



# **INFORM FILLER** **USER GUIDE**

**FILL IN FORMS CREATED USING  
INFORM DESIGNER**





## **InForm Filler 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

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The InForm Filler user guide and Help provide detailed instruction about how to operate InForm Filler; from installation and configuration, to viewing, filling in and publishing 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

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The InForm Filler Help is primarily designed for on-screen reference. Even though its content can be printed, it is the InForm Filler user guide (InForm\_Filler\_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

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The InForm Filler user guide and Help contain a [glossary](#) where common terms are described.

Certain terms are also underlined throughout the user guide and Help. 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 is displayed alongside.
- A page within the user guide or Help that describes the term or a topic relating to it is displayed.
- A Fly Software web page relating to the term is displayed.

## Side Headings

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For quick reference, the following side headings are displayed throughout the InForm Filler 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.

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# Contents

In this section the following information is included:

- At a Glance
- Concise

# At a Glance

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# Introduction

In this section the following information is included:

- Why You Need InForm Filler
- What InForm Filler can do for You
- InForm Documents

## Why You Need InForm Filler

---

If you have filled in a job application form, tax return, financial questionnaire, medical certificate or any other electronic or printed document, you will already know how demanding and time consuming the process can be.

Poor handwriting and bad spelling, combined with complicated and/or expensive form filling, DTP or word-processing software, can all add to the problems encountered when filling in a form.

Even online forms can cause problems:

- No Internet connection = no form.
- Lost or temperamental Internet connection and certain firewalls prevent form information being transmitted.
- Form information cannot normally be saved so the form must be completed in one sitting.
- Forms cannot be physically signed by the user which may prevent the form being legally binding.
- Limited security may result in sensitive or personal information being viewed by unauthorised personnel and phishers.

Despite these problems there are software applications available to make the process of filling in forms as simple and as painless as possible. InForm Filler is one of these applications.

## What InForm Filler can do for You

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InForm Filler is a Windows® application developed by Fly Software to provide a quick, easy and cost effective way of filling in forms created or adapted using [InForm Designer](#).

No longer do you have to painstakingly complete forms by hand, on a typewriter, online, or using complicated and expensive software. Just download, [install](#) and use InForm Filler instead.

If you don't already have InForm Filler installed, it can be downloaded for free from the [Fly Software website](#).

## InForm Documents

---

Forms that can be opened, viewed, filled in and printed using InForm Filler are called InForm documents. All are designed using Fly Software's [InForm Designer](#) and can be 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 publication on a website. Alternatively they can be printed on plain or pre-printed paper, faxed or converted to PDF (if suitable [drivers](#) are available).

## Designing Your Own Forms

---

If you need to design a form from scratch or have an existing electronic or printed form you would like to convert to an InForm document, [InForm Designer](#) provides all the necessary tools.

The design tools available in InForm Designer are provided by a comprehensive range of components called [InForm Plug-ins](#). Each plug-in can be individually purchased and licensed to satisfy your form design requirements and keep your software expenditure to a minimum.

### **EXAMPLE:**

If all you want to do is use a scanned form as a template, and add text boxes so users can enter data electronically, all you need to license within InForm Designer is the Text Box InForm Plug-in.

InForm Designer can be downloaded from the [Fly Software website](#) for free. It can be freely used to design forms but will contain a [watermark](#) until all the InForm Plug-ins used to create the form are purchased and licensed.

By using InForm Plug-ins, you are no longer overwhelmed by unnecessary design tools (a problem common to most other form design, DTP and word-processing applications), and you only ever need to pay for the form design functionality you need.



## Using Pre-designed Forms

---

The following Fly Software web page contains InForm documents which can be downloaded and filled in using InForm Filler:

[http://www.flysoftware.com/products/inform\\_forms/inform\\_forms.asp](http://www.flysoftware.com/products/inform_forms/inform_forms.asp)

Businesses and organisations around the world can design and publish InForm documents in the knowledge they are accessible by anyone with InForm Filler.

## 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](http://www.flysoftware.com/services/form_design.asp)



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# Getting Started

In this section the following information is included:

- System Requirements
- Installing
- Launching
- Workspace Overview
- Application Menus and Toolbars
- Context Menus
- Opening, Closing and Saving Forms
- Managing Printer Offsets
- Printing Forms
- The Fly Software Watermark
- Improving Performance
- Displaying Developer and Application Information
- Leaving Feedback
- Updating
- Shutting Down
- Uninstalling

## System Requirements

---

InForm Filler requires the following minimum computer system requirements:

- Microsoft® Windows® 7, Vista, XP, 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

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# Installing

---

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

**NOTE:**

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

**NOTE:**

Installation can be aborted at any time by clicking the Cancel button.

---

## Default Install Locations

---

InForm Filler's [application files](#) and [application data](#) are stored in different locations.

### Application Files

---

By default, InForm Filler's application files are installed in the following location:

C:\Program Files\Fly Software\InForm\

### Application Data

---

By default, InForm Filler's application data, including its configuration file (App.ini) and example forms 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 the Application Data and ProgramData folders, refer to your Windows documentation or Help.

## Obtaining an Installation File

---

The InForm Filler installation file (InForm\_Filler\_Setup.exe) can be downloaded from the following Fly Software Web page:

<http://www.flysoftware.com/downloads>

---

# Launching

---

Launch (run) InForm Filler by clicking the InForm Filler icon (Fig. 2) in the Fly Software folder on the Windows® Start Menu. Alternatively, double-click the InForm Filler icon on the Windows® desktop (if available).



*Fig. 2 InForm Filler icon*

Following launch, the application workspace (Fig. 3) appears.

# Workspace Overview

When you launch InForm Filler, the application window opens to display the workspace (Fig. 3) where components typical to most Windows® applications are located.

