

# FormPower



*EZ-Forms™ Processor for Windows 3.1. Create, Modify, or Fill-in your ANY FORM™ in minutes!*



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Version 1.11 Released November 1994

[Introduction](#)

[Installation](#)

[Getting Started](#)

[Overview](#)

[Operating Tips](#)

[Hot Keys](#)

[Error and Warning Messages](#)

[License](#)

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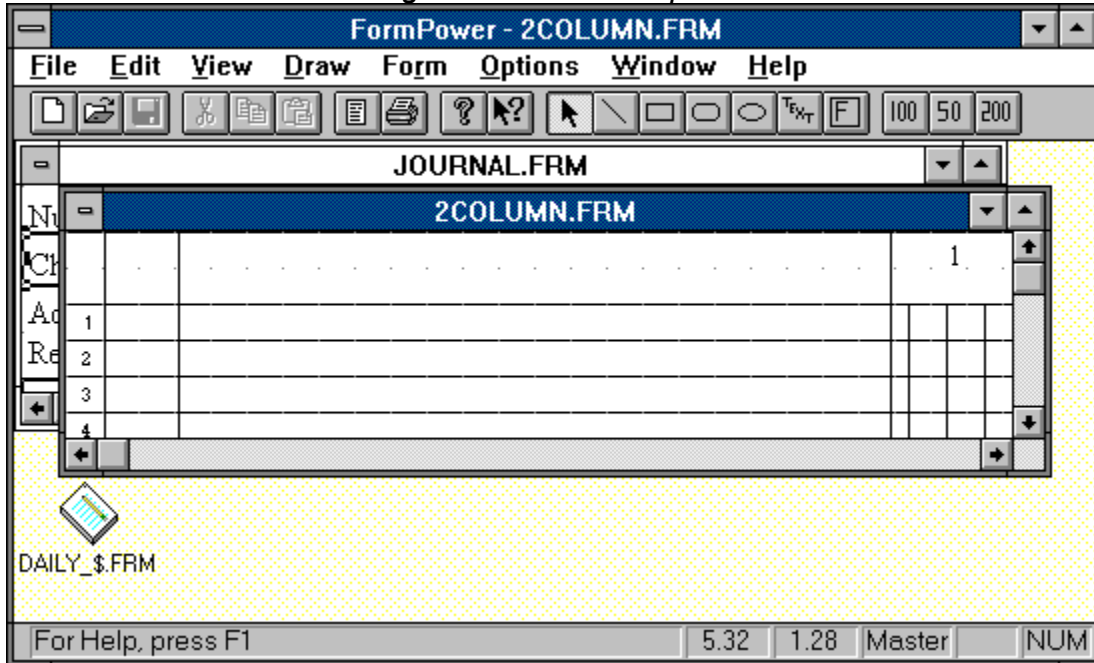
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## FormPower Overview

Once you open Help, you can click the Contents button whenever you want to return to the opening screen or the Overview button to return to this screen.

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



## **Open / Fillout Dialog**

Select a file to open by using the File-Open command for master or fillout forms. Master forms containing fields can be opened for fillout by using the File-Fillout command. The dialog window title will indicate which command was selected.

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

### **File Name:**

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

### **Directories:**

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

### **List Files of Type:**

Click on the arrow to change the type of files listed in the section just above.

Available choices are:

Master Forms (\*.frm)

Filled-Out Forms (\*.fof)

All Forms (\*.frm, \*.fof)

All Files (\*.\*)

### **Drives:**

Click on the arrow to display other available drives.

### **Network button**

If you are connected to a network file server or workgroup, this button will activate your available network services.

**Note:** The single user version of FormPower does not support network drive or services access even though the Network button may be active.

Border settings for the page are not shown as part of the display during form design.  
Settings in this area represent a non-printable edge on the indicated side of the paper.

Adjust dimensions of the area. This is usually done to match the size of paper being used. For example, set Width to 11.00 and Height to 8.50 for standard size landscape printing.

Choose an appropriate selection for any output such as a standard portrait Letter or Legal output. You can highlight the last option in this section and at right, indicate a size not listed such as legal landscape (Width 14", Height 8.5").

The main window Title bar displays the FormPower program name and the name of the active open form window.

The Form window Title bar indicates the name of the form. If the form is active, the title bar is highlighted.

**Note:** Watch for an asterisk (\*) symbol at the end of a file name in the Title bar. This is an indication that the form file has been modified. All changes will be lost if the file is not saved before exiting FormPower.



An icon within the FormPower client area (window) indicates an open form that has been minimized to clear the work space. The name of the opened form file is displayed below the icon symbol. Several opened forms may be iconized at once in order to clean up the form display area. Double-click on the icon to bring the form back into the foreground and make it the active window.

## File menu commands

The File menu offers the following commands:

<u>New</u>	Creates a new form.
<u>Open</u>	Opens an existing form.
<u>Fillout</u>	Fillout a form that contains data entry fields.
<u>Close</u>	Closes the active form window.
<u>Save</u>	Saves an opened form using the same file name.
<u>Save As</u>	Saves an opened form to a specified file name.
<u>Save All</u>	Saves all modified forms that have not yet been saved to disk.
<u>Print</u>	Prints a form.
<u>Print Preview</u>	Displays the form on the screen as it would appear printed.
<u>Print Setup</u>	Selects a printer and printer connection.
<u>File 1, 2, 3, 4</u>	List of the four most recently opened forms.
<u>Exit</u>	Exits FormPower.

## **Edit menu commands**

The Edit menu offers the following commands:

<u>Select</u>	Enables Select drawing mode.
<u>Cut</u>	Deletes data from the form and moves it to the clipboard.
<u>Copy</u>	Copies data from the form to the clipboard.
<u>Paste</u>	Pastes data from the clipboard into the form.
<u>Delete</u>	Removes the currently selected text or object.
<u>Undo</u>	Restores the last deleted text or object.
<u>Insert New Object</u>	Insert an OLE object into the form.
<u>Links</u>	List and edit links to embedded documents.
<u>Object verb</u>	Menu selection varies depending on highlighted object.
<u>Fillout</u>	Fillout data fields in the current form
Text Feed- <u>Time</u>	Time stamp in data field
Text Feed- <u>Date</u>	Date stamp in data field
<u>Clear All</u>	Clears all text or all objects.

## **Grid command (Form menu)**

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

**Note:** If a different grid setting or multiple grid settings are used during design mode, the last grid used will be save as part of the that particular form regardless of the settings defined in the Options-Defaults Grid dialog box.

