Fly Software

INFORM DESIGNER USER GUIDE

DESIGN PAPER FORMS, E-FORMS AND WEB FORMS IN MINUTES

InForm Designer User Guide

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Foreword

In this section the following information is included:

- About this User Guide and Help
- Terminology
- Side Headings

About this User Guide and Help

The InForm Designer user guide and Help provide detailed instruction about how to operate InForm Designer; from installation and configuration, to creating, saving and printing forms, they are designed as an everyday reference for both beginners and experts.

The user guide and Help assume you have a working knowledge of the Windows® operating system and its conventions, including how to use a mouse and keyboard, and how to run applications from the desktop or Start menu. For help with any of these techniques, please refer to your Windows® documentation or Help.

Printing

The InForm Designer Help is primarily designed for on-screen reference. Even though its content can be printed, it is the InForm Designer user guide (InForm_Designer_User_Guide.pdf) that is better suited for this purpose.

The layout of the user guide is designed for duplex (back to back) printing. If your printer has a duplex facility, please ensure it is set prior to printing.

Terminology

The InForm Designer user guide and Help contain a glossary where common terms are described.

Certain terms are also underlined throughout. By positioning your mouse pointer over one of these links and pressing your primary mouse button, one of the following actions occurs…

- A pop-up description of the term appears alongside.
- A page in the user guide or Help that describes the term or a topic relating to it appears.
- A Fly Software web page relating to the term is opened in your Internet browser.

Side Headings

For quick reference, the following side headings appear throughout the InForm Designer user guide and Help:

EXAMPLE:
Provides an example of the current topic.

NOTE:
Provides additional information or hints to assist in performing a task or understanding the current topic.

MORE:
Used to indicate where further details about the current or a related topic can be found.

CAUTION:
Used if the current action or omission may cause irretrievable results such as loss of data.

HTML TIP:
Provides information about the current topic that is specific to creating a HTML form.

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In this section the following information is included:

- At a Glance
- Concise

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Introduction

In this section the following information is included:

- Why You Need InForm Designer
- What InForm Designer can do for You
- Plug-in Power!
- InForm Documents

Why You Need InForm Designer

If you have ever designed a form, you will already know how challenging and time-consuming the process can be.

Complicated software controls and concepts, screen to print irregularities, limited or costly access to compatible form filling applications, or little or no knowledge of writing HTML code, all add to the problems encountered when designing a form.

InForm Designer is a Windows® application, developed to eliminate these problems and help you create professional paper forms, e-forms and Web (HTML) forms in minutes.

What InForm Designer can do for You

InForm Designer provides a quick, easy and cost effective way to design forms that can be filled in electronically (using InForm Filler), printed for filling in by hand, converted to another file format such as PDF (if a suitable PDF driver is available), or exported as a HTML form.

The controls and functionality of InForm Designer are specifically aimed at form design, so, unlike many word processing or DTP applications, you are not overwhelmed by masses of tools, buttons and menu options; many of which you are unlikely to ever use.

If you don't already have InForm Designer installed, it can be downloaded for free from the Fly Software website:

http://www.flysoftware.com

Plug-in Power!

InForm Designer's form design functionality is provided by a range of components called InForm Plug-ins. These are the tools that enable you to integrate form elements such as text boxes, combo boxes, radio buttons, labels and images.

The following sets of InForm Plug-ins are included with InForm Designer:

InForm Plug-in Set	Description
Common	Appear on the Common plug-in palette. Used for adding form elements to InForm documents that will be used as paper forms or e-forms.
HTML	Appear on the HTML plug-in palette. Used for adding form elements to InForm documents that will exported to HTML.

When a form element is added to an InForm document a Fly Software watermark is applied to the page it appears on until a licence is purchased and applied for the associated common InForm Plug-in or a common InForm Plug-in a HTML InForm Plug-in is associated with.

EXAMPLE:

If you want to remove the watermark after adding a text box to a form, all you need to purchase and apply is a licence for the Text Box plug-in.

MORE:

For further details about InForm Plug-ins, refer to Common InForm Plug-ins and HTML Inform Plug-ins.

Associated InForm Plug-ins

HTML InForm Plug-ins are associated with common InForm Plug-ins. This means you only need to purchase and apply a licence for common InForm Plug-ins and not the associated HTML InForm Plug-in(s).

Below is a list of common InForm Plug-ins and the HTML InForm Plug-ins that are associated with them:

Common InForm Plug-in	Associated HTML Plug-in(s)
Button	HTML Button
Checkbox	HTML Checkbox

Common InForm Plug-in	Associated HTML Plug-in(s)
Combo Box	HTML Combo Box
Date Box	HTML Date Box
Image	HTML Image
Label	HTML Label
Radio Button	HTML Radio Button
Text Box	HTML Email Text Box HTML Numeric Text Box HTML Password Text Box HTML Text Area HTML Text Box
Time Box	HTML Time Box

EXAMPLE:

If you license the Text Box plug-in, the following HTML InForm Plug-ins are also licensed:

- HTML Email Text Box
- HTML Numeric Text Box
- HTML Password Text Box
- HTML Text Area
- HTML Text Box

NOTE:

The HTML Hidden Field plug-in becomes licensed when any common InForm Plug-in is licensed.

MORE:

For details about how to view the common and HTML InForm Plug-in association within InForm Designer, refer to Getting Started > Licensing > Online Licensing > Viewing Associated HTML InForm Plug-ins.

InForm Documents

Forms that are created and saved using InForm Designer are called InForm documents, and are recognised by their ifd filename extension and distinctive icon (Fig. 1).

Fig. 1 InForm document (ifd) icon

Normally, InForm documents have a small footprint, making them ideal for distribution by email or downloading from a website. Alternatively they can be printed on plain or pre-printed paper, converted to another file format such as PDF (if a suitable PDF driver is available), or exported as a HTML form.

Using Pre-designed Forms

The following Fly Software Web page contains InForm documents that can be downloaded and modified to your own requirements using InForm Designer:

http://www.flysoftware.com/products/inform_forms/inform_forms.asp

Form Design Service

Fly Software offer a fast and professional form design service. Visit the following Fly Software Web page to find out more:

http://www.flysoftware.com/services/form_design.asp

Getting Started

In this section the following information is included:

- System Requirements
- Installing
- Launching
- Welcome Screen
- Workspace Overview
- Application Menus and Toolbars
- Context Menus
- Property Inspector
- Plug-in Palette
- Licensing
- Creating a New Form
- Opening, Closing and Saving Forms
- Resetting Forms
- Validating Forms
- Printing Forms
- The Fly Software Watermark
- Non-Visual Form Elements
- Images and PDFs
- Filling in and Testing Forms
- Improving Performance
- Viewing Developer and Application Information
- Leaving Feedback
- Updating
- Shutting Down
- Uninstalling

System Requirements

InForm Designer has the following minimum computer system requirements:

- Microsoft® Windows® 7, Vista, XP, 2008, 2003, 2000, NT
- Intel® Pentium® or AMD® K6 processor
- 128 MB of RAM (512 MB recommended)
- 20 MB of available hard-disk space
- 800x600 pixel screen resolution
- Internet connection for licensing (recommended)

NOTE:

If certain system requirements are not satisfied you will be unable to install or use InForm Designer, and a warning dialog appears at the start of the installation process. Click the OK button to close the dialog and abort the installation.

NOTE:

If you use InForm Designer to create a HTML form, a Web server is required to host the HTML form file and other associated files. If you include an ASP or PHP submitted page with a HTML form, the Web server will need to be enabled for ASP or PHP scripts.

Installing

To start the InForm Designer installation process, double-click the InForm Designer installation file. Following this, the Installation Wizard is opened which guides you through the entire InForm Designer installation.

NOTE:

InForm Designer can only be installed when you are logged on to Windows as an administrator.

NOTE:

Installation can be aborted at anytime by clicking the Cancel button.

NOTE:

All common InForm Plug-ins and HTML InForm Plug-ins are automatically installed with InForm Designer.

Default Install Locations

InForm Designer's application files, application data, example forms and tutorials are stored in different locations.

Application Files

By default, InForm Designer's application files, including all InForm Plug-ins, are installed in the following location:

C:\Program Files\Fly Software\InForm\

Application Data

InForm Designer's application data, including its configuration file (App.ini) are installed in the following location:

Windows XP, 2000, 2003

C:\Documents and Settings\All Users\Application Data\Fly Software\InForm\

Windows 7, Vista

C:\ProgramData\Fly Software\InForm\

NOTE:

The Application Data and ProgramData folders referenced above may be hidden from view in Windows Explorer or My Documents.

MORE:

To show Application Data and ProgramData folders, refer to your Windows documentation or Help.

Example Forms

Example forms that can be opened in InForm Designer are installed in the following location:

C:\Program Files\Fly Software\InForm\Example Forms\

Tutorials

Tutorials that can be opened in InForm Designer are installed in the following location:

C:\Program Files\Fly Software\InForm\Tutorials\

Unable to Install

If your computer does not satisfy certain system requirements, you are not permitted to install InForm Designer, and a warning dialog appears at the start of the installation process.

Click the OK button to close the dialog and abort the installation.

Obtaining an Installation File

The InForm Designer installation file (InForm_Designer_Setup.exe) can be downloaded from the following Fly Software Web page:

http://www.flysoftware.com/downloads

Launching

InForm Designer can be launched (run) in any of the following ways:

- Click the InForm Designer icon (Fig. 2) in the Fly Software folder on the Windows® Start Menu.
- Double-click the InForm Designer icon (if present) on the Windows® desktop.
- Double-click an InForm document within the Windows® file system.

Fig. 2 InForm Designer icon

Following launch, the application workspace (Fig. 5) and Welcome screen (Fig. 4), or page one of an InForm document appears.

Missing Files

If certain files are missing from an InForm Designer installation, one or more Missing Files dialogs (Fig. 3) appear during launch.

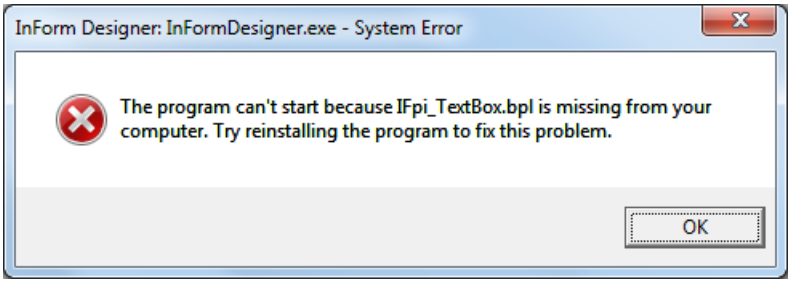

Fig. 3 Missing Files dialog

Click the OK button to close the dialog and continue with the launch of InForm Designer.

NOTE:

If files are missing, associated functionality will be unavailable, and InForm documents that contain form elements derived from the missing files cannot be opened.

Welcome Screen

A Welcome screen (Fig. 4) is normally opened whenever an InForm document is not open, and contains convenient buttons and links for performing a number of common tasks such as opening a recent InForm document, creating a new InForm document, and licensing InForm Plug-ins.

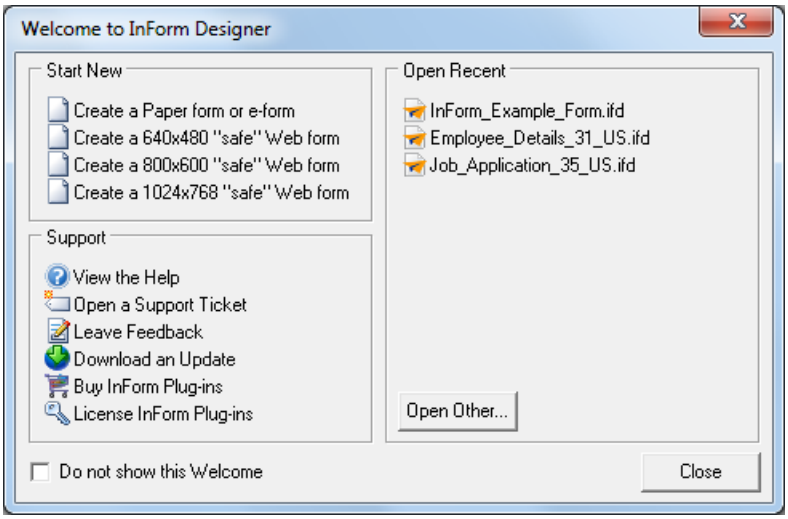

Fig. 4 Welcome screen

Click a task button or link to perform that task.

Click the Close button within the Welcome screen or the Close button on the title bar to close the Welcome screen.

Disabling

To disable the Welcome screen (Fig. 4) so it no longer opens whenever an InForm document is not open, perform one of the following actions:

- Click the "Do not show this Welcome" checkbox on the Welcome screen to select it (add a tick).
- Click View > Use Welcome Screen (remove the tick). This also immediately closes the Welcome screen if it is already open.

Enabling

To enable the Welcome screen (Fig. 4) so it opens whenever an InForm document is not open, click View > Use Welcome Screen (add a tick). This also immediately opens the Welcome screen if it and an InForm document are not open.

Workspace Overview

When you launch InForm Designer, the application window opens to display the InForm Designer workspace (Fig. 5) where components typical to many Windows® applications are located.

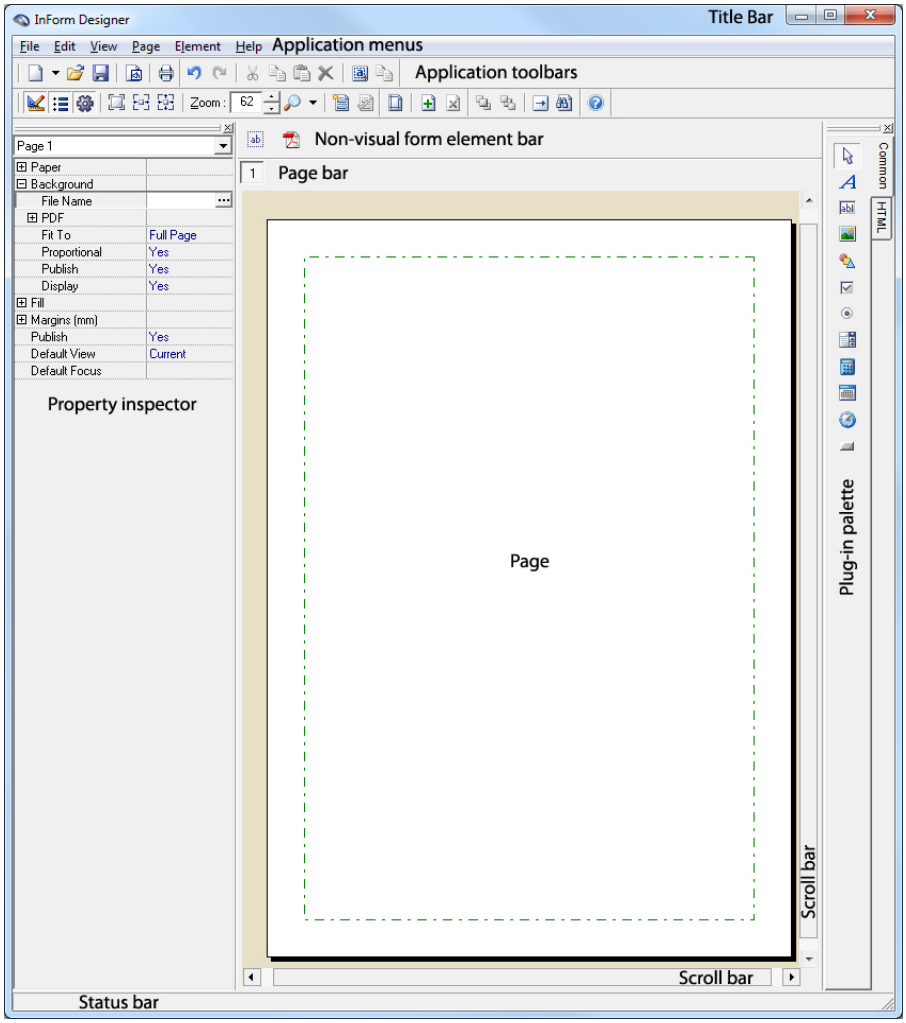

Fig. 5 InForm Designer workspace (Designer mode)

If an InForm document is open, the content of a single page is displayed.

InForm Designer has two modes – Designer mode and Filler mode The mode initially used when an InForm document is opened, is the mode the InForm document was last saved in.

Designer Mode

Designer mode allows you to design forms.

The property inspector, plug-in palette and design-related menu options and toolbar buttons are available in Designer mode. In addition, the Designer (On/Off) menu option on the View menu has a tick next to it.

If InForm Designer is in Filler mode and you would like to enter Designer mode, click the Designer (On/Off) button, or click View > Designer (On/Off).

Filler Mode

Filler mode allows you to view and fill in forms exactly as you would when using InForm Filler.

The property inspector, plug-in palette and design-related menu options and toolbar buttons are unavailable in Filler mode. In addition, the Designer (On/Off) menu option on the View menu does not have a tick next to it.

If InForm Designer is in Designer mode and you would like to enter Filler mode, click the Designer (On/Off) button or click View > Designer (On/Off).

MORE:

For instruction about using InForm Designer in Filler mode, refer to the InForm Filler user guide or Help.

NOTE:

The InForm Filler Help is opened when you are in Filler mode.

Application Menus and Toolbars

To access much of the functionality within InForm Designer, the following application menus (Fig. 6) and toolbars (Fig. 7) are provided:

- File
- Edit
- View
- Page
- Element
- Help

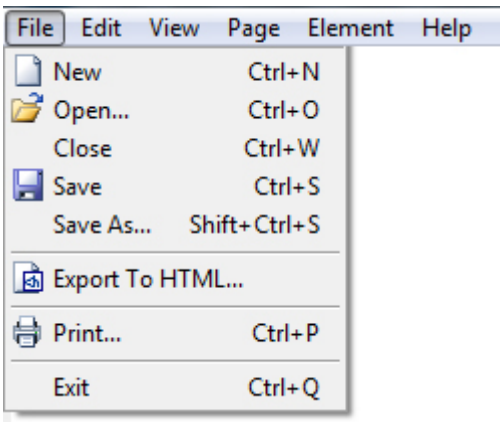

Fig. 6 Application menus and open File menu

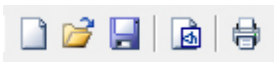

Fig. 7 File toolbar

NOTE:

Menu options and toolbar buttons displayed in grey indicate the associated functionality is currently unavailable.

File

The File menu contains options for performing the following actions:

- Creating a new InForm document
- Opening an InForm document
- Closing an InForm document
- Saving an InForm document
- Adding, modifying and deleting printer offsets
- Printing an InForm document
- Creating a HTML form
- Opening recent InForm documents
- Shutting down InForm Designer

The File toolbar contains buttons for some but not all corresponding options.

New

Creates a new InForm document. Hovering over the menu option or the toolbar button displays the following options:

- Paper form or e-form
- 640x480 “safe” HTML form
- 800x600 “safe” HTML form
- 1024x768 “safe” HTML form

Keyboard shortcut: None

Toolbar button:

Open

Opens the Open dialog (Fig. 18) where InForm documents can be selected and opened in InForm Designer.

Keyboard shortcut: Ctrl+O

Toolbar button:

Close

Closes the open InForm document. If changes have been made since it was last saved, a Save confirmation dialog is opened prior to closing.

Keyboard shortcut: Ctrl+W

Toolbar button: None

Save

Saves the open InForm document.

Keyboard shortcut: Ctrl+S

Toolbar button:

Save As

Opens the Save As dialog (Fig. 21) where a new filename and location for the open InForm document can be specified prior to saving.

Keyboard shortcut: Shift+Ctrl+S

Toolbar button: None

Export to HTML

Opens the HTML Export dialog (Fig. 57) where HTML export options can be specified prior to creating a HTML form and an optional ASP or PHP submitted page.

Keyboard shortcut: None

Toolbar button:

Printer Offsets

Printer Offsets

Opens the Printer Offsets dialog (Fig. 26) where printer offsets can be added, modified and deleted.

Keyboard shortcut: None

Toolbar button: None

Print

Opens the Print dialog (Fig. 30) where action can be taken to select a printer and print all or parts of the open InForm document.

Keyboard shortcut: Ctrl+P

Toolbar button:

Recent Files

Lists the last five InForm documents to be opened in InForm Designer. Click a name to open the associated InForm document.

Keyboard shortcut: None

Toolbar button: None

Exit

Shutdown (exit) InForm Designer. If changes have been made since it was last saved, a Save confirmation dialog is opened prior to shutting down.

Keyboard shortcut: Ctrl+Q

Toolbar button: None

NOTE:

InForm Designer can also be exited using the application close (exit) button located on the title bar.

Edit

The Edit menu and toolbar contain options and buttons for performing the following actions:

- Undoing the last action
- Redoing the last undone action
- Cutting a form element from a page
- Copying a form element
- Pasting a form element
- Deleting a form element
- Selecting all form elements on a page
- Duplicating a form element

Undo

Undoes the last action to be performed for the open InForm document.

Keyboard shortcut: Ctrl+Z

Toolbar button:

Redo

Redoes the last action to be undone for the open InForm document.

Keyboard shortcut: Shift+Ctrl+Z

Toolbar button:

Cut

Cuts a selected form element or text and stores it on the Windows® clipboard.

Keyboard shortcut: Ctrl+X

Toolbar button:

Copy

Copies a selected form element or text and stores it on the Windows® clipboard.

Keyboard shortcut: Ctrl+C

Toolbar button:

Paste

Pastes the last cut or copied form element or text onto the page or into a selected form element.

Keyboard shortcut: Ctrl+V

Toolbar button:

Delete

Deletes a selected for element or text.

Keyboard shortcut: Delete/Del

Toolbar button:

Select All

Selects all form elements on a page, or all text in a selected form element.

Keyboard shortcut: Ctrl+A

Toolbar button:

Duplicate

Duplicates a selected form element. This is the same as performing actions to copy and paste a form element.

Keyboard shortcut: Ctrl+D

Toolbar button:

View

The View menu contains options for performing the following actions:

- Changing between Designer mode and Filler mode
- Turning the property inspector on and off
- Turning the plug-in palette on and off
- Displaying the actual page size
- Fitting the page width in the workspace
- Fitting the entire page in the workspace
- Resetting the form
- Validating the form

- Turning PDF quick draw on and off
- Turning flicker reduction on and off
- Turning form element hints on and off
- Turning application toolbars on and off
- Use/open the Welcome screen

The View toolbar contains buttons for some but not all corresponding options. It also contains additional components and buttons used for:

- Displaying the current page zoom
- Manually changing the page zoom
- Selecting a predetermined page zoom

Designer

Changes between Designer mode and Filler mode.

Keyboard shortcut: F4

Toolbar button:

Properties

Turns the property inspector on and off.

Keyboard shortcut: F5

Toolbar button:

Plug-ins

Turns the plug-in palette on and off.

Keyboard shortcut: F6

Toolbar button:

Actual Size

Resizes the view of the current page to actual size.

Keyboard shortcut: F7

Toolbar button:

Fit to Width

Resizes the view of the current page to fit the width of the application window.

Keyboard shortcut: F8

Toolbar button:

Fit to Page

Resizes the view of the current page to fit entirely within the application window.

Keyboard shortcut: F9

Toolbar button:

Reset Form

Resets applicable form elements to a default value or state.

Keyboard shortcut: None

Toolbar button:

Validate Form

Checks validation conditions for applicable form elements.

Keyboard shortcut: None

Toolbar button:

PDF Quick Draw

Determines whether PDF quick draw is turned on or off. When enabled, slow display of PDF backgrounds or form elements is less evident.

Keyboard shortcut: None

Toolbar button: None

Hints

Determines whether a hint appears when the mouse pointer is positioned over a form element.

Keyboard shortcut: None

Toolbar button: None

Toolbars

Determines which application toolbars are displayed.

Keyboard shortcut: None

Toolbar button: None

Use Welcome Screen

Determines whether the Welcome screen (Fig. 4) is used/opened.

Keyboard shortcut: None

Toolbar button: None

Current Zoom

Displays the zoom level of the current page view in percent.

Keyboard shortcut: None

Toolbar image:

NOTE:
Only found on the toolbar.

Manual Zoom

Magnifies or reduces the current page view between 1% and 800% in 1% increments.

Keyboard shortcut: None

Toolbar button:

NOTE:
Only found on the toolbar.

Zoom Presets

Lists and allows you to select predetermined page views between 25% and 800%.

Keyboard shortcut: None

Toolbar button:

NOTE:
Only found on the toolbar.

Page

The Page menu and toolbar contain options and buttons for performing the following actions:

- Displaying properties for the current page
- Inserting a new page
- Deleting a page

Properties

Displays the properties of the current page within the property inspector.

Keyboard shortcut: None

Toolbar button:

Insert Page

Inserts a new (blank) page.

Keyboard shortcut: None

Toolbar button:

Delete Page

Deletes the current page.

Keyboard shortcut: None

Toolbar button:

Element

The Element menu and toolbar contain options and buttons for performing the following actions:

- Bringing the selected form element to the front of all other form elements
- Sending the selected form element to back of all other form elements
- Specifying the tab order of form elements
- Finding a form element

To Front

Brings the selected form element to the front of all other form elements on the same page.

Keyboard shortcut: Shift+Page Up

Toolbar button:

To Back

Sends the selected form element to the back of all other form elements on the same page.

Keyboard shortcut: Shift+Page Down

Toolbar button:

Tab Order

Opens the Tab Order dialog (Fig. 54) where the tab order of form elements is displayed and can be specified.

Keyboard shortcut: F11

Toolbar button:

Find

Opens the Find dialog (Fig. 53) where the name of a form element can be selected from a list of all form elements contained in the current InForm document. Following selection, the page where it is located appears and the form element is selected.

Keyboard shortcut: F12

Toolbar button:

Help

The Help menu and toolbar contain options and buttons for performing the following actions:

- Opening Help
- Opening a support ticket
- Providing feedback about InForm Designer
- Updating InForm Designer
- Visiting the Fly Software home page
- Buying InForm Plug-in licenses
- Licensing and un-licensing InForm Plug-ins
- Displaying developer and application information

Help Topics

Opens the InForm Designer Help.

Keyboard shortcut: F1*

Toolbar button:

***NOTE:**

Pressing the F1 key when property inspector properties and certain workspace objects and are focused, displays context help for that object or property.

Support Ticket

Opens an Internet browser window where the Support Ticket page on the Fly Software website is displayed (after logging in). Here support related issues about InForm Designer can be completed and submitted to Fly Software.

Keyboard shortcut: None

Toolbar button: Add button image

Leave Feedback

Opens an Internet browser window where the Feedback Form page on the Fly Software website is displayed. Here comments about InForm Designer can be completed and submitted to Fly Software.

http://www.flysoftware.com/support/feedback.asp

NOTE:

Requires an Internet connection.

Keyboard shortcut: None

Toolbar button: Add button image

Update InForm Designer

Opens an Internet browser window where the Downloads page on the Fly Software website is displayed. Here the latest editions of InForm Designer and InForm Plug-ins can be downloaded.

http://www.flysoftware.com/downloads

NOTE:

Requires an Internet connection.

Keyboard shortcut: None

Toolbar button:

Fly Software Online

Opens an Internet browser window where the Home page on the Fly Software website is displayed.

http://www.flysoftware.com

NOTE:

Requires an Internet connection

Keyboard shortcut: None

Toolbar button:

Buy Plug-ins

Opens an Internet browser window where the InForm Plug-ins page on the Fly Software website is displayed. Here licenses for InForm Plug-ins can be purchased.

http://www.flysoftware.com/products/inform_plug-ins.asp

NOTE:

Requires an Internet connection

Keyboard shortcut: None

Toolbar button:

Licensing

Opens the Licensing dialog (Fig. 15) where InForm Plug-ins can be licensed or un-licensed.

NOTE:

Requires an Internet connection

Keyboard shortcut: None

Toolbar button:

About InForm Designer

Opens the About dialog (Fig. 35) where developer information and the application version number appear.

Keyboard shortcut: None

Toolbar button:

Showing and Hiding Toolbars

All application toolbars appear by default in InForm Designer. However, if you rarely use a particular toolbar, would like to make room for displaying more of your InForm document, or prefer to use the application menus, each toolbar can be turned off (and on again) if required.

Click View >Toolbars to open a fly-out menu where available toolbars appear. Click an option to either remove the associated tick and hide the toolbar, or add a tick and show the toolbar.

Context Menus

Context menus (Fig. 8) contain common commands for the form element or page located under the mouse pointer.

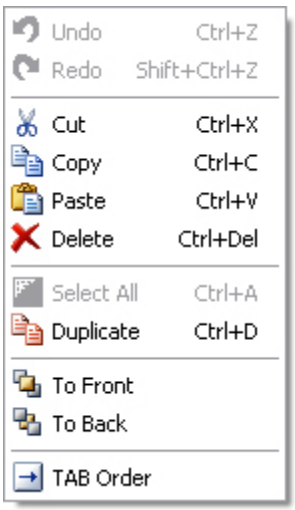

Fig. 8 Context menu

Right-click a form element or page to open its context menu beside the mouse pointer.

NOTE:

Options and buttons displayed in grey indicate the associated command is currently unavailable.

NOTE:

Context menus contain options found on the Edit menu such as cut, copy and paste, and the Element menu such as To Front and To Back.

Property Inspector

The property inspector (Fig. 9) contains properties and associated values for the selected page, form element or non-visual form element. Select a different page, form element or non-visual form element and the associated properties and /or values change in the property inspector.

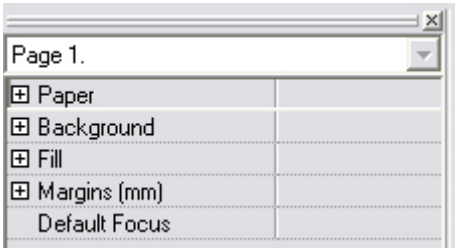

Fig. 9 Property inspector (displaying page properties)

The value of each property partly determines how the associated page, form element or non-visual form element appears or functions.

The drop down list at the top of the property inspector contains the name of the selected form element or non-visual form element, together with the names of all form elements on the current page and all non-visual form elements within the entire InForm document. Click a name to select that form element or non-visual form element.

MORE:

For details about each property, refer to Appendix A: Properties.

Showing and Hiding

If you wish to make more room within the workspace to display your InForm document, or you no longer need to configure form element or page properties, the property inspector can be hidden (and shown again) as required. Use any one of the following methods to do this:

- Click View > Properties to remove the menu option tick and hide the property inspector, or add a menu option tick and show it.
- Click the Properties toolbar button.
- Click the x button to the right of the property inspector grab handle to hide it.

Docking and Undocking

By default, the property inspector is docked at the left-hand edge of the workspace. It can also be docked at the right-hand edge, or displayed as a movable floating window.

Click and hold the mouse button over the property inspector's grab handle and move the mouse. An outline of the property inspector now appears alongside the mouse pointer. When you release the mouse button the property inspector appears in that position as a floating window.

To dock the property inspector at the edge of the workspace, move it to the side you require until its outline becomes a single grey line that runs down the entire edge of the workspace. Release the mouse button to dock it.

NOTE:

If the plug-in palette is docked at the edge of the workspace, the property inspector cannot be docked on the same edge.

Property Groups

Certain properties that affect similar parts or functionality of a form element or page appear together within their own property groups (Fig. 10).

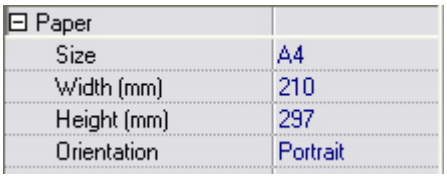

Fig. 10 Property group (Paper)

Each property group has a title which is prefixed with either a plus sign (+) to indicate the group is closed or a minus sign (-) to indicate the group is open.

Click + next to a property group title to display all properties for that group.

Click – next to a property group to hide all properties for that group.

NOTE:

It is common for property groups to contain other property groups (sub-groups).

When an InForm document is saved, the open and close state of all property groups is also saved. This means property groups remain open or closed when the InForm document is opened again.

Changing Property Values

To change how a page or form element looks or operates the value of any of its associated properties can be changed. How this is achieved depends on whether the value is presented within an edit box or list box.

Using an Edit Box

Position the mouse pointer over the property value then click. If it is an edit box, a flashing text cursor appears prompting you to change the current value using the keyboard.

Using a List Box

Position the mouse pointer over the property value then click. If it is a list box, a button appears, which, when clicked, displays the available property options below. Click the required option in the list to select it.

If the number of options exceeds the length of a drop-down list, a vertical scroll bar appears which can be used to display the hidden options.

MORE:

For instruction about using scroll bars, refer to Working with Pages > Moving About > Using Scroll Bars.

Plug-in Palette

The plug-in palette (Fig. 11) contains a Common tab and a HTML tab. Each tab contains InForm Plug-in buttons.

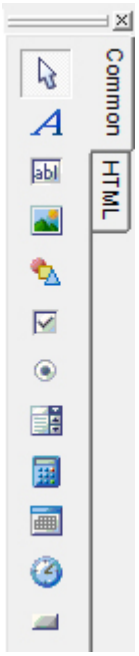

Fig. 11 Plug-in palette (showing the Common tab)

Click the name of a tab to display the InForm Plug-in buttons it contains.

Click a button to add the associated form element to the current page or the non-visual form element bar (Fig. 33).

MORE:

For further details about adding form elements, refer to Working with Form Elements > Adding.

Unlicensed Plug-ins

If an InForm Plug-in is unlicensed, its button on the plug-in palette together with all associated HTML InForm Plug-in buttons, contain a yellow triangle with an exclamation mark (Fig. 12).

Fig. 12 Unlicensed InForm Plug-in button (Text Box)

EXAMPLE:

If the Text Box plug-in is unlicensed, the Text Box button on the Common tab and its associated HTML InForm Plug-in buttons contain a yellow triangle with an exclamation mark.

License the InForm Plug-in to remove the warning and prevent the Fly Software watermark appearing on pages where an associated form element is used.

Element Selector

The button at the top of each plug-in palette tab is the form element selector (Fig. 13) which allows you to select form elements that already appear in an InForm document.

Fig. 13 Element selector (selected)

Click the element selector button to select it.

Showing and Hiding the Palette

If you wish to make more room within the workspace to display your InForm document, or you no longer need to add form elements, the plug-in palette can be hidden (and shown again) as required. Use any one of the following methods to do this:

- Click View > Plug-ins to remove the menu option tick and hide the plug-in palette, or add a menu option tick and show it.
- Click the Plug-ins toolbar button.
- Click the x button to the right of the plug-in palette grab handle to hide it.

Docking and Undocking

By default, the plug-in palette is docked at the right-hand edge of the workspace. It can also be docked at the left-hand edge, or displayed as a movable floating window.

To move the plug-in palette, position the mouse pointer over the plug-in palette's grab handle, click and hold the mouse button then move the mouse.

To dock the plug-in palette at the edge of the workspace, move it to the side you require until its outline becomes a single grey line that runs down the entire edge of the workspace then release the mouse button.

To create a floating window, move the plug-in palette anywhere within the workspace (but not the edge) then release the mouse button.

NOTE:

If the property inspector is docked at the edge of the workspace, the plug-in palette cannot be docked on the same edge.

Showing and Hiding Tabs and Buttons

In order to keep your design interface as clutter-free as possible you can determine what tabs and InForm Plug-in buttons are shown and hidden on the plug-in palette.

Right-click anywhere within the plug-in palette then click the Hide/Show Plug-ins option. Following this, a Hide/Show Plug-ins dialog (Fig. 14) is opened where a list of tab names and their associated InForm Plug-ins are displayed.

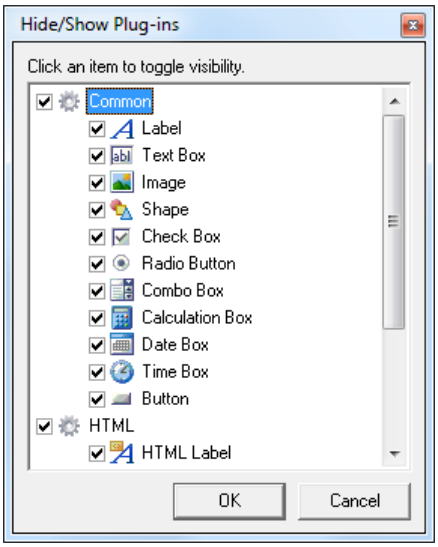

Fig. 14 Show/Hide Plug-ins dialog

Click a checkbox with a tick to remove the tick and hide the associated tab or InForm Plug-in button.

Click a checkbox without a tick to add a tick and show the associated tab or InForm Plug-in button.

Licensing

It is not InForm Designer itself that must licensed, but the InForm Plug-ins used during the design process.

If an unlicensed InForm Plug-in is used, a Fly Software watermark appears on each page of the InForm document where the associated form element is used.

HTML InForm Plug-ins do not require licensing. Instead the corresponding common InForm Plug-in must instead be licensed.