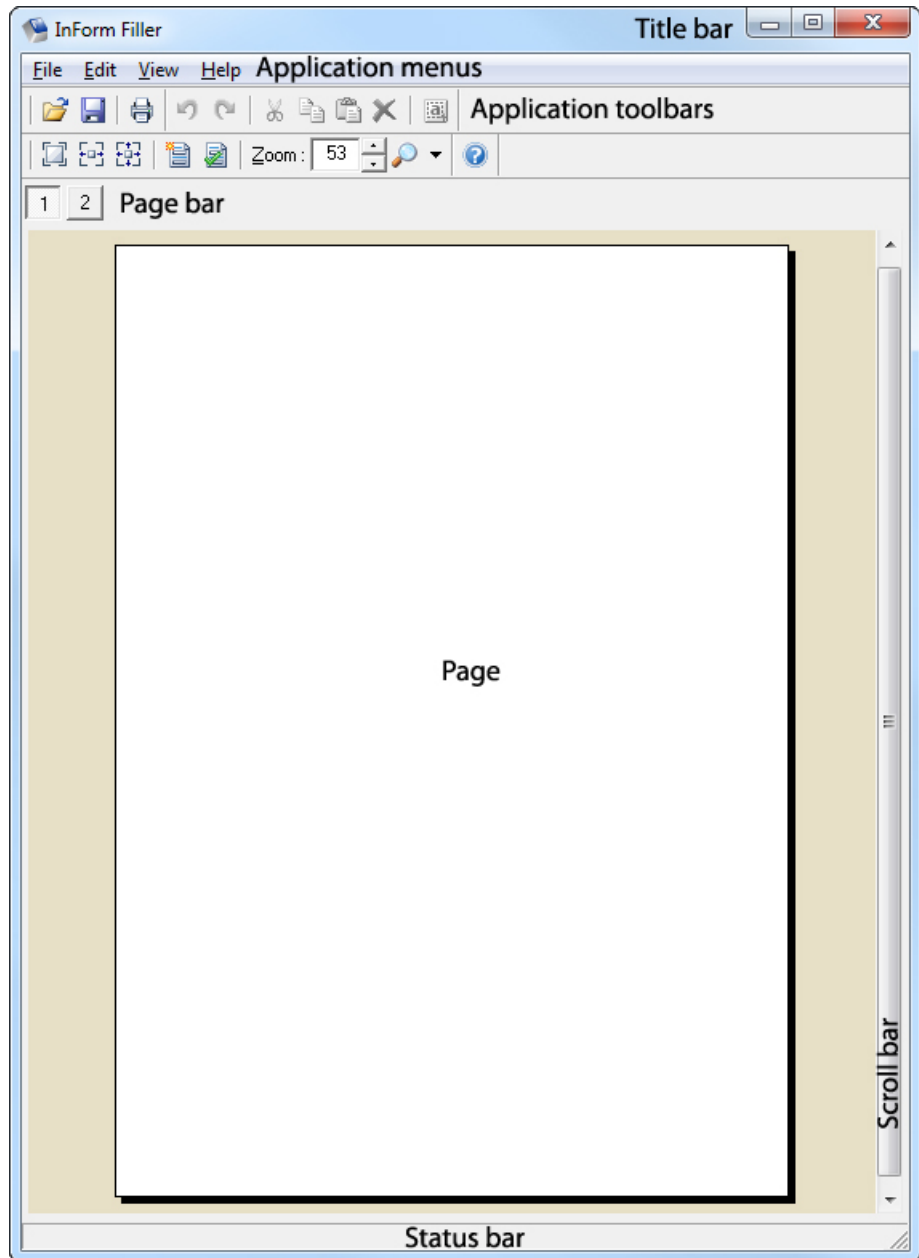


Fig. 3 InForm Filler workspace

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



# Application Menus and Toolbars

To access InForm Filler's commands, preferences and tools, the following application menus (Fig. 4) and toolbars (Fig. 5) are provided:

- [File](#)
- [Edit](#)
- [View](#)
- [Help](#)

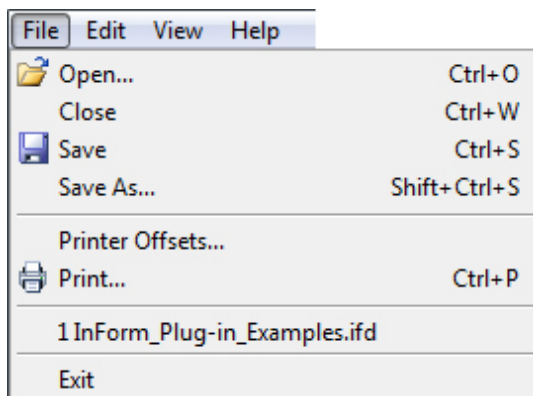


Fig. 4 Application menus and open File menu



Fig. 5 File toolbar

**NOTE:**

Menu options and toolbar buttons displayed in grey indicate the associated command or feature is currently unavailable.

## File

The File menu contains options for performing the following actions:

- [Opening an InForm document](#)
- [Closing an InForm document](#)
- [Saving an InForm document](#)
- [Adding, modifying and deleting printer offsets](#)
- [Printing an InForm document](#)
- [Opening recent InForm documents](#)
- [Shutting down InForm Designer.](#)

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

### Open

---

Displays the Open dialog (Fig. 7) where InForm documents can be selected and opened in InForm Filler.

**Keyboard shortcut:** Ctrl+O

**Toolbar button:** 

### Close

---

Closes the open InForm document. If the InForm document has changed since it was last saved, a Save confirmation dialog is displayed prior to closing.

**Keyboard shortcut:** Ctrl+W

**Toolbar button:** None

### Save

---

Saves the open InForm document.

**Keyboard shortcut:** Ctrl+S

**Toolbar button:** 

### Save As

---

Displays the Save As dialog (Fig. 10) 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

### Printer Offsets

---

Opens the Printer Offsets dialog (Fig. 12) where printer offsets can be added, modified and deleted.

**Keyboard shortcut:** None

**Toolbar button:** None

### Print

---

Displays the Print dialog (Fig. 16) where action can be taken to select a printer and print all or part of the open InForm document.

**Keyboard shortcut:** Ctrl+P

**Toolbar button:** 

## Recent Files

---

Lists the last five InForm documents to be opened in InForm Filler.

**Keyboard shortcut:** None

**Toolbar button:** None

## Exit

---

Exits InForm Filler. If an open InForm document has changed since it was last saved, a Save confirmation dialog is displayed before exiting.

**Keyboard shortcut:** Ctrl+Q

**Toolbar button:** None

### NOTE:

InForm Filler can also be exited using the standard 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 text](#)
- [Copying text](#)
- [Pasting text](#)
- [Deleting text](#)
- [Selecting all text](#)

## Undo

---

Undoes the last action to be performed on 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 all selected text and stores it on the Windows® [clipboard](#).

**Keyboard shortcut:** Ctrl+X

**Toolbar button:** 

### Copy

---

Copies all selected text and stores it on the Windows® [clipboard](#).

**Keyboard shortcut:** Ctrl+C

**Toolbar button:** 

### Paste

---

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

**Keyboard shortcut:** Ctrl+V

**Toolbar button:** 

### Delete

---

Deletes all selected text.

**Keyboard shortcut:** Delete/Del

**Toolbar button:** 

### Select All

---

Selects all text from the selected form element.

**Keyboard shortcut:** Ctrl+A

**Toolbar button:** 

## View

---

The View menu contains options for performing the following actions:

- [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](#)

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](#)

---

## 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 turned on slow display of PDF backgrounds or form elements is less evident.

**Keyboard shortcut:** None

**Toolbar button:** None

### Flicker Reduction

---

Determines whether flicker reduction is turned on or off. When turned on any screen flicker experienced is less evident.

**Keyboard shortcut:** None

**Toolbar button:** None

### Hints

---

Determines whether hints are displayed when the mouse pointer is positioned over form elements.

**Keyboard shortcut:** None

**Toolbar button:** None

### Toolbars

---

Determines what application toolbars are displayed.

**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.

## Help

---

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

- [Displaying help](#)
- [Displaying developer and application information](#)
- [Providing feedback about InForm Filler](#)
- [Updating InForm Filler](#)
- [Visiting the Fly Software home page](#)

## Help

---

Displays the InForm Filler help.

