

Form Finisher™ DeskMate® version

Use Your Printer to Fill in Any Form—Anytime



Form Finisher quick reference card

Moving the cursor

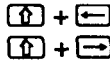


Use the arrow keys to move the cursor one character (or line) in the direction of the arrow on the key. Also use them to move from menu to menu, and from item to item within menus. In Fill in mode, the up and down arrow keys move the cursor from field to field.

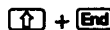


Use the TAB and SHIFT-TAB keys to move the cursor to the next and previous fields, respectively.

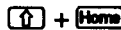
Marking text



Hold down the SHIFT key and press the LEFT or RIGHT arrow keys to mark text.



Hold down the SHIFT key and press the END key to mark text from the cursor position to the end of the field.



Hold down the SHIFT key and press the HOME key to mark text from the cursor position to the beginning of the field.

Marking fields



Hold down the SHIFT key and press RETURN to mark fields.

Dialog box keys



Use the arrow and tab keys to move from option to option in dialog boxes.



Press the SPACEBAR to press buttons within dialog boxes.



Press RETURN to select OK and save all selected options.

Form Finisher quick reference card

Accelerator keys

File menu **F2**

Exit **Esc**

Edit menu **F3**

Cut **↑ + Del**

Copy **Ctrl + Ins**

Paste **↑ + Ins**

Clear **Del**

Fields menu **F4**

Add **Ctrl + A**

Duplicate **Ctrl + D**

recent record

Calculate **Ctrl + C**

Records menu **F5**

Begin new **Ctrl + B**

First **Ctrl + F**

Next **Ctrl + N**

Previous **Ctrl + P**

Last **Ctrl + L**

Most recent **Ctrl + M**

Save **Ctrl + S**

Overwrite **Ctrl + O**

Form menu **F6**

Settings menu **F7**

Form Finisher

DeskMate Version

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Introduction

We designed Form Finisher to make it easy to fill out preprinted forms. You can use it with all types of forms—time sheets, invoices, purchase orders, express courier forms, packing lists—any form you've been filling out with a typewriter or by hand.

Form Finisher uses a simple, three step process. First you describe your form, which means telling Form Finisher what items are to be filled in (name, address, etc.) and where they are located on the form. The form description process is simple and straightforward, and you only have to do it once for each type of form, since Form Finisher stores your description and uses it again whenever needed.

The second step is to provide the actual data that will print on the form. Fill in the form as many times as you want, with each form saved on disk as a distinct record. Look up old records, update them, or copy all or parts of the record into new records as needed. No more correction fluid—edit your work on the screen, then print it on the form when you've got it right.

The final step is the payoff—insert a blank form in the printer, and watch Form Finisher fill it out. Your form will have a neat, professional look every time. Forget about fiddling with a typewriter carriage to move printing up or down half a line. Form Finisher takes care of half-line spacing for you. Forget about lining up numbers in columns and spacing over to start typing at the right place. Let Form Finisher do it!

Form Finisher provides many additional features that make filling out forms even faster and easier. For example, Form Finisher can access information in other database files such as standard dBASE IV files, DeskMate Address Book or DeskMate Filer files, and then can automatically insert the retrieved data into your form. To save you from tedious calculations, Form Finisher will do simple calculations for you.

We think you will find Form Finisher easy to learn, fun to use, and most importantly, a great time and effort saver. We're proud of the result, but we know that there are always ways to improve a product. We'd like to hear your suggestions:

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How do you start?

If you have not yet installed the Form Finisher program on your computer, see "Installation" in the Appendix.



If you've never used a DeskMate program, scan "Using a mouse" in the Appendix. That section also explains some of the terms we use.

Work through the Tutorial in Chapter 2 to learn how to enter data into a predefined form, and how to create a new form. For more details on individual tasks, refer to the index and to later chapters of this manual.



Form Finisher runs under DeskMate. If you have a recent version of DeskMate (1988 version 03.02 or 1989 version 03.03), follow the instructions for the "Standard DeskMate version" below. If not, follow the "Runtime DeskMate version" instructions. The Runtime DeskMate version provides you with enough of DeskMate's features to use Form Finisher, but doesn't include some handy DeskMate applications such as the Address Book and the Filer.




Standard DeskMate version

Hard Disk Users

Use the  and arrow keys or mouse to move your cursor into the window titled FORMFINISH and press .

Floppy Disk Users

Use the  and arrow keys or mouse to move your cursor into the PROGRAMS window and highlight FF.PDM in the list. Press .

Or, Select Run from the File menu () and press . Type FF and press  when the Run File dialog box prompts for the

program name. When DeskMate says that it can't find FF, insert the Form Finisher Program disk and press **[↵]**.

Runtime DeskMate version

Hard Disk Users

Change to the directory that contains the Form Finisher program. Type **FF** and press **[↵]**. DeskMate will load and then run Form Finisher.

Floppy Disk Users

On 3.5" floppy disk systems, insert the Form Finisher disk in drive A. On 5.25" floppy disk systems, insert your working copy of the Form Finisher Program disk in drive A. Insert the Runtime disk in your second drive if you have one. Otherwise, DeskMate will prompt you for files as it needs them. When that happens, eject the program disk and insert the Runtime disk until DeskMate asks for the program disk again.

Type **FF** and press **[↵]**. DeskMate will load and then run Form Finisher. If it prompts for a file while loading the program, insert the disk containing the file and press **[↵]**.

Quit the program

To exit Form Finisher to the Desktop (or DOS if you are using the Runtime version), choose Exit from the File menu or press **[Esc]** one time.

[Esc] is the global command to exit any command in progress. When there is no command in progress, pressing **[Esc]** takes you out of Form Finisher.

If you have made changes to your document since it was last saved, a dialog box will ask you if you want to save the changes before exiting. Select **Yes** or press **[↵]** to save the changes and exit Form Finisher.

Note to floppy disk users

When you exit Form Finisher, your computer looks for a file named **COMMAND.COM**. If the file can't be found, a message prompts you to insert a disk containing this file. Insert the disk you started your computer with.

Some typographical conventions

This manual uses the following typographic conventions:



The Enter or Return key



The Tab key



The Shift key

Chris Yu Anything that you type in is shown in this typeface

Product support

If you can't find the answer to a question in this manual, our Product Support Department can help you. Have your computer turned on and this information handy before you call:

- your name and address
- the product name and version number
- your computer make and model, the amount of RAM installed, the type and capacity of the hard disk and floppy drives, the display adapter and monitor type, printer name and model number, and list of peripherals attached
- DOS version number
- contents of your CONFIG.SYS and AUTOEXEC.BAT files

Call Product Support with a clear description of your problem at (415) 345-0551. In the United Kingdom, call 0252-879644.

This tutorial familiarizes you with the basics of Form Finisher. You will first learn how to fill in form data using a United States Postal Service Express Mail form, one of three form “descriptions” provided with the program. The other form descriptions included with the program are Airborne Express and Federal Express. (See “Fill in form data” on the next page for more information.) Then you’ll learn how to print data onto the form. (If you don’t have an Express Mail form, you can still go through this section to learn how to enter data and print onto forms you create. For now, just print your data on a blank sheet of paper.)

We’ll show you one or sometimes two ways to perform a particular task. Some of you are using a mouse and some a keyboard, and very often there are several ways to accomplish the same task. Many commands have a designated *accelerator* key. Use accelerator keys to quickly activate frequently used commands instead of selecting the command from the menu. The accelerator key combination is listed to the right of the command in the menu. Refer to that chapter to learn all of the ways you can use your keyboard and mouse to quickly create and fill in forms.

Before starting this tutorial, make sure that Form Finisher is correctly installed on your computer. (The appendix provides installation instructions.) Next, start the program as explained at the end of Chapter 1.

The two working modes

Form Finisher has two working modes: *Describe* and *Fill in*. When you first open a form, you will be in the “Describe” mode, which allows you to enter field locations. To enter data into the

fields, change to "Fill in" mode by selecting **Fill in** from the **Form** menu. See "Choose Fill in mode," page 8.

No matter which mode you work in, the menu commands at the top of the screen are the same. When a command doesn't work in a particular mode, the command will appear light gray (dimmed) in the menu and cannot be selected.

Fill in form data

As we mentioned above, Form Finisher includes descriptions of three frequently used forms: Airborne Express, United States Postal Service Express Mail, and Federal Express. We've already *described* each form to Form Finisher by telling it where each field on the form is located. A *field* is anywhere you will input data.

Each time you fill in a form, the program saves your data in a separate *record* in the form file. This keeps the form description itself "clean" of any data, allowing you to use the same form description over and over. The records are numbered according to the order they are created. As you will later learn, you can use the Search commands in the Records menu to find specific records within a file.

Open the form description

For this tutorial we are using the tractor-fed Express Mail form shown in Figure 2-1. Even if you don't have this form, you can still following the instructions in this tutorial.

Figure 2-1
Tractor-fed Express
Mail form

The image shows a tractor-fed Express Mail form. At the top left, it says "8 LINES INCH". To the right of that is a box containing the number "RB192450555". Further right is a box that says "POST OFFICE TO ADDRESSEE". To the right of that is a small logo. Below these is a barcode with the number "RB19245055503" underneath it. The form is divided into several sections: "ORIGIN", "ACCEPTANCE", "FROM", "DESTINATION", "DELIVERY WAS ATTEMPTED", "Waiver of Signature and Indemnity (Domestic Only)", "TO:", and "Telephone Number". There are also some checkboxes and arrows on the left side of the form.

All you have to do is open the form and fill in the correct name, address, account information, etc., and then print the form.

1. Press **F2** to view the commands on the File menu.

2. Type the letter **O** or press **↓** twice to select the **Open...** command. The command is highlighted (shown in reverse video) when selected. See Figure 2-2. Press **↵** to activate the command.

Figure 2-2
Selecting a menu command



3. The **Open File** dialog box displays a list of files that you can open. Press the **↓** one time. The first name on the list becomes highlighted. Continue pressing the **↓** until **EXPRESS.FFD** is highlighted. Press **↵**.

The description of the Express Mail form is shown below.

Figure 2-3
Express Mail form description

 A screenshot of the Form Finisher application window showing a form layout. The title bar reads "Form Finisher - C:\DESK\FF\EXPRESS.FFD" and the clock shows "3:48 am". The menu bar is the same as in Figure 2-2. The form is displayed on a coordinate grid. At the top, there are labels "CorpAcct", "F", and "Ph". Below these, there are two columns of form fields. The left column includes "From Name", "From Address Line 1", "From Address Line 2", "From City", and "From ZIP". The right column includes "To Name", "To Address Line 1", "To Address Line 2", "To City", and "To". The form fields are represented by horizontal lines with small squares at the ends.

Note The filename is followed by a three-letter extension, *.FFD*. This extension is automatically added to the filename by Form Finisher when you type the filename in the Open File: box. (See Chapter 4 for information.)

Additional Hints If you are using a mouse, click on the arrows in the dialog box to move through the file list. Click once to move down one file, click and hold to scroll quickly through the list.

If the file you want is not in the list, it could be on another disk drive in another directory. Available drives are listed at the end of the files list. To change the drive, select it from the list and press . A new file list displays the files available on the new drive.

If you know the exact name of the file you want to open, type the first letter of the filename. Or, press the once to move the cursor into the Open File: box and type the filename. Using a mouse, click the pointer in the box.

Choose Fill in mode When you first open the Express Mail form, it will be in "Describe" mode. To enter information into the fields, you must change to "Fill in" mode.

1. Press to display the Form menu.
2. Type the letter (or press twice) and press . The word "New" appears in the lower left corner of the screen to show that you're working on a new record for the form.

Fill in the form The first field on the form, CorpAcct is highlighted. This is the first field in which you'll enter data.

1. Type X123-456 and press or . The next field to enter data, F, is highlighted.

If you make a mistake while still in the field, press to delete the incorrect text and then retype it.

is the Shift key

To change a field after you press , hold the key and press to move back to the previous field.

