



Interstage List Creator V10.0.0



Basic Form Design

B1X1-0194-01ENZ0(00)
October 2012

Preface

This manual describes how to design a form, using the creation of a sales receipt as an example. After following this example you should understand the basic flow of form design.

- This manual uses samples and screens from the Windows version of the software.
- It is recommended that this manual be printed out for best results.

Marks used in this manual

A variety of marks are used in this manual to provide important information.

The following marks are used throughout this manual:



: Important information to which careful attention should be paid. **MUST BE READ.**



: Helpful advice about the current operation.



: Other things that may be useful to know.

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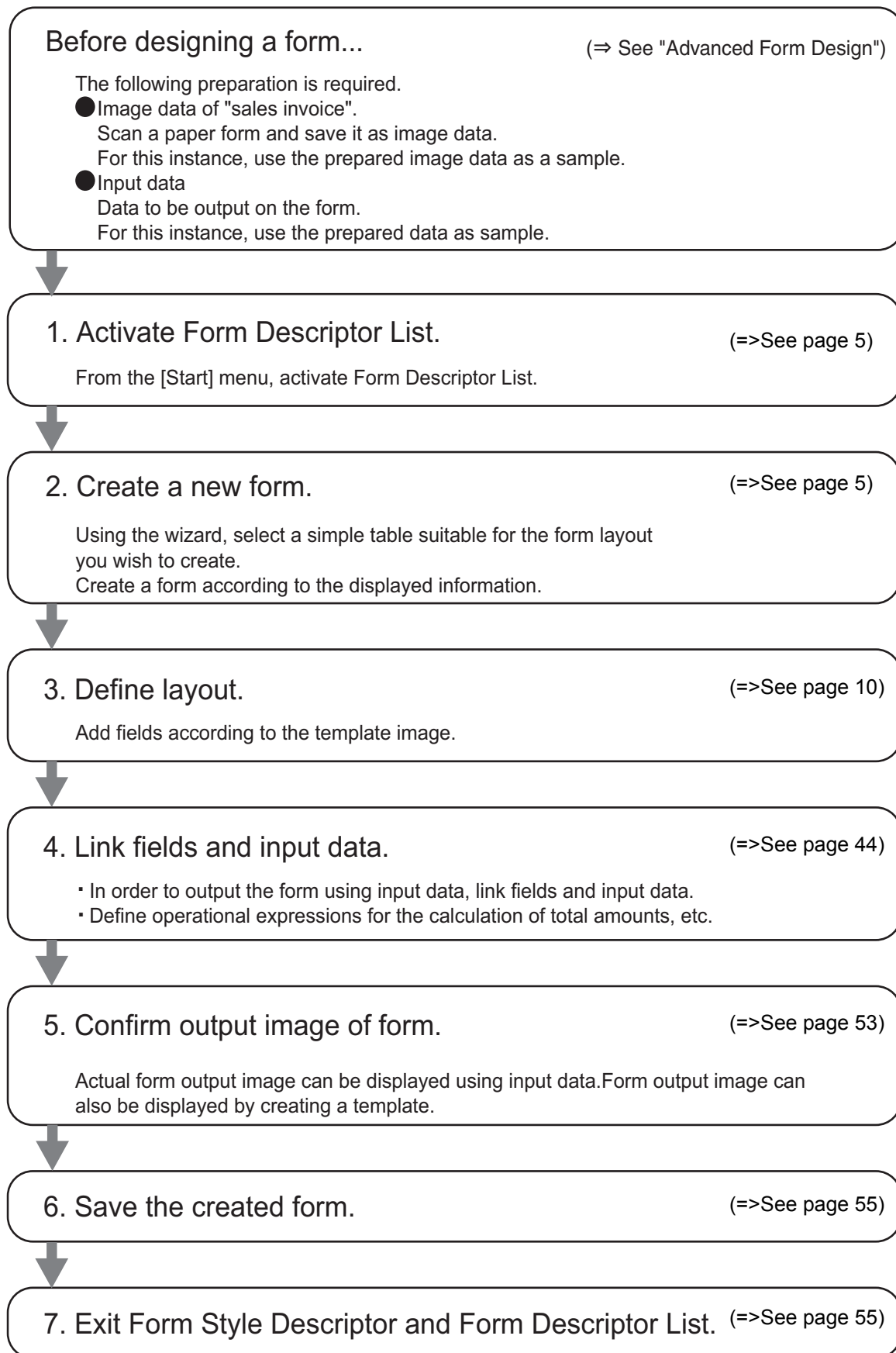
Documentation Road Map

Before reading this manual, please refer to the Online Manual "Documentation Road Map".

In the "Documentation Road Map", the product manuals for List Creator, usage of the manuals, manual conventions, target audience and required knowledge, glossary, trademarks are described.

Workflow of Form Creation

This section explains the workflow for creating a form.



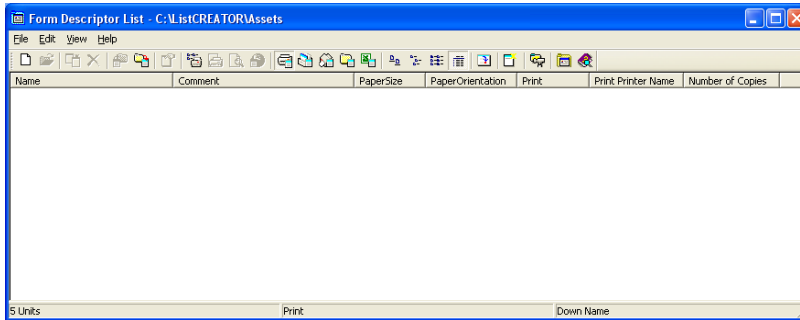
1. Activate Form Descriptor List

Activate Form Descriptor List.



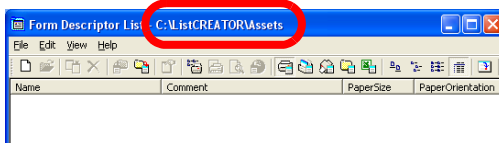
- 1** From the [Start] menu, select [Programs] - [List Creator] - [Form Descriptor List].

⇒ This displays the [Form Descriptor List] window.



Note

- The storage destination of the form is displayed in the title bar. The storage destination of the form can also be changed. For more details, refer to the online manual "Advanced Form Design".



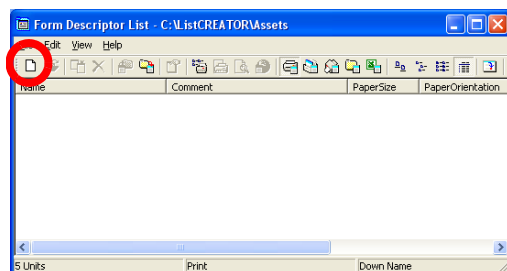
2. Create a New Form

Use the [Form Creation] wizard and create a new form.