Example: Most of the forms you design use the same grid setting. Some of the forms use a unique grid setting. Set the Options-Defaults-Grid settings to those most frequently used. For those forms that do not use the predefined grid options, select Form-Grid to temporarily change the settings. Saving the form will maintain the grid that was last set during design mode.

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

## **Micro Move Objects**

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

## **View menu commands**

The View menu offers the following commands:

### View Scaling commands:

100 %	View at full size..
75 %	View at 75% of full size.
50 %	View at 50% of full size.
200 %	View at twice full size.
Custom %	User definable view scale.
Custom %	User definable view scale.
<u>Toolbar</u>	Show or hide the toolbar.
<u>Status Bar</u>	Show or hide the status bar.
<u>Refresh</u>	Updates the screen.

## Window menu commands

The Window menu offers the following commands, which enable you to arrange multiple form windows within the main FormPower program window:

<u>Cascade</u>	Arranges windows in an overlapped fashion.
<u>Tile</u>	Arranges windows in non-overlapped tiles.
<u>Arrange Icons</u>	Arranges icons of minimized windows.
<u>Close All</u>	Close all opened form widows.
<u>Window 1,2, ...</u>	Activates specified window.

## Help menu commands

The Help menu offers the following commands, which provide you assistance with FormPower:

<u>Contents</u>	Displays the help Table of Contents.
<u>Overview</u>	Displays a quick FormPower overview.
<u>Using Help</u>	Provides general instructions on using help.
<u>About</u>	Displays the version number of FormPower.

## **New command (File menu)**

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

You can open an existing master or fillout form with the Open command.

## **Shortcut**

**Toolbar:**



**Keys:**

**Ctrl + N**



## Open command (File menu)

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

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

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

You can create new forms with the New command.

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

### Shortcut

Toolbar:



Keys:

Ctrl + O

## Close command (File menu)

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

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



## Save command (File menu)

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

### Shortcut

Toolbar:



Keys:

Ctrl + S

# FormPower License Agreement

**NOTE: The following agreement is meant for a single-user/single-machine use of FormPower.**

**• If you have multi-machine, network, site or Corporate licensing needs, contact EZX's sales department at the numbers below.**

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### **Save As command (File menu)**

Use this command to save and name or rename the active form. FormPower displays the Save As dialog box so you can name your form.

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

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

## **File Save As Dialog**

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

### **File Name:**

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

### **Directories:**

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

### **Save File as Type:**

Click on the arrow to change the type of files listed in the section just above.

Available choices are:

Master Forms (\*.frm)

All Files (\*.\*)

### **Drives:**

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

### **Network button**

If you are connected to a network file server or workgroup, this button will activate your available network services.

**Note:** The single user version of FormPower does not support network drive or services access even though the Network button may be active.

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

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



A handle is a small black square on the end point, corner point or edge of a selected object. A handle represent possible resize points. When the mouse cursor is on any handle, the cursor changes shape to represent the possible resizing that could take place via mouse drag and drop.

## Exit command (File menu)

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

### Shortcut

**Mouse:** Double-click FormPower's Control menu button.



**Keys:** **Ctrl + P**

## **Undo Delete Command (Edit menu)**

Use this command to reverse the last delete, if possible.

### **Shortcut**

**Keys:**      **Ctrl + Z**    or  
                 **Alt + Backspace**

## **Cut command (Edit menu)**

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

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

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

### **Shortcut**

**Toolbar:**



**Keys:**

**Ctrl + X**

## **Copy command (Edit menu)**

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

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

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

### **Shortcut**

**Toolbar:**



**Keys:**

**Ctrl + C**

## Paste command (Edit menu)

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

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

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

## Shortcut

Toolbar:



Keys:

**Ctrl + V**

### **Toolbar command (View menu)**

Use this command to display or hide the Toolbar, which includes buttons for some of the most common commands in FormPower, such as File Open. A check mark appears next to the menu item when the Toolbar is displayed.

See [Toolbar](#) for help on using the toolbar.

## Toolbar

The toolbar is displayed across the top of the FormPower main window, below the menu bar. It provides quick mouse access to the commands used most often.

To hide or display the Toolbar, choose Toolbar from the View menu (Alt+V, T).

*Click on any toolbar button for further explanation.*

**Toolbar:** Pulldown Menu: **Hot Key:**  
Action:



**File - New   Ctrl + N**

Create a new form. FormPower displays the Layout dialog box used for newly created form designs.



**File - Open   Ctrl + O**

Open an existing form. FormPower displays the Open dialog box, in which you can locate and open the desired file.



**File - Save   Ctrl + S**

Save the active form or template with its current name. If you have not named the form, FormPower displays the Save As dialog box.



**Edit - Cut   Ctrl + X**

Selected objects or text can be removed by using the Cut toolbar button or the Edit-Cut command. The object or text is placed in temporary storage on the Windows clipboard.



**Edit - Copy   Ctrl + C**

Make a duplicate copy of the selection to the clipboard. Selected objects can be duplicated by using the Copy toolbar button or the Edit-Copy command.



**Edit - Paste   Ctrl + V**

Insert the contents of the clipboard into the active form. For text, position the cursor to the desired place before pasting. Objects and text can be pasted by using the Paste toolbar button or the Edit-Paste command.



**File - Print Preview** Preview the active form on screen. Click on this toolbar button or select the File-Print Preview command.



**File - Print   Ctrl + P**

Presents a Print dialog box, where you may specify number of copies, destination



printer, and other printer setup options.



Help - Contents    **F1**

Displays the FormPower Help Contents screen.



Context Help    **Shift + F1**

Use the Context Help command to obtain help on a specific FormPower command, icon or screen area.



Edit / Draw - Select    Click on the Select Toolbar button, or use either the Edit-Select or Draw-Select commands.



Draw - Line    Line Drawing tool.



Draw - Rectangle    Rectangle Drawing tool.



Draw - RoundRect    Rounded Rectangle Drawing tool.



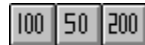
Draw - Ellipse    Ellipse Drawing tool.



Draw - Text    Text Drawing tool.



Draw - Field    Field Drawing tool.



View - Scale    Three of the six most commonly used view choices.

### **Status Bar command (View menu)**

Use this command to display or hide the Status Bar. The Status Bar displays pertinent information, including the current mode and mouse position. It also provides a micro-help for the current command being selected from the menu or toolbar.

A check mark appears next to the menu item when the Status Bar is active.

See [Status Bar](#) for help on using the status bar.

## Status Bar



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

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

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

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

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

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

- |            |                           |
|------------|---------------------------|
| <b>CAP</b> | The Caps Lock key is set. |
| <b>NUM</b> | The NUM lock key is set.  |

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### **Cascade command (Window menu)**

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

**Tile command (Window menu)**

Use this command to arrange multiple opened windows in a non-overlapped fashion.