**Keyboard shortcut:** F1\*

**Toolbar button:** 

**\*NOTE:**

Pressing the F1 key when certain workspace objects and are focused, displays context help for that.

### About InForm Filler

---

Displays the About dialog where developer information and the application version number are shown.

**Keyboard shortcut:** None

**Toolbar button:** 

### Leave Feedback

---

Opens the Feedback Form on the Fly Software website where comments about InForm Filler can be completed and sent to Fly Software.

**Keyboard shortcut:** None

**Toolbar button:** None

### Update InForm Filler

---

Displays the Update dialog where updates for InForm Filler can be selected, downloaded and installed.

**NOTE:**

Requires an Internet connection.

**Keyboard shortcut:** None

**Toolbar button:** 

### Fly Software Online

---

Opens a browser window to display the Fly Software Home page.

**NOTE:**

Requires an Internet connection

**Keyboard shortcut:** None

**Toolbar button:** 

## Showing and Hiding Toolbars

---

By default, all application toolbars are displayed in InForm Filler. 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).

Select View >Toolbars to display a fly-out menu listing all available toolbars.

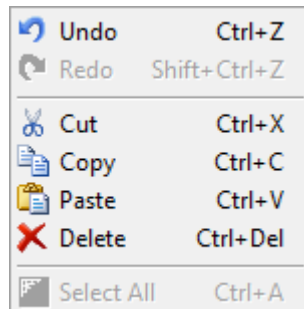


Select an option to either remove the associated tick and hide the toolbar, or add a tick and show the toolbar.

## Context Menu

---

Context menus (Fig. 6) display commands for the form element located under the mouse pointer.



*Fig. 6 Context menu*

You can view a context menu for any form element that has one by right-clicking it. If available, the menu is displayed next to the mouse pointer.

**NOTE:**

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

**NOTE:**

Context menus are limited to text-based form elements such as text boxes, and allow common edit operations such as cut, copy and paste, to be performed.

**MORE:**

For details about the edit options displayed on context menus, refer to Application Menus and Toolbars > [Edit](#).

# Opening, Closing and Saving Forms

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

## Open

To open an InForm document click the Open button or select File > Open. Following this an Open dialog (Fig. 7) is displayed where you can select an InForm document from your file system.

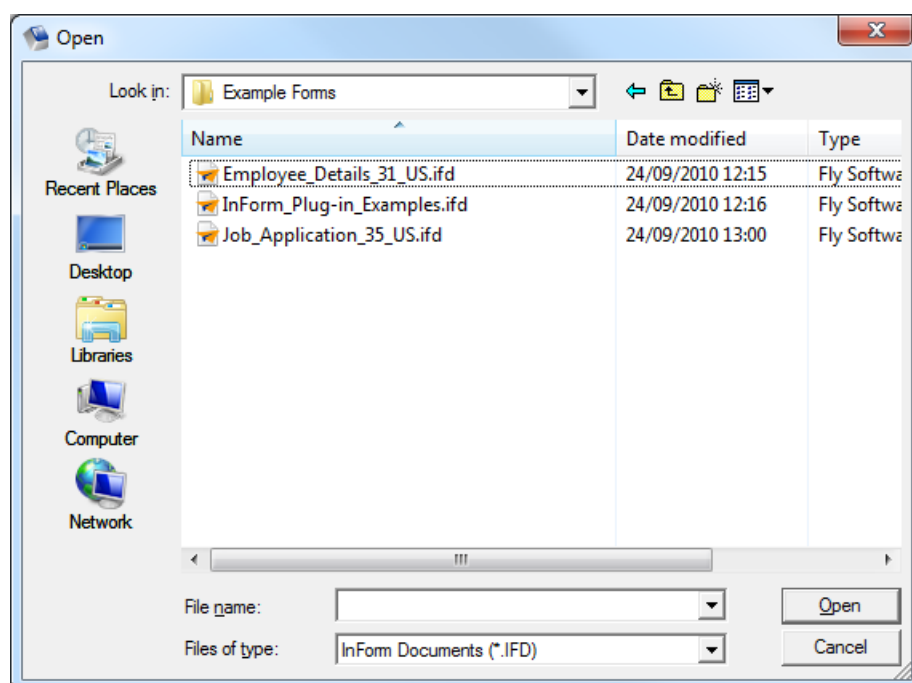


Fig. 7 Open dialog

If an InForm document you would like to use is one of the last five opened, it can be opened again by selecting it from the recent files list displayed on the File menu.

You can also open an InForm document outside of InForm Filler 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).

After opening an InForm document, the first page is displayed by default.

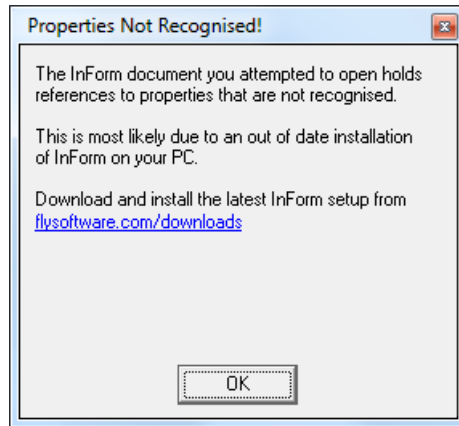
**NOTE:**

Only one InForm document can be opened per instance of InForm Filler. If more than one needs to be opened, another instance of InForm Filler will need to be launched.

## Unrecognised Form Element(s)

---

An InForm document cannot be opened if it contains one or more form elements InForm Filler does not recognise. When this occurs a Form Element(s) Not Found dialog (Fig. 8) is displayed.



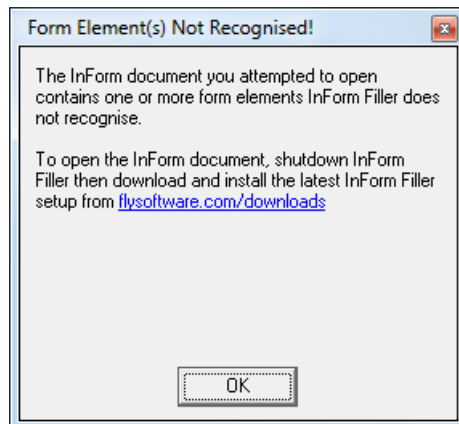
*Fig. 8 Form Element(s) Not Recognised dialog*

To open a problematic InForm document, install the latest InForm Filler and try again.

## Unrecognised Properties

---

If an InForm document uses a form element that contains properties that are no longer available, it cannot be opened and a Properties Not Recognised dialog (Fig. 9) is opened.



*Fig. 9 Properties Not Recognised dialog*

To open the problematic InForm document, shutdown then install the latest InForm Filler and try again.

## Close

To close an open InForm document select File > Close. After closing, the application window remains displayed.

**NOTE:**

If an InForm document has not been saved since changes were last made, a Save Changes confirmation dialog is displayed prior to closing.

