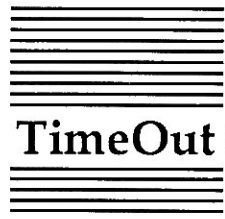




TimeOut SuperForms

by Dan Verkade



TimeOut SuperForms™

Form Generating Tools for AppleWorks®
by Dan Verkade

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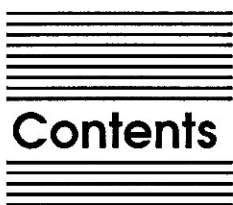
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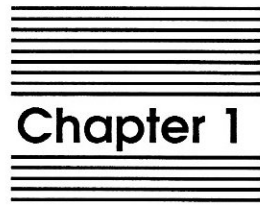
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Chapter 1

Welcome to TimeOut SuperForms

TimeOut SuperForms™ is part of the TimeOut AppleWorks® enhancements series. All of the products in this series work *inside* AppleWorks and are quickly and easily accessed.

Because TimeOut SuperForms is integrated with AppleWorks, you can use it without leaving AppleWorks. This makes TimeOut SuperForms faster and more convenient than other AppleWorks enhancements.

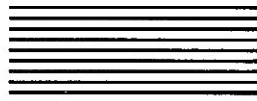
About this Manual

The remainder of this manual is divided into three main sections. Chapter 2 describes how to install SuperForms and the SuperForms font files. Chapter 3 gets you started designing your first form, and shows you how the FormFill option lets you merge data from other AppleWorks files into your form. Chapter 4 is a reference section, describing each keyboard command in detail and providing a list of useful tips and techniques.

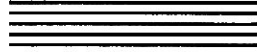
If you haven't already installed TimeOut SuperForms on your copy of AppleWorks, turn to page 4 in the SuperForms manual and follow the instructions given.

If you're not already familiar with AppleWorks, you may want to refer to your AppleWorks manuals before starting.

Note: This manual assumes that you are familiar with AppleWorks and the AppleWorks method of doing things (e.g. selecting menu options, answering questions, loading files, escaping, etc.) If you're not, please refer to the appropriate sections of your AppleWorks manuals.



Chapter 2



Installing SuperForms

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Introduction to SuperForms

SuperForms is a form-generating and form-filling program. It allows you to design and edit forms on screen, then print them using the separate program, TimeOut SuperFonts. SuperForms consists of an editor for designing the forms and several font files for use in printing the forms. You'll need AppleWorks 3.0 to run TimeOut SuperForms, and TimeOut SuperFonts is required to print the forms created by SuperForms.

The Big Picture

AppleWorks is an integrated application program that includes a word processor, data base and spreadsheet. As you use AppleWorks, it appears to be a single program. But if you have ever listed the files on your AppleWorks disk, you have seen that AppleWorks is actually a collection of separate application files that all work together. TimeOut is a modification made to AppleWorks that allows more applications to be integrated into the program. Powerful applications like TimeOut SuperForms become another of the AppleWorks applications.

To obtain the benefits of TimeOut SuperForms, you must also have TimeOut SuperFonts. SuperFonts handles the printing chores. If you have not yet installed TimeOut SuperFonts, please stop here and refer to your TimeOut SuperFonts manual and install both TimeOut and SuperFonts. SuperForms will be installed onto the disk containing SuperFonts.

There are two ways to install SuperForms and the font files that go with it—manually, using your favorite copy utility, or automatically, using the SuperForms Installer provided on the SuperForms disk. It's up to you how you proceed with the SuperForms installation.

Experienced TimeOut Users

If you are a TimeOut veteran and are handy with your favorite file copy utility, you can easily perform the installation without the use of the installer. Here's how. If not enough detail is provided in this section, then follow the steps in the next section, **Using the SuperForms Installer**.

1. Make a backup copy of your SuperForms disk. Do not install SuperForms from your original disk (the time you save may be your own). Further references to the SuperForms disk will be to the backup copy.
2. Copy the file *TO.SUPERFORMS* from the SuperForms disk onto your TimeOut applications disk containing SuperFonts.
3. Copy the font files from the SuperForms disk into the same location as the other fonts you use with SuperFonts. This must be the location as specified in option #7 on the SuperFonts Configuration Menu.

That's all there is to it. Reboot AppleWorks and start with Chapter 3 of this manual, **SuperForms Tutorial**.

Using the SuperForms Installer

Having installed TimeOut SuperFonts, you already have a TimeOut disk ready to work with AppleWorks. All that is left is to install the SuperForms application and the SuperForms fonts onto the disk containing SuperFonts. An installation utility is provided on your TimeOut SuperForms disk to facilitate this process. Follow these steps.

There are two ways to install SuperForms and the font files that go with it—manually, using your favorite copy utility, or automatically, using the SuperForms Installer provided on the SuperForms disk. It's up to you how you proceed with the SuperForms installation.