2. The F field is for your Federal Agency Account No. For this example, let's assume you do not have such a number. Simply press (or) to skip this field. The next field, From_Name, is highlighted, and F remains blank.
3. Type the following information into the "From" fields and press :

From_Name	Harrison Schreppel
From_Address_Line_1	XYZ Corporation
From_Address_Line_2	123 Main Street
From_City	Anytown,
From_State	CA
From_ZIP	12345

4. Enter information into the Phone field and press . The To_Name field is highlighted. Enter the following information into the "To" fields and press .

To_Name	Sylvia Snow
To_Address_Line_1	ABC Corporation
To_Address_Line_2	987 E. State Street
To_City	Happytown,
To_State	CA
To_ZIP	98765

Your form should now look like the following:

Figure 2-4
Filled-in Express Mail form

Additional Hints If you want to print a comma after the city, you must type the comma in the City field. (It does not exist in the form description.)

Notice that you cannot read the State field names on the screen. In fact, many field names are longer than you can see when you look at the form this way. Move your cursor to the field and type to display the field definition and see the complete field name. See "Display field definition," page 38 for more information.

Save the record

1. Press **[F5]** to display the Records menu.
2. Press **[S]** to select the Save command and press **[↵]**.

Form Finisher saves the record and assigns it a record number. Until now, Form Finisher has called the record “New” in the lower left corner of the screen.

Print the form

Set up the printer

If you are a DeskMate user, you’ve probably already run DeskMate’s Setup program to tell it what kind of printer you will use. If not, see the instructions provided in the Appendix.

If you use an Epson dot matrix printer, or one that emulates (works like) an Epson, perform the following steps:

1. Press **[F6]** and type **[D]**. Press **[↵]** to return to Describe form mode.
2. Press **[F7]** and type **[S]**. Press **[↵]** to display the Set Scaling dialog box.
3. Move the flashing underline (the cursor) to the Epson compatible button and press **[Spacebar]** to select it. Press **[↵]** or click OK to save the change.
4. Select **Fill in** from the Form menu to print the record.

If you have a tractor-fed Express Mail form like the one shown earlier in Figure 2-1, page 6, insert it in the printer now.

If you don’t have this form, you can get it from your Post Office. For now, just print on blank paper. Pay close attention to where you position the form in the printer. We’ve left space above the fields on the form description, so don’t line up your form where the data starts printing, but rather at the actual top of the Express Mail form.

Print record

Use the following steps to print the EXPRESS form record you created. If the text is not centered properly in the fields after this first print, don’t panic! We’ll show you how to make adjustments so that your form description matches your printer.

1. Press **[F2]** to display the File menu.

2. Press **P** three times to select **Print record**. Press **↵**.

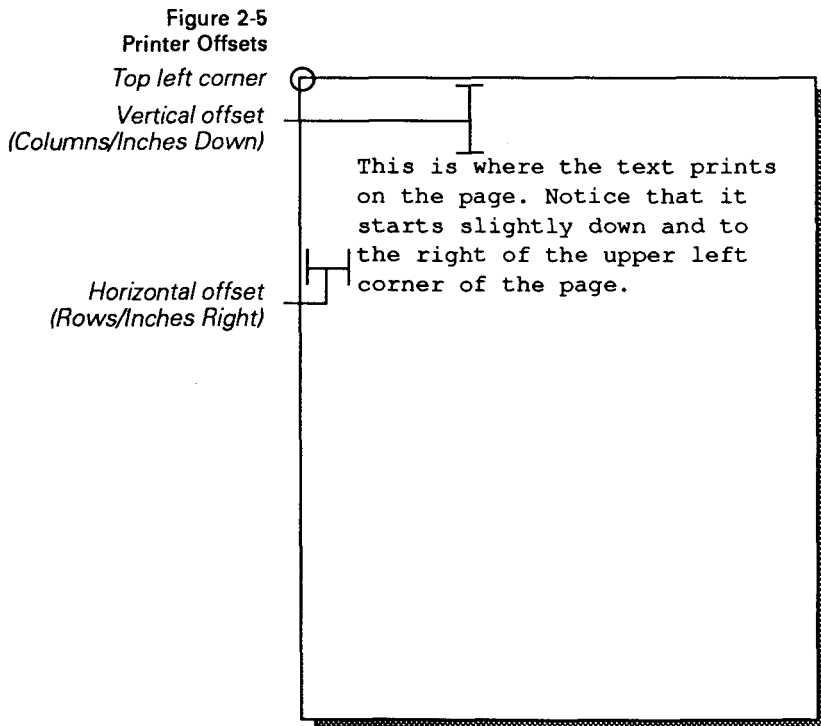
Note The File menu contains several commands that begin with the letter P. When you press **P** the first time, you highlight the first command in the list beginning with the letter P. The second time you press **P**, the second command, and so on.

3. Press **↵** again when Form Finisher reminds you to put the form in the printer and the form prints. How did it do?

Make printer offset adjustments

If the Express Mail form data printed slightly above or slightly below where it should have been on the form, adjust the form in the printer. This is the quickest way to fix the spacing if your description is only off by a little. Take special note of where you placed the form so that you can position future forms exactly the same. If you can't adjust the printout this way, adjust the form description using the instructions below.

Not all printers have the same print starting positions, and few printers can print on the extreme top and sides of the page; they begin printing slightly lower and to the right of the top left corner of the page. The amounts down and to the right are the *printer offsets*. See Figure 2-5.

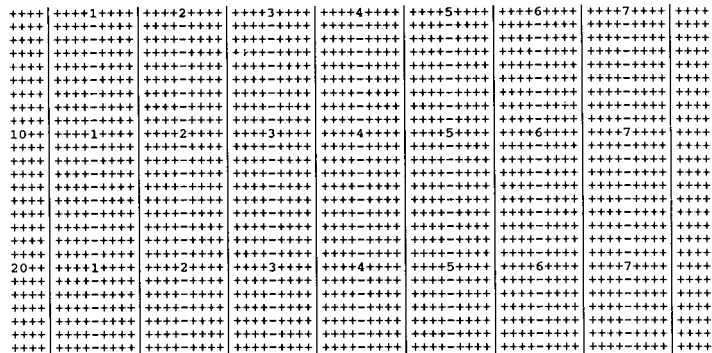


To find out exactly where your printer starts printing, use the following steps:

1. Place your form in the printer.
2. Choose **Print grid** from the **File** menu.

A grid is printed onto your form. See Figure 2-6. The grid contains a mark for every printable space on the form. We have provided rulers to make measuring easier for you. On the horizontal gridlines, the "1" represents 10 columns, the "2" 20 columns, and so on. The top left mark is the printer's starting position.

Figure 2-6
Grid





Now tell Form Finisher the exact starting location for your printer.

1. Choose **Describe** from the **Form** menu.
2. Choose **Scaling** from the **Settings** menu. The **Set Scaling** dialog box appears.
3. Change the ruler scale from rows and columns to inches. Move the cursor to the **Inches** button and press **Spacebar**.
4. Measure the distance from the left edge of the page to the first mark of the grid. Enter this distance in **Inches right**.
5. Measure the distance from the top of the form to the top of the grid. Enter this distance in **Inches down**. Select **OK** to use the new settings.

Choose **Print range** from the **Files** menu to print the form using the new printer adjustments. Since there is only one record, the default range will be 1, so press **←** to print the record.

Describe a form

Now that you know how to enter data and print your form, let's go back and see what we did to describe the field locations to Form Finisher. Choose **New** from the **Files** menu. Form Finisher automatically selects the "Describe" mode.

Enter form size Choose **Form size** from the **Settings** menu. Press  once to leave 8.0 as the form width. The width of the form is measured starting from where the printer *starts printing on the page*, not from the edge of the form. Type 4.25 in **Form height**. Press  to save the new form size.

Set scaling Choose **Scaling...** from the **Settings** menu. Select 12 characters per inch and 8 lines per inch. Make sure the ruler scales are set to rows and columns. Select **OK** to save the changes.

Note If your printer doesn't print 12 cpi and 8 lpi, enter these settings anyway. After the form is described, rescale to 10 cpi and 6 lpi.

Enter field locations First, measure the form. If you've not already done so, print a grid as described on page 11. We are going to use the marks on the grid to tell Form Finisher where each field starts and ends. Use the following steps to tell Form Finisher where the first field, "Express Mail Corporate Account No.," is located.






1. Press  to display the **Fields** menu.
2. Press  to select the **Add** command and press . The **Field Definition** dialog box is displayed.
3. Enter the field name **CorpAcct** in the first box. Press  to move to the next option, **Input order**.
4. We do not need to change the values for the **Input order**, **Field type**, and **Alignment** options, so press  until the cursor appears in the **Cols Right** box.
5. Starting from the top mark on your grid, count down the number of rows to the Corporate Account Number field. In **Rows Down** on the screen, enter 15 (the number of rows from the top of the page that this field should begin printing).
6. Starting from the left-most mark in the twelfth row on your grid, count over the number of columns (characters) to where you want data to begin printing. We want to center text in this field, so enter 24 in **Cols Right**. See Figure 2-7.

Figure 2-7
Describing the first field

Aug 31, 1989 12:02 am Form Finisher - C:\DESK\FF\EXPRESS.FFD Help F1

File F2 Edit F3 Fields F4 Records F5 Form F6 Settings F7

Field Definition

Field name: CorpAcct Input order: 1

Field type: ☐ Text or number ☐ Date Alignment: ☐ Left ☐ Center ☐ Right

Cols: 24

Rows: 15 ☐ Half line down Cols Wide: 10 Decimal places: 0

DEFINe CALC

Calculation:

OK CANCEL

10 20 30 40 50 60 70

7. Press twice to position the cursor in the Width box. This field happens to be 10 characters wide, so press to leave the default width (10) in this field. The width of a field is the number of characters that will be filled in the field.
8. We don't need a calculation in this field, so press to save your changes. The field you described appears on the screen in the correct location.
9. The next field to enter is "Federal Agency Account." Figure 2-8 shows the field name (Fed_Agency_Account) and location values for that field. Repeat steps 1 through 10, entering the correct values in the Field Definition dialog box. Describe the "From" and "To" fields in the same manner.

Figure 2-8
Express Mail field
names and values

Aug 31, 1989 3:52 am Form Finisher - C:\DESK\FF\EXPRESS.FFD Help F1

Field Name	Rows Down	Cols Right	Cols Wide	Input Order	Notes
CorpAcct	16	24	10	1	
Fed_Agency_Account	16	47	3	2	
From Name	20	16	35	3	
From_Address_Line_1	21	16	35	4	
From_Address_Line_2	22	16	35	5	
From_City	23	16	21	6	
From_State	23	38	2	7	
From_ZIP	23	41	10	8	
Phone	17	88	8	9	
To Name	20	61	35	10	
To_Address_Line_1	21	61	35	11	
To_Address_Line_2	22	61	35	12	
To_City	23	61	21	13	
To_State	23	83	2	14	
To_ZIP	23	86	10	15	

Additional Hints You cannot create a field that extends to more than one line. You must create a second field for the second line of text.

Run a test print To see if you entered the field locations correctly, run a test print of your new form.

1. Put a copy of your preprinted form in the printer (or a blank sheet if you don't have a form). Line up the form in the printer exactly as you did when you printed the grid.
2. Press **F2**.
3. Choose Print test form and press **↵**.

Form Finisher prints the new form description with x's in the entire length of each field. Confirm that your fields are located correctly. If not, go back and adjust the form description.

Adjust existing field definitions To adjust the location or characteristics of a field, use the arrow keys to move your cursor to the field you want to change. Then press **↵**. (You can also double-click on the field using the mouse.) The field's description is displayed and you can make changes as necessary.

Describing a form

This chapter explains how to create and edit form descriptions to match your own preprinted forms.

