Elixir

ElixirForm

for AFP

User Guide

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1.　　　　　Introduction

ElixirForm for AFP is an interactive forms design tool that allows you to create and edit forms in WYSIWYG (What-You-See-Is-What-You-Get) mode using an IBM PC, AT, PS/2 or compatible computer and optional proof printer.

If you are familiar with previous GEM versions of ElixirForm for AFP, you will find that the Windows-based version includes the same functionality plus additional features and a new interface. You can easily import forms created in earlier versions of ElixirForm for AFP and edit them in the new version.

If you have never used ElixirForm for AFP before, you will find the product highly intuitive and easy to use.

For brevity, "ElixirForm for AFP" is referred to as "ElixirForm" throughout this guide.

ElixirForm overview

A form created with ElixirForm is the static (or boiler plate) component of a form, and contains elements such as lines, boxes, text and images. The static form is then merged with variable data for printing on AFP high-speed laser printers.

The static data adds meaning to the variable data with which it is merged. For example, the following variable data from a credit application form

X	123-456-789	9876.23
X	985-234-980	11813.34

is more meaningful when merged with static data and viewed together:

Applicant Account		Account #	Account Balance
Savings	☒	123-456-789	$ 9876.23
Checking	☐		$
Money Market	☒	985-234-980	$11813.34
CD, IRA	☐		$
Visa	☐		$
MasterCard	☐		$

Previously, creating and editing static forms for printing on AFP printers was the responsibility of applications personnel working on mainframe computers. Such personnel were required to define form elements using Overlay Generation Language (OGL), a language that describes the location of line, shape, text and image elements, as well as page size and layout.

Limitations to this approach are:

- defining and revising an OGL form is complicated and time-consuming

- changes to the form are not apparent when adding OGL statements

- the completed OGL file must be compiled and proof printed on the high-speed printer.

With ElixirForm, you can see each static form element as you add or revise the element, and then generate proofs using an optional desktop proof printer. Using the Elixir Desktop Converter, you can compile your forms on your PC, thus freeing your AFP printer from these tasks.

Depending upon the ElixirForm product you have installed, your screens and options may differ from the figures displayed in this guide.

Customer support

Elixir customer support centers provide telephone technical assistance for Elixir users during business hours.

If you have purchased your Elixir product directly from Elixir Technologies then contact one of the support center hotlines.

See the *Elixir Getting Started Guide* for information about contacting your support center.

Elixir training

Elixir Technologies Corporation offers training for the full range of Windows-based products. For more information, contact:

Elixir Learning
(805) 641-5900 ext. 6

Who should use this guide

This guide serves users needing first-time or ongoing reference information about ElixirForm.

Users should already be familiar with Microsoft Windows operations, printer and font management operations and PC peripherals, and have access to reference manuals for related PC software and hardware.

Conventions

This section describes the following:

* display conventions
* typographical conventions

Display conventions

ElixirForm adheres to Microsoft Windows conventions for using menus, menu commands, dialog boxes, command buttons, icons and the mouse. See your Windows manual for more information.

Many shortcut keys in the new Windows-based product are different from those in previous GEM versions. This is because the standard Windows operating environment assigns certain functions to keys (for example, <F1> is always used for Help). See the "Keyboard shortcuts" appendix for a list of keyboard shortcuts.

Typographical conventions

The following typographical conventions are used throughout this guide:

* Keystrokes are shown enclosed in < > (angle brackets). For example:

    <Enter>.

* Key combinations are denoted by a plus sign between keys. For example:

    <Shift> + <F1> indicates simultaneously pressing the <Shift> and <F1> keys.

* Menu titles are shown in **bold**. Menu options are enclosed in [ ] (square brackets). For example:

    Select [New] from the **File** menu.

- Commands, options, actions and parameters that require description are shown in bold, followed on the next line by the description.

    For example:

    Delete
    Deletes the selected files.

- Steps in a procedure are shown in numbered bold paragraphs. For example:

1. At the prompt, enter the file name and extension.

    Comments relating to a step (such as this paragraph) are shown in regular text following the bold paragraph.

- Commands you enter at the DOS prompt display in larger text. Within DOS commands, variable names and keys you press are shown in italics. For example:

    CD \ELIXIR <Enter>

On-line Help

Elixir software uses the Microsoft Windows Help program to provide on-line Help for all functions.

For more information about Windows Help, select the [How to Use Help] option in the **Help** menu, or see your Microsoft Windows documentation.

The Help files included with your Elixir software include graphics created using screen drivers with large fonts. If you use a screen driver with small fonts, the Help file graphics may not display clearly. For optimum graphics display, use a screen driver with large fonts.

You can display on-line Help in the following ways:

Bubble Help

Click on an icon with the right mouse button to view its properties (if applicable) or to display "bubble help." Bubble help is a short description of the icon function that displays in a bubble extending from the icon.

Quick Help

Enable the quick function by selecting the quick help option in the Usage Switches (or Preferences -- for ElixirImage) dialog box. When you move the screen pointer over an icon on the screen, a short description of the icon function displays in the message area of the screen. During certain operations a message about the function you are performing also displays in the message area. To see these operational messages, disable quick help.

Context sensitive Help

To use this function, click on an icon and press <F1>. If available, the appropriate Help topic displays. If no specific topic is available, the Help table of contents displays.

Help menu

Select [Help] from the top pull-down menu and choose one of the displayed topics.

Dialog box Help

Click on the [Help] button in a dialog box to view an associated Help topic. Under Windows 95 and Windows NT, right-click on a dialog box option to display an associated Help topic.

Help pop-ups and jumps

Within Help topic text, words or phrases underlined in green are pop-ups or jumps. When you click on a pop-up topic, a box displays within the current Help topic with additional information. When you click on a jump, a different, associated Help topic displays.

Help hypergraphics

Hypergraphics are special graphics within Help files that contain "hot spots". Hot spots are either pop-up topics or jumps. Hypergraphics in Elixir Help are most commonly dialog boxes with option hot spots (pop-up definitions), toolboxes with tool hot spots (topic jumps), and menus with option hot spots (topic jumps or pop-up definitions).

Move the cursor over a hypergraphic until a hand displays, then click on this hot spot to display a pop-up topic, or a "jump". To close a pop-up topic, click the mouse button. To return to the original Help topic from a jump, click on <Back> in the Help file menu.

Organization of this guide

This guide contains the following chapter and appendices:

Chapter 1, "Introduction", provides an overview of ElixirForm functions, features, hardware and software requirements, and documentation.

Chapter 2, "ElixirForm basics", provides an overview of ElixirForm and describes basic operations for creating a form.

Chapter 3, "Menu bars", provides information on the ElixirForm and Work area menu bars.

Chapter 4, "ElixirForm defaults", describes how to set the defaults for a form.

Chapters 5 through 8 "Lines", "Shapes", "Text operations" and "Images" are reference sections explaining how to create and edit elements using every icon in the toolbox.

Chapter 9, "Stand-alone utilities", explains the stand-alone utilities included with ElixirForm.

Appendix A, "Keyboard shortcuts", lists keyboard shortcuts (fast keys).

"Glossary", contains terms and definitions applicable to ElixirForm and related Elixir products.

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Installation

See the *Elixir for AFP Getting Started Guide* for installation information.

Starting ElixirForm

To start ElixirForm from the Elixir Desktop, double-click on the ElixirForm icon. The ElixirForm Desktop displays.

Exiting ElixirForm

To exit ElixirForm and return to the Desktop either:

- Double-click on the Close button at the top left of any Elixir application.

- Press <Alt> + <F4>.

- Press <Alt> + <X>.

- From the **File** menu and select [Exit]

- Click on the [X] at the top right corner of the application window.

2. ElixirForm basics

This chapter describes the ElixirForm Work area and basic operations.

ElixirForm window

To view the ElixirForm main screen, open the Elixir Desktop and double-click on the ElixirForm icon.

The ElixirForm window displays.
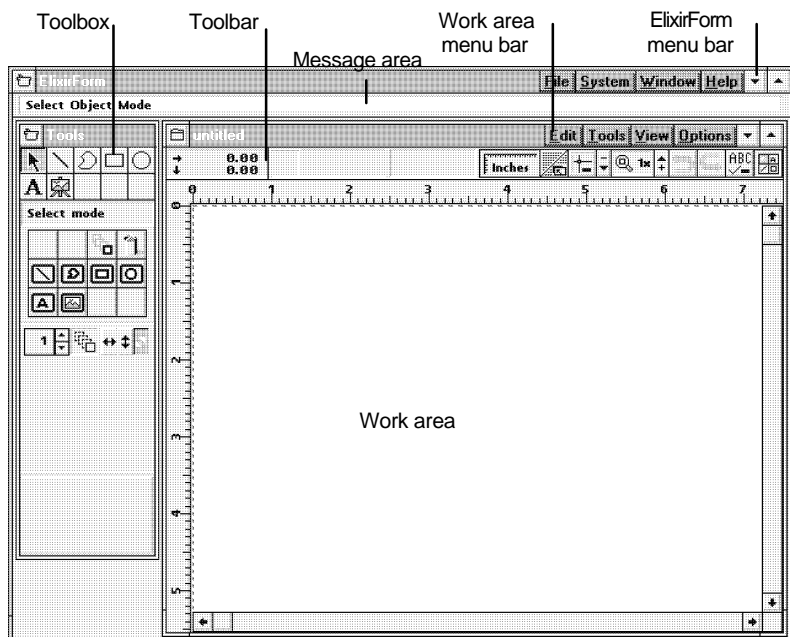
Figure 2-1. ElixirForm window

The ElixirForm windows contains the following features:

● Toolbox
● Toolbar
● ElixirForm menu bar
● Work area menu bar
● Message area
● Work area

Toolbox <F10>

The Toolbox displays on the left of the main Work area and contains the Select/Edit, Line, Path, Box, Circle, Text and Image tools.

If you cannot see the Toolbox, pull down the **Window** menu and select [Toolbox] or press <F10>.
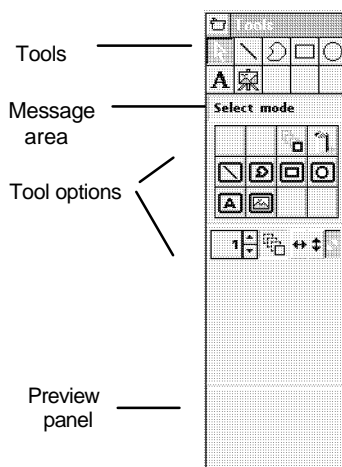
Figure 2-2. Toolbox

Select a tool to display its options in the Toolbox. A short description of the tool displays in the Message area, and the Preview panel displays your option selections.

Color options may or may not display, depending on the color selected in the Page Properties dialog box.

Select tool

Selects form or data elements for editing.

Copy

Copies any form element or design object.

Delete

Deletes the selected element(s). When a data element is deleted, it is only removed from the Work area. The entry in the Document window is preserved.

If you inadvertently delete an element, immediately select [Undo] from the **Edit** menu to restore the deleted element to your form.

Group filter options

The Group Filter options from left to right are: [Line], [Box], [Text], [Data Tag], and [Image].

Select one or more options to exclude the corresponding element from group options such as moving or deleting. Select the option(s) a second time to turn the filter off. See the "Grouping elements" section for information on grouping elements.

Number of Copies

Specify a value by clicking on the up or down arrows or click in the numeric display box and enter a number.

Press and hold <Ctrl> while clicking to increase/decrease the value by 10.

Movement Selection

Select a movement direction for moving or copying elements:

- [Horizontal only] - cursor moves horizontally with element(s) attached

- [Vertical only] - cursor moves vertically with element(s) attached

- [Free] - cursor moves in any direction with element(s) attached

Copy - Horizontal Distance

Specify a value by clicking on the up or down arrows or click in the numeric display box and enter a number.

Press and hold <Ctrl> while clicking to increase/decrease the value by 1.

Copy - Horizontal Distance - On/Off

Enables the [Copy - Horizontal Distance] option. Select this option a second time to disable this feature.

Sticky Lines - On/Off

Perpendicular lines with ends that connect remain stuck together when you move one of the lines. Lines attached to box sides remain connected when you resize the box.

Select this option a second time to disable this feature. See the "Lines" chapter for more information.

Copy - Vertical Distance

Specify a value by clicking on the up or down arrows or click in the numeric display box and enter a number.

Press and hold <Ctrl> while clicking to increase/decrease the value by 1.

Copy - Vertical Distance - On/Off

Enables the [Copy - Vertical Distance] option. Select this option a second time to disable this feature.

Line tool

Draws horizontal, vertical, and free lines; and specifies line properties. See the "Lines" chapter for more information on the options described below.

Line - Direction

Select the drawing line's direction: [Horizontal only], [Vertical only], [Horizontal and Vertical], or [Free].

Custom Line/Border Thickness

Specify a value (in dots) by clicking on the up or down arrows or click in the numeric display box and enter a value (maximum 99 dots).

You can also select: standard [Thin] 2 dot, [Medium] 4 dot, or [Thick] 6 dot line widths.

Line - Style

Select the line style: [Solid], [Dashed], or [Dotted].

Line - Color

Select a box border color from the palette in the Color dialog box, then click on [Close]. The selected color displays in the bottom half of the icon.

Path tool

Draws paths and specifies path properties. See the "Shapes" chapter for more information on the options described below.

Path - Shape

Select a path shape:

- [Closed] - path automatically closes when you finish drawing the path

- [Open] - path remains open

Path - Direction

Select a path direction:

* [Snapped] - lines drawn snap to horizontal and vertical lines

* [Free] - lines drawn run in any direction

Path - Beginning Style

Select line beginning style: [Square], [Round], or [Mitered].

Path - End Style

Select line end style: [Square], [Round], or [Mitered].

Custom Line/Border Thickness

Specify a value (in dots) by clicking on the up or down arrows or click in the numeric display box and enter a value (maximum 99 dots).

You can also select: [Thin], [Medium], or [Thick] border widths.

Line/Border Style

Select a border style: [Dotted], [Dashed], or [Solid].

Path - Finish Drawing

When you add a path to the Work area, you are in Draw mode. When you complete a path, select this option, double-click in the Work area or right-click in the Work area to toggle to Done mode. You can then draw another path or switch to another drawing tool.

Path - Color

Select a path border color from the palette in the Color dialog box, then click on the [Close] button. The selected path color displays in the bottom half of the icon.

Path - Fill Color

Right-click to select a path fill color from the palette in
the Color dialog box, then click on the [Close] button.
The selected path fill color displays in the bottom half
of the icon.

Object Fill Pattern/Shading

Select a shade pattern from the Pattern dialog box.
This pattern applies each time you draw a new closed
path, until you change it using the same procedure.
Select [Hollow] for no shading.

Path - Connection Radius

Specify the value of the path connection radius (in
pels) by clicking on the up or down arrows, or click in
the numeric display box and enter a value (maximum
299 pels).

You can also select: [Small] 10 pels, [Medium] 20
pels, [Large] 30 pels, [Square], [Radius Half], or [Ra-
dius Maximum].

Box tool

Draws boxes and specifies box properties. See the
"Boxes" chapter for more information on the options
described below.

Box Predefined Shape

Select the box corner style: [All corners square], [All
corners rounded], [Top rounded/bottom square], [Top
square/bottom rounded], [Left rounded/bottom
square], or [Left square/right rounded].

Box - Positioning - Center/Top Left

Select the top half of this option to center the top left
corner of the box on grid coordinates. Select the bot-
tom half of the option to snap the top left corner of the
box flush to grid coordinates.

Box - Shape - Oblong/Square

Select the top half of this option to draw boxes as rectangles. Select the bottom half of this option to draw boxes as squares.

Box - Diagonals

Select the diagonal line pattern for inside the box: [None], [Left], [Right], or [Both].

Custom Line/Border Thickness

Specify a value (in dots) by clicking on the up or down arrows or click in the numeric display box and enter a value (maximum 99 dots). Specify [0] to apply an invisible border to a shaded box. Unshaded boxes must have a border width of [1] or higher.

You can also select: [Thin], [Medium], or [Thick] box line widths.

Box - Line/Border Style

Select the line style: [Solid], [Dashed], or [Dotted].

Box - Border/Split Thickness and Style

Select width and style options:

* [Border Splits] - sets the width and style of the box border

* [Horizontal Splits] - sets the width and style of the horizontal box splits

* [Vertical Splits] - sets the width and style of the vertical box splits

Box - Horizontal Splits

Select this option, then click on the up or down arrows or enter a value in the numeric display box to specify the number of equal horizontal portions to divide the box into. The minimum value is 1 (hollow) and the maximum value is 40.

Select this option a second time to disable horizontal box splits.

Box - Vertical Splits

Select this option, then click on the up or down arrows or enter a value in the numeric display box to specify the number of equal vertical portions to divide the box into. The minimum value is 1 (hollow) and the maximum value is 40.

Select this option a second time to disable verticalbox splits.

Box - Color

Select a box border color from the palette in the Color dialog box, then click on the [Close] button. The selected box color displays in the bottom half of the icon.

Box - Fill Color

Right-click to select a box fill color from the palette in the Color dialog box, then click on the [Close] button. The selected box fill color displays in the bottom half of the icon.

Object Fill Pattern/Shading

Select a shade pattern from the Pattern dialog box. All boxes you draw contain this shading until you change it, using the same procedure. Select [Hollow] for no shading.

Box - Corner Radius

Specify a value by clicking on the up or down arrows or click in the numeric display box and enter a value (maximum 299 pels).

You can also select: [Small] 10 pels, [Medium] 20 pels, [Large] 30 pels, or [Maximum]. This option does not apply when all corner styles are 90 degrees.

Circle tool

Draws circles and specifies circle properties. See the "Shapes" chapter for more information on the options described below.

Circle - Radius

Select one or more of the four circle quarters to compose a circle or partial circle. Select a quarter a second time to deselect it.

Circle - Drawing Method

Select the top half of this option to draw a circle from its center outward, where the anchor point is the circle center.

Select the bottom half of this option to draw a circle within an unseen box, where the anchor point is the box corner nearest the starting point. This method allows you be more precisely place the circle in relation to another element.

Circle - Diagonals

Select the diagonal line pattern for inside the circle: [None], [Left], [Right], or [Both].

Only 360-degree circles display diagonals.

Custom Line/Border Thickness

Specify a value (in dots) by clicking on the up or down arrows or click in the numeric display box and enter a value (maximum 99 dots). Specify [0] to apply an invisible border to a shaded circle. Unshaded circles must have a border width of [1] or higher.

You can also select: [Thin], [Medium], or [Thick] border widths.

Circle - Border Style

Select the circle line style: [Solid], [Dashed], or [Dotted].

Circle - Start and Finish Angle

Specify a value by clicking on the up or down arrows or click in the numeric display box and enter a value (in degrees) for where you want your circle to begin and end.

You can also select: [0], [90], [180], or [270] degrees.

Circle - Color

Select a circle border color from the palette in the Color dialog box, then click on the [Close] button. The selected circle color displays in the bottom half of the icon.

Circle - Fill Color

Right-click to select a circle fill color from the palette in the Color dialog box, then click on the [Close] button. The selected circle fill color displays in the bottom half of the icon.

