

1, 2, ... commands (Window menu)

HotFiller PRO displays a list of currently open form windows at the bottom of the Window menu. A check mark appears in front of the form name of the active window. Choose a form from this list to make its window active.

1, 2, 3, 4 commands (File menu)

Numbers and file names listed near the bottom of the File menu list the last four forms you opened. Choose the number that corresponds to the form you want to open, or click on the name with the left mouse button.

About command (Help menu)

Displays the copyright notice and version number of your copy of **HotFiller PRO™**.

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Distributed by:

EZX Corporation **“The Forms Automation Comapny”**

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Arrange Icons command (Window menu)

Use this command to arrange icons for minimized windows at the bottom of the HotFiller PRO main window. If there is an open form window covering the bottom of the main window, then some or all of the icons may not be visible because they will be behind this form window.

Calculate command (Field menu)

When a calculation exists for the current field, this command will process that calculation. A field calculation is created by the form designer in order to make form fillout easier, quicker and more accurate. Otherwise calculations would have to be carried out manually.

The calculation for the current field is automatically processed when the cursor is moved to the next field, so this command is only necessary when you don't want to move to the next field prior to seeing the results. This situation may arise when the next field is outside of the viewable window.

Errors can occur during field calculation, such as divide by zero, underflow or invalid function parameters. Any errors will result in an error message displaying the expression and the field name of occurrence.

Shortcut

Toolbar: 

Cascade command (Window menu)

Use this command to arrange multiple open windows in an overlapped fashion.

Clear All (Edit menu)

Design Mode

This provides a quick and convenient way to clear all objects in a form. Prompts for confirmation first. The resulting form is blank, identical to the blank form created by the Form-New command.

Fillout Mode

This provides a quick and convenient way to clear the contents of all fields in a form. Prompts for confirmation first. The resulting form has all blank fields.

See Also

[Edit Fillout Next](#)

Close command (Control menus)

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.



Note: If you have multiple windows open, the Close command on the form Control menu closes only one window at a time. You can close all windows at once with the Close-All command in the Window menu.

Shortcut

Keys:	Ctrl + F4	Close a form window.
	Alt + F4	Close a dialog box

Close command (File menu)

Use this command to close an active form window. When the form is modified, a save prompt will appear. If you close a modified form without saving it, you lose all changes made since the last time you saved it. Before closing an untitled form, HotFiller PRO displays the Save As dialog box and suggests that you name and save the form.

You can also close a form by double-clicking the Close icon on the form's window, as shown below:



Close All command (Window menu)

Use this command to close all open windows including those that have been iconized. You will be asked if you want to save any unsaved forms before closing them.

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“The EZ-Forms Automation Company”

Release 96a Released January 1996

NOTE:

Special versions of HotFiller PRO specifically tied to custom developed forms, are the “engines” that drive products like YourForms PRO™, ExportPower™, PackageTrakker™, WinDD250™, WinSF171™, AnyPower™, MedTrakker™, KidTrakker™, ExpenseTrakker™, etc.

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License

HotFiller PRO™ is the Ultimate Forms Filler for Windows!

NOTE: HotFiller PRO™ is a subset of HotFormz PRO™.

For more information, contact EZX Corporation at 713-280-9900 FAX: 713-280-0099.

Please ignore any obvious references fo HotFormz.

Should you require a special “sub-published” edition of HotFiller PRO customized for you and your special form or application, contact EZX at the address and numbers below.

Call for Multi-user, LAN, Server, Site, Regional and Corporate licensing.

Ask about upgrade, competitive, and introductory pricing.

Also ask about custom design and “sub-publishing” services.

Specifications, pricing, etc. are subject to change without notice.

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Control menu (Form window)

The main HotFiller PRO window and the Form and Dialog box windows all have a control menu tab in the top left corner. Double-clicking on the tab is the same as selecting Close from the menu.

<u>Restore</u>	Restores the window.
<u>Move</u>	Repositions the window.
<u>Size</u>	Adjust the window size.
<u>Minimize</u>	Iconize the window.
<u>Maximize</u>	Expand the window.
<u>Close</u>	Closes the window.
<u>Next</u>	From control tab. Switch to another open form within HotFiller PRO.

Control menu (Main window)

Top Left tab on Program, Form and Dialog box windows. Double-clicking on the tab is the same as selecting Close from the menu. Double-click on the Control tab, or use key combination Alt + F4 to close the program window, or any displayed dialog boxes.

<u>Restore</u>	Restores the window.
<u>Move</u>	Repositions the window.
<u>Size</u>	Adjust the window size.
<u>Minimize</u>	Iconize the window.
<u>Maximize</u>	Expand the window.
<u>Close</u>	Closes the window.
<u>Switch To</u>	Program control tab. Switches to another program.

Copy command (Edit menu)

Use this command to copy the currently selected (highlighted) object or text from the form and put it into Windows' clipboard. The Paste command can then be used to copy the clipboard contents to another form, or to elsewhere on the same form.

This command is unavailable if no object or text is selected.

Copying data to the Windows clipboard always replaces any previously stored contents.

Shortcut

Toolbar:



Keys:

Ctrl + C

Current field does not pass designer validation criteria.

Fillout mode

This is the default error message given when a field's contents does not pass field validation.
The form designer sets up the field validation criteria.

Cut command (Edit menu)

Use this command to remove the currently selected (highlighted) object or text from the form and put it into Windows' clipboard. The Paste command can then be used to copy the clipboard contents to another form, or to elsewhere on the same form.

This command is unavailable if no object or text is selected.

Cutting data to Windows' clipboard always replaces any previously stored contents.

Shortcut

Toolbar:



Keys:

Ctrl + X

Text Feed-Date (Edit menu) & Date (Field menu)

Quickly insert system **Date** into a field during data entry.using **Ctrl + D**. Any text that may already be in the field will be overwritten. You will not be able to insert into the middle of a sentence or phrase.

The format for Text Feed Date is controlled by the Windows' Control Panel International settings.

Shortcut

Toolbar:



Keys:

Ctrl + D

Delete Command (Edit menu)

Use the Del key, or the Edit-Delete command to delete the currently selected object from the form.

While entering text in design mode or during fillout mode, this command will delete selected text or the character to the right of the cursor.

Error and Warning Messages

Select one of the following error or warning message topics. Each will specify whether it applies to design mode, fillout mode, or both. Where possible, remedies are given.

Server is still busy.

There are no fields in this form. Fillout cancelled.

Save option settings?

Save this form before continuing.

Are you sure you want to clear the entire form?

Cut to clipboard failed.

Copy to clipboard failed.

Failed to paste object from clipboard.

Failed to create object.

Item on the clipboard has zero size.

Failed to initialize OLE2 libraries.

Error loading EZX1.DLL

Error opening graphic file

This single-user version of HotFiller PRO cannot access network drives. Please contact EZX for network pricing information.

This single-user version of HotFiller PRO cannot run from a network drive. Please contact EZX for network pricing information.

Error setting system timer.

The HotFiller PRO executable file exhibits evidence of tampering. Unable to continue. Reinstall from original disks.

Please enter a number between .02 and 25.4 cm.

Please enter a number between .05 and 2.54 cm.

Please enter a number between 5.08 and 76.2 cm.

Calculation yields invalid date.

Calculation yields a number that is too small or too large.

Error in calculation.

Test OK. The expression result is of type: ??.

Test OK. The expression has a Logical type result.

Error: the validate expression does not evaluate to a Logical type value (for example, qty<100).
Furthermore in fillout, the result must be True.

Current field does not pass designer validation criteria.

Invalid field name. Characters in name must be alphanumeric or _.

Calculation results in a type that does not match field.

The form orientation does not match the printer orientation setting. Continue printing?

Invalid date value.

Error reading auto number file.

Invalid number and/or format.

Error reading pick list file.

Error reading field help file.

The help file is too long. Truncating view.

Error in calculation.

The calculation for the current field cannot be processed. This can be caused by invalid inputs or a flawed expression.

Error loading EZX1.DLL

This file is required for the operation of HotFiller PRO. It should be located in your HotFiller PRO subdirectory.

See [Installation](#) for a listing of program files required by HotFiller PRO.

Error opening graphic file

File format may not be supported by Windows or HotFiller PRO. If accessing file over a network, it may be in exclusive or restricted use by another client.

Error reading auto number file.

An auto number file was specified by the form designer, but it cannot be found or accessed. Unless the full path was given, auto number files must reside in the same directory as the form file itself.

See Also

[Troubleshooting:](#)

Error reading field help file.

A field help file was specified by the form designer, but it cannot be found or accessed. Unless the full path was given, field help files must reside in the same directory as the form file itself.

See Also

[Troubleshooting:](#)

Error reading graphic file

File format may not be supported by Windows or HotFiller PRO. If accessing file over a network, it may be in exclusive or restricted use by another client.

Error reading pick list file.

A pick list file was specified by the form designer, but it cannot be found or accessed. Unless the full path was given, pick list files must reside in the same directory as the form file itself.