## Save

To retain form information you have filled in, you must save your InForm document.

Click the [Save button](#) or select File > Save.

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

**NOTE:**

If the InForm document has not been saved before, a Save As dialog (Fig. 10) is opened where a file name and folder location can be specified.

### Save As

To give an open InForm document a new filename (and as a result retain the previous save state), select File > Save As. This opens a Save As dialog (Fig. 10) where a new filename and folder location can be specified.

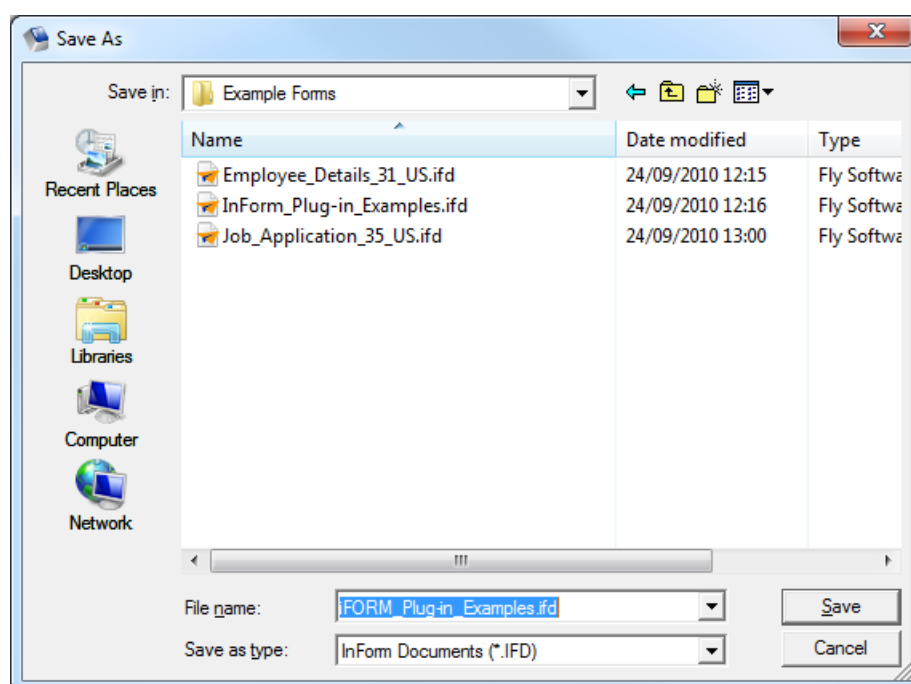


Fig. 10 Save As dialog

**NOTE:**

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

## 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.

LETTRE DE VOITURE INTERNATIONALE		CM
Sender (Name, Address, Country) Expéditeur (Nom, Adresse, Pays) <b>John Smith</b> 22 High Street, Taunton, Somerset TA1 1AA. United Kingdom	1	
Consignee (Name, Address, Country) Destinataire (Nom, Adresse, Pays) <b>Karen Jones</b> ABC Goods, Floor A, Washington Plaza, Washington United States	4	

Fig. 11 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. 12) is opened.

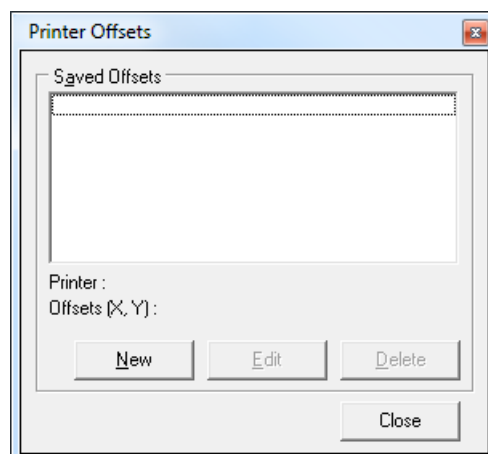


Fig. 12 Printer Offsets dialog

Click the Close button to close the Printer Offsets dialog.

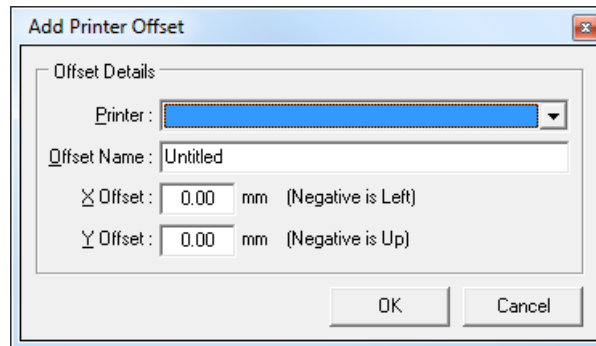
### MORE:

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. 12). Following this, an Add Printer Offset dialog (Fig. 13) is opened.



*Fig. 13 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. 12). Following this, a Modify Printer Offset dialog (Fig. 14) is opened.



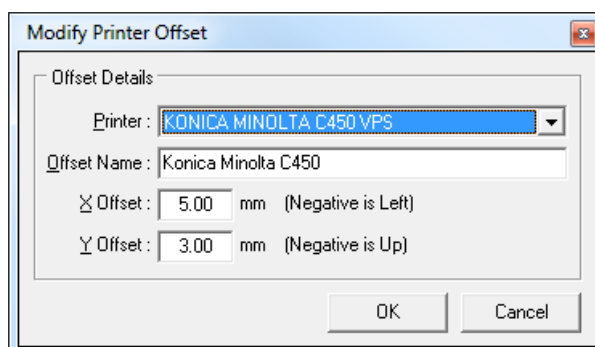


Fig. 14 Modify Printer Offset dialog

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. 12). Following this, a Confirmation dialog (Fig. 15) is opened asking you to confirm the delete.

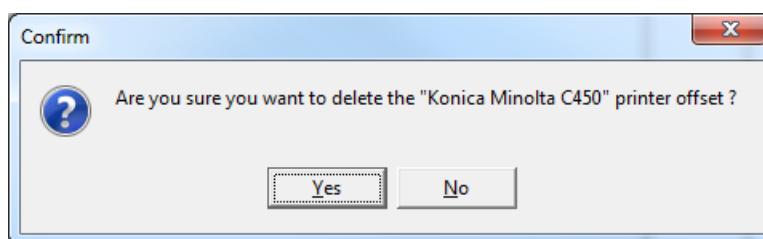


Fig. 15 Delete Printer Offset Confirmation dialog

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

# Printing Forms

Like most Windows applications, InForm Filler 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. 16) is opened.