### **Arrange Icons command (Window menu)**

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

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

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



## **Overview command (Help menu)**

Use this command to display the Overview Help screen. From the opening screen, you can step through instructions for using FormPower by reading the reference information provided.

At anytime during Help, you can click the [ [Contents](#) ] button to return to the opening screen, or click the [ [Overview](#) ] button to return here.

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

## **Using Help command (Help menu)**

Use this command for detailed instructions about how to use the Windows Help program.

## About command (Help menu)

Displays the copyright notice and version number of your copy of **FormPower™** version 1.11.

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## Context Help command

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

### Shortcut

**Toolbar:**



**Keys:**

**Shift + F1**

## **Title Bar**

The title bar is located along the top of a window. It contains the name of the application and the active form.

To move the window, drag the title bar to the desired position.

**Note:** You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements:

- Application Control menu button
- Form Control menu button
- Maximize button
- Minimize button
- Name of the application
- Name of the form
- Restore button

**Note:** Watch for an asterisk symbol (character above the number 8 key, between the “7” key and the “9” key just above the letter keys) at the end of the file name. This is an indication that the form file has been modified. All changes will be lost if the file is not saved before exiting FormPower. Don't worry, you'll be prompted as necessary.

## **Horizontal Scroll bars**

Horizontal Scroll bars are positioned at the bottom. Scroll bars are displayed at the right and bottom edges of the form window when the form exceeds the size of that window. The scroll boxes inside the scroll bars indicate your vertical and horizontal view of the form. You can use the mouse to bring other parts of the form into view.

## **Vertical Scroll bars**

Vertical Scroll bars are positioned on the right side. Scroll bars are displayed at the right and bottom edges of the form window when the form exceeds the size of that window. The scroll boxes inside the scroll bars indicate your vertical and horizontal view of the form. You can use the mouse to bring other parts of the form into view.

## **Size command (Control menu)**

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

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



After the pointer changes to the four-headed arrow:

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

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

## **Shortcut**

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



# Installation

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

[Command Line Options](#) can be used to set up FormPower as a form fillout program, allowing any number of Program Manager icons to be created for filling out forms that act as templates.

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

## **FormPower Program Files**

These files belong in the FormPower program directory since they are unique to FormPower.

fp.exe  
ezx1.dll  
fp.hlp

## **System Support Files**

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

mfcoleui.dll  
ctl3d.dll

## **OLE Version 2 System Files**

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

compobj.dll  
ole2.dll  
ole2conv.dll  
ole2disp.dll  
ole2nls.dll

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

## **Move command (Control menu)**

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



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

### **Shortcut**

**Keys:**        **Ctrl + F7**

## Minimize button

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

## Shortcut

**Mouse:** Click the minimize icon  on the title bar.

## **Maximize button**

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

## **Shortcut**

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

### **Next Window command (form Control menu)**

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

### **Shortcut**

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

## Close command (Control menus)

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.

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

### Shortcut

<b>Keys:</b>	<b>Ctrl + F4</b>	Close a form window.
	<b>Alt + F4</b>	Close a dialog box

## **Restore command (Control menu)**

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



## **Switch to command (application Control menu)**

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

### **Shortcut**

**Keys:** **Ctrl + Esc**

### **Dialog Box Options**

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

#### **Task List**

Select the application you want to switch to or close.

#### **Switch To**

Makes the selected application active.

#### **End Task**

Closes the selected application.

#### **Cancel**

Closes the Task List box.

#### **Cascade**

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

#### **Tile**

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

#### **Arrange Icons**

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

## **Object Convert Dialog**

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

### **Current Type:**

Identifies the type of object currently selected.

### **Convert to:**

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

### **Activate as:**

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

### **Object Type:**

Lists the available choices to convert the object to.

### **Display as Icon:**

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

### **Results:**

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

# Keyboard “Hot Keys”

## Text and Field Edit Objects

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

## Fillout Mode

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

## Form / Window Movement

PageUp	Scroll up page
PageDown	Scroll down page
Ctrl + PageUp	Scroll left page
Ctrl + PageDown	Scroll right page
Ctrl + Home	To First field
Ctrl + End	To Last field
Ctrl + Up	Scroll up line
Ctrl + Down	Scroll down line

## Design Mode

Arrow keys	Micro-Move selected object
------------	----------------------------

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

## **Menu Hot Keys**

### **Ctrl + Key combinations:**

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

### **Alt + Key combinations:**

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

## Sound Card

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

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

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

### **See Also**

[Inserting OLE Objects](#)

A format contained in a file, which specifies how data is to be presented on the screen or printer. Forms can contain data fields, fixed text, printing attributes and graphics.

## **Clear All (Edit menu)**

### **Design Mode**

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

### **Fillout Mode**

This provides a quick and convenient way to clear the contents of all fields in a form. Prompts for confirmation first. The resulting form has all blank fields, identical to the form loaded by the File Fillout or Edit Fillout commands.

## **Contents command (Help menu)**

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

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

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



## **No Help Available**

No help is available for this area of the window.

**No Help Available**

No help is available for this message box.

## **Links command (Edit menu)**

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

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

## **See Also**

[Inserting OLE Objects](#)

## **Links Dialog**

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

### **Links:**

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

### **Source:**

Indicates drive path and filename of object.

### **Type:**

Indicates type of image.

### **Update:**

Select the type of link you want for the currently highlighted link.

**Automatic** Inserts new data as soon as it is available.

**Manual** Inserts new data only when you ask for it by choosing the Update Now button.

### **Update Now button**

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

### **Open Source button**

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

### **Change Source button**

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

### **Break Link button**

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

## **Object verb (Edit menu)**

### **Design Mode**

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

The Object Convert command opens the Convert dialog box.

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

### **Fillout Mode**

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

### **Shortcut**

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

## **Insert New Object command (Edit menu)**

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

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

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

### **See Also**

Inserting OLE Objects

## Print command (File menu)

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

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

### Shortcut

Toolbar:



Keys:

**Ctrl + P**

## **Print Dialog**

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

### **Printer:**

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

### **Print Range: (Unsupported)**

Specify the pages you want to print:

**All** Prints the entire form.

**Selection** Prints the currently selected text.

**Pages** Prints the range of pages you specify in the From and To boxes.

### **Print Quality:**

Select the quality of the printing. Generally, lower quality printing takes less time to print.