Create a new form

Choose New from the Files menu to open a new form in Describe mode. Once you save and name your form, the new name replaces "(Untitled)" on the top line. A dialog box prompts you to save unsaved changes, if any. Information about saving your form is provided in Chapter 4.

Measure the form

The first step in creating a new form is to describe to Form Finisher exactly where each data field is located. A *field* is anywhere that Form Finisher will print data. A field's beginning location is where the first character gets printed. The ending location is where the last character gets printed when you have entered the maximum number of characters for the field.

There are three ways to measure your preprinted form:

- Print a grid onto a copy of your form.
- Locate fields using a special *Word Guide* that is sold separately by Power Up!
- Use a ruler.

Although any of these methods will work, the easiest method is to print a grid onto your preprinted form so that you can see exactly where each field is located. The grid prints according to the form size and scaling settings. The default values for these settings are as follows:

SCALING

Character width:	10 characters per inch
Line spacing:	6 lines per inch
Custom settings:	None
Ruler scales:	Rows/columns (the rulers show lines down and characters across rather than showing both scales in inches)
Printer adjustments:	None
Dot matrix printer:	Proprinter compatible




FORM SIZE

Form width:	8" (most standard carriage printers print 8" wide, leaving a 1/4" margin on each side of the page)
Form length:	11"

Note If you are just coming from the tutorial, the page layout settings are set to the Express Mail form's values. To see the default settings, exit Form Finisher, then restart the program.

To change the scaling settings, see "Select Scaling" later in this chapter. You must select your form size before printing a grid, described next.

Select form size

Choose **Form** size from the Settings menu. Use the / and  keys to delete the current values and enter the width and height of your form. Select **OK** to save the new form size.

Print a grid

Use the following steps to print a grid on your form.

1. Put a copy of the preprinted form in the printer.

Make a note of where you put the form so that each time you put the form in the printer it is positioned exactly the same. This helps to minimize spacing problems caused by improper form alignment. This is more important when working with tightly- or oddly-spaced forms.

2. Choose **Print grid** from the Files menu. Select **OK** when your printer is ready.

After printing the grid onto your preprinted form, you can see clearly where each field starts and ends. Measure the fields in either inches or rows and columns, starting from the top left edge of the form. Now that you have seen what the grid looks like, you can change the ruler scale, font size, and line spacing as required.

Locate fields using the Word Guide

Optionally available from Power Up is the *Word Guide*, a transparent grid containing printed horizontal and vertical rulers that you lay over the preprinted form. There are separate Word Guide's to accommodate 10 cpi and 12 cpi forms.

You can use a Word Guide to read how many rows and columns (or inches) from the top of the form a given field starts and ends. Measure all of the fields, write down their locations specified in horizontal and vertical positions, then enter the information quickly using List View (explained in "Define fields using List View," page 28).

When you use the Word Guide, you must specify the printer adjustment values. This was explained in Chapter 2, and is further explained in "Printer adjustments" later in this Chapter.

Locate fields using a ruler

As with using the Word Guide, you must compensate for the printer's offset when you use a ruler to measure fields. This was explained in Chapter 2, and is further explained in "Printer adjustments" later in this Chapter. Set the ruler scale to inches and specify your adjustment values in inches.

Measure a field's starting location as the distance from the upper left corner of the form. Measuring your fields within 1/8ths of an inch should provide you with an accurate enough measurement. "Revise the form" on page 30 explains how to fine tune an existing field's location.

Select Scaling

To help you position your data so that it prints properly on the preprinted form, Form Finisher provides a number of spacing options. These include:

- Printed character width: 10 and 12 characters per inch (cpi), condensed, or custom
- Printed line spacing: 6 or 8 lines per inch (lpi) or custom
- Printer adjustments: right and down
- Screen ruler scale: rows and columns or inches
- Dot matrix printer: Epson or Proprietary compatible

Figure 3-1 shows an example of printed text using the different character and line sizes.

Figure 3-1
Type sizes and spacing

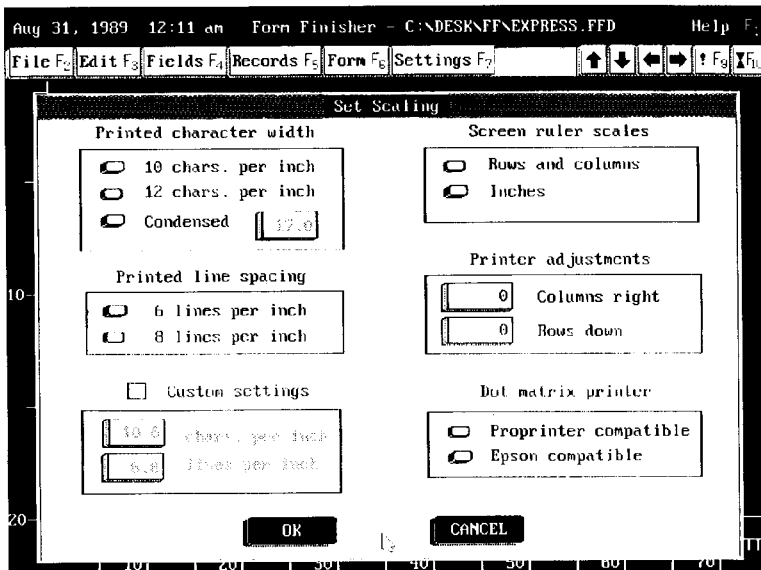
This is 10 characters per inch*
This is 12 characters per inch
This is 17 characters per inch

This is 8 lines per inch.	This is 6 lines per inch.
This is 8 lines per inch.	This is 6 lines per inch.
This is 8 lines per inch.	This is 6 lines per inch.
This is 8 lines per inch.	This is 6 lines per inch.
This is 8 lines per inch.	This is 6 lines per inch.
This is 8 lines per inch.	This is 6 lines per inch.
This is 8 lines per inch.	This is 6 lines per inch.

* Characters will be larger than they appear in this figure.

To select one of the scaling options, choose **Scaling** from the **Settings** menu. The **Set Scaling** dialog box appears.

Figure 3-2
Set Scaling dialog box



Click on a setting button to choose it, or press **Tab** and the arrow keys to move your cursor to the button and press the **Spacebar**. The button appears shaded when selected. Once you've chosen your settings, select OK or press **Enter**. If you don't want to use the settings, select Cancel or press **Esc**.

If you change a scaling option, print a new test grid on your preprinted form so that the scale you see on the form is the same as on the screen. If you aren't sure which scale to use, try printing ruled grids with different settings to see which works best. The following sections explain how the different settings affect your form description.

Printed character width

There are four character width options: 10 cpi, 12 cpi, condensed print, and custom.

10 and 12 cpi

Typewriters usually type 10 (pica) or 12 (elite) characters per inch horizontally. Consequently, most forms are designed for typing using a horizontal scale of 10ths or 12ths of an inch. Form Finisher supports these sizes and displays the appropriate rulers for them. For example, if you choose 10 cpi, the horizontal ruler is marked off in 1/10ths of an inch.

If you use the rows and columns ruler scale, the ruler won't change when you switch from 10 to 12 cpi but the fields will move. That's because each mark on the ruler stands for one character, no matter how wide the character is. A field that is an

inch wide will stay an inch wide no matter how you change the scale. At 10 cpi, an inch wide field holds 10 characters. At 12 cpi, it will hold 12 characters. If the ruler is in columns (characters), the field will look larger at 12 cpi than at 10 cpi.

Condensed

Many printers provide a condensed (compressed) print mode, which is handy if your form requires smaller characters. If your printer emulates an IBM Proprinter (most Tandy dot matrix printers do) or an Epson dot matrix printer, then Form Finisher can switch it to condensed printing. However, because of variations among printers, Form Finisher can't tell how wide the characters are. It assumes a width of 17 cpi, which is common, but you may have to enter a different value. Your printer manual will tell you the correct value, or you can figure it out if necessary. Bigger numbers mean more characters per inch, which means smaller printed letters.

How do you tell if 17 is the right compressed width for your printer?

Run a test print (described on page 33) using the default (17) character width. Enter a field that extends from almost the left edge of the form to the right edge of the form.

- If the text prints at the proper starting point in the field but extends too far to the right (the text is too long for the field), change to a higher character width, such as 17.1 or 17.5.
- If the text starts at the correct place in the field but does not extend far enough to the right in the field (the characters appear too small for the field), change to a lower width, such as 16.5 or 16.7.

To change the condensed default width, type the correct value in the condensed width box.

If the text in all of the fields is too far to the left or right, adjust the printer offset. See "Printer Adjustments," page 23.

Printed line spacing

Standard line spacing on forms and printers is 6 and 8 lpi. Form Finisher displays the appropriate rulers for these sizes.

If neither of the standard lines per inch values is appropriate for your form, you may have to use a custom line spacing, explained next). If your spacing works for most fields, it might be easier to move individual fields half a line down. See "Field Definition dialog box," page 27.

Custom You can choose character widths other than 10 or 12 cpi, and custom line spacings other than 6 or 8 lpi, if your printer supports the option you choose. When you choose the `Custom` option, Form Finisher understands that you are setting up the printer yourself, and won't reset the printer or change its line height or character width. To support your custom width, Form Finisher automatically resets the rulers to rows and columns.

To let Form Finisher correctly position your fields if you ever switch to another scale, you must specify how many characters print per inch horizontally and how many lines print per inch vertically. The default values are 10 cpi and 6 lpi, but you want to change at least one of these settings.

Note Form Finisher cannot provide half-line spacing in Custom modes and will not print fields that are marked as half-line down.

Screen ruler scales Form Finisher provides two sets of vertical and horizontal ruler scales:

- rows and columns
- inches

The rows and columns ruler shows the vertical scale in rows and the horizontal scale in columns. The inches scale shows inches on both the vertical and horizontal scales. On both rulers, each mark on the horizontal scale represents one character and each mark on the vertical scale represents one line.

- If you use a standard character width and line spacing, then you can choose between the two ruler scale options.
- If you use the Custom option, the ruler scale automatically resets to rows and columns.

Printer Adjustments In the Tutorial (Chapter 2), we explained that most printers print data slightly down and to the right of the upper corner of the page. To find the top, left-most point on your printer:

1. Align the preprinted form in the printer.
2. Make sure your ruler scales, character width, and line spacing values are set correctly.
3. Choose `Print grid` from the File menu.

4. The top left mark on the grid is the top, left-most place the printer can reach. Measure the distance from the gridmark to the left side of the page. Enter this value in the Inches right box (or Columns right in rows and columns)..
5. Measure the distance from the top gridmark to the top of the page. Enter this value in Inches down (or Rows down).

Printer adjustments are illustrated in Chapter 2, page 11.

Working on more than one printer

Define the form one way. When you switch printers, tell Form Finisher the specific adjustment for the printer you use.

Moving all fields at once

You may find that after you've entered your fields, they are all slightly up or down, or slightly left or right of where you want them to be. To make the form print more to the left, enter a positive number in Inches right (or Columns right if your ruler is in rows and columns). To make the fields print further up on the form, increase the number in Inches up (or Rows up).

View the form

There are two ways to view your form on the screen: Form View and List View.

Form View Form View displays horizontal and vertical ruler scales as well as any fields for which you have entered locations. The fields are drawn with a filled-in box at the start and end of the field. A line connects the boxes to show the length of the field. Centered inside this field area is as much of the field name as will fit. The Form View screen is shown in the Express Mail form figure in Chapter 2, page 6. To see the Form View on your screen, choose *Form view* from the Settings menu.

List View List View displays a list of the fields and their characteristics in the input order specified (see "Input Order" in Chapter 5, page 26). Figure 2-8 in Chapter 2, page 15, shows an example of the List View. To see this view on your screen, choose *List view* from the Settings menu.

To see how your fields look on the form, choose *Form view* from the Settings menu. You can switch between the two views

as often as you need. The following are hints on when to use each view:

When describing the form...

