

SWIFT Professional

Forms Maker and Filler

User's Manual



Swift Forms Maker & Filler

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This program is a simplified version of FormFiller 4.0. All forms created with this program are compatible with FormFiller Version 4.0 (and greater). See the back of this manual for a list of FormFiller 4.0 features.

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Important Notice: This program is a simplified version of FormFiller 4.0. All forms created with this program are compatible with FormFiller Version 4.0 (and greater). See the back of this manual for a list of FormFiller 4.0 features.

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Swift Forms Maker & Filler

Install and Setup Swift Forms Maker & Filler

Installing Swift-Form

- ▼ insert the Swift-Form Disk into the computer
- ▼ switch to the drive that holds the installation disk (A: - B:)
- ▼ type INSTALL
to install Swift-Form

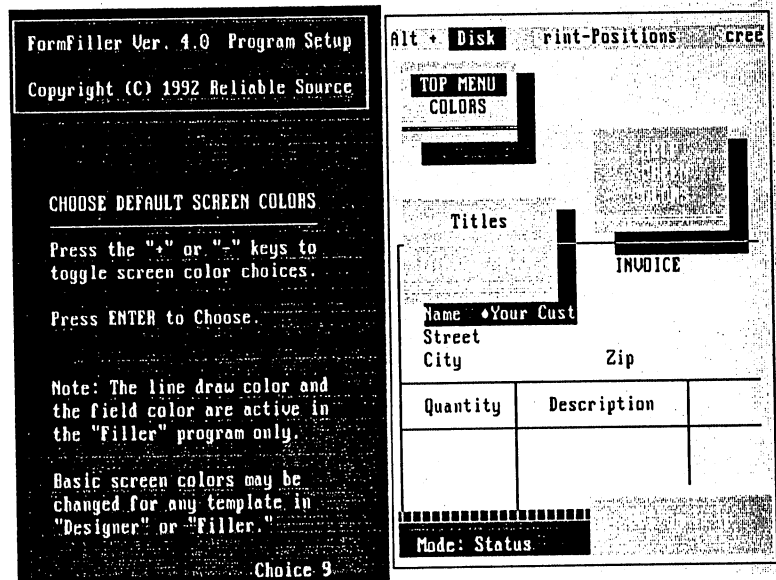
On-screen help guides you through the installation process.

Setup Swift-Form

You must run the Setup program before attempting to run Swift-Form. Setup determines the default screen colors and installs the printer driver.

From the Swift-Form subdirectory and DOS prompt

- ▼ type SETUP



On-screen help guides you through the Setup.

Definitions

Form/Template

Electronic (computer) forms used to collect data are sometimes called templates.

A form/template is made up of fields, labels, and lines. The on-screen form may not appear the same as the printed form, depending on font selections, etc.

The screenshot shows a terminal window with a menu bar at the top: ALT + Template/File Print-Positions Screen-Enhance Fields Options Help. The main title is 'SERVICE INVOICE/DELIVERY TICKET'. Below the title are several input fields: 'Customers Phone', 'Service Tech Rep', 'Inv. No.', and 'TERMS'. At the bottom, there is a table with four columns: 'Describe Service Performed', 'Service Code', 'Brand/Model', and 'Cost'. The table has several rows of data. At the very bottom of the window, a status bar shows 'mode: DESIGN file: INU-DELU F1 Help row 9 col 7'.

Describe Service Performed	Service Code	Brand/Model	Cost

Figure 1. A typical electronic form

Data

Data is the information collected on the form.

Field

The individual areas on the form reserved just for data are called fields.

Label

Text that describes the field data and other general information are known as labels.

The Concept Is Simple

1. Use the Designer program to create forms and setup math.
2. Use the Filler program to fill-in the blanks and print the form.

Creating Forms

Working from the top down...

1. Draw lines to establish the basic form layout.
2. Enter text/labels.
3. Place field markers.
4. When the form design is complete, enter math, gotos, and any special printer instructions.

Before Proceeding

- ▼ type **DESIGNER** from the DOS prompt to load the *Designer program*

Look at the bottom left of your screen for the word "DESIGN" to verify you are in the Designer program.

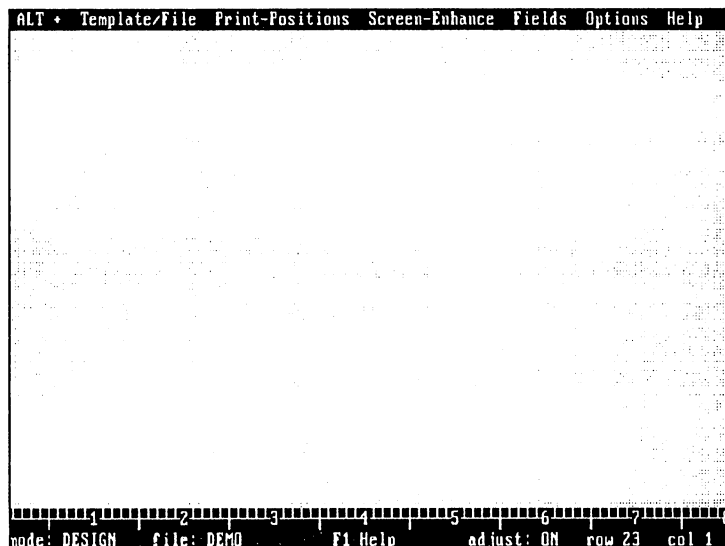


Figure 2. New form workspace

Swift-Form - Quick Start

Drawing Lines (in Designer)

- ▼ **press F7**
to toggle the "DRAWING" mode off and on
- ▼ **use the arrow keys**
to follow the cursor and draw lines

Entering Text/Labels

- ▼ **use the arrow keys, TAB, and ENTER**
to move to the desired location and type in the text

Placing Field Markers

Field Markers mark the blank locations on the form used to collect information.