- 1** Click the [New] button () on the toolbar.

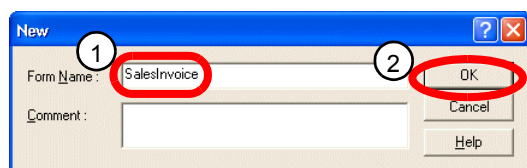
⇒ The [New] window is displayed.



- 2** Enter the name of the form to be created as follows, and click the [OK] button.

Name: SalesInvoice

⇒ The screen for selecting a [Form Creation] wizard opens.



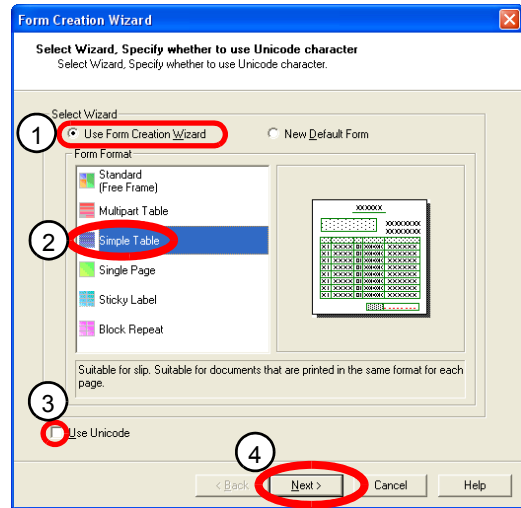
3 Specify the wizard to use as follows, and click the [Next] button.

Use Form Creation Wizard

Form Format : Simple Table

Use Unicode : Do not check

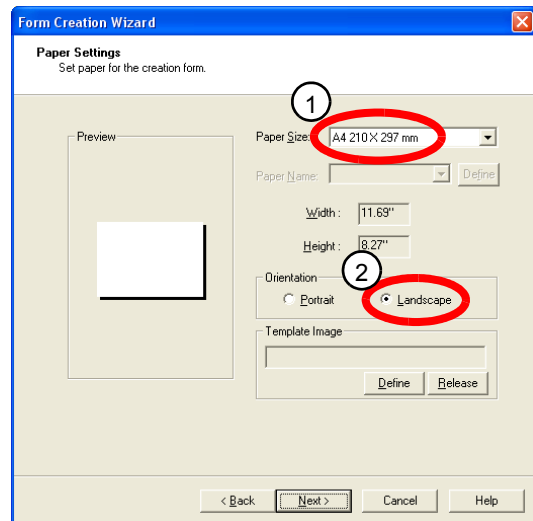
⇒ The paper settings window is displayed.



4 Make the following paper specifications.

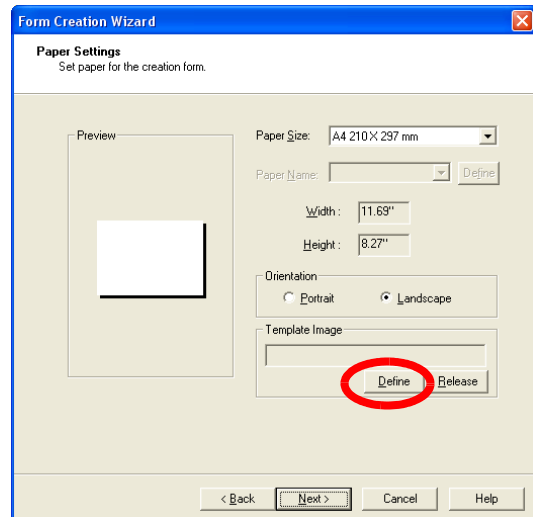
Paper Size: A4

Orientation: Landscape



5 Click on the [Define] button below [Template Image].

⇒ The [Open] window is displayed.



6 Select the image file to be displayed as the template image, and then click the [Open] button.

⇒ Return to the paper settings window.

In this instance, specify the image file already prepared.

The image data is available in the following directory.

Installation_directory¥Samples¥OvdSample.bmp

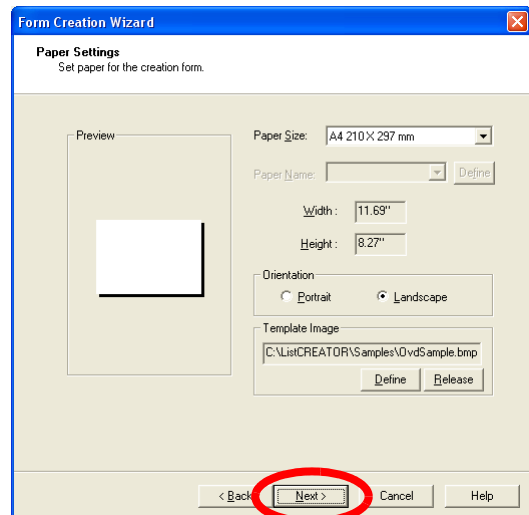
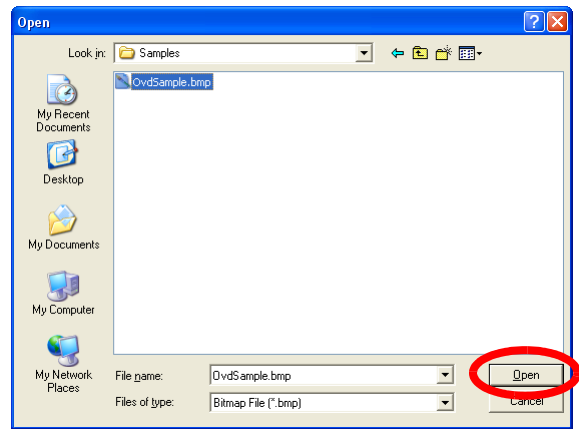
The path to the selected image data is displayed in [Template Image].

Note

- The default installation directory for List Creator is [C:¥ListCREATOR] (if installed on the C drive).

7 Click the [Next] button.

⇒ The window for setting the details for form style information is displayed.



8 Specify the form style information as follows, and click the [Next] button.

Head Area: Check

Tail Area: Check

Title: Sales Invoice

Repeat Count in Body: 10

Columnize: Do not check

Body Area Start Position: 2.00"

Body Area Height: 0.33"

⇒ The window for selecting a file to browse is displayed.

Note

- The units for Body Area Start Position and Body Area Height are inches (").

9 Select "None", then click the [Next] button.

⇒ The screen for linking fields is displayed.

Note

- Select "None" because the form is created using the template image displayed.

10 Click the [Next] button.

⇒ The Finish window is displayed.

Note

- No fields will be arranged because the form is created using the template image displayed.

