reserved name in Informed. Forms Translator changed the field name by adding an underscore () character to the end of the name. See Chapter 10 of your *Informed Designer Forms Automation* manual for a list of Informed reserved words.

[%cellname]: lookup list is always sorted in Informed.

Informed Choice lists are always sorted alphanumerically.

[%cellname]: nonstandard decimal format, mapped to general format.

Forms Translator translated the decimal format in the FormFlow form to a general decimal format. You can modify the format as required using the Cell Settings dialog in Informed.

[%cellname]: partial match is always enabled in Informed.

The partial match option is always enabled for Informed Choice lists.

[%cellname]: percent format not available, displayed in decimal format.

Informed does not support FormFlow's percent format. The value in this field is displayed in decimal format in Informed.

[%cellname]: serial number database lookup requires special database extension.

Forms Translator does not translate serial number attributes. You need to reconfigure the database lookup in Informed.

[%cellname]: serial number increment next value not known, use 1 as default.

Forms Translator was unable to determine the increment Value. Use the Value command under the Settings menu in Informed and select the Auto-increment option to configure this value.

[%cellname]: thousands separator not shown with this decimal format.

Forms Translator has translated the number format in the FormFlow form to a format which does not show thousands separators. To modify the format in Informed, change the Number Format in the Cell Settings dialog.

[%cellname]: unknown type of field.

There was a problem reading the original file or disk during translation. Try the translation again using a new copy of the original FormFlow form. If the error persists select the cell and edit it using the Cell Settings dialog in Informed.

[%cellname]: operand [%cellname2] in calculation is of invalid type. All cells in calculation must be the same type.

Forms Translator expects all fields in a calculation to be of the same type of format.

[%combname]: comb cell translated into an array of fields [%comb-cellname].

Forms Translator translates FormFlow comb fields into an Informed table. If there is regular text in a fillable comb, Forms Translator translates the text into field objects.

[%file name] is a locked form. Translation not allowed.

Forms Translator cannot translate locked forms. Locate an unlocked version of the form and try the translation again.

[%tablecolumnname] has invalid character in cell name. Valid characters for cell name are [a-z], [A-Z], [0-9] and [_] Cell name must start with [a-z] or [A-Z].

Change the FormFlow field name(s). Then try the translation again.

Author Name has a maximum length of 31 characters in Informed, string truncated.

In FormFlow Designer, choose Form Info from the File menu and change the Designer to 31 characters or less. Then try the translation again.

Cannot open help file [%file name].

Forms Translator encountered a problem reading the original file or disk during translation. Try the translation again using a new copy of the original help file. If the error persists you can select the cell and recreate the help message in the Cell Settings dialog in the converted form in Informed.

'compulsory' field is translated to a field with check formula [%checkstring].

At the time Forms Translator was written Informed did not support compulsory fields. Therefore, Forms Translator translates FormFlow's compulsory fields to cells with the check formula "IF ISEMPTY (%cellname) THEN RETURN FALSE WITH ALERT "FIELD %cellname MUST BE FILLED" END". This check formula displays an alert message advising the user that the field is

compulsory. Alternatively, you can use the Required data entry option on the Cell Settings dialog in Informed.

Ensure that the print paper attributes (page type, orientation) in the Page Setup Dialog are set up to best fit the drawing area.

Forms Translator does not translate these attributes. Use the Page Setup dialog to set the required print attributes in Informed.

Fill character other than `[]` mapped to solid rule line style.

Forms Translator translates fill characters to a solid rule line.

Form ID has a maximum length of 31 characters in Informed, string truncated.

Forms Translator truncates the Form Title to 31 characters or less.

General type field with masks is translated to a character cell.

Forms Translator translates the mask in the general field in the FormFlow form to the closest possible Character Format in a Character type cell in Informed. Use the Cell Settings dialog to modify the Character Format in Informed.

Help file is too large, only 32K bytes can be read.

Forms Translator reads the help file attached to the FormFlow form during translation and copies it into the help message in Informed. If the FormFlow help file is larger than 32K, Forms Translator truncates the remaining text. Use the Help Message dialog in Informed to add the additional help text.

Informed does not support 'newline', ignored.

Forms Translator does not translate the Enter operator on FormFlow's Field Attributes Mask dialog.

Informed does not support 'Repeat Last Mask'.

Forms Translator does not translate the Repeat Last Mask option in FormFlow's Field Attributes Mask dialog.

Informed does not support 3-D concave line style, translated to solid.

Forms Translator does not translate FormFlow's 3-D concave line style.

Informed does not support bar code object. Translated to a field.

To use bar codes in Informed, use a Text type cell with a bar code font.

Informed does not support cell content rotation, mapped to unrotated cell.

Informed does not support rotated text in cells.

Informed does not support custom row height.