See Also

[Troubleshooting:](#)

Error setting system timer.

Windows has apparently lost critical synchronization. Please save and close all applications, as well as Windows.

Remedy

Reboot your computer and restart Windows.

Calculation yields invalid date.

The date calculation for the current field results in a date that is not valid.

Copy to clipboard failed.

There may be too many open programs in Windows to complete the action. System resources may be low.

Remedy

Try shutting down some applications and then retry this action.

Cut to clipboard failed.

There may be too many open programs in Windows to complete the action. System resources may be low.

Remedy

Try shutting down some applications and then retry this action.

A field with this name already exists. Field names must be unique.

Design mode

Some other field in this form already has this name. Field names must be unique in order to ensure unambiguous calculations and validations.

The HotFiller PRO executable file exhibits evidence of tampering. Unable to continue. Reinstall from original disks.

This error could occur after a system crash, unexpected power interruption, compression corruption, software virus attack, as well as many other sources. The program is no longer usable and must be reinstalled. The executable file has been corrupted. Copy your master forms (.FRM) and filled out forms (.FOF) to a secure floppy. Remove the HotFiller PRO icons and group from Windows. Delete all other files relating to HotFiller PRO. Then reinstall.

When reinstalling HotFiller PRO, make sure the distribution disks are write protected. If a virus is suspected, run one of the many available anti-virus programs for a diagnosis.

Note: All EZX/SSW programs are virus free when shipped from EZX. As we have no control of their handling after leaving EZX, we disclaim all responsibility for same.

Failed to create object.

Design mode

The object type may not be assigned in the Windows registry profile (REG.DAT). You may need to edit the REG.DAT file via the Windows program REGEDIT.EXE.

Remedy

Reinstall the application needed to create the object you need.

Or, use REGEDIT.EXE to verify proper entries for this object type. Refer to Windows technical documentation.

Caution: Consult an experienced Windows user or consultant before attempting this. HotFiller PRO automatically installs itself in the registry with the installation routines provided on the distribution disks. If you did not use the INSTALL program provided with HotFiller PRO, the registry will not have been updated. Reinstall the proper way. Other programs may not automatically update the registry. Consult their respective publishers or distributors for help.

Failed to initialize OLE2 libraries.

Appropriate object linking and embedding files are not available.

Remedies

1) Look for multiple copies of any .dll file that start with "ole". There should only be one copy of any particular ole file on your system. Look in both your windows and windows\system directories for duplicate ole files. All ole*.dll files should be in the windows\system directory only. If you are still experiencing this problem, continuing looking for duplicate dll's in directories specified in your DOS PATH environment variable.

2) Reinstall the application.

Failed to paste object from clipboard.

There may be too many open programs in Windows to complete the action. System resources may be low.

Remedy

Try shutting down some applications and then retry this action.

The text in help file ?? is longer than 1000 characters.
Truncating view.

Field help text is limited to 1000 characters. When a field help file contains too much text, the extra is ignored.

Remedy

Edit the help file and remove all text beyond the first 1000 characters.

Invalid field name. Characters in name must be alphanumeric or _.

Design mode

Field names can only contain alphabetic or numeric characters or the underscore.

Valid Examples:

field001
country
phone_num

Invalid Examples:

field 001
>country
phone*num

Invalid date value.

When entering dates, the format must match what was specified in the Windows International Settings. These can be viewed or modified via the Windows Control Panel.

This error will also result when an invalid day, month or year is specified.

Invalid number and/or format.

Number Format:

{sign}{whole number digits}{.}{fractional digits}{E}{sign}{exponent}

Item on the clipboard has zero size.

The contents of the clipboard has been corrupted.

Remedy

Try pasting the original again. Make sure there are no programs running that deal with intensive tasks such as a spreadsheet recalculation, or image rendering. Processes that use a lot of computer or Windows system resources may restrict other program operations.

Please enter a number between .02 and 25.4 cm.

Design mode

You must enter the number within the given range.

Please enter a number between .05 and 2.54 cm.

Design mode

You must enter the number within the given range.

Please enter a number between 5.08 and 76.2 cm.

Design mode

You must enter the number within the given range.

This single-user version of HotFiller PRO cannot access network drives. Please contact EZX/SSW for details on the network versions of HotFiller PRO and pricing information.

Please contact EZX/SSW at 1.713.280.9900 (FAX: 1.713.280.0099) with your requirements, and we will forward a custom quotation addressing your particular network needs.

This single-user version of HotFiller PRO cannot run from a network drive. Please contact EZX/SSW for details on the network versions of HotFiller PRO and pricing information.

Please contact EZX/SSW at 1.713.280.9900 (FAX: 1.713.280.0099) with your requirements, and we will forward a custom quotation addressing your particular network needs.

Calculation yields a number that is too small or too large.

The numeric calculation for the current field results in a number that cannot be represented or displayed.

Calculation results in a type that does not match field.

The results of a calculation must match the type of the field it is for.

Server is still busy.

HotFiller PRO is currently processing an OLE function and the attempted operation is unsupported in this mode.

Remedy

Wait for the OLE function to complete.

There are no fields in this form. Fillout cancelled.

Design mode

To fill out a master form, it must either be loaded with the File Fillout command or converted by using the Edit Fillout command. In either case, if no fillout fields exist in the master form, fillout cannot proceed and this message will result.

Remedy

Use the Field drawing tool to create fields on the form.

Error: the validate expression does not evaluate to a Logical type value (for example, qty<100). Furthermore in fillout, the result must be True.

Design mode

When testing a validate expression during form design, this message will result when the expression does not evaluate to a Logical type.

Exit command (File menu)

Use this command to end your HotFiller PRO session. You can also use the Close command on the HotFiller PRO Control menu. HotFiller PRO prompts you to save forms with unsaved changes.

Shortcut

Mouse: Double-click HotFiller PRO's Control menu button.



Recalc All (Field menu)

Recalculate and revalidate all fields. This command is not always required, since validations and calculations are carried out as the cursor moves from field to field. They are again carried out whenever a form is committed to use, such as when it is saved or printed.

See Also

[Process Dialog](#)

Open / Fillout / Browse Dialog

Select a file to open by using the File-Open command for master or fillout forms. Master forms containing fields can be opened for fillout by using the File-Fillout command. At various other points in HotFiller PRO, a Browse button is available to help locate a file of interest. The dialog window title will indicate which command was selected.

This dialog is the File Open common dialog used in most Windows programs.

File Name:

This area of the dialog box shows a listing of files available in the current subdirectory. If a tab is in the scroll bar at the right edge of this area, use it to scroll through the file listing. Use 'List File of Type' to quickly choose what file types to show. Enter wildcard file names to control what files are shown.

Directories:

This section indicates the current subdirectory. Use the section below to change to a different subdirectory. Change subdirectories by using the scroll bar or double-clicking on a directory name. If a directory is not shown it may be located as a subdirectory below the one just above the current subdirectory. Try double-clicking on a directory name that is one or two levels above the current subdirectory.

List Files of Type:

Click on the arrow to change the type of files listed in the section just above.

Available choices are:

Master Forms. (*.frm)

Filled-Out Forms (*.fof)

All Forms (*.frm, *.fof)

All Files (*.*)

During Browse the file types may differ.

Drives:

Click on the arrow to display other available drives.

Network button

If you are connected to a network file server or workgroup, this button will activate your available network services.

Note: The single user version of HotFiller PRO does not support network drive or services access even though the Network button may be active.

Fillout command (File menu)

Use the Fillout command to open a new window and load an existing Master Form that contains field objects. This will cause creation of a corresponding Fillout Form file which you will be asked to name. The field objects in the Master Form now become data entry fields that can be filled out. You can open multiple forms simultaneously. Use the Window menu to choose the active form. See [Window 1, 2, ... command](#).

Select the name of the form you want to open in the [Fillout dialog box](#).

When a filled-out form is saved or printed, it is actually committed to use. This means that a form printout or a file will be presented to someone for actual use as a form. For example, an expense form is committed to use when it is presented to a manager for approval. An invoice form is committed to use when it is presented to a customer. To assure accuracy, HotFiller PRO will revalidate and recalculate all fields whenever committing a form to use. This processing can be overridden via the [Process Dialog](#) that appears when saving or printing a form.

Shortcut

Keys: **Ctrl + F**

Fillout Mode Overview

Click on an area of the dialog box for further explanation.

HotFiller PRO 96a [Single] - JOURNAL.FOF

File Edit View Field Options Window Help

100 50 200

PL_MONTH.FOF

JOURNAL.FOF

Number: Month of:

Charges:

Accounts Receivable	Accounts Payable	General Ledger		Date	Description
		Acct. No.	Amount		
					Amount Bought Forward

GRPROFIT.FOF

For Help, press F1 Fillout NUM

Fillout Next (Edit menu)

Fillout Mode

This command is useful when filling out a series of forms, all based on the same master form template. Fillout Next prepares for filling out the next form by clearing all fields and prompting for a new filename. When enabled by the master form author, automated processing is done as well, such as auto number, date and time

If the current form is not saved, you are prompted to do so.