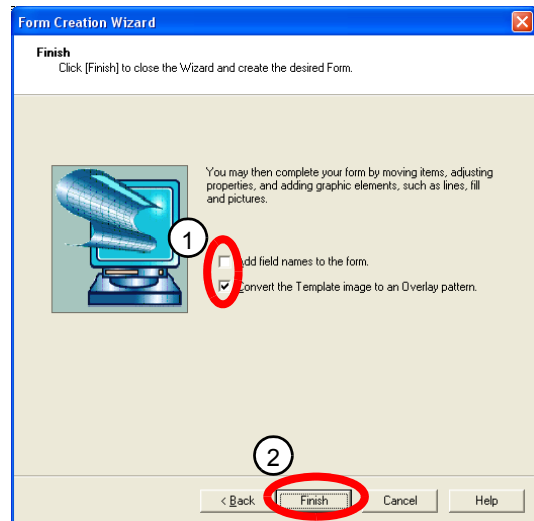
Field Name	Data Length	Decimal Places	Selected State
M Administrati...	6		
M RequestCo...	6		
M CompanyC...	6		
M CityTownC...	3		
M CustomerC...	6		
M AffiliationC...	6		
M EmployeeC...	6		
M FunctionCo...	4		
M SendCode	6		
M WorkCode	2		
M ModelCode	8		

11 Specify the operations after the wizard completes as follows, and click the [Finish] button.

Add field names to the form: Do not check

Convert the Template image to an Overlay pattern: Check

⇒ The message is displayed.



12 Click the [OK] button.

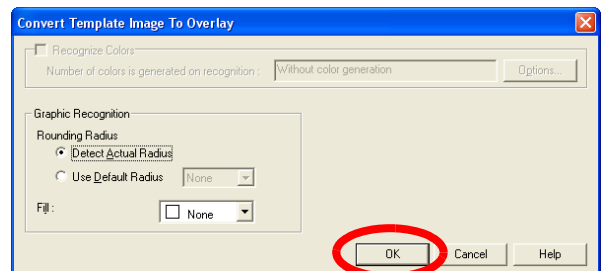
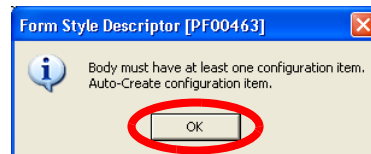
⇒ The [Convert Template Image To Overlay] window is displayed.

Note

- For the details area (body area), at least one field or more must be specified. If specifying no field for the body area, a field will be created automatically.

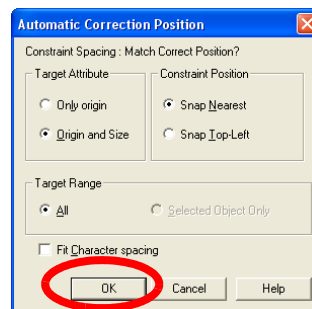
13 Click the [OK] button.

⇒ The [Automatic Correction Position] window is displayed.

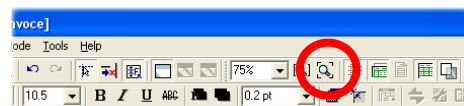


14 Click the [OK] button.

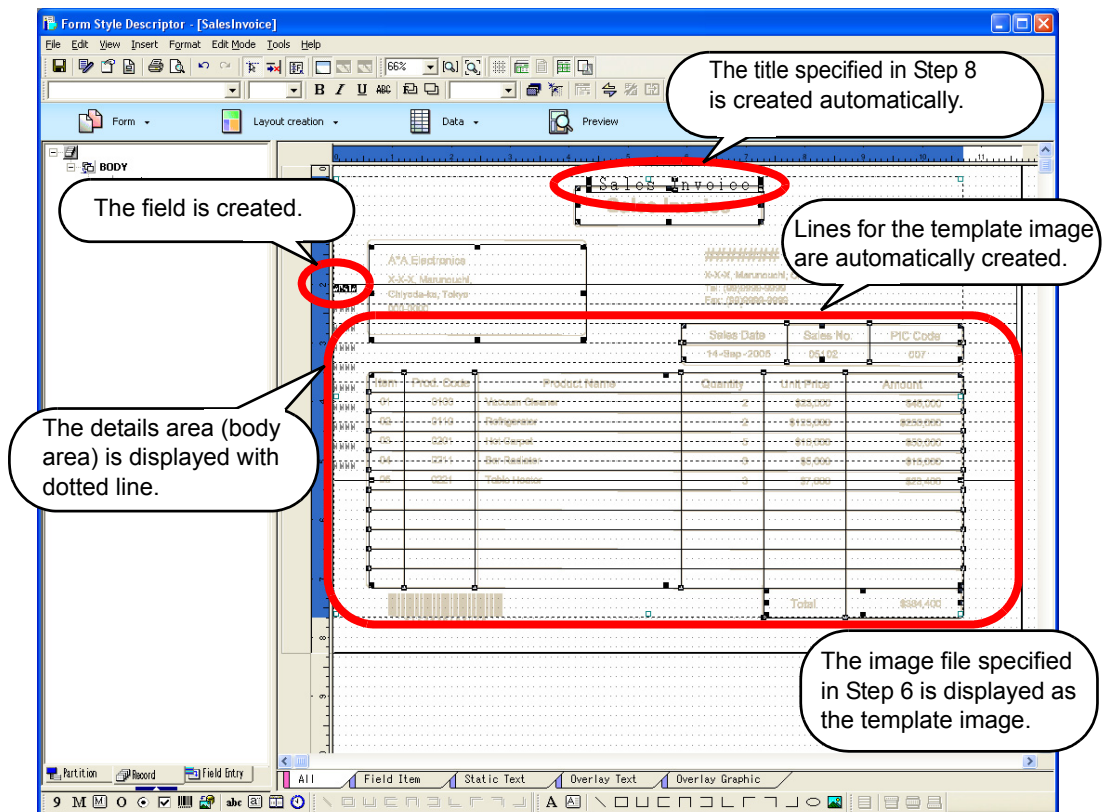
⇒ The [Form Style Descriptor] window is displayed.



15 In the [Form Style Descriptor] window, click the [Show Whole] button () on the toolbar to show all form style information to be created.



⇒ All form style information to be created is shown in the [Form Style Descriptor] window.



Note

- To deselect a selected object, click any part of the form other than the lines automatically created.

Continue to create the form according to the template image. Go on to "3. Define Layout".

3. Define Layout

Define a layout for the form.

Change the Color of the Template Image


Change the color of the template image to make the display clear.

Note

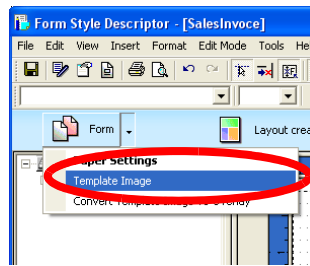
- It is not absolutely necessary to make changes to the colors in a template image.

If you are not making changes to the colors in a template image, go on to "Specify the Start Position of the Form".

