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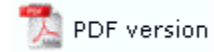
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Creating Page Elements



Base Page

The Base page is used as a template for each new page and contains data common to all pages. Data included on the Base page is typically that which identifies the document, and appears on every page of the output.

The figure below shows a sample Base page. It contains both constant objects (objects that always appear the same when printed) and variable objects (objects that obtain their value from the data). The logo and heading are constant objects while the address and the date fields are variable text objects. When the form prints, the same logo and heading will appear at the top of each printed page. However, the address and invoice number are extracted from the data and will change with each new document.

Constant
Objects

TCG Information Systems
A.B.N. 100 123 456 A.C.N. 99 88 777
Level 1, 88 Dufferin St. A.B.N. 11 22 33 44 55
Chippendale NSW 2008
Email: support@tgs.com.au
Tel: 021 933 2400 Fax: 021 933 9392

TAX INVOICE

To
BilltoName
Addressline1
Addressline2
Addressline3

Tax Invoice No.: 123456

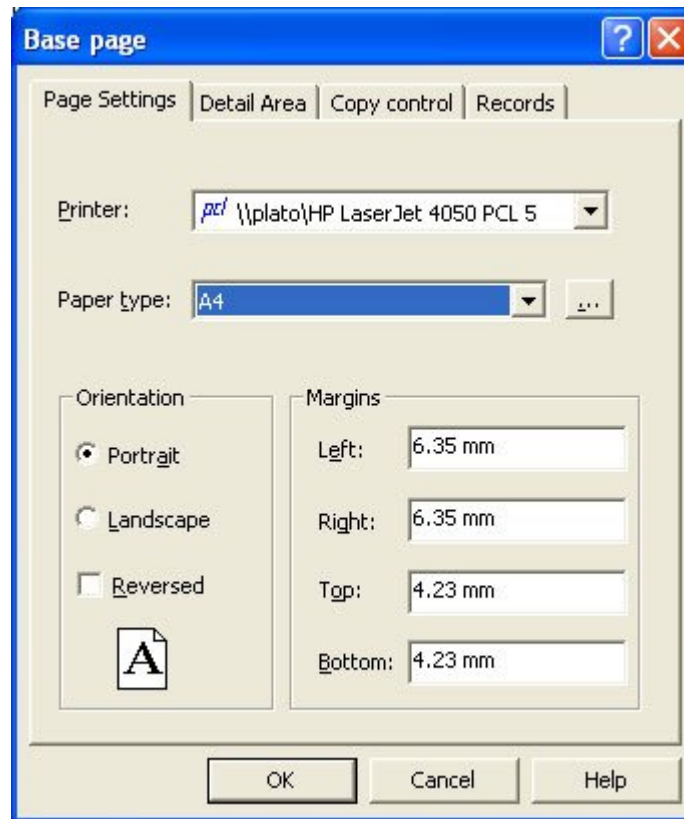
CODE	DESCRIPTION	QUANTITY	UNIT PRICE	VALUE (incl. S.S.T.)

Variable
Objects

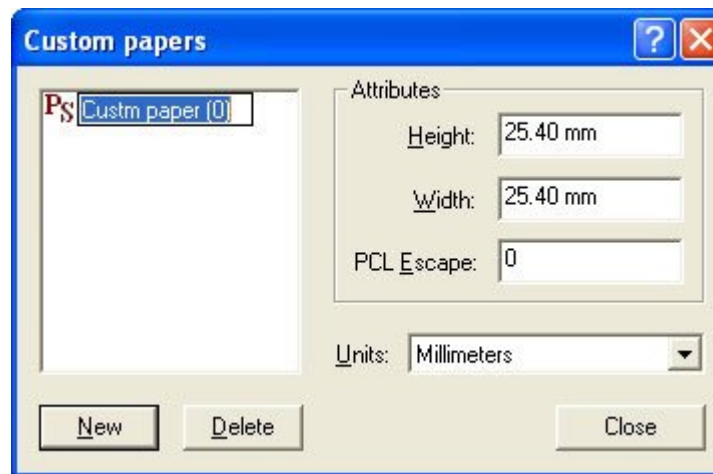
When you create a blank form in FTDesign, you automatically start on the Base page.