Field Placement involves moving the cursor to the desired location and pressing the backslash key ("\<"). A diamond-shaped Field Marker appears on-screen. See figure 1.

Note:

In the Filler program the cursor will TAB from field marker to field marker allowing you to quickly fill-in the form.

Field End Markers

Field Markers and line draw characters end a preceding field. Sometimes a separate Field End Marker is needed.

To place an End Marker at the desired location

- ▼ **hold down the CTRL key and press "-" (dash)**

Run the Filler Program

- ▼ **press CTRL+F4**
to load the companion Filler program (or return to Designer)
Enter some test data then
- ▼ **press CTRL+F10**
to print
- ▼ **press CTRL+Q**
to quit Swift-Form (in Designer or Filler)

Pull-Down Menus

ALT + Template/File Print-Positions Screen-Enhance Fields Options Help

Across the top of the Designer and Filler program screens are the ALT+ pull-down menus which act as a guide to Swift-Form's features and functions.

To select a pull-down menu,

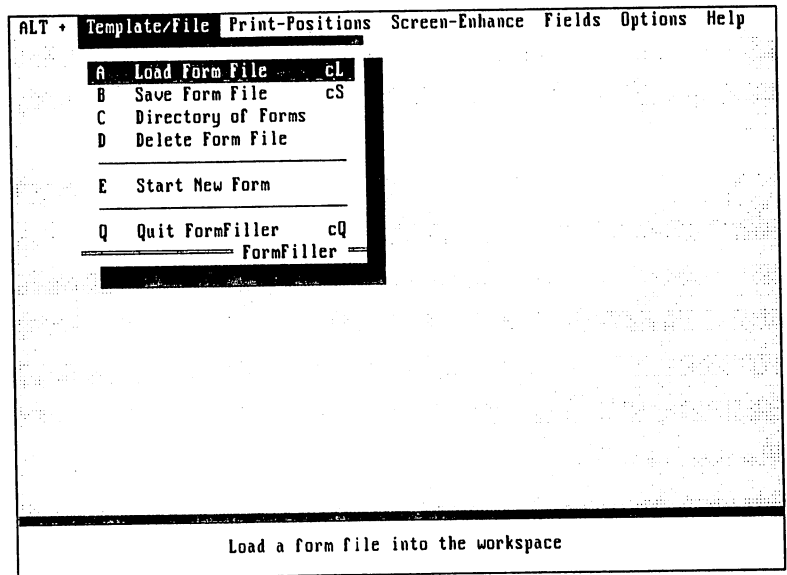
- ▼ hold down the ALT key and
- ▼ type the highlighted letter

To choose an item,

- ▼ type the letter displayed to the left of the item, or
- ▼ use the UP/DOWN arrow keys
to highlight a selection and press ENTER

Many menu options may be accessed with "Hot Keys." A hot key may be a function key or combination of keys used to bypass the menu system. The lower case "c" to the right of the menu item prompts you to press and hold the Control (CTRL) key and type the key indicated. The lower case "a" stands for the ALT key, and "s" is the SHIFT key. The CTRL, SHIFT, and ALT keys are always used in conjunction with another key.

Designer ALT+T - Template/File Menu



A - Load Form File Hot Key CTRL+L

Load an existing form into the workspace for editing.

The Load file window prompts you to

- ▼ enter the name of the template file to load

It's not necessary to type an extension unless the form was saved with an extension other than the default .WS.

- ▼ or

- ▼ press ENTER at the prompt

to display a directory of files. (See Directory of Forms below)

Form files located in different sub-directories, or files with extensions other than .WS, are accessed by following standard DOS conventions, e.g., C:\FF*.NDV will display all files using the extension NDV.

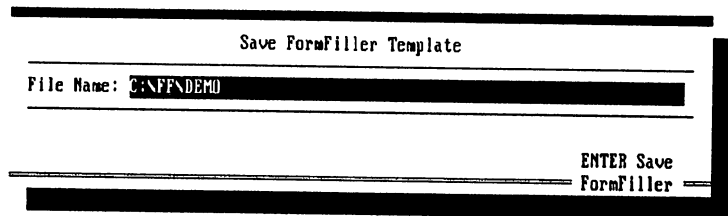
Once the form appears on screen

- ▼ begin editing

Note: When done editing, press CTRL+F4 to use Filler program.

B - Save Form File Hot Key CTRL+S

Save the current form.