Step 

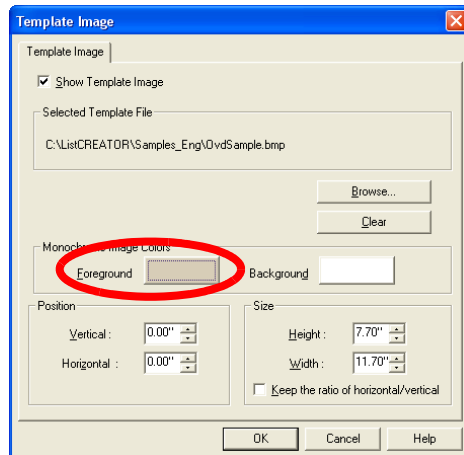
1 Click the [Form] button () in Forms Navigation and select [Template Image].

⇒ This displays the [Template Image] window.



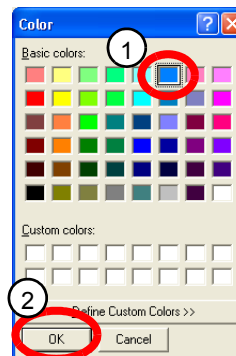
2 Click the color for "Foreground".

⇒ This displays the color setting window.



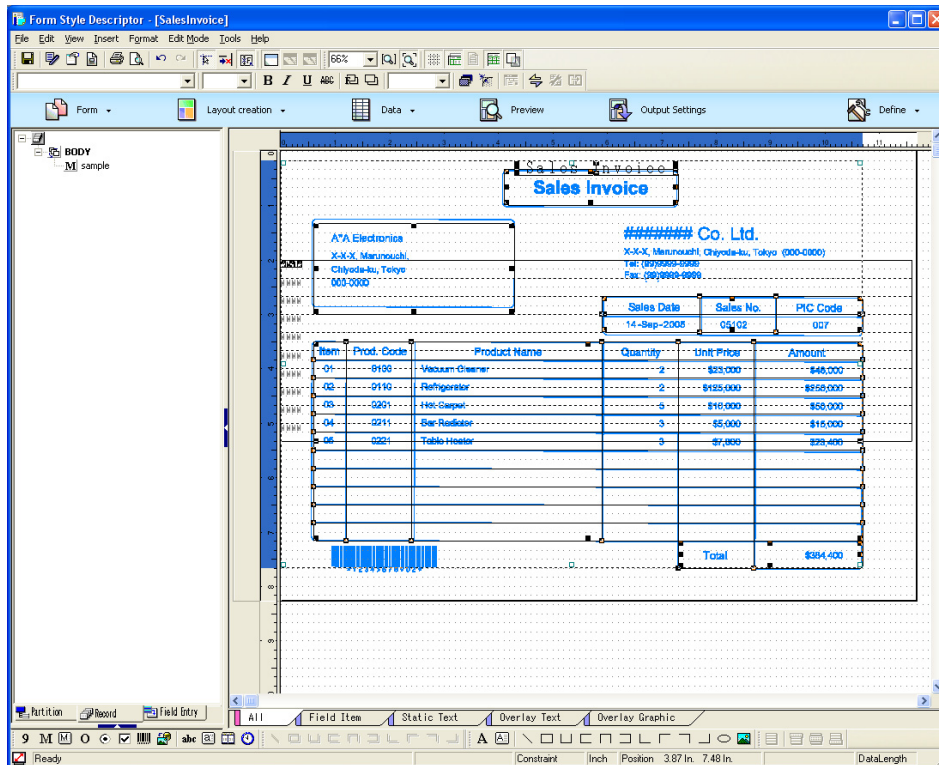
3 From the [Base Colors], select the color for the template image display, then click the [OK] button.

⇒ Return to the [Template Image] window. The foreground color will be changed.



4 Click the [OK] button.

⇒ This closes the [Template Image] window and changes the color of the template image.



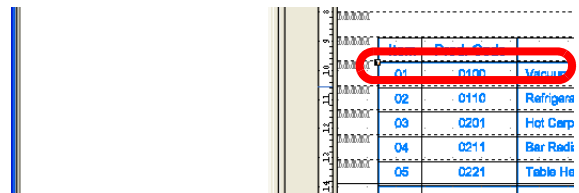
Specify the Start Position of the Form

Specify the start position of the form.

Make these settings so that the template image and start position of the form are aligned.

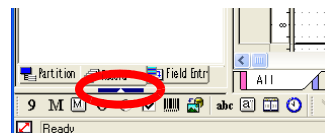


- 1 Select the line at the start position of the form.



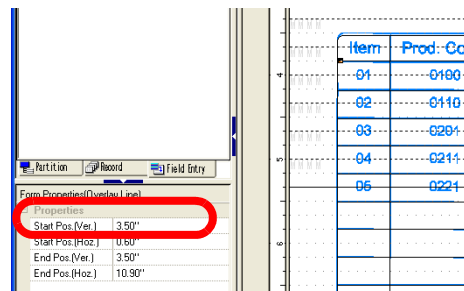
- 2 Click the Quick Handle.

⇒ The Property List is displayed.



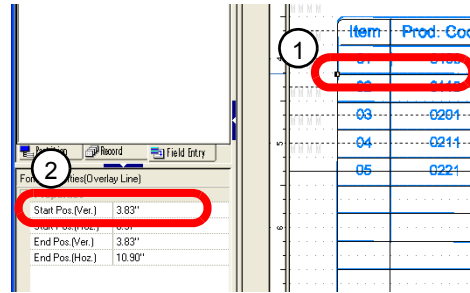
- 3 In the Property List, check the value for the vertical position of the start position.


Here, the value for the vertical position of the start position is 3.50".



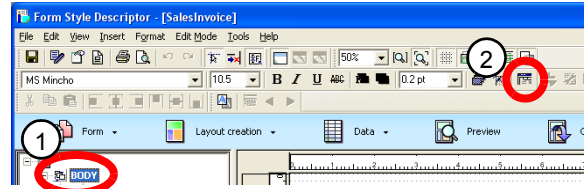
- 4** Select the next line under the line selected in Step 1, and check the value for the vertical position of the start position in the Property List.

Here, the value for the vertical position of the start position is 3.83".



- 5** In the Record List, select [BODY] and then click the [Properties] button ().

⇒ The [Group Item] window is displayed.

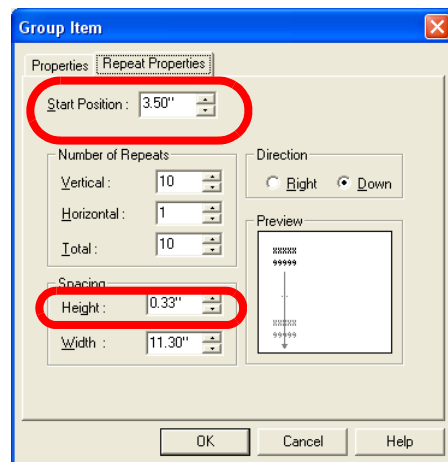


- 6** Specify the start position and height in the [Repeat Properties] tab.