- If you prefer to measure all the field positions and widths on your form in advance and then enter the information all at one time, you might find it more natural to enter the field information in List View.
- If you have difficulty visualizing how your form will look, describe your form in Form View so that you can actually see the placement and size of each field as you create it.
- It is often easier to polish the form, for example, move a few fields a few characters over, using Form View
- It is much easier to define a sparse form—one with very few fields spread over a large page—using List View.
- If you are describing a form that has a high number of lines per inch, or that uses half-line spacing, it will be much easier to enter information in List View. (The fields may appear overlapping and difficult to read in Form View.)

When filling in the form...

- If someone has filled in the form by hand and you are typing the information into Form Finisher, you may prefer Form View because the screen and the paper form match.
- If you are entering information from a freehand list or from a different form, you might find it easier to use List View.
- If you are filling in information on a sparse form, it will be quicker to use List View.
- If you are filling in a form that has a high number of lines per inch, or that uses half-line spacing, use List View. (The fields may appear overlapping on the screen and may be difficult to read in Form View.)
- If the order in which you want to enter information is different from the screen layout, or if you have a large form, use List View to avoid all the scrolling of the form on the screen.

Define fields using Form View

Once you have measured your form using one of the methods explained earlier, you can describe the field locations to Form Finisher. Because of the spacing variations on preprinted forms, we recommend that you enter just a few field locations and then use the test print feature (described in Chapter 4) to see where the printing comes out on your form. You can then either resume entering field location data or make adjustments to the scaling options as described in “Select scaling,” page 20.

When you describe a form using Form View, you can actually see the fields you are creating on the screen. Form Finisher draws a filled in box at the start and end of the field, and a line to connect the boxes to show the length of the field. Centered inside this field area is as much of the field name as will fit.


To describe a form using Form View, use the following procedures:

1. Choose **Add** from the Fields menu. The Field Definition dialog box appears. (We showed you this dialog box in Chapter 2 when you were describing the Express Mail form fields—see page 14.)
2. Enter information in the Field Definition dialog box as explained next.

Field Definition dialog box

It is through this dialog box that you tell Form Finisher what your fields look like. Use the following guidelines to define fields.

Field Name Enter the name of the field up to 30 characters. The name must be unique, and must begin with a letter, and may contain only letters, numbers, and the underline character (no spaces). Form Finisher will adjust the name if the one you enter is already in use. Form Finisher is upper- and lowercase sensitive, (“NAME” is not the same as “name”). Common field names include Name, Name_2, Address, Phone_number, Invoice_amount, etc.

Press  after you finish entering the name to move to the next item in the dialog box.

Additional Hints If you plan to read the data with a dBASE-compatible program, or if you will look up this form’s data when working with other forms, keep your field names 10 characters long, or if you must use longer field names, make sure the first 10 characters are unique. dBASE is not case-sensitive (“NAME” is the same as “name”).

Input order Enter the order in which you want the field displayed in List View when filling out the form. See “Input Order” in Chapter 5 for information about this command.

Field Type Identify the type of information that you will enter into this field by selecting one of the following options:

Text or Number

You can enter any printable character in this field.

Date

When you begin a new record, Form Finisher enters today's date into this field. Form Finisher does not change the date on old records. To modify the date, select the field and type in the new date. See "Fill in form data" in Chapter 5.

Alignment This item allows you to choose whether data entered into the field will be left- or right-justified, or centered in the field.

**Cols Right/
Inches Right** Enter the number of columns (or inches) from the left edge of the grid or the page that the field begins printing.

**Rows Down/
Inches Down** Enter the number of rows (or inches) down from the top of the grid or the page that the field begins printing.

Half line down Choose this option to print the field half a line down. This option helps you align fields vertically when your form has fields that are not uniformly spaced or contains check boxes. (Check boxes are often more closely spaced than other fields, and it is almost impossible to perfectly center an "X" in the box.)

In Form View, half-line-down fields appear on the same line on the screen, but are displayed with a "+" sign at the beginning and ending positions of the field to indicate that they will print half a line down. In List View, the "+" shows after Rows down.

Important Note Half-line-down fields will not print if you select custom spacing.

**Cols Wide/
Inches Wide** Enter the length of the field specified in the ruler units you have chosen. For example, if your field is 1/2 inch long, enter .5 in.

A field cannot extend to more than one line. For example, if your form has an area labeled "Comments" that requires three lines of space, define this area as three different fields, which might be labeled "Comments_1," "Comments_2," and "Comments_3."

Decimal places This option specifies the degree of accuracy that is used when calculating values. If you define a field to one decimal place, but a calculation results in a value of 7.56, what is stored there and displayed (and used for future calculations) is 7.6.


DEFINE CALC The **DEFINE CALC** option allows you to add, subtract, divide, or multiply up to 25 calculations per form and enter the value in this field. The calculation can be up to 160 characters in length.

Boilerplate fields

A boilerplate field contains text that is the same on every form. For example, your company name or account number. To create a boilerplate field, enter the data as a constant in the Calculations box using the following steps.


1. Select **DEFINE CALC**.
2. Type a leading quote ("), then type the boilerplate text in the Calculations box.

See Chapter 7 for more information about this and other Calculation options.

Save options After selecting your options, press  or select **OK** at the bottom of the dialog box. The program draws the defined field on the screen.

Define fields using List View

List View shows the fields in a list format.

To enter a field in List View, choose **List view** from the Settings menu. Then press  or choose **Add** from the Fields menu. This brings up the Field Definition dialog box we just described. After entering the field definition, Form Finisher adds your field to the displayed list.




Edit commands


The edit commands—*cut, copy, paste, clear, and move*—can be used on text and fields when describing the form. They can be used only on text when filling in form data. You cannot move, change, or delete fields while in the “Fill in” mode.




Mark the text or field you want to edit, and choose the edit command using one of the following methods:

- Select the command from the Edit menu.



- Press the designated *accelerator key*.



Mark text To mark text in a field, highlight the field by pressing the  key while pressing the / keys. With a mouse, click and drag across the text you want to mark.


 is the *Shift key*

Mark fields Move to a field you want to mark, hold down  and press . With a mouse, press  and click on the field.



Note You can mark up to 25 fields at a time.



Cut Choose Cut (+) to delete the selection from the form and store it on an invisible clipboard to be pasted later into a new location. If you accidentally cut a selection from your form, paste it back using the Paste command.

Copy Choose Copy (+) to leave the selection in its original location and store a copy on the clipboard.

Clear Choose Clear () to remove a selection from the form permanently. Cleared data is not stored on the clipboard.

If you accidentally cleared a field, either retype the field definition data or, if you deleted many fields, save the form under a new name using the Save as . . . command from the File menu (see Chapter 4). This leaves your original file unchanged.

Paste Choose Paste to copy the clipboard selection to a new location. Move your cursor to the location, then press +.

Move To move marked text or fields, choose Move . . . (+) from the Edit menu. Enter the direction and the number of rows and columns (or inches) you want the selection moved, then select OK. Select CANCEL to stop the move command.


Marked selections are moved relative to their current position. For example, if you enter a move value of 3 columns right, the selection will move 3 columns to the right of where it was.

The Move command does not store items on the clipboard.

About clipboards... Form Finisher uses two clipboards. The standard DeskMate clipboard stores text so that it can be moved to other programs as well as within Form Finisher. A separate clipboard stores form definitions for use only in Form Finisher, protecting other programs against your accidentally copying a field definition into a file that can't read that kind of data.

Only one selection can be stored on each clipboard at a time. The current clipboard selection is overwritten when a new selection is cut or copied. A *selection* is considered anything you have marked when you choose the cut or copy command. For example, if you copy a field to the clipboard, the next field you copy will overwrite the first field. Text stored on the second clipboard will remain unaffected.

Revise the form

To change a field's definition, double-click on it, or move the cursor to the field and press . The Field Definition dialog box appears. Make changes as needed, then select OK to save the changes.

There are several ways to change the location of a field or fields.

- Use the Printer adjustments to adjust where all of the fields on the form will print. See "Printer adjustments," page 23.
- Use the Edit commands to move one or a small group of fields. See "Edit Commands," page 28.
- Move an individual field by changing its coordinates or by moving it half a line down. See "Field Definition Dialog Box," page 27.

Add or delete fields Adding and deleting fields will affect stored records:

- If you add a field, Form Finisher creates a new, empty field in all stored records.
- If you delete a field, that field will be removed from (will no longer print in) stored records and the data that used to be stored in the field will be lost.

Rewriting the data file

To hold temporary files, Form Finisher requires additional free space on your disk equal to the size of your data or definition file, whichever is largest. This is because Form Finisher writes

your new, changed file to the disk before deleting the old file to protect your data against loss due to disk errors during the write procedure.

Form Finisher rewrites your data file whenever you:

- Add fields
- Change the cpi
- Delete fields
- Compress data
- Change a field's width

Form Finisher will change the form definition file, but will not rewrite the data file when you:

- Change the prompt order
- Move a field
- Make a field calculated or not
- Change ruler scales
- Change the calculation
- Change form size
- Change printer adjustments
- Change the print height (lpi)
- Change printer types
- Change database access
- Make an existing field a date field (and vice versa)


Save and print the form definition

Run a test print

Once you have entered a couple of fields on your form, we recommend that you print a test form to ensure that your spacing and alignment are correct. The **Print test form** command prints a record in which every field is filled with x's.

To run a test print, put a copy of your preprinted form (or a blank sheet of paper) in the printer. Choose **Print test form** from the **Files** menu. If you don't like the result, you can adjust the scale, remeasure, and adjust field locations as you learned in Chapter 3.

Save as...

To save your new form definition, choose **Save as . . .** from the **File** menu. A dialog box prompts you for a filename in which to save the new form. Enter the name and press  or click on the **Save** button.

When you save a form, the form's definition and related data are actually saved to three separate files. Each has your form's filename followed by an extension: **.FFD**, **.FFA**, or **.DBF**. These files are described as follows:

.FFD: This file stores the form definition, including full field names and calculations.

.FFA: This file stores database access information. Form Finisher only creates this type of file when you define a database access (explained in Chapter 7), so not all forms will have this file.

.DBF: This is the data file, which is created when you save one or more records. Along with all the records, Form Finisher stores a 10-character (all capital letters) abbreviated field name for each field in this file. These short names are needed by dBASE-compatible programs to read Form Finisher data.

When you open a form, you only need to type the name you gave the form file, not the extension.

Save with or without data

When you save an existing form, you may or may not want to save the associated data records with it. Choose **Save as . . .** from the **Files** menu. Type the new form name at the prompt and select **Save**. When prompted, select **Yes** to save data records with the form; select **No** to save the form only.

Additional Hint

If your file is getting full, save the form definition under a new name but don't save the data. Your old files will remain intact and a new file is started to save new records.

Save

Any time you make changes to an existing form definition, choose **Save** from the file menu to save the changes to the file. If you have revised the form, Form Finisher will probably rewrite your data file. Because you may not want to change old records, Form Finisher will check whether it will have to rewrite your data file before saving your files, and will give you the option via a dialog box whether or not to continue with the save.

Filling in a form

Once you have defined your form, you can fill in the form data. The input data used to fill in one blank form is stored in the form file as a *record*. The form description remains untouched so that you can use it over and over again without ever having to re-enter field description information.