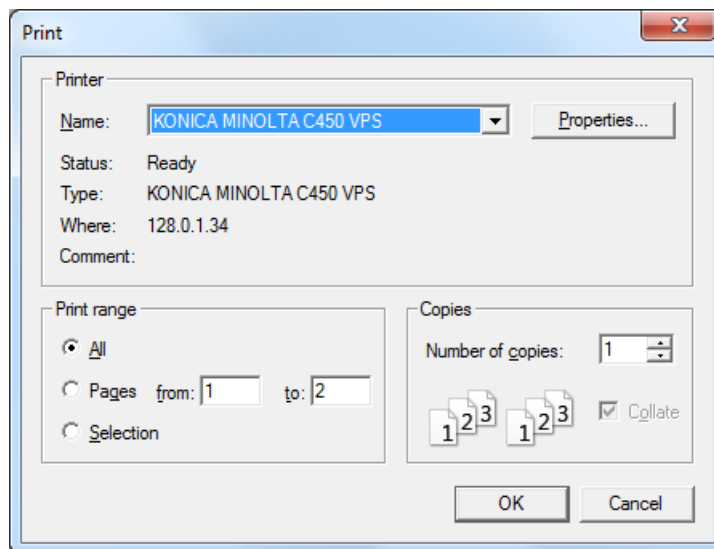


Fig. 16 Print dialog

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 validation fails for one or more form elements, the Validation Failed dialog (Fig. 33) appears prior to opening the Print dialog.

## Using a Printer Offset

If one or more printer offsets have been added for an InForm Filler installation, a Select Printer Offset dialog (Fig. 17) is opened after clicking the OK button in the Print dialog (Fig. 16).

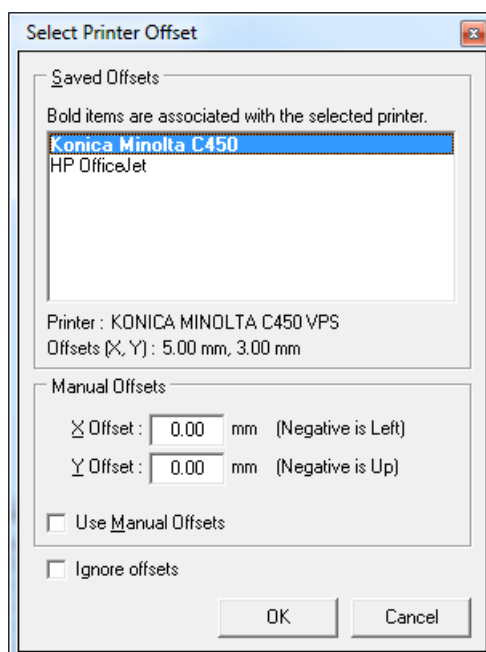


Fig. 17 Select Printer Offset dialog

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. 16) 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. 17). 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. 17). 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. 17).

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

## Print Results

---

Print results replicate exactly what you see on the screen. However, only form elements, certain components of form elements, page backgrounds and pages configured for publishing are output\*.

**\*NOTE:**

Configuration of form elements, page backgrounds and pages for publishing is determined by the form designer.

## Printer Properties that are Ignored

---

If an InForm document is not published 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:**

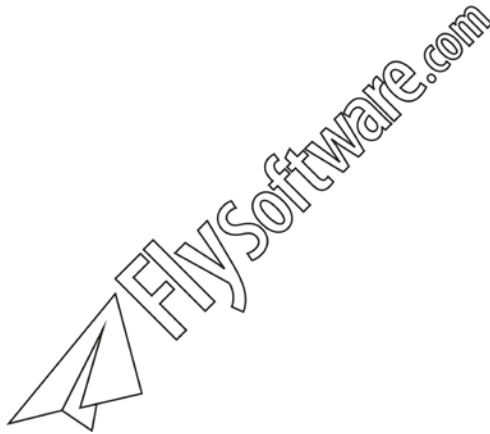
If the orientation of a page is landscape, and the orientation of the printer is portrait, the page is printed in landscape.

---

## The Fly Software Watermark

---

If the pages of an InForm document display a Fly Software watermark (Fig. 18), the InForm document was designed using an installation of [InForm Designer](#) that used at least one unlicensed [InForm Plug-in](#).



*Fig. 18 Fly Software watermark*

To remove a watermark, contact the form designer or save the InForm document using a licensed installation of InForm Designer.

**MORE:**

For details about using InForm Designer to remove the watermark, refer to the InForm Designer user guide or help.

## 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 form elements are unacceptably slow.

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

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

**NOTE:**

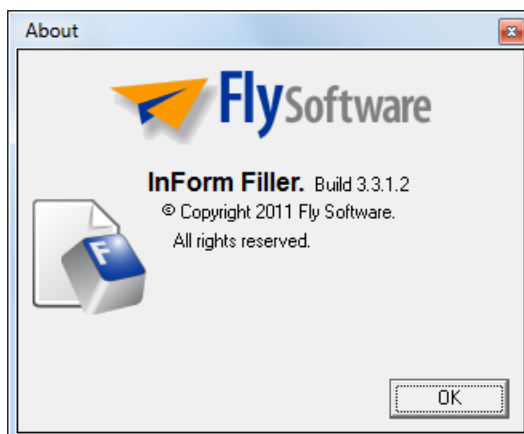
If PDF quick draw is on, the quality of PDF page backgrounds and form elements is reduced. This reduction in quality is not evident when an InForm document is [printed](#).

---

## Displaying Developer and Application Information

---

Information about Fly Software, copyright notices and InForm Filler's version number, can be viewed on the Welcome screen when the application is launched, or at any time in the About dialog (Fig. 19).



*Fig. 19 About dialog*

To display the About dialog, click the About InForm Filler button, or select Help > About InForm Filler.

Click the OK button to close the About dialog.

## Leaving Feedback

---

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

Your comments about InForm Filler 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 Filler 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 Filler automatically open the Feedback Form within your Internet browser.



# Updating

---

InForm Filler is continually being developed. As a result, new versions will become available that introduce new features and improve existing ones.

To avoid technical difficulties and to benefit from the latest enhancements, it is advised you update your InForm Filler installation 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 Filler is performed in the same way as [installing it](#).

## Shutting Down

---

Shutdown (Exit) InForm Filler by selecting File > Exit.

**NOTE:**

InForm Filler can also be shutdown using the standard 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 displayed prior to shutting down.

# Uninstalling

---

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

**NOTE:**

Before InForm Filler can be uninstalled, it must first be shutdown.

InForm Filler is uninstalled using the Windows® Add/Remove Programs facility.

**MORE:**

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

**NOTE:**

The Fly Software folder remains following uninstall.



---

# Viewing Forms

In this section the following information is included:

- Changing Pages
- Magnifying or Reducing the Page View
- Moving About a Page

## Changing Pages

---

After opening an InForm document, the first page is displayed by default. However, many forms have multiple pages that must be read and filled in.

The page bar (Fig. 20) displays buttons for all pages within the open InForm document. A button that is “pressed” indicates the current page.



*Fig. 20 Page bar*

Click a page button to display the content of that page.

**NOTE:**

If the page buttons exceed the length of the page bar, navigation arrows are provided to allow you to display those 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.

## Magnifying or Reducing the Page View

---

Depending upon your personal preference, or the resolution of your monitor, you may want to magnify or reduce the current page view. This can be achieved with [predetermined page views](#), and using the [mouse and keyboard](#).