In this window, make the following specifications.

Start Position: 3.50"

Spacing Height: 0.33"

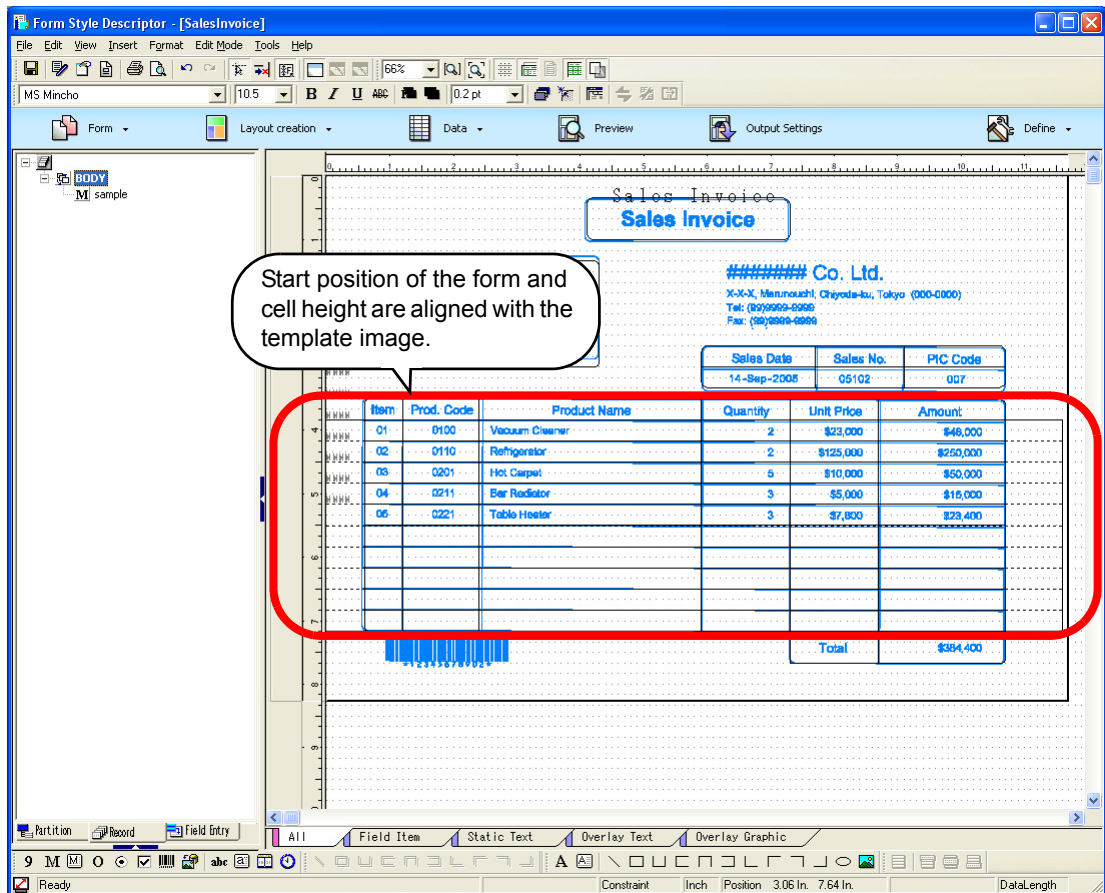


 **Tips**

- For the Start Position, specify the value noted in Step 3.
- For the Spacing Height, specify the difference between the values noted in Step 4.

7 Click the [OK] button.

⇒ [Group Item] window is closed, and the start position of the form is changed.



Change the Screen Configuration

Change the screen configuration to make design easier.

Note

- It is not absolutely necessary to make changes to the screen configuration.
If you are not making changes to the screen configuration, go on to "Set Grid".

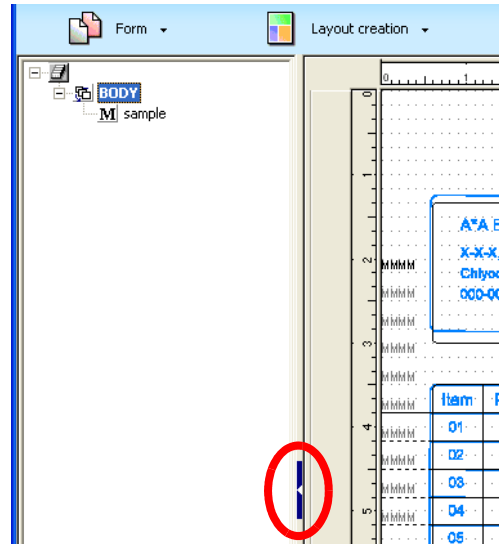


1 Click the Quick Handle.

⇒ The Record List is closed.

Tips

- The following operations are described with the Record List closed.



⇒ The screen configuration is changed.

Item	Prod. Code	Product Name	Quantity	Unit Price	Amount
01	0100	Vacuum Cleaner	2	\$23,000	\$46,000
02	0110	Refrigerator	2	\$125,000	\$250,000
03	0201	Hot Carpet	5	\$10,000	\$50,000
04	0211	Bar Radiator	3	\$5,000	\$15,000
05	0221	Table Heater	3	\$7,900	\$23,400
Total					\$364,400

Set Grid

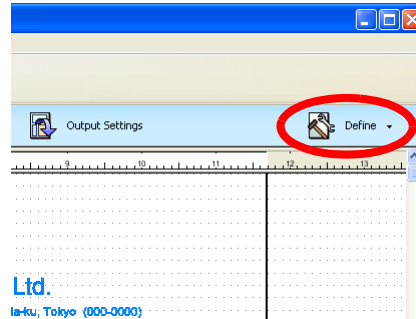
Grid can be a guideline for the addition of fields.

In this section, change ruler divisions of grids according to the form being created so that the fields to be added can be forcibly aligned to the grid.



1 Click the [Define] button in Forms Navigation.

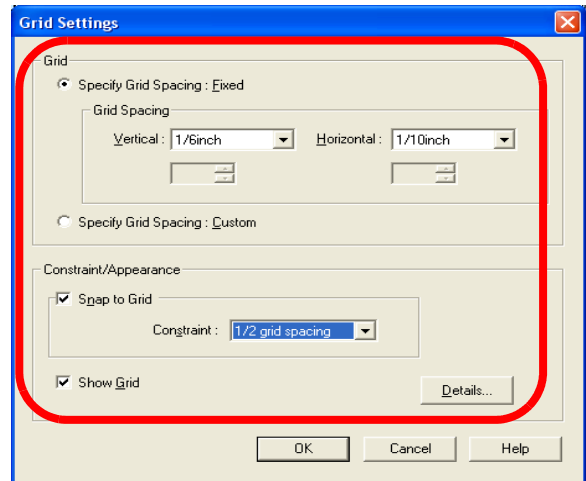
⇒ This displays the [Grid Settings] window.