Object Fill Pattern/Shading

Select a shade pattern from the Pattern dialog box. All circles you draw contain this shading until you change it, using the same procedure. Select [Hollow] for no shading.

Circle Axis

Select an axis on which to print to an AFP printer:

*   [None] - no axis
*   [Horizontal] - horizontal axis
*   [Vertical] - vertical axis
*   [Both] - horizontal and vertical axis

Text tool

Select text attributes for form elements. See the "Text operations" chapter for more information on the options described below.

Text - Direction

Select a text display direction:

*   [Across] - left to right
*   [Down] - top to bottom
*   [Back] - right to left
*   [Up] - bottom to top

Text - Inter-character/Inter-word Spacing

Select a display spacing option:

*   [Inter-character] - justifies all text blocks by increasing or decreasing the amount of space between characters. This makes the form easier to read when converted to OGL, but takes longer for the form to print.

*   [Inter-word] - justifies all text blocks by increasing or decreasing the amount of space between words.

These options are global features. Selected options apply to all text blocks on the form.

The [Inter-character] or [Inter-word] options apply to a form only when you convert the .ELX file, when this is a valid option for your conversion. See your *Elixir Desktop and Converters for AFP User Guide* for more information.

Text - Word Wrapping

Wraps text between the boundaries set in the [Column Width] option. You can also select the [Box Text] option and draw a visual box on your form to contain the text. Select this option when text is justified.

Text - Remove Redundant Spaces

Removes redundant spaces, relative shifts and carriage returns from text blocks that have the [Text - Word Wrapping] option selected.

Text - Split String

Splits a single block of text into two separate text blocks.

Text - Justification

Specify the justification for each text block: [Left Justification], [Center Justification], [Right Justification], or [Full Justification].

The [Wrap Text] and [Box Text] or [Column Width] options must be selected for text justification.

Text - Positioning

When the [Wrap Text] and [Box Text] options are selected, specify the vertical positioning of a text block: [Top], [Center], or [Bottom].

Use this option with the [Text Justification] and [Box Text] options to place text in nine positions within the box.

Text - Lines per Inch

Specify a vertical lines per inch (LPI) value by clicking on the up or down arrows or click in the numeric display box and enter a number. Press and hold <Ctrl> while clicking to increase/decrease the value by 1.0. This value you affects the current block of text and any subsequent blocks of text entered using the same font.

To return the lines per inch to the default for the current font, use the down arrow to decrease the LPI value to [0] or press <Del>.

Text - Lines per Inch - ON/OFF

Enables the [Text - Lines per Inch] option. Select this option a second time to disable this feature.

Text - Text Color

Select a text color from the palette in the Color dialog box, then click on the [Close] button. The selected color displays in the bottom half of the icon.

DocuTag/DataMerge - Data Tags - ON/OFF

Displays the Data Tagging dialog box which allows you to add data tags to forms for use with Elixir's DocuTag or DataMerge products. Select this option a second time to disable this feature.

See your *Elixir DocuTag User Guide* or *Elixir DataMerge User Guide* for more information on creating data tags and tag lists.

Text - Column Width

Specify the width for a text block by clicking on the up or down arrows or click in the numeric display boxes and enter a number. Press and hold <Ctrl> while clicking to increase/decrease the value by 1.0. Values that exceed the form limits are not accepted.

You must select the [Wrap] text option when using these options. When these options are set to [0.00], text entered is bound only by the width and height of the form.

Select the [Box Text] option along with these options to display a visual guide box with the width and height dimensions you specify.

Text - Draw Column Box Boundaries

Select this option after selecting the [Box Text] option to define column boundaries for text by drawing a visual box in the Work area. Place the cursor in the Work area and press and hold down the mouse button. Drag the box that displays and release the mouse button at the bottom right of the box. This box does not print.

Select the [Wrap Text] option to wrap text at the boundary of the text box defined by this option. Select the [Text Positioning] option to position text within the text box.

Text - Column Height

Specify the height for a text block by clicking on the up or down arrows or click in the numeric display boxes and enter a number. Press and hold <Ctrl> while clicking to increase/decrease the value by 1.0. Values that exceed the form limits are not accepted.

You must select the [Wrap Text] option when using these options. When these options are set to [0.00], text entered is bound only by the width and height of the form.

Text - Set Column Width/Height to Define Box - ON/OFF

Select this option when using the [Draw Text Box] or [Column Width] and [Column Height] options to enter text in predefined areas or "boxes." Select this option a second time to enter free text which is bound only by the width and height of the form.

Box boundaries are defined by entering values in the [Column Width] and [Column Height] options or by drawing a box manually using the [Draw Text Box] option.

Font Type

Click on this button until the desired font type displays:

- [f] - Elixir-version fonts
- [T] - True Type fonts

• [a] - ATM fonts

Text - Add/Remove Font from List

Select a font action. The dialog box that displays depends on your selection in the [Font Type] option.

• [+] - displays the Add Fonts, Select True Type fonts, or Select ATM fonts dialog box; select a font(s) to add to the current Font List, then click on the [ADD] button

• [-] - displays the Replace Font, Select True Type Fonts, or Select ATM Fonts dialog box; select a font(s) to remove from the current Font List, then click on the [DEL] button. If the font is in use on the form, select a replacement font from the Replace Font dialog box.

Text - Load Font List/Merge Font List/Save Font List

Select a Font List action:

• [down arrow] - displays the Load Font List dialog box

• [double arrows] - displays the Merge Font List dialog box; add fonts to the current Font List by loading another Font List

• [up arrow] - displays the Save Font List dialog box; enter a new file name for the current font list, or rename an existing font list

Text - Soft Keyboard

Enters characters that are not available on a standard keyboard. See the "Text operations" chapter for more information on using the soft keyboard.

Font Preview Panel

Displays the fonts available in the current Font List. Click on the up or down arrow or use the scroll bar to scroll through the list to change the current font.

Fonts in use on a form are denoted by a diamond character to the left of the font name.

Image tool

Adds Elixir-format screen (.LP3) or printer (.LW8) images, bitmaps (.BMP), or logos to a form. See the "Images" chapter for more information on the options described below.

Image - Name

Displays the name of the selected image.

Image - Size
Horizontal/Vertical

Displays the horizontal and vertical sizes of the image in the units selected in the Ruler in the Toolbar. See the "Toolbar" section for more information.

Image - Color

Select an image border color from the palette in the Color dialog box, then click on the [Close] button. The selected image color displays in the bottom half of the icon.

Image - Fill Color

Right-click to select an image fill color from the palette in the Color dialog box, then click on the [Close] button. The selected image fill color displays in the bottom half of the icon.

Image - Load

Select an image to add to your form from the Load Image dialog box.

Toolbar

The Toolbar displays across the top of the Work area and contains the following options:
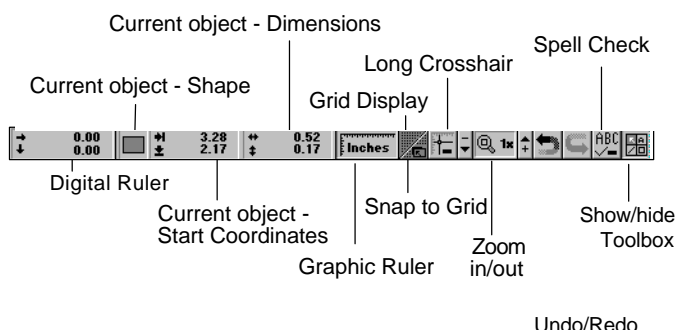
Figure 2-3. Toolbar

Digital ruler

Displays the horizontal and vertical position of the screen pointer relative to the top left corner of the screen (0,0).

Current object - Shape

Displays an icon representing the element type the cursor is currently closest to.

Current object - Start Coordinates

Displays the x,y coordinates of the currently selected element.

Current object - Dimensions

Displays the width and height of the currently selected element.

Graphic ruler <F3>

The graphic ruler displays along the top and left edges of the Work area in the units selected in the [Ruler measure] option.

To display the graphic ruler either:

- click on the Toolbar Graphic Ruler
- select [Ruler] from the View menu

A check mark appears in the menu next to the selected option.

Select this option a second time to remove the graphic ruler.

Right-click on the Ruler in the Toolbar to display the Ruler Options dialog box.

Grid Display <F4>

The grid helps you place and align form and data elements accurately. It overlays the Work area to allow exact placement of elements, but does not print.

To display the grid in your Work area either:

- click on the Toolbar Grid Display icon
- press <F4>
- select [Grid] from the **View** menu

A check mark appears in the **View** menu next to the selected option.

Select this option a second time to remove the grid.

Right-click on the Toolbar Grid Display icon to display the Grid Setting dialog box.

Snap to Grid <F5>

Places elements accurately on the grid.

To use the snap to grid option either:

- click on the Toolbar Snap to Grid icon

- press <F5>
- select [Snap to Grid] from the **Options** menu

Select this option a second time to disable this feature - elements become free floating and are moveable anywhere on the screen.

Right-click on the Toolbar Grid icon to display the Grid Setting dialog box.

Long Crosshair <F6>

Displays horizontally and vertically from the cursor on the form, and helps you place elements on the form more precisely.

To display the long crosshair:

- click on the Toolbar Long Crosshair icon
- press <F6>
- select [Long Crosshair] from the **View** menu

A check mark appears next to the option in the menu when it is selected. Select this option a second time to remove the long crosshair.

Zoom in/out

To zoom in on (magnify) an area of the Work area, click on the [+] button on the right side of the Zoom icon in the Toolbar. The highest magnification is [8x].

To zoom out on (reduce the magnification of) an area of the Work area, click on the [-] button on the left side of the Zoom icon in the Toolbar. The lowest reduction is [-8x].

You can also use the <+> and <-> keys on the numeric keyboard to zoom in and out.

Undo/Redo

To cancel your most recent operation:

- click on the Toolbar Undo icon
- press <Ctrl> + <Z>
- select [Undo] from the **Edit** menu

To cancel your most recent Undo operation:

- click on the Toolbar Redo icon
- press <Shift> + <Ctrl> + <Z>
- select [Redo] from the **Edit** menu

Spell Check

Checks the spelling of the active form.   See the "Text operations" chapter for more information.

Show/hide Toolbox

Hides the Toolbox.

To redisplay the Toolbox:

- click on this icon a second time
- press <F10>
- select [Toolbox] from the **Window** menu

User preferences are described in the "ElixirForm defaults" chapter.

Menu bars

ElixirForm provides two menu bars for accessing options:

- ElixirForm menu bar
- Work area menu bar

Select a menu to display its options, then select an option from the pull-down menu.

See the "Menu bars" chapter for more details and information.

Creating a form

Following are suggestions you should consider when creating a form.

Designing a new form

Sketching the form on paper before drawing it on the screen makes element sizing and placement easier.

Reproducing an existing form

If you are creating a form from an existing form, have the original form in front of you as you are recreating it on the screen. Use a ruler to measure the margins, lines and other form elements, then use the on-screen rulers for precise placement of each element.

You can also use Elixir's ElixirScan product to scan an existing form for conversion to Elixir format, then edit the form using ElixirForm.

Designing a form to fit in a window envelope

If you are designing a form to fit a window envelope, first sketch it, fold it and measure it against the envelope window to ensure proper display.

Designing a form for merged data

If your form will subsequently be merged with variable data, print the formatted data to see how it prints on the page; it is easier to design a form around data than to redesign the form.

Loading a form

ElixirForm allows you load a new or previously saved form, or to merge form groups to create a new form. Only one form at a time can be loaded into ElixirForm.

Loading a new form <F9 >

To load a new form:

1.   Select [New Form] from the File menu.

The Page Properties dialog box displays.

See the "ElixirForm defaults" chapter for informa-tion on the Page Properties dialog box.

2.   Select page defaults, then click on [OK].

The Page Databasing dialog box displays.

For information on the Page Databasing dialog box, see the "ElixirForm defaults" chapter.

3.   Enter optional information for the new form, then click on [OK].

A new, untitled form displays in the work area.

Loading a saved form <F8 >

If you are loading a form that was created in a GEM version of ElixirForm, see "Loading GEM forms" in this section before loading the form.

To load a previously saved form:

1.   Select [Load Form] from the File menu.

The Load Form dialog box displays.

2.   Select the form to load, then click on [OK].

The form displays in the Work area.

If a referenced image is missing, a replacement im-age displays. To delete the image from the form, se-lect the replacement image then press <Del>.

Loading GEM forms

For forms created with ElixirForm prior to version 3.0, you can either maintain the original boxed text formatting or use the new Windows box text formatting. You can also either maintain the original color mode or select a new color mode.

- For the currently loaded GEM form only, select text formatting and color mode options using the Text and Fonts options dialog box and the Page Properties dialog box.

- For all subsequently loaded GEM forms, select text formatting and color mode options using the GEM Forms Load Defaults dialog box.

See the "ElixirForm defaults" chapter for information about GEM Forms Load Defaults, Text and Font Options and Page Properties dialog boxes.

Merging a form group

ElixirForm allows you to merge a form into the current work area without replacing work area contents. See the "Grouping elements" section in this chapter for more information about saving a form group.

ElixirForm only merges objects that fit within form boundaries. Before using the [Merge Form Group] option, ensure that there is sufficient work area space available to prevent the elements from overlapping or falling outside form boundaries.

To merge a form group:

1. Select [Merge Form Group] from the File menu.

The Load Form Group dialog box displays.

2. Select the form to merge, then click on [OK].

Although ElixirForm allows you to merge the currently loaded form with the same form, this is not recommended as form elements may overlap.

You cannot undo a [Merge Form Group] operation.

Loading a form template

A form template is an .ELX form file that is loaded as an overlay or visual guide for designing a new form. The template does not become a part of the new form; only the new form elements are saved.

You can load more than one form file template into the Work area, although retrieving multiple form templates requires appreciably more memory.

Proof-printing a form comprising one or more templates also prints the templates. To proof- print a form without the templates, save and reload the form without the templates, then proof-print the reloaded form.

To load a form template:

1. Select [Load Form Template] from the File menu.

The Load Form Template dialog box displays.

2. Select the template to use, then click on [OK].

Selecting template defaults

To select form template defaults:

1. Select [Template Options] from the Options menu.

The Template Options dialog box displays.

2. Select display defaults, then click on [OK].

The Template Options dialog box contains the following options:

Color
Select a display color for the template from the drop-down list.

Object Filters
Select the form object(s) to display: [Show Lines], [Show Boxes], [Show texts], [Show Images], [Show Circles], or [Show Paths].

Disable template object selection
Prevents form template objects from being selected or modified.

Lock template
Keeps the current template loaded at all times.

Adding form elements

You create forms in ElixirForm by adding elements such as lines, paths, boxes, circles, text and images. You can apply different attributes to any form element by selecting options from the Toolbox. Elements can be placed anywhere on the form.

If you need to modify an element that is already on the form, right-click on the element and apply new properties using options in the Toolbox.

For detailed information about adding or modifying a form element, see the "Lines", "Shapes", "Text operations" or "Images" chapters.

Using color

Form color usage depends upon the color mode of the printer you use for final printing. You must select ElixirForm's color mode before creating a form. This ensures that only the colors available on your printer are used.

To select form color mode:

1. **Select [Page Properties] from the Options menu.**

   The Page Properties dialog box displays. See the "ElixirForm defaults" chapter for more information.

2. **Select the color mode, then click on [OK].**

Saving a form with a new name

To save an existing form either with a different name or to another directory:

1. Select [Save Form As] from the File menu.

The Save Form As dialog box displays.

2. Enter information, then click on [OK].

Saving a new form

To save a new form:

1. Select [Save Form] from the File menu.

The Save Form dialog box (similar to previous figure) displays.

2. Enter a file name, then click on [OK].

If you plan to convert the form to a different format, save the form with a maximum six-letter file name; longer file names truncate upon conversion and can overwrite existing files.

Modifying a form

You can update previously-created forms or make a new one by modifying the form and saving it with a new name.

Editing elements

ElixirForm allows you to edit individual elements by moving, copying or deleting form elements, and by changing element properties.

- To move, copy or delete an element, right-click on the element to select it, then perform the desired operation.

- To change the properties of an element, double right-click on the element and make the changes desired.

Editing procedures are similar for lines, paths, boxes, circles, images and text, as described in later chapters.

Shifting elements

You can shift all or selected elements on a form. It is easier to see the elements shifting if you first select the grid option.

To shift form elements, hold down the <Ctrl> key and use the arrow keys to shift elements up, down, left or right. You can also shift elements using the direction keys on the numeric keypad by first pressing <Num Lock>.

Grouping elements

ElixirForm groups form elements for editing purposes. Once a group is defined, you can edit it like a single form element.

ElixirForm undoes a group one element at a time. For example, if you delete a group and then click on the Undo icon, the elements comprising the group reappear one at a time.

Defining a group

To define a group:

1. Select the Select/Edit tool in the Toolbox.

2. Move the screen pointer near the elements you want to group.

3. Click and drag the dotted line until it encloses the desired elements, then release the mouse button.

Boxes appear around or inside each grouped element. Grouped text appears in square brackets.
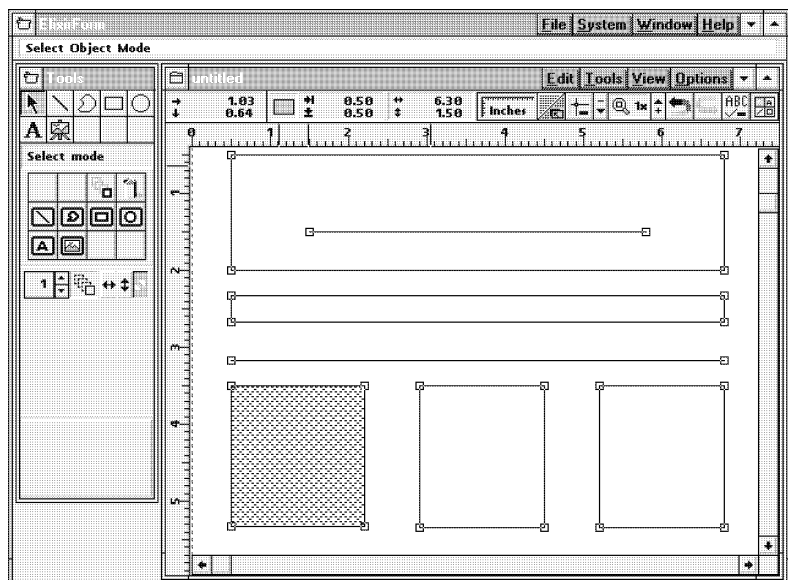
Figure 2-4. Selected group elements

Move, copy or delete the group as a single element.

To change the properties of one or more grouped elements, right-click on the element(s) and select desired properties from the Tool box.

You can also exclude any or all occurrences of a grouped element:

• To exclude all occurrences of an element, select a group filter option before grouping.

• To exclude any one element from the group, shift-click on the element after grouping.

• To include the element again, shift-click on the element a second time.

Saving a form group

ElixirForm allows you to select a group in an existing form and save it as a separate form file. You can then edit the file, or use it as a template for other forms.