To define the properties of the Base page:

- Ensure the Base page is selected on the Go menu.
- Select Properties of the Base page from the Define menu.
- On the Page Settings tab:
 - Printer - use the Printer menu to select either a PCL or PostScript printer which you will use to design the form.
 - Paper type - select the appropriate page size from the Paper type drop down menu.
 - Orientation - change the page orientation of the page by choosing Portrait or Landscape settings in the Orientation frame. Check the Reversed check box for the page to print reversed (from the bottom to the top).
 - Margins - modify the page margins in the Margins frame.

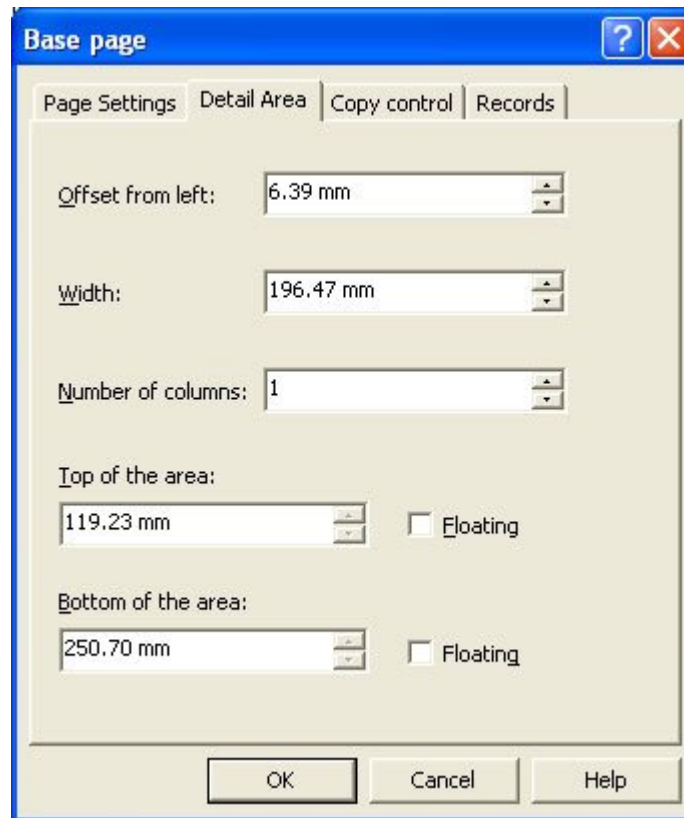


- To create a custom paper type:
- Click the "..." button to create a custom page size.
- Give the custom page size a Name, Height, Width and PCL Escape. The PCL Escape is the code sent to the printer. The PCL escape code value can be found in your printer manual.
- Choose measurement units for the defined paper size from the Units dropdown menu.



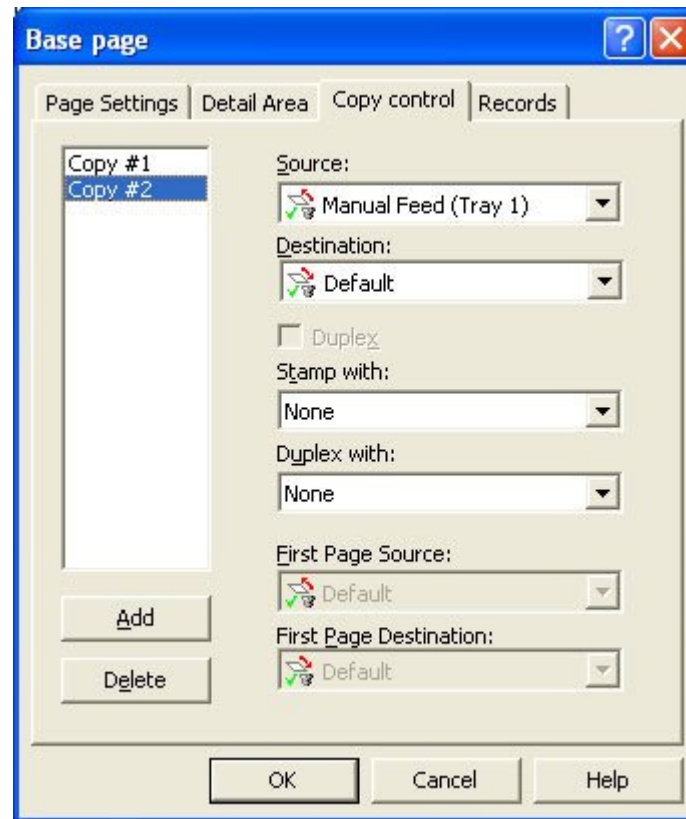
- On the Detail Area tab:
 - Offset from left - left margin, between the left edge of the Detail Area and the left of the page edge.
 - Width - width of Detail Area.
 - Number of columns - number of columns in Detail Area. Detail lines are added starting at the top of the first column, moving down to the end of the Detail Area. When the first column is filled, detail lines are added to the top of the second column and so on. Multiple columns are commonly used in label printing.
 - Top of the area - margin between the top edge of the Detail Area and the top of the page.
 - Bottom of the area - margin between the bottom edge of the Detail Area and the top of the page.
 - Floating - tick the checkbox to allow the top or/and bottom edge of the Detail Area float depending on the data.