You have several options when filling in form data. You can:

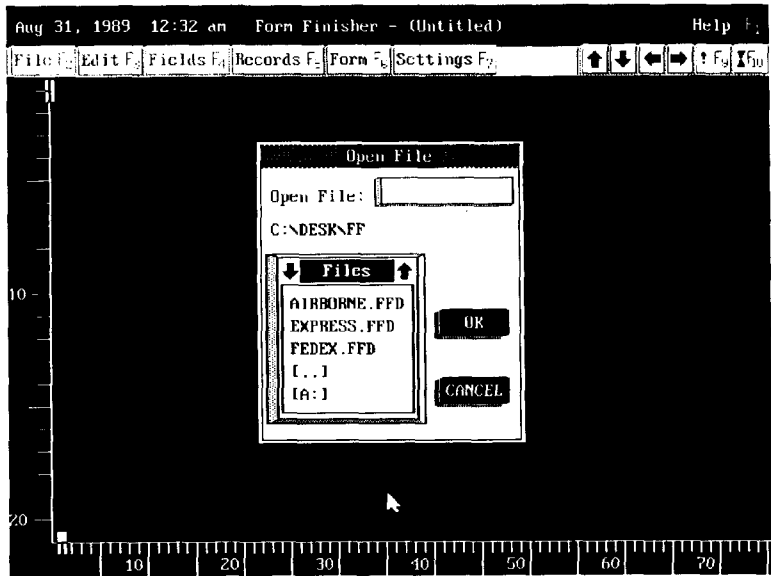
- type in the data and print the form directly;
- save the record to a disk to print later; or
- change a previously saved record and save it as a new record.

You can copy selected field entries, even all entries, from a previous form. This is a great time-saver when you're filling in a stack of forms that contain repetitive information.

Select the form

To select the form you want to fill in, choose **Open . . .** from the File menu. A dialog box like the one shown in Figure 5-1 appears.

Figure 5-1
Open File dialog box



If you know the name of the file, enter its name in the Open File box. Otherwise, select it from the list in the dialog box and press (or click OK).

Once your form is displayed, choose **Fill** in from the **Form** menu. Choose **Begin new** from the **Records** menu to create a new record of data. You can fill in form data via **List View** or **Form View** as described later in this chapter.

Input Order

When filling in the form, Form Finisher asks for field data in the *input order* that you defined when you created the form.

When creating the form, Form Finisher automatically assigns an order to the fields according to the order they are defined. For example, it will ask you about the last field you defined last, regardless of where that field appears on the screen.

To change the input order, first choose **Describe** from the **Form** menu. Then change the input order as follows:

1. Change a single field's order.

Move the cursor to the field you want to change. Double-click on the field or press to bring the **Field Definition** dialog box to the screen. Enter the new order number in the **Input**

Order box. For example, enter a 3 if you want to make that field the third field you fill data into.

2. To order from top to bottom, left to right, choose Input order from the Fields menu. Then select TOP-TO-BOTTOM. For example, if the fields are ordered as follows:

—Field_1— —Field_2— —Field_3—
—Field_4— —Field_5— —Field_6—

The new order in which Form Finisher will request input is: Field_1, Field_4, Field_2, Field_5, Field_3, Field_6.

3. To order from left to right, top to bottom, choose Input order from the Fields menu. Select LEFT-TO-RIGHT.

Using the example in step 2, the new input order would be: Field_1, Field_2, Field_3, Field_4, Field_5, Field_6.

The input order is especially important when you are using List View. If the order has not been entered carefully, you may find yourself entering information in what seems like a very strange order.

Fill in form data using List View




Choose List view from the Settings menu. The List View data entry screen makes filling in data quick and easy by listing each field on a separate line in the input order you specified. See Figure 5-2.





Figure 5-2
List View data entry screen

Aug 31, 1989 3:56 am Form Finisher - C:\NDSK\FF\EXPRESS.FFD Help



File F2 Edit F3 Fields F4 Records F5 Form F6 Settings F7

CorpAcct: 8123-456
Fed_Agency_Account:
From_Name: Harrison Schreppel
From_Address_Line_1: XYZ Corporation
From_Address_Line_2: 123 Main Street
From_City: Anytown
From_State: CA
From_ZIP: 12345
Phone: 555 1234
To_Name: Sylvia Snow
To_Address_Line_1: ABC Corporation
To_Address_Line_2: 987 E. State Street
To_City: Hometown
To_State: CA
To_ZIP: 98765

Type the response to each field and press  or  to move the cursor to the next field. To leave a field blank, press  when you're prompted for data and the cursor moves to the next field.

If you make a mistake while filling in data, move to the field containing the error and retype the correct information. From the keyboard, press the + or  keys to move to previous fields; press  to move to the next field.

Fill in form data using Form View

Choose **Form view** from the Settings menu. The fields display on the screen as they will print on your form, with the first input field highlighted. Type your data into the field and press . The next field in the specified prompt order is highlighted. If you want to leave a field blank, simply press  when you are prompted for data and the cursor moves to the next field. If you make a mistake while filling in data, move back to the field and retype the correct information.

Restore contents

If you accidentally cleared data from a field or overwrote correct information, **before moving to another field**, choose **Restore contents** from the Fields menu. This replaces the current contents with what was there before you began editing the field. If you have already moved to another field, you will have to retype the data in the field.

Display field definition

To display a field's definition while in Fill in mode, move to the field and then choose **Display definition** from the Fields menu. To change the definition, first change to **Describe mode**.

Duplicate recent record

This command copies the field data from the last record you looked at into the selected field in the current record. Move your cursor to the field you want to fill, then choose **Duplicate recent record** the Fields menu.

Working with records

Each time you fill out a form and save the data, the data is saved to its own *record* within the form file. Every time you open a form file, all records created with that form are available. Use the Records menu commands to search for specific records within the list, and to save, delete, copy, and print the records.

Begin a new record

To begin a new record of data, choose **Begin new** from the Records menu. (You must be in the Fill in form mode.) “New” appears in the bottom left corner of your screen. New records have no position in the file until they are saved.

Find old records

You can use the old records to create new forms in several ways. First, you must find the record you want to edit.

Under the Records menu, Form Finisher provides the “find” commands and their respective accelerator keys. The following paragraphs describe how to use these commands to find records in your file.

First Go to the first record in the file (**⌘**+**F**). This command is greyed out if you’re on the first record or if there are no records.

Next Go to the next record in the file (**⌘**+**N**). This command is greyed if you’re at the last record or if you’re working with a new record.

Previous Go to the previous record in the file in numeric order (**⌘**+**P**). This is greyed if you’re at the first record or if you’re at a new record.

- Last** Go to the last record in the file (**Ctrl**+**L**). This is greyed if you're at the last record.
- Most recent** Return to the record you were looking at before you starting working on the currently displayed record (**Ctrl**+**M**).
- Search** To look for a specific record within a file:
1. Choose Search . . . from the Records menu.
 2. Select a Key field from the list and press **F5**. The *key* field is the field that contains the information you will use for your search, such as "Last_Name" or "ZIP_Code".
 3. Enter the specific search value, such as a specific last name (Jones) or ZIP Code (95128), and press **Enter**.
 4. A Matching Record screen displays the first few fields of the first record that matches the search parameters. If more than one record was found, choose NEXT RECORD and PREVIOUS RECORD to locate the correct one.
 5. Select OK to display the record on the screen in Fill in mode so you can edit or copy information from the record.

Save a record

To save the currently displayed record as a new record, choose Save from the Records menu. If you were editing an old record, the old record is left in the file unchanged. If you want to save the changes to the old record, choose Overwrite, explained next.

Important To hold temporary files, Form Finisher requires additional free space on your disk equal to the size of your data or definition file, whichever is largest. Form Finisher will not save a new record if doing so will bring the file over the limit.

Form Finisher will warn you when it is saving the last record that will fit on the disk. See "Error messages" in the Appendix to learn how to make more space available.

Overwrite

To save new changes to an old record, choose **Overwrite** from the **Records** menu. Form Finisher *overwrites* the changes to the old form. (This option is only available if you are editing a saved record.)

Copy a record

Choose **Copy** from the **Records** menu to make a copy of the record and put it at the end of the form file. The copied record remains selected so you can begin editing it.

Delete record

Choose **Delete** from the **Records** menu to remove a record permanently from the file. You can only delete the currently displayed record. See “Compress data” at the end of this chapter to learn how to recover the space created by deleted records.

Print records

You have two choices when you go to print a record: *Print record* or *Print range*. Make sure that your printer setup commands have been properly selected. (See the “Installation” section in the Appendix if you are not sure.) Then, use the following steps to print the form.

1. Insert your preprinted form into the printer. Make sure that the alignment is correct.
2. Select the desired print command from the **File** menu.

Print a record This option is only available in **Fill in** mode. To print the currently displayed record, choose **Print record** from the **File** menu. Form Finisher will ask you to confirm that your printer is on and ready to print before it prints the record.

Print range To print a range of records in the selected form file, choose **Print range** from the File menu. By default this command will print all the records in the file, but you can specify a starting and ending record. Form Finisher prints all the records in the range, including the starting and ending record.

Pause between pages

When you choose **Print range**, Form Finisher asks if you need to pause between pages.

Compress data


Choose **Compress data** from the File menu when you want to rewrite the file to recover file space made available by deleted records. This option is only available (non-grey) when records have been deleted and the file can be compressed.


Calculations and databases

Use Form Finisher's advanced features to enter calculations and access data stored in other databases.

Enter calculations

If you have fields on your form that come to a total, it might be very handy to have the fields total by themselves. Form Finisher lets you add (+), subtract (-), multiply (*), or divide(/) field values in up to 25 fields. You can also use matched parentheses in the normal algebraic manner.

To enter a calculation into a field during form description, double-click on the field, or move the cursor onto the field and press . The Field Definition dialog box appears. Use the following steps to enter the calculation.

1. Press the **DEFINE CALC** button. The Calculation dialog box appears. The name of the field being calculated appears in the box at the top right of the dialog box.
2. All your field names are listed on the left side of the dialog box. Double-click on the first field in the calculation or move the cursor to the name and press . The field name appears in the Calculation box. You can also type the field name directly into this box.
3. Click on an operator (+, -, *, or /) or enter the operator from the keyboard. Then choose the second field in the calculation, and so on.

For example, your calculation in a field named "Total" may look like the following: Invoice_Amt + Past_Due.

4. Select OK when you finish entering the calculation.

The Field Definition dialog box reappears on the screen, with your formula shown in the Calculation box at the bottom

of the screen. You cannot edit the calculation in this dialog box. To make changes to the calculation, select the **DEFINE CALC** command. Then edit the data in the Calculation dialog box.

Calculate The fields do not calculate until you choose **Calculate** from the **Fields** menu or press **⌘+C**.

Calculating Money

In most mathematical circumstances, it's best to compute to the greatest degree of precision possible. However, in financial computation, numbers are often rounded to the nearest penny or even to the nearest dollar.

Form Finisher uses numbers as they appear on the form and uses decimal places only for calculated values. If you enter 2.775, but you have only specified two decimal places (in the **Field Definition** dialog box), the number will appear as you entered it: 2.775. However, if the calculation value for a field with only two decimals is 2.775, it will appear in the field as 2.78.

Rounding vs. Truncating Many types of money calculations require you to "round" or to "truncate" values. Note that when you "round" you can make the number bigger or smaller. For example, \$1.10 is closer to \$1.00 than to \$2.00, so it would round down to \$1.00. On the other hand, \$1.51, and \$1.90 are closer to \$2.00 so they get rounded up to \$2.00. By convention, \$1.50 is also rounded up.

Truncating refers to ignoring any fractional amounts after a designated value. For example, if you convert \$1.99 into simple dollars by rounding, you get \$2.00. If you truncate the amount, you get \$1.00. The other 99¢ is fractional and is just discarded.

Form Finisher rounds. If you want to truncate in your calculation, here's a handy method: subtract 1/2 of the smallest unit and let Form Finisher round the results. This will give you the same result as you'd get by truncating the number. For example, if you are calculating to the nearest whole penny, subtract half a cent.

Override calculations Form Finisher only calculates when you ask it to (by pressing **⌘+C** or by choosing **Calculate** from the **Fields** menu). So,

you can replace a calculated result with something else (like "No charge" on a billing amount) using the following steps.

1. Press **Ctrl**+**C** to calculate the form.
2. Move to the field you want to overwrite and enter the information (text or number) into the field. (Enter a space if you want to leave the field blank.)

Note If you choose **Calculate** again while working on this record, **Form Finisher** will replace all values in calculated fields with freshly calculated values.