This feature is helpful for reusing standard elements such as headers and footers in other forms. You can also merge selected elements from different forms to create another form. See the "Merging a form group" section in this chapter.

To save a form group:

1. Define the group as described in the above section.

2. Select [Save Form Group] from the File menu.

3. Enter a filename in the dialog box, then click on [OK].

The form group saves to the forms directory specified.

Undo/redo feature

ElixirForm allows you to undo or redo an operation.

To cancel your most recent operation:

- click on the Toolbar Undo icon
- press <Ctrl> + <Z>
- select [Undo] from the **Edit** menu

To cancel your most recent Undo operation:

- click on the Toolbar Redo icon
- press <Shift> + <Ctrl> + <Z>
- select [Redo] from the **Edit** menu

When you cancel a group operation, ElixirForm undoes the operation one element at a time.

Deleting a form

To delete a form:

1. Select [Delete Form] from the File menu.
The Delete Form dialog box displays.

2. Select the name of the form to delete, then click on [OK]

The form deletes.

Renaming or moving a form

To rename or move a form:

1. Select [Rename/Move form] from the File menu.

The Rename/Move Form dialog box displays.

2. Select the form you want to rename/move, then click on [OK]

A supplemental dialog box displays the directory and name of the form.
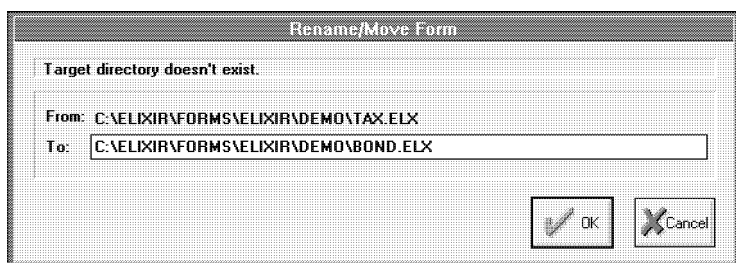
Figure 2-5. Rename/Move Form dialog box

3. Enter a new directory name or a new file name, then click on [OK].

The form must have an .ELX extension to load into ElixirForm.

Proof printing a form

To proof print a form:

1. Pull down the File menu and select [Print].

The Print dialog box displays.
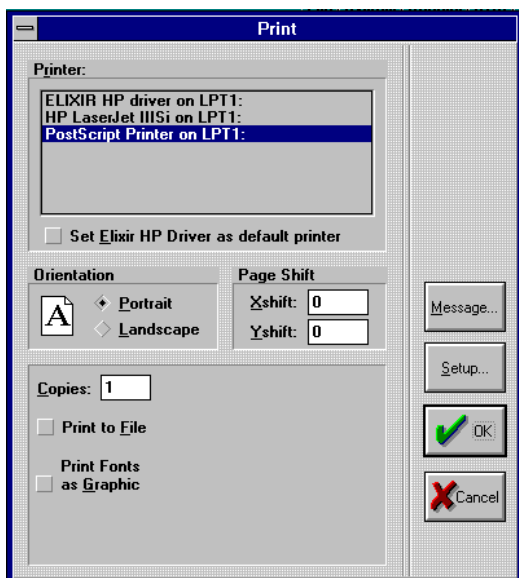
Figure 2-6. Print dialog box

2. Select/enter printer information, then click on [OK].

3. If printing to a file, enter a file name, then click on [OK].

ElixirForm creates a print file with a .PRN extension in the *drive*:\ELIXIR\PRINTS\HPPRINT subdirectory.

To print a form that has been written to disk, exit ElixirForm and display the DOS prompt. Specify the directory of the print file, and use the DOS COPY command to copy the .PRN file to your active parallel port (for example, LPT1).

COPY *filename*.PRN LPT1 <Enter>

where *filename* is the stem name of the disk file.

Use the COPY/B command when printing HP PCL files from disk.

The Print dialog box contains the following options:

Printer
Select a PCL 4 or compatible printer based on the following considerations.

- **Elixir HP Driver**
  Provides optimal Elixir form proof-printing, including increased printing speed and the ability to print shaded boxes using HP printer shading calls, store a form as a macro and call printer-resident fonts.

- **PCL 4**
  PCL 4 printers print a maximum page size of 8 x 10.33 inches. If your form boundaries fill an 8.5 x 11 inches page, the outer margins of your form will not print on a PCL 4 printer.

  For accurate positioning, shift the print image on the page using the [Page Shift] option.

- **PDF format**
  If you installed Adobe's PDFWriter printer driver on your PC, you can convert your form to PDF format by selecting [PDF ON FILE:] from this window. You are then prompted for a directory and file name.

Set Elixir HP Driver as default printer
Sets the Elixir HP Driver as the default printer.

Orientation
Select form print orientation: [Landscape] or [Portrait].

Page shift
Enter the number of dots to shift your printer output horizontally or vertically:

- [Xshift] - image moves horizontally
- [Yshift] - image moves vertically

Use a negative shift value to shift the print output to the left, or up; and a positive value to shift your print output right, or down.

Copies
The number of print copies.

Print to file
Prints your file to disk for proof-printing. To print a form to a disk file for proof-printing, all proof printer versions of fonts used in the form must reside on the proof printer. Click on [OK], then enter the path and file name in the Print to File dialog box.

Autogen Output Name
ElixirForm automatically names your file.

Print Fonts as Graphic
Rasterizes fonts as graphics. Printing fonts as graphics requires less printer memory, speeding up printing time.

Load Fonts
Select one of the following font load options:

* [Always] - downloads fonts every time form printed

* [Once] - downloads fonts as soft fonts identified by index number; fonts then managed by and accessed through the Windows Control Panel

* [Never] - calls the index number of soft fonts residing on printer; no new font are downloaded

If you select [Once] or [Never], make sure to use the same font list in your form as on the printer; if not, the index number may represent a different font.

Editing multiple forms

ElixirForm allows you to group multiple form files to-gether for editing with the document editing feature. An Elixir document is a group of Elixir forms (.ELX) referenced in a text file with a .DAT extension and re-sides in the Elixir Documents folder.

Elixir document files are created/edited with any stan-dard text editor or with the Elixir Desktop. See your *Elixir Desktop for AFP User Guide* for more information.

To load a .DAT file:

1.   Select [Open DAT File] from the File menu.

The Open Dat File dialog box displays.

2.   Select the document to open, then click on [OK].

To select .DAT file form(s) to edit:

1.   Select [Load Form] from the File menu.

The Load Forms from Dat File dialog box displays.

2.   Select the form(s) to edit, then click on [OK].

Select [Merge Form Group] from the File menu to merge pages/forms on top of the currently loaded form. Select the form(s) to merge, then click on [OK].

Select [Close DAT File] from the File menu to re-turn to single page/form loading mode. Select [Filing Options] from the System menus to set the default directory for .DAT files.

Fast keys

Fast keys are available for many ElixirForm operations. ElixirForm fast keys display next to options in pull-down menus. See the "Keyboard shortcuts" appendix for a complete listing.

Exiting ElixirForm

To exit ElixirForm and return to the Desktop either:

- press <Alt> + <F4>
- select [Exit] from the **File** menu
- double-click on the [Close] button (the top left corner of the screen)

3. Menu bars

This chapter provides information on the ElixirForm and Work area menu bars.

ElixirForm menu bar

The ElixirForm menu bar contains the **File**, **System**, **Window**, and **Help** menus. Select a menu to display its options, then select an option from the pull-down menu.

File menu

The **File** menu contains the following options:

New Form <F9>

Select form defaults in the Page Properties dialog box. See the "ElixirForm Defaults" chapter for more information on the Page Properties dialog box.

Load Form <F8>

Select an existing form to open in the Load Form dialog box.

Save Form <Ctrl> + <S>

Saves your open form under the original name specified in the Page Properties dialog box. See the "Elixir-Form Defaults" chapter for more information on the Page Properties dialog box.

For a form being saved for the first time, enter a name in the Save Form As dialog box.

Save Form As <F7>

Enter a new file name to save the open form under in the Save Form As dialog box.

Rename/Move Form

Rename and/or change the path of an existing form in the Rename/Move Form dialog box.

Delete Form

Select a form to delete in the Delete Form dialog box.

Merge Form Group

Select a group to add to the current form in the Load Form Group dialog box. See the "ElixirForm basics" chapter for more information on form groups.

Save Form Group

Select a group on an existing form to save as a form file in the Save Form Group dialog box.

Load Form Template

Select a form template to load onto the current form in the Load Form Template dialog box. The template is only a visual guide for designing new form elements around. It does not become part of the form when the form is saved.

Proof printing a form that includes one or more templates also prints the templates. If you want to proof print a form without the templates, save and reload the form without the templates, then proof print the reloaded form. See the "ElixirForm basics" chapter for more information on loading form templates.

Remove Form Template

Removes all templates from the current form.

Open Dat File

Select the .DAT file to open in the Open Dat File dia-log box. A .DAT file is a group of Elixir forms (.ELX) referenced in a text file with a .DAT extension.

See the "ElixirForm basics" chapter for more informa-tion on editing multiple forms.

Close Dat File

Closes the open .DAT file.

Import Text

Select text to import into the current form in the Import Text dialog box. See the "Text operations" chapter for more information on importing text.

Print

Select form printing defaults in the Print dialog box. See the "ElixirForm basics" chapter for more informa-tion on printing.

Exit

Exits the current ElixirForm session.

System menu

The **System** menu contains the following options:

Usage Switches

Select display defaults in the Usage Switches dialog box. See the "ElixirForm defaults" chapter for more information on the Usage Switches dialog box.

Filing Options

Select filing defaults in the Filing Options dialog box. See the "ElixirForm defaults" chapter for more infor-mation on the Usage Switches dialog box.

Reset to Defaults

Resets all Toolbox options to their default values.

Save Configuration

Saves the current ElixirForm session configuration in the drive:\ELIXIR\DESKTOP\SYSTEM\JOBDES.INI and drive:\ELIXIR\DESKTOP\SYSTEM\FBW.INI files.

Window menu

The **Window** menu contains the following options. A check mark appears in the menu next to the selected option.

Tile

Maximizes all open windows, with the Toolbox displaying to the left of the Work area.

Form <Ctrl> + <F4>

Displays the Toolbar, Work area, and Work area menu bar. Select this option a second time to hide these features.

Toolbox <F10>

Displays the Toolbox. Select this option a second time to hide the Toolbox. See the 'ElixirForm basics" chapter for more information on the Toolbox.

Help menu

Displays on-line Help for ElixirForm's windows, dialog boxes and operations. Help is also available by clicking on a dialog box's [Help] button. See the "Introduction" chapter for more information on on-line help.

Work area menu bar

The Work area menu bar contains the **Edit**, **Tools**, **View**, and **Options** menus. Select a menu to display its options, then select an option from the pull-down menu.

Edit menu

The **Edit** menu contains the following options.

Undo <Ctrl> + <Z>

Cancels the most recent action performed.

Redo <Shift> + <Ctrl> + <Z>

Cancels the most recent Undo operation.

Cut <Ctrl> + <X>

Moves the selected text to the Windows Clipboard.

Copy <Ctrl> + <C>

Copies the selected text to the Windows Clipboard.

Paste <Ctrl> + <V>

Inserts cut or copied text from the Windows Clipboard.

Select All <Ctrl> + <A>

Selects all elements on the current form. This allows you to delete, copy, or move the elements.

Deselect All <Ctrl> + <A>

Deselects all previously-selected elements.

Delete <Del>

Deletes the selected element(s) from a form.

Delete All <Ctrl> + <Del>

Deletes all selected elements from a form.

Find <Alt> + <F3>

Enter the text string to search the open form for in the Find text dialog box. See the "Text operations" chapter for more information on the Find text dialog box.

Find Next <F3>

Finds the next occurrence of the text string entered in the Find text dialog box. See the "Text operations" chapter for more information on the Find text dialog box.

Find Previous <Shift> + <F3>

Finds the previous occurrence of the text string entered in the Find text dialog box. See the "Text operations" chapter for more information on the Find text dialog box.

Replace

Enter the text to search for and the text which replaces it in the Replace Text dialog box. See the "Text operations" chapter for more information on the Replace text dialog box.

Tools menu

The options in this menu provide an alternate way to activate the Toolbox or Toolbar for the tool selected: Select, Line, Path, Box, Circle, Text, and Image. The currently selected Toolbox or Toolbar displays with a check.

Spell Check

Checks the spelling in the active form.

View menu

The options in this menu provide an alternate way to activate the Toolbar options: Ruler, Grid, and Long Crosshair.

Options menu

The **Options** menu contains the following options:

Snap to Grid <F5>

Forces placement of lines, paths and boxes to the grid.

GEM Forms Load Defaults

For forms created using Elixir's ElixirForm product prior to version 3.0, select GEM form display defaults in the GEM Forms Load Defaults dialog box. See the "ElixirForm defaults" chapter for more information on the GEM Forms Load Defaults dialog box.

Page Properties

Select page defaults in the Page Properties dialog box. See the "ElixirForm defaults" chapter for information on the Page Properties dialog box.

Page Databasing

Select page databasing defaults in the Page Databasing dialog box.

Page databasing places form documentation information on a form and stores with the form until it is changed or deleted. It does not print.

See the "ElixirForm defaults" chapter for more information on the Page Databasing dialog box.

Text/Font Options

Select text and font defaults in the Text and Font Options dialog box. See the "ElixirForm defaults" chapter for more information on the Text and Font Options dialog box.

Character Mapping

Select keyboard-entered, imported text, or spell checker character mapping options in the Character Mapping Options dialog box.

The Character Mapping dialog box contains the following options:

Keyboard Mapping
Select an option for mapping characters entered via the keyboard:

* [None] - use Windows ANSI mapping; select this option if you work with ATM or True Type fonts

* [OEM] - remaps ANSI keystrokes to DOS mappings

* [OEM/ISO] - remaps ANSI character strokes to DOS ISO mappings

* [KMP] - translates keystrokes using customized tables

When you select [KMP], the [Windows] and [Elixir] options display:

Windows
Select the character map for the current keyboard layout from the drop-down list. Most users should select T100ANSI. If you are using an Eastern European version of Windows, you should select T10EEURO.

Elixir
Select the setting that matches your DOS code page from the drop-down list. This is the character map used by Elixir fonts. To check your DOS code page, go to the DOS prompt and type:

CHCP <Enter>

The active code page displays.

Text Import Mapping
Select a translation option for characters imported from an external text file. All mappings (except when [KMP] is selected) translate to the standard Windows character set.

- [NONE] - when importing or pasting a Windows text file

- [OEM] - when importing or pasting a DOS text file

- [OEM/ISO] - when importing a DOS text file from a non-US DOS environment

- [ISO] - when importing or pasting a DOS text file that has mapped European characters

- [KMP] - uses custom translation tables:

When you select [KMP], the [Text File] and [Elixir] options display:

Text File
Select the source text file's character map from the drop-down list.

Elixir
Select translation character map for the target text from the drop-down list. To check your DOS code page, go to the DOS prompt and type:

CHCP <Enter>

The active code page displays.

Text Paste Mapping
Select a translation option for characters imported from an external text file. All mappings (except when [KMP] is selected) translate to the standard Windows character set.

- [NONE] - when importing or pasting a Windows text file

- [OEM] - when importing or pasting a DOS text file

- [OEM/ISO] - when importing a DOS text file from a non-US DOS environment

- [ISO] - when importing or pasting a DOS text file that has mapped European characters

- [KMP] - uses custom translation tables:

When you select [KMP], the [Text] and [Elixir] options display:

Text
Select the source text file's character map from the drop-down list.

Elixir
Select translation character map for the target text from the drop-down list. To check your DOS code page, go to the DOS prompt and type:

CHCP <Enter>

The active code page displays.

Spell Checker Mapping
Select a spell checker character mapping option:

- [None] - use Windows ANSI mapping; select this option if you work with ATM or True Type fonts

- [OEM] - remaps ANSI characters to DOS mappings

- [OEM/ISO] - remaps ANSI characters to DOS ISO mappings

- [KMP] - translates keystrokes using customized tables

When you select [KMP], the [Windows] and [Elixir] options display:

Windows
Select the Windows character map from the drop-down list. Most users should select T100ANSI. If you are using an Eastern European version of Windows, you should select T10EEURO.

Elixir

Select the setting that matches the mapping of the Elixir fonts used in the form currently being spell checked.

Spell Check Options

Select spell checking defaults in the Spell Check Options dialog box. See the "Text operations" chapter for more information on the Spell Checker.

Template Options

Select form template defaults in the Template Options dialog box. See the "ElixirForm basics" chapter for more information on the Template Options dialog box.

4. ElixirForm defaults

This chapter contains procedures for setting Elixir-Form defaults. Although you can change settings for each form, you will probably find that you can keep the same defaults for most of your forms.

User preferences

This section describes the Toolbar grid, rulers and long crosshair options. These options are used to obtain precise form element measurement and placement within the Work area.

Grid <F4 >

The grid helps you place and align form and data elements accurately. It overlays the Work area to allow exact placement of elements, but does not print.

Displaying/hiding the grid

To display the grid in your Work area either:

- click on the Toolbar Grid Display icon
- press <F4>
- select [Grid] from the **View** menu

A check mark appears in the **View** menu next to the selected option.

Select this option a second time to remove the grid.

Right-click on the Toolbar Grid Display icon to display the Grid Setting dialog box.

Selecting grid properties

To select grid properties:

1.   Right-click on the Grid icon in the Toolbar.
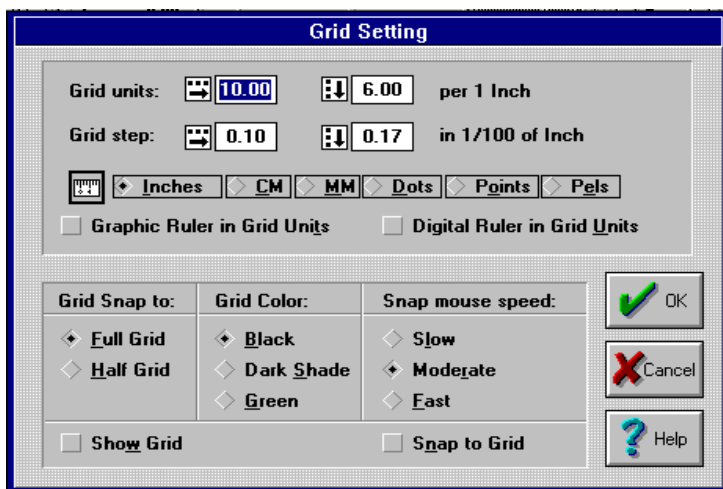
The Grid Setting dialog box displays.

Figure 4-1. Grid Setting dialog box

2.   Select/enter grid options, then click on [OK].

The Grid Setting dialog box contains the following options. Fields in this dialog box may or may not display, depending on the options selected.

Grid units
Enter the number of grid units displayed per unit of measure. Default is 10 x 6 grid units per inch.

Grid step
Enter a grid step value to define the distance between grid points.