EXAMPLE:

If the HTML Text Box plug-in is used, the Text Box plug-in must be licensed in order to remove the watermark.

NOTE:

The HTML Hidden Field plug-in becomes licensed when any common InForm Plug-in is licensed.

Licensing InForm Plug-ins is performed using an online or manual process.

Purchasing Licences

Prior to licensing an InForm Plug-in, a corresponding licence must be purchased from the following Fly Software web page:

http://www.flysoftware.com/products/inform_plug-ins.asp

If no InForm Plug-ins are licensed, an InForm Plug-ins page on the Fly Software website is opened in your Internet browser when InForm Designer is shutdown. Here InForm Plug-ins can be purchased.

Online Licensing

Online licensing is the recommended and most convenient method of licensing InForm Plug-ins. However, an Internet connection is required on the computer where InForm Designer is installed.

Click the Licensing button, or click Help > Licensing. Following this, the Licensing dialog Online tab (Fig. 15) appears where InForm Plug-ins can be licensed or un-licensed using the online method.

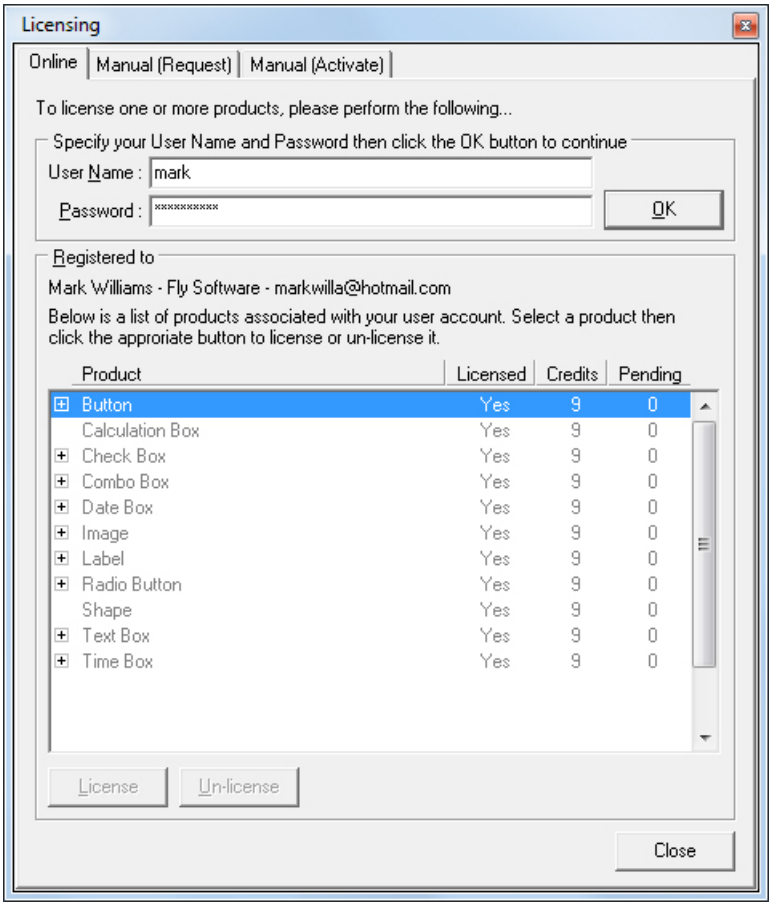

Fig. 15 Licensing dialog Online tab

Connecting to Your Fly Software User Account

Prior to licensing an InForm Plug-in, you must connect to your Fly Software user account.

In the Licensing dialog Online tab (Fig. 15) specify your user name and password then click the OK button. Following this, InForm Designer will attempt to connect to your user account on the Fly Software Web server. If successful, a list of InForm Plug-ins appears together with their licence status (Yes and No), and the Available and Pending licences contained in your user account.

NOTE:

You are prompted to create a user account when you purchase one or more InForm Plug-in licences for the first time. However, if you would like to create a user account prior to this, visit the following Fly Software web page:

http://www.flysoftware.com/user_access/register.asp

NOTE:

Pending licences indicate the quantity of InForm Plug-in licences purchased through the associated Fly Software user account but not yet

paid for. When payment is received by Fly Software, applicable Pending licences become Available licences which can be used to license corresponding InForm Plug-ins.

Licensing an InForm Plug-in

To license an InForm Plug-in, it must have at least one Available licence associated with it.

In the Licensing dialog Online tab (Fig. 15), click the name of the InForm Plug-in you wish to license then click the License button. If successful, Yes appears in the Licensed column, and an Available licence for the associated InForm plug-in is removed from your user account.

NOTE:

If an InForm Plug-in was previously licensed (but had not been un-licensed) for an InForm Designer installation on the same computer, an associated Available licence is not removed from your account.

NOTE:

If an InForm Plug-in you wish to license does not have an Available licence, you need to purchase an associated licence.

Un-licensing an InForm Plug-in

If you no longer wish to use an InForm Plug-in, or would like to use its associated licence with an InForm Designer installation on another computer, it can be un-licensed.

In the Licensing dialog Online tab (Fig. 15), click the name of the InForm Plug-in you wish to un-license then click the Un-license button. If successful, No appears in the Licensed column, and an Available licence for the associated InForm plug-in is added to your user account.

Viewing Associated HTML InForm Plug-ins

HTML InForm Plug-ins are associated with common InForm Plug-ins. As a result, when a common InForm Plug-in is licensed, all HTML InForm Plug-ins that are associated with it are also licensed.

To view HTML InForm Plug-ins associated with a common InForm Plug-in, click the plus (+) button to the left of the common InForm Plug-in name. Following this, the names of HTML InForm Plug-ins that are associated with the common InForm Plug-in appear below.

To hide HTML InForm Plug-ins associated with a common InForm Plug-in, click the minus (–) button to the left of the common InForm Plug-in name.

MORE:

For further details about HTML InForm Plug-ins, refer to Introduction > Plug-in Power! > Associated HTML InForm Plug-ins.

Manual Licensing

If the computer where InForm Designer is installed does not have an Internet connection, InForm Plug-ins must be manually licensed.

Manual licensing involves two processes:

1. Request one or more InForm Plug-in licences from Fly Software.
2. Activate the requested InForm Plug-in licence(s).

Request Licence(s)

The first part of the manual licensing process involves saving a licence request file then emailing it to Fly Software.

The licence request file has the following filename:

InForm Licence (user name – yyyymmddhhmmss).req

This file contains information about the InForm Plug-in(s) you wish to license, together with your user name and password.

Click the Licensing button, or click Help > Licensing then click the Manual (Request) tab in the Licensing dialog. Following this, the Licensing dialog Manual (Request) tab (Fig. 16) is opened.

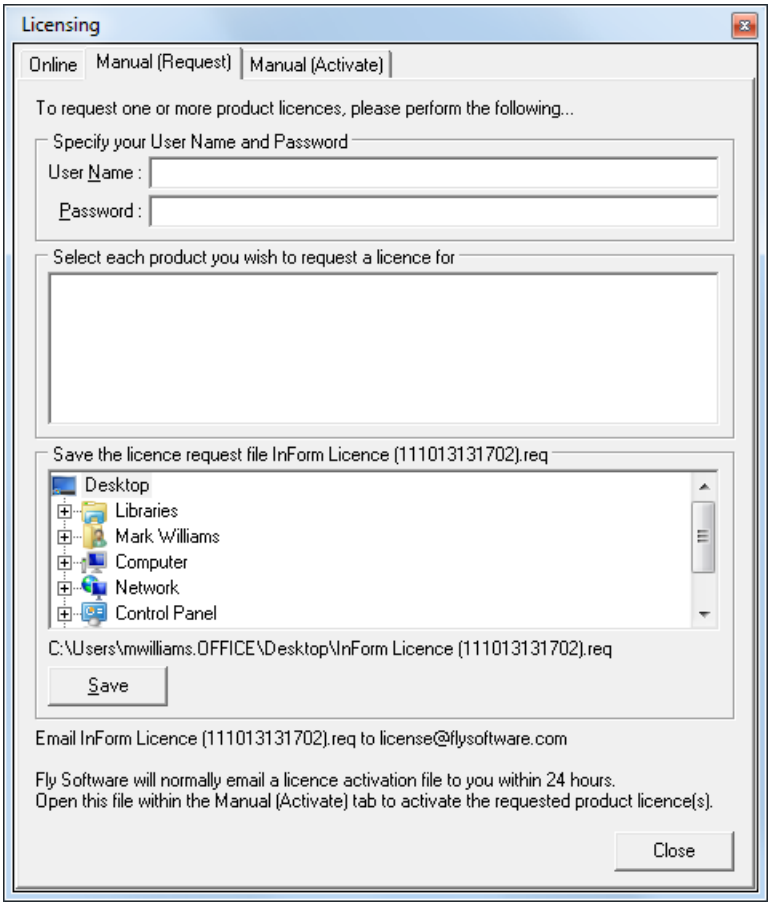

Fig. 16 Licensing dialog Manual (Request) tab

To save the licence request file, perform the following:

1. Specify your user name and password.
2. Click (tick) the checkbox of each InForm Plug-in you wish to license.
3. Select where you would like to save the licence request file.
4. Click the Save button.
5. In the Confirmation dialog, click the OK button to close it.

Email the licence request file to license@flysoftware.com. This process is likely to involve moving the file to a computer with an Internet connection.

After receiving the licence request file, Fly Software use it to create a corresponding licence activation file.

Activate Licence(s)

The second part of the manual licensing process involves activating the requested InForm Plug-in licences. This is achieved using the licence activation file which is normally emailed to you by Fly Software within 24 hours of receiving your licence request file.

The licence activation file has the following filename:

InForm Licence (user name – yyyymmddhhmmss).req

NOTE:

If you do not have a licence in your Fly Software user account for a requested InForm plug-in licence, you will be notified by email. A licence will need to be purchased and the associated licence requested again.

NOTE:

When you receive your licence activation file, save it, and if necessary, make it accessible from the computer where InForm Designer is installed.

Click the Licensing button, or click Help > Licensing then click the Manual (Activate) tab in the Licensing dialog. Following this, the Licensing dialog Manual (Activate) tab (Fig. 17) is opened.

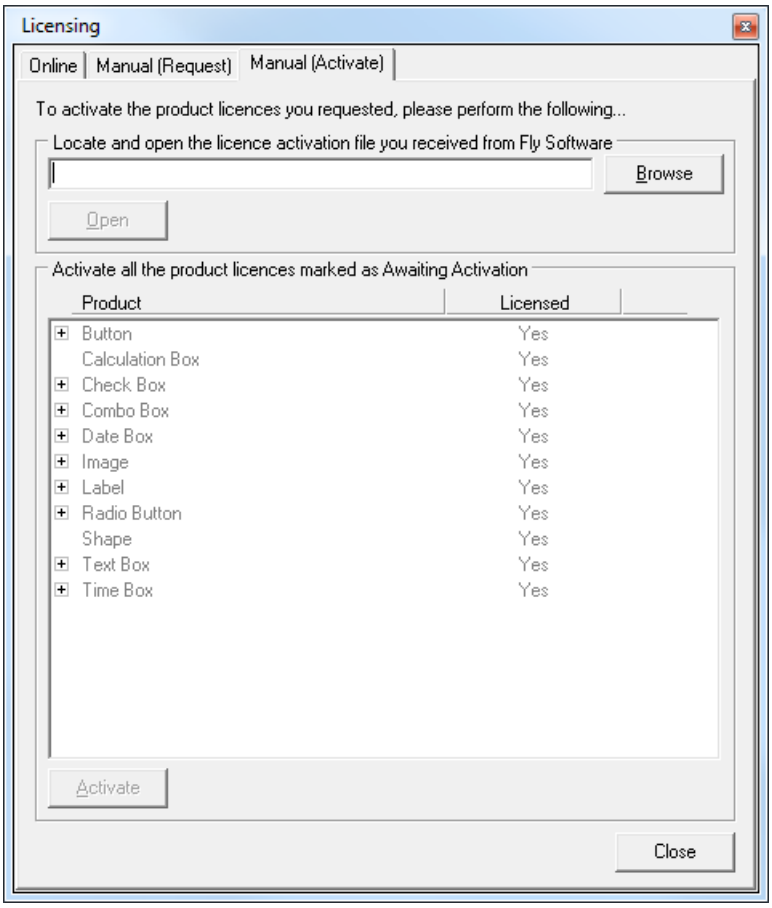

Fig. 17 Licensing dialog Manual (Activate) tab

To activate the requested InForm Plug-in licences, perform the following:

1. Click the Browse button.
2. In the Open dialog, locate and select your licence activation file then click the Open button to close the Open dialog.

3. Click the Open button.
4. Click the Activate button to activate all InForm Plug-in licences marked as Awaiting Activation.

Un-license

Please email license@flysoftware.com requesting instruction about how to manually un-license InForm Plug-ins.

Creating a New Form

Unless you use a pre-designed InForm document, you will need to create a new one. This can be achieved in one of the following ways after launching InForm Designer:

- Click one of the "Create a" task buttons or links on the Welcome screen (Fig. 4).
- Hover over the New button to open a flyout menu then click one of the options.
- Click File then hover over the New option to open a flyout menu then click one of the options.

Following this, a new InForm document is created and a single blank page appears within the workspace. If enabled, application components such as the property inspector and plug-in palette also appear.

NOTE:

If an InForm document is already open and it has changed since it was last saved, a confirmation dialog is opened asking if you wish to save it before creating a new InForm document. If the InForm document has not changed since the last save then it is automatically closed.

MORE:

For details about the recommend method for creating a new InForm document that will be exported to HTML, refer to Creating HTML Forms > Getting Started > Recommended Method for Creating an InForm Document.

Opening, Closing and Saving Forms

InForm Designer opens and can subsequently save and close InForm documents.

Open

An InForm document can be opened in one of the following ways after launching InForm Designer:

- Click the Open Other button on the Welcome screen (Fig. 4).
- Click the Open button.
- Click File > Open.
- Click a recent file link on the Welcome screen.
- Click a recent files link on the File menu.

Following this an Open dialog (Fig. 18) appears.

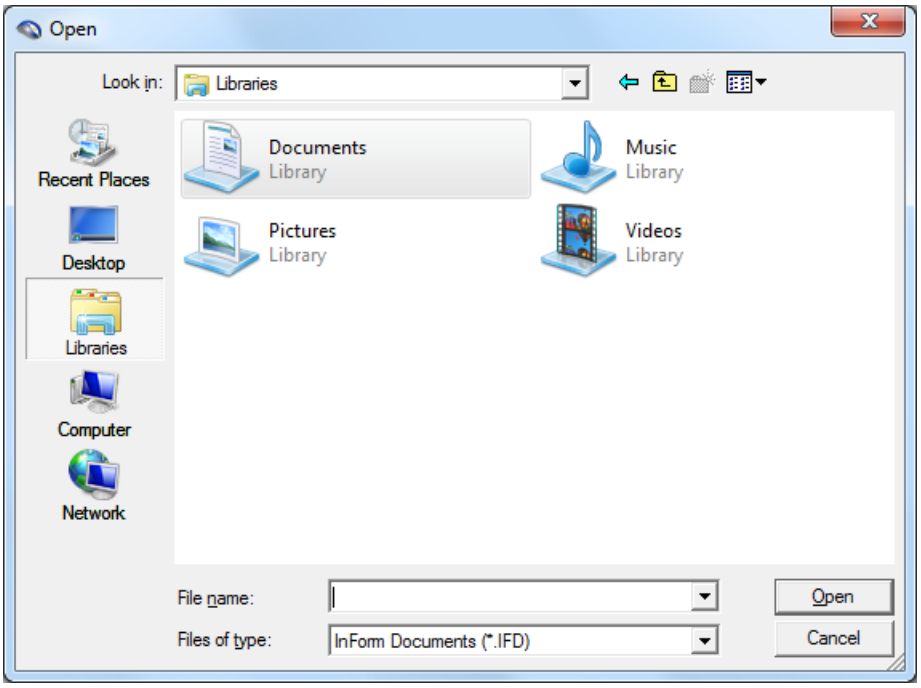

Fig. 18 Open dialog

Locate the InForm document you require within your file system, click it then click the Open button to close the Open dialog and open the InForm document.

After opening an InForm document, page 1 appears by default.

NOTE:

Only one InForm document can be opened per instance of InForm Designer. If more than one needs to be opened, another instance of InForm Designer must be launched.

Outside InForm Designer

You can open an InForm document outside of InForm Designer by double-clicking its filename or file icon (Fig. 1) in your file management application (e.g. Windows® Explorer), email application (e.g. Outlook) or from a page displayed in your Web browser (e.g. Internet Explorer).

Unavailable InForm Plug-ins

If an InForm document contains a form element created using an InForm Plug-in that is not installed, it cannot be opened and an InForm Plug-in(s) Not Found dialog (Fig. 19) is opened.

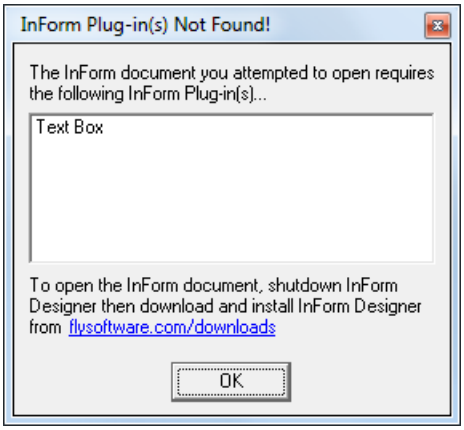

Fig. 19 InForm Plug-in(s) Not Found dialog (Text Box not found)

To open a problematic InForm document, shutdown InForm Designer then download and install the latest InForm Designer and try again.

Unrecognised Properties

If an InForm document uses properties that are no longer available within InForm Designer, it cannot be opened and a Properties Not Recognised dialog (Fig. 20) is opened.

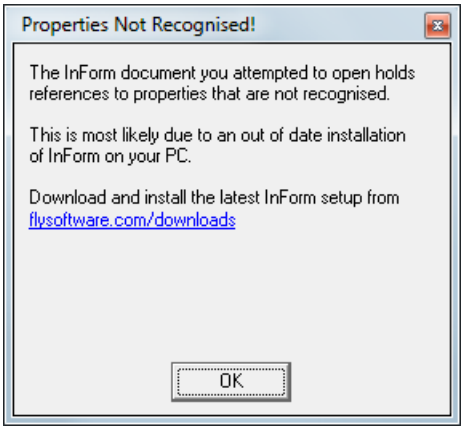

Fig. 20 Properties Not Recognised dialog

To open the problematic InForm document, shutdown, download and install the latest InForm Designer and try again.

Close

To close an open InForm document click File > Close. After closing, the application window remains and the Welcome screen (Fig. 4) appears.

NOTE:

If the InForm document you are closing has been changed since it was last saved, a confirmation dialog is opened asking if you wish to save it before closing.

Save

To retain additions and changes made to an InForm document you must save it.

Click the Save button or click File > Save.

CAUTION:

If the InForm document has been saved before, the current content overwrites the previously saved content.

NOTE:

If the InForm document has not been saved before, a Save As dialog (Fig. 21) is opened where a file name and folder location can be specified.

HTML TIP:

To create a HTML form, refer to Creating HTML Forms.

Save As

To give an open InForm document a new filename (and as a result retain the previous save state), click File > Save As. This opens a Save As dialog (Fig. 21) where a new filename and folder location can be specified.

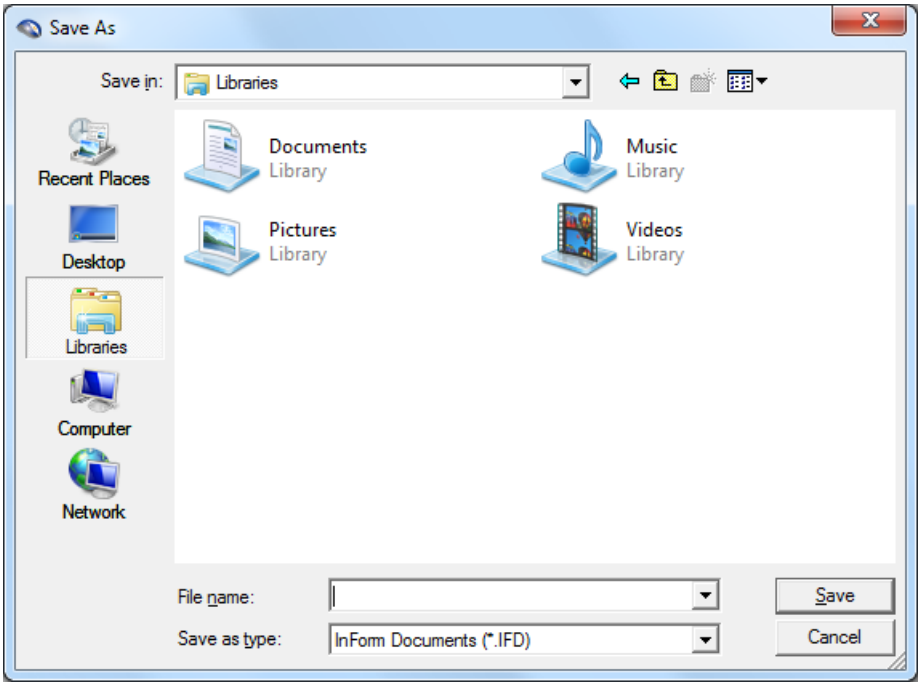

Fig. 21 Save As dialog

NOTE:

Following a Save As, the InForm document that remains open is the newly saved one.

Resetting Forms

Certain form elements can be reset to a default value or state by resetting the associated InForm document.

Click the Reset Form button or click View > Reset Form. Following this, a Reset Form Confirmation dialog is opened asking you to confirm the reset.

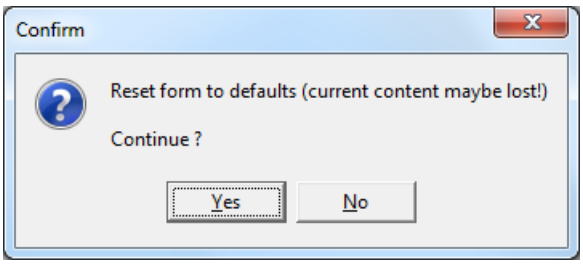

Fig. 22 Reset Form Confirmation dialog

Click the Yes button to confirm the form reset or the No button to cancel and close the dialog.

MORE:

For details about indicating whether a form element can be reset, and the value or state it has following a reset, refer to Working with Form Elements > Applying Reset Conditions.

Validating Forms

Many form elements can have validation applied to them to help ensure users complete or select them and/or fill in appropriate content.

Validation of form elements is only performed in Filler mode or InForm Filler, and can occur under the following circumstances:

Circumstance	Description
While a form element is being used	Certain form elements only accept certain characters. Attempting to type an invalid character results in nothing appearing within the form element.
When focus is removed from a form element	Remove focus from the form element (i.e. deselect the form element or attempt to select another form element). If the form element fails validation the Validation Error dialog (Fig. 23) appears.
When printing, emailing or posting to a URL is performed	Start the print process, or click a print, email or post to URL button in an InForm document. If any form element fails validation the Validation Failed dialog (Fig. 24) appears.
When requested	Click the Validate Form button or View > Validate Form, or click a validate form button within an InForm document. If any form element fails validation the Validation Failed dialog appears.

HTML TIP:

For details about HTML form validation, refer to Creating HTML forms > Validating.

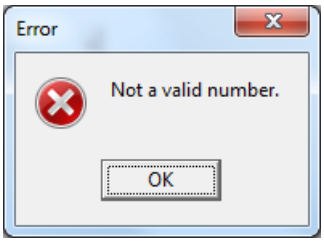

Fig. 23 Validation Error dialog

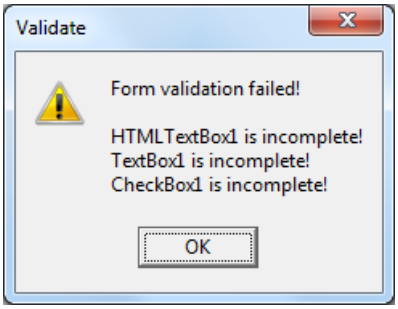

Fig. 24 Validation Failed dialog

Click the OK button to close the Validation Failed dialog or Validation Error dialog and return to the InForm document.

MORE:

For details about applying validation to form elements, refer to Working with Form Elements > Applying Validation.

Managing Printer Offsets

It is common for different makes and models of printer to position printed content slightly differently. This is not normally a problem when printing InForm documents on plain paper, but if filled in content is printed on pre-printed forms the differences in positioning can be unacceptable.

Fig. 25 Example of misaligned form content on a pre-printed form

To overcome the problem of printers positioning printed content differently, printer offsets can be defined so the entire printed content is moved horizontally and/or vertically on a page.

EXAMPLE:

If printed form content is misaligned by 3mm to the left and 2mm up for a particular printer, a printer offset that moves the printed content 3mm to the right and 2mm down is required for that printer.

To add, modify and delete printer offsets select File > Printer Offsets. Following this, a Printer Offsets dialog (Fig. 26) is opened.

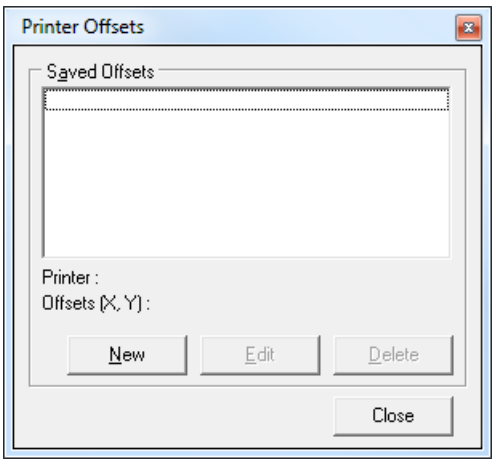

Fig. 26 Printer Offsets dialog

Click the Close button to close the Printer Offsets dialog.

MORE:

For details about how to select a printer offset or specify one manually prior to printing, refer to Printing Forms > Using a Printer Offset.

Adding

To add a printer offset click the New button in the Printer Offsets dialog (Fig. 26). Following this, an Add Printer Offset dialog (Fig. 27) is opened.

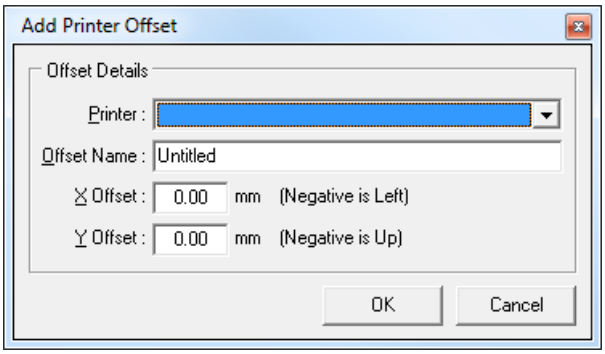

Fig. 27 Add Printer Offset dialog

To configure a printer offset, perform the following actions:

1. Click the Printer drop-down list then click the name of the printer the printer offset is required for.
2. In the Offset Name edit box, type a name for the printer offset. This will be used to identify the printer offset within InForm Designer and InForm Filler.
3. In the X Offset edit box type the number of millimetres (mm) printed content will be moved along the horizontal (x) axis of a page. A negative value moves printed content to the left, a positive value moves printed content to the right.
4. In the Y Offset edit box type the number of millimetres (mm) printed content will be moved along the vertical (y) axis of a page. A negative value moves printed content up, a positive value moves printed content down.
5. Click the OK button to add the printer offset and close the Add Printer dialog.

Modifying

To modify a printer offset click the name of the printer offset then the Edit button in the Printer Offsets dialog (Fig. 26). Following this, a Modify Printer Offset dialog (Fig. 28) is opened.

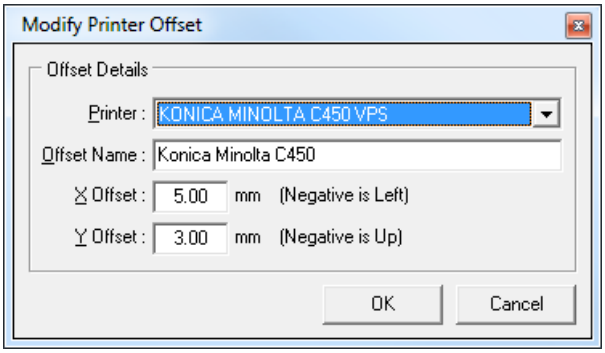

Fig. 28 Modify Printer Offset dialog

Modify necessary settings in the same way as you add a printer offset then click the OK button.

Deleting

To delete a printer offset click the name of the printer offset then click the Delete button in the Printer Offsets dialog (Fig. 26). Following this, a Confirmation dialog (Fig. 29) is opened asking you to confirm the delete.

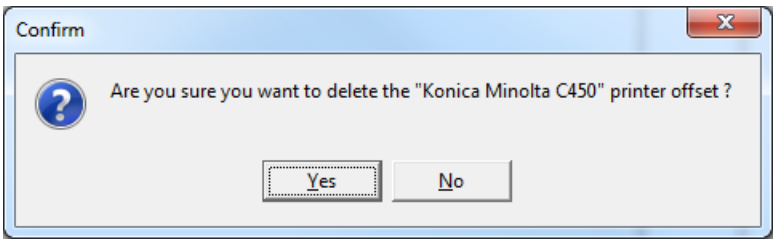

Fig. 29 Delete Printer Offset Confirmation dialog

Click the Yes button to confirm the delete or the No button to cancel.

Printing Forms

Like most Windows applications, InForm Designer has a print facility. This enables InForm documents to be output on a printer, transmitted by fax, or converted to another file format such as XPS or PDF (if suitable drivers are installed).

To begin printing, open the InForm document you wish to print then click the Print button, or click File > Print. Following this, the Print dialog (Fig. 30) is opened.

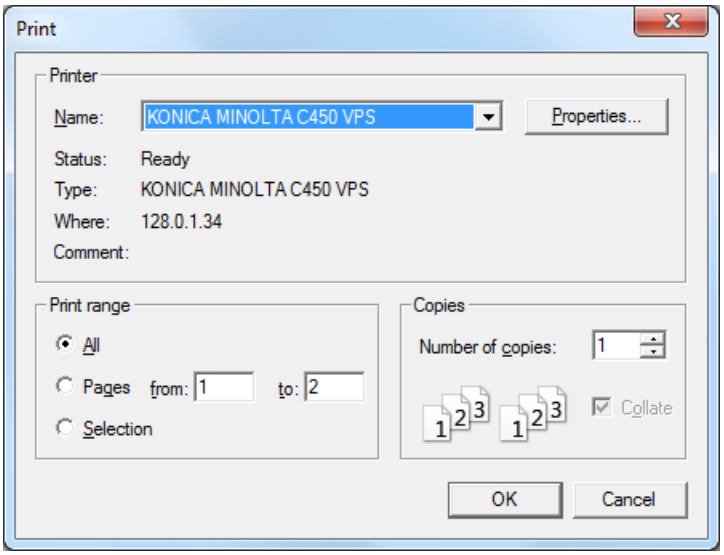

Fig. 30 Print dialog

Click a printer in the Name drop down list, and if necessary configure it by clicking the Properties button. Specify the number of copies and the page(s) to print then click the OK button.

Click the Cancel button to cancel printing and return to your InForm document.

NOTE:

When transmitting by fax or converting to another file format, further dialogs are likely to appear that require additional input. Follow the instructions provided within these dialogs to complete the associated process.

NOTE:

If printing is performed in Filler mode and validation fails for one or more form elements, the Validation Failed dialog (Fig. 23) appears prior to opening the Print dialog.

Using a Printer Offset

If one or more printer offsets have been added for an InForm Designer installation, a Select Printer Offset dialog (Fig. 31) is opened after clicking the OK button in the Print dialog (Fig. 30).

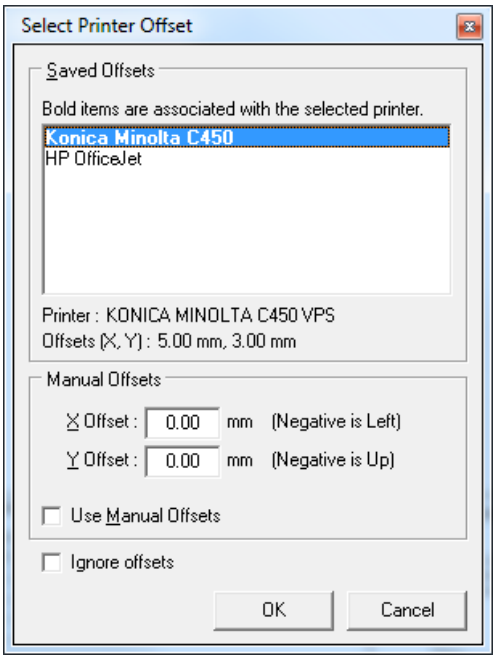

Fig. 31 Select Printer Offset dialog

The Select Printer Offset dialog enables you to use a saved printer offset, specify a manual printer offset or ignore printer offsets completely.

Click the Cancel button to close the Select Printer offset dialog, cancel printing and return to your InForm document.

MORE:

For further details about printer offsets and how to add, modify and delete them, refer to Getting Started > Managing Printer Offsets.

Using a Saved Printer Offset

If the printer selected in the Print dialog (Fig. 30) has an associated printer offset, the name of the printer offset is highlighted (in bold) in the Saved Offsets list of the Select Printer Offset dialog (Fig. 31). It is preferable that a highlighted printer offset is used but any one can be selected and used instead.

Click the name of the printer offset you wish to use, confirm the X and Y offsets displayed below the Saved Offsets list are suitable then click the OK button. Following this the Select Printer Offset dialog is closed and the InForm document is printed using the selected printer offset.

Specifying a Manual Printer Offset

If you prefer to configure and use a manual (bespoke) printer offset instead of a saved one, specify the X and Y offset values in millimetres (mm) in the Select Printer Offset dialog (Fig. 31). Following this, click the Use Manual Offsets checkbox to enable the manual settings and disable the printer offsets in the Saved Offsets list.

Click the OK button to close the Select Printer Offset dialog and print the InForm document using the specified manual printer offset.

Ignoring Printer Offsets

To print an InForm document without applying a printer offset, click the Ignore offsets checkbox in the Select Printer Offset dialog (Fig. 31).

Click the OK button to close the Select Printer Offset dialog and print the InForm document.

Print Results

In Designer mode, the outline of form element placeholders together with visible page margins, are printed. If you do not want these to be printed enter Filler mode or use InForm Filler.

Form elements and associated components, together with pages and associated background effects not configured for publishing are not printed.

MORE:

For further details about configuring form elements and associated components for publishing, refer to Working with Form Elements > Publishing.

MORE:

For details about configuring pages for publishing, refer to Working with Pages > Publishing.

MORE:

For details about configuring page background effects for publishing, refer to Working with Pages > Adding Background Effects > Publishing.

Printer Properties that are Ignored

If an InForm document is not printed as expected, it may be due to certain page/paper properties for the selected printer being ignored. This is because the paper size and orientation properties of each page take precedence over corresponding printer properties.

EXAMPLE:

If the orientation of a page is landscape, and the orientation of the printer is portrait, the page is output in landscape.

The Fly Software Watermark

InForm documents that have been created using one or more unlicensed InForm Plug-ins, have a Fly Software watermark (Fig. 32) displayed on each page where an associated form element has been used.

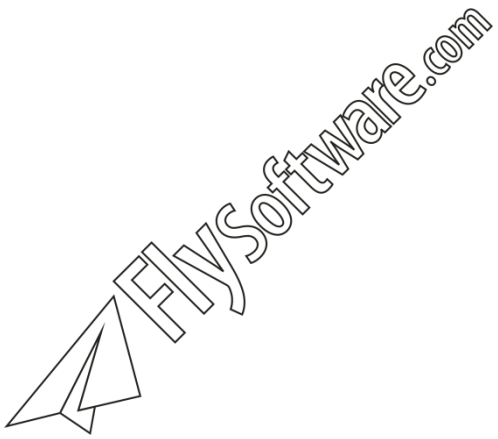

Fig. 32 Fly Software watermark

To remove the watermark, all InForm Plug-ins that have been used within the InForm document must be licensed.

HTML TIP:

A HTML InForm Plug-in does not need to be licensed. Instead, the common InForm Plug-in it is associated with must be licensed instead.

Non-Visual Form Elements

Non-visual form elements are elements included in an InForm document that are either invisible or normally used by multiple form elements and/or pages.

EXAMPLE:

HTML hidden fields are invisible within the HTML forms they appear in. They therefore appear within an InForm document as a non-visual form element.

EXAMPLE:

If a PDF is used as a page background for two pages and as the content of an image placeholder, instead of three instances within an InForm document, only a single non-visual instance is included.

For each non-visual form element included in an InForm document, an icon appears on the non-visual form element bar (Fig. 33).