From the Save file window you have the option of saving the file under its existing name (already displayed in the window), or saving the form under another file name (backspace over the existing file name and type in the new name).

When changing the file name, an "overwrite" caution displays if another form is using the same name.

- ▼ press ENTER
and the form in the workspace "overwrites" the existing file
- ▼ press ESC
if you do not wish to overwrite the existing file

Notes

If a file extension is not included, Swift-Form automatically attaches the extension `.WS`.

File names with an extension other than `.WS` do not automatically display in the directory.

The Hot Key `CTRL+S` does not prompt for a file name if the file is already named.

C - Directory of Templates

Display an alphabetical listing of all form files in the current directory that were saved with the default `.WS` extension. You may also load files from the directory.

To load a file from the files displayed,

- ▼ use the arrow keys
to highlight a selection then
- ▼ press `ENTER`.
Or type as many letters of the file name as necessary to help locate the file
- ▼ press `Page Up/Down`
for additional files when applicable

D - Delete Form File

Permanently delete a form listed in the current directory.

In the Delete window

- ▼ type the name of the form file to erase, then
- ▼ press `ENTER`

If you do not know the file name simply press `ENTER` at the prompt to display a directory of files. Then use the arrow keys to select the file to delete, or type as many letters of the file name as necessary to help locate the file.

The next window displays the drive, path, and complete file name of the form to delete.

- ▼ press `F10`
to execute the delete function

You may `ESC`ape the Delete Form File operation at any point.

There is no "recover" utility in Swift-Form for deleted files.

E - Start New Form

Clear the current form from the workspace without exiting Swift-Form.

If the current form has not been saved Swift-Form asks if you want to save it.

Q - Quit Swift-Form Hot Key CTRL+Q

Exit Swift-Form.

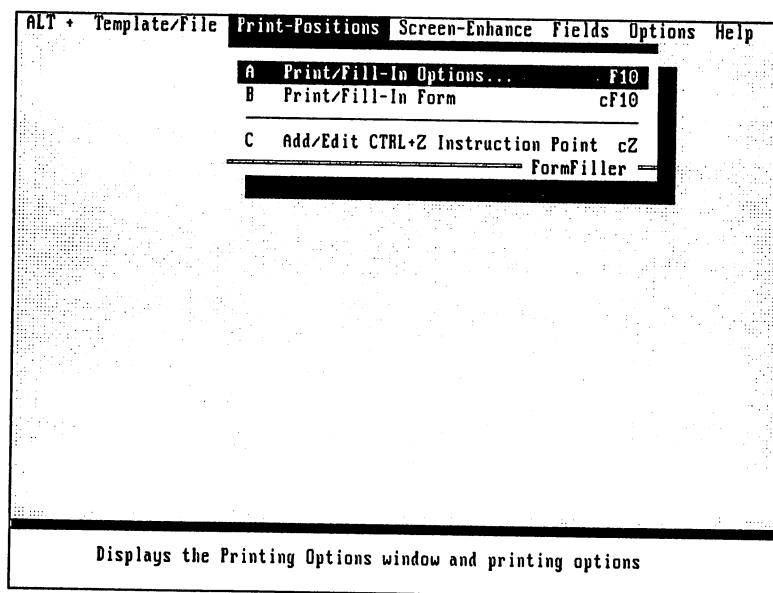
▼ press ENTER
to execute or

▼ press ESC
to cancel

Note

If the form has been modified, Swift-Form asks if you want to save it before quitting.

Designer ALT+P - Print-Positions Menu



A - Print/Fill-In Options Hot Key F10

Access the **Printing Options** window which regulates the overall printing process. Accept settings in this window and begin printing by pressing the F10 key once more.

Printing Options	
Initialize:	LPI(6) CMPOFF
Reset:	LPI(6) CMPOFF
Auto Eject:	YES
	F1-Help
FormFiller	

- ▼ **press ENTER**
to move the cursor to the various options
Follow the help at the bottom of the screen.
- ▼ **press ENTER to accept**
when the desired response appears
All categories are saved along with the form.

Initialize :

Initialize "sets up" or initializes the printer. The default instructions are defined in the ALT+F chapter along with additional printer instructions.

Initialize instructions precede all other instructions in the printing process.

Reset :

Reset returns the printer to its default conditions. See later in this manual for instructions that apply and for definitions of the default instructions.

Reset instructions are the last to be processed.

Auto Eject:

"YES" automatically ejects the paper from the printer when the printing is complete.

"NO" tells Swift-Form not to eject the paper from the printer when printing is complete.

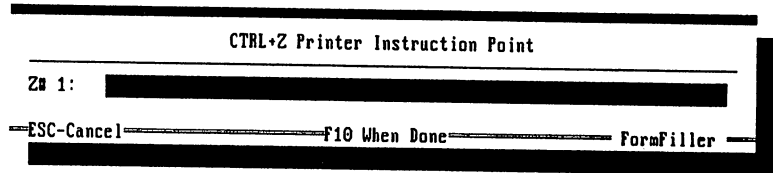
Note: See FF (form feed) later in this manual.

B - Print/Fill-In Form Hot Key CTRL+F10

Use to bypass the Printing Options window (above).