Note: The Detail Area is delineated by a faint grey outline, which can be adjusted using the mouse by pulling the handles. This facility is only available when the base page is in focus.



- On the Copy Control tab, Add up to five copies.
- Configure each of the copy:
 - Source - alter the paper tray FormTrap prints from
 - Destination - alter the output bin FormTrap prints to. If you are using a PostScript printer driver you will need to enter the name of the output bin in the Destination text box. This information can be found in your Printer manual.
 - Stamp with - select [a stamp/duplex sub-form](#) from the dropdown menu to be stamped on this copy. Tick the Duplex checkbox to allow a stamped sub-form to be printed on the reverse of the page.
 - Duplex with - select [a stamp/duplex sub-form](#) from the dropdown menu to be printed on the reverse of the page.
 - If you have defined a [First Page footer](#), you can set different source and destination bins for this copy.
 - First Page Source - alter the paper tray FormTrap prints the first page from.
 - First Page Destination - alter the output bin FormTrap prints the first page to. If you are using a PostScript printer driver you will need to enter the name of the output bin in the Destination text box. This information can be found in your Printer manual.

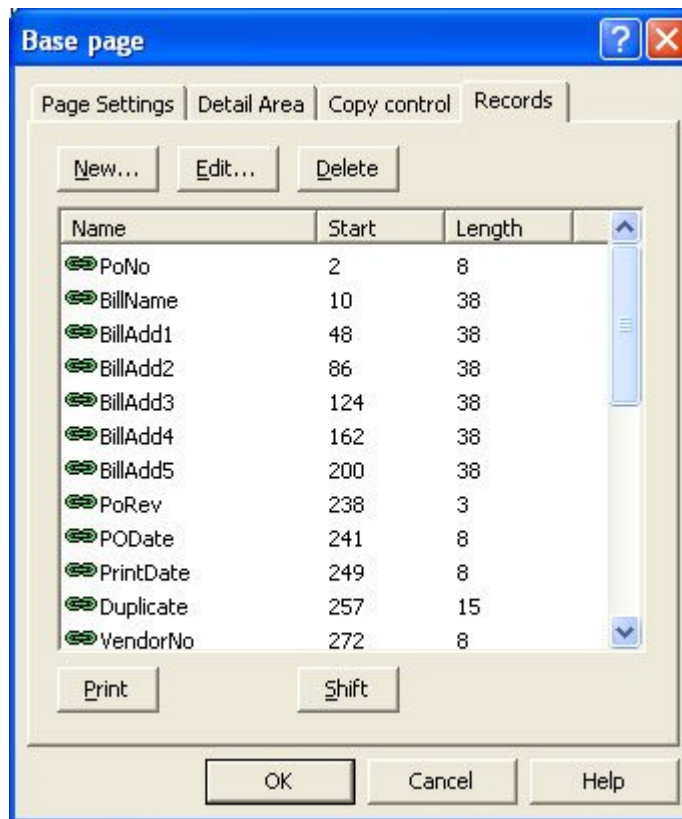
Note: A PostScript destination bin must be entered in English.



- On the Records tab, you can define the variables fields for the Base page. FormTrap can then properly extract the fields from the input file. This step is optional. Each field can also be defined as needed when the variable object is created.

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

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



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