When a filled-out form is saved or printed, it is actually committed to use. This means that a form printout or a file will be presented to someone for actual use as a form. For example, an expense form is committed to use when it is presented to a manager for approval. An invoice form is committed to use when it is presented to a customer. To assure accuracy, HotFiller PRO will revalidate and recalculate all fields whenever committing a form to use. This processing can be overridden via the Process Dialog that appears when saving or printing a form.

Each form window title bar indicates the name of the open form in a highlighted color that is different from any other open form window.

An icon within the HotFiller PRO client area (window) indicates an open form that has been minimized to clear the work space. The name of the opened form file is displayed below the icon symbol. Several opened forms may be iconized at once in order to clean up the form display area. Double-click on the icon to bring the form back into the foreground and make it the active window.

Form design (Master Form) and data entry (Fillout Form) work area.

Getting Started

This documentation assumes a working knowledge of Windows and its user interface. Our on-going goal is to always provide user interface ease, simplicity and consistency within HotFiller PRO, as well as consistency with other Windows applications. This will serve to help you get started as quickly and easily as possible.

To get started, first learn the terminology, then read about what commands to begin with, then read about how HotFiller PRO's on-line help is organized.

Terminology

Form

Master Form

Design Mode

Fillout Form

Fillout Mode

Object

Drawing Tool

OLE Object

Expressions

What to do

In HotFiller PRO, you may be currently working in the Main Window without any active forms. Here are at least three ways to get started, listed here in order of complexity.

Note: Some distribution sets do not contain the files mentioned. Please substitute for appropriate file types.

1) Load an existing master form in order to fill it out. Try **expense.frm**. You may need to change to a subdirectory named FIELDS. Use the File Fillout command, type

expense.frm

a dialog box appears asking for the name you want to give the new filled-out form. Type **expense.fof** then select OK. F1 will display fillout help. Now fill out some fields. When ready, save it with the File Save command.

2) Load an existing fillout form in order to fill it out or modify it. Try **expense.fof**. Use the File Open command, type

expense.fof

a dialog box appears asking for the name you want to give the new filled out form. Type either the same name to modify the existing form or any unique file name to create a different form, then select OK. F1 will display fillout help. Now fill out some fields. When ready, save it with the File Save command. Or use File Save As to save it with a different file name, leaving the original file unchanged.

3) Create a new form with File New and design a new master form. Press F1 for design help. Select a drawing tool and place an object using the mouse. Place text, fields and graphics in the same manner. When ready, save it with the File Save command and specify a unique name.

On-line Help

In general, on-line help is available at any time by pressing F1. The help that appears will be context sensitive, meaning that it will apply to the current place in HotFiller PRO. Overall, there are three ways to access help. They are:

F1 Select a command, then press F1 to get context sensitive help.

Shift + F1 Press Shift + F1, then choose a screen element, toolbar button or menu item on which to get help.

Help menu Select a general topic.

Help command (Field menu)

When field help exists for this field, this command will display that help. Field help is written by the form designer and typically serves to explain the field contents in non-obvious cases.

Field help is presented in a simple dialog box. Either press the Enter key, or click on the OK button to continue filling out the form.

Shortcut

Toolbar:



Keys:

Ctrl + H

Context Help command

Use the Context-Help command to obtain help on a specific HotFiller PRO function. When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark. Click somewhere in the HotFiller PRO window, such as another Toolbar button, or pulldown menu. The Help topic will be shown for the item you click on, if it applies.

Shortcut

Toolbar:



Keys:

Shift + F1

Horizontal Scroll bars

Horizontal Scroll bars are positioned at the bottom. Scroll bars are displayed at the right and bottom edges of the form window when the form exceeds the size of that window. The scroll boxes inside the scroll bars indicate your vertical and horizontal view of the form. You can use the mouse to bring other parts of the form into view.

An Inactive form does not have a highlighted title bar. Click on any visible part of the form to make it the active form. Select the Window pulldown menu for a list of open form file windows.

Contents command (Help menu)

Use this command to display the opening Help screen. From here you can select any of the main help topic categories, including both instructional and reference information. Help is displayed by another program called WINHELP, which is provided with Windows.

At any time while in help, you can click the [Contents] button to return to the Contents screen.

Add your own notes to the help file by using Help's Edit-Annotate command or the Annotate toolbar button. All annotations are saved in the Windows program subdirectory as filename [program].ANN. These annotations can only be modified and viewed during display of this help file. As a reminder, annotated topics will display a paper-clip icon to the left of the topic title.

Installation

The installation process is accomplished by running the INSTALL.EXE program present on disk 1 of the distribution disks. INSTALL copies the program and its support files, this help file and various other information files. When system files already exist on your system that are newer than identically-named files on the HotFiller PRO distribution disks, INSTALL will not overwrite the newer files. Installation and use of HotFiller PRO must always follow the [HotFiller PRO License Agreement](#).

Here is a list of functional files that comprise the HotFiller PRO product. This list may prove useful when troubleshooting any difficulties that may occur either during installation or when running the HotFiller PRO program.

Program Files

These files belong in the HotFiller PRO program directory since they are unique to HotFiller PRO.

[program].exe
ezx1.dll
[program].hlp

System Support Files

These files are in general use in the industry, and should reside in the Windows System directory, typically c:\windows\system.

ct13d.dll
mfcoleui.dll

OLE Version 2 System Files

These files implement the Microsoft Windows OLE Version 2 system. As above, they are in general use and should reside in the Windows System directory. The regedit.exe program, which is part of Windows, must be present on your system during installation, to allow proper configuration of OLE 2.

compobj.dll
ole2.dll
ole2conv.dll
ole2disp.dll
ole2nls.dll
ole2prox.dll
storage.dll
typelib.dll
ole2.reg

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“The EZ-Forms Automation Company”
Release 96a Released September 1996

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NOTE: HotFiller PRO™ is a subset of HotFormz PRO™.
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Please ignore any obvious references fo HotFormz.

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Should you require a special “sub-published” edition of HotFiller PRO customized for you and your special form or application, contact EZX at the address and numbers below.

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Call for Multi-user, LAN, Server, Site, Regional and Corporate licensing.

Ask about upgrade, competitive, and introductory pricing.

Also ask about custom design and “sub-publishing” services.

Specifications, pricing, etc. are subject to change without notice.

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The following section describes HotFormz PRO:

- Whether your business is small or large, you can easily and quickly Create, Fill-in (internally generated forms), Fill-out (pre-printed forms), Save, Save-as, Revise, and-or Print all kinds of forms in minutes.

- Create custom forms (lines, boxes, etc.) on screen and add fill-out fields, clip art, graphic images, signatures, scanned photographs, and even video movies (e.g.. .AVI) or sound clips (e.g.. .WAV) via Windows' OLE feature!

- You can save time and money by having your existing forms and logos scanned to graphic (e.g.. .BMP) image files. Adding filler "fields" creates your own filled-in forms. Its that "EZ"!

- **You can even fill-out pre-printed forms!**

HotFormz PRO™ for Windows is here!!!

HotFormz PRO is GREAT FOR:

- Perfect form fill-out.
- Commercial Printers ... speeds form design, modification.
- In house publication departments ... Improve response time, ease update process, cut costs.
- Low cost forms development ... Develop and print all of your forms without outside help.
- Printing any quantity of custom forms on your laser printer on demand!

••• Great for basic desktop publishing too!

- HotFormz PRO's focus is on forms design, production and fill-out. Unlike page document composition, the logical object oriented drawing tools are specifically tailored and optimized for forms design and manipulation. Its WYSIWYG (what-you-see-is-what-you-get) interactive screen is clear, intuitive and easy to use. Font size, typeface and printer options (including FAX transmission) are limited only by what is available under Microsoft Windows 3.1 for your system. For truly flexible forms production, you can even print the filled-in data and the form at the same time or, fill-out to pre-printed forms.

CREATE TYPESET QUALITY FORMS IN HOUSE:

- You can design and modify your forms instantly. Creating a new form in house gives you complete control over the process. Feedback on how it looks is immediate. You can design forms for cut sheet and continuous forms applications. Print your new design on your laser

printer, or for even higher resolution, send Postscript output to a phototypesetter. By retaining control of the forms design, you can lower the costs and turnaround time without sacrificing quality. By printing your own on demand forms on your laser printer, you can economize by reducing stock of pre-printed forms. Another benefit is the reduction of obsolescence of forms.

- You can easily customize any of the 100+ included form templates (may be optional with some packaging) to create any new form you desire.

DESIGN FORMS QUICKLY and EASILY:

- Using the display screen and mouse, you can perform fully interactive forms composition by creating and manipulating various "objects".
- WYSIWYG means that the screen looks like the final printed form, showing typefaces, font sizes, lines, rectangles, rounded rectangles, ellipses, circles, shading, logos, etc. Size any object for creative impact.
- Text can be automatically word-wrapped, justified (left, center, right), fonted, colored, etc. in any text or fill-out field.