C - Add/Edit CTRL+Z Instruction Point Hot Key CTRL+Z

Places a triangle character on screen. When the printing process reaches the CTRL+Z Point, imbedded printing instructions are sent to the printer. CTRL+Z Points are used most often to change text print style (bold print, underline, etc.).



Changing Fonts and CTRL+Z Points

Use CTRL+Z points to change text font style and size. Place a CTRL+Z point in front of the text and enter the instruction to change the font.

- ▼ position the cursor and press CTRL+Z to place a CTRL+Z point

Notes: Your printer may not be able to respond to some instructions.

You may want to turn off a previous instruction with another CTRL+Z point at the end of the text. Example: "CMP" turns on compressed text and "CMPOFF" turns off compressed text. Also see "RC" discussed later.

Do not place a CTRL+Z point in a column past your printer's maximum carriage width (column 80 for narrow carriage printers).

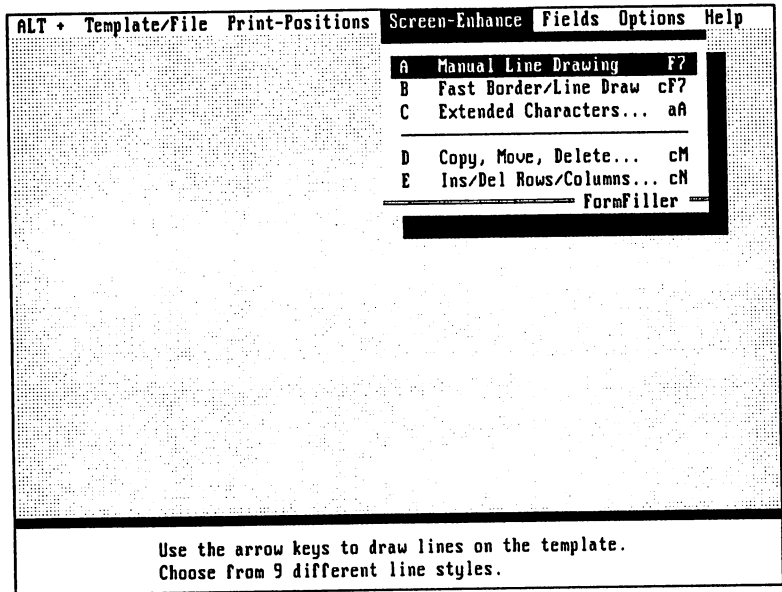
Special Notes for HP LaserJet users

In a CTRL+Z or Field Marker, CTRL+F lists available fonts.

Text printing begins at the exact screen column coordinate regardless of the font selected--providing--the text follows the left margin, a line draw character, a Field Marker, Field End Marker, or a CTRL+Z Point. Use a Field End Marker for general re-alignment. See the form named "HP4FONTS" for an example.

Designer ALT+S - Screen-Enhance Menu

Add some finishing touches and make adjustments to your form with the ALT+S options.



A - Manual Line Drawing Hot Key F7

Turns on the line "DRAWING" mode.

- ▼ **press the Hot Key F7**
to toggle "DRAWING" mode off and on. Use the arrow keys to draw lines. Or if you prefer, and if you have a mouse, hold down the left mouse button and drag the mouse cursor to draw.

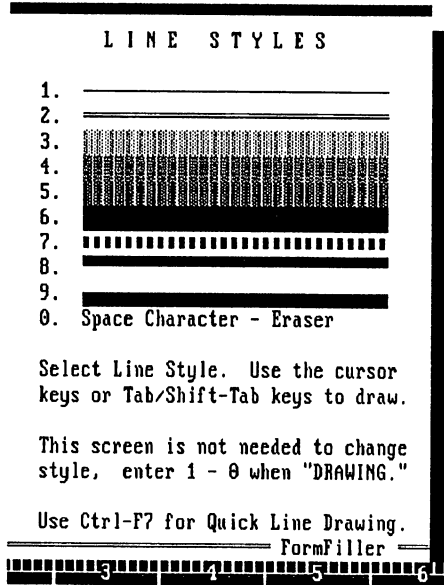
Notice "mode:" in the lower left of the screen changes to "DRAWING" followed by a number 0 through 9 which identifies the line style.

Special Notes for HP LaserJet users

The line draw characters will print in the exact screen coordinates regardless of the fonts selected. Swift-Form looks in the F10 Window in Initialize to determine the line draw font (CMPOFF or CMP).

If CMP is used to draw lines, set LPI (#) in Initialize to 9 or greater. Do not change LPI setting in the body of the form.

- ▼ **press F1**
for line draw help and to choose different line styles



- ▼ **press F7 once more or ESC**
to turn off the drawing mode

Notes:

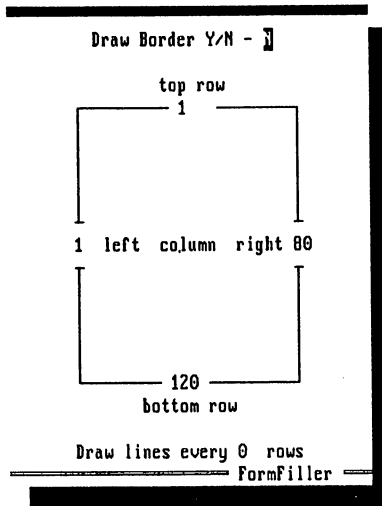
The line draw color changes in the Filler program to the default color (selected in Setup.exe) or a custom color selected in the ALT+O, Screen Options menu.