Available choices are:

High

Medium

Low

### **Copies:**

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

### **Collate Copies:**

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

### **Setup button**

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

### **Print Progress Dialog**

A small dialog box showing progress is displayed while FormPower is sending output to the printer. To abort printing, choose Cancel.



## **Print Progress Dialog**

The Printing dialog box is shown while FormPower is sending output to the printer. The page number indicates the progress of the printing. To abort printing, choose Cancel.

## **Print Preview command (File menu)**

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

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

### **Shortcut**








**Toolbar:** 

## Draw Menu commands

The Draw menu offers the following commands:

<u>Line</u>	Draw lines vertically, horizontally, or angled.
<u>Rectangle</u>	Draw squares or rectangular shapes.
<u>RoundRect</u>	Draw squared and rectangular shapes with rounded corners.
<u>Ellipse</u>	Draw circles or stretch the circle to any horizontal or vertical length. A stretched circle is an ellipse.
<u>Text</u>	Create a text object within the form.
<u>Field</u>	Add data entry fields in specific locations on the form.
<u>Select</u>	Enables Select drawing mode.

## Print Preview Toolbar

- |   |  |
|---|--|
|    | Access the <u>Print dialog box</u> to start a print job.   |
|    | Unsupported. Preview the next page.  |
|    | Unsupported. Preview the previous page.  |
|    | Unsupported. Preview one or two pages at a time.   |
|    | Take a closer look at the page. (Make it bigger on screen. Less of the page appears on screen with higher resolution.) |
|    | Take a larger look at the page. (More of the page appears on screen with lower resolution.)                            |
|  | Return from Print Preview to the main window.  |

## **Print Setup command (File menu)**

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

## **Print Setup Dialog**

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

### **Printer**

#### **Default Printer:**

Choose the Default Printer as defined in the Windows Control Panel setting.

#### **Specific Printer:**

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

### **Orientation**

#### **Portrait:**

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

#### **Landscape:**

This orientation prints text 'sideways' on a page. For example, an 11" wide by 8.5" high form would be printed in Landscape orientation on a LaserJet printer.

### **Paper**

#### **Size:**

Select the size of paper that the form is to be printed on.

#### **Source:**

Some printers offer multiple trays for different paper sources. Specify the tray here.

### **Options button**

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

### **Network button**

If you are connected to a network file server or workgroup, this button will activate your available network services.

**Note:** The single user version of FormPower does not support network drive or services access, even though the Network button may be active.

In design mode only, to access this menu move the mouse pointer over an object and click the right mouse button. Continue to hold the button until you make a selection from the menu.

### **Text Feed-Time (Edit menu)**

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

The format for Auto Text Feed is controlled by settings assigned in the Windows' Main-Control Panel-International dialog box.

### **Shortcut**

**Keys:**        **Ctrl + T**



## **Change Source Dialog**

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

### **Source:**

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

### **Directories:**

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

### **List Files of Type:**

Click on the arrow to change the type of files listed in the section just above.

### **Drives:**

Click on the arrow to display other available drives.

### **Network button**

If you are connected to a network file server or workgroup, this button will activate your available network services.

**Note:** The single user version of FormPower does not support network drive or services access, even though the Network button may be active.

## Select command (Edit menu)

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

### Shortcut

Toolbar:



## Line command (Draw menu)

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

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

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

## See Also

Modifying Object Attributes and Moving and Resizing Objects

## Shortcut

Toolbar:



## Rectangle command (Draw menu)

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

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

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

### See Also

Modifying Object Attributes and Moving and Resizing Objects

### Shortcut

Toolbar:



## RoundRect command (Draw menu)

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

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

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

### Note

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

### See Also

Modifying Object Attributes and Moving and Resizing Objects

### Shortcut

Toolbar:



## Ellipse command (Draw menu)

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

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

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

## See Also

Modifying Object Attributes and Moving and Resizing Objects

## Shortcut

Toolbar:



## **Text Dialog**

Choose justification, margins, etc., for Text and Field objects. When accessed with the Options-Defaults-Text menu, text selections will only affect newly created objects.

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

**Hint:** Double-click on an existing Text object to quickly change to text edit mode.

### **Justification:**

Set the properties for any given text or field object to the left, center, or right side of that area. Settings here are used for both Text areas and Field objects.

### **Margins:**

Use this section to adjust margin settings within Text and Field objects. Fine adjustments and character alignment are possible with this method.

### **Border:**

Add a border around the Text or Field object.

### **Text Color button**

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

## **Color Dialog**

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

### **Basic Colors**

The current color selection is indicated by the shadowed box.

To select a new color, click on the color with the mouse or move the shadowed box with the arrow keys.

### **Custom Colors**

This feature is unsupported by FormPower.



## **Font Dialog**

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

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

### **Font:**

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

### **Font Style:**

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

### **Size:**

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

### **Effects:**

Additional character attributes for both Text and Field objects.

### **Color:**

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

### **Sample**

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

## **Font command (Options-Defaults menu)**

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

## **Fillout command (File menu)**

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

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

You can create new forms with the New command.

## **Shortcut**

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

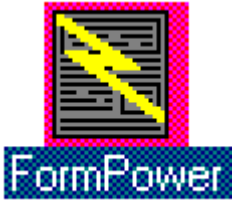
### **Save All command (File menu)**

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

## **Delete Command (Edit menu)**

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

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



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## **FormPower™ is the Ultimate Forms Processor for Windows!**

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- FormPower's focus is on forms design, production and fill-out. Unlike page document composition, the logical object oriented drawing tools are specifically tailored and optimized for forms design and manipulation. Its WYSIWYG (what-you-see-is-what-you-get) interactive screen is clear, intuitive and easy to use. Font size, typeface and printer options (including FAX transmission) are limited only by what is available under

Microsoft Windows 3.1 for your system. For truly flexible forms production, you can even print the filled-in data and the form at the same time or, fill-out to pre-printed forms.

### **CREATE TYPESET QUALITY FORMS IN HOUSE:**

- You can design and modify your forms instantly. Creating a new form in house gives you complete control over the process. Feedback on how it looks is immediate. You can design forms for cut sheet and continuous forms applications. Print your new design on your laser printer, or for even higher resolution, send Postscript output to a phototypesetter. By retaining control of the forms design, you can lower the costs and turnaround time without sacrificing quality. By printing your own on demand forms on your laser printer, you can economize by reducing stock of pre-printed forms. Another benefit is the reduction of obsolescence of forms.

- You can easily customize any of the 60+ included form templates to create any new form you desire.

### **DESIGN FORMS QUICKLY and EASILY:**

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

### **INCORPORATE GRAPHICS AND PATTERNS:**

- Logos, signatures and scanned images can be added to your form. Tools are provided to crop, scale, copy, delete and move images and objects like text, lines, fill-out fields, etc..