**NOTE:**

The default page view used for each page when an InForm document is opened is determined by the designer. This means changes you make to page views may not be retained when an InForm document is reopened.

**NOTE:**

Changing the page view only changes how it is displayed on screen, and does not affect the “physical” or publishable size of the InForm document.

## 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.

## Moving About a Page

---

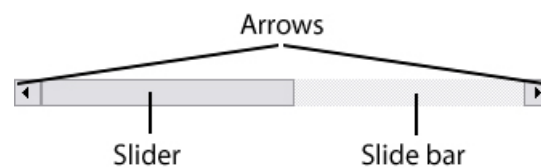
Certain magnification levels may prevent parts of a page being visible within the workspace. When this occurs, you may need to move the page to display the hidden areas. This can be achieved using scroll bars (Fig. 21), the mouse or the keyboard.

### Using Scroll Bars

---

When the size of a page exceeds the size of the workspace, vertical and/or horizontal scroll bars (Fig. 21) 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. 21 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.



---

# Filling in Forms

In this section the following information is provided:

- Interactive Form Elements
- Selecting Form Elements
- Using Form Elements
- Resetting
- Validating
- Undo and Redo

## Interactive Form Elements

---

When filling in InForm documents you will be able to interact with one or more of the following form elements:

- [Button](#)
- [Check Box](#)
- [Combo Box](#)
- [Date Box](#)
- [Image](#)
- [Radio Button](#)
- [Text Box](#)
- [Time Box](#)

### Button

---

A button (Fig. 22) is an interactive form element, that when clicked, can perform one of the following pre-determined operations:

- Perform file operations like opening, closing and saving an InForm document.
- Print an InForm document.
- Validate the contents of an InForm document.
- Reset the contents of an InForm document.
- Navigate pages within an InForm document.
- Resize the view of a page.
- Open a URL in an Internet browser.
- Post the contents of an InForm document to a URL and display response data.
- Email a message and optional attachments (including the current InForm document) to a pre-determined or user defined email account.
- Exit InForm Filler.
- Launch an application.



*Fig. 22 Example buttons*

Buttons normally contain a label to indicate what operation they perform.

**EXAMPLE:**

A button that prints an InForm document will normally contain a label called "Print".

---

## Check Box

---

A check box (Fig. 23) is an interactive form element, that when clicked, adds or removes a symbol such as a tick or cross.

Physical  Mental  Mobility

*Fig. 23 Example check box*

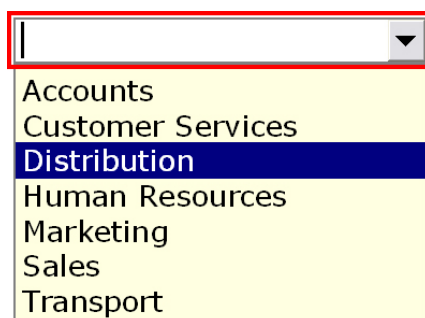
Check boxes are commonly used within an InForm document to indicate something is selected or answered positively.

---

## Combo Box

---

A combo box (Fig. 24) is an interactive form element that combines a list box and a single-line text box.



*Fig. 24 Example combo box*

Check boxes allow you to perform one or both of the following actions:

- Type a value directly into the control.
- Choose from a list of existing options.

### **MORE:**

For details about using combo boxes, refer to Filling in Forms > Using Form Elements > [Working with Text](#) and [Selecting Options from a Combo Box](#).

---

## Date Box

---

A date box (Fig. 25) is an interactive form element that only allows a date in a predetermined format to be specified.

01 January 2008

*Fig. 25 Example date box*

Normally a date box will have a label or a hint to indicate the date format that must be used.

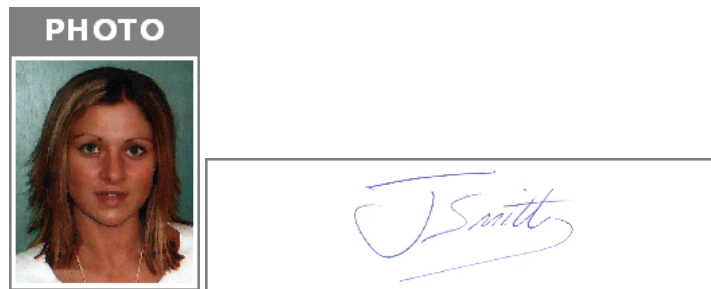
**MORE:**

For details about using date boxes, refer to Filling in Forms > Using Form Elements > [Working with Text](#).

## Image

---

An image (Fig. 26) is an interactive form element (and also a non-interactive form element) that allows an image such as a photograph or signature to be selected then added to an InForm document.



*Fig. 26 Example images*

**MORE:**

For details about adding images, refer to Filling in Forms > Using Form Elements > [Adding an Image](#).

**MORE:**

For details about supported image formats, refer to Filling in Forms > Using Form Elements > Adding an Image > [Supported Image Formats](#).

## Radio Button

---

A radio button (Fig. 27) is an interactive 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.



*Fig. 27 Example radio buttons*

Radio buttons are commonly used within an InForm to indicate an exclusive yes or no choice.

**MORE:**

For details about using radio buttons, refer to Filling in Forms > [Automated Form Elements](#).

---

## Text Box

---

A text box (Fig. 28) is an interactive form element that can be used for typing or writing text-based information such as a name, email, password or numeric value.

A rectangular text box with a thin black border. Inside the box, the text "John Smith" is written in a standard sans-serif font. A vertical cursor is positioned at the end of the text, after the 'h' in "Smith".

*Fig. 28 Example text box*

**MORE:**

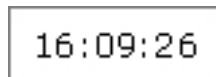
For details about using text boxes, refer to Filling in Forms > Using Form Elements > [Working with Text](#).

---

## Time Box

---

A time box (Fig. 29) is an interactive form element that only allows a time in a predetermined format to be specified.

A rectangular time box with a thin black border. Inside the box, the time "16:09:26" is displayed in a monospaced font, with colons separating the hours, minutes, and seconds.

*Fig. 29 Example time box*

Normally a time box will have a label or a hint to indicate the time format that must be used.

**MORE:**

For details about using time boxes, refer to Filling in Forms > Using Form Elements > [Working with Text](#).

## Selecting Form Elements

---

Unless you use InForm Filler to simply [open](#) and [print](#) InForm documents (so they can be filled in by hand or on a typewriter) it will be necessary for you to interact with certain form elements.

When an InForm document is opened, a form element will normally be selected by default, ready for you to type in text or pick an option. Other form elements can be selected using either the [mouse](#) or [keyboard](#).

**NOTE:**

A selected form element (Fig. 30) is highlighted by the inclusion of an additional border.



*Fig. 30 Example selected text box*

**MORE:**

For details about interactive form elements you may encounter within an InForm document, refer to Filling in Forms > [Interactive Form Elements](#).

## Using the Mouse

---

Move the mouse pointer over the form element you wish to select and use. When the mouse pointer is in position its shape will normally change to reflect the action of the form element. Left-click to select it.