Experienced TimeOut Users

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1. Make a backup copy of your SuperForms disk. Do not install SuperForms from your original disk (the time you save may be your own). Further references to the SuperForms disk will be to the backup copy.
2. Copy the file `TO.SUPERFORMS` from the SuperForms disk onto your TimeOut applications disk containing SuperFonts.
3. Copy the font files from the SuperForms disk into the same location as the other fonts you use with SuperFonts. This must be the location as specified in option #7 on the SuperFonts Configuration Menu.

That's all there is to it. Reboot AppleWorks and start with Chapter 3 of this manual, **SuperForms Tutorial**.

Using the SuperForms Installer

Having installed TimeOut SuperFonts, you already have a TimeOut disk ready to work with AppleWorks. All that is left is to install the SuperForms application and the SuperForms fonts onto the disk containing SuperFonts. An installation utility is provided on your TimeOut SuperForms disk to facilitate this process. Follow these steps.

1. Have at least one blank, formatted disk on hand to use for a backup copy of your original TimeOut SuperForms disk. Use the `Format a blank disk` option from the Other Activities menu in AppleWorks to format a disk.
2. Make a copy of the original SuperForms disk. You may use your favorite disk copy utility to do this. If you don't have a disk copy utility you can use the SuperFonts installer to make a backup or use the FastCopy utility provided on your AppleWorks startup disk. Please refer to the respective manual for information on making a backup copy.
3. Boot the copy of your SuperForms disk. Press Return to go past the first screen. The SuperForms installer menus work just like the AppleWorks menus. Press Return to continue, use Quit if for any reason you have booted the wrong disk.
4. We are so concerned about making a backup copy of your SuperForms disk that we tell you about it again and provide the instructions for making the copy with the SuperFonts installer. If you have made a backup, select Yes and press Return.
5. Read this next screen until you understand it. The main points to keep in mind are:
 - a) the SuperForms application must be copied into the same location as all of the other TimeOut applications.
 - b) the SuperForms disk is the source disk.
 - c) the TimeOut applications disk is the destination disk.

Note: Unlike installing TimeOut, this does not tell TimeOut where to look for the applications. You already determined this when you installed SuperFonts. You are telling the SuperForms installer where the other TimeOut applications are already located.

6. You are given two choices for the location of your TimeOut applications, Slot and Drive or ProDOS directory. If your application files are in the main directory of the disk, use Slot and Drive. If they are in a subdirectory, use ProDOS directory.
7. If you chose Slot and Drive, select a slot and drive from the list provided. If you chose ProDOS directory, enter the pathname.

8. You will be prompted to place your TimeOut applications disk into the selected drive. This is the destination drive, the drive to which the files are being copied. The source is the drive you booted the SuperForms installer from.

Note: You are not prompted for the source. The installer is assuming you have left your SuperForms disk in the boot drive. If you have taken it out, put it back in.

If you have only one drive, you will be prompted when to place the source disk into the drive and when to place the destination disk into the drive.

9. After the application is copied, you will need to copy the font files. The process is similar to copying the SuperForms application—you'll receive the same prompts.


You must copy the SuperForms fonts into the location as shown in option #7 on the SuperFonts Configuration Menu. The SuperForms installer does not tell SuperFonts where to look for fonts; you must know this in advance and copy your font files there. If you don't know where this is, press Escape until you leave the SuperForms installer. Then boot up AppleWorks with SuperFonts installed, and use the Utilities from the TimeOut menu. Select Configuration, then select SuperFonts. Note from this menu the location of the fonts. Then quit from AppleWorks, reboot the SuperForms installer and repeat the installation procedure.

This completes the installation of TimeOut SuperForms. Press Return to quickly leave the SuperForms installer and boot AppleWorks. Cycle through the TimeOut menus (by pressing the Tab key) if necessary until you find SuperForms. If you do not find it, please retry the installation procedure, reading carefully until you understand each step before proceeding.

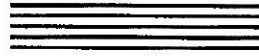
Configuring TimeOut SuperFonts

For your forms to print correctly, SuperFonts must be configured for your printer and computer. If you have already used SuperFonts, you have already configured it. If you haven't used SuperFonts, the minimum you should do is peruse Chapter 3 of the SuperFonts manual to gain a basic understanding of how it operates. Carefully read the section in the SuperFonts manual called **Configuring Printer and Interface**. You must set the configuration correctly or SuperFonts won't be able to print, and as a result SuperForms will not print.

Once you've installed the SuperForms application, copied the SuperForms font files, and configured SuperFonts, you're ready to begin designing your first form.



Chapter 3



SuperForms Tutorial

Designing a Form

The quickest way to learn about SuperForms is to design your first form with it. You'll do that right here. Please follow every step since important concepts are discussed as they occur. If you haven't already done so, install and configure TimeOut SuperFonts. See the sections **Installing TimeOut** and **Configuring Printer and Interface** in the SuperFonts manual.

1. Using AppleWorks, make a new file for the word processor. Name it *Example.1*.
2. Press ⌘-Escape. The TimeOut menu will be displayed in the center of your screen. Select SuperForms.

A new screen will be displayed that looks like this. This is the SuperForms editor. The document you will design is called a form. (We're pretty original, aren't we?) Right now you're editing an empty form.