Grid units and Grid step units of measure are defined by your selection in the [Ruler measure] option. The size of the grid units or grid step dimensions entered above are maintained, even though the value may change based upon the current unit of measure.

You can enter grid dimensions using either the [Grid units] or [Grid step] options, but not both.

Ruler measure
Select the unit of measure for display: [Inches], [CM], [MM], [Dots], [Points], or [Pels]. Your selection also changes the [Ruler measure] option in the Ruler Options and Page Properties dialog boxes.

Graphic Ruler in Grid Units
The graphic ruler reflects the values specified in the [Grid units] option.

For example, if the [Grid units] option is set to 8.00 per 1 inch for the horizontal setting and 6.00 per 1 inch for the vertical setting, the horizontal graphic ruler displays 8 divisions (grid units) per inch and the vertical graphic ruler displays 6 divisions (grid units) per inch.

Digital Ruler in Grid Units
The digital ruler reflects the values specified in the [Grid units] option.

See the [Graphic Ruler in Grid Units] option for an example.

Grid Snap to
Select a snap to option:

- [Full Grid] - form elements snap to grid points

- [Half Grid] - form elements snap to grid points and to points halfway between grid points

In both instances, all elements resize to fit the grid.

Grid Color
Select the grid color: [Black], [Dark Shade], or [Green].

Snap mouse speed
Select the mouse's snap speed: [Slow], [Moderate], or [Fast].

Show Grid
Displays the grid in the Work area. Select this option a second time to remove the grid.

Snap to Grid

Form elements snap to full grid or half grid points.

You can also select the Snap to Grid feature by click-
ing on the Snap to Grid icon in the Toolbar or by pull-
ing down the **Options** menu and selecting [Snap to
Grid]. See the "Snapping elements to the Grid" sec-
tion in this chapter for more information.

Rulers <F3>

The ElixirForm toolbar contains two rulers:

* Graphic ruler
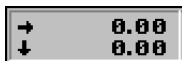* Digital ruler

Graphic ruler

To display the graphic ruler either:

* click on the Ruler icon in the Toolbar
* select [Ruler] from the **View** menu

A check mark appears next to the option in the
View menu when selected.

Digital ruler

The digital ruler displays the horizontal and vertical po-
sition of the screen pointer.

When [Snap to Grid] is selected, the digital ruler
shows only the coordinates of the grid points nearest
to the screen pointer.

To display the position of an element relative to the
form, select the Select/Edit tool and move the cursor
to any area on the element. A second digital ruler dis-
plays in the Toolbar, displaying the horizontal and ver-
tical start coordinates of the element. A third digital
ruler shows element width and depth.

Rulers not part of the saved or printed form.

To select graphic ruler options:

1. Right-click on the Ruler icon.

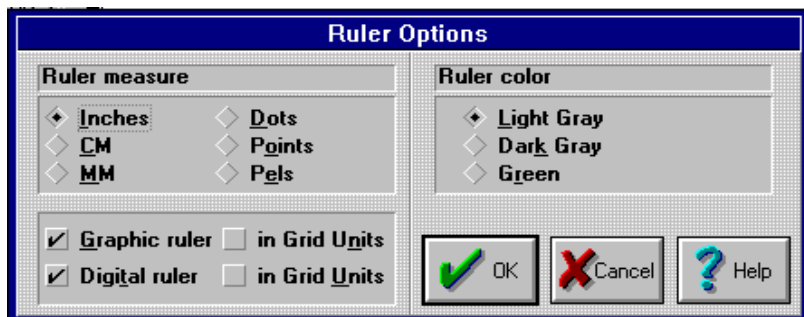The Ruler Options dialog box displays.

Figure 4-2. Ruler Options dialog box

2. Select display options, then click on [OK].

The Ruler Options dialog box contains the following options:

Ruler measure
Select the display unit of measure: [Inches], [CM], [MM], [Dots], [Points] or [Pels]. Your selection also changes the [Ruler measure] option in the Grid Setting and Page Properties dialog boxes.

Ruler color
Select the ruler color: [Light Gray] (may be [White] on some monitors), [Dark Gray] or [Green].

Graphic ruler <F3 >
Displays the graphic ruler along the top and left edges of the Work area.

Digital ruler
Displays the position of the screen pointer relative to the top left corner of the Work area (0,0).

in Grid Units
Displays the corresponding ruler in the units of measure entered in the [Grid Units] option in the Grid Setting dialog box.

Long crosshair <F6 >

The long crosshair helps you to more precisely place form elements about the work area.

To use the long crosshair:

1. **Click on the Long Crosshair icon in the Toolbar.**

2. **Place cursor onto the desired location in Work area.**

   The long cross hair displays vertically and hori-zontally from the cursor.

Zoom in/out

The zoom in feature allows you to move about the form in magnified view:
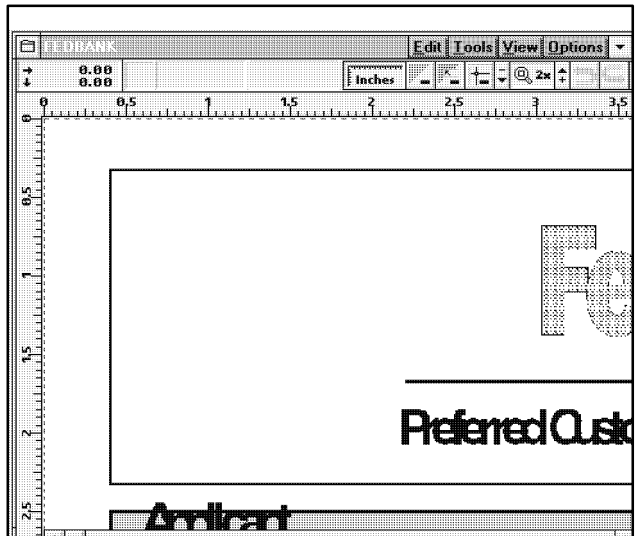

Figure 4-3. Magnified view

To zoom in on (magnify) an area of the Work area, click on the [+] button on the right side of the Zoom icon in the Toolbar. The highest magnification is [8x].

To zoom out on (reduce the magnification of) an area of the Work area, click on the [-] button on the left side

of the Zoom icon in the Toolbar. The lowest reduction
is [-8x].

You can also use the <+> and <-> keys on the nu-
meric keyboard to zoom in and out.

Keyboard zoom in/out controls

ElixirForm support the following keys strokes for
zooming in/out:

- <+> (numeric keypad) to zoom in
- <-> (numeric keypad) to zoom out
- arrow keys to pan form about the screen
- <Home> to pan to the top left of the form
- <End> to pan to the bottom left of the form
- <Ctrl> + <PgDn> to pan to bottom right of form
- <Ctrl> + <PgUp> to pan to top right of form
- <PgUp> to scroll up
- <PgDn> to scroll down.

Page settings

This section describes procedures for setting form
page default values.

Selecting page properties

The Page Properties dialog box displays when a new
form loads.

To change displayed default values:

1. Select [Page Properties] from the Options menu.

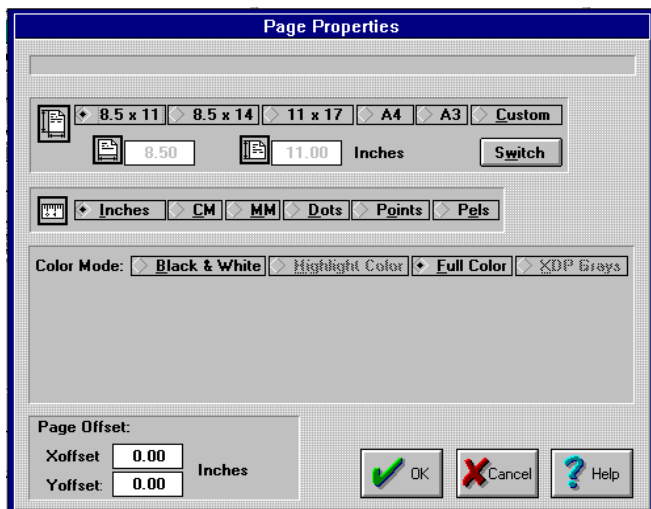The Page Properties dialog box displays.

Figure 4-4. Page Properties dialog box

2. Select/enter default values, then click on [OK].

The Page Properties dialog box contains the following options:

Page size
Select the overlay's page size. The width and length of the page display below this field in the units of measurement specified in the Units of Measure field.

- [8.5 x 11] - U.S. letter size
- [8.5 x 14] - U.S. Legal size
- [11 x 17] - 11 x 17 inches
- [A4] - 8.27 x 11.69 inches
- [A3] - 11.69 x 16.54 inches
- [Custom] - nonstandard size; enter a width and height (maximum 17 inches x 17 inches)

If you change the page size of an existing form, some form elements may extend beyond the page boundary. If this happens, the Objects Off Page dialog box displays when you click on [OK]. See the "Exceeding form page size limits" section for more information on the Objects Off Page dialog box.

Switch
Changes the page orientation by reversing the width and height of the page.

Units of measure
Select the unit of measurement for the graphic and digital rulers and the selected page: [Inches], [CM], [MM], [Dots], [Points], or [Pels].

Your selection also changes the Ruler measure option in the Ruler Options and Grid Settings dialog boxes.

Color mode
Select the color mode supported by your output printer:

• [Black and White] - the Color options do not display in the Toolbox

• [Highlight Color] - uses the options selected below:

    • [Catalog] - select your printer's catalog from the drop-down list

    • [Printer Palette] - select your printer's color palette from the drop-down list

    • [Ink Dominance] - select the dominant color (if colors overlap):

        — [Default] - prints the dominant ink color, depending on your printer's default

        — [Black] - prints black on color

        — [Color] - prints in the currently selected color in the

• [Full color] - uses color for borders, interior fills, texts and graphics, if supported by your printer

Page Offset

Enter offset values used when converting Elixir-format forms (.ELX) to AFP overlay format (.OVE). This shift does not display on screen.

- [Xoffset] - output shifts right by the units specified in the Units of measure field

- [Yoffset] - output shifts down by the units specified in the Units of measure field

Exceeding form page size limits

When you change the size or orientation of an existing form, some form elements may extend beyond the page boundary.

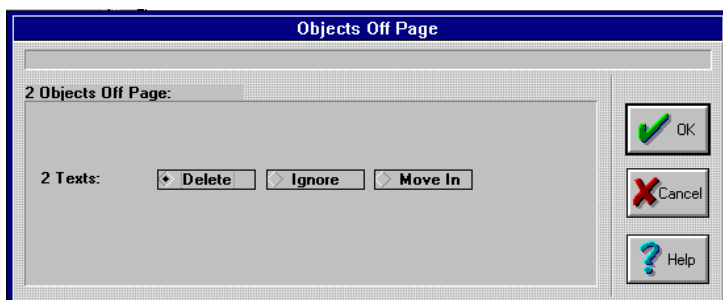If this happens, the Objects Off Page dialog box displays.

Figure 4-5. Objects Off Page dialog box

The Objects Off Page dialog box lists (by type) all form elements that extend beyond the page boundaries.   For each object, select an action, then click on [OK]:

Delete
Deletes the object from the form.

Ignore
Increases the page size to accommodate the object.

Move in
Moves the object inside the page boundaries. Form objects may now overlap.

Clip
Eliminate only that portion of object that is off page.

Page databasing

The Page Databasing dialog box displays when select [New Form] from the **File** menu. The entered information stores with the form until it is changed or deleted, but does not print with the form.

To edit databasing information:

1. Select [Page Databasing] from the Options menu.

The Page Databasing dialog box displays.

Figure 4-6. Page Databasing dialog box

2. Select/enter information, then click on [OK].

The Page Databasing dialog box contains the following options:

Short Page Description
Enter a short description (maximum 60 characters) for the form.

Page Author
Enter the user ID (maximum 8 characters).

Made for
Enter the name of the customer (maximum 13 characters).

Page Version
Enter the version number (maximum two characters).

Page Revision
Enter the form revision or modification identifier (one character only).

Local ID
Enter a name for the form (maximum 8 characters). This name is used as a comment in the [Made for] option.

Long Page Comments
Enter comments for the form (maximum 240 characters). Use the mouse to move to another line or any place within the comments box. Comments save with each form until they are changed or deleted.

Store Date/Time Stamp
Assigns a date or time stamp to the form after output datastream generation.

Date Format
Select the month/day/year/ format for the date provided by the [Store Date/Time Stamp] option.

sc:
Enter a date separator character (default /).

Time Format
Select a time format: [12 Hour am/pm] or [24 Hour].

sc:
Enter a time separator character (default :).

Text and font options

To specify form text and font defaults:

1.   Select [Text/Fonts Options] from the Options menu.

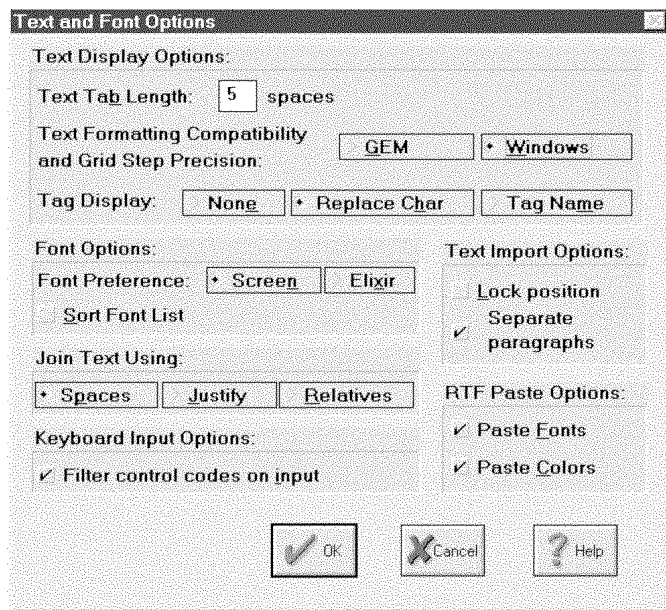The Text and Font Options dialog box displays.

Figure 4-7. Text and Font Options dialog box

2.   Select/enter information, then click on [OK].

The Text and Font Options dialog box contains the fol-
lowing options:

Text Display Options
Text Tab Length
Enter the text tab length. The initial default setting is 5.
Tab length is based on the width of the space charac-
ter in the active font.

The tab length setting applies to all tabs on the current
form (including those previously entered).

Text Display Options
Text Formatting Compatibility and Grid Step Precision
Select the text formatting and grid precision for the current form:

- [GEM] - uses original boxed text formatting of a form created in ElixirForm prior to version 3.0; internal grid step precision set to 0.1 dots

- [Windows] - uses Windows boxed text formatting; internal grid step precision set to 0.01 dots

Text Display Options
Tag Display
Prints the data tags included in Elixir forms.

- [None] - does not print the data tags

- [Replace Char] - prints the data tag field length and replacement characters

- [Tag Name] - prints the data tag's field name

See your *Elixir DataMerge User Guide* or *Elixir Docu-Tag User Guide* for more information.

Font Options
Font Preference
Select the default font type: [Screen] or [Elixir].

Font Options
Sort Font List
Alphabetically sorts the font list.

Text Import Options
Lock position
Locks text imported from an ASCII file in its initial position in the Work area. Subsequent text blocks are positioned directly underneath the first text block.

Text Import Options
Separate paragraphs
Allows you to place imported text blocks at different locations on the form. Paragraphs separated by two carriage returns create separate blocks you can place separately. See the "Text operations" chapter for more information on importing text.

Join Text Using
Select the format to group blocks of text into a single block:

● [Spaces] - each text block displays under the previous text block; original line beginnings and endings are kept

● [Justify] - joined text displays as one continuous paragraph; the width of the joined text is determined by the position of the left-most and right-most characters in the text blocks

● [Relatives] - each text block retains its position relative to the previous text block

To take out unwanted spaces or perform paragraph formatting operations, deselect then select the [Text - Word Wrapping] option in the Text toolbox. See the "Text operations" chapter for information on how to join text.

Keyboard Input Options
Filter control codes on input
Prevents inadvertent keyboard entry of control codes, such as characters below decimal 32 (a space).

RTF Paste Options
Select RTF import options:

● [Paste Fonts] - maintains font(s) specified in the imported text file

● [Paste Colors] - maintains color(s) specified in the imported text file

GEM form defaults

For forms created using ElixirForm prior to version 3.0, use the GEM Forms Load Defaults dialog box to select text formatting, grid step precision and color mode settings. These settings then apply to all subsequently loaded GEM forms.

To change settings for the currently loaded GEM form
only, see the "Selecting page properties" and "Text
and font options" sections.

To select GEM form defaults:

1. **Select [GEM Forms Load Defaults] from the
    Options menu.**

    The GEM Forms Load Defaults dialog box dis-
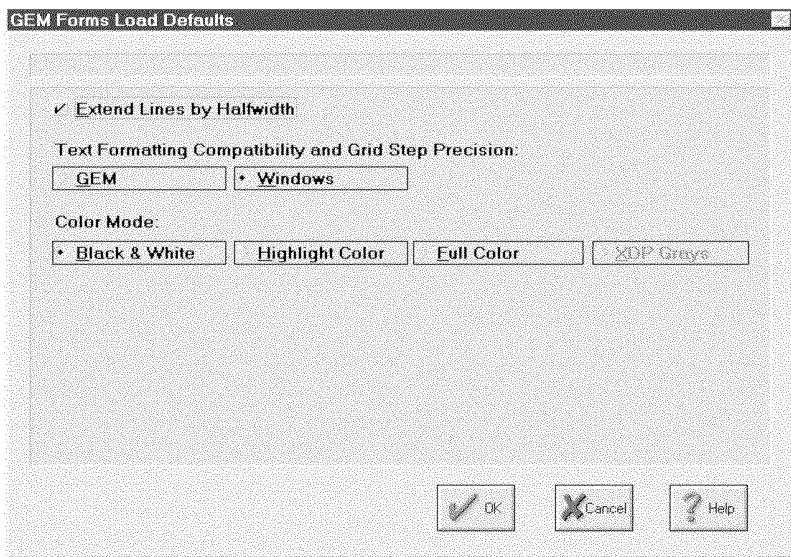   plays.

Figure 4-8. GEM Forms Load Defaults dialog box

2. **Select display options, then click on [OK].**

The GEM Forms Load Defaults dialog box contains
the following options:

Options in this dialog box may or may not display, de-
pending on the options selected.

Extend Lines by Halfwidth
Displays horizontal and vertical lines with extensions
equal to half the line thickness at each end. Affects
the printed output only.

Text Formatting Compatibility and Grid Step Precision
Select the text formatting and grid precision for loaded GEM forms:

- [GEM] - uses original boxed text formatting of a form created in ElixirForm prior to version 3.0; internal grid step precision set to 0.1 dots

- [Windows] - (default) uses Windows boxed text formatting; internal grid step precision set to 0.01 dots

  Your selection is written to the Elixir SYSTEM.INI file. This formatting affects all GEM forms loaded afterwards.