2 Set grid spacing and ruler divisions.

In this window, make the following settings.

- Specify Grid Spacing : Fixed
- Grid Spacing
 - Vertical : 1/6 inch
 - Horizontal : 1/10 inch
- Snap to Grid: Check
- Constraint : 1/2 grid spacing
- Show Grid : Check



3 Click the [OK] button.

⇒ Grids are displayed with the set spacing.

Adding a Field

Change the type of field automatically created according to the template image, and add missing fields.

Change the type of text field automatically created

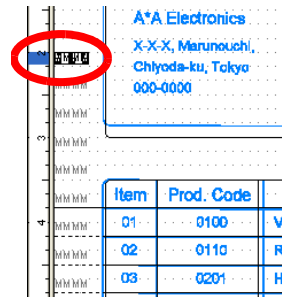
For the details area (body area), at least one field or more must be specified.

If specifying no field for the body area on the field linking screen in Step 10 of "2.Create a New Form", the text field (MMMM) is automatically created.

In this instance, change a text field automatically created to a numeric field that outputs [Item].

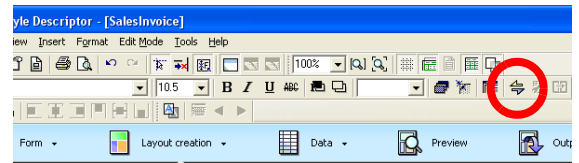


1 Select [MMMM].



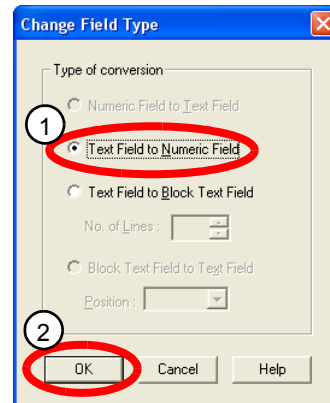
2 Click the [Change Field Type] button (↔) on the toolbar.

⇒ This displays the [Change Field Type] screen.

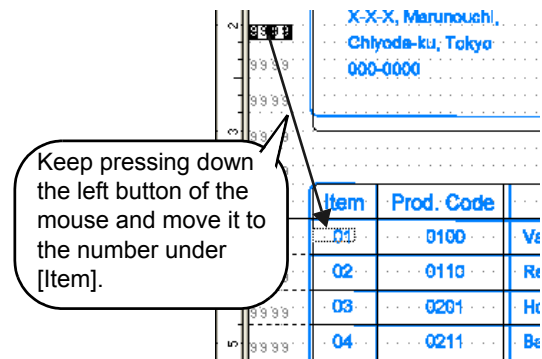


3 Select [Text Field to Numeric Field], and click the [OK] button.

⇒ The [Change Field Type] window closes, and [MMMM] (text field) is changed to [9999] (numeric field).



4 Drag and move [9999] to the number under [Item].



■ Set font/field name/string length



1 Double click the field to be edited.

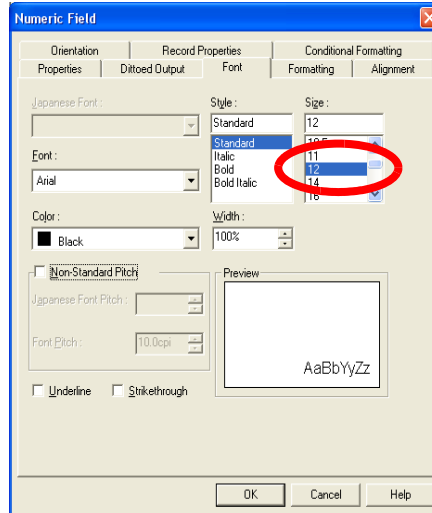
For this instance, double click the numeric field under [Item].

⇒ The properties window of the field is displayed.

Item	Prod. Code	Ver
02	0100	Ver
03	0110	Res
04	0201	Hor
05	0211	Bar
05	0221	Tal
99		
99		
99		

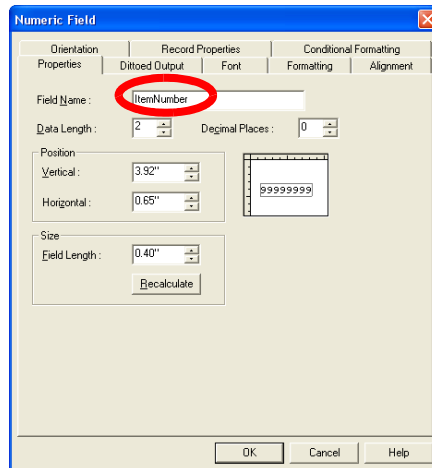
2 Specify the font size in the [Font] tab.

For this instance, specify "12".



3 Specify the field name in the [Properties] tab.

For this instance, specify "ItemNumber".



4 From the [Properties] tab, specify the string length for the field (Data Length).

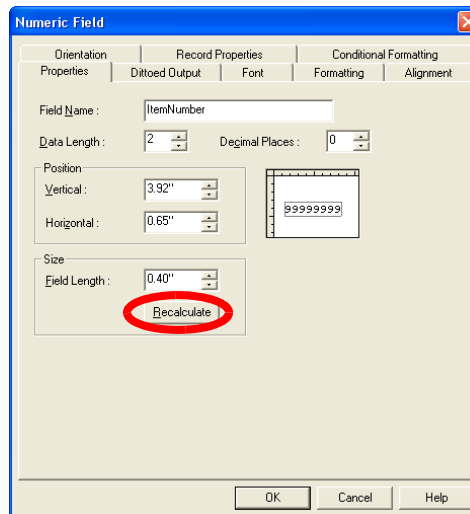
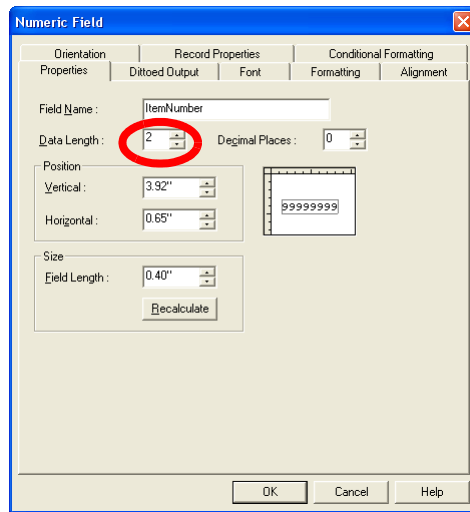
For this instance, specify "2".

Tips

- Data length is calculated as follows.
 - Half-width alphanumeric characters: (the number of characters) × 1
 - Full-width characters: (the number of characters) × 2

5 Click the [Recalculate] button in the [Properties] tab.

⇒ The length of the area required for the field is calculated.