INCORPORATE GRAPHICS AND PATTERNS:

- Logos, signatures and scanned images can be added to your form. Tools are provided to crop, scale, copy, delete and move images and objects like text, lines, fill-out fields, etc..

Other Form Design and Fill-out Features include:

- Extensive on-line help and manual.
- On-screen grid (user adjustable; does not print) and snap-to-grid allow very quick and precise positioning of all objects and fields.
- Fill-out master or modify completed forms. No need to retype redundant information.
- Open multiple forms at once for quick reference or cut-and-paste.
- Multiple form views can be full window, window cascade, tile view, or reduced to icons.
- Six different working view magnifications (2 are user adjustable) 25% to 300% are available for even the most intricate work.
- Precise continuous coordinate display for accurate positioning.
- Tool bar and status line control allow you to customize appearance and operation of the program.
- Copy, cut, and paste objects between multiple HotFormz PRO forms.
- Define page sizes, margins, layouts, orientation.
- Draw lines, boxes, shapes, fill patterns of many types, change orientation and color.
- 26 drawing tools are provided form design. There are five pen line styles, ten thicknesses and eight brush patterns.
- Other drawing tools include rectangle, round rectangle, and ellipse which can be melded with any of the brush patterns.
- Fill-out fields can be placed anywhere on the form, and in fill-out mode, the master part (or background) of the form cannot be modified so as to assure perfectly filled out forms every time.
- Print preview any form before committing to hard copy.
- Print to any Windows supported device, even directly to your FAX-modem (third party drivers required) for immediate transmission of your form.
- Use any Windows TrueType font including Bar Codes, and special characters of almost any size like Wingdings and Symbols.
- Quickly bold, underline, italicize, strike-through, etc. any character or group of characters.
- Objects, including graphics, pictures, sound clips, video clips, etc. can be inserted quickly and easily via Windows' OLE (Object Linking and Embedding v1.0 & 2.0) feature from almost any

other Windows program.

- Edited .BMP files (via WinPaintbrush and many other programs) can be linked to any HotFiller PRO master form.
- You can even paste text from your trusty ol' DOS programs via Windows' clipboard.

- New features in Release 95h/1.30 include:
- Support for international measurements and paper sizes.
Window's international settings are monitored and the appropriate defaults are used. (ISO paper sizes and metric measurements, for instance)
- Unlimited character size for text objects. (Old limit was 256 characters.)
- Improved OLE functionality.
- Date and Time feed.
- Multiple copy printing.
- Graphics placement/sizing is faster via use of screen tokens.
- Screen updates are faster too.

Call for Multi-user, LAN, Server, Site, Regional and Corporate licensing.

Ask about upgrade, competitive, and introductory pricing.

Also ask about custom design and "sub-publishing" services.

Special versions of HotFormz/HotFiller specifically tied to custom developed forms, are the "engines" that drive products like ExportPower™, PackagrTrakker™, YourForms PRO™, WinDD250™, WinSF171™, AnyPower™, MedPower™, ExpensePower™, etc. Call for details.

Should you require a special "sub-published" edition of HotFormz/HotFiller customized for you and your special form or application, contact EZX at the address and numbers below. Developers and VARs only, please.

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Shipping & Insurance:

\$7 USA-48 for ground (7-10 days) shipping. \$2 for each additional item.

\$12 USA-48 for 2nd business day shipping. \$2 for each additional item.

\$24 USA-48 for Next Business day shipping. \$4 for each additional item.

\$12 AK-HI-PR-VI-GU-AS; Canada (all provinces). \$3 for each additional item.

\$19 Elsewhere. \$4 for each additional item.

• You can request whatever shipping you wish, such as your own FedEx number, for actual cost plus \$7 handling charge per order.

Keyboard Commands

Text and Field Edit Objects

Arrow keys	Cursor movement
Home	Beginning of line
End	End of line
Ctrl + Home	Beginning of text
Ctrl + End	End of text
Ctrl + Left	Previous word
Ctrl + Right	Next word
Shift	Add to any above key to select text
Insert	Toggle insert / overstrike mode
Delete	Delete a character to the right
Enter	Terminate text entry
Ctrl + Enter	Force new line
Alt + Backspace or Ctrl + Z	Undo

Fillout Mode

Arrow keys	Cursor movement
Tab	Next field (Options-Preferences-Tab between fields toggled ON)
Shift + Tab	Previous field (Options-Preferences-Tab between fields toggled ON)
Enter	Next field
Shift + Enter	Previous field

Form / Window Movement

PageUp	Scroll up page
PageDown	Scroll down page
Ctrl + PageUp	Scroll left page
Ctrl + PageDown	Scroll right page
Ctrl + Home	To First field
Ctrl + End	To Last field
Ctrl + Up	Scroll up line
Ctrl + Down	Scroll down line

Menu Hot Keys

Ctrl + Key combinations:

Ctrl + O	File - Open
Ctrl + F	File - Fillout
Ctrl + S	File - Save
Ctrl + P	File - Print
Ctrl + X	Edit - Cut
Ctrl + C	Edit - Copy
Ctrl + V	Edit - Paste
Ctrl + Z	Edit - Undo Delete
Ctrl + T	Edit - Text Feed - Time
Ctrl + D	Edit - Text Feed - Date

Ctrl + R	Refresh Screen to eliminate screen movement artifacts.
Ctrl + F4	Form Control - Close
Ctrl + F6	Form Control - Next

Alt + Key combinations:

Alt + F4	Program Control - Close
Alt + Backspace	Edit - Undo Delete

HotFiller PRO License Agreement

NOTE: The following agreement is meant for a single-user / single-machine use of HotFiller PRO.

• If you have multi-machine, network, site or Corporate licensing needs, contact EZX's sales department at the numbers below.

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Maximize button

The Maximize button for a form window will expand the window to full HotFiller PRO client window size and set the currently active window display to be the default until changed.

Shortcut

Mouse:


Click on the maximize icon  on the title bar, or double-click the title bar.

Maximize button

Use this button to enlarge the active window to fill available space. A form window Maximize button will expand its window to the size of the HotFiller PRO main window, and set it to be the active window. The main window Maximize button will expand the HotFiller PRO main window to fill the entire screen.

Shortcut

Mouse:

Click the maximize icon  on the title bar, or double-click the title bar.


Keys:

Ctrl + F10 enlarges active form window.

Minimize button

The Minimize button of a form window will iconize the active window and display the icon within the HotFiller PRO client area, usually at the bottom.


Shortcut

Mouse: Click the minimize icon  on the title bar.

Minimize button

In the main window, use this command to reduce the HotFiller PRO window to an icon. The Minimize button of a form window will iconize the active form window and display the icon within the main window (client area).

Shortcut

Mouse: Click the minimize icon  on the title bar.

Move command (Control menu)

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.



Note: This command is unavailable if you maximize the window.

Next Window command (Form Control menu)

Use this command to switch to the next open form window. HotFiller PRO determines which window is next according to the order in which you opened (or last edited) the windows.

Shortcut

Keys: **Ctrl + F6**

No Help Available

No help is available for this area of the window.

No Help Available

No help is available for this message box.

Open command (File menu)

Use the Open command to open an existing form in a new window. You can open multiple forms at once. Use the Window menu to switch among the multiple open forms. See [Window 1, 2, ... command](#).

Choose Fillout to open a form containing fields for data entry.

Select the name of the form you want to open in the [Open dialog box](#).

Note: The single user, non-network version of HotFiller PRO will not read-from or save-to a network drive.

Shortcut

Toolbar:



Keys:

Ctrl + O

Overview

This Overview is meant to help you understand the HotFiller PRO user interface, including menus, toolbars, icons, etc.

Fillout Mode Overview

A master form is filled out in HotFiller PRO, which creates a filled-out form. The filled-out form file extension is .fof. None of the Design Mode functionality is available during fillout, thereby avoiding problems with inadvertent modification of headings, borders, etc.

Overview command (Help menu)

Use this command to display the Overview Help screen. The Overview is meant to help you understand the HotFiller PRO use interface, including menus, toolbars, icons, etc.

At anytime during Help, you can click the [[Contents](#)] button to return to the opening screen.

Add your own notes to the help file by using Help's Edit Annotate command or the Annotate toolbar button. All annotations are saved in the Windows program subdirectory as filename [program].ANN. These annotations can only be modified and viewed during display of this help file. As a reminder, annotated topics will display a paper-clip icon to the left of the topic title.

Paste command (Edit menu)

Use this command to insert a copy of the clipboard contents into the form. This command is unavailable if the clipboard is empty.

When pasting an object, the new object is placed at a position similar to the original object. The new object is also automatically selected.

The Cut and Copy commands can place text or objects into the clipboard. The Paste command then places a copy of the current clipboard contents into the form, even when the clipboard contains text or objects that were copied or cut from another form. Text and OLE objects can be copied from other applications.