Boilerplate fields Boilerplate fields are those that contain data that does not change. For example, your company name may always print in the same place on a particular form. So that you don't have to type in the information on each record, **Form Finisher** allows you to designate a field that contains non-changing information.

1. Select **DEFINE CALC** in the **Field Definition** dialog box.
2. In the calculation box, type a leading quote (") and then type your boilerplate text. For example, to enter **XYZ Corporation** as boilerplate text, type the following in the space provided:
"XYZ Corporation
3. Select **OK** to save the calculation.
4. Like any calculation, you must press **Ctrl**+**C** during form fill-in to display the boilerplate text in the field.

Read data from other databases

In addition to having access to information stored in old records, you can also look at information stored in the following databases without exiting **Form Finisher**:

- **DeskMate Address Book**
- **Tandy Filer**
- **dBase III Plus and dBase IV**
- **Form Finisher's data files for other forms**

Tell **Form Finisher** to automatically access the desired information in up to five database files. **Form Finisher** prompts you to choose whether or not to copy the information into your form.

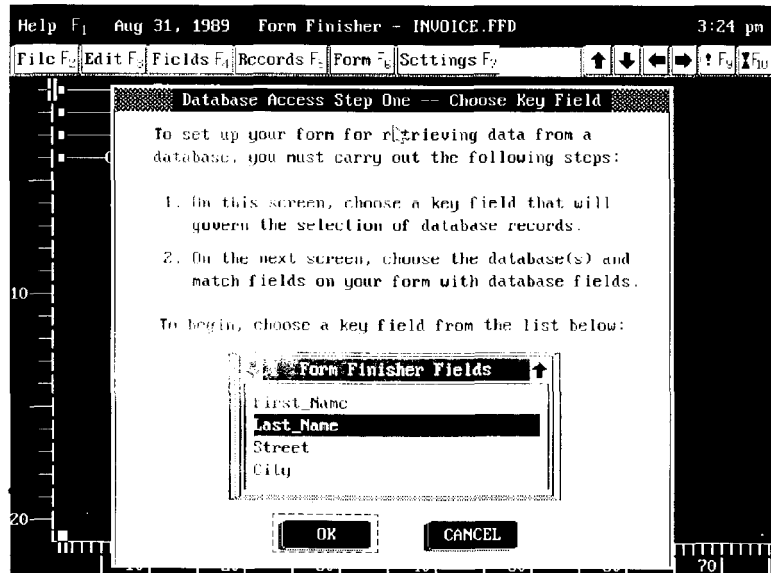
New database access

Use the following steps to define a new database access.

1. **Choose the form.** Open the form's description, or create a new form. You can define a database access on any saved form containing at least two fields. Then select **New database . . .** from the **File** menu.
2. **Choose a "key" field.** The *key field* is the field Form Finisher uses to find the right record in another database. When you enter information into the key field, Form Finisher immediately searches for records in the other database file(s) that contain the same information as your key field.

For example, suppose you're filling out invoices and want to look up a customer's address in DeskMate's Address Book. Use the customer's last name as the key field. See Figure 7-1. As soon as you enter the name (Smith) into the INVOICE form, Form Finisher will check the Address Book for the addresses of people named Smith.

Figure 7-1
Choosing a key field



To select the key field, scroll through the list of field names to highlight the correct one. Press **↵** to select the field.

Once you've selected the key field, the Match Fields dialog box is displayed so you can complete your database definition.

3. **Name the database.** Enter the name of the database you wish to access, such as DeskMate's Address Book file

PERSONAL.ADR (as shown in Figure 7-2), a DeskMate Filer data file, or a dBASE format (.DBF) data file. Press **[F5]**.

Form Finisher lists the database file's fieldnames in Database Fields. The INVOICE form's fieldnames are listed in Form Finisher Fields.

4. Find a field in the database to match against your key. Your form only contains one key field, and you must identify a matching field for the key field in each database you access. Using our example, you want to find addresses in the Address Book for people who have the same last name as the one you will enter in the key field when you're filling in the INVOICE form. You must tell Form Finisher which Address Book field holds the last name. Press **[F5]** to move the cursor to the MATCH button, and press **[Spacebar]** to select it. Form Finisher lists the pair of fields in the Matched Fields box below and notes that these are the matching "key" fields.

In the Form Finisher Fields box, highlight Last_Name and press **[F5]**. Scroll through the list in the Database Fields list to highlight LastName, the field in which the Address Book stores last names. Press **[F5]** to move the cursor to the MATCH button, and press **[Spacebar]** to select it. Form Finisher lists the pair of fields in the Matched Fields box below and notes that these are the matching "key" fields.

Figure 7-2
Matching fields

Aug 31, 1989 3:37 pm Form Finisher - C:\DESKMATE\INVOICE.FFD Help F1

File F2 Edit F3 Fields F4 Records F5 Form F6 Settings F7

Database Access Step Two -- Match Fields

Key Field: Last Name

Database: D:\DESKMATE\PERSONAL.ADR

Form Finisher Fields

- First_Name
- Last_Name
- Street
- City

Database Fields

- Title
- FirstName
- LastName
- Address

MATCH DELETE MATCH

Matched Fields

- Last_Name «KEY» LastName
- First_Name «»»» FirstName
- Street «»»» Address

OR CANCEL

5. Find matches for fields that you want to fill with data. When Form Finisher finds the database record you're looking for, it will copy information from that record into your current form. You have to tell Form Finisher which fields in the INVOICE form should receive data, and which Address Book fields the data should come from.

Using our example, to enter a person's name and have Form Finisher fill in their address, you'll need to match any fields in your form that contain address data (such as *Street* and *City*) with similar fields in the Address Book. As shown in Figure 7-2, you would match the INVOICE form's *Street* field with the Address Book's *Address* field. Highlight both fields and press **[F4]**, then **[Spacebar]** to select **MATCH**.

6. **Delete mistaken matches.** To delete a match, highlight it in the Matched Fields list and select **DELETE MATCH**.
7. **Name the next database.** Form Finisher retrieves data from up to five database files at the same time. To identify the next database, select **NEXT**. To look back at the definitions in the first database, select **PREVIOUS**.
8. **Save your matches.** Once all matches are selected, select **OK**. Now when you enter a last name (like *Smith*) into the INVOICE form, Form Finisher will look up the first address of a person named *Smith*, and will ask you if it's the record for *Smith* that you want to use in your form. If you say yes, the record's street address and city is copied into your invoice. Select **CANCEL** at this time to exit this dialog box without saving the matches you entered.

Fill in the form Once you've created an association between your form and the source database, whenever you fill in the form—as soon as you enter information into the key field—Form Finisher looks up the information in each file.

Before writing data onto your form, Form Finisher displays the information it has found (see Figure 7-3). Select **NEXT RECORD** to find another record that matches the key field in your form.

Figure 7-3
"Data From" screen

Aug 31, 1989 4:00 pm Form Finisher - C:\DESK\FFN\INVOICE.FFD Help

File F₂ Edit F₃ Fields F₄ Records F₅ Form F₆ Settings F₇

First Name

Data From D:\DESK\MATES\PERSONAL.ADR

First_Name: Robert
Street: 14221 Plummer Lane
City: Plummer City

OK PREVIOUS RECORD CANCEL

New 10 20 30 40 50 60 70

Additional Hints

When Form Finisher shows you the information it has found, it only shows the fields in the "found" record that match the fields you said you want to fill in your form. If more than one record might contain the key field's data (in our example, Smith), you have to provide yourself a way to tell one record from another. For example, you may want to additionally match the First_Name field in the invoice with the FirstName field in the Address Book so that you'll be able to see Smith's first name. This can be especially helpful if you are using more than one database to access records.

Suppose you looked up the wrong address—perhaps someone's home address instead of their work address. You can ask Form Finisher to look up an address again as follows: First, move the cursor out of this field, into another field. Then move the cursor back into the key field and re-enter the field's value (the person's name). Form Finisher will look up the data again, just as if you were entering the name for the first time.

Finally, when you read dates from Address Book and dBASE files, be prepared for odd-looking results sometimes. Form Finisher saves and reads dates as text strings — if you enter "09/08/89", that's exactly what it saves. Filer files work the same way, and many dBASE users save their dates in text fields. Form Finisher reads these dates with no problem. However, Form Finisher does not translate dates from Address Book's and dBASE's (mutually exclusive) special date formats.

Modify database access At any time while working on your form in Describe mode you can redefine your database access fields by choosing **Modify database . . .** from the File menu. You will receive the same prompts and dialog boxes as you saw when you defined your new database access.

Installation

Form Finisher requires 512K of RAM. It will also work on a 384K Tandy 1000 TL or SL when you run under the ROM version of DeskMate, and can run under any version of the DOS operating system version 2.11 or higher. You can use Form Finisher with or without a mouse.

Hard disk installation

There are two procedures for copying Form Finisher onto your hard drive. If you have DeskMate version 03.02 (1988) or 03.03 (1989), follow the Standard DeskMate installation instructions. If you are not using either of these DeskMate versions, follow the Runtime DeskMate installation instructions.

Standard DeskMate installation instructions.

1. Start DeskMate.
2. Insert the Form Finisher Program disk into drive A.
3. Choose Install from the Desktop menu (**F7**).
4. When the Display Menu dialog appears, choose a style of window to display Form Finisher files in by pressing the button beside the window style.
5. Select OK or press **↵** to close the dialog box. An outline of the new window, titled "FORMFINISH," appears on the Desktop. Press **↵** to confirm the position of the window.

Notes INSTALL creates a FORMFINISH window on your Desktop. If you already have a FORMFINISH window, or if FORMFINISH is listed in your Desktop as an available window, INSTALL may tell you there's no new application to install. This situation is most likely to arise if you start installing Form Finisher and don't finish for some reason. In this case, pull down the Desktop menu (**F7**), and delete the existing FORMFINISH window. Then run INSTALL again.

If there's not enough room on your hard disk for INSTALL to copy Form Finisher's files, INSTALL returns to DeskMate without copying the files. If no FORMFINISH window appears, or if it appears but the AIRBORNE.FFD, EXPRESS.FFD, and FEDEX.FFD files aren't included, you will have to make more room on your hard disk before using Form Finisher by erasing unnecessary files. Then, return to DeskMate, delete the existing FORMFINISH window from the Desktop, and try INSTALL again.

Runtime DeskMate installation instructions.

1. Type C : (or the correct hard disk drive) and press .
2. Type MD \FF and press . (It's okay to use something other than "FF" as a directory name.)
3. Type CD \FF and press .
4. Insert the 3.5" program disk, or either 5.25" disk into drive A. Type COPY A : * . * and press . 5.25" floppy disk users: Insert the second disk and repeat this step.

Floppy disk users

The 3.5" Form Finisher Program disk contains the same files as the two 5.25" disks. If you don't have a hard disk, use the DOS DISKCOPY command to make a working copy of the floppy disk (or disks), and store the originals in a safe place.

You will be concerned about disk space if you are using the Runtime portion of DeskMate. Runtime DeskMate gives you enough of DeskMate's features to run Form Finisher, but does not provide you with DeskMate applications such as Address Book and the Filer. Follow the Runtime DeskMate installation instructions below. If you have DeskMate version 03.02 (1988) or 03.03 (1989), use the following instructions.

Standard DeskMate installation instructions.

Start DeskMate in your usual way and run Form Finisher as you would any application. The only files you'll need from the program disks are: FF.PDM, AIRBORNE.FFD, EXPRESS.FFD, and FEDEX, FFD. Copy only these files onto your DeskMate disk or onto a blank disk. Everything else is DeskMate Runtime, which you don't need. See Chapter 1 when you're ready to start the program.

Runtime DeskMate installation instructions.