6 Click the [OK] button.

⇒ This closes the properties window for fields and changes font, field name, and string length.

Item	Prod. Code	Product Name	Quantity	Unit Price	Amount
99	0100	Vacuum Cleaner	2	\$23,000	\$46,000
08	0110	Refrigerator	2	\$125,000	\$250,000
08	0201	Hol Carpet	5	\$10,000	\$50,000
04	0211	Bar Radiator	3	\$5,000	\$15,000
08	0221	Table Heater	3	\$7,800	\$23,400
99					
99					
99					
99					
99					
Total					\$384,400

■ Set default font size



1 On the Format Toolbar, change the default font size for the added field.

For this instance, select "12".



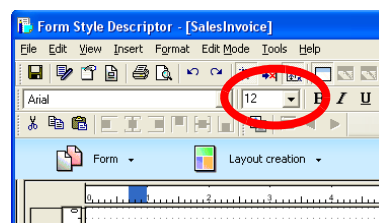
Tips

- Perform this operation with no object selected.



Note

- If the font size is changed when no object is selected, the changed value will be set as the default value when adding a field.



■ Add "ProductCode", "ProductName", and "Quantity" fields



1 Click the field button located at bottom left of the screen.

Field buttons vary depending on their types.

9 : Numeric field

M : Text field

In this instance, click the [Numeric Field] button in order to add numeric field of [Product Code].

For other fields, refer to the Designer Help guide.

2 Set the field range according to the template image.

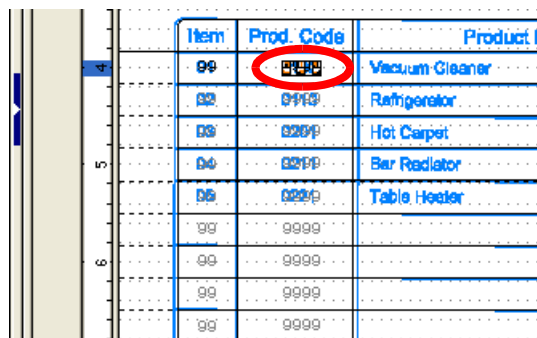
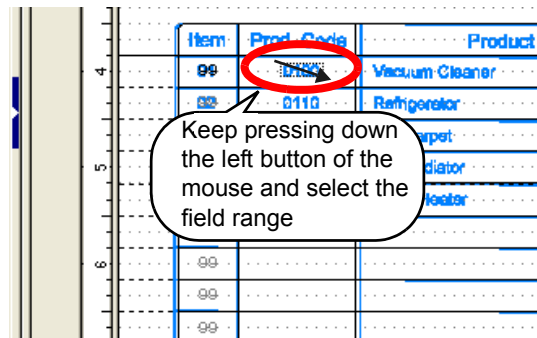
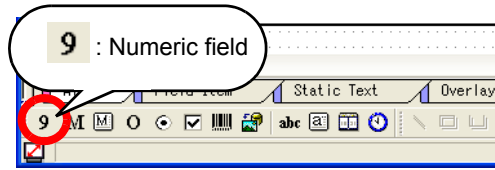
Drag the mouse and specify the range.
⇒ The numeric field (9999) is displayed on the screen.

Tips

- When adding a text field, the text field (MMMM) is displayed on the screen.

3 Double click the field that was added.

⇒ The properties window of the field is displayed.



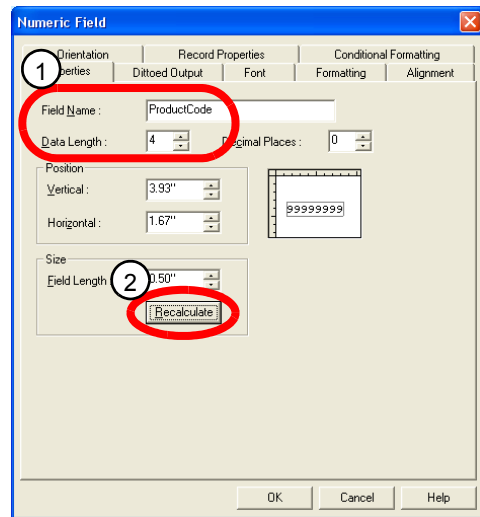
- 4** From the [Properties] tab, specify the field name and string length for the field and then click the [Recalculate] button.

Make the following specifications.

Field name: ProductCode

Data length: 4

⇒ The length of the area required for the field is calculated.



- 5** Click the [OK] button.

⇒ This closes the properties window, and the "ProductCode" field is added.

6 The "ProductName" and "Quantity" fields are added in the same manner as the "ProductCode" field.

Specify as follows using operation of Step 1.

● Adding the "ProductName" field

Click the [Text Field] button to add a text field.

● Adding the "Quantity" field

Click the [Numeric Field] button to add a numeric field.

Specify as follows using operation of Step 4.

● Specifying a field name and string length for the field "ProductName"

Specify as follows in the [Properties] tab.

Field name: ProductName

Data length: 30

● Specifying a field name and string length for the field "Quantity"

Specify as follows in the [Properties] tab.

Field name: Quantity

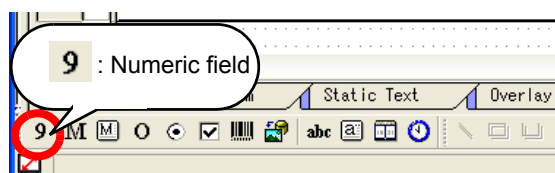
Data length: 8

Item	Prod. Code	Product Name	Quantity	Unit Price	Amount
01	9990	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	9999999	\$23,000	\$46,000
02	9990	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	9999999	\$125,000	\$250,000
03	9990	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	9999999	\$10,000	\$50,000
04	9990	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	9999999	\$5,000	\$15,000
05	9990	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	9999999	\$7,800	\$23,400
99	9999	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	9999999		
99	9999	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	9999999		
99	9999	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	9999999		
99	9999	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	9999999		
99	9999	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	9999999		
99	9999	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	9999999		
99	9999	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	9999999		
99	9999	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	9999999		
99	9999	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	9999999		
				Total	\$384,400

■ Add a field to output "PricePerUnit"

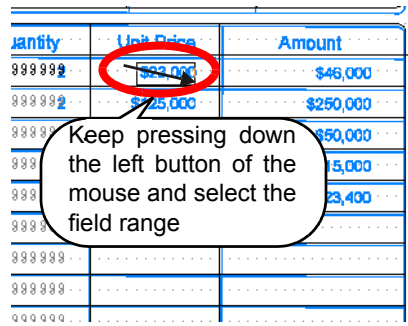


1 Click the [Numeric Field] button located at bottom left of the screen.



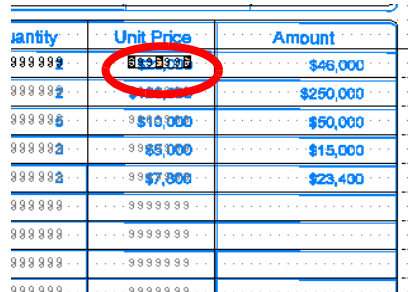
2 Set the field range according to the template image.

