



Design Concepts

- ▶ Designing a Static Form
- ▶ Designing a Dynamic Form

Objects

- + Creating Objects
- ▶ Deleting Objects
- + Arranging Objects

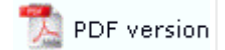
Page Elements

- Creating Page Elements
 - ▶ Base Page
 - ▶ Detail Area
 - ▶ Detail Lines
 - ▶ Sub-forms
 - ▶ Group Headers
 - ▶ Report Header and Footer
 - ▶ Page Header and Footer
 - ▶ First Page Footer
 - ▶ Second Page Footer
 - ▶ Carried Forward and Brought Forward
 - ▶ The Accumulative Field
- ▶ Deleting Page Elements
- + Arranging Page Elements

Preview the Forms

- ▶ Preview the Forms

Creating Page Elements



Report Header

The Report header is used to print information which is needed only on the first page of the document. On an invoice, this may include specific document information such as the credit terms, bill of lading or sales people. The figure below outlines a sample Report header on a form.

Report Header

FormTrap Systems & Development ** SERVICE PREVIEW **

53 Balbur Street Las Vegas, Nevada 89999
P.O. Box 9999 Las Vegas, Nevada 89999-9999
Phone: (888) 888-9999 Fax: (888) 888-9999

Page 1 of 2
Invoice: 001034
Customer: 01393
Date: 08 Apr 2009

Sold to: WILMOT PAVING/BRIAN WILMOT
7753 E. 1450 NO.
ALBURY UT 87169
Phone: 801/889 9888

Ship via: F.O.B.:

Location	Trk	Make	Model	Serial Number	Equipment No.	Hours/Meter	Superman	Customer P.O.	Date Shipped
099		LY	L8500T			1,907	15	BRIAN	14 Jan 2009

Qty	Ship	S.O.	Mtr	Part Number	Description	Unit Price	Amount
2	2		LY	810070	Ordered 1/14/09		
				BUSHING 2.00 IDX2.5	*	23.40	\$46.80

Fields from the input file for Report Headers and Footers and for Page Headers and Footers must be defined in the Base Page first.

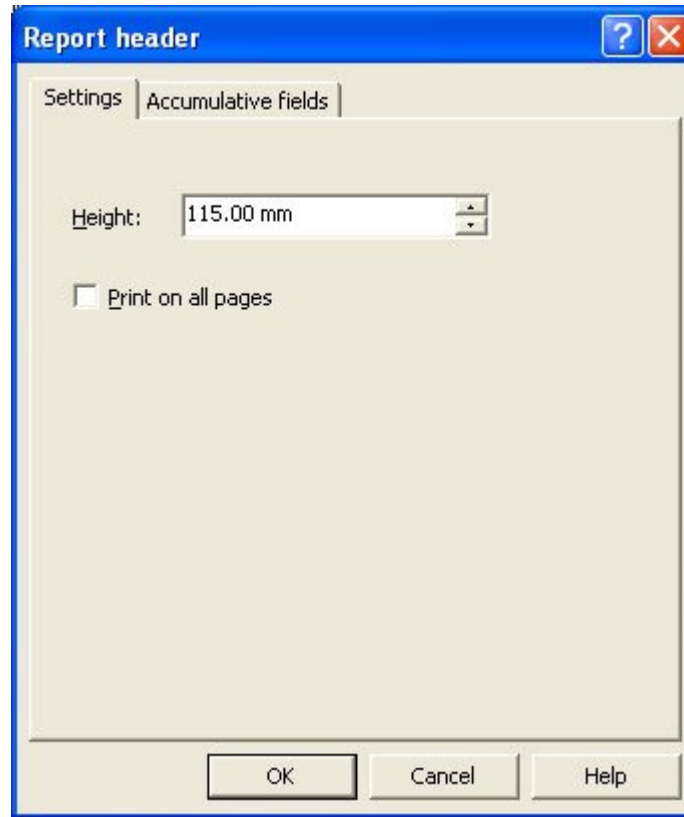
[More information on Defining Variables in Print Line Mode](#)

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

To create the Report header:

- Select Report header from the Define menu.
- On the Settings tab set:
 - Height - a height for the Report header.
 - Print on all pages - check this box for the Report header to print on all pages. This makes the Report header a Page header.

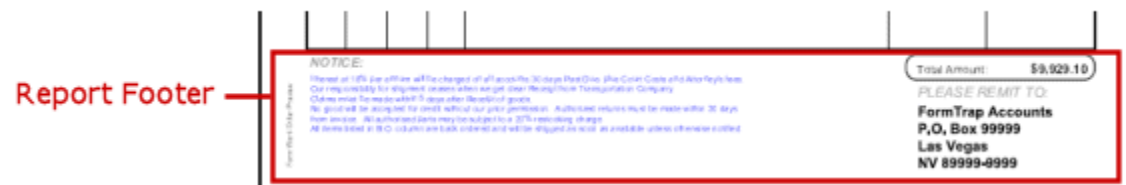
- On the [Accumulative fields](#) tab, define the accumulative fields Name, and set the data fields to be accumulated from the page elements.



[Top](#)

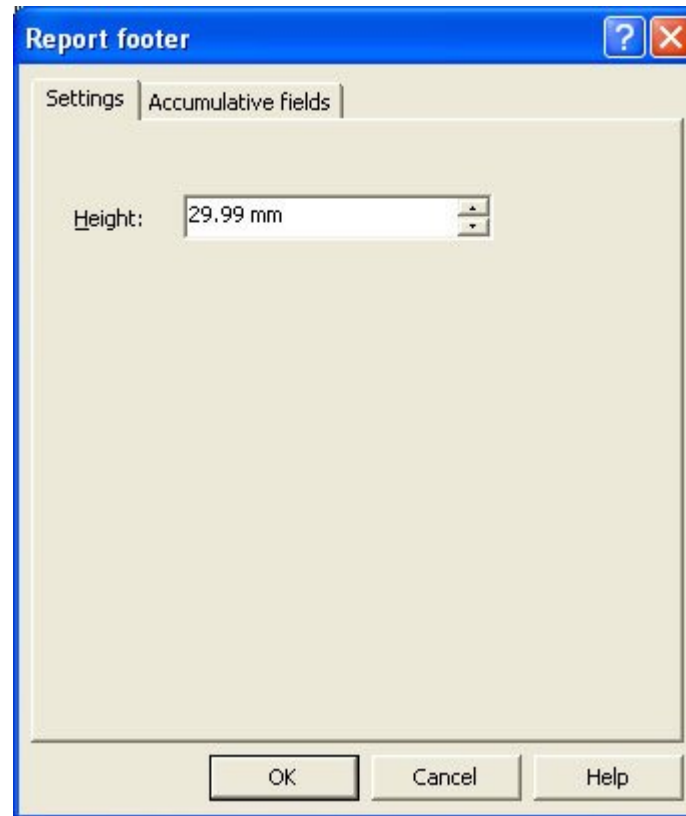
Report Footer

The Report footer is used to print information which is needed only on the last page of the document. This may include information such as the total of an invoice or a remittance advice slip. The figure below outlines a sample Report footer on a form.



To create the Report footer:

- Select Report footer from the Define menu.
- On the Settings tab set:
 - Height - height for the Report footer.
- On the [Accumulative fields](#) tab, define the accumulative fields Name, and set the data fields to be accumulated from the page elements.



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