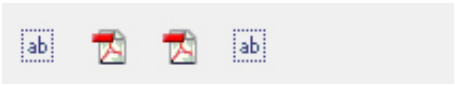

Fig. 33 Non-visual form element bar

Clicking an icon on the non-visual form element bar displays associated properties in the property inspector.

Changing the Name

To change the name of a non-visual form element, click the associated icon on the non-visual form element bar (Fig. 33) then overwrite the Name property value.

If the name of a non-visual form element is changed, all references to it within an InForm document are also changed.

Deleting

Non-visual form elements can be removed from an InForm document by clicking the associated icon on the non-visual form element bar (Fig. 33) then pressing the Delete key or clicking the Delete button on the toolbar. Alternatively, right-click the icon then click the Delete option on the pop-up menu.

CAUTION:

If a non-visual form element is deleted, it is also removed from all form elements and pages where it is used.

PDF

An icon appears on the non-visual form element bar (Fig. 33) when a PDF is used as a page background or as the content of an image placeholder.

MORE:

For further details about using PDFs within your InForm documents, refer to Working with Pages > Adding Background Effects > Image and PDF and Common InForm Plug-ins > Image.

Each non-visual PDF is automatically given a unique name to help you identify it. The format of this name is as follows:

PDFView1

Each non-visual PDF added to an InForm document has its name incremented by one.

Changing the Source File

To change the source file of a non-visual PDF, click the associated icon on the non-visual form element bar (Fig. 33) and double-click the PDF File Name property edit box. Following this, a PDF File dialog (Fig. 34) is opened where you can select a PDF from your file system.

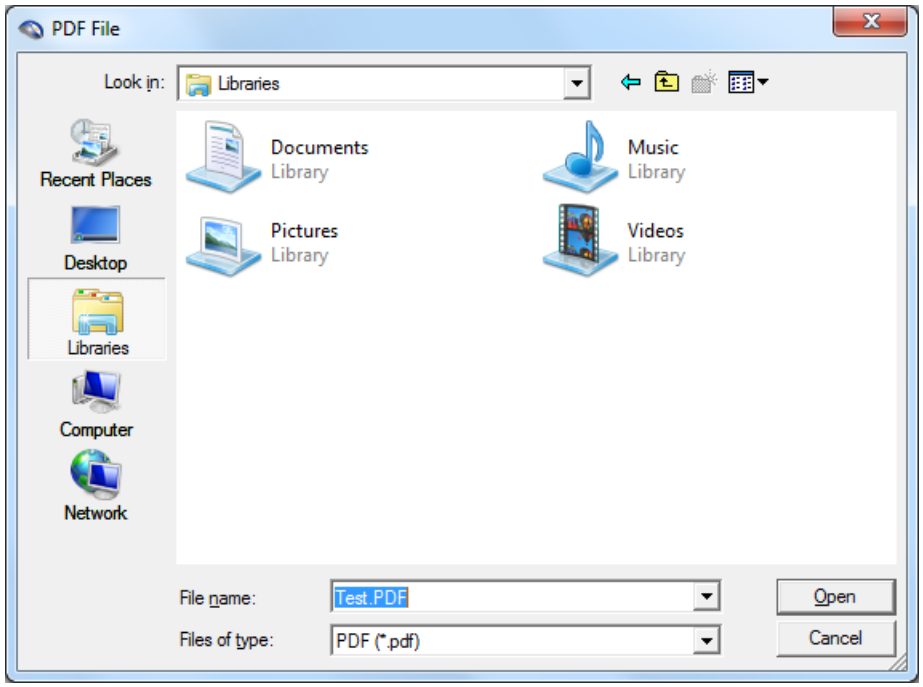

Fig. 34 PDF File dialog

Following selection of a PDF, click the Open button to change the source file to the selected PDF.

CAUTION:

The content of all form elements and page backgrounds that used the previous non-visual PDF change to reflect the new PDF.

Images and PDFs

Images and PDFs used as page backgrounds and as the content of image placeholders are embedded in InForm documents and do not link to the original external source file. This means you do not have to include separate images or PDFs with your InForm documents.

NOTE:

If you change the content of an image or PDF source file, the changes are not reflected in an InForm document unless you import the file again.

MORE:

For further details about using images and PDFs, refer to Working with Pages > Adding Background Effects > Image and PDF and Common InForm Plug-ins > Image.

Due to the possibility of a PDF having a large file size (due to multiple complex pages), a single non-visual instance of it is included within an InForm document. As a result, the file size of your forms is kept to a minimum.

MORE:

For further details about non-visual PDFs, refer to Getting Started > Non-visual Form Elements > PDF.

An image such as a BMP or JPG has a separate instance of it included within an InForm document each time it is used.

EXAMPLE:

If a BMP is used as a background for five pages, five instances of the BMP are included in the InForm document.

Filling in and Testing Forms

InForm Designer has a Filler mode that replicates how InForm Filler looks and operates. This allows you to conveniently test your InForm documents for use with InForm Filler, or fill in an InForm document without the need for InForm Filler.

MORE:

For further details about Filler mode, refer to Getting Started > Workspace Overview > Filler Mode.

HTML TIP:

HTML forms can be tested locally on almost any computer. However, if an associated ASP or PHP submitted page requires testing all files must be uploaded to an ASP or PHP compatible Web server.

Improving Performance

If InForm Designer is installed on a computer with minimum system requirements or similar, you may notice the speed at which pages that contain PDF backgrounds or PDF form elements are unacceptably slow.

To increase the speed at which pages containing PDFs are displayed, a PDF Quick Draw option is provided. By default, this option is turned off but can be turned on if required.

Click View > PDF Quick Draw to add a tick and turn the option on, or remove the tick and turn the option off.

NOTE:

If PDF quick draw is on, the quality of PDF page backgrounds and form elements is reduced. This reduction in quality is not evident when an InForm document is printed.

Undo and Redo

While you are designing InForm documents you may make mistakes. To overcome these and return your InForm document to a suitable condition, an undo and redo facility is provided.

Click the Undo button or click Edit > Undo to undo the last operation performed.

Click the Redo button or click Edit > Redo to redo the last operation that was undone.

NOTE:

Multiple undo and redo actions can be performed up until the very first or last operation to be carried out during the current session. However, the number of undo and redo levels is determined by the Windows® resources available on the computer where InForm Designer is installed.

Viewing Developer and Application Information

Information about Fly Software, copyright notices and InForm Designer's version number, can be viewed when the application is launched or at any time in the About dialog (Fig. 35).

Fig. 35 About dialog

To open the About dialog, click the About InForm Designer button, or click Help > About InForm Designer.

Click the OK button to close the About dialog.

Leaving Feedback

To help Fly Software improve InForm Designer, feedback is welcomed.

Your comments about InForm Designer can be conveniently emailed to Fly Software using the Feedback form on the Fly Software website. This is opened by clicking Help > Leave Feedback within InForm Designer or specifying the following URL in your Internet browser:

http://www.flysoftware.com/support/feedback.asp

NOTE:

Prior to shutting down, BETA versions of InForm Designer automatically open the Feedback form within your Internet browser.

Updating

InForm Designer and InForm Plug-ins are continually being developed. As a result, new versions will become available that introduce new features or improve existing ones.

To avoid technical difficulties and to benefit from the latest enhancements and fixes, it is advised you update your InForm Designer installation and all InForm Plug-ins regularly.

For convenience, you can open the download page on the Fly Software website by clicking Help > Updates, or by specifying the following URL in your Internet browser:

http://www.flysoftware.com/downloads/downloads.asp

Updating InForm Designer is performed in the same way as installing it.

Shutting Down

Shutdown (Exit) InForm Designer by clicking File > Exit. Alternatively, use the application close (exit) button on the title bar.

NOTE:

If an InForm document is open and has not been saved since changes were last made, a Save Changes confirmation dialog is opened prior to shutting down.

NOTE:

After shutting down, installations of InForm Designer that do not have any licensed InForm Plug-ins automatically open your Internet browser to display the Buy InForm Plug-ins page on the Fly Software website.

Uninstalling

If you no longer wish to use InForm Designer and would like to remove it from your computer, it can be uninstalled.

CAUTION:

Prior to uninstalling, all licensed InForm Plug-ins must be unlicensed so Available licenses are credited to your Fly Software user account. InForm Designer must also be shutdown.

InForm Designer is uninstalled using the Windows® Add or Remove Programs facility.

MORE:

For details about the Windows® Add or Remove Programs facility, refer to your Windows® documentation or Help.

NOTE:

After InForm Designer is uninstalled, the Fly Software folder and a license file remain.

Working with Pages

In this section the following information is included:

- Changing Pages
- Inserting
- Removing
- Magnifying or Reducing the View
- Moving About
- Selecting
- Changing the Size and Orientation
- Adding Background Effects
- Margins
- Publishing
- Properties

Changing Pages

After opening or creating an InForm document, page1 is displayed by default. It is likely, however, the InForm documents you design will require multiple pages and for this reason a facility is provided to allow you to view any one of them.

The page bar (Fig. 36) displays buttons for all pages in an open InForm document. A button that is "pressed" indicates the current page.

Fig. 36 Page bar

Click a page button to display that page.

NOTE:

If the page buttons exceed the length of the page bar, navigation arrows appear to allow you to display the page buttons that are not shown. Click the right arrow to move one page button to the right, and click the left arrow to move one page button to the left.

Inserting

InForm documents can contain any number of pages, and new ones can be inserted at anytime.

To insert a new page, click the Insert Page button or click Page > Insert Page. Following this, a page is inserted at the end of the InForm document and an associated page button is added to the page bar. The new page also becomes the current page.

NOTE:

A new page adopts the properties of the page that was current when the new page was inserted.

EXAMPLE:

If the current page is A5 landscape, the inserted page is also A5 landscape.

Reordering

The position of pages within an InForm document can be moved using the page buttons found on the page bar.

Click and hold the mouse button on a page button associated with a page you would like to move. Move the mouse until the pointer is over the page button you would like your page to become, and release the button.

EXAMPLE:

If you moved page 5 onto page 2, page 5 would become page 2, and the original page 2 and subsequent pages are incremented by one.

Removing

To remove a page, make it the current page then click the Delete Page button or click Page > Delete Page. Following this, a confirmation dialog is opened asking you to confirm the delete.

Click the Yes button to remove the page or the No button to cancel the delete.

Magnifying or Reducing the View

Depending upon your personal preference, the resolution of your monitor or the monitor of the intended recipients of your InForm document, you may want to magnify or reduce the current page view. This can be achieved during the design process using predetermined page views and the mouse and keyboard, or by specifying default page views for when an InForm document is opened.

NOTE:

Changing the page view only changes how it appears on screen, and does not affect the "physical" or printed size of the page.

Predetermined Page Views

The following predetermined page views are provided to allow you to quickly change the current page view:

- Actual Size
- Fit to Width
- Fit to Page
- Zoom Presets

Using the Mouse and Keyboard

If your mouse has a wheel button, you can quickly and conveniently resize the page view.

Make sure no form elements are selected (by clicking the page or pressing the Esc key), hold the Ctrl key and roll the wheel button up to zoom in, and down to zoom out.

Specifying a Default

By default, the page view specified for each page when an InForm document is saved is the page view used when the InForm document is opened.

EXAMPLE:

If page 1 of an InForm document has its page view set to 75% when the InForm document is saved, the page view for page 1 is 75% when the InForm document is opened.

This mechanism is likely to be suitable during the design process because the page view you specify for each page is governed by your requirements and the resolution of your monitor. However, if your InForm document will be used by others who are likely to have different monitor

resolutions, the page view you specified prior to saving may be unsuitable.

To determine how each page is viewed when an InForm document is opened, a default view can be specified.

Select a page followed by the required option from the Default View property value list box.

The Actual Size, Fit to Width and Fit to Page options replicate the actions associated with the corresponding predetermined page views found on the View menu and toolbar.

The Current option (default) uses the page view in use when the InForm document was last saved.

Moving About

Certain magnification levels may prevent parts of a page being visible within the workspace. When this occurs, you may need to move the page to display the hidden areas. This can be achieved using scroll bars (Fig. 37), the mouse or the keyboard.

Using Scroll Bars

When the size of a page exceeds the size of the workspace, vertical and/or horizontal scroll bars (Fig. 37) appear.

Scroll bars allow you to move the viewable area of a page, up, down, left and right. Each scroll bar consists of a number of components that move the page in a particular way.

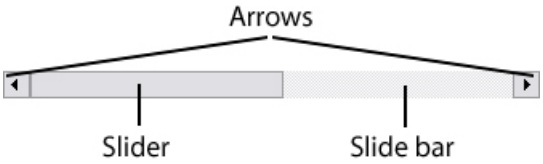

Fig. 37 Scroll bar (horizontal)

Arrows

Click an arrow to move the page (and scroll bar slider) in the direction of the arrow.

Slider

Click the slider, hold the primary mouse button then move the mouse to move the page (and scroll bar slider).

Slide Bar

Click anywhere on the slide bar to move the page (and the scroll bar slider).

Using the Mouse

If your mouse has a wheel button, roll it up to move the page up, and down to move the page down.

Using the Keyboard

Press the Page Up button to move the page up, and the Page Down button to move the page down.

Selecting

Before a page can be configured to your requirements, it must be selected. This can be achieved in any of the following ways:

- Click a blank area of the page.
- Click the Page Properties button.
- Click Page > Properties.

Changing the Size and Orientation

When you create a new InForm document, the size and orientation of the initial page is determined by the corresponding settings of the default printer.

EXAMPLE:

If your default printer has its paper size set to A5 landscape, the initial page will be A5 landscape.

Any page that makes up the InForm document can have its size and orientation changed to suit your design requirements or match the output size and orientation of the intended printer.

NOTE:

Each page has its own size and orientation. As a result, changing the size and orientation of one page does not affect other pages.

NOTE:

When printing an InForm document, changes to the paper size and orientation of the selected printer are ignored.

HTML TIP:

For Web "safe" page sizes, refer to Creating HTML Forms > Considerations > Page Size > Web "Safe" Page Sizes.

Standard Paper Sizes

To apply a standard paper size, select a page, open the Paper property group then click the required paper size in the Size property value list box.

Bespoke Paper Sizes

To apply a bespoke paper size, select a page, open the Paper property group then type the width (in mm) within the Width property value edit box, and the height (in mm) within the Height property value edit box.

Orientation

To change the orientation, select a page, open the Paper property group then click either Portrait or Landscape in the Orientation property value list box.

Resizing and Moving Form Elements

When a change to the paper size or orientation is initiated, a Resize and Reposition Confirmation dialog (Fig. 38) appears asking if you would like

to change the size and position of all form elements on the page to reflect the change.

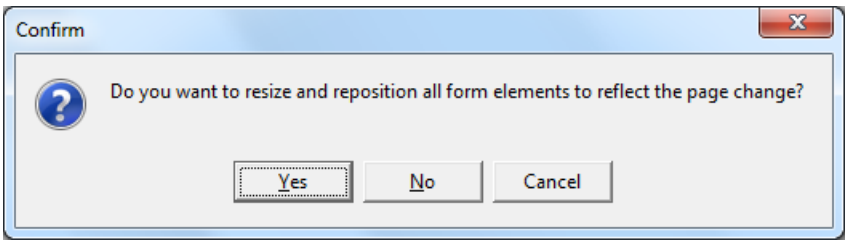

Fig. 38 Resize and Reposition Confirmation dialog

Click the Yes button to change the size and position of form elements.

Click the No button to keep the existing size and position of form elements.

Click the Cancel button to cancel the change to paper size or orientation.

Allowing the size and position of form elements to change is particularly useful when they are positioned in relation to specific areas on an image or PDF page background.

MORE:

For details about manually changing the size and position of form elements, refer to Working with Form Elements.

Adding Background Effects

If you require anything different from the default white page background, you can add a fill, image and a PDF to any page in an InForm document.

Fill

To add a fill to a page, select a page, open the Fill property group and click a color in the Color property value list box. Alternatively, double-click the Color property value list box to open the Windows® Color palette where a color can be selected or defined. Following this, the entire page is displayed in the chosen color.

Image and PDF

The following file formats can be used as page backgrounds:

- BMP
- EMF
- GIF
- ICO
- JPG/JPEG
- PDF
- PNG
- WMF

To add an image or PDF to a page, select a page, open the Background property group and double-click the Filename property value edit box. Alternatively, double-click the page. A Background Image File dialog (Fig. 39) is opened where an image file or PDF can be selected.

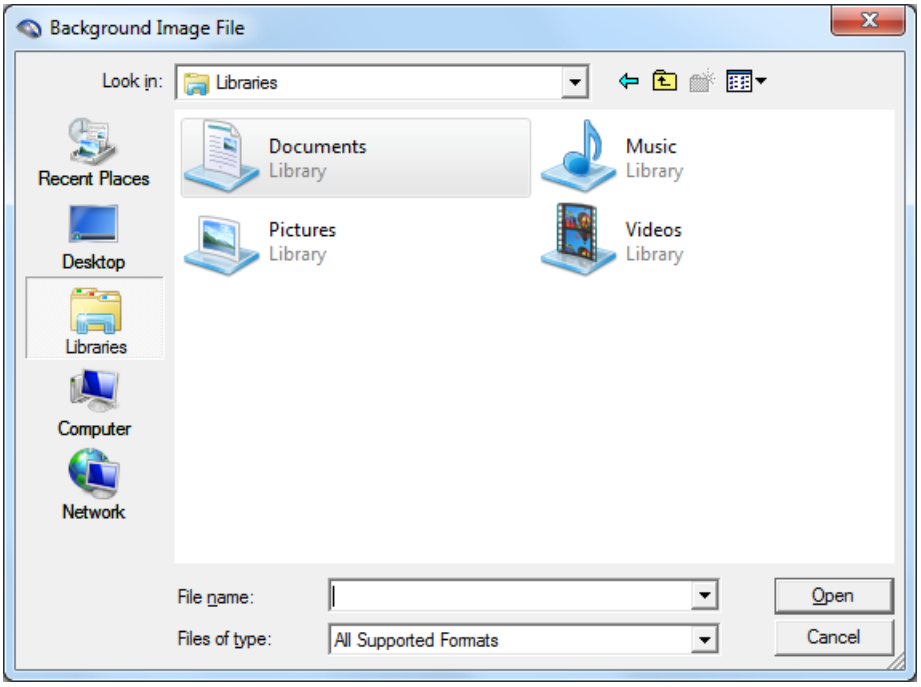

Fig. 39 Background Image File dialog

Following selection of an image file or PDF, click the Open button to close the dialog and display the page background.

If a PDF was selected, page 1 of the PDF is displayed by default and an associated icon appears on the non-visual form element bar if the PDF has not previously been included in your InForm document.

NOTE:

If a PDF you wish to use as a page background has already been included, it can be used as a page background by opening the PDF property group then clicking the required PDF name in the Link property list box.

To remove an image or PDF from a page, delete the filename from the Filename property value edit box.

Resizing to the Page or Margins

By default, any image or PDF used as a page background is resized to fit the entire page. If preferred, it can instead be resized to fit within the margins.

To resize an image to the margins, select a page, open the Background property group then click the Page Margins option in the Fit To property list box.

To resize an image to the page, click the Full Page option in the Fit To property list box.

Hiding in Filler Mode and InForm Filler

An image or PDF added as a page background can be hidden from view when an associated InForm document is opened in Filler mode or InForm Filler. This is useful, when you have used an image or PDF as a design template.

Select the page, open the Background property group then click the No option in the Display property value list box.

To display an image or PDF page background, click the YES option in the Display property value list box.

Selecting a PDF Page

By default, page one of a PDF is displayed as a page background. To change the page, open the PDF property group and type the required page number in the Page property value edit box. If the page is available, it appears as the background for the current page.

Publishing

By default, page fills, images and PDF pages are published when an InForm document is printed or exported to HTML. However, if they are only intended for display within InForm Designer and InForm Filler, you can prevent them from being published*.

To prevent a fill being published, select the page, open the Fill property group then click the No option in the Publish property value list box.

To prevent an image or PDF page being published, select the page, open the Background property group then click the No option in the Publish property value list box.

To publish a fill, image or PDF page, click the Yes option in the Publish property value list box within the appropriate property group.

MORE:

For details about configuring publishing options for an entire page, refer to Working with Pages > Publishing.

Margins

Margins (Fig. 40) are a useful visual reference for aligning form elements on a page or keeping them within the physical constraints of a printer. The top, right, bottom and left sides of a page each have a configurable margin represented by a green dotted line.

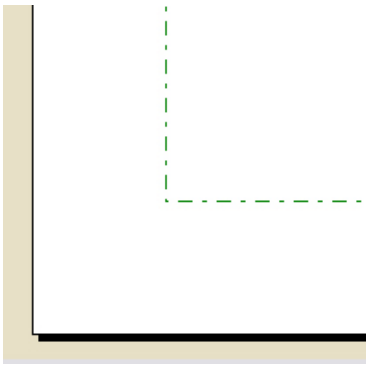

Fig. 40 Margins (bottom left of page)

To change the margins, select a page, open the Margins property group and type the amount (in mm) a margin should appear from the edge of the page into the Top, Right, Bottom and Left margin property value edit boxes.

NOTE:

Margins are not displayed on pages viewed in Filler mode or InForm Filler.

Showing and Hiding

To hide page margins, select a page, open the Margins property group then click the No option in the Display property value list box.

To display page margins, click the Yes option in the Display property value list box.

Publishing

By default, pages are published when an InForm document is printed or exported to HTML. However, if a page is only intended for display within InForm Designer and InForm Filler, you can prevent it from being published.

EXAMPLE:

Page 2 of an InForm document could be an instruction or notes page that does not require printing.

To prevent a page being published, select the page then the No option in the Publish property value list box.

To publish a page, click the Yes option in the Publish property value list box.

Properties

Pages within an InForm document have the following properties:

+Paper
  Size
  Width (mm)
  Height (mm)
  Orientation
+Background
  File Name
  +PDF
    Link
    Page
  Drawing
  Publish
  Display
+Fill
  Color
  Publish
+Margins
  Top
  Right
  Bottom
  Left
  Display
Default View
Publish
Default Focus

NOTE:

Each page has its own set of properties and associated values. As a result, changing a property value of one page does not affect the same property of another page.

MORE:

For a description of each property, refer to Appendix A: Properties.

Working with Form Elements

In this section the following information is included:

- Adding
- Selecting
- Moving
- Resizing
- Naming
- Copying, Cutting, Pasting and Duplicating
- Manipulating Text
- Manipulating Numbers
- Adding a Border
- Adding a Fill
- Adding a Pad
- Adding a Hint
- Making Read Only
- Publishing
- Locking
- Applying Validation
- Finding
- Tabbing

Adding

Any number of form elements can be added to any page within an InForm document in the following way:

1. Click the associated InForm Plug-in button in the plug-in palette. The mouse cursor now changes to a + to indicate a form element is ready to be added.
2. Move the cursor within the page then left-click and hold the button.
3. Move the mouse to "draw" the outline of the form element's placeholder (Fig. 41).
4. When the placeholder is at the size you require, release the mouse button.

Fig. 41 Form element placeholder

HTML TIP:

When certain HTML Plug-ins are used, the associated form element placeholder does not appear and instead the form element appears in its default HTML state.

MORE:

For details about each InForm Plug-in, refer to Common InForm Plug-ins and HTML InForm Plug-ins.

Selecting

One, multiple or all form elements on a page can be selected. Doing so allows you to move, resize or change corresponding property values. When selected, resize handles appear on the placeholder(s) (Fig. 42).

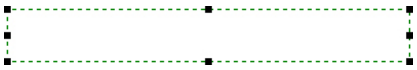

Fig. 42 Selected form element placeholder

NOTE:

When multiple form elements are selected, resize handles only appear in the corners of each placeholder.

NOTE:

Instructions within the user guide and Help for performing actions on form elements are described for when a single form element is selected. Despite this, certain instructions also apply when multiple form elements are selected.

HTML TIP:

When certain form elements that have been created using HTML InForm Plug-ins are selected, the associated form element placeholder does not appear. Instead, the form element appears in its default HTML state (Fig. 43) but the resize handles remain.

Fig. 43 Selected HTML text box

One Form Element

To select a single form element, move the mouse pointer over the top of it then click.

Alternatively, click the name of the form element in the list box displayed at the top of the property inspector.

Multiple Form Elements

To select multiple form elements, position the mouse pointer anywhere on a blank area of a page then click and hold the mouse button. Now move the mouse to "draw" a selection box around or over the form elements that require selection. Release the mouse button to select the form elements the selection box encompasses.

Alternatively, hold the Shift key then click each form element you would like to select in turn. Each form element is selected and previously selected ones remain selected.

All Form Elements

To select all form elements on a page, click the Select All button, or click Edit > Select All. Alternatively, use the technique for selecting multiple form elements, remembering to encompass all form elements with the selection box.

Deselecting

Form elements can be deselected in any of the following ways:

- Selecting another form element.
- Holding the Shift key and clicking individual selected form elements in a group.
- Selecting a page.
- Clicking a selected form element and pressing the Esc key.

Moving

Form elements can be moved anywhere on a page using the mouse, keyboard, or by changing its properties.

Using the Mouse

Click and hold the mouse button anywhere within the placeholder of a form element you would like to move. Move the mouse cursor until the form element is in the required position then release the button.

NOTE:
If a form element is locked it cannot be moved using the mouse.

Using the Keyboard

Select a form element, hold the Ctrl key then press the Arrow keys to nudge the form element up, down, left and right by one pixel.

Hold the Ctrl and Shift keys then press the Arrow keys to nudge the form element by eight pixels.

NOTE:
If a form element is locked it cannot be moved using the keyboard.

By Changing Properties

Select a form element, open the Position & Size (mm) property group then change the Left and/or Top property values as required.

The Left property value is the number of millimetres the top left edge of a form element's placeholder is offset from the left-hand edge of the page.

The Top property value is the number of millimetres the top left edge of a form element's placeholder is offset from the top of the page.

Stacking

By default, the last form element added to a page appears above all other form elements on that page (Fig. 44). As a result, form elements can overlap others or hide them completely. To resolve this, the stacking order of form elements can be changed by sending them to the front or back of other form elements on the same page.

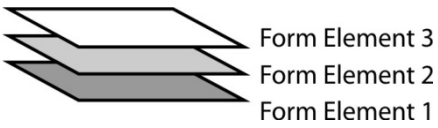

Fig. 44 Stack order

To Front

To send a form element to the front of the stacking order, select the form element then perform one of the following actions:

- Click the To Front button.
- Click Element > To Front.
- Click the To Front option on the form element's context menu.

To Back

To send a form element to the back of the stacking order, select the form element then perform one of the following actions:

- Click the To Back button.
- Click Element > To Back.
- Click the To Back option on the form element's context menu.

Resizing

Form elements can be made larger or smaller using the mouse and keyboard or by changing properties.

Using the Mouse

Select a form element, decide which direction (top, right, bottom, left or diagonal) you wish to resize it then click and hold the mouse button over the resize handle corresponding to that direction.

EXAMPLE:

If you want to resize the width of a form element by increasing or decreasing its left edge, use the middle-left resize handle.

NOTE:

When multiple form elements are selected, resize handles only appear in the corners of each placeholder.

Move the mouse to resize the placeholder and the form element it contains then release the button to apply the change.

NOTE:

If a form element is locked it cannot be resized using the mouse.

Using the Keyboard

The right and bottom edges of a form element can be moved using the keyboard in order to change the size.

Select a form element, hold the Shift key then press the Left and Right Arrow keys to move the right edge left and right, and the Up and Down Arrow keys to move the bottom edge up and down by one pixel.

NOTE:

If a form element is locked it cannot be resized using the keyboard.

By Changing Properties

Select a form element, open the Position & Size (mm) property group then change the Width and/or Height property values as required.

A change to the Width property value either increases or decreases the right-hand edge of the placeholder and form element it contains.

A change to the Height property value either increases or decreases the bottom edge of the placeholder and form element it contains.

Naming

To identify form elements, each is automatically given a unique name when it is added to a page.

The default naming format comprises an alpha name that relates to the type of form element, followed by a sequential number.

EXAMPLE:

The first text box added is called TextBox1. The second text box is called TextBox2, and so on.

If the default naming convention is not to your liking or you would like to be more descriptive, you can apply your own name to any form element.

Select a form element then overwrite or edit the existing name in the Name property value edit box.

HTML TIP:

The Name property value of a form element is used to define the Name attribute value of an associated HTML tag.

Conventions

The name of a form element must adhere to the following conventions:

- Alphanumeric characters only.
- No spaces.
- Unique (i.e. another form element within the same InForm document must not have the same name).

Copying, Cutting, Pasting and Duplicating

A form element or text selection can be cut or copied, then pasted on any page in the current InForm document or an InForm document within another instance of InForm Designer. Alternatively, a form element can be duplicated on the same page.

Select a form element then click the cut, copy, paste and duplicate toolbar buttons or Edit menu options. Alternatively, use the context menu.

NOTE:

A form element that is pasted or duplicated retains the same property values as the original form element.

Manipulating Text

Text manipulation facilities common to many DTP and word processing applications are also available in InForm Designer. These allow you to determine the font, size, style and color of text, and specify paragraph settings such as alignment and the position of text within a form element's placeholder.

NOTE:

Changing the text of a form element affects all the text within that form element. As a result, you cannot have one word displayed in bold and another displayed in italic, within the same form element.

Changing the Font, Size, Style and Color

To change the appearance of text within a form element, the font, size, style and color can be changed.

Select a form element then open the Character property group. Here you can select any font installed in Windows®, change the size, and specify a color.

Open the Style property group within the Character property group to make text bold, italic, underlined, strikethrough and uppercase.

Font Considerations

When an InForm document is opened in InForm Designer or InForm Filler, or a HTML form is opened in an Internet browser, any font that has been used but is not installed on the computer is substituted with another font. As a result, text may not align properly, or parts may become unreadable or disappear completely.

To overcome this, it is important you use fonts common to the computer where the form will be filled in or modified. It is therefore advised you use the following Windows® default fonts when designing forms:

- Arial
- Arial Black
- Comic Sans MS
- Courier New
- Georgia
- Impact
- Times New Roman
- Trebuchet MS
- Verdana
- Webdings

MORE:

For further details about using fonts when creating HTML forms, refer to Creating HTML Forms > Considerations > Fonts.

MORE:

For further details about Windows® fonts, refer to the following Microsoft® web page:

http://www.microsoft.com/typography/

Changing the Justification

The justification of text within a form element can be changed to achieve the following effects:

- Variable — Text has flush-left and ragged-right edges.
- Justified — Text has flush-left and right edges.
- Fixed — Individual characters appear in fixed pitch boxes.*

Select a form element, open the Paragraph property group then click the required option in the Style property value list box.

Changing Horizontal and Vertical Alignment

Text in a placeholder can be aligned horizontally left, right or center, and vertically up, down or center.

Select a form element, open the Paragraph property group then click the required option in the Horizontal Alignment and/or Vertical Alignment property value list boxes.

MORE:

Padding can also be used for even greater control of where text is positioned within a placeholder. For details, refer to Working with Form Elements > Adding a Pad.

Manipulating Numbers

It is common for forms to request numerical information such as monetary values from users. To help ensure this information is valid and formatted to your requirements, certain form elements such as text boxes, combo boxes and calculation boxes can be configured to allow only numbers and/or display them in a particular format.

Allowing Only Numbers

Text boxes and combo boxes can be configured to only accept numbers, and calculation boxes always assume numbers.

MORE:

For details about configuring text boxes so they only allow numbers, refer to Common InForm Plug-ins > Text Box > Specifying the Input Type.

MORE:

For details about configuring text boxes so they only allow numbers, refer to Common InForm Plug-ins > Combo Box > Specifying the Input Type.

NOTE:

If a text box or combo box is configured to only accept numbers and it already contains non-numeric data, NAN (not a number) appears in the text box or combo box.

Specifying Minimum and Maximum Values

If a form element has been configured to allow only numbers, minimum and maximum values can be specified to prevent users from typing values that are too low or too high.

Select a form element, open the Validation property group then type a value in the Minimum Value and/or Maximum Value property value edit boxes.

MORE:

To restrict the numbers users can type within a text box (i.e. allow only 0 to 9 for a telephone number form field), refer to Common InForm Plug-ins > Text Box > Restricting Content.

Decimal Places

By default, form elements configured to allow only numbers display values with two decimal places.

EXAMPLE:

If the number 2 is typed, 2.00 is displayed.

To increase or decrease the number of decimal places, select a form element, open the Numerics (Display) property group then type a value into the Decimal Places property value edit box.

Specify 0 to prevent decimal places being displayed.

Hiding Zero(s)

By default, incomplete form elements configured to allow only numbers, display zero, together with additional zeros to indicate the number of decimal places. However, if an InForm document is printed and filled in by hand, these zeros are also printed and may prevent users from writing within the designated area.

To hide the zero(s), select a form element, open the Numerics (Display) property group then click the No option in the Display Zero property value list box.

To show the zero(s), click the Yes option in the Display Zero property value list box.

NOTE:

Leading and post-number zeros applied using the Zero Pad property are not hidden.

Padding With Zeros

Form elements configured to allow only numbers can have padding zeros applied from either the left or right of a number they contain.

EXAMPLE:

A form element containing 99 could be configured to display 099 or 990.

To apply zeros from the left or right of a number, open the Numerics (Display) property group then the Zero Pad property group then click the Left or Right option in the Pad property value list box.

To determine the number of zeros to display, type a value that represents the number you require into the Width property value edit box. This number takes into account numbers specified in the associated form element and any decimal place.

EXAMPLE:

If the Pad property value = Left and the Width property = 4 then 5 is displayed as 0005.

EXAMPLE:

If the Pad property value = Left and the Width property = 6 then 5.00 is displayed as 005.00

EXAMPLE:

If the Pad property value = Right and the Width property = 8 then -58 is displayed as -58000000.

EXAMPLE:

If the Pad property value = Right and the Width property = 8 then -58.00 is displayed as -58.00000

To disable zero padding, click the None option in the Pad property value list box.

Separating Thousands

By default, form elements configured to allow only numbers do not separate thousand values.

EXAMPLE:

Twenty two thousand is displayed as 22000.

If you prefer your thousand values to be separated by a comma (,), open the Numerics (Display) property group then click the Yes option in the Separate Thousands property value list box.

EXAMPLE:

Twenty two thousand is displayed as 22,000.

Adding a Border

All form elements can have a border (Fig. 45) applied to them that follows the outline of the placeholder. The line width and the color of the border can both be changed.

Fig. 45 Text box border examples

HTML TIP:

Omit borders if you prefer form elements to appear in their default HTML state within a HTML form.

MORE:

For details about preventing a border being published when an InForm document is printed or exported to HTML, refer to Working with Form Elements > Publishing.

Changing the Line Width

By default, borders normally have a line width (weight) of 0 pixels meaning no border is displayed. This value can be changed to obtain the line width you require.

Select a form element, open the Border property group then change the Width property value to a number that corresponds to the width in pixels you would like the border to be.

Changing the Color

By default, the color of a border is black, but this can be changed to suit your requirements.

Select a form element, open the Border property group then click a color in the Color property value list box. Alternatively, double-click the Color property value list box to open the Windows® Color palette where a color can be selected or defined.

Adding a Fill

Form elements have a fill (Fig. 46) that determines the color and transparency inside the placeholder.

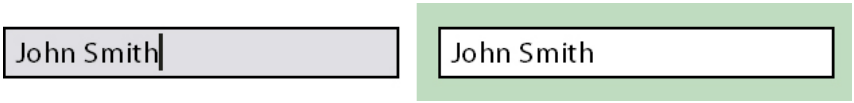

Fig. 46 Text box fill examples

HTML TIP:

Omit fills if you prefer form elements to appear in their default HTML state within a HTML form.

MORE:

For details about preventing a fill being published when an InForm document is printed or exported to HTML, refer to Working with Form Elements > Publishing.

Changing the Color

Most form elements use None as a default color. This can be changed as required.

Select a form element, open the Fill property group then click a color in the Color property value list box. Alternatively, double-click the Color property value list box to open the Windows® Color palette where a color can be selected or defined.

Changing the Transparency

By default, the transparency of form element fills is turned on, but can be turned off if required.

While transparency is on, anything displayed underneath a form element (like the page background or another form element) is visible through the fill.

To turn transparency off, select a form element, open the Fill property group then click the No option in the Transparent property list box.

To turn transparency on, click the Yes option in the Transparent property list box.

NOTE:

Shapes do not have a Transparency property, but instead have a Mode property where special fill effects can be selected.

Adding a Pad

A pad (Fig. 47) is the amount of space between the edge of a form element's placeholder and the content it contains or will contain. By default, all form elements have a pad of 0 pixels, meaning the content appears next to the outside edge of the placeholder.

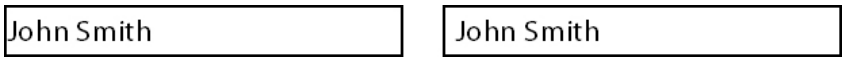

Fig. 47 Text box examples without (default) and with a pad.