The screenshot shows a window titled "SUPERFORMS". The top status bar contains the text "File: Example.1" on the left, "SUPERFORMS" in the center, and "Escape: Review/Add/Change" on the right. The main area is a large, empty rectangular box with a dashed border. The bottom status bar contains the text "Type entry or use ⌘ commands" on the left, "Letters Row: 1 Col: 1" in the center, and "⌘-? for help" on the right.

The editor looks similar to AppleWorks with a status line on the top and a command line on the bottom. Though you can't see it, the editor allows up to 112 character columns horizontally. It allows for 128 lines vertically.

3. Type your name on the screen. The SuperForms editor commands are similar to the AppleWorks word processor, however, there is no word wrap, so you need to press Return at the end of every line.
4. Press the ⌘-Arrow keys and see how SuperForms responds. The following keys are available for screen and cursor control.

Arrow keys	Move the cursor within the current screen.
⌘-Up & Down	Moves the cursor to the top and bottom rows of the screen. If more data exists past the upper or lower row and the cursor is on that row, the screen will scroll.
⌘-Left & Right	Moves the cursor to the left or right margin. Even though you can have up to 112 characters on any line, ⌘-Left & Right will not cause the editor to scroll. Use ⌘-J to scroll horizontally.
⌘-1 thru ⌘-9	Jumps to the beginning of the file (⌘-1), to the end of the file (⌘-9) and proportionally through the file (⌘-2 thru ⌘-8).
⌘-E	Toggles between the overstrike and insert cursor. The insert cursor is a vertical bar that sits to the left of the character under the cursor. The overstrike cursor is a solid rectangle.

Use the Delete key to delete the character to the left of the cursor. This works just like the Delete key in the word processor.

5. Place the cursor onto the first letter of your name. Making sure the cursor is in insert mode (a vertical bar), type in a few spaces to move your name over several columns. Notice the row and column indicator at the bottom of the screen. Press **Ctrl-I** and **Ctrl-Left arrow**. If the column indicator doesn't display 1, press **Ctrl-J** and then **Ctrl-Left arrow** to jump back to the left side of the form.
6. Press **Ctrl-I** and select Row to insert a new row. At the prompt, Insert how many? type 1 and press Return.
7. Now press **Ctrl-G** to "grow" a box. Select Double to draw a double-line box. The left and right arrow keys will grow or shrink the width of the box while the up and down arrows will grow or shrink the height of the box. Hold down the right arrow key until the cursor is in column 62, then press down arrow key 9 times; when you are finished, the cursor should be in column 62 and row 11. You should have a box drawn with double lines and unbroken corners, about twice as long as it is high. Press Return to complete drawing this box.
8. If the cursor is not a rectangle, press **Ctrl-E**. This will put the cursor in overstrike mode. Overwrite your name with the following wording, so your box looks like the box below. The numbers at the top of the box indicate what your column indicator should read when you type the appropriate word.

3	21	41	51	56
Name	Address	City	St	Zip

9. Underline the wording you entered in the last step with a double line. Press **Ctrl-K** and choose Main from the horizontal menu at the

bottom of the screen. Now place the cursor in column 2 of row 3, the row directly under the wording. Now type a lowercase "b". Observe the small double line placed in column 2. Type enough "b"s to draw a line over to the right vertical line of the box. The last one should be in column 61.

10. You now need some single lines to mark out space for four entries. When you are finished, your form should look like this.

Name	Address	City	St	Zip

Rather than type the key representing a single horizontal line, you can use the line drawing feature of SuperForms. Press ⌘-L , then choose *Single* from the horizontal menu. Place the cursor in column 2 of row 5 and press ⌘-Right arrow . A single line will be drawn as the cursor moves. Draw over to column 61. Now press the down arrow twice (don't use the ⌘ key). Now press ⌘-Left arrow . A single line will be drawn to the left. Draw the left-most single line in column 2. Complete the last two single lines.

11. To give this form a really clean look, the horizontal lines should all cleanly connect to the vertical lines. There are many characters available for cleaning things up.

Place the cursor in column 1 of row 3. You need a character that will connect a double vertical line to a double horizontal line. Press ⌘-T to see a table of box-drawing characters. Notice that there is a letter or symbol below each character. By pressing that particular key, the symbol's keyboard replacement, the symbol will be placed into your form. Type a lowercase "j". Move the cursor to the right and observe the clean connection of these two

lines. Place the cursor in column 62 of row 3. Type a lowercase "h".

Now you can connect the double vertical lines to the single horizontal lines. Place the cursor on column 1 of row 5. Again, press ⌘-T. This time, use the cursor keys to highlight the appropriate character and press Return. If you cannot find it, its keyboard replacement is "\$". You need to repeat this character two more times, in column 1, row 7 and column 1, row 9. Place the cursor into these positions and press ⌘-R. This will repeat the last character selected from the table. The cursor does not move after you press ⌘-R. Repeat a similar process for the right side of the form. If you cannot find the proper character, its keyboard replacement is "\"" (a quote mark).