## Using the Keyboard

---

As long as a form element is already selected, the keyboard can be used to select other form elements.

**NOTE:**

The order in which each form element is selected is determined by the form designer.

**NOTE:**

If the next form element in the sequence is on another page, the page will automatically change.

### **Tab**

---

Press the Tab key to select the next form element in the sequence.

## Up and Down Arrows

---

Press the Down Arrow key to select the next form element in the sequence, and the Up Arrow key to select the previous form element.\*

**\*NOTE:**

Use of the Up and Down Arrow keys is determined by the form designer.

## Enter

---

Press the Enter key to select the next form element in the sequence.\*

**\*NOTE:**

Use of the Enter key is determined by the form designer.

## Automatic Selection

---

Certain form elements such as text boxes may be configured to automatically select the next form element in the sequence as soon as the current object is filled in or actioned.\* This functionality is likely to be most evident with form elements requiring serial numbers, dates or other fixed length input.

**\*NOTE:**

Use of the automatic selection feature is determined by the form designer.

## Using Form Elements

---

Form elements you will encounter when using InForm Filler are intuitive, simple to use and do not require detailed instruction. However, for tasks and actions that are frequently used, and common to more than one form element, instruction is provided.

**MORE:**

If further information about using specific form elements is required, refer to the associated [InForm Plug-in](#) section within the InForm Designer User Guide and Help.

## Working with Text

---

Certain form elements such as text boxes (Fig. 28) and combo boxes (Fig. 24), normally require text entry. If a form element allows text to be typed, a flashing cursor is displayed within the form element when it is selected.

Text can be added in the same way as you add text in a word processing or email application. Simply use the keyboard to type the text, and if necessary, edit it.

Common operations such as select all, cut, copy, paste and delete, can all be performed on text found in a form element. Use the [Edit menu](#) or the [context menu](#) to perform these operations.

**MORE:**

For further details about selecting and manipulating text, please refer to your Windows® documentation or help.

### Font, Style and Alignment

---

The font, style and alignment of the text you type are all determined by the form designer, and cannot be changed using InForm Filler.

### Changing the Size

---

The size of the text that appears within certain form elements can sometimes be changed.\*

Making text smaller allows more words and characters to be added to a form element. Making it larger results in text that is easier to read.

Text size is changed in 1pt increments by holding the shift key and rolling the mouse wheel button (if available) up to increase the size and down to decrease it.



**CAUTION:**

Increasing text size may result in some or all of the text not being displayed within the form element. Similarly, reducing text size may result in it becoming unreadable.

**\*NOTE:**

The ability to change the size of text within certain form elements is determined by the form designer.

---

**Maximum Words and Characters**

---

Some forms stipulate maximum word or character limits for certain form elements.\* This is often apparent if the text entered will be imported into a database that has certain field length constraints.

When the maximum word or character limit is reached, no further text can be typed.

**CAUTION:**

If the number of words or characters pasted into a form element exceeds the form element's limit, words or characters exceeding this limit will not be added.

**\*NOTE:**

Maximum word or character limits are determined by the form designer, and cannot be changed using InForm Filler.

---

**Accepted Text**

---

Certain form elements only accept text in a pre-determined format.\*

**EXAMPLE:**

Most form elements accept regular text such as letters, numbers, symbols and spaces, while others may only allow numbers, specific characters or a valid date to be entered.

Normally, if a form element only accepts certain text, it will be labelled accordingly on the form.

**\*NOTE:**

The text accepted by certain form elements is determined by the form designer, and cannot be changed using InForm Filler.

---

**Required Fields**

---

Certain form elements may need to be completed prior to printing an InForm document.

**MORE:**

For further details, refer to Filling in Forms > Validating.

## Selecting Options from a Combo Box

---

Many InForm documents designed to be filled in electronically, contain form elements known as combo boxes (Fig. 24). These allow the form designer to predetermine acceptable options, and provide the user with a fast and convenient way of selecting them.

Click the arrow-like button located on the right of a combo box to display the options it contains. Click the required option to select and display it.

### Displaying Hidden Options

---

Normally, if a combo box contains a large number of options, certain options will not be initially displayed. [Scroll bars](#) are therefore provided to move up and down the list.

**MORE:**

For further details about the principles of using scroll bars, refer to Viewing Forms > Moving About a Page > [Using Scroll Bars](#).

When combo box options are displayed, a letter or number can be typed to automatically move to the first option beginning with that letter or number (if one exists).

## Adding an Image

---

InForm documents may request an image such as a photograph or a signature to be added.

To add a [supported image](#) to a page, double-click the area where the image needs to be added. Following this, an Image File dialog (Fig. 31) is opened where you can browse your file system for an image file.

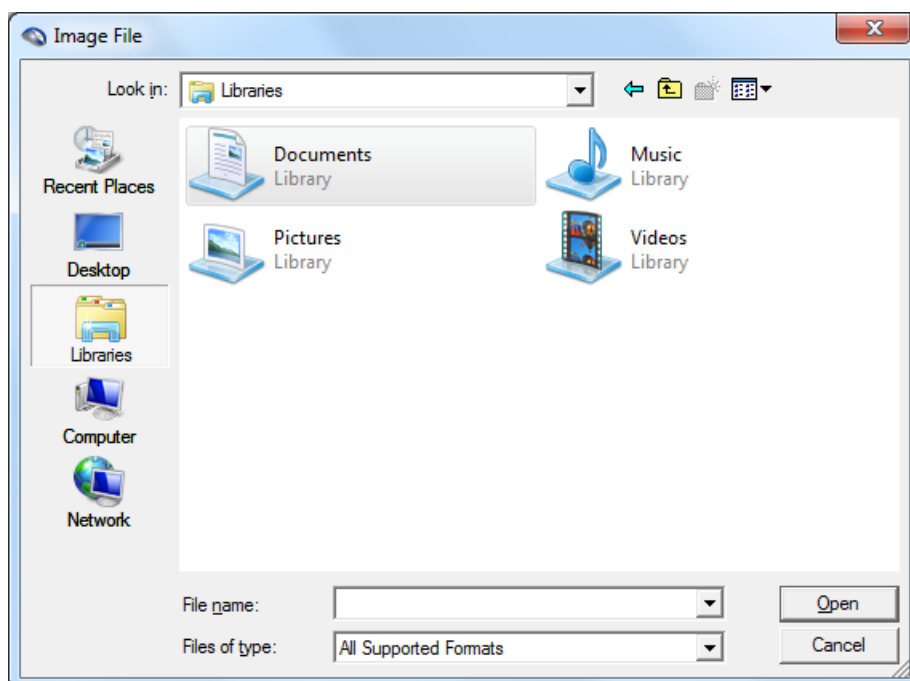


Fig. 31 Image File dialog

When an image has been located, click it to select it then click the Open button to add the content of the image file to the page.

**NOTE:**

Images are automatically resized to fit within the associated area on a page.