Shortcut

Toolbar:



Keys:

Ctrl + V

Pick command (Field menu)

When a pick list exists for the current field, this command will display that pick list, allowing a chosen item to be quickly placed into the field. A pick list is created by the form designer in order to make form fillout quicker and more accurate. It is usually best to choose from an existing list rather than type it in, since errors can result even in the simplest cases.

The pick list is presented in a dialog box, where a selection can be made with the keyboard or via mouse clicks. To use the keyboard, select the item with the up/down arrow keys then press Enter. With the mouse, either double-click on the item, or single-click on the item and then click on the OK button.

Shortcut

Toolbar:



Keys:

Ctrl + L

Pick List

Choose one of the items in this list for entry into the current field. You can select the item using a mouse click or arrow keys, or you can directly double-click on your selection.

The list presented here was created by the form designer to help during fillout. Whenever a pick list is present it is best to use it, as this leads to more consistent and accurate form fillout.

Preferences command (Options menu)

The settings assigned in the Options-Preferences dialog box are used to set defaults for program operations. These settings determine the way master forms and filled out forms function as you use them.

This is also where you can assign two custom view scale (25-300%) settings available in the View menu.

All options are saved into the .ini file with the Options-Save Settings command.

Preferences - All Tab

Sets defaults for various program operating parameters. You may temporarily change settings during the current session without saving them (Options-Save Settings). In this case, the original settings will be used next time you start HotFiller PRO.

Custom Sizes:

The display scale you indicate here will be listed in the View pulldown menu.

Note: Two of the view settings selectable from the View pulldown menu are user definable. Default settings for these custom view scales are defined by selecting Options-Preferences.

Four standard viewing scales are selectable from the pulldown menu and three of the most commonly used are available on the Toolbar. Two additional custom scales are user definable in the Options-Preferences dialog box and are displayed in the View pulldown menu.

The two custom scales can be adjusted to settings you prefer. In the Options-Preferences dialog box there are two fill in areas where you define the view settings. Accepted values are 25% through 300%.

Smooth Display:

The Smooth Display view option affects aesthetics only. It allows user control of a tradeoff between display flicker and speed. When off, the HotFiller PRO display is faster, but objects can flicker as they are moved. When on, the display is slower, but no flicker occurs. The Smooth Display term represents a flicker-free display.

Personal preference and program usage will dictate this setting. Turning off Smooth Display during form design allows faster object movement. During fillout, the difference is less noticeable and less beneficial.

See Also

[Main Tab](#)

[Fillout Tab](#)

[Master Tab](#)

Preferences - Fillout Tab

Sets defaults for various program operating parameters. You may temporarily change settings during the current session without saving them (Options-Save Settings). In this case, the original settings will be used next time you start HotFiller PRO.

Display coordinates:

The position of the Pointing Device (mouse) cursor will be displayed on the Status bar while in fill out mode.

Tab between fields:

When ON, the Tab key will move data entry to the next field, and the Shift+Tab key will move data entry to the previous field.

Shift+Enter is always available to move data entry to the previous field. Enter always moves to the next field. For multi-line fields, only from the bottom line will Enter move to the next field.

Toolbar:

Toggle On or Off the toolbar display that appears in the active form window. When entering data into a filled-out form (.fof extension) the Fillout Mode toolbar is normally displayed.

See Also

Main Tab

All Tab

Master Tab

Preferences - Main Tab

Sets defaults for various program operating parameters. You may temporarily change settings during the current session without saving them (Options-Save Settings). In this case, the original settings will be used next time you start HotFiller PRO.

Toolbar:

Toggle On or Off the main Program toolbar display that appears just below the pull down menu. This toolbar remains available for both form design and fillout operations.

Status Bar:

Toggle On or Off the Status Bar displayed at the bottom of the program's window. Information such as instant help lines, mouse coordinates, type of active form and keyboard toggles are displayed.

See Also

All Tab

Fillout Tab

Master Tab

Preferences - Master Tab

Sets defaults for various program operating parameters. You may temporarily change settings during the current session without saving them (Options-Save Settings). In this case, the original settings will be used next time you start HotFiller PRO.

Display coordinates:

The position of the Mouse will be displayed on the Status bar while in design mode.

Remember drawing tool:

When OFF, once an object is placed after selecting a drawing tool, the tool is deselected and select mode will automatically activate. This is indicated by the mouse cursor changing from a crosshair to an arrow. However, this automatic drawing tool deselection can be cumbersome when placing multiple objects with the same tool.

When ON, the drawing tool is not automatically deselected, so another object of the same type can be immediately placed.

View Fields:

When OFF, fields are shown in design mode the same way they will be shown in fillout mode. This means that borderless fields will be completely invisible unless selected. In fillout mode this is acceptable since the user will be using Enter or Tab to move to the next field. In design mode, fields aren't always apparent, but they also will not clutter the master form.

When ON, fields are indicated with a black border wrapped around the field's name. This is probably most desirable when placing, moving and resizing fields.

Toolbar:

Toggle On or Off the toolbar display that appears in the active form window. When creating or modifying a master form (.frm extension) the Design Mode toolbar is normally displayed.

See Also

[Main Tab](#)

[All Tab](#)

[Fillout Tab](#)

Print command (File menu)

Use this command to print a form. Presents a Print dialog box, where you may specify number of copies, destination printer, and other printer setup options.

Note: Make sure your printer landscape or portrait setting corresponds to the size and type of your form.

Shortcut

Toolbar:



Keys:

Ctrl + P

Print Dialog

The following options allow you to specify how and where the form is printed.

Printer:

This is the active printer and printer connection. Choose the Setup option to change the printer and printer connection.

Print Range: (Unsupported)

Specify the pages you want to print:

All Prints the entire form.

Selection Prints the currently selected text.

Pages Prints the range of pages you specify in the From and To boxes.

Print Quality:

Select the quality of the printing. Generally, lower quality printing takes less time to print.

Available choices are:

High

Medium

Low

Copies:

Specify the number of copies you want to print for the above page range.

Collate Copies:

Prints copies in page number order, instead of separated multiple copies of each page.

Setup button

Displays a Print Setup dialog box, so you can select a printer and printer connection.

Print Progress Dialog

A small dialog box showing progress is displayed while HotFiller PRO is sending output to the printer. To abort printing, choose Cancel.

Print Preview command (File menu)

Use this command to preview how the active form will look on paper. This can minimize the amount of paper used to print out intermediate copies during Master Form design.








When you choose this command, the main window will be replaced with a print preview window. The Print Preview toolbar offers you selections that change the view; move back and forth through the form; zoom in and out of pages; and can even initiate a print job.

Shortcut

Toolbar:



Print Preview Toolbar

- | | |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
|  | Access the <u>Print dialog box</u> to start a print job. |
|  | Unsupported. Preview the next page. |
|  | Unsupported. Preview the previous page. |
|  | Unsupported. Preview one or two pages at a time. |
|  | Take a closer look at the page. (Make it bigger on screen. Less of the page appears on screen with higher resolution.) |
|  | Take a larger look at the page. (More of the page appears on screen with lower resolution.) |
|  | Return from Print Preview to the main window. |

Print Progress Dialog

The Printing dialog box is shown while HotFiller PRO is sending output to the printer. The copy count and/or page number indicates the printing progress. To abort printing, choose Cancel.

Print Setup command (File menu)

Use this command to select a printer and a printer connection. Presents a Print Setup dialog box where you specify the printer, its connection, and page orientation.

Print Setup Dialog

The following options allow you to select the destination printer and its connection.

Printer

Default Printer:

Choose the Default Printer as defined in the Windows Control Panel setting.

Specific Printer:

Choose a Specific Printer from one of the currently installed printers shown in the box. You may install other printers and configure ports (LPT1:, etc.) using the Windows Control Panel.

Orientation

Portrait:

This is normal orientation, where text is printed in the natural page orientation for the printer. For example, an 8.5" wide by 11" high form would be printed in Portrait orientation on a LaserJet printer.

Landscape:

This orientation prints text 'sideways' on a page. For example, an 11" wide by 8.5" high form would be printed in Landscape orientation on a LaserJet printer.

Paper

Size:

Select the size of paper that the form is to be printed on.

Source:

Some printers offer multiple trays for different paper sources. Specify the tray here.

Options button

Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected. This dialog is presented by the selected printer's driver, which has full control over any printer-specific options. Printer drivers are provided by Microsoft and/or the printer manufacturer.

Network button

If you are connected to a network file server or workgroup, this button will activate your available network services.

Note: The single user version of HotFiller PRO does not support network drive or services access, even though the Network button may be active.

Process Dialog

During fillout, field validations and calculations are carried out as appropriate, whenever the cursor moves into or out of a field. Since HotFiller PRO provides various methods for changing field order and even bypassing fields, validations and calculations are repeated for all fields just prior to committing a form to use, such as when saving or printing it. However, there are situations where this repetition may not be appropriate, such as when saving a blank form.

