



Design and Objects

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Creating Page Elements



Sub-forms

Sub-forms are used to print conditional information that may occur only once in the input file.

The screenshot shows a 'TAX INVOICE' form. At the bottom, a sub-form is highlighted with a blue border and a blue arrow pointing to it from the label 'Sub-form'. The sub-form contains the TCG Information Systems logo and contact details: 'TCG Information Systems, 1000 N. 10th Street, Suite 100, Minneapolis, MN 55412, USA, Tel: 612-339-2440 Fax: 612-339-8171'.

To add a new sub-form:

- Select **Add sub-form** from the **Define** menu.
- On the **Settings** tab set:
 - **Name** - the name is used as a reference for the sub-form.
 - **Record mode identifier** - a number (1 through 9) used to uniquely identify the sub-form (only applicable in Records Mode).
 - **Page break before** - a new page is generated before the sub-form prints.
 - **Page break after** - a new page is generated after the sub-form prints.
 - **Keep data** - when the sub-form is found in the input file, the sub-form is then repeated on subsequent pages until a new document (Base page or 0 record) appears in the data. Often used for Ship To instructions which may be present or absent.

Subform

Settings | Records

Name: Total Subform

Record mode identifier: 1

Page break before

Page break after

Keep data

OK Cancel Help

- On the **Records** tab, define the fields for the sub-form. FormTrap can then properly extract the data from the input file.

[More information on Defining Variables in Print Line Mode](#)

[More information on Defining Variables in Records Mode](#)

Subform

Settings | Records

New... Edit... Delete

Name	Start	Length
total	2	8

Print Import Shift

OK Cancel Help

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Stamp/duplex Sub-forms

Stamp/duplex sub-forms, used with the **Copy control** feature, allow different text or graphics to be printed on each of the multiple copies of the form.

- A **stamp** is printed on the front of each page. For example, create an accounts copy stamp which prints on the front of each page.
- A **duplex** is printed on the reverse of the page. For example, create a terms and conditions sub-form which prints on the reverse of each page.

To add a new stamp/duplex sub-form:

- Select **Add stamp/duplex** from the **Define** menu.
- On the **Settings** tab, define a name for this stamp/duplex sub-form.

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