If your printer prints odd characters instead of lines, check your printer's manual for DIP switch settings, control codes, and emulation modes that support the IBM extended character set. For dot matrix printers try running the Setup program and selecting "Epson FX-80" (not 85) as your printer type.

If you place a Field Marker or CTRL+Z Point on a vertical line, the Marker will act as a vertical line when printing providing the line draw characters above and below connect to a vertical line.

B - Fast Border/Line Draw Hot Key CTRL+F7

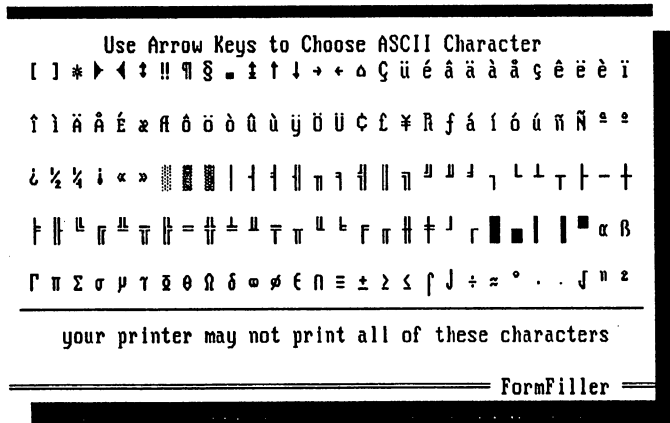
Draw a single-line border around any part of the template. The border can be any size. Fast Border/Line Draw can also draw a series of horizontal lines at designated intervals.



- ▼ respond "Yes" for border drawing
- ▼ "No" for horizontal lines only
- ▼ press ENTER to move to each option
- ▼ set the 4 margins for a border and to specify how horizontal lines should be drawn
- ▼ press ENTER to execute
- ▼ press ESC to cancel

C - Extended Characters... Hot Key ALT+A

Type a character not available on standard U.S. keyboards.



- ▼ use arrow keys to highlight your selection
- ▼ press ENTER

Note: Your printer may not have the ability to print all characters displayed. Consult your printer manual.

D - Copy, Move, Delete... Hot Key CLRL+M

Mark an area of the form, then Copy, Move, or Delete that area or Block Fill it with an ASCII character. Position the cursor before calling this utility.

```

      MARKING
-----
A Move Area
B Delete Area
C Block Fill Area
D Copy Area
-----
FormFiller

```

- ▼ position cursor
- ▼ use arrow keys to highlight area
- ▼ press ENTER the "MARKING" menu appears
- ▼ select option

Help at the bottom of the screen gives a brief explanation of each option.

E - Ins/Del Rows/Columns... Hot Key CTRL+N

Insert or delete a specified number of rows or columns within the form workspace. The action is performed at the cursor position.

```

INS/DEL  ROWS/COLUMNS
-----
1. Insert Row(s) at Cursor
2. Insert Column(s) at Cursor
3. Delete Row(s) at Cursor
4. Delete Column(s) at Cursor
-----
FormFiller

```

- ▼ choose the appropriate action from the Insert/Delete menu
 - ▼ enter the number of Rows/Columns to be affected
- Exercise caution if using Delete in an area containing fields.

Designer - ALT+F Field Functions... Hot Key F5

Enter printer and math instructions in the Field Functions window. Printer instructions take place when the printing process reaches the field marker. Math instructions are carried out in the Filler program after pressing the F9 key to calculate.

Field Functions	
Printer Instructions:	
Math Instructions :	
Field Number: 1	F1-Help
FormFiller	

- ▼ position the cursor
on the Field Marker where instructions are to be entered or edited before calling this utility
- ▼ press ENTER
to move to instruction category
- ▼ press F1
for instruction help (LaserJet users press CTRL+F for font list).

Swift-Form Printer Instructions (most printers)

BOLD	Bold print on	BOLDOFF	Bold print off
CMP	Compressed print on	CMPOFF	Compressed off
UL	Underline on	ULOFF	Underline off
LPI	Lines per inch	FF	Form feed
FONT	Select Font	RC	Restore Cursor

As discussed in the ALT+P chapter, printer instructions can also be entered in a CTRL+Z point and in the F10 Window.

Additional instructions obtained from your printer's manual can be entered as ESCape codes. Enter ESCape codes as a decimal numeric sequence, e.g., 27 40 115 49 83, or mix of decimal and character strings, e.g., 27 "(s1S" (include quotes).

When the form is saved (CTRL+S), imbedded ESCape codes are also saved.

BOLD, BOLDOFF, CMP, CMPOFF, UL, and ULOFF are self explanatory. The following explains LPI, FF, FONT, and RC in detail.

LPI

Adjusts the vertical lines per inch (LPI) setting. This instruction sends a carriage return.