Color Mode
Select the display color for loaded GEM forms:

- [Black & White] - GEM form displays in black and white

- [Highlight Color] - GEM form displays with the options selected below:

  - [PAL palette] - select an internal PAL palette from the drop-down list

  - [Catalog] - select your printer's catalog from the drop-down list

  - [Printer Palette] - select your printer's color palette from the drop-down list

- [Full Color] - GEM form displays with the full color palette selected below:

Configuring the system

ElixirForm allows you to configure your system and to save the configuration for subsequent work sessions.

Setting usage defaults

To select ElixirForm usage settings:

1. Select [Usage Switches] from the System menu.
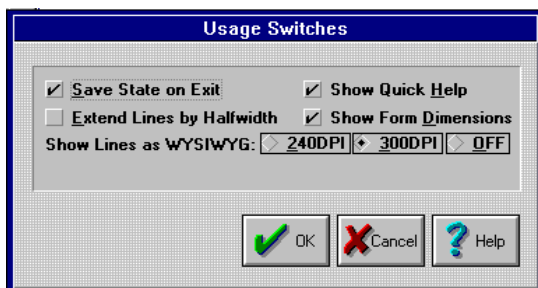
The Usage Switches dialog box displays.

Figure 4-9. Usage Switches dialog box

2. Select display options, then click on [OK].

The Usage Switches dialog box contains the following options:

Save State on Exit
Saves the current menu and option settings when you exit ElixirForm.

Extend Lines by Halfwidth
Displays horizontal and vertical lines with extensions equal to half the line thickness at each end. Affects the screen display only - lines print as drawn.

Show Quick Help
Displays a short description of any icon that your cursor passes over in the Message area.

Show Form Dimensions
Display the dimensions of the current form in the upper right hand corner of the screen.

Show Lines as WYSIWYG
Select a display resolution:

• [240DPI] - lines and shape borders display as WYSIWYG on high-resolution monitors.

- [300DPI] - displays lines at 300 dpi and shape borders at 240 dpi

- [OFF] - for low resolution monitors such as VGA. Light and medium lines and borders may display as the same thickness on low resolution monitors if this option is not selected.

Filing options

ElixirForm allows you to specify default directories for forms, screen fonts, Elixir images, screen images, texts, tags and Elixir-format documents. Entered information saves to your SYSTEM.INI file.

To specify default filing information:

1.   Select [Filing Options] from the System menu.
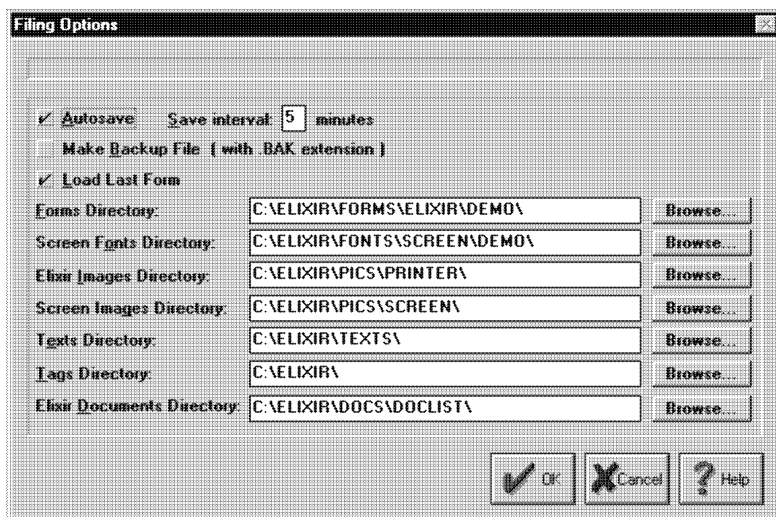
The Filing Options dialog box displays.

Figure 4-10. Filing Options dialog box

2.   Select/enter filing information, then click on [OK].

The Filing Options dialog box contains the following options:

Autosave
Enter a time interval from 1 to 9 minutes in the Save interval field to automatically save your currently active form. The back-up form saves as AUTOBACK.ELX in the default forms directory.

Make Backup File (with .BAK extension)
Creates a back-up copy (.BAK) of the form which is overwritten only when you select [Save] from the File menu. The [Autosave] option does not overwrite this file.

The back-up file writes to the default forms directory and has the same stem name as the original file with a .BAK extension.

Load Last Form
Automatically loads the form you last worked on when you start a new ElixirForm session.

Write PostScript File on Form Save
Creates a PostScript file in the directory specified in the [Doc. Directory] option when the Form saves.

Forms Directory
Enter the directory for Elixir-format form files (.ELX) or click on the [Browse] button and select one from the Select Forms directory dialog box. Default is drive:\ELIXIR\FORMS\ELIXIR\DEMO.

Screen Fonts Directory
Enter the directory for Elixir-format screen font files (.FNT) and width tables (.WDT) or click on the [Browse] button and select one from the Select Screen Fonts directory dialog box. Default is drive:\ELIXIR\FONTS\SCREEN\DEMO. See the "Text operations" chapter for more information on screen and other fonts.

Elixir Images Directory
Enter the directory for Elixir-format image files (.LP3) or click on the [Browse] button and select one from the Select Elixir Images directory dialog box. Default is drive:\ELIXIR\PICS\PRINTER. See the "Images" chapter for more information on images.

Screen Images Directory
Enter the directory for Elixir-format screen image files (.LW8) or click on the [Browse] button and select one from the Select Screen Images directory dialog box. Default is drive:\ELIXIR\PICS\SCREEN. See the "Images" chapter for more information on screen images.

Texts Directory
Enter the directory for imported ASCII text files (.TXT) or click on the [Browse] button and select one from the Select Texts directory dialog box. Default is drive:\ELIXIR\TEXTS.

Tags Directory
Enter the directory for tag files (.TAG) or click on the [Browse] button and select one from the Select Tags directory dialog box. Tag files are used with DocuTag for external tag files called for in a form. Default is drive:\ELIXIR. See your *Elixir DocuTag for AFP User Guide* for more information.

Elixir Documents Directory
Enter the directory for the Elixir-format documents (.DAT) or click on the [Browse] button and select one from the Select Elixir Documents directory dialog box. Default is drive:\ELIXIR\DOCS\DOCLIST.

Resetting to defaults

To reset Toolbox options to default values:

1. Select [Reset to Defaults] from the System menu.

2. Click on [OK].

Saving a configuration

To save the configuration settings specified above, select [Save Configuration] from the **System** menu.

The configuration saves for the next time you open ElixirForm. If the font and screen directories change in the Elixir Desktop, these changes apply next time ElixirForm loads.

5. Lines

This chapter describes how to draw and edit lines, with references made to options in the Line tool in the Toolbox.

Line display

The following section provides information about line display.

Setting the screen display

If you are using a low resolution monitor such as VGA, you should set the [Show Lines as WYSIWYG] option in the Usage Switches dialog box to [Off]; if you do not, thin lines and borders may display the same thickness as medium lines and borders.

See the "ElixirForm defaults" chapter for more information.

Screen refresh

After a screen refresh, overlapping lines and boxes may not display or print in the "front to back" order in which they were drawn. For example, a shaded box drawn on top of an existing line may display with the line on top of the box after a screen refresh operation. This is due to the page resorting method (from top left to bottom right) required by certain printers.

To prevent elements refreshing to an incorrect "front to back" order, avoid drawing elements that overlap. For example, to draw a box with lines extending from its borders, connect individual lines to the border of the box instead of drawing the box on top of a line that extends beneath and beyond its borders.

Drawing lines

ElixirForm allows you to draw vertical, horizontal and free lines. You can also specify line thickness, style and color by selecting options from the Line toolbox.

To display the Line toolbox, select the Toolbox Line tool or select [Line] from the **Tools** menu.
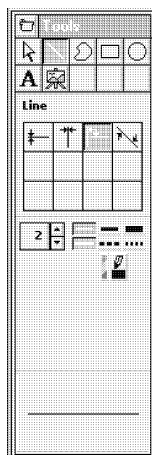

Figure 5-1. Line toolbox

To start and end a line at grid points, click on the Toolbar [Show Grid] and [Snap to Grid] options.

If you want the line to snap to grid mid-points as well as to grid points, set the [Grid Snap] option in the Grid Setting dialog box to [Half Grid]. See the "ElixirForm basics" chapter for more information.

To draw a line:

1. **Position the screen pointer in the Work area where you want the line to begin, then press and hold the mouse.**

2. **Drag the screen pointer across the Work area.**

   A line displays.

3. **To end the line, release the mouse.**

   The line locks into position.

4.   Select line properties in the Line toolbox.

The Line toolbox contains the following options:

Line Direction

Select a direction for the line: [Horizontal only], [Vertical only], [Horizontal and Vertical] or [Free].

Line Width

Select a width for the line: [Thin] 2 dot, [Medium] 4 dot or [Thick] 6 dot line widths. You can also click on the up or down scroll arrow to increment line width by one dot, or click on the current width display and enter a new line width value up to 99 dots.

Line Style

Select a line style: [Solid], [Dashed] or [Dotted].

Line Color

If your printer supports color, select a color for the line as follows:

1.   Select the [Color] option.

If you cannot see the color option, select the Page Properties dialog box [Full Color] option.

The Color dialog box displays.

2.   Select a color, then click on the [Color] button.

3.   Place the cursor in the Work area and draw a line.

The line displays in the color you selected.

All subsequently drawn lines display the same color until you select another color. Line color selections are saved with the form when you select [Save].

Editing lines

To select a line for editing:

1.   Select the Toolbox Select/Edit tool.

2. Place the cursor on the line you want to edit. then right-click.

Boxes appear at each end of the selected line. The Line toolbox displays.

You can now change the line length and attributes.

Changing line length

You can change the length of a line by either entering new position coordinates or modifying it directly on the form.

To change line coordinates:

1. Select the Toolbar Current Object - Start Coordinates area.

If you cannot click on this area, select the line again, then right-click.

2. Backspace over current value(s) or press the <Del> key to delete the value(s), enter new coordinate value(s), then press <Enter>.

If allowed, you can use the <-> key to enter a negative value.

The line adjusts to the new coordinates.

To manually change line length:

1. Place the cursor at the end of the selected line.

The cursor changes to a four-way arrow.

2. Drag the end of the line until it reaches the desired length.

3. Release the mouse button.

The changed line locks into position.

Sticky Lines <Ctrl> + <L>

When you select the [Sticky Lines] option in the Select/Edit toolbox, perpendicular connected lines stick together when you either move one of the lines or change line size. Lines connected to form the sides of boxes also remain attached when you either move or resize the box. If you deselect the [Sticky Lines] option, only the selected line is affected by subsequent line moves or size changes.

You must select either the [Horizontal only] or [Vertical only] option in the Toolbox when moving sticky lines. This requirement does not apply when moving or resizing boxes.

To create sticky lines:

1. Select the [Sticky Lines] option, then select a line and press <Ctrl>+<L>.

2. Select a line movement restriction option: [Horizontal only] or [Vertical only].

3. Resize a box either horizontally by moving its left or right side or vertically by moving its top or bottom side.

4. Release the mouse button.

The sticky line or box locks into position.

Changing line attributes

To change line width, style or color:

1. Select a line.

To change the attributes of multiple lines, shift-click on each line or use the group feature described in the "Elixir Form basics" chapter.

2. Select the desired option(s) from the Line toolbox.

The properties apply to the line(s) you selected.

Copying lines

To copy a line:

1. **Select the Toolbox Select/Edit tool.**

2. **Select the Toolbox [Copy] option.**

3. **Select the direction for copying: [Horizontal only], [Vertical only] or [Free].**

4. **Select the line you want to copy.**

   Boxes appear on the line when selected.

5. **Select the desired number of copies (99 maximum) by either clicking on the up or down arrows or clicking on the numeric display box and entering a new number.**

   Holding down the <Ctrl> key while clicking on the arrows increases or decreases the value displayed by 10.

6. **Select the line and drag it to where you want the duplicate line(s) placed.**

7. **Release the mouse button.**

   The duplicate line(s) lock into position.

Moving lines

To manually move a line:

1. **Select the Toolbox Select/Edit tool.**

2. **Select the direction for moving: [Horizontal only], [Vertical only] or [Free].**

3. **Select the line to move.**

   Boxes appear on the line when selected and the screen pointer changes to a hand.

If the screen pointer does not change to a hand, press and hold the <Ctrl> key as you move the cursor over the line. When the screen pointer turns into a hand, you can move the line.

4.   Click and drag the line to the new position.

5.   Release the mouse button.

The line locks in the new position.

To move a line by entering new coordinates:

→| 1.20
±   1.62

1.   Select the Toolbar Current Object - Start Coordinates area.

If you cannot click on this area, select the line again, then right-click.

2.   Backspace over the current values or press the <Del> key to delete the current values, enter new coordinate values, then press <Enter>.

The line adjusts to the new coordinates.

If the sticky lines option is selected, connecting lines and lines attached to the sides of boxes re-main attached when one of the lines or the box is moved. See the "Sticky Lines" section for more information.

Deleting lines

To delete a line:

1.   Select the Toolbox Select/Edit tool.

2.   Select the line to delete, then press <Del>.

To restore a line immediately after deletion, either se-lect the Toolbar Undo icon or select [Undo] from the **Edit** menu.

6.   Shapes

This chapter describes how to draw and edit shapes using ElixirForm.

Drawing shapes

ElixirForm allows you to draw paths, boxes and circles, and to apply attributes to these shapes by selecting options from the Toolbox.

If you want a box or path to start and end at grid points, select the Toolbar [Grid] and [Snap to Grid] icons.

If you want a box or path to snap to grid mid-points as well as to grid points, set the Grid Setting dialog box [Grid Snap to] option to [Half Grid].

To draw a shape, click a Toolbox shape tool and select the options for the shape.

Drawing paths

ElixirForm allows you to draw free paths or paths that snap to horizontal and vertical lines. You can specify path properties by selecting Path toolbox options.

To display the Path toolbox, either select the Path tool or pull down the **Tools** menu and select [Path]. The Path toolbox displays.
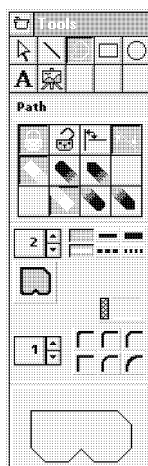
Figure 6-1. Path toolbox

You draw a path in segments. To draw a path:

1. **Move the screen pointer into the work area.**

2. **Click and drag the screen pointer to draw the first path segment.**

3. **Release the mouse button to finish the segment.**

4. **Draw the next and subsequent segments by repeating the above procedure.**

    The next segment begins where the last ended.

5. **End the path by double-clicking or selecting the Finish Drawing option.**

6. **Select path properties from the Path toolbox.**

7. **When path completed, toggle the Path - Finish Drawing option to [Done] or double-click in the work area.**

The Path toolbox contains the following options:

 Path - Shape
Select open or closed paths. An open path remains open and a closed path automatically closes when you finish drawin the path.

Path - Direction
Specify either [Snapped] or [Free] line segments. [Snapped] draws lines that snap to horizontal and vertical grid lines; [Free] draws line segments in any direction.

Path - Beginning and End Styles
Select a line beginning and end style: Square, round or mitered ends.

Custom Line/Border Thickness
Select standard [2], [4] or [6] border widths. Click on the up or down arrow to change the border width by one dot, or click on the current value and enter a new border width value up to 99 dots.

Line/Border Style
Select [Dotted], [Dashed] or [Solid].

Path - Finish Drawing
When you click in the Work area to add a path, you are in [Draw] mode. When you complete a path, select this option a second time or right-click in the Work area to toggle to [Done].

Object Fill Pattern/Shading
Applies shaded patterns to closed paths. To select a shade, click on a shade pattern in the Pattern dialog box. The pattern applies each time you draw a new closed path, until you change the pattern. Select the white shade box for no shading.

Path - Connection Radius
Select the value of the path connection radius by clicking on the radius window up or down arrows, or click in the numeric display box and enter a value (maximum 299 pels).

You can also select: [Small] 10 pels, [Medium] 20 pels, [Large] 30 pels, [Square], [Radius Half], or [Radius Maximum].

Drawing boxes

ElixirForm allows you to create split boxes (for example, one box evenly divided or split into two or more boxes), shaded boxes and boxes with varying borders and styles.

To draw a box:

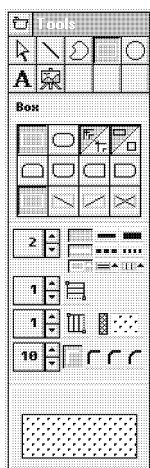**1. Select the Box tool in the Toolbox.**

The Box toolbox displays.

Figure 6-2 Box toolbox

2. Position the screen pointer in the work area where you want a box corner.

3. Press and hold the mouse button.

4. Drag the screen pointer to form the shape of a box.

5. Release the mouse button to finish the box.

You can use the arrow keys to pan around the screen when drawing a box that exceeds work area boundaries.

6. Select box properties from the Box toolbox.

7. Select one of the following options to correspond to above width and style selections:

Border Lines
Select to set the width and style of box borders (and diagonals, if selected).

Horizontal Lines
Select to set the width and style of horizontal splits in a box (see Box Splits, below).

Vertical Lines
Select to set the width and style of vertical splits in a box (see Box Splits, below).

8. When shape completed, toggle the Path - Finish Drawing option to [Done] or double-click in the Work area.

The Box toolbox contains the following options:

Box - Predefined Shape
Select the box corner style: [All corners square], [All corners rounded], [Top rounded/bottom square], [Top square/bottom rounded], [Left rounded/right square], or [Left square/right rounded].

Box - Positioning Center/Top Left
Select the top half of this option to center the top left corner of the box on grid coordinates. Select the bottom half of the option to snap the top left corner of the box flush to grid coordinates.

Box - Shape Oblong/Square
Select the top half of this icon to draw boxes as rectangles. Select the bottom half of this icon to draw boxes as squares.

Box - Diagonals
Select the diagonal line pattern for inside the box: [None], [Left] ,[Right], or [Both]. Each option displays a sample box.

Custom Line/Border Thickness

Specify a value (in dots) by clicking on the up or down arrows, or click in the numeric display box and enter a value (maximum 99 dots). Specify [0] to apply an invisible border to a shaded box. Unshaded boxes must have a border width of [1] or higher.

You can also select: [Thin], [Medium], or [Thick] box line widths.

Box - Line Style

To set the box line style, select the [Solid], [Dashed] or [Dotted] option.

Box - Line Thickness and Style

Select width and style options:

• [Border Lines] - sets the width and style of the box border

• [Horizontal Lines] - sets the width and style of the horizontal box splits

• [Vertical Lines] - sets the width and style of the vertical box splits

Select the [Horizontal Lines] and [Vertical Lines] options to apply box splits using the Box Splits - Horizontal/Vertical option.

Box - Horizontal Split

Select the number of equal horizontal portions to divide the box into by clicking on the up or down arrows.

You can also select the Box Splits option and enter the number of portions in the numeric display box next to each option. The minimum value is 1 (hollow) and the maximum value is 40.

Box - Horizontal Split - ON/OFF

Enables the Box - Horizontal Split option. Select this option a second time to disable this feature.

Box - Vertical Split

Select the number of equal vertical portions to divide the box into by clicking on the up or down arrows.