### **Other Form Design and Fill-out Features include:**

- Extensive on-line help and manual.
- On-screen grid (user adjustable; does not print) and snap-to-grid allow very quick and precise positioning of all objects and fields.
- Fill-out master or modify completed forms. No need to retype redundant information.
- Open multiple forms at once for quick reference or cut-and-paste.
- Multiple form views can be full window, window cascade, tile view, or reduced to icons.
- Six different working view magnifications (2 are user adjustable) 25% to 300% are available for even the most intricate work.
- Precise continuous coordinate display for accurate positioning.
- Tool bar and status line control allow you to customize appearance and operation of the program.
- Copy, cut, and paste objects between multiple FormPower forms.
- Define page sizes, margins, layouts, orientation.
- Draw lines, boxes, shapes, fill patterns of many types, change orientation and color.
- 26 drawing tools are provided form design. There are five pen line styles, ten

thicknesses and eight brush patterns.

- Other drawing tools include rectangle, round rectangle, and ellipse which can be melded with any of the brush patterns.
- Fill-out fields can be placed anywhere on the form, and in fill-out mode, the master part (or background) of the form cannot be modified so as to assure perfectly filled out forms every time.
- Print preview any form before committing to hard copy.
- Print to any Windows supported device, even directly to your FAX-modem (third party drivers required) for immediate transmission of your form.
- Use any Windows font including Bar Codes, and special characters like Wingdings.
- Quickly bold, underline, italicize, strike-through, etc. any character or group of characters.
- Objects, including graphics, pictures, sound clips, video clips, etc. can be inserted quickly and easily via Windows' OLE (Object Linking and Embedding v1.0 & 2.0) feature from almost any other Windows program.
- Edited .BMP files (via WinPaintbrush and many other programs) can be linked to any FormPower master form.
- You can even paste text from your trusty ol' DOS programs via Windows' clipboard.

• **FormPower™** is a bargain at only \$99 +S&I (single user)

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# Form Design or Fillout

## **Form Design**

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

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

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

## **Form Fillout**

The goal here is to place data into each field in order to fill out the entire form. When done filling out a form, save it to a unique name.

## **Fillout Command (Edit menu)**

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

Use the File Fillout command instead when the master form has not yet been opened.

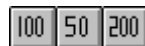
## Fixed Views (View menu)

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

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

### Shortcut

Toolbar:



## Custom Views (View menu)

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

## Preferences Dialog

Sets defaults for various program operating parameters. You may temporarily change settings during the current session without saving them (Options - Save Settings). In this case, the next program startup will use the original settings.

### Master

#### Display coordinates:

The position of the Mouse in relation to the form's dimensions will be displayed on the Status bar while in design mode.

#### Remember drawing tool:

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

#### View Fields:

When OFF, fields are shown in design mode the same way they will be shown in fillout mode. This means that borderless fields will be completely invisible unless selected. In fillout mode this is acceptable since the user will be using Enter or Tab to move to the next field. In design mode, fields aren't always apparent, but they also will not clutter the master form.

When ON, fields are indicated with a red border wrapped around the word "Field". This is probably desirable when placing, moving and resizing fields.

### Fillout

#### Display coordinates:

The position of the Pointing Device (mouse) cursor in relation to the form's dimensions will be displayed on the Status bar while in fill out mode.

#### Tab between fields:

When ON, the Tab key will move data entry to the next field, and the Shift+Tab key will move data entry to the previous field.

Shift+Enter is always available to move data entry to the previous field. Enter always moves to the next field. For multi-line fields, only from the bottom line will Enter move to the next field.

### Views

#### Custom Sizes:

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

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

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

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

**Smooth Display:**

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

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

## **Close All command (Window menu)**

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

## Form menu commands

With an object is selected, the Form pulldown menu will allow changes to that particular object only. Modifications do not affect any of the other objects on the form. Grid and Form Layout options apply on a form-wide basis.

<u>Text</u>	Text margins, justification, etc.
<u>Font</u>	Font name, size, etc.
<u>Pen</u>	Line/border type and thickness.
<u>Brush</u>	Rectangle, RoundRect, and Ellipse backgrounds.
<u>Printable</u>	Printed or Non-Printed object.
<u>To Front</u>	Places object into foreground.
<u>To Back</u>	Places object into background.
<u>Grid</u>	Spacing, ON-OFF, Snap to
<u>Form Layout</u>	Adjust form output size.



## **Pen Dialog**

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

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

### **Thickness:**

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

### **Style:**

Adjust the appearance of the line. The Five choices available are:

Dash

DashDot

DashDotDot

Dot

Solid

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

### **Pen Color button**

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

## **Brush Dialog**

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

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

### **Style:**

Available fill pattern design and shading effects for shaped objects are:

Cross Hatch

Diagonal Cross

Downward Hatch

Horizontal Hatch

Solid

Transparent

Upward Hatch

Vertical Hatch

### **Brush Color button**

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

## **Printable command (Options-Defaults menu)**

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

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

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

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

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

## **Form-Printable**

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

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

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

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

Each form window title bar indicates the name of the open form in a highlighted color that is different from any other open form window.

**Note:** Watch for the asterisk(\*) symbol in the title bar at the end of the file name. This is an indication that the form file has been modified. All changes will be lost if the file is not saved before exiting FormPower.

### **To Front command (Form menu)**

Use the To Front command when two or more objects overlap each other. If the one you want fully displayed is partially visible behind another object, highlight the partially hidden object and use this command to place it on top of the others.

Fields are treated differently than other objects when considering object overlap, therefore the To Front and To Back commands are unavailable for field objects.

### **To Back command (Form menu)**

Use the To Back command when two or more objects overlap each other. If the one you want fully displayed is positioned under another, highlight the top object and use this command to place it behind all others.

Fields are treated differently than other objects when considering object overlap, therefore the To Front and To Back commands are unavailable for field objects.

## **Form Layout Dialog**

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

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

Choose form size and margin settings. When accessed via Options Defaults Form Layout, the layout will only affect newly created forms.

### **Form Size:**

Choose a predefined or user-defined form size. User-defined sizes are entered in the "Size" area below. For landscape printing, choose user-defined size and enter the width as height and the height as width. Predefined choices are:

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

### **Units:**

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

Units will default to the Windows International settings.

### **Margins:**

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

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

### **Size:**

For predefined sizes, the settings are not changeable and reflect the currently chosen form size. When a user-defined form size is chosen, these sizes can be set. When

printing, make sure the printer settings match the intended printing orientation, either portrait or landscape. Accepted values are 2.00 through 30.00.