Syntax LPI(#) where “#” is the number of lines per inch

Example LPI(12) is placed in the F10 Window under **Initialize**. This causes the form to be printed vertically compressed twice its normal lines per inch [LPI(6)]. This is useful when you wish horizontal lines to print just above and below data.

Note The LPI instruction is normally placed in the F10 Window under **Initialize** and should not be used in the body of the form if using a laser printer.

FF

Ejects a page by sending a Form Feed control code to the printer.

Syntax FF

Notes: There is normally no need for a FF when “Auto Eject:” in the F10 Printing Options Window is set to “YES.”

FF should be used when multiple related forms are stacked in the same template. Place a CTRL+Z point at the bottom of each form and enter an FF instruction to cause each form to eject.

FONT

Change font on Epson & IBM dot matrix printers (Panasonic KX-P# in Epson emulation).

Syntax FONT(#) where “#” is a font number in printer's manual.

Use FONT in F10 window in “Initialize:”

RC

When printing, Restore Cursor aligns the print head with the screen position.

Syntax RC

Example Non-compressed print follows compressed print on the same row. The CMP instruction causes the non-compressed text and vertical lines to be misaligned when printing. Use a CTRL+Z point and RC in front of the lines or text to realign the printing process.

CMPOFF RC

Syntax RC(#) where “#” is a column number

Example RC(9) forces printing to resume at column #9.

HP LaserJet Printer Instructions

The following instructions can be used only with HP LaserJet and compatible printers. A list of LaserJet fonts can be displayed by pressing CTRL+F (in F5-Window).

GRAY

Prints a shaded rectangular area, varying from light gray (1) to black (100).

Syntax	GRAY (w, h, #) where "w" is the width of shaded area in 1/720 inch, "h" is the height in 1/720 inch, and "#" is a gray scale value from 1 to 100
Example	Print a one inch square area with a light gray shade. GRAY (720 , 720 , 25)

LAND

Sets the orientation of print on the page to landscape. Landscape orientation continues until the PORT instruction is entered.

Syntax	LAND
Example	To print a form oriented across the length of the page, enter the LAND instruction in the F10 Printing Options window under "Initialize :"
Notes:	When using the HP II or earlier models, changing orientation in the middle of a template causes the page to eject. HP DeskJet users should install the "K" cartridge or other cartridge which supports landscape orientation.

LOCATE

Moves the printer's internal "cursor" in decipoints (1/720 inch) from the upper-left corner.

Syntax	LOCATE (X, Y) where "X" is a value for horizontal movement in increments of 1/720 inch, and "Y" is a value for vertical movement in increments of 1/720 inch
Example	LOCATE (720 , 720) This instruction sets printing to begin one inch from the top and one inch from the left margin.

PAT

Fills a rectangular area with a designated pattern.

Available HP patterns and ID numbers:

ID#	Pattern
1	Horizontal lines
2	Vertical lines
3	Diagonal lines (forward slash)
4	Diagonal lines (backslash)
5	Square grid
6	Diagonal grid

Syntax PAT(w, h, #) where "w" is the width of the pattern area in 1/720 inch, "h" is the height in 1/720 inch, and "#" is the pattern ID#

Example Print a one inch square area containing the horizontal line pattern.

Enter the area width, height, and design.

PAT(720, 720, 1)

PORT

Sets the direction of print on the page to portrait orientation. Portrait orientation continues until the LAND instruction is entered.

Syntax PORT

Example Return to vertical orientation after printing a template using "landscape" or lengthwise orientation.

Enter the PORT instruction in the F10 Printing Options window under "Reset :"

Notes: When using the HP II or earlier, changing orientation in the middle of a template causes the paper to eject.

ROTATE

Changes the printer's coordinate system. Use `ROTATE` with HP LaserJet models III and greater. A value determines the degree of rotation.

Syntax	<code>ROTATE (#)</code> where “#” is the degree of rotation
Options	<code>ROTATE (0)</code> Normal portrait orientation <code>ROTATE (90)</code> Landscape rotated 90 degrees from portrait <code>ROTATE (180)</code> Upside down portrait <code>ROTATE (270)</code> Landscape rotated 270 degrees from portrait
Example	<code>ROTATE (180)</code> This instruction changes orientation to upside down.

RULE

Prints a black rectangular area known as a black rule at the current location.

Syntax	<code>RULE(w,h)</code> where “w” is the width of the black area in 1/720 inch, and “h” is the height in 1/720 inch
Example	Print a one inch square black area at the current location. <code>RULE(720,720)</code>
<i>Note:</i>	Rule should be used in a CTRL+Z point.

Entering Math Formulas

Field Functions	
Printer Instructions:	
Math Instructions :	
Field Number: 1	F1-Help
FormFiller	

- ▼ place the cursor on a field marker where math is needed
- ▼ press F5
to bring up the F5 Field Functions window
- ▼ use the ENTER key
to move to the Math Instructions category

Field Values

Field values are referenced with the "f#" function where "#" is a field number (CTRL+V displays field numbers).