To save disk space, delete the following files from the Form Finisher Program disk:

DMPD1.RES	Printer driver for unsupported printer
DMPD2.RES	Printer driver for unsupported printer
INSTALL.PDM	For hard disk users
FFFILES.DAT	For hard disk users

In addition, delete all of the video drivers except the one you'll be using. The drivers are as follows:

DMVS1000.RES	For Tandy 1000 4-color (and monochrome)
DMVSTC16.RES	For Tandy 1000 16-color (on the Runtime disk)
DMVSCGA .RES	For CGA graphics
DMVSEGA .RES	For EGA graphics
DMVSVGA .RES	For VGA graphics
DMVSMCGA.RES	For MCGA graphics
DMVSHERC.RES	For Hercules monochrome graphics

If you aren't sure which video driver you use, here's a way to find the correct driver.

1. Rename the video driver files with .XXX extensions.
2. Start Form Finisher by inserting the program disk in drive A and typing FF and pressing . DeskMate will ask for files as it needs them and you should swap disks as needed. DeskMate will eventually ask for—by name—the video driver you need. Press  to return to DOS.
3. Rename the desired video driver file's extension back to .RES. Then delete the other video driver files.

Additional Hint You might find it handy to copy the COMMAND.COM file from the disk you start your computer with onto your Form Finisher disk.

Installing your mouse driver

If you are using a mouse and your mouse is not fully compatible with the Microsoft® serial mouse, you must run your mouse driver (provided by the mouse manufacturer) to make your mouse emulate a Microsoft serial mouse. Do this *before* you start Form Finisher. Mouse setup is provided through the F10 menu.

Set up the printer

Supported printers

Form Finisher works with any printer that accepts the Epson/IBM command set. It has been tested on the following printers:

Tandy DMP (dot matrix) Models 106, 107, 132, 430, 440, and 2120

IBM Proprinter XL

Epson MX, RX, and FX

Tandy LP 1000 (laser printer)

Tandy DWP 230 (daisy wheel printer)

Specify printer If it has not already been done through DeskMate, or if you regularly use more than one printer, you may need to tell Form Finisher what printer you are using.

1. Press **F10**.
2. Choose Setup from the F10 menu.
3. Refer to the following instructions to set up your printer.

Tandy dot matrix printer

1. Set the printer into IBM mode, IBM character set 2, with the line feed after CR dip switch OFF. (This is the normal setting for IBM printer emulation.)
2. Select IBM Graphics Printer in the Setup Printer dialog box.
3. In Form Finisher's Scaling dialog box (under the Settings menu), leave the Dot Matrix Printer set to Proprinter compatible.

IBM Printers and Proprinter compatibles

1. Select IBM Graphics Printer in the Setup Printer dialog box.
2. In Form Finisher's Scaling dialog box, leave the Dot Matrix printer setting at Proprinter compatible.

Epson dot matrix printers and compatibles

1. Select IBM Graphics Printer in the Setup printer dialog box.
2. In the Scaling dialog box, select Epson compatible.

Some Epson printers can emulate the Proprinter and should be set to Proprinter compatible. If you aren't sure, print a grid at 12 cpi. If Form Finisher prints 12 characters per inch, you have the correct printer setting. If not (if Form Finisher tries to print a grid that's wider than your page), select the other dot matrix printer type (Proprinter or Epson).

Other printers

LP1000 laser printers use the following settings:

IBM ProPrinter Emulation	6 LPI
Portrait, Normal (WP) Mode	Letter Gothic 10
CR=CR, LF=LF, FF=FF+CR	USA
Auto Wrap Disabled	Printable Area
IBM Char Set 2	

If your printer isn't compatible with Epson or IBM printers, you can still use Form Finisher, but you can probably only print at one character width (10 cpi) and one line height (6 lpi)

Many printers are partially compatible with Epson or IBM printers. Try the IBM Graphics Printer option in the Setup Printer dialog box and both settings (Proprinter and Epson) in the Scaling dialog box. Also, try the "ASCII" printer driver, which sends out printer control codes common to many daisy-wheel printers by selecting ASCII in the Setup Printer dialog box.

Daisywheel printers

Form Finisher supports the Tandy 230 Daisywheel Printer, and many others that have control code sets that match the 230's. Choose Tandy Daisywheel or IBM Daisywheel in the Setup Printer dialog box.

If your printer double-spaces, switch from the IBM setting to the Tandy. If it prints everything on one line, switch from Tandy Daisywheel to IBM.

Note Form Finisher supports 10 and 12 cpi and compressed print, at 6 and 8 lpi. It supports built-in fonts (Courier) only. To use other fonts, select Custom in the Scaling dialog box after setting up your printer outside of Form Finisher. Form Finisher will not reset your printer, so it will print in whatever font and size you have selected.

Using a mouse

Just click the mouse at the place on the screen where you want to move the cursor. The cursor appears in the new position.

Even though you are using a mouse, you may still want to take advantage of some of the accelerator keys on the keyboard. See the Keyboard quick reference card included in this manual.

Choosing menu items

To choose menu items:

1. Move the mouse pointer to the menu title. Click and hold the mouse button to display all the available menu commands.
2. Drag the mouse pointer down the menu commands to highlight the one you want to choose.
3. When the command you want is highlighted (shown in reverse video), release the mouse button. The command is activated.

Selecting dialog box options

Use the mouse button to click on dialog box options, such as input boxes and buttons. When you click on a button, it appears shaded when selected and unshaded when unselected.

Click OK to save changes selected in the dialog box or CANCEL to ignore changes.

Error messages

The following list identifies possible error messages in alphabetical order, followed by a reason for the message and ideas on how to solve the problem. If after trying our suggestions you still need help, call the Power Up Product Support Group at (415) 345-0551.

<Field_Name> now overlaps another field. Reposition or change settings

This message appears when you try to rescale a form to fewer characters or lines per inch. The field named in the message is beside or just above or below another field. Form Finisher cannot convert to the new scale without overlapping the two fields, so it will not accept the new scale. Move the fields further apart or enter slightly higher cpi and lpi values.

<Field_Name> is missing. Check your diskette

You probably changed disks at an unexpected time, before (or while) saving or reading a record or file.

A match must be selected between the key field and one of the database fields

While defining a database access, you selected OK (or pressed) in the second dialog before saying which database field corresponds to the key field in your form.

A match must be selected for the key field and at least one other field

While defining a database access, you selected OK (or pressed) in the second dialog before identifying at least one database field that will provide data to a field in your form.

A search value must be specified

When asking Form Finisher to search for a record, you must tell it the field and value to search for.

All fields are above the current vertical printer offset

The "vertical printer offset" is the number of "rows/inches down", in the Printer adjustments part of the Set Scaling dialog. If you set your offset to 5" down, you're telling Form Finisher that the printer will start printing 5" from the top of the form. Form Finisher won't print anything that should be printed higher on the form because your printer adjustment means that the printer can't reach higher places on the form. If all your fields are above this offset, Form Finisher will give you this message, and won't print. To print these fields, change your printer adjustment setting and reposition your form in the printer.

Allowable values for characters and lines per inch are from 5.0 to 25.0

You have entered a character width or line spacing value in the Set Scaling dialog that is outside of Form Finisher's limits. Form Finisher supports any character width or line spacing value between 5 and 25, if your printer supports that size.

Allowable values for printer offsets are from 0.0 to 6.0 inches (or equivalent in columns)

You have entered a printer adjustment value that is outside of Form Finisher's limits. You must specify a positive value for how far down and how far to the right your printer begins printing on a page and the distances must be less than 6 inches or the equivalent in columns (for example, 72 columns in 12 cpi).

At least one database must be named

While defining a database access, you selected OK (or pressed) in the second dialog box before naming a database. To cancel this dialog, press . Otherwise, you must say where the data will come from.

Attempted write operation failed. The disk is write protected.

You are attempting to save or update a record or file located on a disk that is write protected. Unprotect the disk (see your computer manual for instructions), or use a different disk.

Bad field name or missing operator

You have entered a formula in the Define Calculation dialog that is not accepted by Form Finisher. If you are entering a boilerplate field, the first character in the calculation must be a quote ("). For other calculation fields, Form Finisher only accepts numbers, parentheses, field names, and the four basic operators (+, -, *, and /). Form Finisher reads calculations that use these operators ("Field + 5"), not lists such as "1, 2, 3." The most common error flagged by this message is a missing underscore in a field name (you typed "Field Name" instead of "Field_Name").

Bad Number

Form Finisher cannot use this number in a calculation. For example, it can't use 1.2.3.4.5.

Cancel access to database: <FILENAME> (Y/N)

You deleted a filename from the Database edit box (the second step of database access). Type Y to tell Form Finisher that you want to cancel this form's access to that file.

Cannot end with operator

When defining a calculated field, you cannot end the formula with an operator (+, -, *, /). Acceptable formula endings include numbers, parentheses, field names.

Cannot load DeskMate database resource. Form Finisher will run with database access not available.

You are probably trying to run Form Finisher without enough free memory. Form Finisher will run with all other features intact, but cannot read data from Tandy Address Book or Filer. You can still read .DBF files, including data stored in all of Form Finisher's record files.

If your computer has at least 512K RAM, or if you have a 384K Tandy 1000 TL or SL, you should be able to run the complete Form Finisher program. If this message appears and you need database access, find out what else uses memory on your machine and make the necessary adjustments. For example,

Terminate and Stay Resident (TSR) programs, or large memory allocations in the CONFIG.SYS file for buffers and files.

Alternatively, DeskMate may not be able to find its database resource program. It will name the file it can't find. You can find the resource file on your original DeskMate disk(s).

Decimal places must be between 0 and 9

The Decimal places field in the Field Definition dialog box requires a number between 0 and 9 (not a blank or a dash).

Do you wish to save the current data records under the new file name?

When you save a file under a new name, you can either save the definition with the existing records, or you can save only the definition, under which only new records will be stored.

Edit the file designation below to show the COMPLETE path, including drive letter and file-name, where you wish to save your files

If you are unable to save a file to a full disk and you need to switch drives, enter the complete datapath in this message.

Field names must begin with a letter and contain only letters, digits, and underlines

The most common error flagged by this message is a missing underscore in the field name (you typed "Field Name" instead of "Field_Name"). Enter the correct information in the Field Name field in the Field Definition dialog box.

Field width exceeds the maximum of 254 characters and/or 17 inches

Enter the correct value in the Inches wide field in the Field Definition dialog box.

Field(s) would not fit at the indicated location

The field(s) you are entering or moving will overlap with another field or run off the end of the form using the given location values. Change the row, column, or width information in the Field Definition dialog box.

Fields must be at least one column wide

Enter a value between 1 and 254 columns (or the equivalent in inches) in Inches/Columns Wide in the Field Definition dialog box.

File already exists, overwrite?

You are trying to save a file under a filename that already exists. Use a different filename to save the file.

File or directory not found

Form Finisher cannot locate the specified file or directory. Try a different file or directory name.

Five databases already selected. To remove a database, delete its name in the edit box.

You can only read data into your form from five database files, and you've already defined access to five files.

Form Finisher must switch to form view so that you can indicate the Paste position

Switch to form view, and point to where you want to paste the fields.

Illegal character

Calculation formulas can only contain field names, parentheses, arithmetic operators (+, -, *, and /), and a leading quote in boilerplate fields. At least one of the characters in your formula doesn't fit these criteria.

Illegal right paren

Form Finisher has detected one more right parenthesis than left parentheses in your calculation formula. Check your formula for errors.

Insufficient disk space—DBF file cannot be packed

When Form Finisher compresses (packs) a file, it writes a new copy that doesn't contain all of the deleted records before it erases the old file (so you don't lose data in case of power failure or disk error during the copy procedure). If Form Finisher determines that it can't fit the compressed and uncompressed files on the disk at the same time, Form Finisher won't compress the data.

Each time you enter a record Form Finisher checks the available disk space to ensure that there is enough room on the disk for a second copy of the file. Thus, you should have enough room to compress data unless you copy extra files onto the disk after adding records. In that case, try removing the extra files from the disk until after you compress the data.

Insufficient disk space—no more records can be saved

1. This message warns you after saving a record, that it won't have room to save another record on the disk.
2. When you change to fill in mode, this message warns that there is not enough room for another record.

