FormTrap

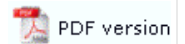## Masking and Font Change

- Masking
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Custom Mask

PDF version

The 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

FROM THIS   TO THIS

Create a custom mask

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.

- 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.

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

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

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.

- 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.

- 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.

- 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.

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Custom mask with right suppression

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

FROM THIS
A new account has been created for FormTrap ___ with account number 123456.
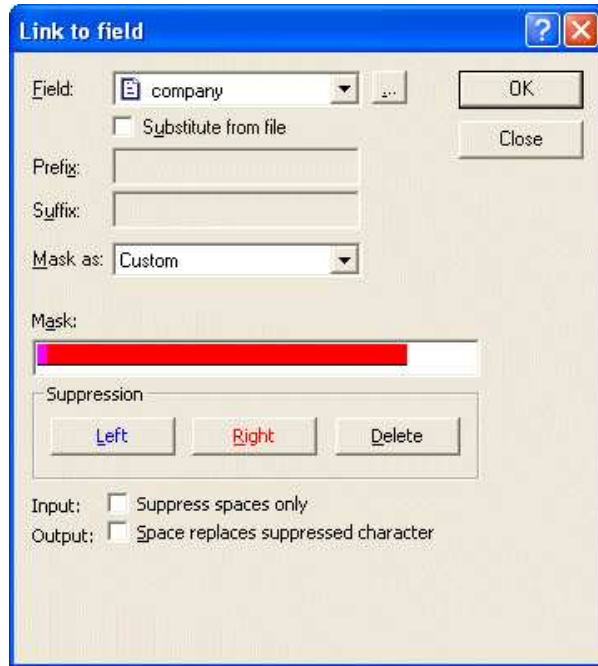— Trailing space

↓

TO THIS
A new account has been created for FormTrap with account number 123456.

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.

- 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.

- 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.

- 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.

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