## Options menu commands

The Options menu offers the following commands which enable you to set default operating parameters for various features of FormPower.

<u>Defaults-Text</u>	Attributes, color
<u>Defaults-Font</u>	Font, size, attributes, color
<u>Defaults-Pen</u>	Thickness, style, color
<u>Defaults-Brush</u>	Style, color
<u>Defaults-Printable</u>	Toggle On-OFF
<u>Defaults-Grid</u>	Spacing, ON-OFF, Snap to
<u>Defaults-Form Layout</u>	Adjust form output size.
<u>Preferences</u>	Program features.
<u>Save Settings</u>	Saves settings after adjusting program defaults

An Inactive form does not have a highlighted title bar. Click on any visible part of the form to make it the active form. Select the Window pulldown menu for a list of open form file windows.

Form design (Master Form) and data entry (Fillout Form) work area.

## **Grid Dialog**

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

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

### **Spacing**

#### **Horizontal:**

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

#### **Vertical:**

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

### **Selections**

#### **Grid Visible:**

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

#### **Snap to Grid:**

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

### **Grid Color button**

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

## **Save Settings (Options menu)**

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

### **See Also**

[Modifying Object Attributes](#)

# Operating Tips

<b>Tip #</b>	<b>Description</b>
One	<u>Structure of this Help file.</u>
Two	<u>Separating file types.</u>
Three	<u>Using Grid.</u>
Four	<u>Inserting OLE object.</u>
Five	<u>Multiple open form files.</u>
Six	<u>Micro-move and mini-move objects.</u>
Seven	<u>Sound Card.</u>
Eight	<u>Form Design and Fillout.</u>
Nine	<u>Modifying Object Attributes.</u>
Ten	<u>Graphic Image (.BMP, .PCX, MSP) shows as Icon.</u>
Eleven	<u>Command line options.</u>

## Separating File Types

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

Examples might be:

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

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

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

## **Insert New Object Dialog**

Used to identify the object file and some associated attributes.

### **Create New:**

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

### **Create from File:**

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

### **File:**

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

### **Links:**

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

### **Display as Icon:**

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

### **Result:**

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

### **Browse button**

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



## **Grid command (Options-Defaults menu)**

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

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

## **Micro Move Objects**

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

## Field command (Draw menu)

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

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

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

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

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

## Fillout Field Order

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

## See Also

Modifying Object Attributes and Moving and Resizing Objects

## Shortcut

Toolbar: 

## **Control menu (Main window)**

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

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

## **Text command (Draw menu)**

Text Drawing tool. Activate by clicking on the Text Toolbar button, or by selecting the Draw-Text command.

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

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

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

Once created, a text cursor will flash in the object on the form to indicate that text can now be entered. When done, the Enter key will end text entry.

To modify it after initial entry, double-click on the text.

### **See Also**

Modifying Object Attributes and Moving and Resizing Objects

### **Shortcut**

**Toolbar:**



Modify the selected object to a different file type using an external program.

## **Maximize button**

Use this button to enlarge the active window to fill available space. A form window Maximize button will expand its window to the size of the FormPower main window, and set it to be the active window. The main window Maximize button will expand the FormPower main window to fill the entire screen.

## **Shortcut**

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

**Keys:** **Ctrl + F10** enlarges active form window.

## **Minimize button**

In the main window, use this command to reduce the FormPower window to an icon. The Minimize button of a form window will iconize the active form window and display the icon within the main window (client area).

## **Shortcut**

**Mouse:** Click the minimize icon  on the title bar.

# Error and Warning Messages

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

Server is still busy.

There are no fields in this form. Edit Fillout canceled.

Save option settings?

Save this master form before selecting Edit Fillout.

Are you sure you want to clear the entire form?

Cut to clipboard failed.

Copy to clipboard failed.

Failed to paste object from clipboard.

Failed to create object.

Item on the clipboard has zero size.

Failed to initialize OLE2 libraries.

Error loading EZX1.DLL

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

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

Error setting system timer.

The FormPower executable file exhibits evidence of tampering. Unable to continue. Reinstall from original disks.



## Server is still busy.

FormPower is currently processing an OLE function and the attempted operation is unsupported in this mode.

### **Remedy**

Wait for the OLE function to complete.

There are no fields in this form. Edit Fillout canceled.

**Design mode**

This error displays when you select Fillout from the Edit pulldown menu and the form does not have any field objects defined in it.

The File-Fillout command can also be used to open a master form in order to fill it out.

**Remedy**

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

## Save option settings?

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

## Save this master form before selecting Edit Fillout.

### **Design mode**

Before Fillout can function properly there must be an existing master form (.FRM) on the drive. Fillout mode reads in the form in a specific manner to provide access to field data entry areas only. When completed, the form in the active window (memory) is saved to a separate file with a .FOF file extension. With this method the master form is not modified and is available for future entries containing different data that may be saved to a different .FOF file.

Once saved, data entry fields in .FOF files may be modified at any time. This method may be used to clone new filled-out forms that may contain repetitive data.

### **Remedy**

Save the master form, then select the Edit Fillout command.

# Are you sure you want to clear the entire form?

## **Design mode**

All objects in the form will be lost. There is no method for retrieving objects once they have been deleted in this manner.

## **Fillout mode**

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

## Cut to clipboard failed.

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

### **Remedy**

Try shutting down some applications and then retry this action.

## Copy to clipboard failed.

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

### **Remedy**

Try shutting down some applications and then retry this action.

## Failed to paste object from clipboard.

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

### **Remedy**

Try shutting down some applications and then retry this action.



## Failed to create object.

### Design mode

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

### Remedy

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

## Item on the clipboard has zero size.

The contents of the clipboard has been corrupted.

### **Remedy**

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

Failed to initialize OLE2 libraries.

Appropriate object linking and embedding files are not available.

**Remedy**

Reinstall the application.

## Error loading EZX1.DLL

This file is required for the operation of FormPower. Contact EZX technical support for advice. It should be located in your FormPower subdirectory.

See [Installation](#) for a listing of program files required by FormPower.

## Error opening graphic file

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

## Error reading graphic file

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

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

Please contact EZX/SSW at 1.713.280.9900 (FAX: 1.713.280.0099) with your requirements, and we will forward a custom quotation addressing your particular network needs.

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

Please contact EZX/SSW at 1.713.280.9900 (FAX: 1.713.280.0099) with your requirements, and we will forward a custom quotation addressing your particular needs.



## Error setting system timer.

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

### **Remedy**

Reboot your computer and restart Windows.