In either case, Form Finisher will not accept the addition of another record. If you think you have enough room on the disk, remember that Form Finisher requires enough free space on the disk to make a second copy of the data file (or the form definition file—whichever is larger).

Insufficient disk space—record cannot be saved

If you ignored Form Finisher's warning about limited disk space and tried to enter a new record, the record cannot be saved. To make more room on the disk, delete unnecessary records and compress the file, or delete unnecessary files from the disk.

Invalid extension or file not found: <filename>

When you enter a filename in the Database edit box (the second step of database access), Form Finisher checks the disk for the file. If your file is on a different drive, include the path when you enter the filename.

Invalid handle, invalid path

DeskMate is trying to save a file in an impossible place. Try going to the Save As dialog box and specifying the full datapath (drive and subdirectories) for this file.

Item would exceed maximum length

While defining a calculation, you selected a field whose name is too long to fit in the space remaining. The calculation formula can only be 160 characters. (In a few special cases, you can also get this message when trying to add an operator to a long calculation.)

Negative field positions are not allowed

You must enter positive values for a field's starting row and column coordinates.

No data obtained from <filename>

This message appears in Fill in mode when you enter data into your database access key field and Form Finisher can't find a matching record in the specified database.

No data obtained from <path and database name>

This message appears when Form Finisher can't find a match for the key field in the specified database. This message also appears when Form Finisher can't find the database file in this directory.

No matching records found or no record selected

This message appears in when you are searching for a record in Fill in mode and Form Finisher can't find a matching record.

Not a Form Finisher form description (.FFD) file

Even though the file you tried to load has the right extension (.FFD), it doesn't contain a form description that Form Finisher can read.

One or more calculations could not be pasted into new fields (out of space)

You can define calculations for up to, but not more than, 25 fields. When you paste a copy of a field onto the form, it keeps its original calculation. If pasting fields from the clipboard would result in more than 25 fields, you will get this message. Reduce the number of calculated fields on the clipboard or in the form.

Out of disk space

If you are trying to save a file and receive this message, try saving the file on a different (already formatted) disk.

Pasting the fields now on the clipboard would exceed the maximum of 255 fields

Reduce the number of fields on the clipboard.

Pasting the fields now on the clipboard would exceed the maximum record width of 4000 characters.

A form can hold up to 255 fields and any field can be up to 254 characters wide, but totalled across all fields you can store no more than 4000 characters per record. For example, if you have a form with 40 fields that are each 100 characters wide, you can't add any more fields to it ($40 \times 100 = 4000$).

Pause between records?

Indicate "yes" if you have to manually insert a new copy of the form into the printer each time you print a new record.

Place a blank form in your printer, then be sure your printer is turned on and that it is in the "on line" state. When the printer is ready, press the "OK" button below.

This message appears each time you print. If you press Enter and then discover that your printer is not connected or not on line, it will take from a few seconds to a few minutes (depending on the printer, cable, DOS version, etc.) for the message to get back to Form Finisher that the printer is not available. Turning your printer off and on once might speed up the process. Or you can regain control of the machine immediately by rebooting.

Place a formatted diskette in the drive and then select OK

Replace the almost-full disk that you tried to save to with a different, formatted disk.

Please check drive (drive_letter)

Verify that you are not trying to save to an empty drive.

Please insert a disk containing the file DMDB.RES into any drive

DeskMate 03.02 uses DMDB.RES to address the Tandy Filer and Address Book databases. If DeskMate can't find this file, Form Finisher will run with all features except access to Tandy Address Book and Filer. You can find this file on your original DeskMate disk(s).

Please insert a disk containing the file DBREAD.RES into any drive.

DeskMate 03.03 uses DBREAD.RES to address the Tandy Filer and Address Book databases. If DeskMate can't find this file, Form Finisher will run with all features except access to Tandy Address Book and Filer. You can find this file on your original DeskMate disk(s).

Position the next blank form in the printer and then press OK

This message appears when you are pausing between records during a print job so that you can manually load preprinted forms into the printer.

Printer is not ready

Is your printer plugged in? Turned on? Set to "On Line"? Is the printer cable securely attached to the printer and the computer? If you have a Tandy printer, are you using a Tandy cable?

If you are not sure, exit Form Finisher and DeskMate to DOS. Type DIR to display a directory listing on the screen, then press the Print Screen key (Shift+PrtSc on some keyboards). Did the printer print?

If not, the problem is most likely in the printer, cables, or computer connection. If it does print, go back into DeskMate, choose Setup from the **[F10]** menu, and make sure that you've correctly identified your printer to DeskMate.

R6000, R6001, R6002, R6003, R6009

You should never see these messages. They're there in case something that we think can't go wrong somehow does go wrong. If one of these messages appear, please call Power Up Software and tell us what you were doing, what your form looks like, what equipment you were using, and what happened.

Record is missing. Check your diskette.

You probably changed disks at an unexpected time, before (or while) saving or reading a record or file.

Save changes?

After making changes to the form definition you were working on, you selected New from the File menu. Do you want to save the changes you made to the form, or do you want Form Finisher to forget them?

Save changes to form definition?

After making changes to the form definition you were working on, you selected Open (to open a different form) from the File menu. Do you want to save the changes you made to the form, or do you want Form Finisher to forget them?

The calculation for field <field_name> caused a divided by zero. The result will be set to "***"**

Form Finisher could not calculate the value of this field because one of the divisors in the formula is 0, yielding an impossible result. Check your formulas. Are they correct? Does a value in some other field cause the zero in the divisor? Is that the right value? If the formula and other fields are correct, delete the ***'s in the calculated field and enter the appropriate number.

The calculation for field <field_name> refers to a deleted field. The result will be set to "***"**

Form Finisher could not calculate the value of this field because you've deleted one or more of the fields listed in its formula. Switch to describe mode to examine the field's definition and redefine the bad calculation.

The calculation for field <field_name> was too large to fit in the field. The result will be set to "***"**

Form Finisher could not put the calculated value in this field because the field is too small. Widen the field if necessary.

The calculation for field <field_name> requires a number in field <field_name>. The result will be set to "***"**

Form Finisher allows you to put a word in a field that normally holds a number, for example, No Charge might be entered in a Total_Payable field. However, Form Finisher only knows how to calculate numbers, not words. Manually enter the correct value in this field if necessary.

The FFD file will be saved. To make a one-drive copy of the DBF file, use the DOS copy command.

Form Finisher is unable to copy a file from one disk to another on the same disk drive. Since Form Finisher keeps the form definition and the database access information in memory, it can save these files (.FFD and .FFA) onto a new disk, but it can't copy the data file (.DBF) from the old disk to the new one. To copy the .DBF file between disks, quit Form Finisher and DeskMate, and use the DOS copy command.

The maximum number of 25 fields have already been marked

If you want to copy or move more than 25 fields, copy the first 25, paste them where you want them, and then mark and copy the rest.

The maximum form width is 17 inches or 255 columns

Enter a value up to 17 inches in the Form size dialog box.

The maximum form height is 11 inches or 255 rows

Enter a value up to 11 inches in the Form size dialog box.

The minimum value for each form dimension is 1 inch

Forms narrower or shorter than one inch are not supported.

The program DBREAD.RES will not fit
The program DBUPDATE.RES will not fit

There is not enough free memory on your machine to run Form Finisher complete with database support. You will not be able to look up data from Tandy Address Book or Filer files.

The program DMSETUP.ACC will not fit.

You don't have enough free memory to run Setup from within Form Finisher. Form Finisher prioritizes functions that it will drop when you run it with too little memory. Setup is the first function Form Finisher chops. If you're running Form Finisher under DeskMate, just exit Form Finisher and run Setup from the DeskMate desktop. If you're running the DeskMate Runtime version of Form Finisher, the trick is to reduce the amount of free memory by up to 32K. Then Form Finisher will drop database access (which takes more room), but will regain access to Setup. To do this, exit Form Finisher and run a small Terminate-and-Stay-Resident program, like a mouse driver or the DOS PRINT command. Or increase the number of FILES and BUFFERS in your CONFIG.SYS file (see your DOS manual). Now run Form Finisher again. It should tell you that it doesn't have enough memory to run a database program; then you can run Setup. After changing your printer, mouse, or color settings, press **[Esc]** to exit Setup, then **[Esc]** out of Form Finisher. Reverse any changes you made to CONFIG.SYS, reboot to clear out your TSRs, and rerun Form Finisher. You'll again have no Setup and full database access.

The requested program will not fit in the current system memory

You need 512K, or 384K on a Tandy 1000 TL or SL, to run Form Finisher. If your machine has less memory (but enough to run DeskMate) DeskMate flags the problem while loading Form Finisher when it attempts to load the DeskMate database resource (the "requested" program).

If possible, Form Finisher will run anyway but without database access capabilities (you can't look up data from Tandy Address Book or Filer files).

If you have enough memory to run Form Finisher, but less than 32K left, you cannot task switch. That is, you cannot switch to another program (like those located under the F10 menu—Setup, Spell Checker, etc.) while in Form Finisher. Exit Form Finisher and run the programs from the DeskMate desktop.

There is insufficient disk space to save your files. Your options are: Change Drives, Don't Save Data, Change Diskette, Cancel.

Select the appropriate action.

This record has been changed. Indicate the action to be taken: Save, Overwrite, Don't Save, Cancel.

Select the appropriate action.

Unable to access printer

This message most often appears when DeskMate thinks you have no printer. Verify that you selected a printer in the F10 Setup dialog box. If so, verify that your printer is plugged in, connected properly, and set to "On Line" or "Ready." If you are using a Tandy printer, are you using a Tandy cable?

Exit Form Finisher and DeskMate to DOS. Type DIR to display a directory on the screen. Press the Print Screen key (Shift+PrtSc on some keyboards). If the printer does not print, it is most likely a problem in the printer, cables, or computer connection.

Unable to locate file DMDB.RES. Press Enter to search entire system or Esc to cancel the system search

If DeskMate can't find this file, Form Finisher will still run but without database access capabilities (you won't be able to look up data stored in Tandy Address Book or Filer files).

Unable to open association file

DeskMate returned a disk error when Form Finisher tried to read a database access definition (.FFA) file. If you have a backup copy of the form on another disk, write protect that disk and then try reading the form definition from it.

Unable to save association file

DeskMate returned a disk error when Form Finisher tried to save a database access definition (.FFA) file. It would be wise to save the form on another disk.

Unmatched parentheses

You probably have one too many left parentheses in your calculation formula.

Warning: field names in pasted calculations may need to be edited

When you paste calculations into a form, this message warns you to check the field names in the calculations to verify that you are calculating the correct fields.

You have already defined the maximum of 25 calculations

You cannot add another calculated field.

You have changed your form description, but your stored data match the old description. You options are: Update data, Cancel

If you have already entered data into a form's data file, and you add, delete, or change the width of a field in the form definition, Form Finisher has to rewrite the old data to make the new records have the same fields (same names, same sizes) as the old records. Before it does this, Form Finisher verifies that this is what you want to do.

Program Capabilities

These commands have the following limitations.

PageSize

Length	Max: 14 in. or 255 rows Min: 1 in.
Width	Max: 17 in. or 255 columns Min: 1 in.

Scaling

Inches/columns down	Max: 6 in.
Inches/rows right	Max: 6 in.
Custom character width	Max: 25 cpi Min: 5 cpi

Field Definition

Field name length	Max: 30 char.
Field name	Must begin with A-Z or a-z, and contain 0-9, A-Z, a-z, and the underscore character
Number of fields	Max: 255 (up to a maximum of 4000 char.)
Columns right	Max: Form's width x cpi
Rows down	Max: Form's length x lpi
Field width	Max: 254 char. or the width of one form Min: 1 char.

Define calculation

Calculation	Max: 160 char.
Numbers	Must start with a digit, not a decimal point
Filename length	Max: 8 char.

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