12. The last step of this process is to print your newly-designed form. Press ⌘-P to print. Select your choice of printing to the screen or to your printer. If you choose **Screen**, your form will be displayed using your selected fonts (from the configuration menu).

If you choose **Printer**, you must select among several other options. Selecting **Tall Adjusted** will select an alternate print density. For some printers, like the Apple ImageWriter, choosing **Tall Adjusted** will cause the printout to be printed with a 1 to 1 aspect ratio (nice if you're printing pictures).

Selecting **Reduce 50%** will shrink your printout 50% vertically and horizontally, resulting in a printout one quarter of its original size. Using the **Reduce 50%** option disables the **Print Quality** selections.

High, **Standard** and **Draft** are the print qualities available. **Draft** is the quickest. **Standard** is almost as fast, and offers better looking output. **High** is the slowest, but offers the best-looking output. Note that not all features are available for all printers. See the SuperFonts manual for a more thorough explanation of the available print qualities.

Last, enter the number of copies at the prompt,

How many copies?

The default answer is 1. If you want one copy, just press Return. For more copies (up to 255), enter the desired number and press Return.

Using FormFill

SuperForms allows you to take information from the AppleWorks clipboard and place it into your form. You may have up to 64 categories, columns, or words transferred into your form. SuperForms needs to know two things before it can place the data—where to place the data and what data to place.

FormFill Markers

The FormFill markers tell SuperForms where, in the form, data is to be placed. You place a field marker on the screen by pressing Control-F. They are represented on the editor screen by a solid diamond. FormFill markers can be inserted or deleted like any other character, except they cannot be copied. If you copy a section that includes FormFill markers, the markers are replaced with spaces.

A FormFill marker is placed in the form location where you want data to be placed. The marker defines the leftmost position of a “slot” that will contain data. Setting the maximum length of each slot is optional. If you select a maximum length, the right position is also fixed, so that any data that would flow past the right position will be cut off. If the data is left-justified, it will start on the field marker location and extend to the right. You may also right-justify the data or center the data between the left position and the right position.

You may choose not to set a maximum length. This is done by using zero (0) as the maximum length. If no maximum length is used, FormFill will place the full length of the data and you will not be able to use right-justification or centering. Even when no maximum

length is used, data will not flow past the next FormFill marker to the right.

After placing the FormFill markers, you need to give each marker a data definition; that is, you need to tell FormFill what data to place in these slots. You can place data base, spreadsheet, or word processor information. FormFill knows what type of information is on the clipboard and prompts you accordingly.

If you have data base information on the clipboard, you will select categories from a list displayed by FormFill for each FormFill slot. Each data base record is counted as one record.

If you have spreadsheet information on the clipboard, you will need to tell FormFill which column you want for each FormFill slot. You need to determine in advance which columns you want because FormFill does not give you a list. Each row is counted as one record.

If you have word processor information on the clipboard, you need to determine which tabbed word you want for each FormFill slot. Each paragraph is counted as one record. A tabbed word is a word or group of words in a paragraph separated by a tab character (shown on the screen as a caret). The words are counted contiguously, starting with number one (1). For instance, in the following paragraph, fox is tabbed word number four (4).

The^quick,^brown^fox^jumps^over^the^lazy^dog.

A tabbed word is not necessarily one word, but can be a series of words not separated by tabs. For example, in the following paragraph, 987 Curtz Ave is tabbed word number two (2).

Joe Espana^987 Curtz Ave^Sun City^CA^95432

You must also determine whether you want a label style form or a table style form. In a label style form, you are free to place data anywhere in the form. For example, in the form *Example.1* you made previously, by specifying a label style form and placing the FormFill markers in the following positions:

Name	Address	City	St	Zip
◇				
◇				
◇ ◇ ◇				

your finished form would look like:

Name	Address	City	St	Zip
Joe Espana				
987 Curtz Ave				
Sun City CA 95432				

With label style, you can place only one record into a form.

In a table style form, you can place more than one record into a form, but you must place all of the FormFill markers in the same row. You then specify the number of rows to skip before repeating. Nothing will repeat in or beyond the bottom line of the form. By specifying a table-style form, skipping one line on each repeat of the FormFill row and placing the FormFill markers like this:

Name	Address	City	St	Zip
0	0	0	0	0

your finished form would look like:

Name	Address	City	St	Zip
Joe Espana	987 Curtz Ave	Sun City	CA	95432
Stan Smithers	99 Alma Ave	Sunville	CA	99999
Joe Christens	995 Albion Way	Sarano	AZ	89724
Chris Stanley	446 Salinas Dr	Solano	AK	90211

With table-style, you can place more than one record into a form.

FormFill Tutorial

Now we'll expand the form you created in the SuperForms Tutorial to use FormFill by following these steps.

1. Add the data base file *Rolodex* to the Desktop. Copy the first four records onto the clipboard.
2. Press Ctrl -Escape to display the TimeOut menu and select SuperForms.