The FormPower executable file exhibits evidence of tampering. Unable to continue. Reinstall from original disks.

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

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

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

## Using Grid

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

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

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

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

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

## Control menu (Form window)

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

<u>Restore</u>	Restores the window.
<u>Move</u>	Repositions the window.
<u>Size</u>	Adjust the window size.
<u>Minimize</u>	Iconize the window.
<u>Maximize</u>	Expand the window.
<u>Close</u>	Closes the window.
<u>Next</u>	From control tab. Switch to another open form within FormPower.

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

## **Object Change Icon Dialog**

Change the icon representation used by an object

### **Icon**

#### **Current:**

Displays the currently used icon for the object.

#### **Default:**

Select the default icon as the one to associate with this OLE object.

#### **From File:**

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

#### **Label:**

You can modify the label used beneath the icon.

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

### **Browse button**

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

## **Object Insert Browse Dialog**

Locate existing files for use as objects on the form.

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

### **Source:**

This area of the dialog box shows a listing of files available in the current subdirectory.

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

### **Directories:**

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

### **List Files of Type:**

Click on the arrow to change the type of files listed in the section just above.

### **Drives:**

Click on the arrow to display other available drives.

### **Network button**

If you are connected to a network file server or workgroup, this button will activate your available network services.

**Note:** The single user version of FormPower does not support network drive or services access, even though the Network button may be active.

## Inserting OLE Objects

OLE objects can be inserted into a master form by using the Edit-Insert New Object command. Object Linking and Embedding (OLE) means that an object (data or file) can be embedded or linked to another application that doesn't directly support the object format. The application that does support the object format is called the **OLE server**. The application that can embed or link to OLE objects is called an **OLE client or OLE container**. FormPower is an OLE container application.

Linking requires a file, which can reside in any subdirectory on any disk drive. When the file is changed by the OLE server application, FormPower can be set to update the link either manually or automatically. An automatic link is immediately updated in FormPower. Updating a manual link requires use of the Edit Links command. Each type of link serves a different purpose, to be determined at master form design time. When using a manual link, the object's data is stored directly into the form, along with the original file name. With an automatic link, only the object's file name is stored into the form.

Embedding does not require a file. An object can be created at insertion time, or loaded from an existing file. The embedded object becomes part of the master form file, and the data can only be changed through FormPower, via the OLE server application.

Image files, sound files, and video files are examples of objects that can be embedded into a FormPower form by using the Edit-Insert New Object command.

There are several example files containing a selection of images that you may find useful. The images stored in filenames IMAGE\*.FRM (or .FOF) can be transferred from the original file to a form you are designing with copy (Ctrl + C) and paste (Ctrl + V).



# Help File Structure

## Introduction

Describes the capabilities of and features available in FormPower. Read through the Introduction for a quick primer on the power and utility of FormPower.

## Overview

This section of the Help file begins with a display of FormPower's main (client) window. Click the left mouse button on a portion of the display and you will see a pop up screen. Clicking on a highlighted word or phrase in the pop up screen will jump from the current screen to a topic description. Additional detail of the specific topic or related topics may also be available through other topics, which are highlighted.

### Basic structure of Overview section:

**FormPower display --> Pop Up --> Topic description --> Detail description.**

A left mouse click on a special area of an image displays a pop-up screen. The pop-up gives a short description of the area.

Browse buttons located in the Help window toolbar begin functioning after the first FormPower pulldown menu selection.

Example: From the Overview display click on menu selection File and a pop up screen shows the available menu choices. Click on New and Help will jump to the specific topic description. The Help window's Browse button [>>] will scroll through the related File pulldown menu topic descriptions. Return to Overview by clicking on the Help window's [Overview] toolbar button. Begin another browse sequence from any of the other FormPower pulldown menu selections as well as the Program Control and Form Control menus. Control menus are activated by clicking on the tab located at the top-left corner of either the program window or the form window. The Error Message section contains a browse sequence, and another browse sequence is setup for the detail description areas.

## Operating Tips

Suggestions, ideas, latest updates, etc. relating to specific features and benefits of FormPower.

## Hot keys

Quick key operation using the Ctrl, Alt, and/or Function keys available as listed.

## **Error Messages**

Explanation of some of the error messages you are likely to encounter.

## Multiple Open Form Files

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

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

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

## Micro-move Objects

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

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

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

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

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

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

## **Refresh command (View menu)**

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

### **Shortcut**

**Keys:**        **Ctrl + R**

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

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

Regi\$tering removes all TestDrive screens. Please feel free to “share” TestDrive editions ONLY of FormPower with your associates.

Please help us keep the cost of software low by NOT SHARING registered versions of FormPower with anyone within the limits of the license granted to legitimate purchasers by EZX.

We are constantly striving to improve the operation, versatility and user productivity of FormPower for Windows. You may be interested in the latest program enhancements. You may also wish to license multiple copies and/or a Local Area Network version.

Call EZX/SSW at 1.713.280.9900 (FAX: 713.280.0099) for information concerning new features, benefits, etc.. Be sure the registration card has been properly filled out and mailed in to us. As a courtesy to registered users we offer special upgrade pricing on all versions of FormPower.

If you have a registered version of FormPower, be sure the registration card has been properly filled out and mailed in to us.  
EZX Corp., PO Box 58177 -FP, Webster, TX 77598-8177 USA

For immediate FAX-back information, you may call our FAX-on-Demand systems 24 hours a day at 1.713.280.8300 from your FAX machine handset. Request document number 9999 for a directory of available literature.

A reminder for FormPower TestDrive edition users that the program was developed at least one year ago. Certain features may now be completely disabled, but none of your forms will ever be lost. You just will not be able to save any new changes. **THIS VERSION OF FormPower HAS EXPIRED!**

Call for latest information concerning product version, pricing and added features. We accept Visa, MasterCard, Discover and American Express via the phone.

We are constantly striving to improve the operation, versatility and user productivity of FormPower for Windows. You may be interested in the latest program enhancements. You may also wish to license multiple copies and/or a Local Area Network versions.

Call EZX/SSW at 1.713.280.9900 (FAX: 713.280.0099) for information concerning new features, benefits, etc.

If you have a registered version of FormPower, be sure the registration card has been properly filled out and mailed in to us.

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## Window Size

Size command (Control menu)

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

▪

After the pointer changes to the four-headed arrow:

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

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

## Shortcut

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

## Select command (Draw menu)

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

## Shortcut

Toolbar:      ■

## **Text command (Form menu)**

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

See Also

[Text dialog box](#)

[Font dialog box](#)

## **Brush command (Form menu)**

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

## Moving and Resizing Objects

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

### Selecting Objects

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

### Moving

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

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

### Resizing

After selection, resize an object by first moving the mouse cursor over one of the selection handles. You will notice the mouse cursor change to either a left-right arrow, or a diagonal arrow. While the cursor is one of these shapes, object resizing is done by a drag and drop mouse operation.