The top, right, bottom and left edges of a form element can each have a pad applied.

To add padding, select a form element, open the Pad (Pixels) property group then change the values in the Top, Right, Bottom and/or Left property value edit boxes, to the amount in pixels you want the contents within the placeholder to be indented by.

To remove padding, type 0 within the Top, Right, Bottom and/or Left property value edit boxes.

Adding a Hint

To help users of your forms identify and complete form elements, hints (Fig. 48) can be added that appear when the mouse pointer is positioned over them.

Fig. 48 Text box example displaying its hint

HTML TIP:

Adding a hint to a form element applies a title and an alt attribute to the associated HTML tag within a HTML form. The title causes a tooltip containing the hint text to appear when the mouse pointer is positioned over the form element in an Internet browser. The alt attribute is used for accessibility.

To add a hint, select a form element, open the General property group then type the hint text within the Hint property value edit box. Alternatively, double-click the Hint property value edit box to open the Hint dialog (Fig. 49) where hint text can be typed.

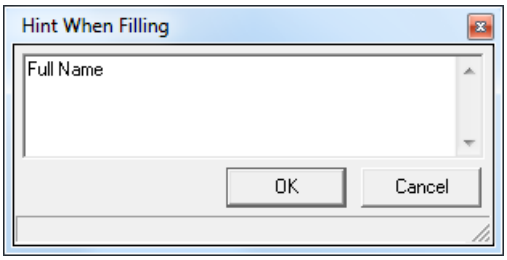

Fig. 49 Hint dialog

To remove a hint, delete all text within the Hint property value edit box or Hint dialog.

NOTE:

Certain form elements such as text boxes and shapes can be double-clicked to open the Hint dialog.

Adding Fixed Pitch Boxes

Many forms request information such as serial numbers, sort codes, bank account numbers and dates. To display this information more clearly it is often preferable to present each character in its own box. This is achieved by adding fixed pitch boxes (Fig. 50) to certain form elements.

Fig. 50 Text box example with fixed pitch boxes applied

Supported InForm Plug-ins

Fixed pitch boxes can be used with the following InForm Plug-ins:

- Calculation Box
- Combo Box
- Date Box
- Label
- Text Box
- Time Box

HTML TIP:

When an InForm document is exported to HTML, fixed pitch boxes are ignored and the default functionality of associated form elements is applied.

MORE:

For details about adding, selecting, moving, resizing and styling fixed pitch form elements, refer to Working with Form Elements.

Applying to a Form Element

Select a form element that supports fixed pitch, open the Paragraph property group then click the Fixed option in the Style property value list box. Following this, the outline of fixed pitch boxes completely fills the inside of the form element's placeholder.

At this stage the fixed pitch boxes can be configured to meet your design requirements.

Configuring Boxes

The size of fixed pitch boxes and the gap between them can be changed, and a border and fill applied.

Select a form element that has its paragraph Style property set to Fixed then open the Fixed property group to display the properties for changing the width and height, and the vertical and horizontal gaps of all the fixed pitch boxes simultaneously.

By changing the size of a form element's placeholder, and manipulating the Width and Height property values, you can obtain the required number of fixed pitch boxes.

MORE:

For details about adding a border and fill to all fixed pitch boxes, refer to Working with Form Elements > Adding a Border, and Working with Form Elements > Adding A Fill.

Making Read Only

By default, form elements can be interacted with within Filler mode and InForm Filler. However, if a form element is required for display purposes only, it can be set to read only.

To set a form element to read only, select the form element, open the General property group then click the Yes option in the Read Only property value list box.

To set a form element so it can be interacted with, click the Yes option in the Read Only property value list box.

HTML TIP:

When an InForm document is exported to HTML, read only form elements become interactive.

Publishing

By default, form elements including their border and fill are published when an InForm document is printed or exported to HTML. However, if a form element and/or its border and fill are only intended for display within InForm Designer and InForm Filler, you can prevent them from being published.

To prevent a form element being published, select the form element, open the General property group then click the No option in the Publish property value list box.

To prevent a fill or border being published, select the form element, open the Fill or Border property group then click the No option in the Publish property value list box.

To publish a form element, or associated border or fill, click the Yes option in the Publish property value list box within the appropriate property group.

Locking

When a form element has been moved and resized to your requirements, it can be locked so it cannot be accidentally moved or resized using the mouse or keyboard until the lock is removed.

To add a lock, select a form element, open the General property group then click the Yes option in the Lock property value list box. Following this, the form element's placeholder (Fig. 51) changes from green to red to indicate it is locked.

Fig. 51 Locked form element placeholder

To remove a lock, click the No option in the Lock property value list box.

NOTE:

A locked form element can be moved and resized without removing the lock, by changing its Position & Size properties.

Applying Reset Conditions

Certain form elements can be reset when a user resets a form in InForm Filler or Filler mode.

MORE:

For details about how to reset a form, refer to Getting Started > Resetting Forms.

HTML TIP:

HTML form elements cannot have reset conditions applied. Instead, when a HTML form is reset all form elements are reset to their default value or state.

Specifying Whether a Form Element can be Reset

Form elements that can be reset are configured to reset by default.

To prevent a form element being reset, select the form element, open the On Reset Form property group, click the Can Be Reset property value list box then click the No option.

Click the Yes option to allow a form element to be reset.

Specifying the Value or State

The value or state of a form element after a form is reset can be specified.

EXAMPLE:

A check box could be configured so it appears unchecked after a form is reset.

Select a form element, open the On Reset Form property group, then perform one of the following actions:

- For form elements that can contain text (e.g. a text box), click the Text On Reset property value edit box then type the text that should appear when the form is reset.
- For form elements that have a state (e.g. a check box), click the State On Reset property list box then click the required option.

Applying Validation

To help ensure InForm documents are filled in correctly, validation such as forcing completion or only allowing certain characters to be typed can be applied to certain form elements.

Select a form element then open the Validation property group to view and configure associated validation properties.

NOTE:

Validation of form elements that only accept specific data such as a date box or a text box configured for numbers or email addresses, do not require data specific validation to be applied because it is automatically assumed.

HTML TIP:

For details about HTML form validation, refer to Creating HTML Forms > Validating.

MORE:

For details about how to validate a form, refer to Getting Started > Validating Forms.

MORE:

For details about validation properties, refer to Appendix A – Properties.

Specifying Error Messages

Error messages that appear in the Validation Failed dialog (Fig. 23) or the Validation Error dialog (Fig. 23) can be specified for form elements that support validation.

To specify one or more error messages:

1. Select a form element.
2. Open the Validation property group.
3. Double-click the Error Message property value to open the Validation Error Messages dialog (Fig. 52).
4. Click a failed validation option in the Failed Validation box to select it.
5. Click inside the Error Message edit box then type an error message for the selected failed validation option or keep the default error message. Name lookups can also be specified.
6. Repeat 4 and 5 for each failed validation you want to specify an error message for.
7. Click the OK button to close the Validation Error Messages dialog and apply the error message(s).

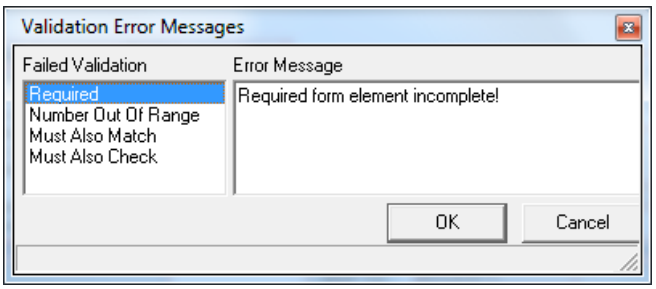

Fig. 52 Validation Error Messages dialog

Name Lookups

Error messages that appear in the Error Message edit box of the Validation Error Messages dialog (Fig. 52) can contain name lookups in the following format:

<name lookup>

NOTE:

Most default validation error messages contain a name lookup.

Name lookups are placements for the Name property value of the form element a validation error message is being defined for or other form elements that must be checked, filled in or matched. As a result, when an error message appears, the Name property value of a form element appears instead of the name lookup.

The following name lookups can be specified:

Name Lookup	Description
<checkname>	Refers to the form element that must also be checked.
<fillname>	Refers to the form element that must also be filled in.
<matchname>	Refers to the form element that must match the form element the validation error is being defined for.
<name>	Refers to the form element the validation error message is being defined for.

EXAMPLE:

When defining a validation error message for a text box with a Name property value of FirstName, the <name> name lookup is replaced by FirstName when the associated validation error is displayed.

Finding

It can be difficult and time consuming trying to locate a form element if the InForm document it is contained in has a large number of form elements and pages. To help with this process, a mechanism is provided to quickly find a form element located anywhere in the current InForm document.

Click the Find button or click Element > Find to open the Find dialog (Fig. 53).

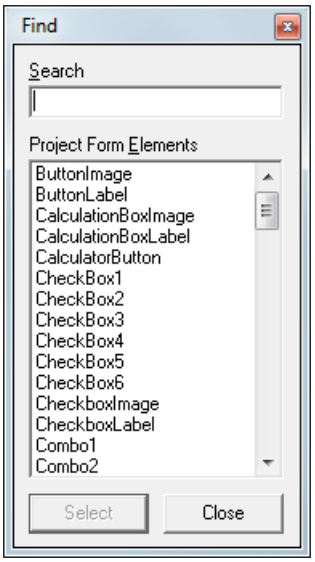

Fig. 53 Find dialog

In the list, locate the name of the form element you require then click it to highlight it. Now click the Select button to display the page where the form element appears and select it.

Click the Close button to close the Find dialog.

Tabbing

Tabbing is the mechanism that allows anyone filling in an InForm document in Filler mode or InForm Filler, to move from one form element to another using the keyboard.

The tab order, the default focus and the tab keys used to perform tabbing can be defined during the design process.

NOTE:

Only form elements that users can interact with have tabbing capability.

Defining the Tab Order

The tab order determines the order in which form elements are selected when a tabbing key is pressed. This order normally starts with the upper-left interactive form element and ends with the lower-right.

Select the page you would like to define the tab order of then click the Tab Order button, or click Element > Tab Order. Following this, a Tab Order dialog (Fig. 54) is opened where all interactive form elements for the current page are listed.

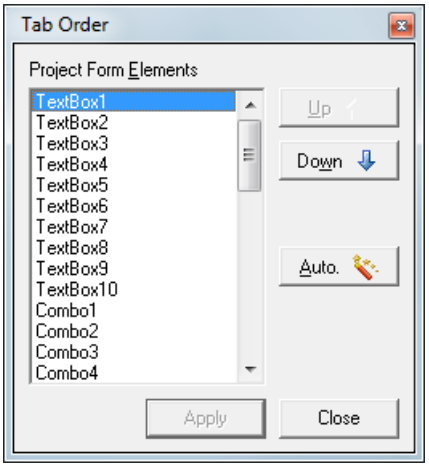

Fig. 54 Tab Order dialog

The order in which form elements appear in the list determines the tab order. This order is initially determined by the order in which the form elements were added to the page.

EXAMPLE:

If TextBox1 is added to a page, followed by RadioButton1, the default tab order is:

1. TextBox1
2. RadioButton1

Ordering Manually

In the Tab Order dialog (Fig. 54), click a form element name to select it, then click the Up and Down buttons to move it up and down within the list. Repeat the process until all form elements are in the required order.

Ordering Automatically

In the Tab Order dialog (Fig. 54), click the Auto button to apply a tab order determined by InForm Designer.

The automated tab order starts with form elements top left of the page, then right, then down, until the bottom right of the page is reached.

Defining the Default Focus

The default focus determines which form element is initially selected when an InForm document is opened or when a page is changed in Filler mode or InForm Filler.

Select a page where you would like to apply a default focus then click the required form element name in the Default Focus property list box.

Defining Tabbing Keys

As the name suggests, tabbing is normally performed using the Tab key. When an InForm document is filled in using Filler mode or InForm Filler, each interactive form element responds to the Tab key as well as the Enter key and Up and Down arrow keys by default.

If an InForm document contains text boxes that allow multiple lines of text to be typed, it may be preferable to turn off the ability to use the Enter key and Up and Down arrow keys for tabbing. This is because these keys are likely to be required when using this type of text box.

To disable the Enter key and/or Up and Down arrow keys, Select a form element, open the Tab On property group then click the No option in the Enter Key and/or Up & Down Keys property value list boxes.

To enable the Enter key and/or Up & Down arrow keys for tabbing, click the Yes option in the Enter Key and/or Up & Down Keys property value list boxes.

NOTE:

The Tab key is always used for tabbing and cannot be configured otherwise.

Defining Automated Tabbing Rules

Normally, tabbing is invoked using the keyboard but when configured, the following actions also perform tabbing:

- When the maximum characters have been typed in a form element.
- When the decimal point is typed in a form element.

To enable automated tabbing, select a form element, open the Tab On property group then click the Yes option in the Maximum Characters and/or Decimal Point property value list boxes.

To disable automated tabbing, click the No option in the Maximum Characters and/or Decimal Point property value list boxes.

Creating HTML Forms

In this section the following information is included:

- Getting Started
- HTML Form Elements
- Validating
- Specifying HTML File and Form Settings
- Using a Submitted Page
- Required Settings
- Specifying a Save Location and Saving
- Uploading
- Using HTML Forms
- Considerations

Getting Started

InForm Designer can reproduce the content of an InForm document as a HTML form. The file the form is contained within can be placed on a Web server to enable users to view and fill it in using an Internet browser.

An optional ASP or PHP submitted page can also be created to typically notify the user that the form has been successfully submitted, and email completed form content to one or more recipients.

Fig. 55 Example InForm document and a corresponding HTML form

To begin the process of creating a HTML form:

- Create a new InForm document or open an existing one.*
- Add and configure HTML form elements.
- Add a page to the InForm document that will be used as the content of an ASP or PHP submitted page (optional) and add form elements such as labels and images.
- Click the Export to HTML button, or click File > Export to HTML.

Following this, the HTML Export dialog (Fig. 57) is opened where HTML form and file settings, and optional submit email settings are specified.

***MORE:**

For details about the recommend method for creating a new InForm document that will be used to create a HTML form, refer to Creating HTML Forms > Getting Started > Recommended Method for Creating an InForm Document.

Recommended Method for Creating an InForm Document

When you create a new InForm document that will be used to create a HTML form, it is recommended you use one of the “safe” HTML form options available to the New option on the File menu, or a Create a “safe” HTML form task on the Welcome screen (Fig. 4).

Selecting one of these options or tasks does the following:

- Creates a new InForm document that has a Web "safe" page size for the selected screen resolution (e.g. 800x600 pixels).
- Displays the HTML plug-in palette to help ensure only HTML InForm Plug-ins are used for creating form elements.
- Hides page margins.

MORE:

For further details about creating a new InForm document, refer to Getting Started > Creating a New Form.

HTML Form Elements

HTML form elements are added to InForm documents using HTML InForm Plug-ins that appear on the HTML tab of the Plug-in palette. Furthermore, certain common InForm Plug-ins can also be used to create HTML form elements but certain properties are unsupported by HTML and are ignored.

MORE:

To find out if a property is supported by HTML, refer to the associated property within Appendix A: Properties.

The following HTML form elements and associated HTML tags are supported, and the following InForm Plug-ins are used to create them:

HTML Form Element	HTML Tag	InForm Plug-in(s)
Button	<button></button>	Button HTML Button
Check Box	<input type="checkbox">	Check Box HTML Check Box
Date Field*	<input type="text">	Date Box HTML Date Box
Email Field*	<input type="text">	Text Box HTML Email Text Box
Hidden Field	<input type="hidden">	HTML Hidden Field
Image	<img />	Image HTML Image
Image Button	<input type="image">	HTML Image
Label	<label></label>	Label HTML Label
Numeric Field*	<input type="text">	Text Box HTML Numeric Text Box
Password Field	<input type="password">	Text Box HTML Password Text Box
Radio Button	<input type="radio">	Radio Button HTML Radio Button
Select List	<select></select>	Combo Box HTML Combo Box

HTML Form Element	HTML Tag	InForm Plug-in(s)
Text Area	<textarea></textarea>	Text Box HTML Text Area
Text Field	<input type="text">	Text Box HTML Text Box
Time Field*	<input type="text">	Time Box HTML Time Text Box

***NOTE:**

The date field, email field, numeric field and time field are not true HTML form elements and therefore do not have a corresponding HTML tag. Instead they use the text field HTML tag and have validation automatically applied to them that reflects their use.

NOTE:

Due to HTML and Internet browser constraints, HTML form elements may not appear exactly as they do in a corresponding InForm document.

MORE:

For details about common InForm Plug-ins that are unsupported by HTML, refer to Creating HTML Forms > Considerations When Creating HTML Forms > Unsupported InForm Plug-ins.

MORE:

For details about properties that are unsupported by HTML, refer to Creating HTML Forms > Considerations When Creating HTML Forms > Unsupported Properties.

MORE:

For further details about HTML form tags and associated attributes, refer to the following Web page:

http://www.w3schools.com/tags/default.asp

Validating

HTML form elements normally have validation properties to help ensure their content is valid prior to submission. Each of these properties is contained in a Validation property group within the Property Inspector.

Alternatively, certain HTML form elements such as the date field, email field, numeric field and time field, have validation automatically applied to them that reflects their use.

EXAMPLE:

The email field is checked to see if it contains an email address.

MORE:

For details about applying validation and associated error messages to HTML form elements, refer to Working with Form Elements > Applying Validation.

Notifying Users

If validation for one or more HTML form elements is not satisfied, a Validation Failed dialog (Fig. 56) is presented to the user immediately after clicking the submit button, and the form content is not submitted until corrections are made.

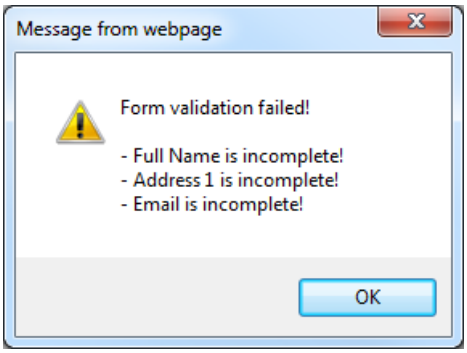

Fig. 56 Validation Failed dialog (HTML)

When a user clicks the OK button, the Validation Failed dialog closes so corrections to the specified HTML form elements can be made.

Specifying HTML File and Form Settings

The HTML Export dialog Form tab (Fig. 57) enables you to configure HTML file and form options.

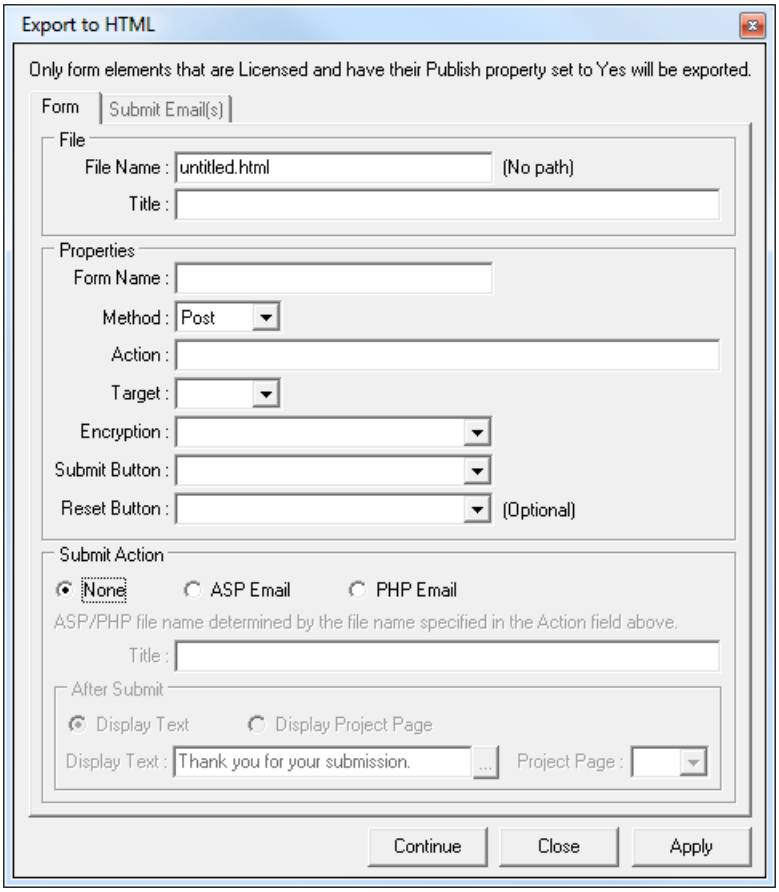

Fig. 57 HTML Export dialog Form tab

The following HTML file and form settings are provided:

Setting	Option(s) / Value(s)	Description	Required	HTML Tag / Attribute
File Name	*filename.htm* or *filename.html* (No path)	Determines the file name of the HTML form file.	Yes	n/a
Title	*Title*	Determines the Title of the HTML form file.	No	<title></title>
Form Name	*Name* (No spaces)	Determines the name of the HTML form within a HTML form file.	No	name=""
Method	Get Post (default)	Determines how form data is submitted.*	Yes	method=""

Setting	Option(s) / Value(s)	Description	Required	HTML Tag / Attribute
Action	*File name of ASP/PHP submitted page* *URL of ASP/PHP submitted page* *mailto* *JavaScript function call*	Determines where form data is submitted.* If the ASP Email option or the PHP Email option is selected for the Submit Action setting, the value must be the file name or URL of the ASP or PHP submitted page.	Yes	action=""
Target	_blank _self _parent (default) _top	Determines where the ASP or PHP submitted page specified in the Action property is opened.	Yes	target=""
Encryption	application/x-www-form-urlencoded (default) multipart/form-data text/plain	Determines how form data is encoded before submitting it to the Web server.	Yes	enctype=""
Submit Button	*Form element name*	Determines what button or image is used to submit the HTML form.	Yes	<input type="submit">
Reset Button	*Form element name*	Determines what button or image is used to reset a HTML form.	No	<input type="reset">
Submit Action	None (default) ASP Email* PHP Email*	Determines what happens following submission of the HTML form.* *Selecting the ASP Email or PHP Email option causes remaining Submit Action settings to become accessible.	Yes	n/a
Title	*Title*	Determines the Title of the ASP or PHP submitted page.	No	<title></title>
After Submit	Display Text (default) Display Project Page	Determines whether the content of the Display Text setting or an InForm document page is used as content for the ASP or PHP submitted page.	No	n/a
Display Text	*Text* Thank you for your submission.(default)	Determines the text that will be used as content for the ASP or PHP submitted page if the Display Text option is selected for the After Submit setting.	No	n/a

Setting	Option(s) / Value(s)	Description	Required	HTML Tag / Attribute
Project Page	*Page number*	Determines the page in the InForm document that will be used as content for the ASP or PHP submitted page if the Display Project Page option is selected for the After Submit setting.	No	n/a

MORE:

For further details about HTML tags and associated attributes, refer to the following Web page:

http://www.w3schools.com/tags/default.asp

***NOTE:**

When a user clicks the submit button of a HTML form, form data is not submitted until validation is satisfied for applicable HTML form elements.

Using a Submitted Page

It is common to open a Web page after a HTML form is successfully submitted. This page normally thanks the user and/or confirms submission of the form, and performs an action such as emailing completed form content. InForm Designer provides an option to create an ASP or PHP submitted page which serves this purpose.

Click the ASP Email or the PHP Email option for the Submit Action setting in the HTML Export dialog Form tab (Fig. 57) to access the settings required to configure an ASP or PHP submitted page. The option you choose is dependent upon the Web server the HTML form will be stored on.

NOTE:

When a user clicks the submit button of a HTML form, the ASP or PHP submitted page is not opened, and emails are not sent to recipients until validation is satisfied for applicable form elements.

Specifying Content

The content of an ASP or PHP submitted page is determined in one of the following ways:

- From content derived from a page in the InForm document.
- From content defined for the Display Text setting in the HTML Export dialog Form tab (Fig. 57).

Using a Page in the InForm Document

Any page within an InForm document can be used to determine the content of an ASP or PHP submitted page.

EXAMPLE:

Page 1 of an InForm document could be used to define the HTML form, and page 2 could be used to define the page content of an ASP or PHP submitted page.

Click the Submitted Page drop-down list in the HTML Export Form tab (Fig. 57) then select the required page number.

NOTE:

Unlike other pages within an InForm document, the selected page is not included in the creation of the HTML form file.

NOTE:

Actions associated with interactive HTML form elements such as text fields are ignored if they are included within an InForm document page that will be used to define the content of an ASP or PHP submitted page.

MORE:

For details about using the submitted content of certain HTML form elements as the Default Text property value of labels, refer to Creating HTML Forms > Using a Submitted Page > Including the Content of HTML Form Elements.

Specifying Display Text

If you prefer not to use a page within an InForm document to create the content of an ASP or PHP submitted page, text can instead be defined. This text is used as the Body tag content of the ASP or PHP submitted page.

Ensure that the ASP Email or PHP Email options are selected in HTML Export Form tab (Fig. 57) then click the Display Text radio button to select it (add a dot). Now specify the text you would like to appear on the ASP or PHP submitted page within the Display Text edit box, or leave the default "Thank you for your submission" text.

MORE:

For details about including the submitted content of certain HTML form elements as display text, refer to Creating HTML Forms > Using a Submitted Page > Including the Content of HTML Form Elements.

Specifying Email Settings

The ASP or PHP submitted page can be configured to email an optional message and the content of certain submitted form elements to one or more recipients.

The HTML Export dialog Submit Email(s) tab (Fig. 58) is where the recipient(s) and content of one or more emails are specified.

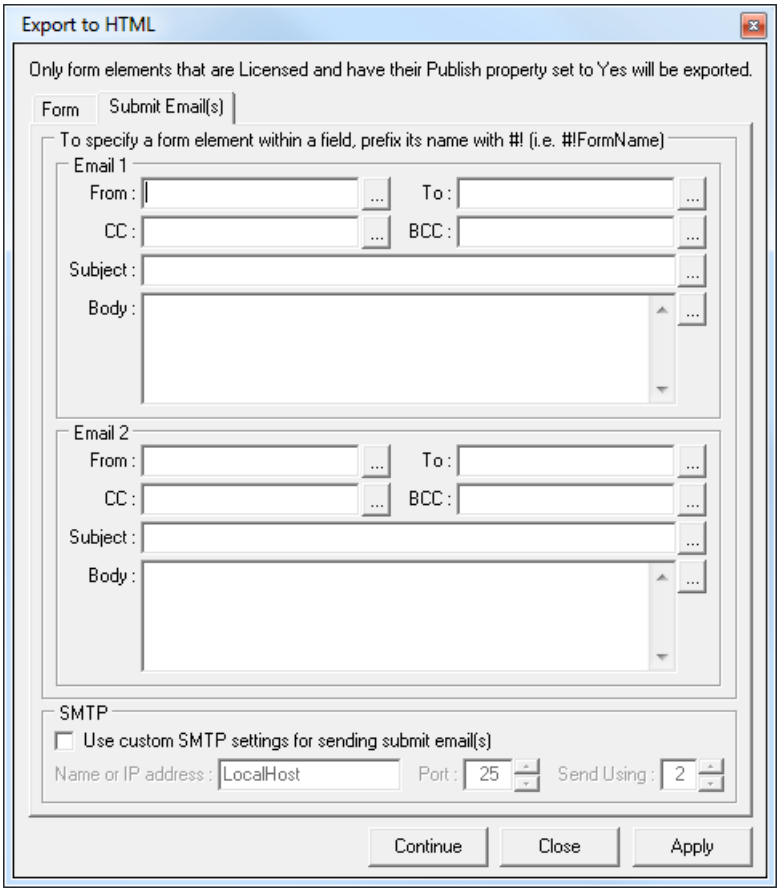

Fig. 58 HTML Export dialog Submit Email(s) tab

The following email settings are provided:

Settings	Option(s) / Value(s)	Description	Required
From	*Email address(es)* *Form element Name property value(s)*	Determines the email address(es) where email 1 and email 2 are sent from.	Yes (email 1 and/or email 2)
To	*Email address(es)* *Form element Name property value(s)*	Determines the email address(es) where email 1 and email 2 are sent.	Yes (email 1 and/or email 2)
CC	*Email address(es)* *Form element Name property value(s)*	Determines the email address(es) where email 1 and email 2 are copied.	No
BCC	*Email address(es)* *Form element Name property value(s)*	Determines the email address(es) where email 1 and email 2 are blind copied.	No
Subject	*Subject* *Form element Name property value(s)*	Determines the subject of email 1 and email 2.	No

Settings	Option(s) / Value(s)	Description	Required
Body	*Body* *Form element Name property value(s)*	Determines the body of email 1 and email 2. Note: Body content is plain text.	No
Use custom SMTP settings	Yes (Tick) No (Blank) (Default)	Determines whether custom SMTP server settings are used. Selecting Yes causes the settings below to become accessible.	n/a
Name or IP Address*	*Name or IP address* (Default = LocalHost)	Determines the name or IP address of the SMTP server that processes the email(s).	Yes (If the Use Custom SMTP Settings property is set to Yes)
Port*	*Port number* (Default = 25)	Determines the port number of the SMTP server that processes the email(s).	Yes (If the Use Custom SMTP Settings property is set to Yes)
Send Using*	*Number* (Default = 2)	Determines the send using parameter required by the SMTP server that processes the email(s).	Yes (If the Use Custom SMTP Settings property is set to Yes)

***MORE:**

For further details about SMTP server settings, contact your Web server hosting company.

MORE:

For details about including the submitted content of certain HTML form elements within certain email settings, refer to Creating HTML Forms > Using a Submitted Page > Including the Submitted Content of HTML Form Elements.

Specifying Multiple Email Addresses

More than one email address can be defined for the From, To, CC and BCC email settings by separating each email address with a semicolon (;).

EXAMPLE:

info@flysoftware.com;support@flysoftware.com

Including the Submitted Content of HTML Form Elements

The submitted content (i.e. what the user has filled in) of compatible HTML form elements can be displayed on the ASP or PHP submitted page, or used to populate certain components of an email. This is achieved by

prefixing the Name property value of a compatible HTML form element with #! then applying it to the following:

- The Default Text property value of a label on the InForm document page that will be used as an ASP or PHP submitted page.
- The Display Text edit box on the HTML Export Form tab (Fig. 57).
- A From, To, CC, BCC, Subject or Body email setting on the HTML Export dialog Submit Email(s) tab (Fig. 58).

EXAMPLE:

#!FormElementName

EXAMPLE:

If a label on the submitted page needed to display the submitted content of a text field with a Name property value of FullName, then the Default Text property value of the label would be #!FullName.

Multiple Name property values together with normal text can be added to labels, display text and email settings.

EXAMPLE:

If the content of a text field with a Name property value of NameTextBox, and a text field with a Name property value of AgeTextBox need to be included in the body of an email, the following is defined in the Body setting:

Full Name: #!NameTextBox
Age: #!AgeTextBox

This would produce text similar to the following in the body of the email:

Full Name: John Smith
Age: 48

Dealing with Radio Buttons

Radio buttons are normally part of a radio button group (i.e. their Group ID property value is set to the same number). As a result only a single radio button from the same group is selectable at any one time. For this reason, the Group ID property value is appended to #!GroupID as follows:

#!GroupIDn

EXAMPLE:

Three radio buttons have a Group ID property value of 1. The following would therefore be specified as content for an email component or as content on a submitted page:

#!GroupID1

The submitted content is the Submit Value property value of the selected radio button in a group.

EXAMPLE:

The following radio buttons all have a Group ID property value of 2 and have the following Submit Value property values:

DogRadio	Dog
CatRadio	Cat
PigRadio	Pig

The following is specified as content for the Body setting of an email:

```
#!GroupID2
```

If the CatRadio radio button was selected, the following would appear in the body of the email:

```
Cat
```

Compatible HTML Form Elements

The content of the following HTML form elements can be displayed on the ASP or PHP submitted page, or used to populate certain components of an email:

- Check Box
- Date Field
- Email Field
- Hidden Field
- Numeric Field
- Password Field
- Radio Button*
- Select List
- Text Area
- Text Field
- Time Field

***MORE:**

For details about how radio buttons are handled, refer to Creating HTML Forms > Using a Submitted Page > Including the Submitted Content of HTML Form Elements > Dealing with Radio Buttons.

Selecting HTML Form Elements

A quick and easy way to add a compatible HTML form element to an email setting or display text within the HTML Export dialog (Fig. 57) is to use the Specify Content dialog (Fig. 59) which is opened by double-clicking an email setting edit box or the Display Text edit box.

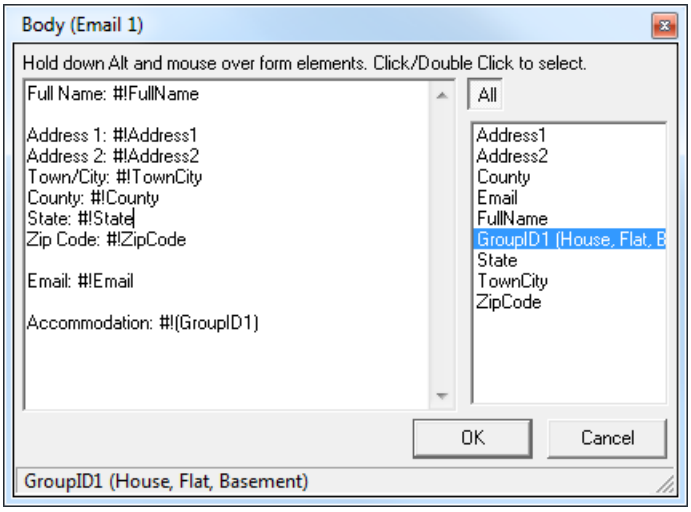

Fig. 59 Specify Content dialog (Body (Email 1))

The memo box on the left of the Specify Content dialog is the area where the content of the associated email setting or display text is defined.

The list box to the right of the Specify Content dialog contains the Name property values of compatible HTML form elements, or a group identifier* for radio button groups.

Click a HTML form element or the group identifier of a radio button group in the list to add it to the memo box where the text cursor is currently positioned.

Alternatively, hold the Alt button then move the mouse pointer over a compatible HTML form element in the InForm document. When the cursor changes to a hand, click the form element to add it to the memo box.

When the content of an email setting or display text is defined, click the OK button to close the Specify Content dialog and return to the HTML Export dialog.

Click the Cancel button to cancel all additions and changes, close the Specify Content dialog then return to the HTML Export dialog.

***NOTE:**

A group identifier for a radio button group is displayed as follows:

#!GroupIDn (RadioButton1, RadioButton2, etc)

***MORE:**

For further details about how radio buttons are handled, refer to Creating HTML Forms > Using a Submitted Page > Including the Submitted Content of HTML Form Elements > Dealing with Radio Buttons.

Required Settings

Prior to specifying a save location for a HTML form and its associated files, required settings must be specified in the HTML Export Form tab (Fig. 57) and (if applicable) the HTML Export Submit Email(s) tab (Fig. 58). If not, an Incomplete Settings dialog (Fig. 60) is opened prompting you to do this.

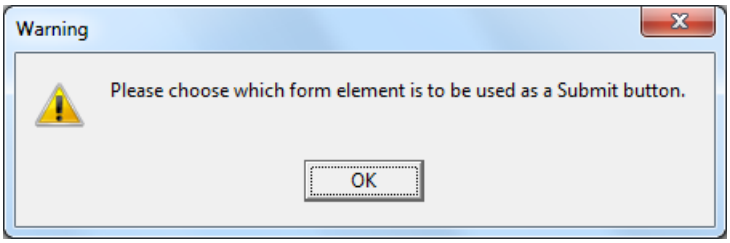

Fig. 60 Incomplete Settings dialog

Click the OK button to close the dialog and return to the HTML Export dialog.

Applying Settings

If, while configuring file, form and submit email settings, you wish to return to the InForm document (i.e. close the HTML Export dialog (Fig. 57)) but retain the settings already made, click the Apply button. Following this you can safely click the Close button to close the HTML Export dialog and the settings will be present when it is opened again.

Specifying a Save Location and Saving

When file, form and optional submit email settings have been specified, the HTML form file, any image files used within it, and the ASP or PHP submitted page (if configured) must be saved.

Click the Continue button in the HTML Export dialog (Fig. 57) to open a Browse for Folder dialog (Fig. 61) where the save location of the file(s) is specified.