Informed does not support FormFlow's custom row height attribute in tables.

Informed does not support Dash-Dot-Dot line style, translated to Dash-Dot.

Forms Translator does not translate FormFlow's Dash-Dot-Dot line style.

Informed does not support forced right angles.

Forms Translator does not translate FormFlow's Right Angles option in the Line Attributes dialog.

Informed does not support graphic object.

Forms Translator does not translate regular graphic objects. To add graphics to Informed forms, choose the Import command from the File menu. See the *Informed Designer Design and Graphics* manual for detailed information about adding graphics to forms. Forms Translator translates FormFlow's fillable graphic objects to Picture type cells. However, the link to the graphics file associated with the field is not translated.

Informed does not support margins in data area of cells.

Forms Translator does not translate FormFlow's margin information in fillable cells.

Informed does not support replace list.

Forms Translator does not translate FormFlow's Replace Table Lookup Type in the List Lookup dialog.

Informed only supports a single currency symbol.

FormFlow supports any designated character as a currency symbol. Informed supports the currency symbol that corresponds to the currency used in the country for which the Mac OS computer is configured. Select Form Setup from the File menu and change the Currency field to \$ in FormFlow Designer before translating the form.

Informed only supports currency symbol before price value.

FormFlow supports a currency symbol either before or after a price value. Select Form Setup from the File menu in FormFlow Designer. In the Currency section of the Form Setup dialog, enable the Before option.

Informed only supports measurements in inches.

This message is incorrect. Informed has always supported inches, centimeters, picas and points.

Informed supports only every row and every 2nd row pattern.

Select only the Row or 2nd Row options in the 'Row Pattern Every' section in the Table Attributes dialog in FormFlow. Informed does not support patterns in table rows every nth row.

Informed supports only points, not actual line width.

If a line was defined in FormFlow as a width (for example, 0.1 inches), Forms Translator translates the width to the nearest point value. Because of rounding, the result of conversion may not be exactly as originally designed.

Informed supports only solid line style on oval.

In FormFlow, select any oval objects and select the solid line style from the Line menu.

Informed supports only square ends.

FormFlow supports round, square and arrow ends for lines, while Informed supports only square ends. Select any line objects and choose Attributes from the Object menu in FormFlow Designer and choose the square end line style in the Line Attributes dialog.

Line style: concave/convex line translated to solid.

Informed does not support the concave and convex line styles. Forms Translator translates the style to a single solid line.

Object is a circle.

This is an information message only.

Object is an ellipse.

This is an information message only.

Page Margins are converted into top and left drawing offset.

At the time Forms Translator was written Informed did not support page margins. Forms Translator simulates margins by using top and left drawing offset. This requires the converted form to be realigned in Informed.

Page orientation is landscape.

Informed's default page orientation is portrait. If the FormFlow form was landscape, choose Page Setup from the File menu in Informed and change the page orientation in the Page Setup dialog.

Page type is %papertype.

The page size of the form.

'Repeat on all pages' object moved to Master Page.

Forms Translator moves all FormFlow objects with the Repeat on all pages option enabled to the Master Page in Informed. All objects on the Master Page are displayed on every page of the Informed form.

Revision Number has a maximum length of 31 characters in Informed, string truncated.

Forms Translator truncates the Form Info Version data to 31 characters.

Signature has to be hand crafted, translated to a text cell.

Forms Translator does not translate FormFlow signature fields to Informed signature cells. If the FormFlow signature field did not use a mask, Forms Translator translates it to a text cell. Change the cell type to Signature in the Cell Settings dialog in Informed. Select the cells to be signed and the signing service to be used.

Signature has to be hand crafted, translated to a character cell.

Forms Translator does not translate FormFlow signature fields to Informed signature cells. If the FormFlow signature field used a mask, Forms Translator translates it to a character cell. In Informed, change the cell type to Signature in the Cell Settings dialog. Select the cells to be signed and the signing service to be used.

Tab key(s) are converted to 8 spaces.

Forms Translator translates any tab characters in text or field names to eight blank spaces.

Text has unsupported vertical justification, mapped to top.

Forms Translator could not identify the vertical justification for the original object and therefore translated it to top justification.

TRANSLATION FAILED: [%cellname] has invalid character in cell name. Valid characters for cell name are [a-z], [A-Z], [0-9] and [_]. Cell name must start with [a-z] or [A-Z].

Change the FormFlow field name and try the translation again.

TRANSLATION FAILED: no field with name [%cellname].

Forms Translator could not find the field indicated in the message in the global field list.

Unsupported combination of masks, translated to 'Any character'.

Forms Translator could not translate a mask combination selected in FormFlow to an equivalent selection in Informed. Therefore, Forms Translator translated the mask combination to "Any character" in the character cell.