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

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

## **Font command (Form menu)**

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

See Also

Font dialog box

Text dialog box

## Command Line Options

FormPower has two command line options that can direct FormPower to automatically load a form file at startup. These options are not case sensitive. Only one command can be used at a time.

Using a command line option makes it possible to create any number of Program Manager icons, each loading a different form.

### **/M filename**

Open the Master form indicated by **filename**. This form is automatically loaded into design mode after FormPower startup.

### **/F filename**

Open the Master or Fillout form indicated by **filename**. This form is automatically loaded into fillout mode after FormPower startup. Before fillout can begin, a new name must be chosen for the form. This allows for either a Master or Fillout form to act as a fillout template. The File Fillout command works similarly.

## **Pen command (Form menu)**

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



### **Printable command (Form menu)**

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

### **Form-Printable**

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

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

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

### **Options-Defaults-Printable**

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

With this toggled Off (no check mark), all new objects added will default to non-printable. With this option, an entire form could be designed for screen display only. It will not print.

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

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

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

## **Form Layout command (Form menu)**

The Form Form-Layout command will display the Layout dialog box. During form design, the form's size, margins, etc. may be modified to accommodate the paper or printer (some printers do not support all margin settings) you are using.

## **Text command (Options-Defaults menu)**

The settings assigned in the Options-Defaults-Text dialog box are used to set defaults for all newly created text and field objects.

## **Pen command (Options-Defaults menu)**

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

## **Form Layout command (Options-Defaults menu)**

The settings assigned in the Options-Defaults-Form Layout dialog box are used to set defaults for all newly created forms.

## **Brush command (Options-Defaults menu)**

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

## **Preferences command (Options menu)**

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

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

# Getting Started

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

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

## Terminology

Form

Master Form

Design Mode

Fillout Form

Fillout Mode

Object

Drawing Tool

OLE Object

## What to do

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

1) Load an existing fillout form in order to fill it out or modify it. Try **ezxinfo.fof**. Use the File Open command, type

**ezxinfo.fof**

and then select OK. F1 will display fillout help. Now fill out some fields. When ready, save it with the File Save command. Or use File Save As to save it with a different file name, leaving the original file unchanged.

2) Load an existing master form in order to fill it out. Try **invoice.frm**. Use the File Fillout command, type

**invoice**

and then select OK. F1 will display fillout help. Now fill out some fields. When ready, save it with the File Save command and specify a unique name.

3) Create a new form with File New and design a new master form. Press F1 for design help. Select a drawing tool and place an object using the mouse. Place text, fields and graphics in the same manner. When ready, save it with the File Save command and specify a unique name.

## On-line Help

In general, on-line help is available at any time by pressing F1. The help that appears will be context sensitive, meaning that it will apply to the current place in FormPower.



Overall, there are three ways to access help. They are:

**F1** Select a command, then press F1 to get context sensitive help.

**Shift + F1** Press Shift + F1, then choose a screen element, toolbar button or menu item on which to get help.

**Help menu** Select a general topic.

The FormPower program mode that allows creation and modification of Fillout Forms.

The basic unit of a form. An object is created by a drawing tool in design mode, and is saved into a Master Form. Objects have attributes, and can be modified in various ways.

A specific type of form, created with FormPower from a Master Form. A unique Fillout Form file exists for each form that is filled out. All Fillout Form files have an extension of .FOF.

The FormPower program mode that allows creation and modification of Master Forms.

A FormPower feature that creates objects. To place an object, first select a drawing tool, then position the mouse pointer to where the top leftmost point of the object will be and press the left mouse button. Then continue to hold the left mouse button and drag the mouse pointer to the bottom rightmost point of the object. Finally, release the left mouse button. If snap-to-grid is on, the object's end points will automatically move to the nearest grid points.

A specific type of form created by FormPower in design mode. A Master Form represents a blank form, to be copied and filled out time and time again. All Master Form files have an extension of .FRM.

OLE is an acronym for Object Linking and Embedding. In short, OLE allows an object created by an OLE server (such as Paint, Excel, etc.) to be embedded into an OLE client application, in this case FormPower. This very powerful feature allows placement of graphics, sound, video or other objects onto a FormPower form.



# Modifying Object Attributes

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

Text

Font

Pen

Brush

Printable

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

An object is created by first selecting a drawing tool, then using the mouse to place and size it. At creation time, an object's attributes are defined by settings in the Options-Defaults menu. These defaults are saved in the FP.INI file in your Windows directory. For example, the Options-Defaults-Text command accesses the Text dialog box for the text default attributes.

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

## **See Also**

Moving and Resizing Objects

# Graphic Image Shows As Icon

**Problem:** A graphic image always shows up as an icon.

**Cause:** Another program has improperly modified the OLE registration data file.

**Solution:** Print this Help Topic if necessary and follow the sequence below.

Note: This procedure assumes that you are using the Windows Paintbrush program to support graphic images. If you are using a different program, substitute the appropriate names below.

1. With the Program Manager File - Run command, select the file named REGEDIT.EXE located in the Windows subdirectory and add to the command line a space, forward slash and the letter " V ". Click the OK button.  
**[ REGEDIT.EXE /V ]**
2. In REGEDIT, press the Home key to position the cursor at top of data.
3. Maximize the program window by clicking on the Top-Right corner arrow of the program window, then select the Edit - Add key command.
4. A dialog popup requires entry of the following. Be sure you start the Key: entry with a period as an indicator of a specific file extension.

**Key:** .BMP

**Value:** PBRUSH

5. Press the Home key to position the cursor at top of data again.

Repeat the process from step # 3 to add the following two file extensions to the list.

**Key:** .PCX

**Value:** PBRUSH

The final addition to the data structure should look like this.  
Be sure to press the Home key before adding.

**Key:** .MSP

**Value:** PBRUSH

After the three file extensions have been added to the top of the data structure, select

File - Save Changes. Exit the program and restart Windows.

Check that the changes did correct the BMP to Icon Link by first starting FormPower. Open a New form. Insert an Object with a .BMP file extension. Check that the .BMP image shows as it is, not as a "Paint" icon.

### **Text Feed-Date (Edit menu)**

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

The format for Auto Text Feed is controlled by settings assigned in the Windows' Main-Control Panel-International dialog box.

### **Shortcut**

**Keys:           Ctrl + D**