This dialog allows for complete control over when revalidation and recalculation occur for all fields. When none of the fields make use of one or the other, that option is disabled. When the automatic processing is useful, or even when you're not sure, simply leave the options turned on. Otherwise, depending on the situation, you can turn revalidation or recalculation off.

At any time, use the Field Recalc All command to revalidate and recalculate all fields. This is identical to the processing described above. Fields are evaluated in normal left-right, top-down order.

The main window Title bar displays the HotFiller PRO program name and the name of the active open form window.

The Form window Title bar indicates the name of the form. If the form is active, the title bar is highlighted.

Note: Watch for an asterisk (*) symbol at the end of a file name in the Title bar. This is an indication that the form file has been modified. All changes will be lost if the file is not saved before exiting HotFiller PRO.

Are you sure you want to clear the entire form?

Design mode

All objects in the form will be deleted.

Fillout mode

All fields will be cleared, and the master form will remain intact. When modifying an existing filled-out form, fields are only cleared in memory, leaving the file unchanged.

To prepare a new form to fill out, use the Edit-Fillout-New command.

Save option settings?

If you have modified any of the default settings in the Options menu, this message is a reminder at program exit to save those changes. All defaults are saved in the [program].INI file in your Windows subdirectory.

Refresh command (View menu)

Use Refresh to update the screen at any time. This may be necessary when artifacts are caused by the Windows GUI or some video drivers during busy or complex editing sessions.

Shortcut

Keys: **Ctrl + R**

This number indicates the number of days between automatic reminders of probable HotFiller PRO upgrades. The reminder message will reappear every 7-180 days (you select) in order to remind you that it may be time to get the latest version of HotFiller PRO. This is not meant to nag you, but to gently remind you that we may have bigger and better things in the works.

Restore command (Control menu)

Use this command to return the active window to its previous size and position, before you selected the Maximize or Minimize command.

Save command (File menu)

Use this command to save the active form to its current name and directory. When you save a form for the first time, HotFiller PRO displays the Save As dialog box so you can name your form. If you want to change the name and directory of an existing form before you save it, choose the Save As command. This command and its corresponding toolbar button will be greyed-out until the form has been modified.

Shortcut

Toolbar:



Keys:

Ctrl + S

Save All command (File menu)

This command is used when there are two or more form windows open, one or more of which have been modified. Saves all open form files so you do not have to step through the save procedure for each and every one of them.

Save As command (File menu)

Use this command to save and name or rename the active form. HotFiller PRO displays the Save As dialog box so you can name your form.

To save a form with its existing name and directory, use the Save command.

Note: The single user, non-network version of HotFiller PRO will not read-from or save-to a network drive.

File Save As Dialog

The following options allow you to specify the name and location of the file you're about to save:

File Name:

Type a new filename to save a form with a different name. A filename can contain up to eight characters followed by a period and then an extension of up to three characters. HotFiller PRO adds the extension. You specify the file name in the Save File As Type box. Notice that the file listing is shaded to help prevent using a file name that is already used. This area of the dialog box shows a shaded listing of files in the current subdirectory. The listing may help in naming the new file if you've forgotten the filenames already used. You can indicate the type of files you want listed by clicking on the arrow in the section just below.

Directories:

This section indicates the current subdirectory. Use the section below to change to a different subdirectory. Change subdirectories by using the scroll bar or by double-clicking on a directory name. If a directory is not shown, it may be located as a subdirectory below the one just above the current subdirectory. Try double-clicking on a directory name that is one or two levels above the current subdirectory.

Save File as Type:

Click on the arrow to change the type of files listed in the section just above.

Available choices are:

Master Forms. (*.frm)

All Files (*.*)

Drives:

Click on the arrow to search for files on a different drive.

Network button

If you are connected to a network file server or workgroup, this button will activate your available network services.

Note: The single user version of HotFiller PRO does not support network drive or services access even though the Network button may be active.

Save Settings (Options menu)

Your fine tuning of the Defaults and Preferences settings will remain effective only during the current session. If you want them to apply to future sessions, they must be saved. Temporary adjustments for the current HotFiller PRO session may be made to the options settings for repetitive or similar tasks without the need to make those settings permanent. Individual objects can be modified using the Form pulldown menu or the object popup menu. You must decide whether or not you will need the new adjustments after you have ended this session.

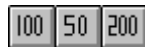
Fixed Views (View menu)

View scales allow for "zoom" in or out of any part of a form. "Scaling" or "zoom" is very similar to how a zoom lens works on a camera. Zoom in and see it larger and in more detail, but see less of the form. Zoom out and see more of the form at a time, but see it smaller and in less detail. Depending on your screen resolution, a different scaling will be needed in order to view the entire form. If none of the standard scales match your needs, there are two user-definable scales. Print preview also allows for zooming in and out, but design and fillout features are unavailable there.

Four standard viewing scales are selectable from the View menu and three of the most common ones are available on the Toolbar. Two additional custom scales are user-definable in the Options-Preferences dialog box and are displayed only in the View menu.

Shortcut

Toolbar:



Custom Views (View menu)

The two custom views can be adjusted to your preference. In the Options-Preferences dialog box there are two fields where you define the view scale settings. Acceptable values are 25% through 300%.

Send Mail (File menu)

Send a message via the resident email system, and sends the current form as an attachment. This is the same as if you were to send a message using your email program directly.

This menu item will not appear unless you have an email system that supports the Microsoft MAPI standard.

Size command (Control menu)

Click on the upper left corner (control tab) of the form window and select size.

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.



After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

Shortcut

Mouse: Drag the size bars at the corners or edges of the window.

Window Size

Size command (Control menu)

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.



After the pointer changes to the four-headed arrow:

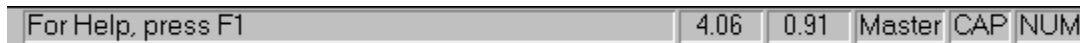
1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable when the window is maximized.

Shortcut

Mouse: Drag the size bars at the corners or edges of the window.

Status Bar



The status bar is displayed at the bottom of the HotFiller PRO window. To display or hide the status bar, use the Status Bar command in the View menu.

The left area of the status bar (also known as micro-Help) describes menu items as you use the arrow keys to navigate through menus.

This area similarly shows "fly-by" messages that describe the toolbar buttons as the cursor passes over them.

Further to the right, two numeric values are displayed, representing the horizontal and vertical mouse position on the form relative to the upper-left corner.

Another indicator will display "Master", or "Fillout" depending on the function mode you are in.

The far right area of the status bar indicates which of the following keys are set (check your keyboard for a light or other indication):

CAP	The Caps Lock key is set.
NUM	The NUM lock key is set.

Switch To command (Application Control menu)

Use this command to display a list of all open applications. Use this "Task List" to switch to or close an application on the list.

Shortcut

Keys: **Ctrl + Esc**

Dialog Box Options

When you choose the Switch To command, you will be presented with a dialog box with the following options:

Task List

Select the application you want to switch to or close.

Switch To

Makes the selected application active.

End Task

Closes the selected application.

Cancel

Closes the Task List box.

Cascade

Arranges open applications so they overlap and you can see each title bar. This option does not affect applications reduced to icons.

Tile

Arranges open applications into windows that do not overlap. This option does not affect applications reduced to icons.

Arrange Icons

Arranges the icons of all minimized applications across the bottom of the screen.

Test OK. The expression has a Logical type result.

Design mode

When testing a validate expression during form design, this message confirms that the expression is valid for its intended purpose.

To pass validation during fillout, the expression must evaluate to TRUE.

Test OK. The expression result is of type: ??.

Design mode

When testing a calculation during form design, this message confirms that the result type of the expression matches the type of the field.

"TestDrive" refers to a fully functional version of HotFiller PRO that is meant for evaluation of same, much like you test drive an automobile before you purchase it. Also, just like a test drive, the salesman usually comes along. So you may have to put up with occasional "commercials" asking you to purchase (a.k.a. regi\$ter) the program.

The TestDrive edition of HotFiller PRO is functionally identical to the full or registered version. However, only two forms may be opened simultaneously.

Regi\$tering removes all TestDrive screens. Please feel free to "share" TestDrive editions ONLY of HotFiller PRO with your associates.

Please help us keep the cost of software low by NOT SHARING registered versions of HotFiller PRO with anyone within the limits of the license granted to legitimate purchasers by EZX.

For internal use only.

Tile command (Window menu)

Use this command to arrange multiple opened windows in a non-overlapped fashion.

Text Feed-Time (Edit menu) & Time (Field menu)

Quickly insert system **Time** into a field during data entry.using **Ctrl + T**. Any text that may already be in the field will be overwritten. You will not be able to auto insert into the middle of a sentence or phrase.

The format for Auto Text Feed is controlled by the Windows Control Panel International settings.