## Supported Image Formats

The following image formats are supported:

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

## Automated Form Elements

Certain form elements change automatically when other form elements are manipulated.\*

**EXAMPLE:**

A calculation box may automatically calculate and display the sum of values specified in text boxes (Fig. 28), while a selected radio button (Fig.

27) will become deselected when another in the same radio group is selected.

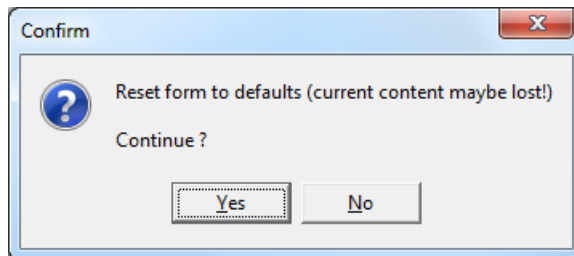
**\*NOTE:**

The automated functionality of certain form elements, is determined by the form designer, and cannot be changed or disabled using InForm Filler.

# Resetting

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 (Fig. 32) is opened asking you to confirm the reset.



*Fig. 32 Reset Form Confirmation dialog*

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

# Validating

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

Validation of form elements can occur under the following circumstances:

Circumstance	Description
<b>While a form element is being used</b>	Certain form elements only accept certain characters. Attempting to type an invalid character results in nothing appearing within the form element.
<b>When focus is removed from a form element</b>	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. 33) appears.
<b>When printing, emailing or posting to a URL is performed</b>	Start the <u>print</u> 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. 34) appears.
<b>When requested</b>	Click the <u>Validate Form button</u> 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.



Fig. 33 Validation Error dialog

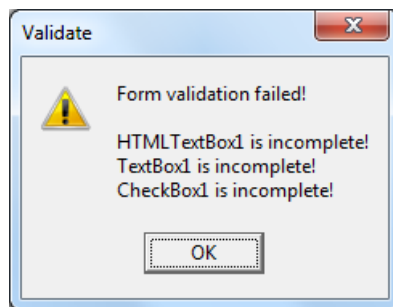


Fig. 34 Validation Failed dialog

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

## Undo and Redo

---

Any change to the content of a form element can be undone or redone.

Click the [Undo button](#) or select Edit > Undo to undo the last operation performed on a form element.

Click the [Redo button](#) or select Edit > Redo to redo the last operation that was undone.

**NOTE:**

The number of undo and redo levels is determined by the Windows® resources available on the computer where InForm Filler is installed.



---

# 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 Filler 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 solutions to common InForm Designer questions are provided, can be found on the following Fly Software web page:

[http://www.flysoftware.com/support/knowledge\\_base.asp](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](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.

---

# Glossary

## A

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### **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 Filler, application menus include File, Edit, View and Help.

#### **MORE:**

Refer to 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 Filler, application toolbars include File, Edit, View and Help.

#### **MORE:**

Refer to 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 Filler they can be used for positioning the text cursor when editing text, moving from one form element to another.

## B

---

### **Bitmap**

An image such as a BMP or JPEG, composed of rows and columns of pixels, each of which can be a different colour or shade of grey.

**BMP**

A bitmap file format. Can 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

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**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.

**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.

**Context Menu**

A menu displayed alongside the mouse cursor when a form element or an area of the application is right-clicked.

**MORE:**

Refer to Getting Started > [Context Menus](#)

## D

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**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 drivers, the hardware you connect to your computer - for example, a printer or fax - will not work properly.

**E**

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**EMF**

A vector file format. Can be imported using InForm Filler if an image is requested when filling in an InForm document.

**F**

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**Font**

A set of letters, numbers, punctuation marks and symbols.

**Form Element**

An element found in an InForm document 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, buttons 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.

**I**

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**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 Web forms. Creates InForm documents (IFDs).

Find out more from the following Fly Software web page:

[http://www.flysoftware.com/products/inform\\_designer/overview.asp](http://www.flysoftware.com/products/inform_designer/overview.asp)

**InForm Filler**

A Windows® application developed by Fly Software for viewing, filling in and publishing InForm documents (IFDs).

Find out more from the following Fly Software web page:

[http://www.flysoftware.com/products/inform\\_filler/overview.asp](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](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:**

Refer to Getting Started > [Installing](#).

## **J**

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### **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 Filler if an image is requested when filling in an InForm document.

## **L**

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### **Label**

A text-based form element used to provide instruction and identify other form elements.

### **Left Click/Left Clicking**

Press the primary mouse button.

### **List Box**

Refer to [Combo Box](#).



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## M

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**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 Filler.

**Mouse Pointer**

Indicates the position of the mouse on screen and used to select application components and form elements. Represented in InForm Filler by an arrow.

**Multiple Select**

To select multiple form elements.

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## P

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**Page**

The bordered area of an InForm document where form elements are displayed.

**MORE:**

Refer to Getting Started > [Workspace Overview](#)

**Page Bar**

Displays the page buttons used to change the page being viewed within an open InForm document.

**MORE:**

Refer to 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 coloured dot that makes up the smallest part of a [bitmap](#). Also one of several units of measurement used in InForm Designer.

**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**

An action such as printing, faxing, exporting to PDF, emailing, or adding a form to a web page or other electronic media.

**MORE:**

Refer to [Publishing Forms](#).

**Publishing Device**

A printer, fax, PDF driver or other hardware or software where an InForm document can be output to.

**MORE:**

Refer to [Publishing Forms](#).

## R

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**Resize Handle**

A set of eight black dots that surround all selected form elements. They appear in each corner of the object and in the middle of each horizontal and vertical plane. Each can be 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

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**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:**

Refer to Getting Started > [Workspace Overview](#), and Viewing Forms > Moving About a Page > [Using Scroll Bars](#).

**Shape**

A vector image such as a rectangle, ellipse or line.

**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 Filler it is used for displaying information about the selected form element.

**MORE:**

Refer to Getting Started > [Workspace Overview](#)

**Support Ticket**

The online mechanism for reporting any problem encountered when using InForm Filler or InForm Designer. Requires a Fly Software User Account.

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**T**

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**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:**

Refer to Getting Started > [Workspace Overview](#)

**Toolbar**

Refer to [Application Toolbar](#).

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**U**

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**URL (Uniform Resource Locator)**

A unique address to indicate where a web page is found on the Internet. For Example: [http://www.flysoftware.com/site\\_map.asp](http://www.flysoftware.com/site_map.asp) is the URL of the site map web page on the Fly Software website.

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**W**

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**Watermark**

The FLYsoftware.com image displayed at 45° across all pages of InForm documents 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:**

Refer to Getting Started > [The Fly Software Watermark](#).

**Workspace**

The area within an application window where application components, are contained.

**MORE:**

Refer to Getting Started > [Workspace Overview](#)

## Z

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**Zoom**

To reduce or magnify the view of a page within an InForm document. Zoom in to see the page detail more closely; zoom out to take a broader view.

**MORE:**

Refer to Viewing Forms > [Magnifying or Reducing the Page View](#).

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