You can also select the Box Splits option and enter the number of portions in the numeric display box next

to each option. The minimum value is 1 (hollow) and the maximum value is 40.

Box - Vertical Split - ON/OFF
Enables the Box - Vertical Split option. Select this option a second time to disable this feature.

Box - Color
Select a box border color from the palette in the Color dialog box, then click on the [Close] button. The selected box color displays in the bottom half of the icon.

Box - Fill Color
Right-click to select a box fill color from the palette in the Color dialog box, then click on the [Close] button. The selected box fill color displays in the bottom half of the icon.

Object Fill Pattern/Shading
Select the [Box Shading] option to apply shaded patterns to boxes. The Pattern dialog box displays the available shade patterns. To select a shade, click on a shade pattern. All the boxes you draw contain this shading until you change it using the same procedure. Select the white shade box for no shading.

Box - Corner Radius
Select an option for the radius of the corners. Customize the radius by clicking on the up or down arrow to increase or decrease the corner radius by one pel. The maximum value is 299 pels.

The [Corner Radius] option does not apply when all corner styles are 90 degrees.

Drawing circles

ElixirForm allows you to draw circles or circle segments as follows:

1.   Select the Circle tool in the Toolbox.

The Circle toolbox displays.
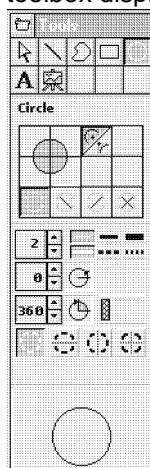
Figure 6-3. Circle toolbox

2. Click in the Work area and drag the screen pointer to form a circle.

3. Release the mouse button to finish the circle.

4. Select circle properties from the Circle toolbox.

5. When circle completed, toggle the Path - Finish Drawing option to [Done] or double-click in the Work area.

Circle - Radius
Select one or more of the four circle quarters to compose a circle or partial circle. Select a quarter a second time to deselect it.

Circle - Drawing Method
Select the top half of this option to draw a circle from its center outward, where the anchor point is the circle center.

Select the bottom half of this option to draw a circle within an unseen box, where the anchor point is the box corner nearest the starting point. This method allows you be more precisely place the circle in relation to another element.

Circle - Diagonals
Select the diagonal line pattern for inside the circle: [None], [Left], [Right], or [Both].

Only 360-degree circles display diagonals.

Custom Line/Border Thickness
Specify a value (in dots) by clicking on the up or down arrows or click in the numeric display box and enter a value (maximum 99 dots). Specify [0] to apply an invisible border to a shaded circle. Unshaded circles must have a border width of [1] or higher.

You can also select: [Thin], [Medium], or [Thick] border widths.

Circle - Border Style
Select the circle line style: [Solid], [Dashed], or [Dotted].

Circle - Start and Finish Angle
Specify a value by clicking on the up or down arrows or click in the numeric display box and enter a value (in degrees) for where you want your circle to begin and end.

You can also select: [0], [90], [180], or [270] degrees.

Circle - Color
Select a circle border color from the palette in the Color dialog box, then click on the [Close] button. The selected circle color displays in the bottom half of the icon.

Circle - Fill Color
Right-click to select a circle fill color from the palette in the Color dialog box, then click on the [Close] button. The selected circle fill color displays in the bottom half of the icon.

Object Fill Pattern/Shading
Select a shade pattern from the Pattern dialog box. All circles you draw contain this shading until you change it, using the same procedure. Select [Hollow] for no shading.

Circle Axis

Select an axis on which circles print to an AFP printer:

- [None] - no axis

- [Horizontal] - horizontal axis

- [Vertical] - vertical axis

- [Both] - horizontal and vertical axis

Editing shapes

To change the properties of a shape, you must first select it.

To select a shape:

1. Select the Select/Edit tool in the Toolbox.

2. Right-click on the shape you want to edit.

The Toolbox displays the shape's options.

Boxes display around or inside the shape to show it is selected.

Changing shape size

You can change the size of a selected shape by enter-ing new dimension coordinates or manually modifying the shape directly on the form.

Changing dimension coordinates

To change shape dimension coordinates:

1. Select the Toolbox Current Object - Start Coordinates area.

If you cannot click on this area, select the shape again, then right-click.

2. Backspace over the current values or press the <Del> key to delete the current values, enter new coordinate values, then press <Enter>.

The shape adjusts to the new coordinates.

Manually

To change a shape manually:

1. Place the cursor on one of the boxes around the shape.

The cursor changes to a double-ended arrow.

2. Drag the cursor until the shape reaches the new size.

3. Release the mouse button.

Changing shape attributes

To change an attribute of a shape:

1. Select a shape.

2. Select an option from the shape's toolbox.

If the shape's toolbox does not display, reselect the shape, then right-click.

3. To change the attributes of multiple shapes, shift-click on each shape.

The selected properties apply to all the selected shapes, if available.

See the "ElixirForm basics" chapter for more information on grouping elements.

Copying shapes

To copy a shape:

1. **Select the Select/Edit tool in the Toolbox.**

2. **Select the [Copy] option.**

3. **Select the direction for copying: [Horizontal only], [Vertical only] or [Free].**

4. **Select the shape to copy.**

   Boxes display on the shape to show it is selected.

5. **Click on the up or down arrows to select the number of copies between 1 and 99.**

   Hold down the <Ctrl> key while clicking on the arrows to increase or decrease the value by 10. You can also backspace over the value and enter a new value from the keyboard.

6. **Click and drag the selected shape to the desired position, then release the mouse button.**

   The duplicate shapes lock into position.

Moving shapes

You can move a shape about the Work area manually or by changing its dimension coordinates.

Manually

To move a shape manually:

1. **Select the Toolbox Select/Edit tool.**

2. **Select the direction for moving: [Horizontal only], [Vertical only] or [Free].**

3. **Select the shape to move.**

Boxes display around the shape to show it is selected.

4. Click and drag the selected shape to a new position, then release the mouse button.

The screen pointer changes to a hand when you select the shape. If it does not, the shape may be too small. If this happens, press and hold <Ctrl> you move the cursor over the shape.

The shape locks in the new position.

Changing dimension coordinates

To move a shape using dimension coordinates:
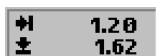
↦	1.20
±	1.62

1. Select the Toolbar Current Object - Start Coordinates area.

If you cannot click on this area, select the shape again, then right-click.

2. Backspace over the current values or press the <Del> key to delete the current values, enter new coordinate values, then press <Enter>.

The shape moves to the new coordinates.

Deleting shapes <Del>

To delete a shape:

1. Select the Select/Edit tool from the Toolbox.

2. Select the shape to delete.

Boxes display around the selected shape.

3. Press <Del>.

The shape deletes.

To restore a deleted shape, immediately click on
the Toolbar Undo icon or select [Undo] from the
Edit menu.

7. Text operations

This chapter describes ElixirForm text operations.

Creating text

You can create form text using either Elixir screen, TrueType or ATM fonts. You can insert text either by entering text directly from the keyboard or by importing text from an ASCII file.

Apply text properties by selecting options from the Text toolbox.

To display the Text toolbox, select the Text tool or pull down the **Tools** menu and select [Text].

Figure 7-1. Text toolbox

Entering text from the keyboard

To enter text directly from the keyboard:

1. **Select the text attributes from the Text toolbox.**

2. **Select the [Text - Load Font List] option.**

   The Load Font List dialog box displays.

3. **Select a font list, then click on [OK].**

   The selected font(s) list displays in the Font Preview Panel.

4. **Select a font list, then click in the Work area where you want the text to appear.**

5. **Enter characters from the keyboard, then right-click when done.**

   Entered text displays in the Work area.

Moving a block before finish entering text

To move a text block before you finish entering text:

1. **Press and hold down the <Ctrl> key.**

2. **Place the cursor on the text block.**

3. **Click and drag the text block to a new location.**

4. **Release the mouse button to place the text.**

To move a text block after you finish entering text, see the "Moving text" section in this chapter.

Specifying text attributes

Select Text toolbox options to specify text attributes.

The Text toolbox contains the following options:
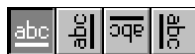
Text Direction
Select a text display direction:

- [Across] - left to right
- [Down] - top to bottom
- [Back] - right to left
- [Up] - bottom to top

Text - Inter-character/Inter-word Spacing
Select a display spacing option:

- [Inter-character] - justifies all text blocks by in-creasing or decreasing the amount of space between characters. This makes the form easier to read when converted to OGL, but takes longer for the form to print.

- [Inter-word] - justifies all text blocks by increasing or decreasing the amount of space between words.

These options are global features. Selected options apply to all text blocks on the form.

Text - Word Wrapping
Wraps text between the boundaries set in the [Column Width] option. You can also select the [Box Text] option and draw a visual box on your form to contain the text. Select this option when text is justified.

Text - Remove Redundant Spaces
Removes redundant spaces, relative shifts and carriage returns from text blocks that have the Text - Word Wrapping option selected.

Text - Split String
Splits a single block of text into two separate text blocks.

Text - Justification
Specify the justification for each text block: [Left Justi-fication], [Center Justification], [Right Justification], or [Full Justification].

The [Wrap Text] and [Box Text] or [Column Width] op-tions must be selected for text justification.

Text - Positioning
When the [Wrap text] option is selected, you can specify the vertical positioning of a text block: [Top], [Center] or [Bottom].

Use this option with [Text Justification] and [Box Text] to place text in nine positions within the box.

Text - Lines per Inch
Specify a vertical lines per inch (LPI) value by clicking on the up or down arrows or click in the numeric dis-play box and enter a number. Press and hold <Ctrl> while clicking to increase/decrease the value by 1.0. This value you affects the current block of text and any subsequent blocks of text entered using the same font.

To return the lines per inch to the default for the cur-rent font, use the down arrow to decrease the LPI value to [0] or press <Del>.

Text - Lines per Inch - ON/OFF
Enables the Text - Lines per Inch option. Select this option a second time to disable this feature.

Text - Color
If supported by your printer, you can apply color to a text block. Color selection applies to the whole text block, rather than a single word.

Select a text color from the palette in the Color dialog box, then click on the [Close] button. The selected color displays in the bottom half of the icon.

To apply color to a text block:

1.   Select the [Color] option.

The Color dialog box displays.

2.   Select a color, then click on [OK].

3.   Position the cursor in the work area, then enter text.

The selected color applies to entered text, and continues for all subsequent text blocks until you select another color.

DocuTag/DataMerge - Data Tags - ON/OFF
Displays the Data Tagging dialog box which allows you to add data tags to forms for use with Elixir's DocuTag or DataMerge products. Select this option a second time to disable this feature.

See your *Elixir DocuTag User Guide* or *Elixir DataMerge User Guide* for more information on creating data tags and tag lists.

Column Width and Height
Specify the width and height for a text block by clicking on the up or down arrows or click in the numeric display boxes and enter a number. Press and hold <Ctrl> while clicking to increase/decrease the value by 1.0.   Values that exceed the form limits are not accepted.

You must select the [Wrap] text option when using these options. When these options are set to [0.00], text entered is bound only by the width and height of the form.

Select the [Box Text] option along with these options to display a visual guide box with the width and height dimensions you specify.

Text - Draw Column Box Boundaries

Select this option after selecting the [Box Text] option to define column boundaries for text by drawing a visual box in the Work area. Place the cursor in the Work area and press and hold down the mouse button. Drag the box that displays and release the mouse button at the bottom right of the box. This box does not print.

Select the [Wrap Text] option to wrap text at the boundary of the text box defined by this option. Select the [Text Positioning] option to position text within the text box.

Text - Set Column Width/Height to Define Box - ON/OFF

Select this option when using the [Draw Text Box] or [Column Width] and [Column Height] options to enter text in predefined areas or "boxes." Select this option a second time to enter free text which is bound only by the width and height of the form.

Box boundaries are defined by entering values in the [Column Width] and [Column Height] options or by drawing a box manually using the [Draw Text Box] option.

Boxed Text/Free Text (toggle)

ElixirForm allows you to enter text in predefined areas or "boxes." You can define the box boundaries by entering dimension values for the column height and width or by drawing a box manually.

To enter dimension values:

1. **Select the [Box Text] option.**

2. **Enter values for the [Column Width] and [Column Height] options, then click in the work area.**

   A text box with the specified boundaries displays.

To draw a text box manually:

1. **Select the [Box Text] option.**

2. **Select the [Draw Text Box] option.**

3. Place the cursor in the Work area and hold down the mouse button.

4. Drag the box and release the button at the bottom right of the box.

This box is not the same as one you draw using the Box tool; rather, it is a visual aid for defining the column width and height for a text block only.

5. Select the [Wrap text] option, then select text positioning to [Top], [Center] or [Bottom].

6. Enter text in the box; press <Enter> to insert carriage returns and begin new paragraphs.

7. When finished entering text, right-click.

Font Type
Click on this button until the desired font type displays:

- [f] - Elixir-version fonts
- [T] - True Type fonts
- [a] - ATM fonts

Text - Add/Remove Font from List
Select a font action. The dialog box that displays depends on your selection in the [Font Type] option.

- [+] - displays the Add Fonts, Select True Type fonts, or Select ATM fonts dialog box; select a font(s) to add to the current Font List, then click on the [ADD] button

  You can select the Elixir-version of the font to add (either .HDR or .FNT) from the drop-down list in the Add Fonts dialog box.

- [-] - displays the Replace Font, Select True Type Fonts, or Select ATM Fonts dialog box; select a font(s) to remove from the current Font List, then click on the [DEL] button. If the font is in use on the form, select a replacement font from the Replace Font dialog box.

Text - Load Font List/Merge Font List/Save Font List
Select a Font List action:

- [down arrow] - displays the Load Font List dialog box

- [double arrows] - displays the Merge Font List dialog box; add fonts to the current font list by loading another font list

- [up arrow] - displays the Save Font List dialog box; enter a new file name for the current font list, or rename an existing font list

Text - Soft Keyboard
Enters characters that are not available on a standard keyboard. See the "Text operations" chapter for more information on using the soft keyboard.

Font Preview Panel
Displays the fonts available in the current Font List. Click on the up or down arrow or use the scroll bar to scroll through the list to change the current font.

Fonts in use on a form are denoted by a diamond character to the left of the font name.

Font list

ElixirForm allows you to select a font either from the current list or one loaded from a new list. You can also merge and save font lists.

ElixirForm has a limit of 16 fonts per form.

Selecting a font from the current list

When you open a new form, the current font list displays in the Font Preview Panel, with the current font selected.

The font list displays Elixir-format screen font files (.FNT) in the screen fonts directory defined in the Filing Options dialog box. During installation, the default screen fonts directory is set to *drive*:\ELIXIR\FONTS\SCREEN\DEMO.

You can generate additional fonts for use in ElixirForm using contour fonts. See the *Elixir Desktop for AFP User Guide* for more information.

The [Text - Load/Merge/Save Font List] option allows you to select a new font list or merge lists and save it with a new name.

Loading

To load a different font list:

1. Select [down arrow] in the [Text - Load/Merge/Save Font List] option.

The Load Font List dialog box displays.

2. Select a font list file (.LST), then click on [OK].

The font list displays in the Font Preview Panel.

3. Select a font, then click on [OK].

Merging

You can merge the current font list with other font lists, or add individual fonts from other lists.

To merge a font list with the current font list:

1. Select [down arrow] in the [Text - Load/Merge/Save Font List] option.

The Merge Font List dialog box displays.

2. Select the font list to merge, then click on [OK].

The fonts add to the current font list.

Customizing

You can create and save your own custom font lists.

To save a custom font list:

1. Select [up arrow] in the [Text - Load/Merge/Save Font List] option.

The Save Font List dialog box displays.

2. Enter a new or existing file name, then click on [OK].

Adding fonts

To add fonts to the current font list:

1. Click on the [Font Type] option until the desired font type (a=ATM, T=TrueType or f=Elixir) displays.

2. Select the [Add Font] ([+]) option.

Depending on [Font Type] selected, either the Select ATM Fonts, Select TrueType Fonts or Add Fonts dialog box displays.

3. Select the font to add, then click on [OK].

Repeat these steps for each font type and font you want to add.

Removing fonts

To remove a font from the current list:

1. Select the font name in the Font Preview Panel.

2. Click on [-].

The font removes from the list. You cannot remove a font that is in use on your form.

Press <Ctrl> + <-> to delete all unused fonts from the list.

Entering non-standard characters

The soft keyboard allows you to enter characters that are not available on a standard keyboard.

To type an extended character:

1. Place the cursor in the Work area where you want the character to appear.

2. Select the [Soft Keyboard] option.

The soft keyboard displays.

! " # $ % & ' ( ) * + , - . / 0 1 2 3
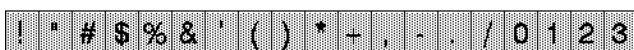
Figure 7-2. Soft Keyboard

3. Select character(s) from the soft keyboard.

The character(s) displays at the selected position.

4. Select the [Soft Keyboard] option a second time, when finished.

You can also access the non-standard keyboard characters by pressing <Alt> and entering the corresponding decimal value using the numeric keypad.

The soft keyboard displays characters in the current font size, so smaller fonts may be difficult to read. You can change the current font to a larger point size, edit using the soft keyboard, then change the text block back to the smaller font after editing.

Importing text

ElixirForm allows you to import ASCII text as a complete file or as separate text blocks (separated by two carriage returns) from the directory specified in the Filing Options dialog box. Default is drive:\ELIXIR\TEXTS.

You can change the attributes of an imported text block by selecting the attributes from the Text tool before importing each block.

Before you import text, you must:

• Copy the ASCII file to the texts directory specified in the Filing Options dialog box

• Assign the ASCII file a .TXT extension

• Separate paragraphs (or text blocks) with two carriage returns

Importing complete text blocks

1. Select the Text tool in the Toolbox.

The Text toolbox displays.

2. Select one of the following options:

- [Locked text] - the text block loads directly below the previous block

- [Free text] - the text block loads wherever you click the screen pointer.

The Message area displays the current setting.

3. Select text attributes option(s) in the Text toolbox.

4. Select [Text/Font Options] from the Options menu.

The Text and Font Options dialog box displays.

5. Deselect [Import Text Options - Separate paragraphs], then click on [OK].

6. Select [Import Text] from the File menu

The Import Text dialog displays the files in the drive:\ELIXIR\TEXTS directory.

7. Select the file you want to load, then click on [OK].

8. Press and hold the screen pointer to display the first text block.

- To scroll through the text blocks, continue holding down the mouse button.

- To scroll to the previous text block, press <F3>.

- To scroll to the next text block, press <F4>.

9. Drag the text and release the left mouse button to place the first text block on the form.

10. Click to display and place the next text block.

11. Click on [OK] when done.

When an ASCII file is imported, the complete file attaches to the cursor for positioning unless the [Import Text Options - Lock position] option is selected. In that case, the text file attaches to the previous cursor position in the Work area.

The selected font size and the amount of loaded text determines whether or not the whole ASCII file can fit on a form.

Importing text as separate blocks

To import text as separate blocks:

1. Select the Text tool in the Toolbox.

The Text toolbox displays.

