FORM VIEWER USER GUIDE

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CHAPTER 1

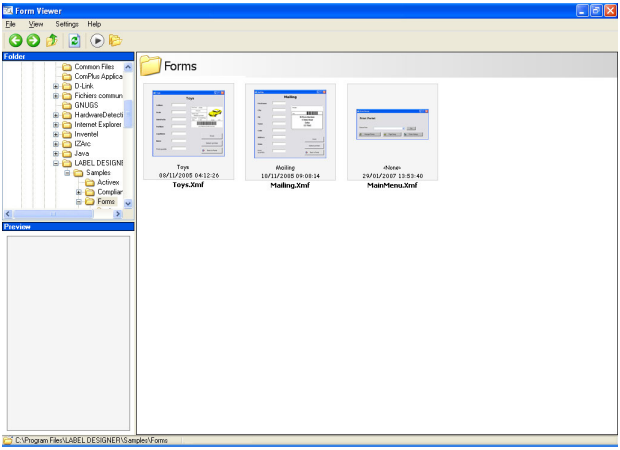
Introduction

Introduction

Form Viewer is an easy-to-use application that lets you view predefined forms. Its simple design makes it easy to use, regardless of your technical knowledge. With Form Viewer, any user can easily select a predesigned form, view it, link it to a label, and print it from a list of configured printers. More advanced users can even edit form design using Form Viewer's sister tool: the Form Designer.

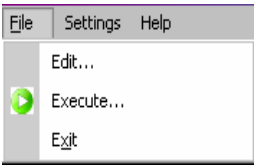
The layout

Form Viewer boasts a simple layout so that any user can quickly become an expert at using it without any long hours spent in training. It features a Menu bar, a Tool bar, a Status bar, a Browser window, a Preview window and a Main window so that accessing and viewing forms can be done in just a few simple steps.



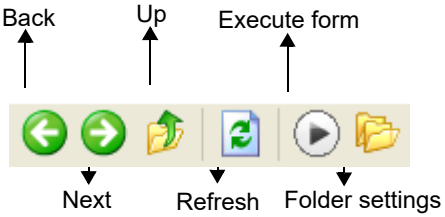
The Menu bar

The Menu bar consists of three menu items: File, Settings, and Help. Clicking on an item will expand the list of actions such as Edit, Execute, and Exit found when you click File. To access the menu items more quickly, press Alt + the underlined letter in the menu item's name. For example, to access the File menu, click Alt+F.



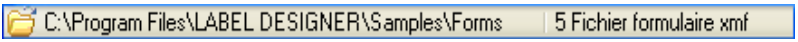
The Tool bar

The tool bar consists of several icons that can be clicked for easy access to Form Viewer's functionality.



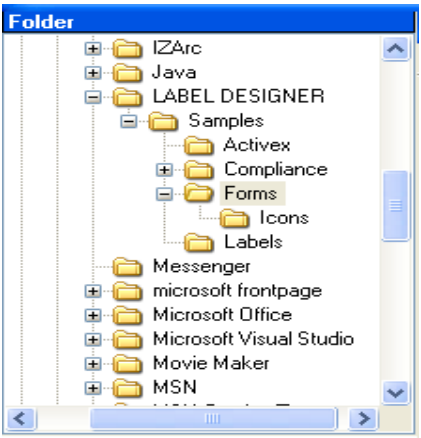
The Status bar

The status bar displays the location of your chosen .xmf file and the number of .xml files available in that folder. It is located at the bottom of your Form Viewer window.



The Browser window

The Browser window allows you to navigate through your files to quickly find your .xml file's location. Much like standard browser windows, it is a hierarchical display of your computer and network's filing system. It can be found on the upper lef of the Form Designer's screen.

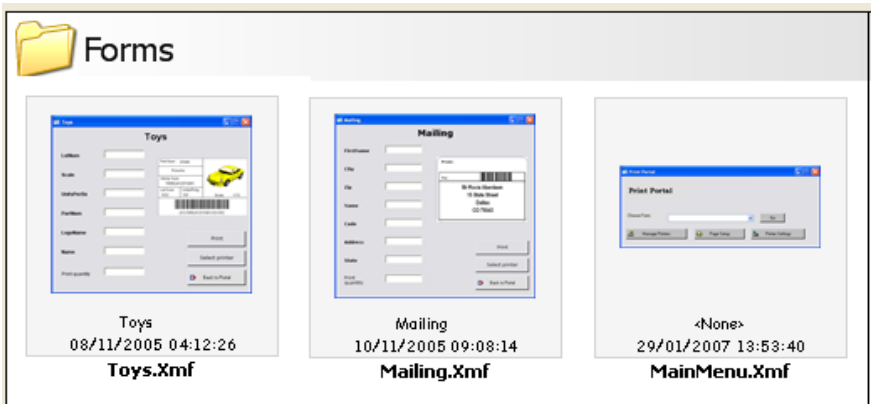


The Preview window

The Preview window allows the user to view a larger image of the file that is selected, or highlighted, in the main window. It is located in the lower left of the Form Viewer's screen.

The Main window

The Main window occupies the right-hand side of your Form Viewer screen. It displays the list of XMF files available in a selected folder or, alerts you that no XMF files can be found in the selected folder.



Right-clicking on a form will display a contex-sensitive menu where you can choose to edit or execute a form.

CHAPTER 2

Using the Form Viewer

How to use the Form Viewer

Viewing a form

1 Locate the folder where the .xml files (pre-defined forms) are kept, and double-click on it.

You will see thumbnails of the available .xml files in that folder on the main window.

2 To select and execute a form, double-click on the form of your choice.

- or -

Click once and go to File > Execute.

-or -

Click once and click the Execute icon found on the tool bar .

Editing a form

You can edit a form if you have Form Designer installed on your workstation as well. If you do, select the form you would like to edit and go to File > Edit. The selected form will open in a Form Designer window allowing you to change, add, or remove any aspect of the form.

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