3. Using Control-F, place five (5) FormFill markers into the form so it looks like the table-style form with FormFill markers shown at the top of page 18.
4. Place the cursor on the FormFill marker underneath the word Name. Press **Ctrl-O** to display the options screen, then press Return to select the first option, FormFill. You will see the following screen:

File: Example.1	FORMFILL SLOT	Escape: Options
<hr/>		
1. Data Definition	Category: -	
2. Length	0	
3. Justification	Left	
TimeOut SuperForms v1.0 Copyright 1990 by Dan Verkade		
<hr/>		
Type number, or use arrows, then press Return		1024K Avail.

FormFill knows that data base information is on the clipboard, so it displays Category next to Data Definition. It does not know yet which category to use.

5. Select Data Definition. The category names from the file *Rolodex* will be displayed. Highlight Name in this list and press Return to select Name and return to the FormFill menu. Observe that Category: Name is displayed after the Data Definition option.
6. Select Length. You will be prompted,

Enter maximum length (0-99)

Type in 17 and press Return. This will set the maximum length of this slot to 17 characters. If a name in the data base file is longer than 17 characters, it will be truncated (chopped off) at the end.

The last selection, *Justification*, is already correct by default, that is, this slot should be left-justified. The selections for this option are explained in the Reference chapter.

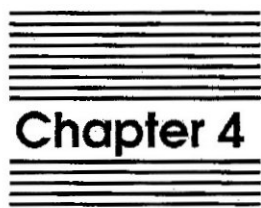
7. Press Escape to return to the Options screen. You will have to define the last four slots. Move the cursor onto the next FormFill marker and repeat steps 4 through 6 for these four slots. Use the category names *Street*, *City*, *State*, and *Zip* for each respective slot. Use the lengths 19, 9, 2, and 5 for each respective slot.

After completing these definitions, press Escape to return to the Options screen. Observe that Option #2, *FormFill Style*, isn't correct. We want a table style form, so select #2 and choose *Table*. Enter 1 for the number of lines to skip between each data record. *Label Style* and *Table Style* are explained in the section **Using FormFill** and in the Reference chapter.

8. Press ⌘-P and follow the prompts to print the form *Example.1* again, this time filled in with the four records on the clipboard. Your completed form should look like the last illustration in the **Using FormFill** section, with all four blank lines filled in with clipboard data.

Sample Files

Please look at (and print) the sample files provided on the SuperForms disk. They will show you ways to do all kinds of neat tricks to exploit the full power and all the features of SuperForms. Like they say, "a picture is worth a thousand words..."



Chapter 4

SuperForms Reference

Keyboard Commands

Control-F

FormFill Marker

Used to place a marker for the location of a FormFill slot. Each marker represents a new slot. The FormFill slots need to be defined; this is done using the `FormFill` option after pressing `⌘-O` to get the Options menu.

Open Apple-B

Blank

Erase the highlighted information. You can select rows or columns to be blanked, or a rectangular area. After selecting `Row`, `Column`, or `Block`, use the arrow keys to highlight the area you want blanked. Press `Return` to blank the highlighted information; press `Escape` to cancel.

Open Apple-C

Copy

Copy the highlighted information. You can select rows or columns to be copied, or a rectangular area. After selecting `Row`, `Column`, or `Block`, use the arrow keys to highlight the area you want to copy. Press `Return` to copy the highlighted information; press `Escape` to abort.

After pressing `Return`, SuperForms returns you to the editor. SuperForms remembers your copy selection. To paste it elsewhere in your form, use `⌘-V`. You can use `⌘-V` to paste the copied selection as many times as you want. If you use `⌘-D` to delete any rows or columns, the copied selection will be erased and `⌘-V` will have no effect.

FormFill markers cannot be copied. They will be replaced with a space.

Open Apple-D Delete

Delete the highlighted information. You can select only rows or columns to be deleted. After selecting Row or Column, use the arrow keys to highlight the area you want deleted. Press Return to delete the highlighted information; press Escape to abort.

Delete removes the highlighted information and compresses the remaining information. This is different from blanking, where the blanked space is not compressed.

Open Apple-E Toggle Insert/Overstrike

Toggles the cursor between the overstrike and insert modes.

Open Apple-F Find Text

Enter in the text you want to find at the prompt at the bottom of the screen. If the text is found, the cursor will be placed on the first occurrence. You will be asked if you want to find further occurrences of this text. Select Yes to find the next occurrence, or select No to begin editing at the current occurrence.

Open Apple-G Grow Boxes

This allows you to easily design boxes. You have your choice of single line, double line, or bold line boxes. The box will begin with its upper left corner at the current cursor position. By pressing the arrow keys, you can make the box grow or shrink in the direction indicated by the arrows. Press Return to keep the box; press Escape to abort.

Open Apple-I Insert

Insert a new row or column. Select Rows or Columns. After this selection, enter the number of rows or columns you wish to insert. Press Return to insert, Escape to abort.

The row or column the cursor was on when you made your insert selection will be copied into the newly-made space. This gives the appearance of the form having been “stretched”.

Open Apple-J Jump

Jump to the other side of the form to display the hidden columns. There are 112 possible columns using SuperForms. You can view and edit columns 1-79 or columns 33-112. ⌘-J will jump you into the other set of columns.