Shortcut

Toolbar:



Keys:

Ctrl + T

Main Toolbar

The main toolbar is displayed across the top of the HotFiller PRO main window, below the menu bar. It provides quick mouse access to the commands used most often. To hide or display the Main Toolbar, select the Toolbar option from the [Options Preferences Main](#) dialog tab.

In addition to the main toolbar, there is a forms window toolbars.

Toolbar - Fillout Mode

Displayed across the top of the active form's window while in fillout mode only. It provides quick mouse access to various commands that are unique to fillout mode.

Click on any toolbar button for further explanation.

Toolbar:	Pulldown Menu:	Hot Key:
		Action:



File - Open **Ctrl + O**

Open an existing form. HotFiller PRO displays the Open dialog box, in which you can locate and open the desired file.



File - Save **Ctrl + S**

Save the active form or template with its current name. If you have not named the form, HotFiller PRO displays the Save As dialog box.



Edit - Cut **Ctrl + X**

Selected objects or text can be removed by using the Cut toolbar button or the Edit-Cut command. The object or text is also placed in temporary storage on the Windows clipboard.



Edit - Copy **Ctrl + C**

Make a duplicate copy of the selection to the clipboard. Selected objects can be duplicated by using the Copy toolbar button or the Edit-Copy command.



Edit - Paste **Ctrl + V**

Insert the contents of the clipboard into the active form. For text, position the cursor to the desired place before pasting. Objects and text can be pasted by using the Paste toolbar button or the Edit-Paste command.



File - Print Preview Preview the active form on screen. Click on this toolbar button or select the File-Print Preview command.



File - Print **Ctrl + P**

Presents a Print dialog box, where you may specify number of copies, destination printer, and other printer setup options.



Help - Contents **F1**

Displays the HotFiller PRO Help Contents screen.



Context Help **Shift + F1**

Use the Context Help command to obtain help on a specific HotFiller PRO command, icon or screen area.



View - Scale Three of the six most commonly used view choices.

Fillout Mode Toolbar

Displayed across the top of the active form's window while in fillout mode only. It provides quick mouse access to various commands that are unique to fillout mode. To hide or display this toolbar, select the Toolbar option from the [Options Preferences Fillout](#) dialog tab.

Click on any toolbar button for further explanation.

Toolbar: Pulldown Menu: **Hot Key:**
Action:



Field - Help **Ctrl + H**

Display a field-specific Help screen created by the form designer.



Field - Pick **Ctrl + P**

Display field-specific Pick list created by the form designer.



Field - Date **Ctrl + D**

Place the current date into the field.



Field - Time **Ctrl + T**

Place the current time into the field.



Field - Calculate Recalculate the formula in the current field.



Field - Validate Validate this field's contents based on the form designer's criteria.

Troubleshooting

General Protection Fault Errors

Can't find auto number, pick list or field help file

Troubleshooting: Can't find auto number, pick list or field help file

Problem: During fillout or design mode field setup test, HotFiller PRO can't find auto number, pick list or field help files.

Solution: When HotFiller PRO needs an auto number, pick list or field help file, where it looks for it depends on whether the form designer specified the full path to it or just the file name. There are tradeoffs to both situations, so the final solution depends on your particular needs.

When a file is specified by file name only, HotFiller PRO looks in the same directory as the form file itself. This can create problems when copying or saving filled-out forms into directories other than the original. In this case, make sure to copy all associated files with the form. This method is desirable when form files tend to move between different systems or are shared on a LAN.

When a file is specified by its full path name, HotFiller PRO always uses that path when looking for the file. This can resolve the situation of saving fillout forms into directories other than the original of the same system. It may *not* help when moving forms to different computers or systems. Use this method only for form files that are not generally moved around between directories and systems.

Troubleshooting: General Protection Fault Errors

Problem: You receive an error message indicating that HotFiller PRO has caused a General Protection Fault (GPF) Windows system error.

Solution: GPFs are very tricky things. Usually they happen when resources are low (has nothing to do with memory installed), or possibly some other unstable program is running or has been shut down and it has left open some files or other system resources.

Your CONFIG.SYS file should contain the following statements:

```
FILES=80
stacks=16,512
SHELL=C:\DOS\COMMAND.COM C:\DOS\ /e:1024 /p (do not change if already set.)
DOS=HIGH or DOS=UMB (do not change if already set.)
```

The 'SHELL=' path may need to be changed for your system.

It is possible that GPFs could be caused by running out of room on the system stack heap. Increasing the files count and stack resources will probably solve the failure. See the DOS documentation for the STACK command for more information. Try running HotFiller PRO as the only open program in Windows. Check the Startup group for any programs that load automatically.

Undo Delete Command (Edit menu)

Use this command to reverse the last delete, if possible.

Shortcut

Keys: **Ctrl + Z** or
 Alt + Backspace

Using Help command (Help menu)

Use this command for detailed instructions about how to use the Windows Help program.

Validate command (Field menu)

When a validation exists for the current field, this command will process it. A field validation is created by the form designer in order to make form fillout easier and more accurate. Unless "override on error" was selected by the designer, fillout cannot continue to the next field until valid data is placed into the field.

When a field does contain invalid data, an error message displays. This error message could have been written by the designer, but if it wasn't it defaults to a generic one. Since validations are written as expressions like calculation are, expression errors can also occur. Any errors will result in an error message displaying the expression and the field name of occurrence. It is important to distinguish between validation errors and expression errors. Typically expression errors will require resolution by the form designer. A validation error is simply a false result from a validation expression, and is resolved by the form filler.

Shortcut

Toolbar:



We are constantly striving to improve the operation, versatility and user productivity of HotFiller PRO for Windows. You may be interested in the latest program enhancements. You may also wish to license multiple copies and/or a Local Area Network version.

Call EZX/SSW at 1.713.280.9900 (FAX: 713.280.0099) for information concerning new features, benefits, etc.. Be sure the registration card has been properly filled out and mailed in to us. As a courtesy to registered users we offer special upgrade pricing on all versions of HotFiller.

If you have a registered version of HotFiller PRO, be sure the registration card has been properly filled out and mailed in to us.

EZX Corp., PO Box 58177 - HIP96a, Webster, TX 77598-8177 USA

Special versions of HotFormz/HotFiller specifically tied to custom developed forms, are the "engines" that drive products like ExportPower™, PackageTrakker™, YourForms PRO™, WinDD250™, WinSF171™, AnyPower™, MedPower™, ExpensePower™, etc. Call for details.

Should you require a special "sub-published" edition of HotFormz/HotFiller customized for you and your special form or application, contact EZX at the address and numbers below. Developers and VARs only, please.

For FAX-back information, you may call our FAX-on-Request systems 24 hours a day at 1.713.280.8300.

A reminder for HotFiller PRO TestDrive edition users that the program was developed at least one year ago. Certain features may now be completely disabled, but none of your forms will ever be lost. You just will not be able to save any new changes. **THIS VERSION Of HotFiller PRO HAS EXPIRED!**

Call for latest information concerning product version, pricing and added features. We accept Visa, MasterCard, Discover and American Express via the phone.

We are constantly striving to improve the operation, versatility and user productivity of HotFiller PRO for Windows. You may be interested in the latest program enhancements. You may also wish to license multiple copies and/or a Local Area Network versions.

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For FAX-back information, you may call our FAX-on-Request & Voicemail systems 24 hours a day at 1.713.280.8300.

Vertical Scroll bars

Vertical Scroll bars are positioned on the right side. Scroll bars are displayed at the right and bottom edges of the form window when the form exceeds the size of that window. The scroll boxes inside the scroll bars indicate your vertical and horizontal view of the form. You can use the mouse to bring other parts of the form into view.

The form orientation does not match the printer orientation setting. Continue printing?

A form's orientation is chosen by the designer with the Form Layout command. The File Print Setup command allows setting of various print options, among them is orientation. When these orientations don't match exactly, this message results. It is possible to continue printing, but the resulting printout will probably be unusable.

Other problems can result when the paper size used in the printer does not match the size specified for the form. However these problems are less likely and probably more obvious.

Save this form before continuing.

Design mode

Changes are about to be made to the form in memory, so the current form must be saved.

Fillout mode reads in the form in a specific manner to provide access to field data entry areas only. When completed, the form in the active window (memory) is saved to a separate file with a .FOF file extension. With this method the master form is not modified and is available for future entries containing different data that may be saved to a different .FOF file.

Once saved, data entry fields in .FOF files may be modified at any time. This method may be used to clone new filled-out forms that may contain repetitive data.

Remedy

Save the form, then reselect the command.

What's New

HotFiller PRO™ is the Ultimate Forms Filler for Windows!

NOTE: HotFiller PRO™ is a subset of HotFormz PRO™.

For more information, contact EZX Corporation at 713-280-9900 FAX: 713-280-0099.