Example formula: $f7+f8-f9$

The example adds the values in fields #7 and #8, then subtracts the value in field #9. The result is placed in the current field after calculating (pressing F9 in Filler.exe).

Swift-Form's Mathematical Operators:

- + plus sign for addition
- hyphen, or dash, for subtraction
- * asterisk for multiplication
- / forward slash for division
- ^ caret for exponent
- % percent sign for percentage

Swift-Form evaluates formulas from left to right, there is no hierarchy.

press CTRL+F5

to change global decimal point position, field width, and commas

- ▼ press F10
when all math formulas are entered to exit the F5 window

Test Math in the Filler program

- ▼ press CTRL+F4
to save and load the Filler program. Enter legitimate values and
- ▼ press F9
to calculate

Displaying and Formatting Numbers

Standard formatting of values includes:

- a. Values align to the right of the field "width" boundary
- b. Decimal points positioned according to "dec" setting
- c. Commas inserted in large values

Important: Swift-Form automatically formats values after calculating. However, simply entering a value as data will not cause the value to be formatted. Values are treated as text unless you tell Swift-Form to format the entry.

A Math formula assures numeric data formatting. To format data that does not require a formula, use the field's own number as a formula.

Example: To format numeric data in field #7, place the cursor on field #7 and press F5. Move to the "Math Instructions :" category and enter `f7` (the field's own number). Test the result in the Filler program by pressing F9 to calculate.

Caution: Entering text in a field that expects a value will clear the field after calculating because zero results are not normally displayed.

Changing the Decimal Place Setting, Field Width, and Commas

Press CTRL+F5 to globally change the format settings for numeric data.

These settings apply to all math fields unless overridden locally by `dec(#)`, `width(#)`, `comma`, or `ncomma`.

Always use `dec(#)`, `width(#)`, `comma`, and `ncomma`, with—and preceding—a function or formula.
Example: `width(14) dec(4) f7+f9`

More on the "width" function

"width" defines the space allotted (0 to 16) for a math result. It aligns the last digit in result to the right most position in the space allotted.

Syntax `width(#) formula` where "#" is the number of character spaces allotted (0 to 16).

Example `width(14)+f1`

Notes: A formula must follow `width` (as shown).

`width` should precede any formula.

Use `width(0)` to defeat the `width` function.

Swift-Form globally defaults to `width(10)` meaning all field values are aligned right 10 places from the field marker. `width` applies to the current field only. Use CTRL+F5 to change field widths globally.

Use the `width` function to adjust for variable decimal point positions in a column. Increase or decrease the `width` setting to align decimal points in a column, e.g., assuming the defaults `width(10)` and `dec(2)` are globally set and the current field contains `dec(4)`, to align the decimal point, use `width(12)` to allow for the extra two decimal places.

Hierarchy

Swift-Form evaluates math formulas from left to right. There is no hierarchy unless forced with parentheses.

Using Parentheses

Swift-Form evaluates formulas with precedence given to operations between the innermost set of parentheses.

There is no limit to the number of parentheses used.

Notice how the use of parentheses changes a mathematical result: $2+4*6 = 36$ but $2+(4*6) = 26$. In the second example the result of the formula in parentheses ($4*6$) is obtained before the value 2 is added, while the first example is simply evaluated sequentially.

Using the Percent Sign

Do not use the percent sign as a delimiter.

$f20*(f23)\%+f3$ is legal, but
 $f20*(f23)\%f3$ is not legal.

Enclose field operators (f#) in parentheses.

$(f23)\%$ is legal, but
 $f23\%$ is not legal.

If the value is static, the percent sign can be placed to the right of the value, e.g., $f20+15\%$.

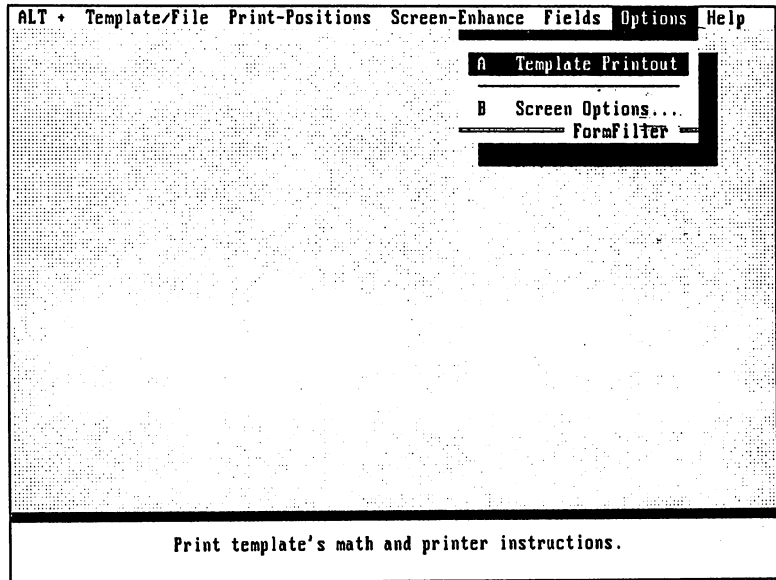
B - Clear Field Data Hot Key F2

Clears any data to the right of field markers.