Open Apple-K Key Selection

There are three possible font sets, one for lettering and two for box drawing, mapped to each key on the keyboard. This option allows you to select which set is mapped to the keys. Your possible choices are Letters, Main, and Alternate. Letters are the letter text as marked on the keys. Main is the main box-drawing character set, and Alternate is the second box-drawing character set.

The two box-drawing character sets can be viewed using ⌘-T.

The lettering will be printed by SuperFonts from the lettering font selected in the Configuration section. The Main box-drawing set is contained in the font file *SuperForms.A.xx*. The Alternate set is contained in the font file *SuperForms.B.xx*. The *xx* stands for the size, which can be 9, 12, or 18 points high.

This option is used to draw lines onto the form. After ⌘-L is pressed you have six choices: Single, Double, Bold, Custom, Erase, and Off.

Single, Double, and Bold

When any of these options are picked, the ⌘-Arrow keys no longer function to move the cursor. The ⌘-Arrow keys are used to draw lines in the form. These three types of lines will automatically cross.

Custom

After selecting a symbol from the tables using ⌘-T, you can select the custom option to draw with this symbol. The custom option simply uses the chosen symbol and will overwrite whatever was on the form previously.

Erase

Using the ⌘-Arrow keys you can use the cursor to erase, or blank, whatever the cursor passes over.

Off

Turns the line drawing mode off. The ⌘-Arrow keys now function to position the cursor.

The Options menu allows control of several SuperForms features.

FormFill Slot (Option 1)

Is used to indicate the data that goes with a FormFill marker. The cursor must be on a FormFill marker for this option to function. There must also be data on the clipboard for this option to function. If the cursor is on a FormFill marker and data is on the clipboard, the definition of this FormFill marker will be shown. The definition consists of the data category, length and justification.

Data Definition. If data base information is on the clipboard, the data base category associated with this FormFill marker will be displayed.

If spreadsheet information is on the clipboard, the letter of the associated column will be displayed.

If word processor information is on the clipboard, the tabbed word number within a paragraph will be displayed. The first word in a line is word number one. The word (or group of words) after the first tab is word number two, after the second tab is word number three, until the return character at the end of the paragraph.

To change the data definition, select Data Definition and press Return.

If data base information is on the clipboard, the category names will be displayed. Select a category and press Return.

If spreadsheet information is on the clipboard, the following prompt will be displayed:

Type letter(s) of column and press Return

Type in the letter or letters of the column from which you want data. There is no display of usable columns so you must know these in advance.

If word processor information is on the clipboard, the following prompt will be displayed:

Enter word number and press Return

Length. Allows you to set the maximum length of the FormFill slot. If you enter zero (0), the length of the data will be used. At the prompt,

Enter maximum length (0-99)

type in the maximum length and press Return. **This option needs to be set if you want to right justify or center. If you leave it at zero, no right justification or centering can occur.**

Justification. The Justification options will also be displayed. There are three choices: Left, Right, Center, and Shift Left.

Left	Starts printing from the FormFill marker.
Right	Justifies from the right, based on the maximum length of the FormFill slot.
Center	Centers the data based on the maximum length of the FormFill slot.
Shift Left	Moves the printed data to the left, leaving one space between it and the previous FormFill slot. For example, if you had City, State, and Zip, using Shift Left on State and Zip, and these three FormFill markers were next to each other, the data would print:

◇ ◇ ◇
 Anywhere CA 92999

To change justification, select **Justification** and press **Return**. Select your choice: **Left**, **Shift Left**, **Right**, or **Center**.

FormFill Style (Option 2)

Two choices of filling your report are possible—label style or table style.

Label Style. When using Label Style, every SuperForms page will be filled out from one record on the clipboard. This allows maximum freedom on the placement of data, but you may put only one record onto a form.

Table Style. When using Table Style, you place multiple records into one form. All of the FormFill markers must be placed in the same line. You will be prompted for the number of lines to skip before filling the form with the next data record, allowing you to skip over any box lines. The Table Style allows more than one record per form, but restricts you to one line per record.

After selecting **Table Style**, you will be prompted:

Enter number of lines to skip (1-64)

Type in the number of lines to skip between form fills and press Return.

FormFill Floor (Option 3)

This tells FormFill not to repeat any data past a certain line. You can enter a line number between 0 and 127. This is useful for placing a message at the bottom of the form that you don't want data overprinting. If you use zero, data will not repeat past the last line of the form.

Open Apple-P Print

Print the form. You are given the choice of printing to the screen or to your printer. If you choose `Screen`, your form will immediately be printed to the screen. Press Return to see the next screenful or Escape to go back to SuperForms.

If you choose `Printer`, you will need to select several other items.

1. High, Standard, and Draft mode can be selected by pressing H, S, or D.
2. You can optionally select Tall Adjusted by pressing T.
3. You can select Reduce 50% by pressing R. Turning on Reduce 50% disables the High, Standard, or Draft selections chosen above.

These options are explained in the SuperFonts manual.