HotFiller PRO Release 96a - Released January 1996

“PRO” features include:

- Extensive on-line help and MANUAL with BROWSE, TEXT SEARCH and PRINT. HIP Help's powerful features (not available in “regular” Windows help files) will allow you to find any topic or phrase quickly. You will also be able to print any group of topics on demand. The unique “tree” structure gets you to your information fast. You'll NEVER be without your manual again!
- Calculations - robust and “better than a spreadsheet”. 50+ field-oriented mathematical and logical functions are supported.
- Field Types: Character, Numeric, Date or Logical.
- Automatic field options include: Number (great for incrementing invoices, reports, etc.), Date, Time, Calculated and Remember. Override enable/disable is available too.
- Numeric field formatting with selectable number of visible digits and leading/trailing zero suppression.
- Field Pick Lists allow annotated data entry selections for real “no brainer” fill-out/in.
- Field Help allows the forms designer to input custom help for each field of the form - kind of like having the expert looking over the filler's shoulder.
- Field Validation assures proper data entry. Override (with customizable error message) is allowable if there are errors.
- Built-in support for MAPI (mail application programming interface) compatible E-mail (Electronic Mail).
- Enhanced dialog boxes with Tab select groups.
- Multiple Object Selection for fast movement and duplication of entire groups of objects.

New features in Version 1.30 Release 95h include:

- Support for international measurements and paper sizes.
Window's international settings are monitored and the appropriate defaults are used. (ISO paper sizes and metric measurements, for instance)
- Unlimited character size for text objects. (Old limit was 256 characters.)
- Improved OLE functionality.
- Date and Time feed.
- Multiple copy printing.
- Graphics placement/sizing is faster.







Title Bar

The title bar is located along the top of a window. It contains the name of the application and the active form.

To move the window, drag the title bar to the desired position.

Note: You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements:

- Application Control menu button
-  Form Control menu button
-  Maximize button
-  Minimize button
-  Name of the application
-  Name of the form
-  Restore button

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* Doing Windows forms?

* Need to distribute a high quality custom HotFormz PRO<tm> application?

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* Turns your form (AnyForm tm) into your own "product" in minutes.

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- For a reasonable fee, EZX will design your custom form(s) to your satisfaction,
and mate it (them) to a Fill-Only version of HotFormz PRO<tm> called HotFiller<tm>
that is customized for you.

[FYI: HotFormz PRO<tm> is a general purpose FORMS PROCESSOR for Windows 3.1 that
allows you to create, fill-in, fill-out, revise, file all kinds of forms.
See detailed description below.]

- EZX will configure a custom installation routine, Windows program group,
and icons tied to your form(s). This will make installation and use a
certified "no-brainer".

- And the best part of it all is the purchase of a "YourForms PRO" license
entitles you to distribute the program with your form to anyone,
anywhere, without any additional fees or royalties.

- EZX "locks" the form(s) to your edition of YourForms/HotFiller so that
no-one else can access them, or make any unauthorized changes.

- YourForms PRO is available in single-machine use and network (LAN) versions.

- EZX will name the header on the program anything you wish, and have rights to.

- For an example of "YourForms PRO" type applications, see EZX's

ExportPower, WinDD250 (Govt Form), MedTrakker, ExpenseTrakker, KidTrakker, etc. custom applications.

- For more details, and a price quote, give us a call or FAX.
We'll respond immediately to discuss your application(s) in detail.
- We can usually turn around your custom order in less than a week.

- Contact Ed Marion at
Voice:713-280-9900
FAX:713-280-0099
BBS:713-280-8180 (TestDrive and Catalog files available.)
Tech:713-280-0080 (9:00am - 4:00pm Central M - F)
Internet: ezx@ix.netcom.com or EZXHOU@AOL.COM

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more.....

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Ask about the Developer's Edition of YourForms PRO. (See below.)

- * Become a Forms Software Developer/Publisher
- * ABSOLUTELY NO PROGRAMMING SKILL OR KNOWLEDGE IS REQUIRED.
- * The ONLY ability you need to become a developer is to be able to design or scan forms. If you are familiar with Windows word processors and DTP your first form will take an hour or less.

* Congratulations, you're now a developer!

* With YourForms PRO Developer's Edition, You will be able to develop your own YourForms/HotFiller type applications and sell them (or give them away, or use them in your company) without any further royalties or fees. You can change the name on the Program Group to suit the application.

* Cost is a mere \$CALL one time fee and includes:

- Your own custom coded version of HotFormz PRO, which will create and/or revise forms designed by you and only you.
- A custom version of HotFiller PRO (both single machine and LAN editions) which you will be able to distribute with forms you create to your clients or within your organization. It will fill-out only your forms.
- A custom "TestDrive" version of HotFiller PRO that will enable you to distribute functional "demos" or "TestDrives" of your creations.
- A Windows based installer that will allow you to make custom program groups, "no-brainer" installation, titles, icons, etc.
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Internet: ezx@ix.netcom.com or EZXHOU@AOL.COM

Edit menu commands

The Edit menu offers the following commands:

<u>Cut</u>	Deletes data from the form and moves it to the clipboard.
<u>Copy</u>	Copies data from the form to the clipboard.
<u>Paste</u>	Pastes data from the clipboard into the form.
<u>Delete</u>	Removes the currently selected text or object.
<u>Undo</u>	Restores the last deleted text or object.
<u>Fillout Next</u>	Fillout data fields in the current form
<u>Text Feed-Time</u>	Place today's date into fillout field in form
<u>Text Feed-Date</u>	Place current time into fillout field in form
<u>Clear All</u>	Clears all text or all objects.

Field menu commands

The Field menu offers the following commands:

- Pick Choose current field contents from a list
- Help Display help for current field
- Calculate Re/calculate current field contents
- Validate Re/validate field contents
- Date Place today's date into fillout field in form
- Time Place current time into fillout field in form
- Recalc All Reclaculate all formulas in the form.

File menu commands

The File menu offers the following commands:

- Open Opens an existing form.
- Fillout Fillout a form that contains data entry fields.
- Close Closes the active form window.
- Save Saves an opened form using the same file name.
- Save As Saves an opened form to a specified file name.
- Save All Saves all modified forms that have not yet been saved to disk.
- Print Prints a form.
- Print Preview Displays the form on the screen as it would appear printed.
- Print Setup Selects a printer and printer connection.
- File 1, 2, 3, 4 List of the four most recently opened forms.
- Exit Exits HotFiller PRO.

Help menu commands

The Help menu offers the following commands, which provide you assistance with HotFiller PRO:

- Contents Displays the help Table of Contents.
- Overview Displays a quick HotFiller PRO overview.
- Using Help Provides general instructions on using help.
- About Displays the version number of HotFiller PRO.

Options menu commands

The Options menu offers the following commands which enable you to set default operating parameters for various features of HotFiller PRO.

- Preferences Program features.
- Save Settings Saves settings after adjusting program defaults

View menu commands

The View menu offers the following commands:

View Scaling commands:

- 100 % View at full size..
- 75 % View at 75% of full size.
- 50 % View at 50% of full size.
- 200 % View at twice full size.
- Custom % User definable view scale.
- Custom % User definable view scale.
- Refresh Updates the screen.

Window menu commands

The Window menu offers the following commands, which enable you to arrange multiple form windows within the main HotFiller PRO program window:

- Cascade Arranges windows in an overlapped fashion.
- Tile Arranges windows in non-overlapped tiles.
- Arrange Icons Arranges icons of minimized windows.
- Close All Close all opened form widows.
- Window 1,2, ... Activates specified window.

The HotFiller PRO program mode that allows creation and modification of Master Forms.

A HotFiller PRO feature that creates objects. To place an object, first select a drawing tool, then position the mouse pointer to where the top leftmost point of the object will be and press the left mouse button. Then continue to hold the left mouse button and drag the mouse pointer to the bottom rightmost point of the object. Finally, release the left mouse button. If snap-to-grid is on, the object's end points will automatically move to the nearest grid points.

An expression is a mathematical formula used for field calculations and validations. It is a combination of field names, operators, functions and constants that evaluates to a Logical, Character, Numeric or Date type.

A specific type of form, created with HotFiller PRO from a Master Form. A unique Fillout Form file exists for each form that is filled out. All Fillout Form files have an extension of .FOF.

The HotFiller PRO program mode that allows creation and modification of Fillout Forms.

A format contained in a file, which specifies how data is to be presented on the screen or printer. Forms can contain data fields, fixed text, printing attributes and graphics.

A specific type of form created by HotFiller PRO in design mode. A Master Form represents a blank form, to be copied and filled out time and time again. All Master Form files have an extension of .FRM.

The basic unit of a form. An object is created by a drawing tool in design mode, and is saved into a Master Form. Objects have attributes, and can be modified in various ways.

OLE is an acronym for Object Linking and Embedding. In short, OLE allows an object created by an OLE server (such as Paint, Excel, etc.) to be embedded into an OLE client application, in this case HotFiller PRO. This very powerful feature allows placement of graphics, sound, video or other objects onto a HotFiller PRO form.

In design mode only, to access this menu move the mouse pointer over an object and click the right mouse button. Continue to hold the button until you make a selection from the menu.

