



Design Concepts

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

Objects

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

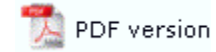
Page Elements

- 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



Sub-forms

Sub-forms are used to print conditional information that may occur only once in the input file.

The screenshot shows a 'TAX INVOICE' form for TCG Information Systems. The form includes a header with company details, a table of items, and a summary section. A sub-form is highlighted with a blue box and labeled 'Sub-form'. The sub-form contains the company logo and contact information, identical to the header. The summary section shows a total amount of \$2,010.00.

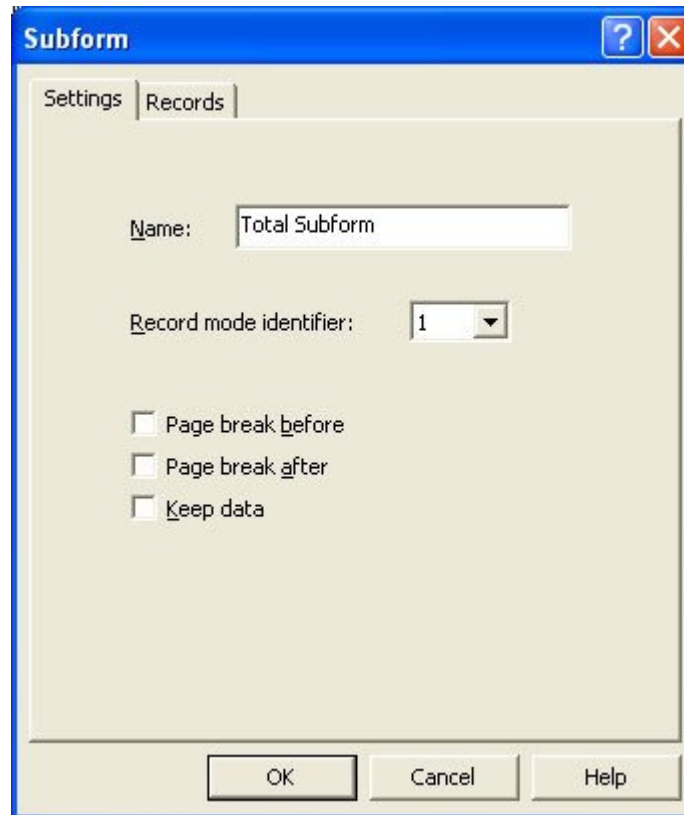
ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	VALUE
01-0001-00	STAN JAVEL COMMERCIAL METER MAGNETIC	10.000	\$20.00	\$200.00
01-0001-00	STAN JAVEL COMMERCIAL METER MAGNETIC	12.000	\$20.00	\$240.00
01-0001-00	STAN JAVEL COMMERCIAL METER MAGNETIC	10.000	\$20.00	\$200.00
01-0001-00	STAN JAVEL COMMERCIAL METER MAGNETIC	10.000	\$20.00	\$200.00
01-0001-00	STAN JAVEL COMMERCIAL METER MAGNETIC	10.000	\$20.00	\$200.00
01-0001-00	STAN JAVEL COMMERCIAL METER MAGNETIC	10.000	\$20.00	\$200.00
01-0001-00	STAN JAVEL COMMERCIAL METER MAGNETIC	10.000	\$20.00	\$200.00
01-0001-00	STAN JAVEL COMMERCIAL METER MAGNETIC	10.000	\$20.00	\$200.00
01-0001-00	STAN JAVEL COMMERCIAL METER MAGNETIC	10.000	\$20.00	\$200.00
01-0001-00	STAN JAVEL COMMERCIAL METER MAGNETIC	10.000	\$20.00	\$200.00

Net Total	\$2,010.00
EST. Total	\$0.00
Other Charges	\$0.00
Balance Due	\$2,010.00
Due Date	

To add a new sub-form:

- Select Add sub-form from the Define menu.

- On the Settings tab set:
 - Name - the name is used as a reference for the sub-form.
 - Record mode identifier - a number (1 through 9) used to uniquely identify the sub-form (only applicable in Records Mode).
 - Page break before - a new page is generated before the sub-form prints.
 - Page break after - a new page is generated after the sub-form prints.
 - Keep data - when the sub-form is found in the input file, the sub-form is then repeated on subsequent pages until a new document (Base page or 0 record) appears in the data. Often used for Ship To instructions which may be present or absent.



The image shows a screenshot of a software dialog box titled "Subform". The dialog has a blue title bar with a question mark icon and a close button. It features two tabs: "Settings" (selected) and "Records". The "Settings" tab contains the following fields and options:

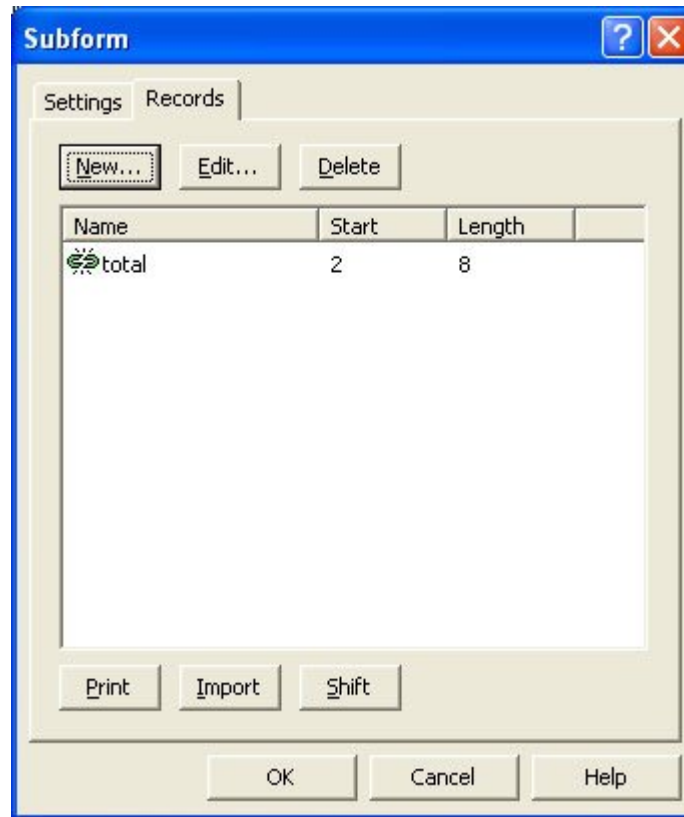
- Name:** A text input field containing "Total Subform".
- Record mode identifier:** A dropdown menu currently set to "1".
- Page break before:** An unchecked checkbox.
- Page break after:** An unchecked checkbox.
- Keep data:** An unchecked checkbox.

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

- On the Records tab, define the fields for the sub-form. FormTrap can then properly extract the data from the input file.

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

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



[Top](#)

Stamp/duplex Sub-forms

Stamp/duplex sub-forms, used with the [Copy control](#) feature, allow different text or graphics to be printed in the multiple copies of the form.

- A stamp is printed on the front of each page. For example, create an accounts copy stamp which prints on the front of each page.
- A duplex is printed on the reverse of the page. For example, create a terms and conditions sub-form which prints on the reverse of each page.

To add a new stamp/duplex sub-form:

- Select Add stamp/duplex from the Define menu.
- On the Settings tab, define a name for this stamp/duplex sub-form.

[Top](#)

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