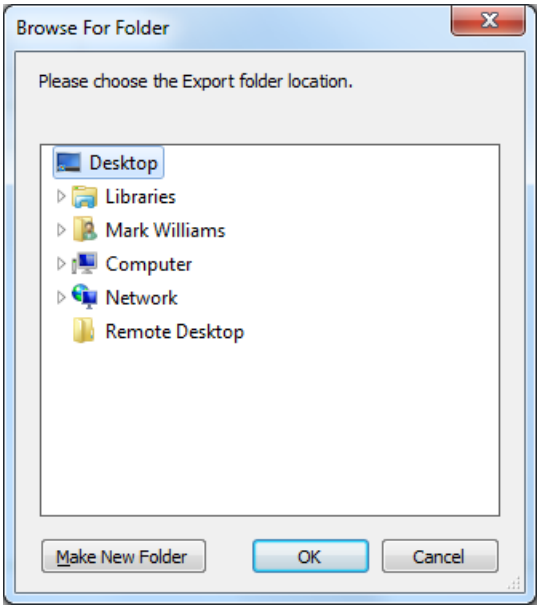

Fig. 61 Browse for Folder dialog (HTML)

Click the OK button to save the file(s) or click the Cancel button to cancel the save.

If one or more files with the same name already exist, a Confirm Overwrite dialog (Fig. 62) is opened asking whether you wish to overwrite the file.

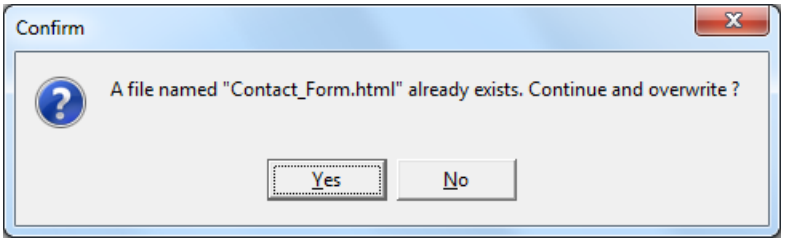

Fig. 62 Confirm Overwrite dialog (HTML)

Click the Yes button to overwrite the existing file or the No button to cancel the save.

When the file(s) are successfully saved, an Export Successful dialog (Fig. 63) is opened notifying you of this.

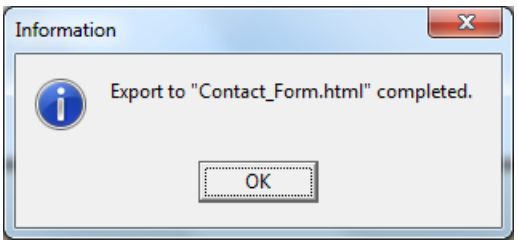

Fig. 63 Export Successful dialog

Click the OK button to close the dialog and return to the InForm document.

Files that are Created

When exporting an InForm document to HTML, the following files are created:

- HTML form file, e.g. contact_us.html.
- ASP or PHP submitted page (if configured), e.g. contact_us_submitted.php.
- Images used in the HTML form file and the ASP or PHP submitted page.

Uploading Files

Before a HTML form can be opened in an Internet browser and filled in, the associated HTML form file, along with the optional ASP or PHP submitted page and all associated image files must be uploaded to a Web server.

NOTE:

If an ASP or PHP submitted page is used, the Web server must have ASP or PHP scripts enabled.

MORE:

For details about uploading to a Web server, refer to the documentation or Help provided by your Web server hosting company.

Using HTML Forms

When a HTML form and its associated files are uploaded to a Web server, the HTML form can be accessed by specifying the name of the domain followed by the name of the associated HTML form file in the address bar of an Internet browser.

EXAMPLE:

If a HTML form file called contact_form.html was located within the root folder of a domain called flysoftware.com, it would be opened by specifying the following:

http://www.flysoftware.com/contact_form.html

Considerations

When designing InForm documents that will be used to create HTML forms, it is important to consider the following:

- Fonts
- Images
- Number of Pages
- Page Size
- Unsupported InForm Plug-ins
- Unsupported Properties
- Validation

Fonts

If a HTML form contains a font that the user of the form does not have installed on their computer, any text that uses the font is displayed in a default font and may not appear as intended. It is therefore advised the following fonts that are supported as standard by PC and MAC computers are used when designing HTML forms:

- Arial
- Arial Black
- Comic Sans
- Courier
- Courier New
- Georgia
- Helvetica
- Impact
- Palatino
- Times New Roman
- Trebuchet
- Verdana

Images

The file size of HTML files and associated assets should be kept to an absolute minimum so the page opens as quickly as possible in an Internet browser. One of the most effective ways to accomplish this is to condition images that will appear in the HTML file and optional ASP or PHP submitted page prior to including them in your InForm document. It is therefore advised you perform the following in an image editing application such as Paint or Photoshop:

- Set the resolution of the image to 96dpi (ppi). This is the display resolution used by most computer screens (although Apple Mac

uses 72dpi (ppi)), and setting an image resolution any higher than this causes the file size to be bigger than necessary.
- Set the pixel width and height of the image to the exact size you want it to appear within the HTML file or ASP or PHP submitted page. Subsequently, when the image is used within an InForm document, the Width and Height property values should be set to the same size. Doing this means the image file size is kept to a minimum.
- Set the color mode of the image to RGB. Normally this reduces the file size compared to other color modes such as CMYK.
- Save the image as a GIF, PNG or JPG. These image formats are best suited for inclusion within a HTML file or ASP or PHP submitted page because they normally have smaller file sizes compared to other image formats such as BMP and TIF.

Number of Pages

If an InForm document contains multiple pages, all pages are combined when an associated HTML form is created, and appear as one page (that contains a single form) when viewed in an Internet browser.

NOTE:

A page that has been indicated for use as the ASP or PHP submitted page, is not included as part of the HTML form.

To help you ascertain how HTML forms appear in an Internet browser, it is advised associated InForm documents are designed on a single page that adheres to documented page size constraints.

Page Size

It is considered good practice that horizontal scroll bars do not appear on Web pages when they are viewed in a maximized Internet browser. Therefore, when designing InForm documents that will be used to create HTML forms, it is important to consider the page width.

These days it is common for computer screen resolutions to be 800x600 pixels or above. Therefore, in order to prevent horizontal scroll bars from appearing on HTML forms, it is advised the width of an InForm document page does not exceed the recommended Web “safe” page size width. As long as form elements appear within the boundary of the page, horizontal scroll bars will not appear all the while the Internet browser is maximized.

Specifying a specific height for an InForm document page is not so critical because vertical scroll bars within Web pages are acceptable and common place.

Web "Safe" Page Sizes

Below are Web "safe" page sizes for various screen resolutions:

Screen Resolution (Width x Height)	Safe Pixels (px) (Width x Height)	Safe Millimeters (mm) (Width x Height)
640x480	600 x 300	158 x 79
800x600	760 x 410	200 x 108
1024x768	955 x 600	252 x158

The easiest way to create an InForm document with a Web "safe" page size, is to select one of the Web "safe" options associated with the New option on the File menu, or a Web "safe" task on the Welcome screen (Fig. 4). Doing this creates a new InForm document with the selected "safe" page size already specified.

Unsupported InForm Plug-ins

The following common InForm plug-ins are unsupported by HTML:

- Calculation Box
- Shape

NOTE:

When designing a HTML form, it is advised you use the HTML InForm Plug-ins available on the HTML tab of the plug-in palette. This helps to ensure only form elements supported by HTML are used.

Calculation Box

Functionality associated with the Calculation Box plug-in is unsupported by HTML. As such, if a calculation box appears within an InForm document, the form element behaves like a text box (<input type="text">) within the associated HTML form.

Shape

Shapes added to InForm documents using the Shape plug-in do not appear on HTML forms. Instead, images (added using the Image plug-in or HTML Image plug-in) should be used within an InForm document to replicate the shapes required.

Unsupported Properties

Certain InForm Plug-in properties that do not have an equivalent HTML tag or attribute are unsupported and are ignored when a HTML form is created.

NOTE:

When designing a HTML form, it is advised you use the HTML InForm Plug-ins available on the HTML tab of the plug-in palette. This ensures only HTML supported properties are available and used.

MORE:

To find out if a property is supported by HTML, refer to the associated property within Appendix A: Properties.

Validation

To help prevent users submitting inaccurate or incomplete HTML forms, it is important to apply validation.

Applying validation can also help to prevent automated processes that visit your websites from submitting a HTML form that contains no data, or data of no importance.

MORE:

For further details about validation, refer to Creating HTML forms > Validating, and Working with Form Elements > Applying Validation.

Common InForm Plug-ins

In this section the following common InForm Plug-ins are described:

- Button
- Calculation Box
- Check Box
- Combo Box
- Date Box
- Image
- Label
- Radio Button
- Shape
- Text Box
- Time Box

MORE:

For details about HTML InForm Plug-ins, refer to HTML InForm Plug-ins.

Button

To improve accessibility and allow certain application functionality to be performed within an InForm document, buttons (Fig. 65) can be added using the Button plug-in (Fig. 64).

Fig. 64 Button plug-in button/icon

Fig. 65 Example buttons

A single button can be used to perform one or multiple actions such as page navigation, emailing and URL access when in Filler mode or InForm Filler.

HTML TIP:

Use the HTML Button plug-in to add form submit and reset buttons to an InForm document that will be exported to HTML. The HTML Image plug-in can also be used to create form submit buttons.

MORE:

For details about adding, selecting, moving, resizing and styling a button, refer to Working with Form Elements.

Actions

The following actions can be applied to a button:

Action	Description
Open	Opens a specified InForm document or opens the Open dialog (Fig. 18) where InForm documents can be selected and opened. Prior to opening, the Save dialog is opened if changes have been made since it was last saved.
Close	Closes the InForm document. Prior to closing, the Save dialog is opened if changes have been made since it was last saved.
Save	Saves the InForm document.
Save As	Saves the InForm document using a specified file name, or opens a Save As dialog where a file name and location can be specified before saving.

Action	Description
Print	Prints the InForm document using the default printer, or opens the Print dialog.
Exit	Exits InForm Designer or InForm Filler. Prior to exiting, the Save dialog is opened if changes have been made since it was last saved.
(View) Actual Size	Resizes the view of the current page to actual size.
(View) Fit to Width	Resizes the view of the current page to fit the width of the application window.
(View) Fit to Page	Resizes the view of the current page to fit entirely within the application window.
Reset Form	Resets the content of applicable form elements within the InForm document to a default value or state.
Validate Form	Validates the content of applicable form elements within the InForm document, and if one or more fail, opens the Validation Failed dialog (Fig. 23). For further information about validating forms, refer to Getting Started > Validating Forms and Working with Form Elements > Applying Validation.
First Page	Displays the first page of the InForm document.
Next Page	Displays the next page of the InForm document.
Previous Page	Displays the previous page of the InForm document.
Last Page	Displays the last page of the InForm document.
Goto Page	Displays a specified page in the InForm document, or opens a dialog prompting for a page number.
Hyperlink To URL	Opens the default Internet browser and displays the content of a specified URL, or opens a dialog where a URL can be specified then opened.
Post To URL	Posts information contained in one or more specified form elements to a URL, and if necessary returns and display response data in a dialog or form element. For further information, refer to Common InForm Plug-ins > Button > Post To URL.

Action	Description
Email	Emails a message and optional attachments (including the current InForm document) to a pre-determined email account. Alternatively it opens an Email dialog or the default email client where email details such as To, Subject and Body can be specified. For further information, refer to Common InForm Plug-ins > Button > Email.
Execute Application	Launches a specified application or opens a dialog where an application can be specified then launched.

HTML TIP:

All actions applied to a button are ignored. Instead, any button that appears in an InForm document can be selected within the HTML Export dialog (Fig. 57) for use as a submit or reset button.

Applying Actions

To apply one or more actions to a button, double-click its placeholder. Following this, an Actions dialog (Fig. 66) is opened where actions can be selected, configured, added, prioritized, deleted and modified.

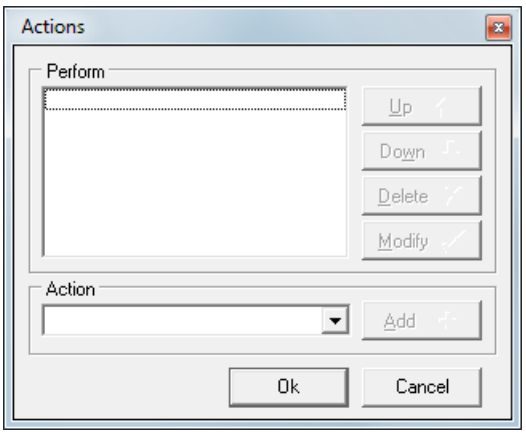

Fig. 66 Actions dialog (default state)

Click the OK button to close the Actions dialog and apply the action(s) displayed in the Perform panel.

Click the Cancel button to close the Actions dialog and cancel any actions recently configured.

Selecting

All available actions are contained in the Action drop-down list.

To select an action, click the Action drop-down list then click the required action.

Configuring

Certain actions must have one or more options configured so they operate in the way they were intended.

EXAMPLE:

If you required a button to open a Web page in an Internet browser, you would need to specify the URL of the web page for the Hyperlink to URL action.

If an action has configuration options, each appears at the bottom of the Actions dialog (Fig. 66) following selection of the action.

Adding

Any action you wish to apply to a button must be added to the Perform panel.

Click the Add button to add the name of the selected action to the Perform panel.

NOTE:

If an action is added that would negate another action (i.e. First Page and Next Page), the action that appears first in the Perform panel is only used when the button is clicked.

Prioritizing

Multiple actions that appear in the Perform panel can be prioritized.

The action at the top is performed first and the action at the bottom last.

Click the action you wish to prioritize then click the Up button to move it up, or the down button to move it down within the Perform panel.

NOTE:

Actions are not performed if they follow an Open, Close or Exit action, or if they negate another action, i.e. First Page and Next Page.

Deleting

To delete an action contained in the Perform panel, click its name then click the Delete button.

Modifying

To modify an action contained in the Perform panel, click its name, make the necessary changes to the configuration options that appear at the bottom of the Actions dialog (Fig. 66) then click the Modify button.

Including a Post-click Dialog

Prior to performing one or more actions associated with a button, it may be useful to open a dialog to allow the user to confirm they wish to proceed, or display additional information or a warning.

To include a dialog that appears immediately after a button is clicked, select a button, open the Confirmation property group, then click the Yes option in the Confirmation Dialog property value list.

NOTE:

The dialog appears before other dialogs associated with actions defined for a button.

MORE:

For details about the dialogs that can appear after clicking a submit button or a validate form button on a form that contains validation errors, refer to Getting Started > Validating Forms.

Specifying Content

To specify the text contained in a post-click dialog and its title bar, together with its icon and buttons, use the Text, Title, Icon and Buttons properties contained in the Confirmation property group.

MORE:

For details about specifying the content of the Validation Failed dialog (Fig. 24) that appears after clicking the submit button on a HTML form that contains validation errors, refer to Creating HTML Forms > Validation > Notifying the Form Filler > Specifying Error Messages.

Action Dialogs

Certain actions you can apply to a button have an optional default dialog associated with them that can appear when the button is clicked in Filler mode or InForm Filler.

EXAMPLE:

If the Print action is applied to a button, the default Print dialog is opened by default when the button is clicked.

Each action with an associated dialog has a Use Dialog checkbox within the Actions dialog (Fig. 66). Removing the tick from this checkbox prevents the dialog being opened and causes configuration options displayed in the Actions dialog to be used.

EXAMPLE:

If the tick is removed from the Print action's Use Print Dialog checkbox, the Print dialog is not opened and the page range and the number of

copies defined in the Actions dialog are used when printing the InForm document.

Adding an Image

It is common for buttons within applications or on websites to be represented by an image of the action they perform.

EXAMPLE:

A print button is sometimes represented by an image of a printer.

To apply an image to a button, select a button, open the Image property group then double-click the File Name property value edit box. Following this, an Image File dialog (Fig. 81) is opened where you can select a supported image from your file system.

Following selection of an image, click the Open button to add the image to the button placeholder.

Supported Image Formats

The following image formats can be added to a button:

- BMP
- EMF
- GIF
- ICO
- JPEG/JPG
- PNG
- WMF

Positioning and Resizing

By default, an image is positioned to the left of the button placeholder and is 16 x 16 pixels in size.

To position and resize an image, use the Position, Width and Height properties contained in the Image property group.

Using as a Background

Perform the following actions to add an image as a button background (meaning text applied using the Default Text property appears on top):

- Select a button.
- Open the Image property group.
- Click the Background option in the Position property value list.

Applying a 3D Effect

It is common for buttons within web pages and applications to appear raised.

To "raise" a button by adding a bevel around its edge, select a button, open the General property group then click the Yes option in the 3D property value list.

HTML TIP:

The 3D effect is ignored. However, adding a button without a border or fill causes the button to appear as a standard browser button that normally contains a 3D effect when it appears within a HTML form.

Button Animation

By default, when a button is clicked in Filler mode or InForm Filler, a "push down" animation is performed to simulate the action of pressing a real button.

To remove the "push down" animation, select a button, open the General property group then click the No option in the Allow Down property value list.

HTML TIP:

The "push down" animation for buttons is always performed when they appear within a HTML form.

Post To URL

The Post To URL action posts information contained in one or more specified form elements to a URL, and if necessary returns and displays response data in a dialog or form element.

Post To URL configuration options are detailed below.

Configuration Option	Description
URL	Determines the URL where specified form elements are posted. For example: http://www.flysoftware.com/test.asp

Configuration Option	Description
Available Fields	Lists all form elements within the InForm document that could be posted to the specified URL. A form element can be removed from the Available Fields panel and moved to the Fields To Send panel by clicking its name then clicking the Add (>) button.
Fields To Send	Lists all form elements in the InForm document that will be posted to the specified URL. A form element can be removed from the Fields To Send panel and moved to the Available Fields panel by clicking its name then clicking the Remove (<) button. Variable names that can be referenced and used in the post URL match the names of form elements specified in the Fields To Send panel.
Response Field	Determines the name of the form element in the InForm document that displays post response data (if any).
Respond With Dialog	Determines whether a dialog is opened that contains post response data (if any).
Strip HTML Tags	Determines whether HTML tags normally contained in post response data are removed.

HTML TIP:

The button that will be used to submit (post) the content of a HTML form is determined in the HTML Export dialog (Fig. 57) and the above options are ignored.

Email

The Email action emails a message and optional attachments (including the current InForm document) to a pre-determined email account. Alternatively, it opens an Email dialog or the default email client where email details such as To, Subject and Body can be specified.

Email configuration options are detailed below.

Configuration Option	Description
Host*	Determines the host of the email account that is used to send an email. If unspecified and the Use Dialog option is not selected, the default email client is launched.

Configuration Option	Description
User ID*	Determines the user ID of the email account that is used to send an email.
Password*	Determines the password of the email account that is used to send an email.
Hide	Determines whether the Host, User ID and Password fields appear in the Email dialog.
From	Determines the email address that an email is sent from. For example: info@flysoftware.com
Subject	Determines the subject of an email.
To	Determines the email address(es)^ an email is sent to. For example: j.smith@flysoftware.com
CC	Determines the carbon copy email address(es)^ an email is sent to. For example: j.smith@flysoftware.com
BCC	Determines the blind carbon copy email address(es)^ an email is sent to. For example: j.smith@flysoftware.com
Attach	Determines the file or files that are attached to an email. Click the plus (+) button to open an Attach dialog where a file can be selected. Click the Open button in the Attach dialog to add the associated file to the Attach drop-down list. Files can be removed from the Attach drop-down list by clicking them then clicking the cross (X) button.
Attach current InForm document	Determines whether the current InForm document is attached to the email.
Body	Determines the message body of an email. NOTE: Message body content is plain text when emailed using InForm.
Use Dialog	Determines whether the Email dialog is opened, or if the default email client is launched (if Host is unspecified).

***CAUTION:**

It is strongly advised you do not specify the Host, User ID and Password settings if your form will be used by anyone other than yourself or will be

made available to anyone outside your organisation. This is because the information supplied is not secure and may become accessible by unauthorised users.

^NOTE:

Multiple email addresses can be specified by separating them with a semi-colon.

EXAMPLE:

john.smith@flysoftware.com;emily.jones@flysoftware.com

HTML TIP:

Options to email HTML form content to one or more recipients are provided in the HTML Export dialog (Fig. 57), and the above options are ignored.

Using the Default Email Client

To launch the default email client instead of emailing directly from InForm, leave the Host configuration option blank then click the Use Dialog checkbox until its tick is removed.

NOTE:

The content of To, CC, BCC, Subject and Body configuration options is used to pre-populate corresponding fields within the default email client.

Properties

The Button plug-in has the following properties:

Name
Actions
+Confirmation
    Confirmation Dialog
    Title
    Icon
    Text
    Buttons
+Image
    File Name
    Position
    Width (Pixels)
    Height (Pixels)
+General
    Lock
    Hint
    Default Text
    3D
    Allow Down
    Publish
+Position & Size

- Left
- Top
- Width
- Height

+Border
- Width
- Color
- Publish

+Fill
- Color
- Transparent
- Publish

+Pad
- Top
- Right
- Bottom
- Left

+Character
- Font
- Size
- +Style
  - Bold
  - Italic
  - Underlined
  - Strikethrough
  - Upper Case
- Color

+Paragraph
- Horizontal Alignment
- Vertical Alignment

+Tab On
- Enter Key
- Up & Down Keys

MORE:

For a description of each property, refer to Appendix A: Properties.

Calculation Box

If numerical form data needs to be calculated, you can help users save time and prevent errors by automatically performing the calculations for them. This is achieved by applying math expressions to a calculation box (Fig. 68) using the Calculation Box plug-in (Fig. 67).

Fig. 67 Calculation Box plug-in button/icon

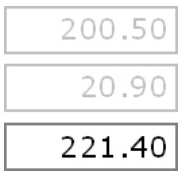

Fig. 68 Example calculation box

A common use is to define an expression to add the contents of two or more text boxes to determine a total displayed in your InForm document.

HTML TIP:

When calculation boxes appear within a HTML form they behave like text boxes and any expressions applied are ignored.

MORE:

For details about adding, selecting, moving, resizing and styling a calculation box, refer to Working with Form Elements.

Defining Expressions

To define an expression, add a calculation box to a page then double-click its placeholder. Following this, an Expression dialog (Fig. 69) is opened where form elements, math symbols, math functions, and numerical values can be added.

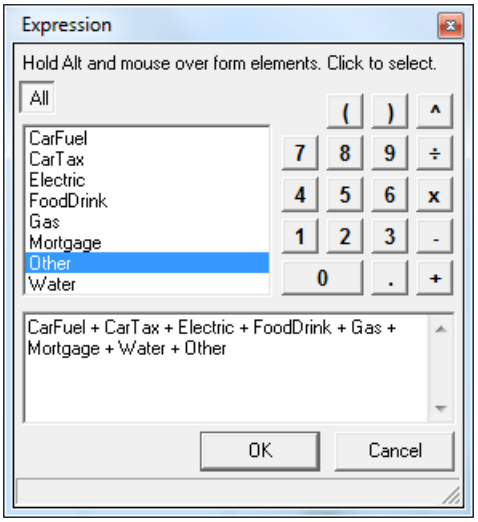

Fig. 69 Expression dialog

The Fields Box

By default, the Fields box at the top of the Expression dialog (Fig. 69) lists (in alphanumerical order) all form elements that have been configured to allow only numbers. This includes the calculation box being configured and all others found in the InForm document.

MORE:

For details about configuring form elements to allow only numbers, refer to Working with Form Elements > Manipulating Numbers > Allowing Only Numbers.

NOTE:

The appearance of all form elements is indicated by the All button above the Fields box being selected.

If you wish to display only form elements from a particular page within the Fields box, click the required page number button within the dialog.

The Expression Box

The Expression box at the bottom of the Expression dialog is where expressions for the associated calculation box are defined.

EXAMPLE:

If the values of TextBox1 and TextBox2 need to be added together and then have 50 subtracted, the following expression would be defined within the expression box:

TextBox1 + TextBox2 - 50

Adding Form Elements

After positioning the text cursor in the Expression box where you would like a form element name to appear, a form element can be added in any of the following ways:

- Type the name directly into the Expression box.
- Double-click* the required name in the Fields box.
- Press and hold the CTRL and ALT keys and double-click* the required form element on the page.

***NOTE:**

A single-click also adds a form element name to the Expression box. However, the name is highlighted (selected) in the Expression box, meaning it is overwritten if another form element is selected or something is typed.

Adding Math Symbols and Functions

Common math symbols and functions can be used to make up an expression.

Position the text cursor within the expression box where you would like a math symbol to appear then click the associated symbol on the calculator. Alternatively, symbols can be typed directly into the expression box.

Functions are added by typing directly into the expression box.

Adding Numerical Values

In addition to performing calculations on values contained with certain form elements, numerical values can also be included.

Position the text cursor within the expression box where you would like the numerical value to appear then click the associated number(s) on the calculator. Alternatively, values can be typed directly into the expression box.

Supported Math Functions

The following math functions can be used in calculation box expressions:

Abs	Arctan2	Floor	Log2
Arccosh	Arctanh	Frac	Logn
Arcos	Ceil	Hypot	Max
Arcsin	Cosh	Int	Min
Arcsinh	Cotan	Lnxp1	Pi
Arctan	Exp	Log10	Round

Sinh	Sqrt	Tanh
Sqr	Tan	

Joining Whole and Decimal Values

If your forms require separate form elements for whole and decimal values (Fig. 70), they can be treated as one value in a Calculation box expression by "joining" the two text boxes together.

Fig. 70 Separate text boxes for whole and decimal currency values

In the Expression box, type a full stop (period) (.) between the whole and decimal values you would like to "join".

EXAMPLE:

If TextBox1 contained a whole currency value (i.e. dollars, Euros or pounds), and TextBox2 contained the decimal part of that value (i.e. cents, or pence), the following expression is used:

```
TextBox1.TextBox2
```

Using the above example, if you wanted to add the value of TextBox3 to TextBox1 and TextBox2, the following expression is used:

```
TextBox1.TextBox2 + TextBox3
```

Properties

The Calculation Box plug-in has the following properties:

Name
Expression
+General
    Lock
    Hint
    Maximum Characters
    Publish
    Display
+Position & Size
    Left
    Top
    Width
    Height
+Border
    Width
    Color
    Publish
+Fill

- Color
- Transparent
- Publish

+Pad
- Top
- Right
- Bottom
- Left

+Character
- Font
- Size
- +Style
  - Bold
  - Italic
  - Underlined
  - Strikethrough
- Color

+Paragraph
- Style
- Horizontal Alignment
- Vertical Alignment
- +Fixed
  - Width
  - Height
  - Horizontal Gap
  - Vertical Gap
  - +Border
    - Width
    - Color
    - Publish
  - +Fill
    - Color
    - Transparent
    - Publish

+Number
- Decimal Places
- Display Zero
- Separate Thousands
- +Zero Pad
  - Pad
  - Width

MORE:

For a description of each property, refer to Appendix A: Properties.

Check Box

If your forms require users to select options or indicate multiple choices, check boxes (Fig. 72) can be added using the Check Box plug-in (Fig. 71). Users then simply click a check box to either check it (for selected/yes) or uncheck it (for unselected/no).

Fig. 71 Check Box plug-in button/icon

Fig. 72 Example check box

NOTE:

By default, check boxes are mutually exclusive; i.e. users can select check boxes without deselecting others. This is determined by the -1 Group ID property value. It is normal to use radio buttons when an option or question requires a mutually exclusive yes/no or on/off answer; i.e. users can select only one option from a related group.

HTML TIP:

Use the HTML Check Box plug-in to add check boxes to an InForm document that will be exported to HTML.

MORE:

For details about adding, selecting, moving, resizing and styling a check box, refer to Working with Form Elements.

Defining Checked, Unchecked and No Selection States

Check boxes have three states – checked, unchecked and no selection (if it is not disabled). Each of these can be configured to match your requirements.

HTML TIP:

Check boxes that appear within a HTML form only have a checked and an unchecked state, and character configurations and custom characters are ignored.

Character Configuration

The character that appears in a check box for any selection state is configured in the same way as you configure the text that appears in a form element such as a label.

Select a check box, open the Character property group and the property group of the selection state you would like to configure. Here you find properties for changing the character that appears when the state is active, together with its size, style and color.

MORE:

For further details about configuring selection state characters, refer to Working with Form Elements > Manipulating Text.

Custom Characters

Traditionally, check boxes use ticks, crosses and other similar characters for their selection states. In InForm Designer you can also define your own characters or combination of characters – even entire words.

EXAMPLE:

Yes/No, True/False, Male/Female

Select a check box, open the Character property group and the property group of the selection state you would like to configure then click the Custom option in the Item value list box. Now type your required character or sequence of characters within the Custom Text property value edit box.

Disabling No Selection

By default, check boxes have a no selection state. However, when a check box is required to specify only yes/no or on/off answers, the no selection state can be disabled.

Select a check box, open the General property group then click the No option in the Allow No Selection property value list.

To enable the no selection state, click the Yes option in the Allow No Selection property value list.

Properties

The Check Box plug-in has the following properties:

Name
Group ID
+General
    Lock
    Hint
    Default State
    Allow No Selection
    Submit Value
    Publish
+Position & Size

- Left
- Top
- Width
- Height

+Border
- Width
- Color
- Publish

+Fill
- Color Checked
- Color Unchecked
- Color No Selection
- Transparent
- Publish

+Pad
- Top
- Right
- Bottom
- Left

+Character
- +Checked
  - Item
  - Size
  - +Style
    - Bold
    - Italic
    - Underlined
    - Strikethrough
  - Color
  - Custom Text
- +Unchecked
  - Item
  - Size
  - +Style
    - Bold
    - Italic
    - Underlined
    - Strikethrough
  - Color
  - Custom Text
- +No Selection
  - Item
  - Size
  - +Style
    - Bold
    - Italic
    - Underlined
    - Strikethrough
  - Color
  - Custom Text

+Tab On
- Enter Key
- Up & Down Keys

+On Reset Form
    Can Be Reset
    State On Reset
+Validation
    Required
    Must Also Fill
    Error Messages

MORE:

For a description of each property, refer to Appendix A: Properties.

Combo Box

To reduce the time it takes for users to complete your forms and predetermine what information they can provide, combo boxes (Fig. 74) can be added using the Combo Box plug-in (Fig. 73).

Fig. 73 Combo Box plug-in button/icon

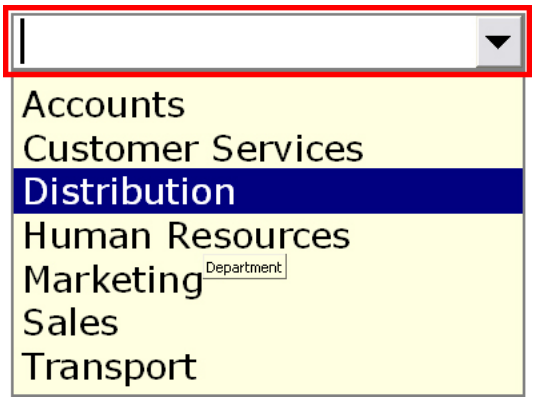

Fig. 74 Example combo bo (with list options displayed)

Users can pick from a list of pre-defined options, or type something in (if the combo box is configured for it). As a result, the information you extract from your completed forms is concise and consistent, and quick to complete by the user.

HTML TIP:

Use the HTML Combo Box plug-in to add combo boxes (select lists) to an InForm document that will be exported to HTML.

MORE:

For details about adding, selecting, moving, resizing and styling a combo box, refer to Working with Form Elements.

Adding and Modifying Drop-down List Options

To add or modify existing drop-down list options, double-click a combo box placeholder. Following this, a Drop-down List Items dialog (Fig. 75) is opened where combo box options can be added or existing options modified.

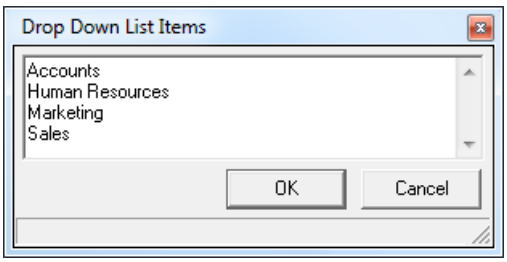

Fig. 75 Drop-down List Items dialog (with example options)

Text for each combo box option must be typed on its own line.

When the required options have been added or modified, click the OK button to close the Drop-down List Items dialog and apply the options to the combo box.

Click the Cancel button to ignore any additions or changes made within the Drop-down List Items dialog.

HTML TIP:

Each option in a combo box (select list) that appears within a HTML form has a numerical value applied to it. This starts at 1 for the first option then increments by 1 for all other options.

Sorting

By default, combo box options are displayed in the order they appear in the Drop-down List Items dialog (Fig. 75). To sort them in alphanumerical order, select a combo box, open the List property group then click the Yes option in the Sorted property value list box.

To display options in the order they appear in the Drop-down List Box dialog, click the No option in the Sorted property value list box.

Configuring the Drop-down List

A drop-down list can have its drop length changed, and can be configured to appear as soon as a user selects a combo box.

NOTE:

The border, fill, padding and character of a drop-down list are configured independently from the rest of the combo box. The properties to do this appear with the List property group.

MORE:

For details about styling the drop-down list, refer to Working with Form Elements.

Changing the Drop Length

By default, the drop length of a drop-down list is eight rows (lines). To increase or decrease the drop length, select a combo box, open the List property group then type the number of rows in the Drop Rows property value edit box you would like it to drop by.

HTML TIP:

The drop length of a combo box (select list) that appears within a HTML form is determined by the Internet browser it is viewed in.

NOTE:

If the number of combo box options is greater than the number of drop rows, a scroll bar is provided that is used to display the "hidden" options.

MORE:

For details about using scroll bars, refer to Working with Pages > Moving About > Using Scroll Bars.

Displaying When Selected

By default, the drop-down list is only displayed when users click the button of the associated combo box.

To display the drop-down list as soon as a combo box is selected by a user, select a combo box, open the List property group and select the Yes option from the Automatic Drop property value list box.

To display the drop-down list only when a combo box button is clicked or the combo box itself is double-clicked by users, select the No option from the Automatic Drop property value list box.

HTML TIP:

The drop-down list of a combo box (select list) that appears within a HTML form is displayed as soon as a user selects it.

Prompting Users

It is common for combo boxes to prompt users to select from the list of available options. This is normally achieved by adding text such as "Please Select…", or "Choose an Option…" to the area at the top of a combo box that is always displayed.

Select a combo box, open the General property group then type your prompt text in the Prompt property value edit box.

HTML TIP:

The Prompt property value is used to define the <option selected> attribute value for the associated HTML select list tag. An attribute value of 0 is also applied.

Preventing User Entry

By default, combo boxes allow users to select an option from a list, or type their own response within the text box area at the top of the combo box.

To prevent user entry and only allow users to select an option from the list, select a combo box, open the List property group then click the List Only option in the Type property value list box.

To allow user entry, select the Text Box With List option from the Type property value list box.

HTML TIP:

User entry within a combo box (select list) that appears within a HTML form is not permitted.

Specifying the Input Type

Combo boxes can be configured to accept the following types of data:

Input Type	Description
Anything	Any character associated with the font being used.
Number	0 to 9, period (.) and minus (-). No other characters can be typed in the combo box.
Email Address	Must contain an ampersand (@) and a period (.), and have the following structure: name@domain.xxx. If an invalid email address is typed in a combo box, an Input Error dialog appears when focus is taken away from it.

Select a combo box, open the General property group then click the required option in the Input Format property value list box.

Configuring the Button

To allow users to display the drop-down list of options, a button (Fig. 76) is provided to the top right of combo boxes. This button can have its position and display preference changed to suit your design requirements.

Fig. 76 Combo Box button

NOTE:

The button is automatically sized to the same height as a combo box placeholder.

NOTE:

Users can also display the drop-down list by double-clicking the associated combo box. If configured, the drop down-list can also be displayed as soon as a user selects the associated combo box.

Changing the Position

By default, a combo box button is displayed inside a combo box.

To move the button outside a combo box, select a combo box, open the Button property group then click the Outside option in the Position property value list box.

To move the button inside, click the Inside option in the Position property value list box.

Always Displaying

By default, combo box buttons are only displayed when a user selects a combo box.

To always display the button, select a combo box, open the Button property group then click the Yes option in the Always Display property value list box.

To only display the button when a combo box is selected, click the No option in the Always Display property value list box.

Properties

The Combo Box plug-in has the following properties:

Name
+General
    Lock
    Hint
    Default Text
    Input Type
    Prompt
    Read Only
    Publish
+Button
    Always Display
    Position
+List
    Default Text
    Items

- Sorted
- Type
- Drop Rows
- Automatic Drop
- +Border
  - Width
  - Color
- +Fill
  - Color
  - Transparent
- +Pad
  - Top
  - Right
  - Bottom
  - Left
- +Character
  - Font
  - Size
  - +Style
    - Bold
    - Italic
    - Underlined
    - Strikethrough
    - Upper Case
  - Color

+Position & Size
- Left
- Top
- Width
- Height

+Border
- Width
- Color
- Publish

+Fill
- Color
- Transparent
- Publish

+Pad
- Top
- Right
- Bottom
- Left

+Character
- Font
- Size
- +Style
  - Bold
  - Italic
  - Underlined
  - Strikethrough
  - Upper Case
- Color

+Paragraph
- Style
- Horizontal Alignment
- Vertical Alignment
- +Fixed
  - Width
  - Height
  - Horizontal Gap
  - Vertical Gap
  - +Border
    - Width (Pixels)
    - Color
    - Publish
  - +Fill
    - Color
    - Transparent
    - Publish

+Numerics (Display)
- Decimal Places
- Display Zero
- Separate Thousands
- +Zero Pad
  - Pad
  - Width

+Tab On
- Enter Key
- Up & Down Keys
- Maximum Characters
- Decimal Point

+On Reset Form
- Can Be Reset
- Text On Reset

+Validation
- Required
- Maximum Characters
- Restrict To
- Minimum Value
- Maximum Value
- Error Messages

MORE:

For a description of each property, refer to Appendix A: Properties.

