

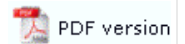


Masking and Font Change

Masking

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Masking Currency



FormTrap formats the input field according to the specified currency mask. There are a number of currency masks to choose from. These include:

Amount/Numeric - formats numeric fields into numbers or amounts, inserting currency symbol, separators and negative signs.

Price - formats numeric data fields using a price format, suitable for supermarket shelves as it shows values under \$1.00 as 77¢ (cents).

Wordy - transforms numeric data fields into words, assuming a dollar and cents format (depending on the currency format selected).

Units - transforms the first numeric character in the data field into words.

Cents - displays the cents portion of the numeric data field.

Amount/Numeric

With amount mask, FormTrap formats the data by inserting a currency symbol and separators / decimal symbols. FormTrap determines whether the data is positive or negative by searching for these characters: -, Cr, CR, Dr, DR and ().

2222222.22- → \$2,222,222.22 Cr

FROM THIS

TO THIS

To apply Amount/Numeric masking:

- Create a new variable test object or edit an existing variable test object.
- On the **Link to field** dialog box, select Amount/Numeric from the Mask as menu.
- On the **Input** tab, select one of the following currency input types:
 - **Use decimal separator** - FormTrap finds the decimal point in the field.
 - **Assume two decimals** - the last two digits of the field are used.

- On the **Currency** tab, select the currency symbol from the currency symbol from the pull down list, or press delete and key your own currency symbol(s) - e.g. SF for Swiss Francs.
 - **On right** - the currency symbol appears on the right of the masked value.
 - **Extra space** - an extra space is inserted between the currency symbol and the masked value.

Link to field

Field: total amount

Substitute from file

Prefix:

Suffix:

Mask as: Amount / Numeric

Input Currency Separators Numbers

Representation: \$

On right

Extra space

OK

Cancel

Save...

- On the **Separators** tab, select the separators for thousands and decimals.
 - **Thousands** - select from a comma, full stop, space or have nothing to signify the decimal point.
 - **Decimals** - select from a comma, full stop, space or have nothing to signify the decimal point.

Link to field

Field: total amount

Substitute from file

Prefix:

Suffix:

Mask as: Amount / Numeric

Input Currency Separators Numbers

Thousands: .

Decimals: .

On right

Extra space

OK

Cancel

Save...

- On the **Numbers** tab, select the credit symbol and the number of decimals.
 - **Symbol** - select the symbol used to indicate whether the value is a credit.
 - **Extra space** - check this box to insert a space between the value and the credit symbol.
 - **Number of decimals** - the number of decimal places used on the formatted value.

The screenshot shows the 'Link to field' dialog box with the following settings:

- Field:** total amount
- Substitute from file
- Prefix:** (empty)
- Suffix:** (empty)
- Mask as:** Amount / Numeric
- Input** | Currency | Separators | Numbers
- Negative sign:**
 - Symbol:** -12
 - Extra space
- Number of decimals:** 2
- Buttons: OK, Cancel, Save...

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

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Price

The price mask is included for backward compatibility with the currency mask preferred.

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Wordy

The wordy mask transforms numeric extract fields into words, assuming a dollar and cents format. This mask is used when printing check (cheque) forms.

2222222.22 → TWO MILLION TWO HUNDRED TWENTY
TWO THOUSAND TWO HUNDRED
TWENTY TWO DOLLARS AND 22 CENTS

FROM THIS TO THIS

To apply wordy masking:

- Create a new variable text object or edit an existing variable text object.
- On the **Link to field** dialog box, select **Wordy** from the **Mask as** menu.
- Select the appropriate language from the **Language** menu.
- Select one of the following currency input types:
 - **Use decimal separator** - FormTrap finds the decimal point in the field.
 - **Assume two decimals** - the last two digits of the field are used.

[More information on Word Wrap](#)



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Units

The units mask transforms the first numeric character from the data field to words.

2 → TWO
FROM THIS TO THIS

This is especially useful when creating checks (cheques) where the check amount is split into hundreds of thousands, tens of thousands and so on. In the example below, you need to define each character of the input data separately.

HUNDREDS OF THOUS.	TENS OF THOUS.	THOUS.	HUNDREDS	TENS	UNITS
TWO	TWO	TWO	TWO	TWO	TWO

To apply units masking:

- Create a new variable text object or edit an existing variable text object.
- On the **Link to field** dialog box, select **Units** from the **Mask as** menu.
- Select the appropriate language from the **Language** menu.



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Cents

The cents mask displays only the cents portion of a numeric data field. This mask is most often used on check (cheque) forms.

2222222.22 → 22 cents
FROM THIS TO THIS

To Apply cents masking:

- Create a new variable text object or edit an existing variable text object.
- On the **Link to field** dialog box, select **Cents** from the **Mask as** menu.
- Select the appropriate language from the **Language** menu.
- Select one of the following currency input types:
 - **Use decimal separator** - FormTrap finds the decimal point in the field.
 - **Assume two decimals** - the last two digits of the field are used.



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