4. Select the number of copies to be printed. If you are using FormFill, note that only one copy of each page will be printed.

Your form will be printed to the printer selected for use in the Configuration section of TimeOut SuperFonts.

Open Apple-R Repeat

Repeats the symbol last chosen using the C-T command. The cursor does not move.

Open Apple-T Table

Select a symbol from the table. All of the SuperForms box-drawing fonts are displayed in two tables. Only one table can be displayed at a time. Press ⌘-T again to toggle between the two tables. You can press Escape to abort and return to the SuperForms editor without selecting a character.

The appropriate symbol can be chosen by pressing the keyboard replacement listed below each symbol, or by using the arrow keys to move the cursor to the appropriate symbol and then pressing Return.

The chosen symbol will be placed into your form at the current cursor position. The symbol chosen is remembered by SuperForms; you can use ⌘-R to repeat the symbol if you need it again.

Open Apple-V Paste

Paste the copied information into your form. After using ⌘-C to copy information, place the cursor on the upper left corner of the new position for the data and then press ⌘-V. The data will be pasted in. You can repeat paste operations as many times as you want. Note that if you delete any rows or columns, the copied selection is forgotten and ⌘-V will have no effect.

Open Apple-Y Yank

Yank out the data under and to the right of the cursor. This works just like ⌘-Y everywhere else in AppleWorks. Remember, this will also yank any undisplayed data in the undisplayed columns off the screen to the right.

Saving Forms

Forms are saved as word processor files. There are two ways to save your form.

1. Press Escape while in the editor. You will be prompted,

Abort form without saving? No Yes

If you select No, the form will be saved (or resaved) as a word processor file before you exit to AppleWorks. If you select Yes, you will exit to AppleWorks without saving the form. Any changes you made will be lost.

2. Press ⌘-S or ⌘-Q anywhere within SuperForms. You will be prompted,

Abort form without saving? No Yes

If you select No, the form will be saved (or resaved) as a word processor file before you exit to the Desktop Index. If you select Yes, you will exit to the Desktop index without saving the form. Any changes you made will be lost.

3. Press ⌘-S anywhere within SuperForms. The form will be saved as a word processor file on the Desktop and you will return to AppleWorks.

Note: These options save your file onto the Desktop only. They do not save the file to the disk. After you are back in AppleWorks, the file can be saved to disk in the same manner as any other AppleWorks file.

Optional Fonts

To ensure that all of the box-drawing fonts line up correctly, non-proportional fonts must be used. Non-proportional fonts use the same amount of space for each character, irrespective of its width. You can use proportional fonts such as Times or Helvetica, but they

must not be used on any line containing a box-drawing font. A typical use for a proportional font would be for a logo at the top of a form.

To use a proportional font in a line of your form, use the syntax "<n>" followed by the text where "n" is the number one (1) or two (2). These numbers correspond to the optional fonts 1 and 2 defined on the SuperForms Configuration Menu. For safety, this only affects the line containing the "<n>". To use an optional font in succeeding lines, you'll have to repeat the "<n>" syntax on each line.

Pasting Pictures

Picture files may be pasted into a form. The explanation and restrictions for using pictures may be found in the SuperFonts manual. Pictures cannot be viewed with the SuperForms Editor, but they may be placed. To place a picture, use the syntax <p=filename> where filename is the name of the file containing the picture. When the form is saved as a word processor file, SuperForms will convert this syntax into the proper SuperFonts syntax for picture files.

Hints and Explanations

Although unlikely, it is possible that SuperForms could make a word processor line containing a SuperFonts change font command (<1> or <2>) split across two lines. If this happens, SuperFonts cannot recognize it and will attempt to print it literally. This, of course, will make your form print incorrectly. Your only recourse is to stretch, compact, or rearrange the form in some way that will keep all of the change font commands from being split across two lines.

Leading Spaces

Have you wondered why all of your spaces in SuperForms are replaced by paragraph markers (■) in the word processor file? This is because SuperFonts ignores any leading spaces at the beginning of a line. Since proper spacing is critical, spaces have to be replaced by a character so SuperFonts will always process them. Paragraph markers were chosen because they are unavailable from the keyboard and thus no confusion would result in their use. If you use your own lettering font, you will need to edit the character \$7F to be a blank space using the dimensions given in the Configuration section of this manual. (See page 36.)

Beagle Bros recommends GS Font Editor (published by Beagle Bros, of course) for easy font editing.

Font Sizes

Six box-drawing font files and three lettering font files are included with SuperForms. For the forms to line up correctly, you must match similar font sizes. For example, if you wish to use *SuperForms.A.9*, the smallest box-drawing font available, you must use *Apple.II.9* as your lettering and FormFill font. If you use *SuperForms.A.12*, you have your choice of *Courier.12* or *Apple.II.12*. *SuperForms.A.18* is useful for designing forms that do not require lettering within the body of the form, such as accounting paper.

You can use an 18-point lettering font, but it must follow the rules as outlined in the Configuration section.