2. Select one of the following options:

• [Locked text] - the text block loads directly below the previous block

• [Free text] - the text block loads wherever you click the screen pointer.

The Message area displays the current setting.

3. Select text attributes option(s) in the Text toolbox.

4. Select [Import Text] from the File menu

The Import Text dialog displays the files in the drive:\ELIXIR\TEXTS directory.

5. Select the file you want to load, then click on [OK].

6. Press and hold the screen pointer to display the first text block.

• To scroll through the text blocks, continue holding down the mouse button.

- To scroll to the previous text block, press <F3>.

- To scroll to the next text block, press <F4>.

7. Drag the text and release the left mouse button to place the first text block on the form.

8. Click to display and place the next text block.

9. Click on [OK] when done.

Importing text into a box

When importing text into a text box, you must define the text box size first. See the "Specifying text attributes" section for information about boxed text.

Text imported into a box does not retain original carriage returns. To maintain the original carriage returns, make sure the [Box Text] and [Wrap Text] options are deselected.

Data tags

ElixirForm allows you to add, edit and view Data tags for use with DocuTag or DataMerge software.

See your *DocuTag User Guide* or *DataMerge User Guide* for detailed information.

Editing text

When editing text, the name of the font used to create the text highlights in the Font Preview Panel. You must select a text block before you can edit it.

To select a text block:

1. Select the Toolbox Select/Edit tool.

You can also change to select mode by right-clicking on the text. However, if you are still in add text mode, this right-click ends text entry; you must right-click again to change to select mode.

2. Place the cursor on the text block you want to edit, then right-click.

The Text toolbox displays.

See the "Keyboard shortcuts" section for use when editing text.

Changing text attributes

To change the attributes of a selected text block, select Text toolbox icons. Each new attribute applies to the selected text block.

Changing fonts

To change the font in a text block:

1. Select the text block, then right-click.

The Text toolbox displays.

2. Place the cursor at the beginning of the text block.

3. Select a font from the Font Preview Panel.

The new font applies to all text in the text block.

When you change the font as described above, a hidden control character adds before the changed text which contains font information. You can delete this character to change the text back to its original font.

Replacing fonts

To replace every occurrence of a font:

1. Select the font to replace in the Font Preview Panel.

2. Select [-] in the [Text - Add/Remove Font from list] option.

Depending on font type being replaced, the Select ATM font, Select TrueType font or Replace Font dialog box displays.

3. Select a replacement font, then click on [OK].

If the replacement font is not currently in use on the form, all occurrences of the font are replaced by the new font.

If you click on [-] and the font is not in use in the document, the font removes from the font list. See "Adding or removing a font" for more information on removing a font.

Applying multiple fonts to a text block

When editing text, the name of the font used to create the text highlights in the Font Preview Panel. If multiple fonts are used, the highlighted font changes as you place the cursor on different fonts.

All fonts in the text block must have the same orientation. To use a font with a different orientation, place the cursor at the beginning of the text block and apply the orientation to all fonts within the block.

To change a font location to the end of the text block:

1. Select the text block, then right-click.

2. Place the cursor where you want the new font to start, then click.

3. Select a font from the Font Preview Panel.

All text after the cursor changes to the selected font.

To change the font of a word or phrase in a text block:

1. Select the text block, then right-click.

2. Select the word or phrase to change.

3. Select a new font from the Font Preview Panel.

The selected text displays in the new font.

Joining text

ElixirForm allows you to rejoin text separated during form conversion to .ELX format.

To join text:

1. Select [Text/Font Options] from the Options menu.

The Text and Font Options dialog box displays.

2. Select a [Join Text Using] option: [Spaces], [Justify] or [Relative], then click on [OK].

See the "ElixirForm defaults" chapter for information on the Text and Fonts Options dialog box.

3. Group the text you want to join.

See the "ElixirForm basics" chapter for information about defining a group.

4. Select the [Join Text] option.

The text in the group joins.

Splitting text

To split a text block into two separate blocks:

1. Select the text block to split, then right-click.

The Text toolbox displays.

2. Place the cursor where you want to split the text.

3. Select the [Text - Split String] option in the Text toolbox.

The text splits and the cursor displays in the upper left corner of the new text block.

See the "Moving text" section for information on repositioning the text block.

Moving text

You can move a text block either before or after entering text.

Manually

To manually move a text block:

1. **Select the Toolbox Select/Edit tool.**

2. **Select the direction for moving: [Horizontal only], [Vertical only] or [Free].**

3. **Select the text block to move.**

   The cursor changes to a hand.

4. **Click and drag the text block to where you want it on the form.**

5. **Release the mouse button to accept the text position.**

Changing dimension coordinates

You can also move the text block by entering new dimension coordinates:

1. **Select the Toolbar Current Object - Start Coordinates area.**

   If you cannot click on this area, select the line again, then right-click.

2. **Backspace over the current values or press the <Del> key to delete the current values, enter new coordinate values, then press <Enter>.**

   The text adjusts to the new coordinates.

Copying text

To copy a text block:

1. Select the Toolbox Select/Edit tool.

2. Select the Toolbox [Copy] option.

3. Select the direction for copying: [Horizontal only], [Vertical only] or [Free].

4. Select the text block to copy.

Brackets appear around the text to show it is selected.

5. Enter a value or click on the up or down arrows to select the number of copies between 1 and 99.

Hold down the <Ctrl> key while clicking on the arrows to increase or decrease the value by 10. You can also backspace over the value and enter a new value from the keyboard.

6. Drag the block of text in the direction you want to place the copies.

7. Release the mouse button at the desired location.

The copies lock into position in the Work area.

Cutting, copying and pasting text

ElixirForm uses hot-keys to cut and paste selected text.

To cut or copy and paste text:

1. Select the Toolbox Select/Edit tool.

2. Right-click on the text block.

3. Select the text to be cut or copied.

4. Press <Ctrl> + <X> to cut text; press <Ctrl> + <C> to copy text.

5.   Right-click to end text selection.

6.   Select the Toolbox Text tool.

7.   Click the cursor at the new location.

8.   Press <Ctrl> + <V> to paste text.

Deleting text

To delete a text block:

1.   Select the text to delete.

2.   Press <Del>.

The selected text block deletes.

To restore deleted text, immediately select [Undo] from the **Edit** menu, click on the Toolbar Undo icon or press <Ctrl> + <Z>.

Finding/replacing text

ElixiForm allows you to replace occurrences of word(s) on a form and to find text and non-standard keyboard characters.

Finding

To find text:

1.   Select [Find] from the Edit menu.

The Find Text dialog box displays.

2.   Enter the tes to find in the [Find Text] option, then click on the [Find] button.

To find non-standard keyboard characters:

1.   Select [Find] from the Edit menu.

The Find Text dialog box displays.

2. Enter the decimal value (from the Windows character mapping table) of the character in the [Find Text] option, then click on the [Find] button.

The Find Text dialog box contains the following options:

Find Text
Enter a search text string or select a previously-used string from the drop-down list.

Case Sensitive
Searches for text with the same capitalization as the text in the [Find Text] option.

Whole Words
Searches for complete words that match the text in the [Find Text] option.

For example, searching for "the" returns only "the" - not words containing "the", such as "there".

Find
Searches the open form for the text selected/entered in the [Find Text] option.

Cancel
Closes the Find Text dialog box.

Help
For future implementation.

After initiating a Find session, press <Ctrl> + <F3> to find the next occurrence of [Find Text] text, and <Ctrl> + <Shift> + <F3> to find the previous occurrence.

Replace

To replace occurrences of a word:

1. Select [Replace] from the Edit menu.

The Replace Text dialog box displays.

2. Select/enter search and replace options, then click on the [Replace] or [Replace All] button.

The Replace Text dialog box contains the following options:

Find text
Enter a search text string or select a previously-used string from the drop-down list.

Replace by
Enter a replacement text string or select a previously-used string from the drop-down list.

Case Sensitive
Searches for text with the same capitalization as the text in the [Find text] option.

Whole Words
Searches for complete words that match the text in the [Find text] option.

For example, searching for "the" returns only "the" - not words containing "the", such as "there".

Replace
Replaces the text in the [Find text] option text with the text in the [Replace by] option.

Replace All
Replaces all instances of the text in the [Find text] option text with the text in the [Replace by] option.

Cancel
Closes the Replace Text dialog box.

Help
For future implementation.

Spell checking

If installed, the ElixirForm Spell Checker option allows you to identify misspelled words in your form.

Setting defaults

To set spell check defaults:

1. Select [Spell Check Options] from the Options menu.

The Spell Check Options dialog box displays.
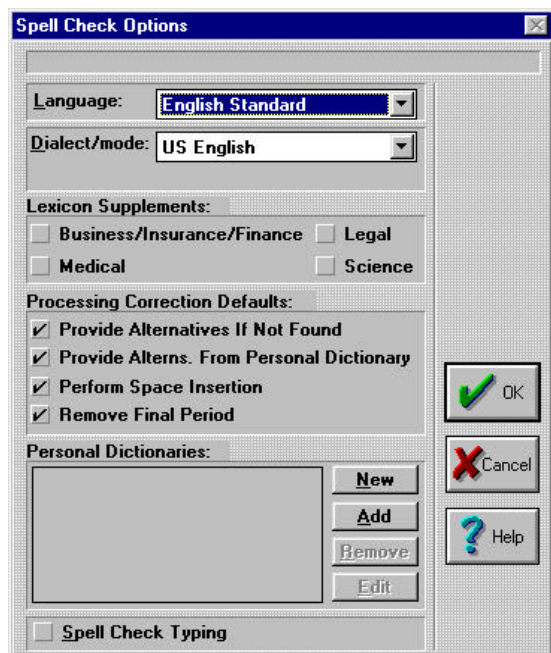
Figure 7-3. Spell Check Options dialog box

2. Select spell check options, then click on [OK].

The Spell Check Options dialog box contains the following options:

Language

Select the language to use from the drop-down list.

Dialect/mode

Select the dialect/mode for the selected language from the drop-down list.

Lexicon Supplements

Select a terminology dictionary:

- [Business/Insurance/Finance] - contains business, insurance, or financial terminology

- [Medical] - contains medical terminology

- [Legal] - contains legal terminology

- [Science] - contains scientific terminology

Processing Correction Defaults
These options are used only when errors are found:

- [Provide Alternatives If Not Found] - provides alternative words if a word is not found in the database

- [Provide Alterns. From Personal Dictionary] - provides alternative words from active personal dictionaries after alternatives from the active database are retrieved

- [Perform Space Insertion] - inserts spaces between incorrectly spaced words; For example, the string "andthe" is corrected to "and the".

- [Remove Final Period] - strips the final period from a word before it is submitted for correction

Personal Dictionaries
Displays the dictionary files (*.RD) available for use.

New
Enter a name for the new personal dictionary in the Create Personal Dictionary dialog box.

Add
Select an existing personal dictionary (*.?D) dictionary to add to the Personal Dictionaries field in the Add Personal Dictionary dialog box.

Remove
Removes the selected dictionary from the Personal Dictionaries field.

Edit
Edits entries in the dictionary selected in the Personal dictionaries field.

Click on the [Add], [Delete], or [Replace] button to perform the appropriate action for the word that displays in the Edit word field in the Edit Personal Dictionary dialog box.

Spell Check Typing
Activates the spell check option after a word is typed. Once a word is entered and the space bar is depressed, the word is spell checked.

Using the Spell Checker

To use the ElixirForm Spell Checker:

1. **Click on the Toolbar Spell Check icon or select [Spell Check] from the Tools menu.**

   The Spell Checker checks all text in the current form for misspelled words.

   If Spell Checker does not recognize a word, the Spell Check dialog box displays. The unrecognized word displays in the [Edit] option; the possible correct word displays in the [Guess] option.

2. **If the word displayed in the [Guess] option is not correct, select an alternative word from the drop-down list.**

3. **If the word is not found in the drop-down list, place cursor in the [Edit] option, backspace over the misspelled word, then enter the correct spelling.**

4. **Select one of the following options:**

   Replace
   Replaces the misspelled word with the text in the [Edit] option.

   Replace All
   Replaces all instances of the misspelled word with the text in the [Edit] option.

   Ignore
   Ignores the first occurrence of the text in the [Edit] option.

   Ignore All
   Ignores all occurrences of the text in the [Edit] option.

Stop

Stops spell checking and closes the Spell Check dialog box.

A 'beep' indicates when a spell check operation completes.

Keyboard shortcuts

ElixirForm uses the following fast keys for the text operations described in this guide:

<Left arrow>	Move cursor left one character
<Up arrow>	Move cursor up one line
<Right arrow>	Move cursor right one character
<Down arrow>	Move cursor down one line
<Home>	Move cursor to start of line
<End>	Move cursor to end of line
<Ctrl> + <Left arrow>	Move cursor left one word
<Ctrl> + <Right arrow>	Move cursor right one word
<Ins>	Insert/Overwrite toggle
<Del>	Delete character right
<Backspace>	Delete character left
<Ctrl> + <Del>	Delete next word
<Ctrl> + <Bksp>	Delete previous word
<Ctrl> + <E>	Delete to end of text block
<Ctrl> + <End>	Move cursor to end of text block

\<Ctrl\> + \<K\>	Delete to end of line
\<Ctrl\> + \<Home\>	Move cursor to start of text block
\<F11\>	Lock/free text
\<Ctrl\> + \<T\>	Show/hide data tags
\<Ctrl\> + \<X\>	Cut text
\<Ctrl\> + \<C\>	Copy text
\<Ctrl\> + \<V\>	Paste text

8. Images

ElixirForm uses Full-color and black-and-white Elixir-format images. You can use the Elixir Desktop to convert .PCX and .TIF files to Elixir format.

Screen versions of images have .LW8 extensions and reside in the *drive*:\ELIXIR\PICS\SCREEN directory. Printer versions of images have .LP3 extensions and reside in the *drive*:\ELIXIR\PICS\PRINTER directory.

For more information about creating Elixir-format images, see the *ElixirImage for AFP User Guide*.

Loading an image

You can load a maximum of 16 images or logos to a form. The size allowed for an image depends upon the amount of available Windows memory and the capability of your printer.

To add an image to your form:

1. Select the Image tool in the Toolbox.

The Image toolbox displays.
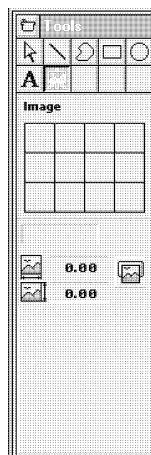
Figure 8-1. Image toolbox

If an image is already loaded, the image name, coordinates, and an image preview also display.

2. Select the Toolbox [Load Image] option.

The Load Image dialog box displays.
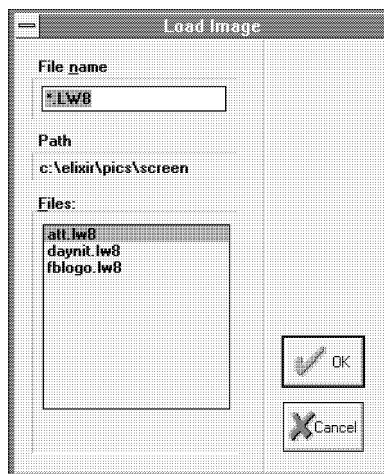
Figure 8-2. Load Image dialog box

3. Select an image, then click on [OK]

4. Press and hold the mouse button.

The image attaches to the screen pointer.

5. Position the image on the form, then release the mouse button.

The image locks into place.

Editing images

You can only edit images using ElixirImage software. See your *ElixirImage for AFP User Guide* for more information.

Moving an image

You can move an image on your form either manually or by entering new position coordinates.

Manually

To move an image manually:

1. Select the Select/Edit tool in the Toolbox.

2. Select the image to move.

3. Select the direction for moving: [Horizontal only], [Vertical only] or [Free].

4. Click and drag the image to the new location.

5. Release the mouse button

The image locks into position.

Changing dimension coordinate

To move an image by entering new dimension coordinates:

1. Select the Toolbar Current Object - Start Coordinates area.

If you cannot click on this area, select the line again, then right-click.

2. Backspace over the current values or press the <Del> key to delete the current values, enter new coordinate values, then press <Enter>.

The image moves to the new coordinates.

Copying an image

To copy an image:

1. Select the Toolbox Select/Edit tool.

2. Select the image to copy.

Boxes appear around the image when selected.
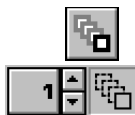
3. Select the Toolbox [Copy] option.

4. Click on the up and down arrow to specify number of copies.

5. Select the direction for copying: [Horizontal only], [Vertical only] or [Free].

6. Click and drag the image in the direction you want the duplicate images to display.

7. Release the mouse button to lock the images in place.

Deleting an image

To delete an image:

1. **Select the Toolbox Select/Edit tool.**

2. **Select the image you want to delete, then press <Del>.**

To immediately undo the delete operation, either click on the Toolbar Undo icon or select [Undo] from the **Edit** menu

9.   Stand-alone utilities

This chapter describes the Elixir stand-alone batch utilities provided with ElixirForm. These utilities copy to the *drive*:\ELIXIR directory during installation (*drive:* is the drive on which you installed your Elixir software).

Using the utilities

The parameters required to run each utility display on your screen when you enter the utility name from the *drive*:\ELIXIR directory.

Most utilities accept DOS wildcard characters (see your DOS documentation for instructions on the proper use of wildcards). When using wildcards, specify only the desired file(s).

For optional parameters enclosed in brackets [ ], the first parameter is the default.

When specifying utilities, either do not specify parameters to use the parameter default or specify *all* the parameters. *You cannot skip parameter*s.

All utilities link to Desktop operations through dialog boxes (note that not all utility options are available from the Desktop dialog boxes). Note that application-specific utilities must be run on the command line using the DOS pull-down menu or the Dispatcher icon.

Add *drive*:\ELIXIR to the DOS PATH= statement in your AUTOEXEC.BAT file to ensure that DOS searches the *drive*:\ELIXIR directory for the batch utility. For details on setting up the PATH= statement, see your DOS manual.

AFPVIEW

The AFPVIEW utility displays the contents of AFP-format OVE, page segment and font files in hexidecimal and ASCII masked format.

Usage AFPVIEW *filename.ext <Enter>*

filename.ext
is the AFP file name and extension.

Directory information Run AFPVIEW from the directory in which the AFP file to be viewed resides.

OVE files are in
drive:\ELIXIR\FORMS\OVEIN or
drive:\ELIXIR\FORMS\OVEOUT.

Page segment files are in
drive:\ELIXIR PICS\SEGIN or
drive:\ELIXIR\PICS\SEGOUT.

Bounded-box fonts are in
drive:\ELIXIR\FONTS\AFPIN or
drive:\ELIXIR\FONTS\AFPOUT

Unbounded-box fonts are in
drive:\ELIXIR\FONTS\I38IN or
drive:\ELIXIR\FONTS\I38OUT.