Date Box

If your InForm document requires users to enter a date, you can make certain it is specified and displayed in a specific format by adding a date box (Fig. 78) using the Date Box plug-in (Fig. 77). Alternatively, you can display the current system date on your forms as a visual reference for users, or as a date stamp to indicate when the InForm document was last saved or printed.

Fig. 77 Date Box plug-in button/icon

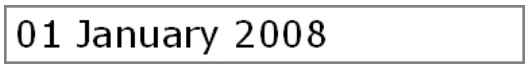

Fig. 78 Example date box

HTML TIP:

Use the HTML Date Box plug-in to add date boxes to an InForm document that will be exported to HTML.

MORE:

For details about adding, selecting, moving, resizing and styling a date box, refer to Working with Form Elements.

MORE:

To specify a time, use the Time Box plug-in.

Specifying Formats

You can specify an input format and an output format for a date box. This means the format of the date displayed can be different to what a user must fill in.

EXAMPLE:

You could ask users to fill in mm/dd/yy (e.g. 02/01/11) but display it as dddd, dd mmmm yyyy (e.g. Tuesday, 01 February 2011).

Input Format

The input format determines the date format that must be used when filling in a date.

Select a date box then click the required option in the Input Format property value list box, or type your own input format.

When defining you own input format, any combination of date format characters and date separators can be specified.

NOTE:

If an invalid date or a date that does not match the input format is typed in a date box, an Input Error dialog appears when focus is taken away from it.

NOTE:

Leaving the Input Format property value blank will enable users to fill in a date using the Windows® Regional and Language short or long date format.

Output Format

The output format determines the date format that is displayed after a date box is filled in by a user.

Select a date box then click the required option in the Output Format property value list box, or type your own output format.

When defining you own output format, any combination of date format characters, date separators and other characters and strings can be specified.

NOTE:

Leaving the Output Format property value blank will use the Windows® Regional and Language long date format.

Date Format Characters

Below is a list of available date format characters that can be used with the Input Format and Output Format properties, together with an example based upon Tuesday 01 February 2011:

Character(s)	Description	Example
d	Numeric day of month	1
dd	Numeric day of month with leading zero	01
ddd	Day of week - Short	Tue
dddd	Day of week - Full	Tuesday
ddddd	Short date format*	02/01/2011 (USA)
dddddd	Long date format*	01 February 2011
m	Numeric month	1
mm	Numeric month with leading zero	01

mmm	Month - Short	Feb
mmmm	Month - Full	February
yy	Year - Short	11
yyyy	Year - Long	2011

***NOTE:**

The short date and long date formats used are determined by the Windows® Regional and Language short date and long date.

MORE:

For details about the Windows® Regional and Language, refer to your Windows® documentation or Help.

Date Separators

The following characters can be used for separating each part of a date:

- Space
- /
- .

Additional Characters and Strings

Additional characters and strings can also be included in the output format by enclosing them in single or double quotes within the Output Format property value.

EXAMPLE:

"The date is" dd/mm/yy

Is displayed as:

The date is 01/02/11

EXAMPLE:

dd 'day, ' mm 'month, ' yy 'year'

Is displayed as:

01 day, 02 month, 11 year

Displaying the Current Date

To display the current date in an InForm document, select a date box, open the General property group then type "now" (without the speech marks) into the Default Text property value edit box.

Creating a Date Stamp

To indicate when an InForm document was last saved you can apply a date stamp to a date box.

Select a date box, open the General property group, click the Yes option in the Stamp property value list box then specify "now" in the Default Text property value edit box.

If you do not want the date to be modified by users, the time box can be made read only. In the General property group, click the Yes option in the Read Only property value list box.

Properties

The Date Box plug-in has the following properties:

- Name
- Input Format
- Output Format
- +General
  - Lock
  - Hint
  - Default Text
  - Stamp
  - Read Only
  - Publish
- +Position & Size
  - Left
  - Top
  - Width
  - Height
- +Border
  - Width
  - Color
  - Publish
- +Fill
  - Color
  - Transparent
  - Publish
- +Pad
  - Top
  - Right
  - Bottom
  - Left
- +Character
  - Font
  - Size
  - +Style
    - Bold
    - Italic
    - Underlined

- Strikethrough
- Upper Case
- Color

+Paragraph
- Style
- Horizontal Alignment
- Vertical Alignment
- +Fixed
  - Width
  - Height
  - Horizontal Gap
  - Vertical Gap
  - +Border
    - Width (Pixels)
    - Color
    - Publish
  - +Fill
    - Color
    - Transparent
    - Publish

+Tab On
- Enter Key
- Up & Down Keys

+On Reset Form
- Can Be Reset
- Text On Reset

+Validation
- Required
- Error Messages

MORE:

For a description of each property, refer to Appendix A: Properties.

Image

If you would like to enhance the visual impact of your forms, the Image plug-in (Fig. 79) allows you to integrate the content of a supported image format.

Fig. 79 Image plug-in button/icon

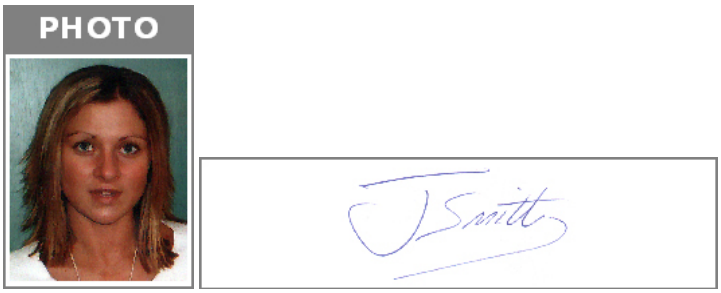

Fig. 80 Example images

By using the Image plug-in, you are able to incorporate logos, photos, clipart and even entire pages from PDF documents. You can also integrate image boxes so users of your forms can add images of their own such as their photo or a scan of their signature.

HTML TIP:

Use the HTML Image plug-in to add images to an InForm document that will be exported to HTML.

MORE:

For details about adding, selecting, moving and resizing an image or PDF, refer to Working with Form Elements.

MORE:

For details about using an image or PDF as a page background, refer to Working With Pages > Adding Background Effects > Image and PDF.

Supported Image Formats

The following image formats are supported:

- BMP
- EMF
- GIF
- ICO
- JPG/JPEG
- PDF
- PNG

- WMF

Adding an Image

To add an image or PDF to a page, double-click an image placeholder. Following this, an Image File dialog (Fig. 81) appears where you can select a supported file from your file system.

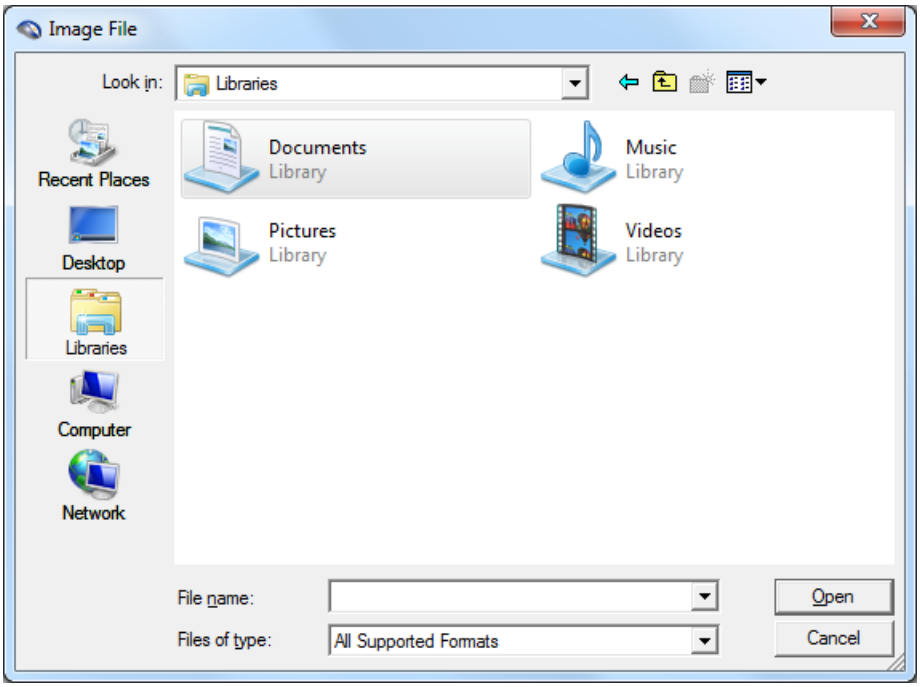

Fig. 81 Image File dialog

Following selection of a supported file, click the Open button to add the content of the file to the image placeholder.

If a PDF is selected, page one is displayed by default and an associated icon appears on the non-visual form element bar if the PDF has not previously been included in your InForm document.

NOTE:

If a PDF you wish to use has already been included, it can be selected by opening the PDF property group then clicking the required PDF name from the Link property list box.

Resizing Within the Entire Placeholder

By default, images and PDFs are resized in proportion to their original shape within an image placeholder.

To resize the image or PDF so its horizontal and vertical planes are stretched to fit within the entire placeholder, select an image placeholder, open the general property group then click the No option in the Proportional property value list box.

To make an image or PDF proportional, click the Yes option in the Proportional property value list box.

Selecting a PDF Page

By default, page one of a PDF is displayed within an image placeholder. To change the page, open the PDF property group and type the required page number in the Page property value edit box. If the page is available, it is displayed within the image placeholder.

Creating User Definable Image Areas

By default, any image placeholder, together with the image it contains, cannot be interacted with in Filler mode and InForm Filler. In essence, images and PDFs are read only and are intended for visual reference only.

If you would like users of your forms to add their own images or PDFs, the read only status of an image placeholder can be disabled.

Select an image placeholder, open the General property group then click the No option in the Read Only property value list box.

Users of your InForm document can double-click the image area to specify the supported file they would like to add. To prompt users to do this, you could add an image that says "Double-click to add image" or similar.

To make an image or PDF read only, click the Yes option in the Read Only property value list box.

HTML TIP:

Interaction with images that appear within a HTML form is not permissible unless they are configured for use as a form submit button.

Creating a Web Link

Images can have a Web link applied to them so when they are clicked in Filler mode or InForm Filler, the associated page is opened in the user's default Internet browser.

EXAMPLE:

You could add your company's logo then apply your company's website address to it so when it was clicked your company's website is opened.

Select an image placeholder, open the General property group then specify the Web link in the Web Link property value edit box.

EXAMPLE:

http://www.flysoftware.com
http://www.flysoftware.com/products/products.asp

home.asp (HTML forms only)
products/products.asp (HTML forms only)

HTML TIP:

For images that have been applied to an InForm document using the HTML Image plug-in, you can specify the window or frame where the page associated with a Web link is opened using the Web Target property.

Properties

The Image plug-in has the following properties:

- Name
- Filename
- +PDF
  - Link
  - Page
- +General
  - Lock
  - Proportional
  - Hint
  - Web Link
  - Read Only
  - Publish
  - Display
- +Position & Size
  - Left
  - Top
  - Width
  - Height
- +Border
  - Width
  - Color
  - Publish
- +Fill
  - Color
  - Transparent
  - Publish
- +Pad
  - Top
  - Right
  - Bottom
  - Left
- +Tab On
  - Enter Key
  - Up & Down Keys
- +On Reset Form
  - Can Be Reset
  - File Name
    - +PDF
      - Link
      - Page

Publish
+Validation
Required
Error Messages

MORE:

For a description of each property, refer to Appendix A: Properties.

Label

To enable users of forms you design to identify them, receive instruction and know what information needs to be filled in, text labels (Fig. 83) such as page titles, headings, captions, and even entire sentences and paragraphs can be added using the Label plug-in (Fig. 82).

Fig. 82 Label plug-in button/icon

Fig. 83 Example label

HTML TIP:

Use the HTML Label plug-in to add labels to an InForm document that will be exported to HTML.

MORE:

For details about adding, selecting, moving, resizing and styling a label, refer to Working with Form Elements.

Adding and Modifying Text

To add text to a label or modify existing label text, double-click its placeholder. Following this, a Default text dialog (Fig. 84) is opened where the text to be displayed within the placeholder is typed or modified.

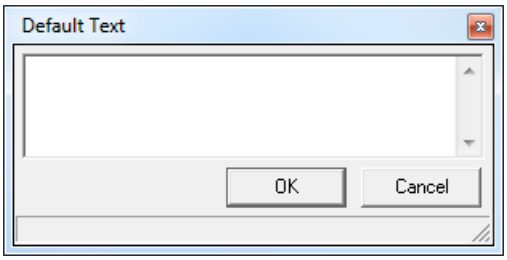

Fig. 84 Default Text dialog

When the required text has been typed or modified, click the OK button to close the Default text dialog and display the text in the label placeholder.

Click the Cancel button to ignore any additions or changes made to text within the Default text dialog.

Alternatively, label text can be added or modified by selecting a label, opening the General property group then typing directly into the Default Text property value edit box.

HTML TIP:

Labels that appear on a page that will be used to form the content of an ASP or PHP submitted page can have the Name property values of other form elements applied to them. For details about how to do this, refer to Creating HTML forms > Using a Submitted Page > Including the Content of HTML Form Elements.

Creating a Web Link

Labels can have a Web link applied to them so when they are clicked in Filler mode or InForm Filler, the associated page is opened in the user's default Internet browser.

EXAMPLE:

You could add your company's name to a label then apply your company's website address to it so when it was clicked your company's website is opened.

Select a label, open the General property group then specify the Web link in the Web Link property value edit box.

EXAMPLE:

http://www.flysoftware.com
http://www.flysoftware.com/products/products.asp
home.asp (HTML forms only)
products/products.asp (HTML forms only)

HTML TIP:

For labels that have been applied to a form using the HTML Label plug-in, you can specify the window or frame where the page associated with a Web link is opened using the Web Target property.

Using as Design Notes

By default, labels are always displayed on-screen in Designer mode, Filler mode and InForm Filler. However, if you would like to use them for design notes they can be configured so they are not displayed in Filler mode and InForm Filler.

Select a label, open the General property group then click the No option in the Display property value list box.

To display a label in Filler mode and InForm Filler, click the Yes option in the Display property value list box.

Properties

The Label plug-in has the following properties:

- Name
- General
  - Lock
  - Default Text
  - Web Link
  - Publish
  - Display
- +Position & Size
  - Left
  - Top
  - Width
  - Height
- +Border
  - Width
  - Color
  - Publish
- +Fill
  - Color
  - Transparent
  - Publish
- +Pad
  - Top
  - Right
  - Bottom
  - Left
- +Character
  - Font
  - Size
  - +Style
    - Bold
    - Italic
    - Underlined
    - Strikethrough
    - Upper Case
  - Color
- +Paragraph
  - Style
  - Horizontal Alignment
  - Vertical Alignment
  - +Fixed
    - Width
    - Height
    - Horizontal Gap
    - Vertical Gap
    - +Border
      - Width
      - Color
      - Publish
    - +Fill
      - Color
      - Transparent
      - Publish
  - Word Wrap

MORE:

For a description of each property, refer to Appendix A: Properties.

Radio Button

If your forms require users to select only a single option from a group of choices, or specifically answer either yes or no to a question, radio buttons (Fig. 86) can be added using the Radio Button plug-in (Fig. 85). Users click a radio button to check it (for selected/yes) which automatically unchecks another radio button in the same group.

Fig. 85 Radio button/icon

Fig. 86 Example radio buttons

NOTE:

The Check Box plug-in should be used if more than one selection is acceptable or it does not necessarily need to be selected.

HTML TIP:

Use the HTML Radio Button plug-in to add radio buttons to an InForm document that will be exported to HTML.

MORE:

For details about adding, selecting, moving, resizing and styling a radio button, refer to Working with Form Elements.

Defining Checked and Unchecked States

Defining checked and unchecked states for radio buttons is the same process as defining them for check boxes.

MORE:

For details about defining checked and unchecked states for radio buttons, refer to Common InForm Plug-ins > Check Box > Defining Checked, Unchecked and No Selection States.

Creating Radio Button Groups

Groups of radio buttons can be defined so when a user selects (checks) one, all others in that group are unchecked.

Select a radio button then overwrite -1 with another number in the Group ID property value edit box. Repeat this process for all radio buttons you wish to include in the same group, remembering to specify the same Group ID number.

To remove a radio button from a group, type -1 in the Group ID property value edit box.

Properties

The Radio Button plug-in has the following properties:

- Name
- Group ID
- +General
  - Lock
  - Hint
  - Default State
  - Submit Value
  - Read Only
  - Publish
- +Position & Size
  - Left
  - Top
  - Width
  - Height
- +Border
  - Width
  - Color
  - Publish
- +Fill
  - Color Checked
  - Color Unchecked
  - Transparent
  - Publish
- +Pad
  - Top
  - Right
  - Bottom
  - Left
- Character
  - +Checked
    - Item
    - Size
    - +Style
      - Bold
      - Italic
      - Underlined
      - Strikethrough
    - Color
    - Custom Text
  - +Unchecked
    - Item
    - Size
    - +Style
      - Bold
      - Italic

- Underlined
- Strikethrough
- Color
- Custom Text

+Tab On
- Enter Key
- Up & Down Keys

+On Reset Form
- Can Be Reset
- State On Reset

+Validation
- Required
- Must Also Fill
- Error Messages

MORE:

For a description of each property, refer to Appendix A: Properties.

Shape

If you would like to add impact to your forms, the Shape plug-in (Fig. 87) allows you to draw a range of common graphical objects.

The following objects are available:

- Rectangle
- Square
- Ellipse
- Circle
- Horizontal Line
- Vertical Line
- Diagonal Line (\)
- Diagonal Line (/)

Fig. 87 Shape plug-in button/icon

Fig. 88 Example shapes

NOTE:

Only basic shapes can be created using the Shape plug-in. If your InForm document requires complex shapes, it is advised you design them in an image editing application such as Adobe® Photoshop® then import them using the Image plug-in.

HTML TIP:

Shapes are ignored when and InForm document is exported to HTML. Instead, use the HTML Image plug-in to add bitmap images of the shapes you require.

MORE:

For details about adding, selecting, moving, resizing and styling a shape, refer to Working with Form Elements.

Changing the Shape

By default, an ellipse is drawn when a shape is added to a page. To change it, select the shape then click the required shape option in the Style property value list box.

Rounding Corners

By default, square and rectangle shapes have 45° corners but can be rounded (Fig. 89) to your requirements.

Fig. 89 Rectangle before and after adding rounded corners

To specify the amount of curve, select a shape, open the Border property group then type a number within the Curve property value edit box.

To remove rounded corners, specify 0 in the Curve property value edit box.

Adding a Fill

The rectangle, square, ellipse and circle shapes can all have their fill color changed. Unlike most form elements, however, the fill does not determine the color of the placeholder, but instead determines the color inside the shape.

MORE:

For details about changing the fill, refer to Working with Form Elements > Adding a Fill.

Changing the Mode

In addition to the standard fill, shapes can also have fill modes, that when selected, apply special effects to the fill color.

Select a shape, open the Fill property group then click an option in the Mode property value list box. Experiment with the modes to achieve the effect you require.

Properties

The Label plug-in has the following properties:

Name
Style
+General
    Lock
    Hint
    Publish
+Position & Size
    Left
    Top
    Width

Height
+Border
Width
Color
Publish
+Fill
Color
Mode
+Pad
Top
Right
Bottom
Left

MORE:

For a description of each property, refer to Appendix A: Properties.

Text Box

The purpose of forms is to retrieve information and data. A simple way to accomplish this, and one that is common to most forms, is to include boxes where text can be typed or written.

In InForm Designer these boxes are known as text boxes (Fig. 91), and any number can be added to your forms using the Text Box plug-in (Fig. 90).

Fig. 90 Text Box plug-in button/icon

Fig. 91 Example text box

HTML TIP:

Use the HTML Text Box, HTML Password Text Box, HTML Email Text Box, HTML Numeric Text Box and HTML Text Area plug-ins to add text boxes, password text boxes, email text boxes, number text boxes and text areas to an InForm document that will be exported to HTML.

MORE:

For details about adding, selecting, moving, resizing and styling a text box, refer to Working with Form Elements.

Single or Multiple Lines

By default, text boxes only allow users to fill in text on a single line – even if the height of a text box is sized so it could accommodate text on multiple lines. If text needs to be accepted on multiple lines, a text box needs to have word wrapping enabled.

Select a text box, open the Paragraph property group then click the Yes option in the Word Wrap property value list box.

To make the text box only accept single lines of text, click the No option in the Word Wrap property value list box.

HTML TIP:

The Word Wrap property value determines whether a text box becomes a HTML text field (Word Wrap = No) or HTML text area (Word Wrap = Yes). However, it is advised you use the HTML Text Area plug-in to create HTML text areas.

Specifying the Input Type

Text boxes can be configured to accept the following types of data:

Input Type	Description
Anything	Any characters.
Number	0 to 9, period (.) and minus (-). No other characters can be typed in the text box.
Email Address	Must contain an ampersand (@) and a period (.), and have the following structure: name@domain.xxx. If an invalid email address is typed in a text box, an Input Error dialog appears when focus is taken away from it.
Password	Any characters. Each character is displayed as an asterisk (*) as it is typed to help ensure privacy of the password.

Select a text box, open the General property group then click the required option in the Input Format property value list box.

HTML TIP:

Use the HTML Text Box to accept any data, the HTML Numeric Text Box to only accept numbers, the HTML Email Text Box to only accept email addresses, and the HTML Password Text Box to hide password data.

NOTE:

If you need a form element to accept a date or time, use the Date Box plug-in and the Time Box plug-in.

Restricting Content

By default, users can type any character and any number of characters within a text box. However, there may be occasions when you want to restrict what can be typed to a particular character, combination of characters, or quantity of characters.

By Character

A text box can be configured so only specified characters can be typed within it.

EXAMPLE:

If 12A is specified, only 1, 2 and/or A can be typed.

Select a text box, open the Validation property group then type the acceptable characters in the Restrict To property value edit box.

NOTE:

Characters are case sensitive.

EXAMPLE:

If A, B and C are acceptable characters, then a, b and c cannot be typed with a text box (unless they are also acceptable characters).

MORE:

For details about allowing only numeric values, refer to Working with Form Elements > Manipulating Numbers.

By Character Quantity

A text box can be configured so only a specified number of characters can be typed within it.

EXAMPLE:

If 5 characters were specified, only "Hello" of "Hello World" can be typed.

Select a text box, open the Validation property group then type the acceptable quantity of characters in the Maximum Characters property value edit box.

Forcing Text Size

To improve legibility or allow as much text as possible to fit within a text box, users can increase or decrease the size of text as required. However, if preferred, the size of text users can type within a text box can be fixed.

Select a text box, open the Character property group then click the Yes option in the Fixed Size property value list box.

To make the text size variable, click the No option in the Fixed Size property value list box.

HTML TIP:

The size of text in a text box that appears within a HTML form always remains fixed.

Properties

The Text Box plug-in has the following properties:

Name
+General
    Lock
    Hint
    Default Text
    Input Type
    Publish

- Read Only
- Display
- +Position & Size
  - Left
  - Top
  - Width
  - Height
- +Border
  - Width
  - Color
  - Publish
- +Fill
  - Color
  - Transparent
  - Publish
- +Pad
  - Top
  - Right
  - Bottom
  - Left
- +Character
  - Font
  - Size
  - +Style
    - Bold
    - Italic
    - Underlined
    - Strikethrough
    - Upper Case
  - Color
- +Paragraph
  - Style
  - Horizontal Alignment
  - Vertical Alignment
  - +Fixed
    - Width
    - Height
    - Horizontal Gap
    - Vertical Gap
    - +Border
      - Width
      - Color
      - Publish
    - +Fill
      - Color
      - Transparent
      - Publish
  - Word Wrap
- +Numerics (Display)
  - Decimal Places
  - Display Zero
  - Separate Thousands
  - +Zero Pad

- Pad
- Width

+Tab On
- Enter Key
- Up & Down Keys
- Maximum Characters
- Decimal Point

+On Reset Form
- Can Be Reset
- Text On Reset

+Validation
- Required
- Maximum Characters
- Restrict To
- Minimum Value
- Maximum Value
- Must Also Match
- Must Also Check
- Error Messages

MORE:

For a description of each property, refer to Appendix A: Properties.

Time Box

If your InForm document requires users to enter a time, you can make certain it is specified and displayed in a format you require, by adding a time box (Fig. 93) using the Time Box plug-in (Fig. 92). Alternatively, you can display the current system time on your forms as a visual reference for users or as a time stamp to indicate when the InForm document was last saved or printed.

Fig. 92 Time Box plug-in button/icon

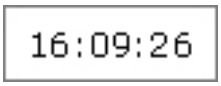

Fig. 93 Example time box

HTML TIP:

Use the HTML Time Box plug-in to add time boxes to an InForm document that will be exported to HTML.

MORE:

For details about adding, selecting, moving, resizing and styling a time box, refer to Working with Form Elements.

NOTE:

To specify a date, use the Date Box plug-in.

Specifying Formats

You can specify an input format and an output format for a time box. This means the format of the time displayed can be different to what a user must fill in.

EXAMPLE:

You could ask users to fill in hh:mm (e.g. 17:09) but display it as h:mm:pm (e.g. 5:09:pm).

Input Format

The input format determines the time format that must be used when filling in a time box.

Select a time box then click the required option in the Input Format property value list box, or type your own input format.

When defining you own input format, any combination of time format characters and time separators can be specified.

NOTE:

If an invalid time or a time that does not match the input format is typed in a time box, an Input Error dialog appears when focus is taken away from it.

NOTE:

Leaving the Input Format property value blank will allow users to fill in a time using the Windows® Regional and Language short or long time format.

Output Format

The output format determines the time format that is displayed after a time box is filled in by a user.

Select a time box then click the required option in the Output Format property value list box, or type your own output format.

When defining you own output format, any combination of any combination of time format characters, time separators and other characters and strings can be specified.

NOTE:

Leaving the Output Format property value blank will use the Windows® Regional and Language long time format.

Time Format Characters

Below is a list of available time format characters together with an example based upon 17:09:06:

Character(s)	Description	Example
h	Hour	5 or 17
hh	Hour with leading zero	05 or 17
m	Minute	9
mm	Minute with leading zero	09
s	Second	6
ss	Second with leading zero	06
t	Short time format*	17:09
tt	Long time format*	17:09:06
am/pm	Uses the 12 hour clock for the preceding h or hh character, and displays 'am' for any hour before	pm

	noon, and 'pm' for any hour after noon. Can use lower, upper or mixed case. Output Format property only.	
a/p	Uses the 12 hour clock for the preceding h or hh character, and displays 'a' for any hour before noon, and 'p' for any hour after noon. Can use lower, upper or mixed case. Output Format property only.	p

***NOTE:**

The short date and long time formats used are determined by the Windows® Regional and Language short time and long time formats.

MORE:

For details about the Windows® Regional and Language Options, refer to your Windows® documentation or Help.

Time Separators

The following characters are recommended as time separators for :

- Colon (:)
- Period (.)
- Comma (,)

EXAMPLE:

Hh,mm would display 17,09.

CAUTION:

Using other characters or strings can result in undesirable results.

Additional Characters and Strings

Additional characters and strings can also be displayed alongside a time by enclosing them in single or double quotes.

EXAMPLE:

"The time is" hh:mm:ss

Is displayed as:

The time is 17:09:06

EXAMPLE:

hh 'hours, ' mm 'minutes, ' ss 'seconds'

Is displayed as:

17 hours, 09 minutes, 06 seconds

Displaying the Current Time

To display the current time, select a time box, open the General property group then type “now” (without the speech marks) into the Default Text property value edit box.

Creating a Time Stamp

To indicate when an InForm document was last saved you can apply a time stamp to a time box.

Select a time box, open the General property group and click the Yes option in the Stamp property value list box then specify “now” in the Default Text property value edit box.

If you do not want the time to be modified by users, the time box can be made read only. In the General property group, click the Yes option in the Read Only property value list box.

Properties

The Time Box plug-in has the following properties:

- Name
- Input Format
- Output Format
- +General
  - Lock
  - Hint
  - Default Text
  - Stamp
  - Read Only
  - Publish
- +Position & Size
  - Left
  - Top
  - Width
  - Height
- +Border
  - Width
  - Color
  - Publish
- +Fill
  - Color
  - Transparent
  - Publish
- +Pad
  - Top
  - Right

- Bottom
- Left
- +Character
- Font
- Size
- +Style
- Bold
- Italic
- Underlined
- Strikethrough
- Upper Case
- Color
- +Paragraph
- Style
- Horizontal Alignment
- Vertical Alignment
- +Fixed
- Width
- Height
- Horizontal Gap
- Vertical Gap
- +Border
- Width (Pixels)
- Color
- Publish
- +Fill
- Color
- Transparent
- Publish
- +Tab On
- Enter Key
- Up & Down Keys
- +On Reset Form
- Can Be Reset
- Text On Reset
- +Validation
- Required
- Error Messages

MORE:

For a description of each property, refer to Appendix A: Properties.

HTML InForm Plug-ins

In this section the following HTML InForm Plug-ins are described:

- HTML Button
- HTML Check Box
- HTML Combo Box
- HTML Date Box
- HTML Email Text Box
- HTML Hidden Field
- HTML Image
- HTML Label
- HTML Numeric Text Box
- HTML Password Text Box
- HTML Radio Button
- HTML Text Area
- HTML Text Box
- HTML Time Box

MORE:

For details about common InForm Plug-ins, refer to Common InForm Plug-ins.

HTML Button

The HTML Button plug-in (Fig. 94) is used to add form submit and reset buttons (Fig. 95) to an InForm document that will be exported to HTML.

Fig. 94 HTML Button plug-in button/icon

Fig. 95 Example HTML buttons

NOTE:

The common Button plug-in can also be used to create form submit and reset buttons for use within a HTML form. However, certain functionality available to buttons created this way, such as specifying actions, is unsupported by HTML and is ignored.

MORE:

For further details about buttons, refer to Common InForm Plug-ins > Button.

MORE:

For details about adding, selecting, moving, resizing and styling a button, refer to Working with Form Elements.

Specifying a Submit Button

Submit buttons are used to submit the completed content of HTML forms (normally to a submitted page).

A submit button is specified by selecting the name of a button from the Submit Button drop-down list within the HTML Export dialog (Fig. 57).

NOTE:

Images created using the HTML Image plug-in and common Image plug-in, and buttons created using the common Button plug-in, also appear within the Submit Button drop-down list and as such can be used as submit buttons.

NOTE:

Having a submit button on a HTML form is mandatory. Therefore, prior to an InForm document being exported to HTML, an Incomplete Settings dialog (Fig. 60) appears if a submit button has not been selected.

Specifying a Reset Button

Reset buttons are used to reset HTML forms so the form elements are returned to their original state (normally blank/unselected).

A reset button is specified by selecting the name of a button from the Reset Button drop-down list within the HTML Export dialog (Fig. 57).

NOTE:

Buttons created using the common Button plug-in also appear within the Reset Button drop-down list and as such can be used as reset buttons.

Licensing

The HTML Button plug-in is automatically licensed when the common Button plug-in is licensed.

MORE:

For further details about common and HTML InForm Plug-in associations, refer to Introduction > Plug-in Power! > Associated InForm Plug-ins.

HTML Tag

A button within a HTML form has the following HTML tag:

```
<button></button>
```

MORE:

For further details about HTML tags, refer to Creating HTML Forms > HTML Form Elements.

Properties

The HTML Button plug-in has the following properties:

Name
+General
    Lock
    Hint
    Default Text
    Publish
+Position & Size
    Left
    Top
    Width
    Height
+Border
    Width
    Color

+Fill
    Color
+Pad
    Top
    Right
    Bottom
    Left
+Character
    Font
    Size
    +Style
        Bold
        Italic
        Underlined
        Strikethrough
        Upper Case
    Color

MORE:

For a description of each property, refer to Appendix A: Properties.

HTML Check Box

The HTML Check Box plug-in (Fig. 96) is used to add check boxes (Fig. 97) to an InForm document that will be exported to HTML.

Fig. 96 HTML Check Box plug-in button/icon

Fig. 97 Example HTML check boxes

Check boxes allow users of HTML forms to select (tick) or deselect (untick) them in order to indicate one or more choices.

NOTE:

The common Check Box plug-in can also be used to create check boxes for use within a HTML form. However, certain functionality available to check boxes created this way, such as specifying the border, colour, and the checked and unchecked characters, is unsupported by HTML and is ignored.

NOTE:

Most Internet browsers tend to display check boxes in a standard/default style. For this reason check boxes created using the HTML Check Box plug-in appear within an InForm document in this standard/default format.

MORE:

For further details about check boxes, refer to Common InForm Plug-ins > Check Box.

MORE:

For details about adding, selecting, moving, resizing and styling a check box, refer to Working with Form Elements.

Specifying a Selected Submit Value

When a HTML form is submitted, the default value posted for a selected (ticked) check box is “on”, and blank for an unselected check box. To change the selected (ticked) value, perform the following:

1. Select the check box.
2. Open the General property group.
3. Specify a value in the Submit Value property edit box.

EXAMPLE:

If "Dog" was specified as the Submit Value property value, "Dog" would be posted if the check box was selected (ticked) when the HTML form is submitted.

Licensing

The HTML Check Box plug-in is automatically licensed when the common Check Box plug-in is licensed.

MORE:

For further details about common and HTML InForm Plug-in associations, refer to Introduction > Plug-in Power! > Associated InForm Plug-ins.

HTML Tag

A check box within a HTML form has the following HTML tag:

```
<input type="checkbox">
```

MORE:

For further details about HTML tags, refer to Creating HTML Forms > HTML Form Elements.

Properties

The HTML Check Box plug-in has the following properties:

Name
+General
    Lock
    Hint
    Default State
    Submit Value
    Publish
+Position & Size
    Left
    Top
    Width
    Height
+Validation
    Required
    Must Also Fill
    Error Messages

MORE:

For a description of each property, refer to Appendix A: Properties.

HTML Combo Box

The HTML Combo Box plug-in (Fig. 98) is used to add combo boxes (select lists) (Fig. 99) to an InForm document that will be exported to HTML.

Fig. 98 HTML Combo Box plug-in button/icon

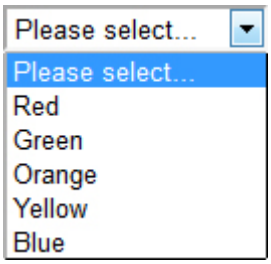

Fig. 99 Example HTML combo box

Combo boxes (select lists) allow users of HTML forms to select one option from a list of normally related options.

NOTE:

The common Combo Box plug-in can also be used to create combo boxes for use within a HTML form. However, much of the functionality available to combo boxes created this way, such as having an editable text box and determining the number of drop rows, are unsupported by HTML and are ignored.

MORE:

For further details about combo boxes, refer to Common InForm Plug-ins > Combo Box.

MORE:

For details about adding, selecting, moving, resizing and styling a combo box (select list), refer to Working with Form Elements.

Licensing

The HTML Combo Box plug-in is automatically licensed when the common Combo Box plug-in is licensed.

MORE:

For further details about common and HTML InForm Plug-in associations, refer to Introduction > Plug-in Power! > Associated InForm Plug-ins.

HTML Tag

A combo box (select list) within a HTML form has the following HTML tag:

<select></select>

MORE:

For further details about HTML tags, refer to Creating HTML Forms > HTML Form Elements.

Properties

The HTML Combo Box plug-in has the following properties:

- Name
- +General
  - Lock
  - Hint
  - Prompt
  - Publish
- +List
  - Items
  - Sorted
- +Position & Size
  - Left
  - Top
  - Width
  - Height
- +Border
  - Width
  - Color
- +Fill
  - Color
- +Character
  - Font
  - Size
  - +Style
    - Bold
    - Italic
    - Underlined
    - Strikethrough
    - Upper Case
  - Color
- +Validation
  - Required
  - Error Messages

MORE:

For a description of each property, refer to Appendix A: Properties.

HTML Date Box

The HTML Date Box plug-in (Fig. 100) is used to add date boxes (text fields) (Fig. 101) to an InForm document that will be exported to HTML.

Fig. 100 HTML Date Box plug-in button/icon

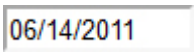

Fig. 101 Example HTML date box

Date boxes allow users of HTML forms to specify dates that are validated when a form is submitted.