Printer Aspect Ratios

The forms are edited in a what-you-see-is-what-you-get manner, however, due to the difference in the aspect ratios of the screen and printer, you cannot be totally sure of the look of your form until you print it. The SuperForms editor screen is a reliable approximation, and will be totally accurate in symbol definition. That is, if you draw a double-line box, a double-line box will be printed, but it will vary in dimension from the printed copy. The editor will be precise with respect to shape and relative spacing, but inaccurate with respect to size.

Let's all write to Apple Computer, Inc. and tell them we want a 72 dots-per-inch display with a 1:1 aspect ratio for our Apple II's!

Command Key Reference

Control-F	FormFill marker	page 22
Open-Apple-B	Blank	page 22
Open-Apple-C	Copy	page 22
Open-Apple-D	Delete	page 23
Open-Apple-E	Toggle Cursor	page 23
Open-Apple-F	Find Text	page 23
Open-Apple-G	Grow Boxes	page 23
Open-Apple-I	Insert	page 24
Open-Apple-J	Jump	page 24
Open-Apple-K	Key Selection	page 24
Open-Apple-L	Line Drawing	page 25
Open-Apple-O	Options	page 25
Open-Apple-P	Print	page 28
Open-Apple-R	Repeat character	page 28
Open-Apple-T	Table	page 29
Open-Apple-V	Paste	page 29
Open-Apple-Y	Yank	page 29

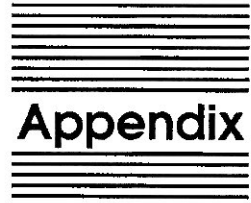
Key Table Reference

[illegible]

Main character set

[illegible]

Alternate character set



Customizing SuperForms

Configuring TimeOut SuperForms

The configure option allows you to set new defaults for SuperForms. Follow these instructions:

Press ⌘-Escape and select Utilities from the TimeOut menu. Select option #1, Configure, then select SuperForms. The following screen appears:

SuperForms Configuration Menu

1. Optional font #1	{	}
2. Optional font #2	{	}
3. Main box-drawing font	{SuperForms.A.12}	
4. Alternate box-drawing font	{SuperForms.B.12}	
5. Lettering font	{Apple.II.12}	}
6. FormFill font	{Apple.II.12}	}
7. Dark characters on light background?	{Yes}	
8. Print this if data is not found	{-	}

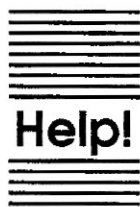
- 1-2. These options let you specify optional fonts for use in your forms. Normally, forms use two fonts: *SuperForms*, the box- and line-drawing font, and *Apple.II*, the font used for lettering and form-filling. You can select these options and type in the name of the optional fonts. The name must include the suffix specifying the size. You type in the font name only; the location of the font is set in the SuperFonts configuration. See Optional Fonts in the Reference section on page 30.
3. This is the main font used for box-drawing. The three sets of files provided are identical except for their vertical size. The sizes are listed in #6, below.
4. This is the alternate font used for box-drawing. The three sets of files provided are identical except for their vertical size. The sizes are listed in #6, below.

5. This is the font used to do lettering (as opposed to box drawing). The font must follow the rules in #6, below, otherwise the lettering and boxes will not line up correctly.
6. This is the font used when FormFill is used. The font selected must follow the rules below, otherwise the lettering and boxes will not line up correctly.
 - A. It must be a non-proportional font, that is, every character is the same number of pixels wide.
 - B. Three sizes of box-drawing font files are included with SuperForms. They are of the dimensions given below. The lettering fonts must be of the same dimensions for the form to line up correctly.

<i>SuperForms.x.9</i>	8 pixels high by 7 pixels wide
<i>SuperForms.x.12</i>	12 pixels high by 7 pixels wide
<i>SuperForms.x.18</i>	17 pixels high by 7 pixels wide
 - C. Character \$7F must be a blank space of the dimensions given in B, above.

Be sure to read the Hints and Explanations section in this manual.

7. If Yes is selected, the SuperForms editor will print black characters on a white background. If No is selected, white characters will be displayed on a black background. This is for the editor only; printing to the screen or the printer will use black characters on a white background. To change this option, select it and choose Yes or No at the prompt.
8. If no data is found in a category, column, or tabbed word, this will print in your form when you are using FormFill.



Technical Support Information

If you have questions or problems that your dealer can't answer, you can contact the Beagle Bros Technical Support Staff for expert assistance.

Before calling, check the instruction manual to see if it contains the information you need. Write down a complete description of the problem, the version number of the software, and the names and version numbers of any other programs you're using in connection with our software.

If you have a modem, you may also receive Technical Support on our 24-hour Bulletin Board, Pro-Beagle. The system provides an electronic mail and conferencing system, along with the latest information about product updates and changes.

Technical Support:

(619) 452-5502 8 am to 5 pm, weekdays (Pacific time)

Modem Technical Support:

(619) 558-6151 24 hours, every day

Fax:

(619) 452-6374 24 hours, every day

Or, you can write to:

Beagle Bros, Inc.
6215 Ferris Square, Suite 100
San Diego, CA 92121
Attn: Technical Support



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