



## Enterprise Manual V7.5

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 **Special Forms**

### Special Forms

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#### Special Forms - Multi-Page Forms

FormTrap is capable of generating contracts using either sub-forms to move between pages or using detail lines to move between pages. Note that FormTrap was not designed to operate in this way, but does a great job provided the bulk of the contents do not vary by more than a few lines for each page. If you are inserting long blocks of text from data then you may end up with "short" pages.

We supply better products, including Forms-on-Demand which is designed to allow form design as well as "filling-in" on computer, saving both the data and a PDF of the document. Form-on- Demand allows for logic within the form and is specifically for manual computer data entry, whereas FormTrap is designed for automated operations.

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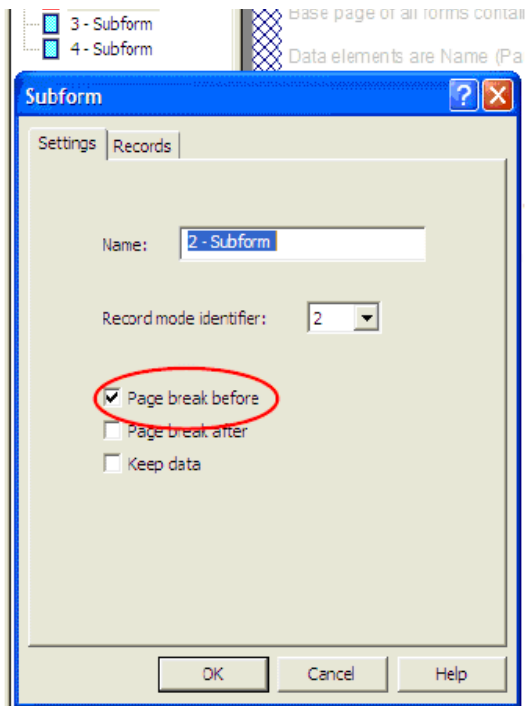
#### Using Sub-Forms as Pages

These are the recommendations for sub-forms as pages, with a limit of 9 pages (one for each of the available sub-form letters, plus the Base Page).

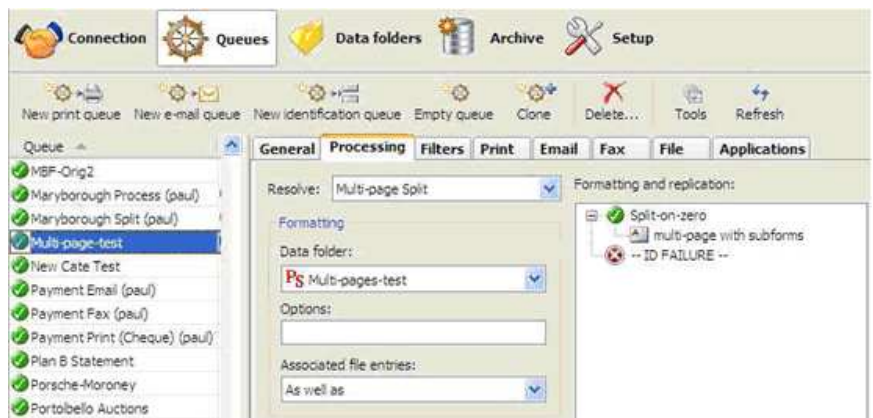
Please look at example files by downloading the "Multi-page Subforms.zip" file, unzip it and open documents and read along with this, starting with Multi-page Subform.frm. Note that this used Records Mode, but that the same thing is possible (a little more difficult) using Print Line Extract.

1. All data is carried in the Base Page record - we've shown it on the form in red, but for most contacts you will not want to have a Base Page for a contract. Typical data elements are company names, abbreviations, person names and titles, addresses, dates, products and amounts.
2. Base Page with Copy Control as shown for duplex contracts.

3. Each sub-form fills one page and (apart from the first) has these attributes:



4. Your Document Maximum Pages with this approach is 9 pages. To see the results, please load the supplied .asc file into your spooler, set the queue up like this and view the archive to see results:

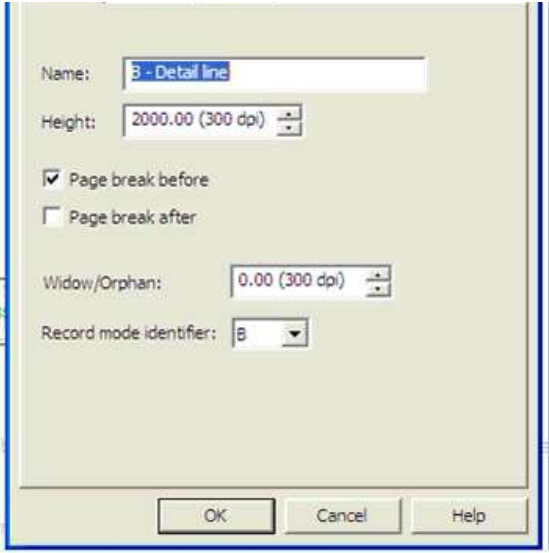


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#### Using Detail Lines as Pages

The same approach can be used with detail lines if you require a document beyond 9 pages, giving a maximum of 35 pages (9 sub-forms plus 26 detail lines).

You would adopt the same approach, with this as the detail:



The screenshot shows a configuration dialog box for a detail line record. The dialog has a light beige background and a blue border. It contains the following fields and options:

- Name: B - Detail line
- Height: 2000.00 (300 dpi)
- Page break before
- Page break after
- Widow/Orphan: 0.00 (300 dpi)
- Record mode identifier: B

At the bottom of the dialog are three buttons: OK, Cancel, and Help. To the left of the dialog, a green-bordered box highlights a text field containing the text: "This is a detail line record. This record also has access to fields such as 31 12 2009." Below this, the text "This is Sub-Form" and "This is Sub-Form" is partially visible.

In Records Mode, details and sub-forms can be mixed and appear in the order of the file. Please Load and look at the second set of form and data with the name "Multi-page Subforms and Details" for an example.

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