

## Forms:

Forms are scrap items that can be edited just like a text item. The text is displayed (and edited) in separate fields within a form. With forms you can calculate data (add, subtract, divide & multiply) and use them for most any thing you can think of! There are several generic form samples included with ScrapIt Pro for your use. More forms will be available on my web page in the future. If you have any ideas on forms you'd like to see, please let me know and I'll see what I can do!

Filled forms can be exported and sent to other users of ScrapIt Pro if you like! Also, calculated fields do not automatically update as you enter data into fields (it would slow things down quite a bit). Calculated fields are recalculated when you print, move to another item in the scrap file or when you select the "Recalculate" option from the "Forms" menu.

NOTE: In order for the forms to show up in the Forms menu within ScrapIt Pro, the form templates must be placed in the ScrapIt Forms Folder (which should be kept in the same folder the ScrapIt Pro application is in).

## Adding a form to the scrap file:

You can add a new blank form by either selecting a form from the "Forms" sub-menu in the "Items" menu or from the form function icon in the toolbar of the scrap window. You can also copy an entire form and paste it into any scrap file. You can export and import forms by using either the "Import" option from the "Import/Export" menu or by dragging any form that was exported from a scrap file into a scrap file window.

## Editing information in a form:

If the current focus (the hilite color) is on the list in the scrap window, you can start editing a form by clicking in any field or by hitting Command-Tab which will move the current focus to the first field of the form.

Checkboxes: You can select or deselect a checkbox by either clicking the field, or if the check box is selected, by hitting the space bar (which toggles the check on/off).

You can move from field to field with the tab key (or shift-tab to go the previous field) or by clicking in any field.

## Printing a form:

A scrap file normally has one printer setup associated with it but forms are a little different. Each form has its own printer information associated with it. You can change the selected forms printer setup by selecting the form and choosing the "Page Setup" option from the "File" menu.

If you are printing several forms at one time, the printer information associated with the first form will be applied to all forms selected for print.

Forms are displayed in the scrap window with a rectangle which shows the actual printable part of the entire print page. If any part of the form goes outside the rectangle, you won't see that part when printing the form.

Sample Forms included with ScrapIt Pro:

Here's a brief description of the forms that come with ScrapIt Pro:

Business Expenses Form - A form you can use to calculate business expenses.

Certificate - This is a basic form which can be used as a multipurpose certificate of achievement.

Contact Form - A sample form you can use to store names and addresses.

Envelope Form - This form is used as a template to print envelopes. Add a new Envelope form, fill in the return address and export the form into the ScrapIt Forms Folder so it will be available from the Forms menu.

Invoice Form - This is a sample invoice form which shows how an invoice can be used from ScrapIt Pro. There is a field to the left of the tax label (in the lower right of the form) where you would put in the tax rate for your area (I would use .0725 in that field since my area has a 7 1/4 % tax rate). If you decide to use this invoice form rather than creating your own, you can add a new Invoice form (by selecting it from the Forms menu), fill in the tax rate and export the form into the ScrapIt Forms Folder so the form with your tax rate will be available from the Forms menu.

Message Form - A sample form you can use to notify people of messages.

Registration Form - This form is set up to allow you to fill in information when registering for ScrapIt Pro. It is an example of how check boxes can be used in calculations (a check box has a value of 0 if off and a value of 1 when it's checked). So, totals can be altered by multiplying a checkbox value by the result of another number to get a total.

Service Invoice Form - This sample form has a column for taxable and nontaxable figures. Use this as an example or use it as your own service invoice form (see the Invoice Form above for more information on how to use it as your own). Make sure you enter your company name and address in the box in the upper-right and enter your tax rate to create your own service invoice template form.

#### Creating/Editing forms:

To create or edit an existing form you will need to use my program called FormIt (which is available from my web page). FormIt is a program I developed many years ago, it will only be used temporarily in the creation of forms. If forms become popular with ScrapIt Pro users, I'll create a new form editor. Please let me know if you find forms helpful in ScrapIt Pro, thank you.