NOTE:

The common Date Box plug-in can also be used to create date boxes for use within a HTML form. However, certain properties are unsupported by HTML and are ignored.

MORE:

For further details about date boxes, refer to Common InForm Plug-ins > Date Box.

MORE:

For details about adding, selecting, moving, resizing and styling a date box, refer to Working with Form Elements.

Licensing

The HTML Date Box plug-in is automatically licensed when the common Date Box plug-in is licensed.

MORE:

For further details about common and HTML InForm Plug-in associations, refer to Introduction > Plug-in Power! > Associated InForm Plug-ins.

HTML Tag

HTML does not have a specific HTML tag for a date box. Instead a text field tag is used and validation is automatically applied to ensure only a valid date is posted when a HTML form is submitted:

```
<input type="text">
```

MORE:

For further details about HTML tags, refer to Creating HTML Forms > HTML Form Elements.

Properties

The HTML Date Box plug-in has the following properties:

- Name
- Input Format
- +General
  - Lock
  - Hint
  - Default Text
  - Read Only
  - Publish
- +Position & Size
  - Left
  - Top
  - Width
  - Height
- +Border
  - Width
  - Color
- +Fill
  - Color
- +Pad
  - Top
  - Right
  - Bottom
  - Left
- +Character
  - Font
  - Size
    - +Style
      - Bold
      - Italic
      - Underlined
      - Strikethrough
      - Upper Case
    - Color
- +Paragraph
  - Horizontal Alignment
- +Validation
  - Required
  - Error Messages

MORE:

For a description of each property, refer to Appendix A: Properties.

HTML Email Text Box

The HTML Email Text Box plug-in (Fig. 102) is used to add email text boxes (text fields) (Fig. 103) to an InForm document that will be exported to HTML.

Fig. 102 HTML Email Text Box plug-in button/icon

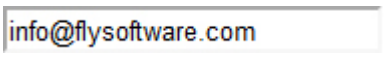

Fig. 103 Example HTML email text box

Email text boxes allow users of HTML forms to specify email addresses that are validated when a form is submitted.

NOTE:

The common Text Box plug-in can also be used to create email text boxes for use within a HTML form by setting the Input Type property within the General property group to Email Address. However, certain common Text Box plug-in properties are unsupported by HTML and are ignored.

MORE:

For further details about email text boxes, refer to Common InForm Plug-ins > Text Box.

MORE:

For details about adding, selecting, moving, resizing and styling an email text box, refer to Working with Form Elements.

Licensing

The HTML Email Text Box plug-in is automatically licensed when the common Text Box plug-in is licensed.

MORE:

For further details about common and HTML InForm Plug-in associations, refer to Introduction > Plug-in Power! > Associated InForm Plug-ins.

HTML Tag

HTML does not have a specific HTML tag for an email text box. Instead a text field tag is used and validation is automatically applied to ensure only an email in a valid format is posted when a HTML form is submitted:

```
<input type=”text”>
```

MORE:

For further details about HTML tags, refer to Creating HTML Forms > HTML Form Elements.

Properties

The HTML Email Text Box plug-in has the following properties:

- Name
- +General
  - Lock
  - Hint
  - Default Text
  - Read Only
  - Publish
- +Position & Size
  - Left
  - Top
  - Width
  - Height
- +Border
  - Width
  - Color
- +Fill
  - Color
- +Pad
  - Top
  - Right
  - Bottom
  - Left
- +Character
  - Font
  - Size
  - +Style
    - Bold
    - Italic
    - Underlined
    - Strikethrough
    - Upper Case
  - Color
- +Paragraph
  - Horizontal Alignment
- +Validation
  - Required
  - Maximum Characters
  - Must Also Match
  - Must Also Check
  - Error Messages

MORE:

For a description of each property, refer to Appendix A: Properties.

HTML Hidden Field

The HTML Hidden Field plug-in (Fig. 104) is used to add hidden fields to an InForm document that will be exported to HTML.

Fig. 104 HTML Hidden Field plug-in button/icon

Hidden fields allow data that a user cannot see or interact with, to be posted when a HTML form is submitted.

EXAMPLE:

You could add a hidden field to a form that contained the name or ID of the form.

MORE:

For details about adding and configuring a hidden field, refer to Getting Started > Non-Visual Form Elements.

Licensing

The HTML Hidden Field plug-in is automatically licensed when any common InForm Plug-in is licensed.

MORE:

For further details about common and HTML InForm Plug-in associations, refer to Introduction > Plug-in Power! > Associated InForm Plug-ins.

HTML Tag

A hidden field within a HTML form has the following HTML tag:

```
<input type=”hidden”>
```

MORE:

For further details about HTML tags, refer to Creating HTML Forms > HTML Form Elements.

Properties

The HTML Hidden Field plug-in has the following properties:

Name
Value

MORE:

For a description of each property, refer to Appendix A: Properties.

HTML Image

The HTML Image plug-in (Fig. 105) is used to add images and form submit buttons to an InForm document that will be exported to HTML.

Fig. 105 HTML Image plug-in button/icon

NOTE:

The common Image plug-in can also be used to create images and form submit buttons for use within a HTML form. However, certain properties are unsupported by HTML and are ignored.

MORE:

For further details about images, refer to Common InForm Plug-ins > Image.

MORE:

For details about adding, selecting, moving, resizing and styling an image, refer to Working with Form Elements.

Image Considerations

MORE:

For details about the recommended image resolution, width, height, colour mode and file format, refer to Creating HTML Forms > Considerations > Images.

Specifying a Submit Button

MORE:

For details about how to specify an image as a form submit button, refer to HTML InForm Plug-ins > HTML Button.

Licensing

The HTML Image plug-in is automatically licensed when the common Image plug-in is licensed.

MORE:

For further details about common and HTML InForm Plug-in associations, refer to Introduction > Plug-in Power! > Associated InForm Plug-ins.

HTML Tag

An image within a HTML form has the following HTML tag:

If the image has been specified as a form submit button, an image within a HTML form has the following HTML tag:

<input type="image">

MORE:

For further details about HTML tags, refer to Creating HTML Forms > HTML Form Elements.

Properties

The HTML Image plug-in has the following properties:

Name
Filename
+General
  Lock
  Proportional
  Hint
  Web Link
  Web Target
  Publish
+Position & Size
  Left
  Top
  Width
  Height
+Border
  Width
  Color

MORE:

For a description of each property, refer to Appendix A: Properties.

HTML Label

The HTML Label plug-in (Fig. 106) is used to add non-interactive text labels to an InForm document that will be exported to HTML.

Fig. 106 HTML Label plug-in button/icon

NOTE:

The common Label plug-in can also be used to create labels for use within a HTML form. However, certain properties are unsupported by HTML and are ignored.

MORE:

For further details about labels, refer to Common InForm Plug-ins > Label.

MORE:

For details about adding, selecting, moving, resizing and styling a label, refer to Working with Form Elements.

Licensing

The HTML Label plug-in is automatically licensed when the common Label plug-in licensed.

MORE:

For further details about common and HTML InForm Plug-in associations, refer to Introduction > Plug-in Power! > Associated InForm Plug-ins.

HTML Tag

A label within a HTML form has the following HTML tag:

```
<label></label>
```

MORE:

For further details about HTML tags, refer to Creating HTML Forms > HTML Form Elements.

Properties

The HTML Label plug-in has the following properties:

- Name
- General
  - Lock
  - Default Text

- Web Link
- Web Target
- Publish
- +Position & Size
  - Left
  - Top
  - Width
  - Height
- +Border
  - Width
  - Color
- +Fill
  - Color
- +Pad
  - Top
  - Right
  - Bottom
  - Left
- +Character
  - Font
  - Size
  - +Style
    - Bold
    - Italic
    - Underlined
    - Strikethrough
    - Upper Case
  - Color
- +Paragraph
  - Horizontal Alignment

MORE:

For a description of each property, refer to Appendix A: Properties.

HTML Numeric Text Box

The HTML Numeric Text Box plug-in (Fig. 107) is used to add numeric text boxes (text fields) (Fig. 108) to an InForm document that will be exported to HTML.

Fig. 107 HTML Numeric Text Box plug-in button/icon

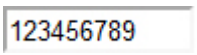

Fig. 108 Example HTML numeric text box

Numeric text boxes allow users of HTML forms to specify numeric values that are validated when a form is submitted.

NOTE:

The common Text Box plug-in can also be used to create numeric text boxes for use within a HTML form by setting the Input Type property within the General property group to Number. However, certain common Text Box plug-in properties are unsupported by HTML and are ignored.

MORE:

For further details about numeric text boxes, refer to Common InForm Plug-ins > Text Box.

MORE:

For details about adding, selecting, moving, resizing and styling a numeric text box, refer to Working with Form Elements.

Licensing

The HTML Numeric Text Box plug-in is automatically licensed when the common Text Box plug-in is licensed.

MORE:

For further details about common and HTML InForm Plug-in associations, refer to Introduction > Plug-in Power! > Associated InForm Plug-ins.

HTML Tag

HTML does not have a specific HTML tag for a numeric text box. Instead a text field tag is used and validation is automatically applied to ensure only an email in a valid format is posted when a HTML form is submitted:

```
<input type=”text”>
```

MORE:

For further details about HTML tags, refer to Creating HTML Forms > HTML Form Elements.

Properties

The HTML Numeric Text Box plug-in has the following properties:

- Name
- +General
  - Lock
  - Hint
  - Default Text
  - Read Only
  - Publish
- +Position & Size
  - Left
  - Top
  - Width
  - Height
- +Border
  - Width
  - Color
- +Fill
  - Color
- +Pad
  - Top
  - Right
  - Bottom
  - Left
- +Character
  - Font
  - Size
  - +Style
    - Bold
    - Italic
    - Underlined
    - Strikethrough
    - Upper Case
  - Color
- +Paragraph
  - Horizontal Alignment
- +Validation
  - Required
  - Maximum Characters
  - Minimum Value
  - Maximum Value
  - Error Messages

MORE:

For a description of each property, refer to Appendix A: Properties.

HTML Password Text Box

The HTML Password Text Box plug-in (Fig. 109) is used to add password text boxes (text fields) (Fig. 110) to an InForm document that will be exported to HTML.

Fig. 109 HTML Password Text Box plug-in button/icon

Fig. 110 Example HTML password text box

Password text boxes allow users of HTML forms to specify passwords, the characters of which are hidden from view when typed by the user.

NOTE:

The common Text Box plug-in can also be used to create password text boxes for use within a HTML form by setting the Input Type property within the General property group to Password. However, certain common Text Box plug-in properties are unsupported by HTML and are ignored.

MORE:

For further details about password text boxes, refer to Common InForm Plug-ins > Text Box.

MORE:

For details about adding, selecting, moving, resizing and styling an email text box, refer to Working with Form Elements.

Comparing Two Passwords

It is common practice when users of forms are asked to specify a password that the password is entered again in another field. This helps to ensure the password specified is correct and no misstypes occurred.

To compare one password with another, perform the following actions:

1. Select the initial password text box.
2. Open the Validation property group.
3. Select the “repeat” password text box from the Must Also Match property list box.

MORE:

For further details about applying validation, refer to Working with Form Elements > Applying Validation.

Licensing

The HTML Password Text Box plug-in is automatically licensed when the common Text Box plug-in is licensed.

MORE:

For further details about common and HTML InForm Plug-in associations, refer to Introduction > Plug-in Power! > Associated InForm Plug-ins.

HTML Tag

A password text box within a HTML form has the following HTML tag:

```
<input type=”password”>
```

MORE:

For further details about HTML tags, refer to Creating HTML Forms > HTML Form Elements.

Properties

The HTML Password Text Box plug-in has the following properties:

- Name
- +General
  - Lock
  - Hint
  - Default Text
  - Read Only
  - Publish
- +Position & Size
  - Left
  - Top
  - Width
  - Height
- +Border
  - Width
  - Color
- +Fill
  - Color
- +Pad
  - Top
  - Right
  - Bottom
  - Left
- +Character
  - Font
  - Size
  - +Style
    - Bold

- Italic
- Underlined
- Strikethrough
- Upper Case

Color

+Paragraph

Horizontal Alignment

+Validation

Required

Maximum Characters

Must Also Match

Must Also Check

Error Messages

MORE:

For a description of each property, refer to Appendix A: Properties.

HTML Radio Button

The HTML Radio Button plug-in (Fig. 111) is used to add radio buttons (Fig. 112) to an InForm document that will be exported to HTML.

Fig. 111 HTML Radio Button plug-in button/icon

Fig. 112 Example HTML radio buttons

Radio buttons allow users of HTML forms to select or deselect them in order to indicate a single choice amongst a group of choices.

NOTE:

The common Radio Button plug-in can also be used to create radio buttons for use within a HTML form. However, certain functionality available to radio buttons created this way, such as specifying the border, colour, and the checked and unchecked characters, is unsupported by HTML and is ignored.

NOTE:

Most Internet browsers tend to display radio buttons in a standard/default style. For this reason radio buttons created using the HTML Radio Button plug-in appear within an InForm document in this standard/default format.

MORE:

For further details about radio buttons, refer to Common InForm Plug-ins > Radio Button.

MORE:

For details about adding, selecting, moving, resizing and styling a radio button, refer to Working with Form Elements.

Specifying a Selected Submit Value

MORE:

For details about how to specify a selected submit value for a radio button, refer to HTML InForm Plug-ins > HTML Check Box > Specifying a Selected Submit Value.

Licensing

The HTML Radio Button plug-in is automatically licensed when the common Radio Button plug-in is licensed.

MORE:

For further details about common and HTML InForm Plug-in associations, refer to Introduction > Plug-in Power! > Associated InForm Plug-ins.

HTML Tag

A radio button within a HTML form has the following HTML tag:

```
<input type="radio">
```

MORE:

For further details about HTML tags, refer to Creating HTML Forms > HTML Form Elements.

Properties

The HTML Radio Button plug-in has the following properties:

- Name
- Group ID
- +General
  - Lock
  - Hint
  - Default State
  - Submit Value
  - Publish
- +Position & Size
  - Left
  - Top
  - Width
  - Height
- +Validation
  - Required
  - Must Also Fill
  - Error Messages

MORE:

For a description of each property, refer to Appendix A: Properties.

HTML Text Area

The HTML Text Area plug-in (Fig. 113) is used to add multi-line text areas (Fig. 114) to an InForm document that will be exported to HTML.

Fig. 113 HTML Text Area plug-in button/icon

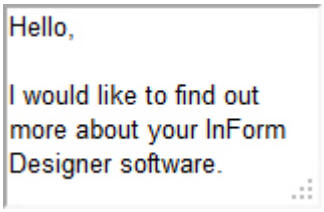

Fig. 114 Example HTML text area

NOTE:

The common Text Box plug-in can also be used to create text areas for use within a HTML form by setting the Word Wrap property within the Paragraph property group to Yes. However, certain common Text Box plug-in properties are unsupported by HTML and are ignored.

MORE:

For further details about text areas, refer to Common InForm Plug-ins > Text Box.

MORE:

For details about adding, selecting, moving, resizing and styling a text area, refer to Working with Form Elements.

Licensing

The HTML Text Area plug-in is automatically licensed when the common Text Box plug-in is licensed.

MORE:

For further details about common and HTML InForm Plug-in associations, refer to Introduction > Plug-in Power! > Associated InForm Plug-ins.

HTML Tag

A text area within a HTML form has the following HTML tag:

```
<textarea></textarea>
```

MORE:

For further details about HTML tags, refer to Creating HTML Forms > HTML Form Elements.

Properties

The HTML Text Area plug-in has the following properties:

- Name
- +General
  - Lock
  - Hint
  - Default Text
  - Read Only
  - Publish
- +Position & Size
  - Left
  - Top
  - Width
  - Height
- +Border
  - Width
  - Color
- +Fill
  - Color
- +Pad
  - Top
  - Right
  - Bottom
  - Left
- +Character
  - Font
  - Size
  - +Style
    - Bold
    - Italic
    - Underlined
    - Strikethrough
    - Upper Case
  - Color
- +Paragraph
  - Horizontal Alignment
- +Validation
  - Required
  - Error Messages

MORE:

For a description of each property, refer to Appendix A: Properties.

HTML Text Box

The HTML Text Box plug-in (Fig. 115) is used to add single-line text boxes (text fields) (Fig. 116) to an InForm document that will be exported to HTML.

Fig. 115 HTML Text Box plug-in button/icon

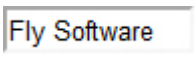

Fig. 116 Example HTML text box

NOTE:

The common Text Box plug-in can also be used to create text boxes for use within a HTML form. However, certain properties are unsupported by HTML and are ignored.

MORE:

For further details about text boxes, refer to Common InForm Plug-ins > Text Box.

MORE:

For details about adding, selecting, moving, resizing and styling a text box, refer to Working with Form Elements.

Licensing

The HTML Text Box plug-in is automatically licensed when the common Text Box plug-in is licensed.

MORE:

For further details about common and HTML InForm Plug-in associations, refer to Introduction > Plug-in Power! > Associated InForm Plug-ins.

HTML Tag

A text box (text field) within a HTML form has the following HTML tag:

```
<input type=”text”>
```

MORE:

For further details about HTML tags, refer to Creating HTML Forms > HTML Form Elements.

Properties

The HTML Text Box plug-in has the following properties:

- Name
- +General
  - Lock
  - Hint
  - Default Text
  - Read Only
  - Publish
- +Position & Size
  - Left
  - Top
  - Width
  - Height
- +Border
  - Width
  - Color
- +Fill
  - Color
- +Pad
  - Top
  - Right
  - Bottom
  - Left
- +Character
  - Font
  - Size
  - +Style
    - Bold
    - Italic
    - Underlined
    - Strikethrough
    - Upper Case
  - Color
- +Paragraph
  - Horizontal Alignment
- +Validation
  - Required
  - Maximum Characters
  - Must Also Match
  - Must Also Check
  - Error Messages

MORE:

For a description of each property, refer to Appendix A: Properties.

HTML Time Box

The HTML Time Box plug-in (Fig. 117) is used to add time boxes (text fields) (Fig. 118) to an InForm document that will be exported to HTML.

Fig. 117 HTML Time Box plug-in button/icon

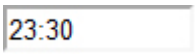

Fig. 118 Example HTML time box

Time boxes allow users of HTML forms to specify times that are validated when a form is submitted.

NOTE:

The common Time Box plug-in can also be used to create time boxes for use within a HTML form. However, certain properties are unsupported by HTML and are ignored.

MORE:

For further details about time boxes, refer to Common InForm Plug-ins > Time Box.

MORE:

For details about adding, selecting, moving, resizing and styling a time box, refer to Working with Form Elements.

Licensing

The HTML Time Box plug-in is automatically licensed when the common Time Box plug-in licensed.

MORE:

For further details about common and HTML InForm Plug-in associations, refer to Introduction > Plug-in Power! > Associated InForm Plug-ins.

HTML Tag

HTML does not have a specific HTML tag for a time box. Instead a text field tag is used and validation is automatically applied to ensure only a valid time is posted when a HTML form is submitted:

```
<input type="text">
```

MORE:

For further details about HTML tags, refer to Creating HTML Forms > HTML Form Elements.

Properties

The HTML Time Box plug-in has the following properties:

- Name
- Input Format
- +General
  - Lock
  - Hint
  - Default Text
  - Read Only
  - Publish
- +Position & Size
  - Left
  - Top
  - Width
  - Height
- +Border
  - Width
  - Color
- +Fill
  - Color
- +Pad
  - Top
  - Right
  - Bottom
  - Left
- +Character
  - Font
  - Size
    - +Style
      - Bold
      - Italic
      - Underlined
      - Strikethrough
      - Upper Case
    - Color
- +Paragraph
  - Horizontal Alignment
- +Validation
  - Required
  - Error Messages

MORE:

For a description of each property, refer to Appendix A: Properties.

Technical Support and Troubleshooting

In this section the following information is provided:

- Staying Up-to-date
- Finding Answers to Common Questions
- Requesting Support

Staying Up-to-date

One of the best ways to help ensure your experience with InForm Designer is problem-free is to keep your installation up-to-date.

MORE:

For further details about updating InForm Designer, refer to Getting Started > Updating.

Finding Answers to Common Questions

A Knowledge Base, where answers to common InForm Designer questions appear, can be found on the following Fly Software web page:

http://www.flysoftware.com/support/knowledge_base.asp

NOTE:

If you encounter a problem, please refer to the Knowledge Base for a solution before requesting support from Fly Software.

Requesting Support

Fly Software operate a support ticket system for anyone who encounters a problem using InForm Designer.

NOTE:

If you encounter a problem, please consult the Knowledge Base for a solution before submitting a support ticket.

Support tickets can be submitted on the following Fly Software web page:

http://www.flysoftware.com/user_account/support_form.asp

NOTE:

To submit or view support tickets, you must login, or sign-up for a Fly Software User Account.

Appendix A: Properties

This section describes all properties and associated values that dynamically appear in InForm Designer's Property Inspector.

Properties are listed alphabetically. Each property table contains available values, the unit of measurement, the default value, the property group it is contained in, the plug-in(s) that use it and whether it is compatible when creating a HTML form.

NOTE:

Bracketed text appending a property name appears in order to distinguish the property from another property with the same name.

3D

Determines whether a 3D bevel effect is applied to a button.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a	/	General	Button	No
Yes	n/a				

MORE:

Common InForm Plug-ins > Button > Applying a 3D Effect.

Actions

Determines the action(s) applied to a button.

Value	Unit	Default	Group	Plug-in(s)	HTML
Actions contained in Actions dialog	n/a			Button	No

MORE:

Common InForm Plug-ins > Button > Actions.

Allow Down

Determines whether the "push down" animation on a button is used.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a		General	Button	No
Yes	n/a	/			

MORE:

Common InForm Plug-ins > Button > Button Animation.

Allow No Selection

Determines whether the no selection state of a check box is used.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a		General	Check Box	No
Yes	n/a	/			

MORE:

Common InForm Plug-ins > Check Box > Disabling No Selection.

Always Display

Determines whether a combo box button is continually displayed or only when a combo box is selected.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a	/	Button	Combo Box	No
Yes	n/a				

MORE:

Common InForm Plug-ins > Combo Box > Configuring the Button > Always Displaying.

Automatic Drop

Determines whether a combo box list is displayed as soon as the combo box is selected.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a	/	List	Combo Box	No
Yes	n/a				

MORE:

Common InForm Plug-ins > Combo Box > Configuring the Drop-down List > Displaying When Selected.

Bold

Determines whether form element text is bold.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a	/	Style	Button Calculation Box Check Box Combo Box Date Box Label Radio Button Text Box Time Box	Yes
Yes	n/a				

MORE:

Working With Form Elements > Manipulating Text > Changing the Font, Size, Style and Color.

Bottom (Margins)

Determines how far from the bottom edge of a page, the bottom plane of the margin is positioned.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	mm	15	Margins	Page	No

MORE:

Working With Pages > Margins.

Bottom (Pad)

Determines how far the content of a form element is positioned from the inside bottom edge of its placeholder.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	Pixels	0	Pad	Button Calculation Box	Yes

				Check Box Combo Box Date Box Image Label Radio Button Shape Text Box Time Box	

MORE:

Working With Form Elements > Adding a Pad.

Buttons

Determines the button(s) used in a button dialog.

Value	Unit	Default	Group	Plug-in(s)	HTML
OK	n/a	/	Confirmation	Button	No
OK & Cancel	n/a				
Yes & No	n/a				

MORE:

Common InForm Plug-ins > Button > Including a Post-click Dialog > Specifying Content.

Can Be Reset

Determines whether a form element is reset when a form is reset.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a		On Reset Form	Check Box Combo Box Date Box Radio Button Text Box Time Box	No
Yes	n/a	/			

MORE:

Getting Started > Resetting Forms.

Color (Border)

Determines the border color of a form element.

Value	Unit	Default	Group	Plug-in(s)	HTML
Colors	Name or #value	clBlack	Border	Button Calculation Box Check Box Combo Box Date Box Image Label Radio Button Shape Text Box Time Box	Yes

MORE:

Working With Form Elements > Adding a Border > Changing the Color.

Color (Character)

Determines the color of form element text.

Value	Unit	Default	Group	Plug-in(s)	HTML
Colors	Name or #value	clBlack	Character	Button Calculation Box Combo Box Date Box Label Text Box Time Box	Yes

MORE:

Working With Form Elements > Manipulating Text > Changing the Font, Size, Style and Color.

Color(Checked)

Determines the color of the “checked” character in a check box or radio button.

Value	Unit	Default	Group	Plug-in(s)	HTML
Colors	Name or	clBlack	Checked	Check Box Radio Button	No

	#value				

MORE:

Working With Form Elements > Manipulating Text > Changing the Font, Size, Style and Color.

Color (Fill)

Determines the fill color of a form element or page.

Value	Unit	Default	Group	Plug-in(s)	HTML
Colors	Name or #value	clNone	Fill	Button Calculation Box Combo Box Date Box Label Page Shape Text Box Time Box	Yes

Color (No Selection)

Determines the color of the "no selection" character in a check box or radio button.

Value	Unit	Default	Group	Plug-in(s)	HTML
Colors	Name or #value	clBlack	No Selection	Check Box Radio Button	No

MORE:

Working With Form Elements > Manipulating Text > Changing the Font, Size, Style and Color.

Color (Unchecked)

Determines the color of the "unchecked" character in a check box or radio button.

Value	Unit	Default	Group	Plug-in(s)	HTML

Colors	Name or #value	clBlack	Unchecked	Check Box Radio Button	No

MORE:

Working With Form Elements > Manipulating Text > Changing the Font, Size, Style and Color.

Color Checked

Determines the "checked" fill color of a check box or radio button.

Value	Unit	Default	Group	Plug-in(s)	HTML
Colors	Name or #value	clBlank	Fill	Check Box Radio Button	No

MORE:

Working With Form Elements > Adding a Fill > Changing the Color.

Color No Selection

Determines the "no selection" fill color of a check box or radio button.

Value	Unit	Default	Group	Plug-in(s)	HTML
Colors	Name or #value	clBlank	Fill	Check Box	No

MORE:

Working With Form Elements > Adding a Fill > Changing the Color.

Color Unchecked

Determines the "unchecked" fill color of a check box.

Value	Unit	Default	Group	Plug-in(s)	HTML
Colors	Name or #value	clBlank	Fill	Check Box Radio Button	No

MORE:

Working With Form Elements > Adding a Fill > Changing the Color.

Confirmation Dialog

Determines whether a dialog is displayed after clicking a button.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a	/	Confirmation	Button	No
Yes	n/a				

MORE:

Common InForm Plug-ins > Button > Including a Post-click Dialog.

Curve

Determines the amount of curve applied to the corners of rectangle and square shapes. The higher the number, the larger the curve.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	mm	0	Border	Shape	No

MORE:

Common InForm Plug-ins > Shape > Rounding Corners.

Custom Text (Checked)

Determines the "checked" text of a check box or radio button when the Item property value is Custom.

Value	Unit	Default	Group	Plug-in(s)	HTML
Alphanumeric	n/a	Blank	Checked	Check Box Radio Button	No

MORE:

Common InForm Plug-ins > Check Box > Defining Checked, Unchecked and No Selection States > Character Configuration > Custom Characters.

Custom Text (No Selection)

Determines the "no selection" text of a check box or radio button when the Item property value is Custom.

Value	Unit	Default	Group	Plug-in(s)	HTML
Alphanumeric	n/a	Blank	No Selection	Check Box	No

MORE:

Common InForm Plug-ins > Check Box > Defining Checked, Unchecked and No Selection States > Character Configuration > Custom Characters.

Custom Text (Unchecked)

Determines the "unchecked" text of a check box or radio button when the Item property value is Custom.

Value	Unit	Default	Group	Plug-in(s)	HTML
Alphanumeric	n/a	Blank	Unchecked	Check Box Radio Button	No

MORE:

Common InForm Plug-ins > Check Box > Defining Checked, Unchecked and No Selection States > Character Configuration > Custom Characters.

Decimal Places

Determines how many decimal places a value in a numeric form element should have.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	n/a	2	Number	Calculation Box Combo Box Text Box	No

MORE:

Working With Form Elements > Manipulating Numbers > Decimal Places.

Decimal Point

Determines whether the decimal point (period) (.) key can be used for tabbing from one form element to another.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a	/	Tab On	Combo Box	No

Yes	n/a			Text Box	

MORE:

Working With Form Elements > Tabbing > Defining Automated Tabbing Rules.

Default Focus

Determines which form element is initially focused (selected) when an InForm document is opened in Filler mode or InForm Filler.

Value	Unit	Default	Group	Plug-in(s)	HTML
Any interactive form element on a page	n/a	Blank	n/a	Page	No

MORE:

Working With Form Elements > Tabbing > Defining the Default Focus.

Default State (Check Box)

Determines the default state of a check box.

Value	Unit	Default	Group	Plug-in(s)	HTML
Unchecked	n/a	/	General	Check Box	Yes
Checked	n/a				
No Selection	n/a				

Default State (Radio Button)

Determines the default state of a radio button.

Value	Unit	Default	Group	Plug-in(s)	HTML
Unchecked	n/a	/	General	Radio Button	Yes
Checked	n/a				

Default Text

Determines the default text of a form element.

Value	Unit	Default	Group	Plug-in(s)	HTML
Alphanumeric	n/a	Blank	General	Button Combo Box Date Box Label Text Box Time Box	Yes

MORE:

Common InForm Plug-ins > Label > Adding and Modifying Text.

Default View

Determines the default page view when an InForm document is opened.

Value	Unit	Default	Group	Plug-in(s)	HTML
Current	n/a	/	n/a	Page	No
Actual Size	n/a				
Fit to Width	n/a				
Fit to Page	n/a				

MORE:

Working With Pages > Magnifying or Reducing the View > Specifying a Default.

Display

Determines whether a form element is displayed in either Filler mode or InForm Filler.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a		General	Calculation Box Date Box Image Label Text Box Time Box	No
Yes	n/a	/			

MORE:

Common InForm Plug-ins > Label > Using as Design Notes.

Display (Background)

Determines whether a background image or PDF is displayed in either Filler mode or InForm Filler.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a		Background	Page	No
Yes	n/a	/			

MORE:

Working With Pages > Adding Background Effects > Image and PDF > Showing and Hiding.

Display (Margins)

Determines whether margins are displayed in Designer mode.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a		Margins	Page	No
Yes	n/a	/			

NOTE:

In Filler mode and InForm Filler margins are never displayed.

MORE:

Working With Pages > Margins > Showing and Hiding.

Display Zero

Determines whether 0 (or 0.00) or nothing is displayed in a numeric form element prior to a value being typed within it.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a		Number	Calculation Box Combo Box Text Box	No
Yes	n/a	/			

MORE:

Working With Form Elements > Manipulating Numbers > Hiding Zero(s).

Drop Rows

Determines the number of rows (option lines) a combo box list drops when it is displayed.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	n/a	8	List	Combo Box	No

MORE:

Common InForm Plug-ins > Combo Box > Configuring the Drop-down List > Changing the Drop Length.

Error Messages

Determines the error message associated with each type of validation a form element supports. Error messages are displayed in the Validation failed dialog (Fig. 23).

Value	Unit	Default	Group	Plug-in(s)	HTML
Failed Validation Error Message	n/a	n/a	Validation	Check Box Combo Box Date Box Image Radio Button Text Box Time Box	Yes

MORE:

Working With Form Elements > Applying Validation.

Enter Key

Determines whether the Enter key can be used for tabbing from one form element to another.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a	/	Tab On	Button Check Box Combo Box Date Box Image Radio Button Text Box Time Box	No
Yes	n/a				

MORE:

Working With Form Elements > Tabbing > Defining Tabbing Keys.

Expression

Determines the math expression used to calculate the value of a calculation box.

Value	Unit	Default	Group	Plug-in(s)	HTML
Math expression	n/a	Blank	n/a	Calculation Box	No

MORE:

Common InForm Plug-ins > Calculation Box > Defining Expressions.

File Name (Image)

Determines the filename of an image or PDF to be used as a form element.

Value	Unit	Default	Group	Plug-in(s)	HTML
Filename.xxx	n/a	Blank	n/a	Image	Yes (images only)

MORE:

Common InForm Plug-ins > Image > Adding an Image.

File Name (Background)

Determines the filename of an image or PDF to be used as a page background.

Value	Unit	Default	Group	Plug-in(s)	HTML
Filename.xxx	n/a	Blank	Background	Page	No

MORE:

Working With Pages > Adding Background Effects > Image and PDF.

File Name (Button Image)

Determines the filename of an image to be used for a button.

Value	Unit	Default	Group	Plug-in(s)	HTML
Filename.xxx	n/a	Blank	Image	Button	Yes

MORE:

Common InForm Plug-ins > Button > Adding an Image.

Fit To

Determines how the background image or PDF is resized on a page.

Value	Unit	Default	Group	Plug-in(s)	HTML
Full Page	n/a	/	Background	Page	No
Page Margins	n/a				

MORE:

Working With Pages > Adding Background Effects > Resizing to the Page or Margins.

Fixed Size

Determines whether the size of text in a text box can be changed in Filler mode or InForm Filler.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a	/	Character	Text Box	No
Yes	n/a				

MORE:

Common InForm Plug-ins > Text Box > Forcing Text Size.

Font

Determines the font (typeface) of form element text.

Value	Unit	Default	Group	Plug-in(s)	HTML
Any font installed in Windows®	n/a	Arial	Character	Button Calculation Box Combo Box Date Box Label Text Box Time Box	Yes

MORE:

Working With Form Elements > Manipulating Text > Changing the Font, Size, Style and Color.

Group ID

Determines the Group ID of a group of check boxes or radio buttons so they operate as one.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	Dec	-1	n/a	Check Box Radio Button	Yes (Radio Button only)

MORE:

Common InForm Plug-ins > Radio Button > Creating Radio Button Groups.

Height (Button Image)

Determines the height of a button image.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	Pixels		Image	Button	Yes

MORE:

Common InForm Plug-ins > Button > Adding an Image > Positioning and Resizing.

Height (Fixed Pitch)

Determines the height of fixed pitch boxes.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	mm	5	Fixed	Calculation Box Combo Box Date Box Label Text Box Time Box	No

MORE:

Working With Form Elements > Adding Fixed Pitch Boxes.

Height (Paper)

Determines the height of the paper (page).

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	mm	*	Paper	Page	Yes

***NOTE:**

When creating a new InForm document, the default value is determined by the corresponding printer driver properties of the selected printer.

MORE:

Working With Pages > Changing the Size and Orientation.

Height (Form Element)

Determines the height of a form element.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	mm	User defined	Position & Size	Button Calculation Box Check Box Combo Box Date Box Image Label Radio Button Shape Text Box Time Box	Yes

MORE:

Working With Form Elements > Resizing > By Changing Properties.

Hint

Determines the hint/tooltip displayed when the mouse cursor is positioned over a form element. Also determines the title and alt attributes of a HTML form element.

Value	Unit	Default	Group	Plug-in(s)	HTML
Alphanumeric	n/a	Blank	General	Button Calculation Box Check Box Combo Box Date Box Image Label Radio Button	Yes

				Shape Text Box Time Box	

MORE:

Working With Form Elements > Adding a Hint.

Horizontal Alignment

Determines the horizontal alignment of text in a form element.

Value	Unit	Default	Group	Plug-in(s)	HTML
Left	n/a	/	Paragraph	Button Calculation Box Combo Box Date Box Label Text Box Time Box	Yes
Right	n/a	/ Calculation Box			
Center	n/a				

MORE:

Working With Form Elements > Manipulating Text > Changing Horizontal and Vertical Alignment.

Horizontal Gap

Determines the width of the horizontal gap between multi-row fixed pitch boxes.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	mm	0	Fixed	Calculation Box Combo Box Date Box Label Text Box Time Box	No

MORE:

Working With Form Elements > Adding Fixed Pitch Boxes.

Icon

Determines the icon used in a button dialog.

Value	Unit	Default	Group	Plug-in(s)	HTML

Confirmation	n/a	/	Confirmation	Button	No
Error	n/a				
Information	n/a				
Warning	n/a				

MORE:

Common InForm Plug-ins > Button > Including a Post-click Dialog > Specifying Content.

Input Format (Date)

Determines the format of the date that must be entered into a date box.

Value	Unit	Default	Group	Plug-in(s)	HTML
d **dd** **ddd** **dddd** **ddddd** **dddddd** **m** **mm** **mmm** **mmmm** **yy** **yyyy**	n/a	*	n/a	Date Box	Yes but only predefined formats

***NOTE:**

The default input format is determined by the Windows® Regional and Language short date format.

MORE:

Common InForm Plug-ins > Date Box > Specifying Formats.

Input Format (Time)

Determines the format of the time that must be entered into a date box.

