

## Masking and Font Change

Masking

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 Custom Mask
 Image: Custom Mask allows you to create your own format to tailor the way information is displayed on the finished form. This function is especially useful for displaying codes, constructing special currency formats and incorporating text within variable data.

ABC123456 🔶 ABC / 123 - 456

TO THIS

Create	а	custom	mask	

FROM THIS

To create a custom mask:

Create a new variable text object or edit an existing variable text object.
On the Link to field dialog box, select Custom from the Mask as menu.

Suffix: Mask as: Custom	Close
Prefig:	
Mask as: Custom	
فصطده	
1 <u>0</u> 5%;	
Suppression	
Left Right Delete	
nput;	

• In the **Mask** text box type in the mask required, using the underscore to mark the exact placement of the characters from the original field. It is important to enter enough underscores to represent the maximum field size.

<u>F</u> ield:	Customer_		<u> </u>		OK	
	Substitute	from file	_		Close	
Prefi <u>x</u> :						
S <u>u</u> ffix:						
<u>M</u> ask as:	Custom		•			- 10
1	e.				Î.	
Suppres	eft	<u>R</u> ight	Delet	e		

• Click the **OK** button to apply the mask.

Using suppression you can then remove unwanted spaces or leading zeros from your data field.

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- 1	۲n	n
	Ū	μ

## Custom mask with left suppression:

In the following example we remove leading zeros from the customer number field.

ABC/000123 - 456 🔶 ABC/123 - 456 FROM THIS TO THIS

To create a Custom mask with left suppression:

- Create a new variable text object or edit an existing variable text object.
  On the Link to field dialog box, select Custom from the Mask as menu.

<u>F</u> ield:	CONCERNS OF	omer_no	<u> </u>		OK Cancel
Prefi <u>x</u> :			mm	-	
S <u>u</u> ffix:					
<u>M</u> ask a	s: Custom		•		
M <u>a</u> sk:					
Suppr	ession				7
	Left	Right	<u>D</u> e	elete	
Input: Output:		ess spaces onl replaces supp		acter	
MARSH.	☐ <u>S</u> pace	replaces supp	ressed cha	acter	

• In the **Mask** text box, type in the mask required. Enter an underscore to represent each character in the input field. It is important to enter enough underscores to represent the maximum field size.

Eield:	Customer_no		<u></u>	ОК
Prefi <u>x</u> :	Substitute from	n file		Cancel
- Suffix:				
<u>M</u> ask as:	Custom	•		
1 <u>a</u> sk: /· Suppre:				
		pht	Delete	
				-9

In the Mask text box, highlight the area where the leading zeros or spaces will appear. Click on the Left button. The highlighted area will change color. The purple highlight indicates the start of the suppression and the blue highlight indicates where left suppression will occur.

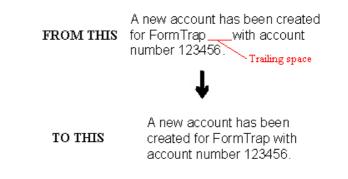
<u>F</u> ield:	E custo	mer_no :ute from file	•	<u></u>		
Prefi <u>x</u> :					2	Cancel
S <u>u</u> ffix:						
<u>M</u> ask a	s: Custom		•			
M <u>a</u> sk:						
Suppr	ession					
	Left	Right		Delete		
Input: Output:		ss spaces onl eplaces supp		haracter		
sucput.			1992			

- To delete the suppression, highlight the area of the suppression mask you wish to delete and click the **Delete** button.
  Check the **Suppress spaces only** if you want to suppress only leading or trailing spaces from the data field.
  Check the **Space replace suppressed character** if you want to replace suppressed characters with spaces. This is useful if you want to keep alignment as is as is.

Тор

## Custom mask with right suppression

In the following example we remove a trailing space from the company name variable.



To create a custom mask with right suppression:

Create a new variable text or object or edit and existing variable text object.
On the Link to field dialog box, select Custom from the Mask as menu.

<u>F</u> ield:	Company	•	ОК
Prefi <u>s</u> :			Close
S <u>u</u> ffix:			
<u>M</u> ask as:	Custom	-	
M <u>a</u> sk:			
Suppres	sion	100202	,
	10 10 10 10 10 10 10 10 10 10 10 10 10 1	Delete	
	eft <u>Right</u>	Delete	
Input:	Suppress spaces only		
Le			

• In the **Mask** text box type in the mask required, using the underscore to mark the exact placement of the characters from the original field. It is important to enter enough underscores to represent the maximum field size.

Eield:	E company	<u> </u>		OK
<sup>o</sup> refi <u>x</u> :	Substitute from	file		Close
- S <u>u</u> ffix:				
<u>M</u> ask a:	: Custom	•		
1 <u>a</u> sk:				
-			_	
Suppr	ession			
	Left Righ	it De	elete	
input:	Suppress spaces	s only		
Dutput:			racter	

• In the **Mask** text box, highlight the area where the trailing spaces will appear. Click on the **Right** button. The highlighted area will change color. The purple highlight indicates the start of the suppression and the red highlight indicates where right suppression will occur.

1.00	🖹 compa	iny	▼ _2··	OK	
	□ S <u>u</u> bstitu	ute from file	_	Close	
Prefi <u>x</u> :					
S <u>u</u> ffix:					
<u>M</u> ask a	s: Custom		•		
Marila					6 B
M <u>a</u> sk:				_	
Suppr	ession			_	
	Left	Right	Delete	1	
			<u>. 050</u>		5.1
		s spaces only			
Input:		eplaces suppress	ed character		
Input: Output:	I <u>S</u> pace re				
14036936371	I <u>S</u> pace re				
1.1234575571	I <u>S</u> pace re				
Output:		n, highlight the			

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