When the file contents display on the screen, use the following keys:

- <Page Up>, <Page Down>, <Home>, or <End> scrolls through the pages

- The up, down, right and left arrow keys moves the cursor in the currently displayed page

- <J> and a number jumps to the entered page number

- <Alt> + <H> displays on-line Help

- <Alt> + <X> exits the screen and returns to DOS

FONTCHG

The FONTCHG utility does the following:

*   Strips the two left characters from Elixir-format form files names

*   Substitutes fonts in an Elixir form with fonts you specify in a font list

*   Lists information about fonts in an Elixir-format form

Usage FONTCHG filename [fontlist][-LIST]<*Enter*>

filename
is the Elixir-format form file name, with or without the .ELX extension. Wildcards are allowed.

fontlist
is the full name and path of an ASCII font list file Wildcards are not allowed. Each line of the font list file contains a pair of Elixir fonts separated by a space. When running the utility, fonts in the first column are substituted with the corresponding font from the second column.

-LIST
displays a list of .ELX files specified by filename, and for each .ELX file, lists the fonts used in the form. A list of all fonts used in multiple forms (when using wildcards for filename) also displays.

Directory information Run FONTCHG from the directory in which the files to be converted reside. If you have not specified *drive*:\ELIXIR in you DOS PATH= statement, precede the FONTCHG command with *drive*:\ELIXIR.

Example To substitute fonts in the Elixir form MARK.ELX with the fonts in the CHAD.LST ASCII font file list, type:

1. **CD \ELIXIR\FORMS\ELIXIR <*Enter*>**

The current directory (on the current drive) changes to \ELIXIR\FORMS\ELIXIR.

2. FONTCHG MARK.ELX C:\ELIXIR\FORMS\ELIXIR\DEMO CHAD.LST *<Enter>*

This command substitutes the fonts in the Elixir form MARK.ELX with the fonts specified in the ASCII font list file CHAD.LST in the \ELIXIR\FORMS\ELIXIR\DEMO directory.

(The fonts used in the form MARK.ELX are entered in the first column of the ASCII font file, and the desired substitution font is entered in the second column of the file across from the font it will replace.)

FORMPRN

The FORMPRN utility prints Elixir format forms in batch mode using MS-DOS commands.

Usage FORMPRN [path] filename [HP] [printer | disk] [copies] [ASCII] [macronumber] [traynumber] [land] *<Enter>*

path
is the optional DOS path name.

filename
is any DOS file name, including the file extension. Wildcards are allowed.

HP
is the optional printer type. (Only HP printer type is supported in this release)

printer/disk
is the destination of the output file to a printer or diskette.

copies
is the number of copies to be printed. The default is 1. Note that font files are sent with every copy.

ASCII
is the printer interface. Currently, only the ASCII inter-
face is supported. Omitting or including this parame-
ter has no effect.

macronumber
is the macro number used for HP printers. 0 = None.

traynumber
is the output tray number for printers supporting this
feature. The default tray is 0.

land
forces the orientation to landscape (for HP printers
only).

FORMPRN produces a .PRN file containing PCL 4
statements in ASCII format.

**Directory
information**   Run FORMPRN from the *drive*:\ELIXIR directory.
FORMPRN searches the default forms directory (usu-
ally *drive*:\ELIXIR\FORMS\ELIXIR\DEMO) as speci-
fied in the ElixirForm configuration file.

IC

The IC utility converts .LP3, .PCX, and .TIF format im-
age files to .LP3, .PCX, screen or .TIF format files.

Note that all options are preceded by a hyphen ("-")
and can be entered in any order.

Usage   IC *sourcefile [informat] [outformat] [-Dnn]   [-Faaa]
[-Wa] [-Rnnn] [-Xnnn] [-Ynnn][-Saaa]* <Enter>

sourcefile
is the filename of the source image. Wildcards are
allowed.

informat
is the name of the source image format: ELIXIR,
PSEG, PCPAINT, or TIFF.

ELIXIR represents Elixir (.LP3) format image files. To convert an Elixir image file, it must be in the *drive*:\ELIXIR\PICS\PRINTER directory.

PCPAINT represents PCX format files. To convert a PCX file, it must be in the *drive*:\ELIXIR\PICS\PCXIN directory.

TIFF represents TIFF (.TIF) format files. To convert a TIFF format file, the file must be in the *drive*:\ELIXIR\PICS\TIFFIN directory.

outformat
is the name of the target image format: ELIXIR, PSEG, PCPAINT, TIFF, or SCREEN.

ELIXIR creates an output image in Elixir (.LP3) image format. The output .LP3 file is written to the drive:\ELIXIR\PICS\PRINTER directory. A screen version (.LW8) of the file is also created in the *drive*:\ELIXIR\PICS\SCREEN directory.

PCPAINT creates a PCX format image file in the *drive*:\ELIXIR\PICS\PCXOUT directory (black-and-white only).

TIFF creates TIFF (.TIF) format files in the *drive*:\ELIXIR\PICS\TIFFOUT directory (black-and-white only).

SCREEN creates Elixir screen format (.LW8) versions of a image file that work with the image in ElixirForm. The output file is created in the *drive*:\ELIXIR\PICS\SCREEN directory.

-Dnnn
specifies the output resolution in dots per inch: 300 or 240.

-Faaa
is the output record format for AFPDS output: VBM, AS400, IRMA, OS2, or MODCA.

-Wa
Y removes, and N does not remove white space from an AFP page segment.

-Rnnn
the number of degrees to rotate pages.

-Xnnn
the horizontal offset in pels.

-Ynnn
the vertical offset in pels.

-Saaa
allows you to specify your monitor type: VGA, SU-PERVGA, SIGMA, or WYSE.

Directory information   The current directory changes to *drive*:\ELIXIR to run IC unless you have included *drive*:\ELIXIR in a DOS PATH= statement.

Example   To input an Elixir-format file named FBLOGO and create a PSEG-format file, type:

1.   CD \ELIXIR *<Enter>*

The current directory changes to *drive*:\ELIXIR where the IC utility resides.

2.   IC FBLOGO ELIXIR PSEG -FVBM -D240 -WN *<Enter>*

The Elixir-format file converts to PSEG format.

SF

The SF utility converts Elixir-format font files to screen font files. Use this utility to create screen fonts from Elixir-format files that are larger than 64 KB, or if a low-memory warning message displays when creating screen fonts with ElixirForm.

Usage   SF filename [monitor] <Enter>

filename
is the name of the source Elixir font.

monitor
allows you to specify your monitor as one of the following: SIGMA, WYSE, VGA, XEROX or SU-PERVGA. These options resize the font bitmap for the correct screen.

**Directory
information**   Run SF from the directory in which the input files re-
side. If you have not specified drive:\ELIXIR in your
DOS PATH= statement, precede the SF command
with drive:\ELIXIR\.

A. Keyboard shortcuts

This appendix lists keyboard shortcuts (fast keys) in ElixirForm.

Command

Copy	<Ctrl> + <C>
Crosshair on/off	<F6>
Cut	<Ctrl> + <X>
Delete	<Del>
Delete all	<Ctrl>+<Del>
Exit	<Alt>+<F4>
Grid on/off	<F4>
Help	<F1>
Hide work area	<Ctrl> +<F4>
Hide/show data tags	<Ctrl> + <T>
Load form	<F8>
Lock/free text	<F11>
New form	<F9>
Paste	<Ctrl>+<V>
Quick save	<Ctrl> + <S>
Redo	<Shift>+<Ctrl>+<Z>
Ruler on/off	<F3>
Save form	<Ctl>+<S>

Save form as	<F7>
Screen refresh	<*> (on the numeric keypad)
Select/unselect all	<Ctl>+<A>
Shift element	<Ctrl>+ Left/Right/Up/Down arrow keys
Snap to grid	<F5>
Sticky lines	<Ctrl> + <L>
Toolbox show/hide	<F10>
Undo	<Ctrl>+<Z>

Text editing keys:

Copy text	<Ctrl> + <C>
Cut text	<Ctrl> + <X>
Delete character left	<Backspace>
Delete character right	<Del>
Delete next word	<Ctrl> + <Del>
Delete previous word	<Ctrl> + <Bksp>
Delete to end of line	<Ctrl> + <K>
Delete to end of text block	<Ctrl> + <E>
Find	<Alt> + <F3>
Find Next	<F3>
Find Previous	<Shift> + <F3>
Find Selected (forward)	<Ctrl> + <F3>
Find Selected (reverse)	<Ctrl> + <Shift> + <F3>
Insert/Overwrite toggle	<Ins>

Lock/Free text	<F11>
Move cursor down one line	<↓>
Move cursor left one character	<←>
Move cursor right one character	<→>
ove cursor up one line	<↑>
Move cursor left one word	<Ctrl> + <←>
Move cursor right one word	<Ctrl> + <→>
Move cursor to end of line	<End>
Move cursor to start of line	<Home>
Move cursor to end of block	<Ctrl> + <End>
Move cursor to start of block	<Ctrl> + <Home>
Paste text	<Ctrl> + <V>
Show/hide data tags	<Ctrl> + <T>

Numeric display box keyboard shortcuts

The following fast keys are used for editing numbers in numeric display boxes (such as the tool width option). Numbers are entered from right to left, similar to a pocket calculator.

For all but the first two fast keys, you must first activate edit mode by clicking in the display box.

Change decimal value	Click on arrows (where provided)
Change integer value	<Ctrl> + click on arrows
Define value as negative	<->
Delete number (set to 0)	<Del>
Delete right digit	<Bksp>
Edit (toggle)	Left click
End integer and start decimal value	<.> (dot)
Finish editing	<Enter>
Reset	<Alt> + <Bksp>
Reset and finish editing	<Esc>

Zoom/Pan controls:

Pan left	<←>
Pan up	<↑>
Pan right	<→>
Pan down	<↓>
Zoom in	< + >
Zoom out	< - >
Top left of form	<Home>
Bottom left of form	<End>
Top right of form	<Ctl> + <PgUp>
Bottom right of form	<Ctrl> + <PgDn>

Scroll up   \<PgUp>

Scroll down   \<PgDn>

Locate; redraw
with new center point   \<*>

The above fast keys also use the keys on the numeric
keypad with \<Num Lock> off.

Glossary

This glossary provides a list of the basic terms used in this guide.

Application: Any program you run on your PC. Elixir applications are represented by icons on the ElixirForm/Elixir Desktop. If an Elixir application is not installed on your PC, its icon does not display.

Arrow: An arrow-shaped screen pointer used for selecting objects.

Boxed text: Text on a form that is bound by a column with a set height and width.

Button (on the screen): An area on the screen that causes a response when you click on it. For example, an [OK] button that accepts your entries when you click on it in a dialog box.

Click, on an item: To momentarily press and release the left mouse button with the screen pointer on an item.

Close: To exit from a window, dialog box, application, or the Desktop.

Close box: A small white box at the left of a window header and at the left of the menu bar. Clicking a close box on a window header closes the window. Clicking a close box on the menu bar exits the Desktop.

Command button: A button in a dialog box that confirms or cancels an action when you click on it. The [Cancel] button cancels the command. The [OK] button confirms and executes the command and saves the information you specified in a dialog box.

Converter icon: The icon that converts font, form, image and document files to and from different formats.

Cursor: A screen pointer used when entering text in the work area or in a dialog box.

Desktop: The Elixir Desktop working environment, consisting of the menu bar, the screen area and icons on the screen.

Dialog box: A rectangular box that displays and requests information. You enter information in fields in the dialog box, and normally confirm your entries by clicking on an [OK] button or by pressing <Enter>.

Directory: A list of hard disk or diskette contents. Desktop directories are represented by folder icons. Folder contents can be viewed pictorially, alphabetically, by icon, by size, or by date.

Dispatcher icon: The icon in the Elixir Desktop that stores and invokes a number of DOS commands.

DOS: Disk Operating System, the collection of programs that gives control of a PC's resources to the user.

Double-click: To press the left mouse button twice in rapid succession, normally to open an icon.

Drag: To click on an item and move the item with the mouse while holding down the left mouse button.

Drag and drop: A method used to copy an object as follows: click on an item on the screen, hold down the left mouse button, move the mouse to move the screen pointer to an icon, then release the mouse button.

Drop: To release the mouse button after dragging an item to an icon.

Elixir folders: The folders represented by the four top left icons on the Desktop: the Forms, Fonts, Images and Documents folders. Each of these folders contains a subordinate Elixir, Input and Output folder.

Extension: The period and three characters following a file name. An extension identifies the type of information in a file. For example, .ELX indicates an Elixir format form file.

Fast Keys: See Keyboard shortcuts.

File filter: The use of DOS wildcard characters to display only those files with selected name characteristics in a window or dialog box. For example, to display only files that begin with ABC in a directory of many files you could enter ABC*.*. See also, *Wildcard character*.

File name: The name of a file. The ElixirForm/Elixir Desktop uses DOS file naming conventions. DOS file names consist of a base (stem) name containing up to eight characters and an extension of up to three characters.

Folder icon: The Desktop icon representing a DOS directory. Folders allow you to quickly organize information on the Desktop.

Format: To prepare a diskette so it can hold information. Formatting a diskette erases the information on the diskette.

Form elements: The individual lines, shapes, images, and text that compose a form. You can create, change, move, copy, delete, import, or load a form element.

Form template: A form loaded as an overlay or visual guide only for the purpose of designing new form elements around it. A form template does not become part of the form when the form is saved, only the new elements added are saved with the form.

Free text: Text on a form that is not bound by a column with a set height and width. The width of the form is the only restriction.

Grayed options: Grayed options are menu options you cannot choose because they do not apply to your current selection. Also called dimmed options.

Head to head: In duplex printing, when the page top is printed in the same position on both sides of the page.

Head to toe: In duplex printing, when the top of one side of the page is printed in the same position as the bottom of the other side of the page.

Highlighted: A highlighted option appears darkened on the screen, and indicates that it is selected.

Icon: A small, roughly rectangular-shaped symbol on the Desktop that represents an application, a file, a folder, or a peripheral device.

Importing files: The process of copying non-Elixir format files from different storage media (such as a hard disk, a diskette, or tape) to the appropriate Desktop input folder or to the Work area.

Information box: A white square at the right of the menu bar identified with an "i". Clicking on the information box displays information about the open Elixir Desktop application.

Inverse Landscape: The orientation of fonts, logos, or images on a page. See the definition for *portrait* for a figure describing the orientation of fonts on pages.

Inverse Portrait: The orientation of fonts, logos, or images on a page. See the definition for *portrait* for a figure describing the orientation of fonts on pages.

Kerning: Adjusting the spacing between characters to make certain letters appear better fitted together and more attractive on the page.

Keyboard shortcut: Also called Fast keys. A special one- or two-key combination that allows you to execute an option without using the mouse. Keyboard shortcuts are shown on each menu beside the name of the option and are listed in the "Keyboard shortcuts" appendix.

Landscape: The orientation of a page or the fonts, logos, or images on a page. A landscape page is narrower on the sides than on the top. See the definition of *portrait* for a figure describing the orientation of fonts on pages.

Menu: A list of options from which you make a selection to perform an action. A menu displays when you select a menu title from the menu bar or from a window header, or when you click on an option.

Menu bar: The horizontal bar displayed at the top of the Desktop from which you access pull-down menus.

Menu titles: Text that identifies a menu, displayed in a window header or on the menu bar.

Message area: A bar just below the menu bar that displays error messages or information about the activity you are performing.

Mouse button: A button on the top of the mouse. ElixirForm uses the left and right buttons of a mouse.

Multi-select: Selecting more than one file or icon by shift-clicking on them.

Open a folder, Elixir file, application, or peripheral device: 1.) Opening a folder icon displays a window showing the contents of the folder. **2.)** Opening an Elixir file icon starts the application that created the file and loads the file . **3.)** Opening an application icon starts the application. **4.)** Opening a peripheral device displays a dialog box allowing you to set the device parameters.

Option: A word or phrase in a menu that you can select.

Peripheral (device): A printer, scanner, or tape drive connected to your PC.

Point: To move the mouse so the screen pointer (in most cases an arrow) rests on the desired item.

Portrait: The orientation of a page, or the fonts, logos, or images on a page. A portrait page is narrower on top than on the side (like pages in this book). See the following figure for the orientation of fonts on pages.
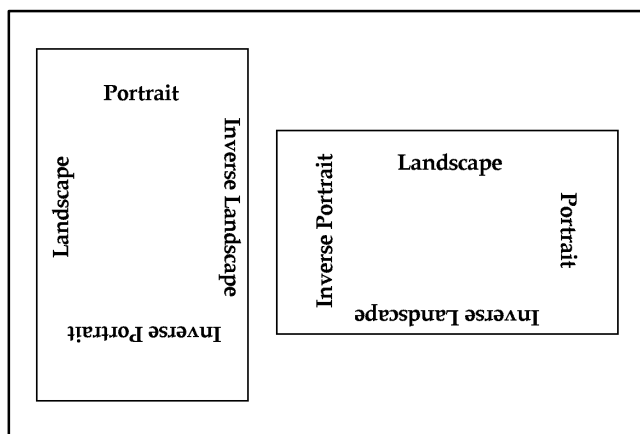
Orientation of fonts on Portrait (left) and
Landscape pages

Printer icon: An icon representing a proof printer connected to your PC.

Pull-down menu: See *menu*.

Raster graphics: Pictures composed of bit maps, where each element of the picture is a dot defined as black or white.

Replaceable parameter: A parameter (usually %1) used in commands to represent a selected file name. The selected file name replaces the parameter during certain operations.

Run: To execute or start an application.

Scanner icon: The icon representing a scanner connected to your PC.

Screen pointer: A pointer shaped like an arrow that displays on the screen, and which you can move by rolling the mouse on a flat surface.

Screen version: The version of a color or font composed such that its appearance on a screen display is as close as possible to its appearance when printed.

Scroll: To move a directory list in a window so you can view different parts of the list.

Scroll bar: A bar displayed on the right side of some windows used for scrolling. The scroll bar contains a scroll arrow, [+] and [-] buttons, and a slider bar that moves within the scroll box.

Select: To click on an object, menu option, or form element. A selected item appears highlighted.

Shift-click: To click on an object while holding down the <Shift> key. Usually used to select multiple elements.

Slider bar: A bar in the scroll box at the side of some windows that scrolls items in the window when you drag it up and down.

Snap to: A function that causes form elements to automatically align with the nearest grid point when a grid is displayed in the Work area.

Tape icon: The icon representing a tape drive connected to your PC.

Trashbin icon: The Trashbin icon is in the lower right corner of the Desktop and represents a receptacle for items you want to delete. You delete a file by dragging it to the Trashbin icon.

UDK: (User Defined Key) a substitute escape character defined by a user for specific print jobs

Unselect: To cause one or more selected (highlighted) icons or elements to not be selected any more. The quickest way to do this is to click on another area of the Desktop or Work area.

UserTools icon: The icon that links applications to files.

Utilities: Special-purpose applications with which you can perform functions from the DOS prompt.

Wildcard character: A character in a file name, usually an asterisk (*), that specifies a matching set. For example, *.EXE represents all files that end with the .EXE extension.

Window: A rectangular area on your screen in which you view information, such the contents of a folder. All windows contain a window header. Some windows have scroll bars along the right side.

Window header: The top of a window that displays the DOS directory corresponding to the window contents. Some window headers also show a close box and a number of menu titles with pull-down menus.

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