C - View Field Numbers Hot Key CTRL+V

Math formulas require the use of field numbers. Use View to display field numbers right of the field markers.

Designer - ALT+O Options

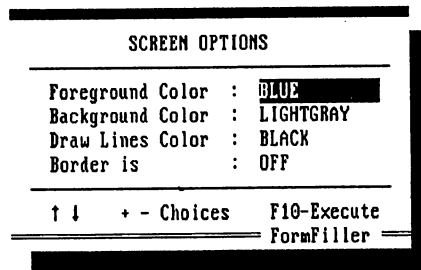


A - Template Printout

Prints a list of all form printer and math instructions.

B - Screen Options

Allows you to choose screen colors on a form-by-form basis. Screen color changes override the default settings and are saved with the form.



Entering Gotos

In the Filler program the default cursor movement between fields is sequential, from left to right, and top to bottom. Gotos override the default cursor movement allowing you to skip over fields and move up and down columns of fields.

In the Designer program

- ▼ **press CTRL+V**
to view the template field numbers
- ▼ **place the cursor on a Field Marker**
where cursor movement from is to be non-sequential
- ▼ **press CTRL+G**

Set Field Goto

From Field #6 Goto Field # 3

Enter 0 to Cancel Goto. ESC-Cancel.

FormFiller

Simply enter the field number you wish to go to. The cursor will jump to the field number specified where you can repeat the process for the next field.

Note:

There is no need to enter a Goto when the field numbers are sequential, e.g., from field #7 to field #8, as this is Swift-Form's default.

Test Goto movement in the Filler program

- ▼ **press CTRL+F4**
to load the Filler Program
- ▼ **press TAB or ENTER**
to move from field to field
- ▼ **press SHIFT+TAB**
to move back

Using The Filler Program

The Filler program pull down menus are similar to the Designer program pull down menus.

From the Designer program

- ▼ **press CTRL+F4**
to load the Filler program
or from the DOS prompt
- ▼ **enter FILLER (optional form name)**
to load the Filler program
- ▼ **press CTRL+L**
to load a form into the workspace

- ▼ **enter data and press ENTER or TAB**
to move to the next field marker
- ▼ **press SHIFT+TAB**
to move back
- ▼ **press F9**
to calculate (if math used)
- ▼ **press CTRL+F10**
to print the form and data
- ▼ **press F2**
to clear all data and re-use the form
- ▼ **press CTRL+Q**
to quit Swift-Form

Look! Swift-Form is Compatible with FormFiller 4.0 (or greater).

Swift-Form is a tremendous value and may satisfy all your needs. But if you desire more power, FormFiller 4.0 has all the muscle you need. In fact, this award winning, best selling program is used by the United States Government to fill-in more types of forms than any other software. And FormFiller 4.0 is used worldwide by Fortune 500 Companies. All forms created with Swift-Form can be used with and enhanced in FormFiller 4.0. Here are some of the FormFiller 4.0 benefits you'll enjoy.

Over 100 Additional Math, Printing, and Data Entry Checking Functions

"If," "and," "or," "else," conditional testing can be used to make decisions in math, when printing, and when entering data.

Example Math: `if(f1 > f7 and f1 < f2 or f1 = f3)+100 else+50`

Example Printing: `IF(F1 > 100) BOLD`

Example Data Entry: `if(blank(f7..f12) = any) err (shows error message)`

FormFiller's extensive data checking checks for errors *when data is entered*. Use the format function to automatically change "3135551212" to "(313) 555-1212" or any other format. Auto centering, capitalization, etc., plus much, much more.

Save Re-Keying Time and Stop Errors w/ FF's Extensive Import/Export Features

Type in an account number and FormFiller will *automatically* fill-in the name, address, phone number, and any other related data. FormFiller can also save data to a history file which can be used to review and print past transactions. Plus, Link Multiple Forms! *Automatically* switch to and *transfer data* from one form to another. You also get Quick Lookup, Quick Reference, Batch Processing, and other Import/Export functions.

More powerful Editing and Filling

Quickly fill-in columns of printing events and math formulas (automatically adjusts f#'s). Insert and delete fields. Word-wrap fields let you fill-in lengthy text without having to press ENTER to move down a row. Display non-printing text on screen (for filling in pre-printed forms). Date and Time stamps. And much, much more.

FormFiller 4.0 is available at Most Software Outlets, or order direct.

Special offer for Swift-Form customers. Purchase your copy direct for just \$89.95 (list price \$119.95). Be sure and tell the salesperson you are a Swift-Form customer. Or visit your favorite software outlet.

Reliable Source, Inc.

Sales only call: (800) 597-3676

Information: (205) 660-1960

FAX: (205) 602-0360

FormFiller^{4.0}TM

Special Offer for *Swift Forms Maker & Filler Customers*

All forms created with *Swift Forms Maker & Filler* are compatible with the award-winning and best-selling *FormFillerTM 4.0*. After using *Swift Forms Maker & Filler*, if you decide you would like more fill-in power, see your local retailer or call the toll-free number below and put *FormFillerTM 4.0* to work for you. Also see the back of the manual for more details on *FormFillerTM*.

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