Value	Unit	Default	Group	Plug-in(s)	HTML
h **hh** **m** **mm**	n/a	*	n/a	Time Box	Yes but only predefined formats

s **ss** **t** **tt** **am/pm** **a/p**					

***NOTE:**

The default input format is determined by the Windows® Regional and Language short time format.

MORE:

Common InForm Plug-ins > Time Box > Specifying Formats.

Input Type (Combo Box)

Determines what type of data a combo box accepts.

Value	Unit	Default	Group	Plug-in(s)	HTML
Anything	n/a	/	General	Combo Box	No
Number	n/a				
Email Address	n/a				

MORE:

Common InForm Plug-ins > Combo Box > Specifying the Input Type.

Input Type (Text Box)

Determines what type of data a text box accepts.

Value	Unit	Default	Group	Plug-in(s)	HTML
Anything	n/a	/	General	Text Box	No
Number	n/a				
Email Address	n/a				
Password	n/a				

MORE:

Common InForm Plug-ins > Text Box > Specifying the Input Type.

Italic

Determines whether text in a form element is italic.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a	/	Style	Button Calculation Box Check Box Combo Box Date Box Label Radio Button Text Box Time Box	Yes
Yes	n/a				

MORE:

Working With Form Elements > Manipulating Text > Changing the Font, Size, Style and Color.

Item (Checked)

Determines what "checked" character is displayed in a check box or radio button.

Value	Unit	Default	Group	Plug-in(s)	HTML
Blank	n/a		Checked	Check Box Radio Button	No
Tick	n/a	/ Check Box			
Cross	n/a				
Circle	n/a	/ Radio Button			
Square	n/a				
Custom	n/a				

MORE:

Common InForm Plug-ins > Check Box > Defining Checked, Unchecked and No Selection States > Character Configuration.

Item (No Selection)

Determines what "no selection" character is displayed in a check box.

Value	Unit	Default	Group	Plug-in(s)	HTML
Blank	n/a	/	No Selection	Check Box	No
Tick	n/a				
Cross	n/a				
Circle	n/a				
Square	n/a				
Custom	n/a				

MORE:

Common InForm Plug-ins > Check Box > Defining Checked, Unchecked and No Selection States > Character Configuration.

Item (Unchecked)

Determines what "unchecked" character is displayed in a check box or radio button.

Value	Unit	Default	Group	Plug-in(s)	HTML
Blank	n/a	/	Unchecked	Check Box Radio Button	No
Tick	n/a				
Cross	n/a				
Circle	n/a				
Square	n/a				
Custom	n/a				

MORE:

Common InForm Plug-ins > Check Box > Defining Checked, Unchecked and No Selection States > Character Configuration.

Items

Determines the options found in a combo box list.

Value	Unit	Default	Group	Plug-in(s)	HTML
Alphanumeric	n/a	Blank	List	Combo Box	Yes

MORE:

Common InForm Plug-ins > Combo Box > Adding and Modifying Drop-down List Options.

Left (Margins)

Determines how far from the left edge of a page, the left plane of the margin is positioned.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	mm	25	Margins	Page	No

MORE:

Working With Pages > Margins.

Left (Pad)

Determines how far the content of a form element is positioned from the inside bottom edge of its placeholder.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	Pixels	0	Pad	Button Calculation Box Check Box Combo Box Date Box Image Label Radio Button Shape Text Box Time Box	Yes

MORE:

Working With Form Elements > Adding a Pad.

Left (Form Element)

Determines how far a form element is positioned from the left edge of a page.

Value	Unit	Default	Group	Plug-in(s)	HTML

Numeric	mm	User defined	Position & Size	Button Calculation Box Check Box Combo Box Date Box Image Label Radio Button Shape Text Box Time Box	Yes

MORE:

Working With Form Elements > Moving > By Changing Properties.

Link

Determines which imported PDF is used as a page background or image.

Value	Unit	Default	Group	Plug-in(s)	HTML
Name of imported PDF	n/a	Blank	PDF	Image Page	No

Lock

Determines whether a form element in Designer mode is locked on a page so it cannot be moved or resized using the mouse or keyboard.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a	/	General	Button Calculation Box Check Box Combo Box Date Box Image Label Radio Button Shape Text Box Time Box	n/a
Yes	n/a				

MORE:

Working With Form Elements > Locking.

Maximum Characters (Form Element)

Determines the maximum number of characters that can be typed in a form element.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	mm	0	Validation	Combo Box Text Box	Yes (Text Box only)

MORE:

Common InForm Plug-ins > Text Box > Restricting Content > By Character Quantity.

Maximum Characters (Tab On)

Determines whether tabbing from one form element to another is performed when the maximum characters of a selected form element is reached.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a	/	Tab On	Combo Box Text Box	No
Yes	n/a				

MORE:

Working With Form Elements > Tabbing > Defining Automated Tabbing Rules.

Maximum Value

Determines the maximum value that can be typed within a numeric form element.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	Dec	0	Validation	Combo Box Text Box	Yes

MORE:

Working With Pages > Manipulating Numbers > Specifying Minimum and Maximum Values.

Minimum Value

Determines the minimum value that can be typed within a numeric form element.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	Dec	0	Validation	Combo Box Text Box	Yes

MORE:

Working With Pages > Manipulating Numbers > Specifying Minimum and Maximum Values.

Mode

Determines the effect to be applied to the fill of a shape.

Value	Unit	Default	Group	Plug-in(s)	HTML
Always Black	n/a				
Always White	n/a				
Unchanged	n/a				
Inverse Background	n/a				
Color	n/a	/			
Inverse Color	n/a				
Merge With Inverse Color	n/a				
Mask With Inverse Color	n/a				
Inverse Merge With Color	n/a		Fill	Shape	No
Inverse Mask With Color	n/a				
Merge (Combine Color/Background)	n/a				
Inverse Merge	n/a				
Mask (Combine Color/Background)	n/a				
Inverse Mask	n/a				
XOR (Combine Color/Background)	n/a				
Inverse XOR	n/a				

MORE:

Common InForm Plug-ins > Adding a Fill > Changing the Mode.

Must Also Check

Determines the name of a check box or radio button that must also be checked (selected) when a text box is filled in.

Value	Unit	Default	Group	Plug-in(s)	HTML
Name of check box or radio button	n/a	n/a	Validation	Text Box	Yes

Must Also Fill

Determines the name of a text box, date box or time box that must also be filled in when a check box or radio button is checked (selected).

Value	Unit	Default	Group	Plug-in(s)	HTML
Name of text box, date box or time box	n/a	n/a	Validation	Check Box Radio Button	Yes

Must Also Match

Determines the name of a text box, combo box, date box or time box the value of a text box must match.

Value	Unit	Default	Group	Plug-in(s)	HTML
Name of text box, combo box, date box or time box	n/a	n/a	Validation	Text Box	Yes

Name (Form Element)

Determines the name of a form element.

Value	Unit	Default	Group	Plug-in(s)	HTML
Alphanumeric with no spaces	n/a	*	None	Button Calculation Box Check Box Combo Box Date Box Image Label Radio Button	Yes

				Shape Text Box Time Box	

***MORE:**

Working with Form Elements > Naming.

Name (Non-Visual)

Determines the name of a non-visual form element.

Value	Unit	Default	Group	Plug-in(s)	HTML
Alphanumeric with no spaces	n/a	*	n/a	Non-visual PDF HTML Hidden Field	Yes

***MORE:**

Getting Started > Non-visual Form Elements.

Numerics Only

Determines whether a form element only allows numeric values.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a	/	Validation	Combo Box Text Box	No*
Yes	n/a				

***HTML TIP:**

Use the HTML Numeric Text Box.

MORE:

Working With Pages > Manipulating Numbers > Allowing Only Numbers.

Orientation

Determines the orientation of the paper (page).

Value	Unit	Default	Group	Plug-in(s)	HTML
Portrait	n/a	*	Paper	Page	Yes
Landscape	n/a	*			

***NOTE:**

The default value is determined by the corresponding printer driver properties of the selected printer.

MORE:

Working With Pages > Changing the Size and Orientation.

Output Format (Date)

Determines how the date is displayed in a date box.

Value	Unit	Default	Group	Plug-in(s)	HTML
d **dd** **ddd** **dddd** **ddddd** **dddddd** **m** **mm** **mmm** **mmmm** **yy** **yyyy**	n/a	*	n/a	Date Box	No

***NOTE:**

The default output format is determined by the Windows® Regional and Language short date format.

MORE:

Common InForm Plug-ins > Date Box > Specifying Formats.

Output Format (Time)

Determines how the time is displayed in a time box.

Value	Unit	Default	Group	Plug-in(s)	HTML
h **hh** **m** **mm** **s** **ss** **t** **tt** **am/pm** **a/p**	n/a	*	n/a	Time Box	No

***NOTE:**

The default output format is determined by the Windows® Regional and Language short time format.

MORE:

Common InForm Plug-ins > Time Box > Specifying Formats.

Pad

Determines whether and where padding zeros are applied to a numeric form element.

Value	Unit	Default	Group	Plug-in(s)	HTML
None	n/a	/	Zero Pad	Calculation Box Combo Box Text Box	No
Left	n/a				
Right	n/a				

MORE:

Working With Form Elements > Manipulating Numbers > Padding With Zeros.

Page

Determines which page number of an imported PDF is used as a page background or image.

Value	Unit	Default	Group	Plug-in(s)	HTML
1 to maximum pages in imported PDF	Dec	1	PDF	Image Page	No

PDF File Name

Determines the filename of a selected non-visual PDF.

Value	Unit	Default	Group	Plug-in(s)	HTML
Filename.pdf	n/a	File name of PDF	n/a	Non-visual PDF	No

MORE:

Getting Started > Non-visual Form Elements.

Position (Combo Box Button)

Determines the position of a combo box button.

Value	Unit	Default	Group	Plug-in(s)	HTML
Inside	n/a	/	Button	Combo Box	No
Outside	n/a				

MORE:

Common InForm Plug-ins > Combo Box > Configuring the Button > Changing the Position.

Position (Button Image)

Determines the position of a button image.

Value	Unit	Default	Group	Plug-in(s)	HTML
Left	n/a	/	Image	Button	No
Right	n/a				
Top	n/a				
Bottom	n/a				
Background	n/a				

MORE:

Common InForm Plug-ins > Button > Configuring the Button > Changing the Position.

Prompt

Determines the prompt text displayed in a combo box.

Value	Unit	Default	Group	Plug-in(s)	HTML
Alphanumeric	n/a	Blank	General	Combo Box	Yes

MORE:

Common InForm Plug-ins > Combo Box > Prompting Users.

Proportional (Background)

Determines whether a background image or PDF is resized proportionally.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a		Background	Page	Yes
Yes	n/a	/			

MORE:

Working With Pages > Adding Background Effects > Image and PDF.

Proportional (Image)

Determines whether an imported image remains proportional to its true shape.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a		General	Image	Yes
Yes	n/a	/			

MORE:

Common InForm Plug-ins > Image > Adding an Image > Resizing Within the Entire Placeholder.

Publish (Background)

Determines whether a page background image or PDF is printed or exported to HTML.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a		Background	Page	Yes
Yes	n/a	/			

MORE:

Working With Pages > Adding Background Effects > Publishing.

Publish (Border)

Determines whether a form element border is printed.

Value	Unit	Default	Group	Plug-in(s)	HTML

No	n/a		Border	Calculation Box Check Box Combo Box Date Box Image Label Radio Button Shape Text Box Time Box	No
Yes	n/a	/			

MORE:

Working with Form Elements > Publishing.

Publish (Fill)

Determines whether a form element fill is printed.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a		Fill	Calculation Box Check Box Combo Box Date Box Image Label Page Radio Button Shape Text Box Time Box	No
Yes	n/a	/			

MORE:

Working with Form Elements > Publishing.

Publish (Form Element)

Determines whether a form element is printed or exported to HTML.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a	/ (Button)	General	Button Calculation Box Check Box Combo Box Date Box Image Label Radio Button	Yes
Yes	n/a	/			

				Shape Text Box Time Box	

MORE:

Working with Form Elements > Publishing.

Publish (Page)

Determines whether a page is printed or exported to HTML.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a		n/a	Page	Yes
Yes	n/a	/			

MORE:

Working with Pages > Publishing.

Read Only

Determines whether a form element is read only (i.e. it cannot be interacted with in InForm Filler or Filler mode.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a	/	General	Check Box Combo Box Date Box Image Radio Button Text Box Time Box	No
Yes	n/a				

Required

Determines whether a form element must be filled.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a	/	Validation	Check Box Combo Box Date Box Image Radio Button Text Box	Yes
Yes	n/a				

				Time Box	

MORE:

Working with Form Elements > Forcing User Entry.

Restrict To

Determines what characters can be typed in a form element.

Value	Unit	Default	Group	Plug-in(s)	HTML
Any characters	n/a	Blank	Validation	Text Box Combo Box	No

MORE:

Common InForm Plug-ins > Text Box > Restricting Content > By Character.

Right (Margins)

Determines how far from the right edge of a page, the right plane of the margin is positioned.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	mm	15	Margins	Page	No

MORE:

Working With Pages > Margins.

Right (Pad)

Determines how far the content of a form element is positioned from the inside right edge of its placeholder.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	Pixels	0	Pad	Button Calculation Box Check Box Combo Box Date Box Image Label Radio Button Shape Text Box Time Box	Yes

MORE:

Working With Form Elements > Adding a Pad.

Separate Thousands

Determines whether a comma (,) is used to separate the thousands in a numerical form element value.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a	/	Number	Calculation Box Combo Box Text Box	No
Yes	n/a				

MORE:

Working With Form Elements > Manipulating Numbers > Separating Thousands.

Size (Character)

Determines the size of form element text.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	Points	10	Character	Button Calculation Box Combo Box Date Box Label Text Box Time Box	Yes

MORE:

Working With Form Elements > Manipulating Text > Changing the Font, Size, Style and Color.

Size (Checked Character)

Determines the size of the "checked" character in a check box or radio button.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	Points	12	Checked	Check Box Radio Button	No

MORE:

Working With Form Elements > Manipulating Text > Changing the Font, Size, Style and Color.

Size (No Selection Character)

Determines the size of the "no selection" character in a check box or radio button.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	Points	12	No Selection	Check Box Radio Button	No

MORE:

Working With Form Elements > Manipulating Text > Changing the Font, Size, Style and Color.

Size (Paper)

Determines the paper (page) size.

Value	Unit	Default	Group	Plug-in(s)	HTML
Standard paper sizes for the selected printer (e.g. A4 and Letter) and user defined paper size	n/a	*	Paper	Page	Yes

***NOTE:**

The default value is determined by the corresponding printer driver properties of the selected printer.

MORE:

Working With Pages > Changing the Size and Orientation.

Size (Unchecked Character)

Determines the size of the "unchecked" character in a check box.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	Points	12	Unchecked	Check Box Radio Button	No

MORE:

Working With Form Elements > Manipulating Text > Changing the Font, Size, Style and Color.

Sorted

Determines whether the options in a combo box list are sorted alphanumerically.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a	/	List	Combo Box	No
Yes	n/a				

MORE:

Working With Form Elements > Manipulating Text > Changing the Font, Size, Style and Color.

Stamp

Determines whether the current time or date is automatically applied to a time box or date box when an InForm document is saved.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a	/	General	Date Box Time Box	No
Yes	n/a				

MORE:

Common InForm Plug-ins > Date Box > Displaying the Current Date > Creating a Date Stamp.

State On Reset

Determines the state of a check box or radio button after a form is reset.

Value	Unit	Default	Group	Plug-in(s)	HTML
Unchecked	n/a	/	On Reset Form	Check Box Radio Button	No
Checked	n/a				
No Selection	n/a				

MORE:

Working With Form Elements > Resetting.

Strikethrough

Determines whether form element text is strikethrough (i.e. has a horizontal line through the middle of it).

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a	/	Style	Button Calculation Box Check Box Combo Box Date Box Label Radio Button Text Box Time Box	No
Yes	n/a				

MORE:

Working With Form Elements > Manipulating Text > Changing the Font, Size, Style and Color.

Style (Paragraph)

Determines how form element text flows.

Value	Unit	Default	Group	Plug-in(s)	HTML
Variable	n/a	/	Paragraph	Calculation Box Combo Box Date Box Label Text Box Time Box	No
Justified	n/a				
Fixed	n/a				

MORE:

Working with Form Elements > Working With Text > Changing the Justification.

Style (Shape)

Determines a shape.

Value	Unit	Default	Group	Plug-in(s)	HTML
Rectangle	n/a		Style	Shape	No
Square	n/a				

Ellipse	n/a	/
Circle	n/a	
Horizontal Line	n/a	
Vertical Line	n/a	
Diagonal Line (\)	n/a	
Diagonal Line (/)	n/a	

MORE:

Common InForm Plug-ins > Shape > Changing the Shape.

Submit Value

Determines the value that is posted when a Web form is submitted or an InForm document is posted to a URL, if the check box or radio button is selected.

Value	Unit	Default	Group	Plug-in(s)	HTML
Alphanumeric	n/a	n/a	General	Check Box Radio Button	Yes

MORE:

HTML InForm Plug-ins > Check Box > Specifying a Selected Submit Value.

Text

Determines the text within a button dialog.

Value	Unit	Default	Group	Plug-in(s)	HTML
Alphanumeric	n/a	n/a	Confirmation	Button	No

MORE:

Common InForm Plug-ins > Button > Including a Post-click Dialog > Specifying Content.

Text On Reset

Determines the text that is displayed within a form element after a form is reset.

Value	Unit	Default	Group	Plug-in(s)	HTML

Alphanumeric	n/a	n/a	On Reset Form	Combo Box Date Box Text Box Time Box	No

MORE:

Working With Form Elements > Resetting.

Title

Determines the title bar text of a button dialog.

Value	Unit	Default	Group	Plug-in(s)	HTML
Alphanumeric	n/a		Confirmation	Button	No

MORE:

Common InForm Plug-ins > Button > Including a Post-click Dialog > Specifying Content.

Top (Margins)

Determines how far from the top edge of a page, the top plane of the margin is positioned.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	mm	15	Margins	Page	No

MORE:

Working With Pages > Margins.

Top (Pad)

Determines how far the content of a form element is positioned from the inside top edge of its placeholder.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	Pixels	0	Pad	Button Calculation Box Check Box Combo Box Date Box Image Label	Yes

				Radio Button Shape Text Box Time Box	

MORE:

Working With Form Elements > Adding a Pad.

Top (Form Element)

Determines how far a form element is positioned from the top edge of a page.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	mm	User defined	Position & Size	Button Calculation Box Check Box Combo Box Date Box Image Label Radio Button Shape Text Box Time Box	Yes

MORE:

Working With Form Elements > Moving > By Changing Properties.

Transparent

Determines whether a form element fill is transparent (see-through).

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a		Fill	Button Calculation Box Check Box Combo Box Date Box Image Label Radio Button Shape Text Box Time Box	No
Yes	n/a	/			

MORE:

Working With Form Elements > Adding a Fill > Changing the Transparency.

Type

Determines whether a combo box has a useable (editable) text box.

Value	Unit	Default	Group	Plug-in(s)	HTML
Text Box With List	n/a	/	List	Combo Box	No
List Only	n/a				

MORE:

Common InForm Plug-ins > Combo Box > Preventing User Entry.

Underlined

Determines whether form element text is underlined.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a	/	Style	Calculation Box Check Box Combo Box Date Box Label Radio Button Text Box Time Box	Yes
Yes	n/a				

MORE:

Working With Form Elements > Manipulating Text > Changing the Font, Size, Style and Color.

Up & Down Keys

Determines whether the up and down keys can be used for tabbing from one form element to another.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a	/	Tab On	Check Box Combo Box Date Box Image Radio Button	No
Yes	n/a				

				Text Box Time Box	

MORE:

Working With Form Elements > Tabbing > Defining Tabbing Keys.

Upper Case

Determines whether form element text is upper case.

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a	/	Style	Calculation Box Check Box Combo Box Date Box Label Radio Button Text Box Time Box	Yes
Yes	n/a				

MORE:

Working With Form Elements > Manipulating Text > Changing the Font, Size, Style and Color.

Vertical Gap

Determines the width of the vertical gap between multi-row fixed pitch boxes.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	mm	0	Fixed	Calculation Box Combo Box Date Box Label Text Box Time Box	No

MORE:

Working With Form Elements > Adding Fixed Pitch Boxes.

Vertical Alignment

Determines the horizontal alignment of text in a form element.

Value	Unit	Default	Group	Plug-in(s)	HTML

Top	n/a	/	Paragraph	Calculation Box Combo Box Date Box Label Text Box Time Box	No
Center	n/a				
Bottom	n/a				

MORE:

Working With Form Elements > Manipulating Text > Changing Horizontal and Vertical Alignment.

Web Link

Determines the URL that is opened in the default Web browser when a label or image is clicked.

Value	Unit	Default	Group	Plug-in(s)	HTML
http://www.nameofwebsite.x **http://www.nameofwebsite.x/nameofpage.x** **nameofpage.x (HTML forms only)** **foldername/nameofpage.x (HTML forms only)**	n/a	Blank	General	Image Label	Yes

MORE:

Common InForm Plug-ins > Image > Creating a Web Link, and Common InForm Plug-ins > Label > Creating a Web Link.

Web Target

Determines whether a URL defined by the Web link property is opened in a new browser window (_blank), the parent frameset (_parent), the same frame as it was clicked (_self) or in the full body of the current browser window (_top).

Value	Unit	Default	Group	Plug-in(s)	HTML
_blank	n/a	/	General	HTML Image HTML Label	Yes
_parent	n/a				
_self	n/a				
_top	n/a				

MORE:

Common InForm Plug-ins > Image > Creating a Web Link, and Common InForm Plug-ins > Label > Creating a Web Link.

Width (Border)

Determines the width (weight) of a form element border.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	Pixels	0 1 for fixed pitch boxes	Border	Button Calculation Box Check Box Combo Box Date Box Image Label Radio Button Shape Text Box Time Box	Yes

MORE:

Working With Form Elements > Adding a Border > Changing the Line Width.

Width (Button Image)

Determines the width of a button image.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	Pixels		Image	Button	No

MORE:

Common InForm Plug-ins > Button > Adding an Image > Positioning and Resizing.

Width (Fixed Pitch)

Determines the width of fixed pitch boxes.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	mm	5	Fixed	Calculation Box Combo Box Date Box Label Text Box Time Box	No

MORE:

Working With Form Elements > Adding Fixed Pitch Boxes.

Width (Paper)

Determines the width of the paper (page).

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	mm	*	Paper	Page	Yes

***NOTE:**

The default value is determined by the corresponding printer driver properties of the selected printer.

MORE:

Working With Pages > Changing the Size and Orientation.

Width (Form Element)

Determines the width of a form element.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	mm	User defined	Position & Size	Button Calculation Box Check Box Combo Box Date Box Image Label Radio Button Shape Text Box Time Box	Yes

MORE:

Working With Form Elements > Resizing > By Changing Properties.

Width (Zero Pad)

Determines the number of padding zeros (minus existing numbers and a decimal place) that are applied to a numeric form element.

Value	Unit	Default	Group	Plug-in(s)	HTML
Numeric	n/a	0	Zero Pad	Calculation Box Combo Box	No

				Text Box	

MORE:

Working With Form Elements > Manipulating Numbers > Padding With Zeros.

Word Wrap

Determines whether a form element has a single line (No) or multiple lines (Yes) of text. Also determines whether a text box becomes a single-line text box (No) or a multi-line text area (Yes) when a HTML form is created.*

Value	Unit	Default	Group	Plug-in(s)	HTML
No	n/a	/	Paragraph	Label Text Box	Yes
Yes	n/a				

***HTML TIP:**

The HTML Text Area plug-in should be used for creating multi-line text areas.

MORE:

Common InForm Plug-ins > Text Box > Single or Multiple Lines.

Appendix B: Colors

The color of page backgrounds, and form element fills and borders, is applied using InForm Designer's Color property values or the Windows® Color palette.

Color Property Values

Color property values are selected using the Color property value list box associated with the selected form element.

Windows® Color Palette

To open the Windows® Color palette (Fig. 119), double-click any Color property value edit/list box.

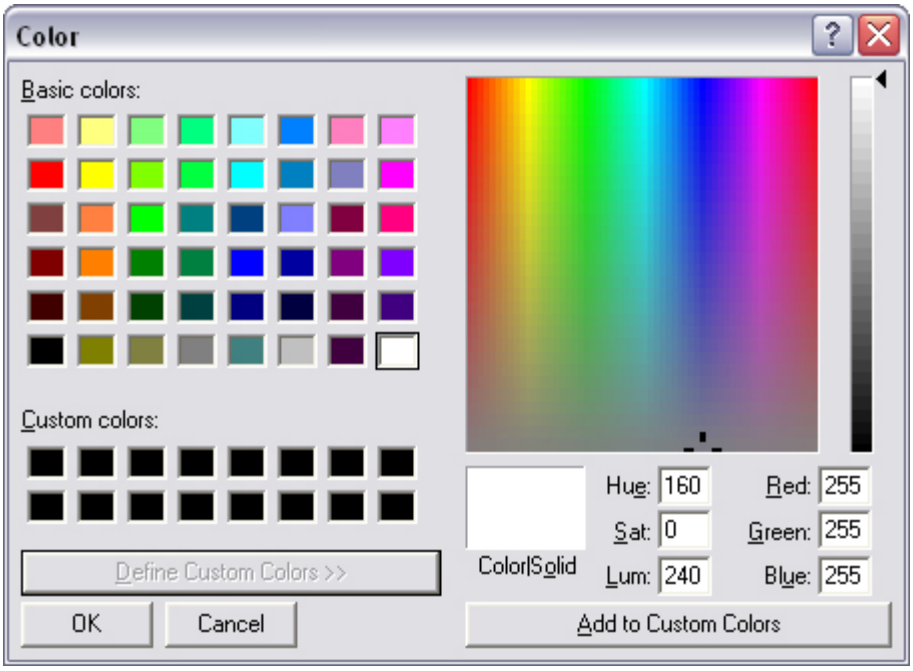

Fig. 119 Windows® Color palette

To open the right-hand side of the Windows® Color palette, click the Define Custom Colors button.

MORE:

For Further details about selecting and defining colors, refer to your Windows® documentation or Help.

Glossary

A

Anchor Point
The point on a form element that remains stationery when you stretch or scale it. Anchor points correspond to the eight handles displayed around form elements when selected.

Application Icon
The graphical image displayed in Windows® that is used for representing a software application. When it is clicked or double-clicked, it normally launches (opens) the associated application.

Application Menu
A menu, common to most Windows® applications, that is normally displayed near the top-left of the application window. In InForm Designer, application menus include File, Edit, View, Page, Element and Help.

MORE:
Getting Started > Application Menus and Toolbars

Application Toolbar
A group of normally related graphical images that can be used for performing common actions in an application. The content of a toolbar normally reflects an associated application menu. In InForm Designer, application toolbars include File, Edit, View, Page, Element and Help.

MORE:
Getting Started > Application Menus and Toolbars

Application Window
The viewable area of an application. Contains the workspace where components such as menus, toolbars and the status bar are displayed.

Arrow Keys
Up, down, left and right direction keys found on the keyboard. In InForm Designer they can be used for positioning the text cursor when editing text, and moving from one form element to another.

B

Base Color
The color of a form element that appears under another form element with a transparency applied. The base color and the transparent color combine to produce different color effects.

Bitmap
An image such as a BMP or JPEG, composed of rows and columns of pixels, each of which can be a different color or shade of grey.

BMP
A bitmap file format. Can be imported using InForm Designer and used as a page background or a form element. Can also be imported using InForm Filler if an image is requested when filling in an InForm document.

Bleed
The part of a page that extends beyond the required printed portion of the page. It is commonly used when printing documents commercially to ensure the page image goes right to the edge of the paper after trimming.

C

Character
Any letter, number, punctuation mark or other symbol. Also an InForm Designer property group heading for form elements such as text boxes, radio buttons and combo boxes.

Check Box
A form element, that when clicked, adds or removes a symbol such as a tick or cross. Commonly used on a form for indicating something is selected or answered positively. In InForm Designer check boxes are added to an InForm document using the Check Box plug-in.

Click/Clicking
Press the primary mouse button.

Clipart
Common term for graphical images such as a BMP, JPEG or EMF that can be imported into forms and used as page backgrounds and form elements.

Clipboard
A Windows® facility used to temporarily store information cut or copied from any application. Information is stored until other information is cut or copied to the clipboard.

Combo Box

A form element that combines a list box and a single-line text box; allowing the user to either: 1) type a value directly into the control; or 2) choose from a list of existing options. In InForm Designer combo boxes are added to an InForm document using the Combo Box plug-in.

MORE:

Refer to Filling in Forms > Using Form Elements > Selecting Options from a Combo Box

Context Menu

A menu displayed alongside the mouse cursor when a form element or an area of the application is right-clicked.

MORE:

Getting Started > Context Menus

D

Dithering

A process used to simulate colors in an on-screen image, icon, or document, when only a limited number of colors are available. For example, if a true-color image was displayed on a monitor with only 256 colors, it is likely to become dithered.

Dock

A panel, such as InForm Designer's Property Inspector and Plug-in Palette, is referred to as being docked when it is attached to the left or right hand side of the application window.

Double-click/Double-clicking

Press the primary mouse button twice.

DPI (Dots Per Inch)

The resolution in dots per inch of a printer, scanner or bitmap. The higher the dpi, the smoother and cleaner a printed or scanned document or image is.

Driver

Software that allows a computer to communicate with hardware or other devices. Without device drivers, the hardware you connect to your computer - for example, a printer or fax - will not work properly.

E

e-Form

An electronic form such as an InForm document that can be viewed and filled in using a computer application such as InForm Filler.

EMF
A vector file format. Can be imported using InForm Designer and used as a page background or a form element. Can also be imported using InForm Filler if an image is requested when filling in an InForm document.

F

Fill
The color applied to the internal area of a form element. Also an InForm Designer property group heading for form elements such as text boxes, shapes and combo boxes.

Font
A set of letters, numbers, punctuation marks and symbols.

Form Element
An element found in a form that provides a visual reference point, instruction or facility for performing a form-based task. Examples include text boxes, labels, check boxes, radio buttons, combo boxes, images and shapes.

Form
An electronic or printed document that requests information from a user. Forms that can be used with InForm Filler and InForm Designer are called InForm documents and have an ifd file name extension. InForm Designer can also be used to create HTML forms which can be viewed and filled in using an Internet browser.

G

Grab Handle
The area of a docked panel such as InForm Designer's Property Inspector or Plug-in Palette, that can be clicked, held and dragged, to move the panel. Grab handles are normally indicated by two horizontal lines.

H

HTML
HyperText Markup Language (HTML) is a computer "language" used to define the appearance and functions of websites and their pages. InForm Designer contains a HTML Export facility that creates HTML forms and associated files from InForm documents.

HTML Tag
A command that tells an Internet browser what to do. Each tag must be opened and closed and will contain attributes that determine specific functionality.

I

ifd (InForm Document)
The file name extension used to identify an InForm document that can be opened using InForm Filler and InForm Designer.

InForm Designer
A Windows® application developed by Fly Software for designing paper forms, e-forms and HTML forms. Creates InForm documents (ifds).

Find out more from the following Fly Software web page:

http://www.flysoftware.com/products/inform_designer/overview.asp

InForm Filler
A Windows® application developed by Fly Software for viewing, filling in, printing and exporting InForm documents (ifds).

Find out more from the following Fly Software web page:

http://www.flysoftware.com/products/inform_filler/overview.asp

InForm Plug-in
Form design tools found within InForm Designer that can be optionally licensed. A comprehensive range of InForm Plug-ins is available to satisfy many common form design requirements such as creating text boxes, labels and check boxes.

Find out more from the following Fly Software web page:

http://www.flysoftware.com/products/inform_plug-ins.asp

Import
To insert data, an image, PDF or other document within an InForm document.

Installation Wizard
A software mechanism for installing applications on a computer. The process guides the user through procedures such as selecting the installation path, accepting terms and conditions, and creating Windows® Start menu and desktop icons.

MORE:

Getting Started > Installing

J

JPEG (JPG) (Joint Photographic Experts Group)
A common image format that uses compression to keep the size of the file to a minimum. Can be imported using InForm Designer and used as a page background or a form element. Can also be imported using InForm Filler if an image is requested when filling in an InForm document.

L

Label
A text-based form element used to provide instruction and identify other form elements. In InForm Designer labels are added to forms using the Label plug-in.

Left Click/Left Clicking
Press the primary mouse button.

List Box
Refer to Combo Box.

M

Menu
An element found within most applications that is used to display related and selectable options. Application menus and context menus are both found in InForm Designer.

Mouse Pointer
Indicates the position of the mouse on screen and used to select application components and form elements. Represented in InForm Designer by an arrow.

Multiple Select
To select multiple form elements.

N

Nudge
To move a form element in one pixel increments. See also Super Nudge.

P

Pad
An indent that can be applied in InForm Designer to the inside left, right, top and bottom sides of many types of form element.

Page
The bordered area of an InForm document where form elements are displayed.

MORE:
Getting Started > Workspace Overview

Page Menu
An application menu that contains options for performing actions within InForm Designer such as displaying the page properties and inserting and deleting a page.

MORE:
Refer to Application Menus and Toolbars > Page.

Page Bar
Displays the page buttons used to change the page being viewed within an open InForm document.

MORE:
Getting Started > Workspace Overview, and Viewing Forms > Changing Pages

Pica
Printer's unit of measurement commonly used in typesetting and graphic design. One pica equals approximately 1/6 of an inch.

Pixel
A colored dot that makes up the smallest part of a bitmap. Also one of several units of measurement used in InForm Designer.

Placeholder
The area indicated by a dotted line where a form element is displayed. A selected placeholder contains resize handles used for resizing form elements.

Placeholders are normally green, but when locked they are red.

NOTE:
Placeholders are not displayed in Filler mode or InForm Filler.

Point
A unit of measurement normally used to define type sizes. There are approximately 72 points in an inch and 12 points to a pica.

Publish
The inclusion of form elements when performing an action such as printing or exporting to HTML.

R

Radio Button
A form element that, when clicked, adds a symbol such as a dot while simultaneously removing the symbol of another radio button in the same group. Commonly used on a form to indicate an exclusive yes or no choice. In InForm Designer radio buttons are added to an InForm document using the Radio Box plug-in.

Resize Handle
A set of eight black dots that surround all selected form elements. They appear in each corner, and middle horizontal and vertical plane of a form element's placeholder. Each is used to resize the associated form element.

Resolution
Refers to the number of pixels per inch (ppi) or dots per inch (dpi), contained in a bitmap or the viewable area of a monitor. Low resolutions can result in a grainy or jagged image and larger screen objects; high resolutions can produce smoother and clearer images and smaller screen objects.

Right-click/Right-clicking
Press the secondary mouse button.

S

Scroll Bar
An application component used to move the viewable area of a page, or to scroll vertically through a list of options in a combo box.

MORE:
Getting Started > Workspace Overview, and Viewing Forms > Moving About a Page > Using Scroll Bars.

Selection Box
A rectangular object with a black dotted border that appears when the mouse button is clicked, held and the mouse pointer moved across a page. Any form elements that encompass a selection box are selected when the mouse button is released.

Shape
A vector image such as a rectangle, ellipse or line. In InForm Designer shapes are added to an InForm document using the Shape plug-in.

Shortcut Key
Key or key combination used to perform an action or a command found on a menu. For example: Ctrl+A = press the Ctrl and A keys together.

Status Bar
The horizontal bar found at the bottom of most applications. In InForm Designer it is used for displaying information about the selected form element.

MORE:
Getting Started > Workspace Overview

Super Nudge
To move a form element in eight pixel increments. See also Nudge.

Support Ticket
The online mechanism for reporting any problem encountered when using InForm Filler or InForm Designer. Requires a Fly Software User Account.

T

Text Box
Normally a rectangular form element that can be used for typing or writing text-based information. In InForm Designer text boxes are added to an InForm document using the Text Box plug-in.

Title Bar
The horizontal bar found at the top of most applications. Used for displaying the application icon, application name, filename of the open document, and minimize, maximize/restore down and close (exit) buttons.

MORE:
Getting Started > Workspace Overview

Toolbar
Refer to Application Toolbar.

U

URL (Uniform Resource Locator)
A unique address to indicate where a Web page is found on the Internet.

EXAMPLE:
The URL of the site map page on the Fly Software website is:

http://www.flysoftware.com/site_map.asp

W

Watermark

The flysoftware.com image displayed at 45° across all pages of forms that contain form elements created using one or more unlicensed InForm Plug-ins. When all used InForm plug-ins are licensed, the watermark is removed from all pages.

MORE:

Getting Started > The Fly Software Watermark.

Workspace

The area within an application window where application components, are contained.

MORE:

Getting Started > Workspace Overview

Z

Zoom

To reduce or magnify the view of a page. Zoom in to see the page detail more closely; zoom out to take a broader view.

MORE:

Working With Pages > Magnifying or Reducing the View.

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