

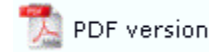


Special Features

Masking

- ▶ Masking Dates
- ▶ Masking Currency
- ▶ Custom Mask
- ▶ Replacing Fonts

Custom Mask



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

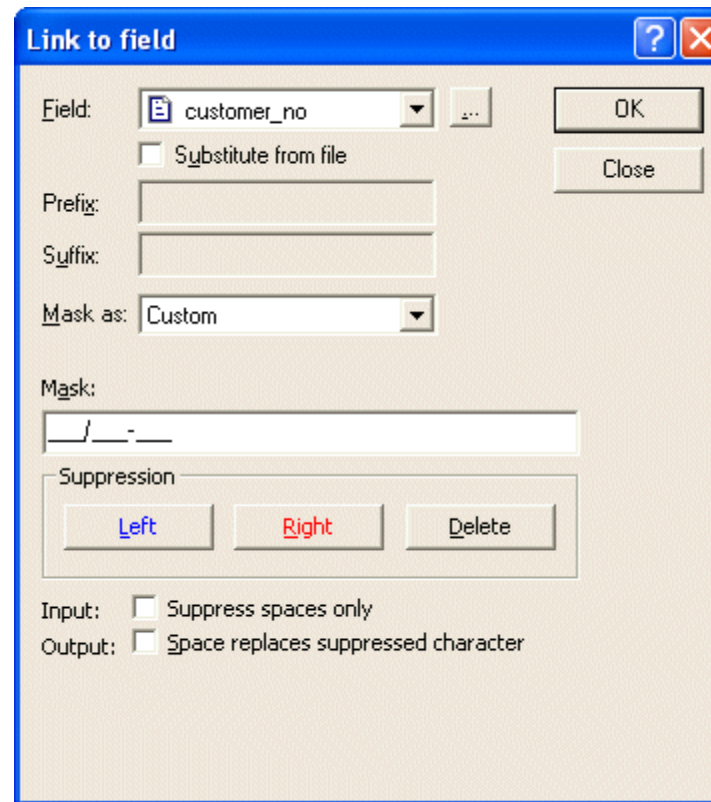
To create a custom mask:

- 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.

The screenshot shows a dialog box titled "Link to field". It contains the following elements:

- Field:** A dropdown menu showing "customer_no" with a file icon and a browse button.
- Substitute from file**
- Prefix:** An empty text box.
- Suffix:** An empty text box.
- Mask as:** A dropdown menu showing "Custom".
- Mask:** An empty text box.
- Suppression:** A section containing three buttons: "Left", "Right", and "Delete".
- Input:** Suppress spaces only
- Output:** Space replaces suppressed character
- Buttons:** "OK" and "Close" buttons are located on the right side.

- 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.

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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.

Link to field

Field:

Substitute from file

Prefix:

Suffix:

Mask as:

Mask:

Suppression

Input: Suppress spaces only

Output: Space replaces suppressed character

- 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.

Link to field

Field:

Substitute from file

OK

Cancel

Prefix:

Suffix:

Mask as:

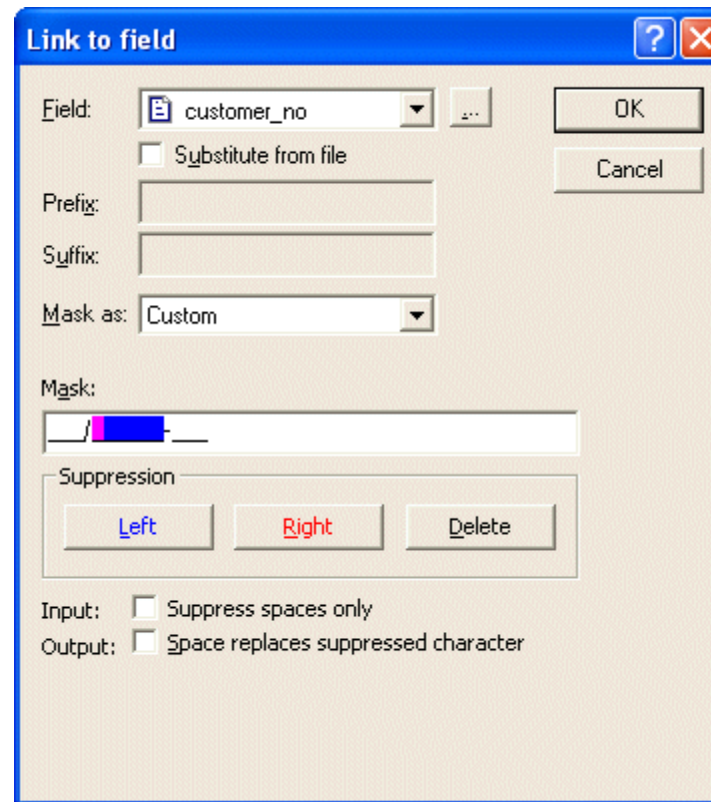
Mask:

Suppression

Input: Suppress spaces only

Output: Space replaces suppressed character

- 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.

Link to field [?] [X]

Field: [v] [...]

Substitute from file

OK

Close

Prefig:

Suffix:

Mask as: [v]

Mask:

Suppression

Input: Suppress spaces only

Output: Space replaces suppressed character

- 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.

The screenshot shows a dialog box titled "Link to field". It has a blue title bar with a question mark icon and a close button. The main area is light beige. At the top left, there is a "Field:" label followed by a dropdown menu showing "company" and a browse button. To the right of this are "OK" and "Close" buttons. Below the "Field:" is a checkbox labeled "Substitute from file". Underneath are two empty text boxes labeled "Prefix:" and "Suffix:". Below those is a "Mask as:" dropdown menu showing "Custom". A "Mask:" label is followed by a large empty text box. Below the "Mask:" box is a "Suppression" section containing three buttons: "Left" (blue text), "Right" (red text), and "Delete". At the bottom, there are two sections: "Input:" with a checkbox for "Suppress spaces only", and "Output:" with a checkbox for "Space replaces suppressed character".

- 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.

Link to field

Field: ...

Substitute from file

Prefix:

Suffix:

Mask as:

Mask:

Suppression

Input: Suppress spaces only

Output: Space replaces suppressed character

- 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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