Drag the mouse and specify the range.
 ⇒ The numeric field (9999) is displayed on the screen.



3 Double click the field that was added.

⇒ The properties window of the field is displayed.



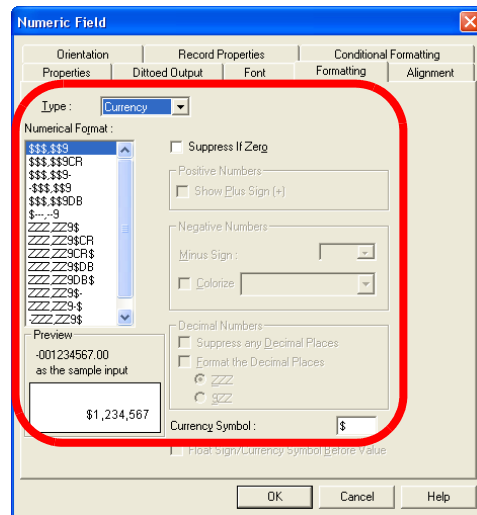
4 In the [Formatting] tab, specify "\$\$\$,\$\$9" as the format to be output.

Make the following specifications.

- Type: Currency
- Numerical Format: \$\$\$,\$\$9
- Suppress If Zero: Do not check
- Currency Symbol: \$

Note

- When specified as above and if the input data is "1234567", it is automatically edited and output as "\$1,234,567".

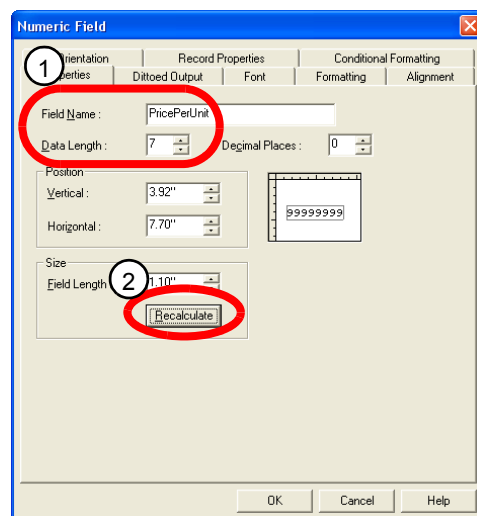


5 From the [Properties] tab, specify the field name and string length for the field and then click the [Recalculate] button.

Make the following specifications.

- Field name: PricePerUnit
- Data length: 7

⇒ The length of the area required for the field is calculated.



6 Click the [OK] button.

⇒ This closes the properties window, and the "PricePerUnit" field is added.

The screenshot shows the 'Form Style Descriptor' window for a 'Sales Invoice' form. The form layout includes a header with 'Sales Invoice' and 'Sales Invoice' text, a company name 'A*A Electronics', and contact information for '##### Co. Ltd.'. Below this is a table with columns for 'Sales Date', 'Sales No.', and 'PIC Code'. The main part of the form is a table with columns: 'Item', 'Prod. Code', 'Product Name', 'Quantity', 'Unit Price', and 'Amount'. The 'Unit Price' column is highlighted with a red circle. At the bottom, there is a 'Total' row showing a total amount of '\$364,400'.

■ Add fields to output "Amount" and "Total"



1 Click the "PricePerUnit" field.

⇒ The "PricePerUnit" field is selected.

Quantity	Unit Price	Amount
999999	\$ \$, \$36,538	\$46,000
999992	\$ \$, \$25,000	\$250,000
999995	\$ \$, \$10,000	\$50,000
999992	\$ \$, \$15,000	\$15,000
999992	\$ \$, \$17,800	\$23,400
999999	\$ \$, \$ \$, \$ \$	
999999	\$ \$, \$ \$, \$ \$	
999999	\$ \$, \$ \$, \$ \$	
999999	\$ \$, \$ \$, \$ \$	
999999	\$ \$, \$ \$, \$ \$	

2 Press and hold the Ctrl key on the keyboard while dragging with the mouse.

For this instance, drag the mouse to the numeric field under [Amount].

⇒ The "PricePerUnit" field is copied.

Quantity	Unit Price	Amount
999999	\$ \$, \$36,538	\$46,000
999992	\$ \$, \$25,000	\$250,000
999995	\$ \$, \$10,000	\$50,000
999992	\$ \$, \$15,000	\$15,000
999992	\$ \$, \$17,800	\$23,400
999999	\$ \$, \$ \$, \$ \$	
999999	\$ \$, \$ \$, \$ \$	
999999	\$ \$, \$ \$, \$ \$	
999999	\$ \$, \$ \$, \$ \$	
999999	\$ \$, \$ \$, \$ \$	

Tips

- Select a field, and then press and hold the Ctrl key on the keyboard while dragging with the mouse to copy that field.

3 Double click the field that was copied.

⇒ The properties window of the field is displayed.

Quantity	Unit Price	Amount
999999	\$\$, \$13,000	\$\$\$ \$13,000
999992	\$\$, \$125,000	\$\$\$ \$250,000
999995	\$\$, \$10,000	\$\$\$ \$50,000
999993	\$\$, \$5,000	\$\$\$ \$15,000
999992	\$\$, \$7,000	\$\$\$ \$23,450
999999	\$\$, \$\$\$, \$\$\$	\$\$\$ \$\$\$, \$\$\$
999999	\$\$, \$\$\$, \$\$\$	\$\$\$ \$\$\$, \$\$\$
999999	\$\$, \$\$\$, \$\$\$	\$\$\$ \$\$\$, \$\$\$

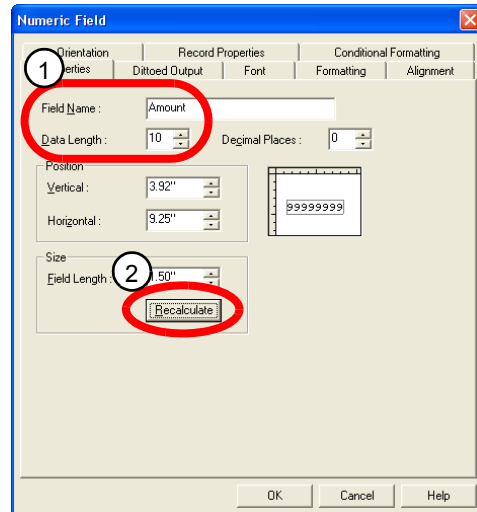
4 From the [Properties] tab, specify the field name and string length for the field and then click the [Recalculate] button.

Make the following specifications.

Field name: Amount

Data length: 10

⇒ The length of the area required for the field is calculated.



5 Click the [OK] button.

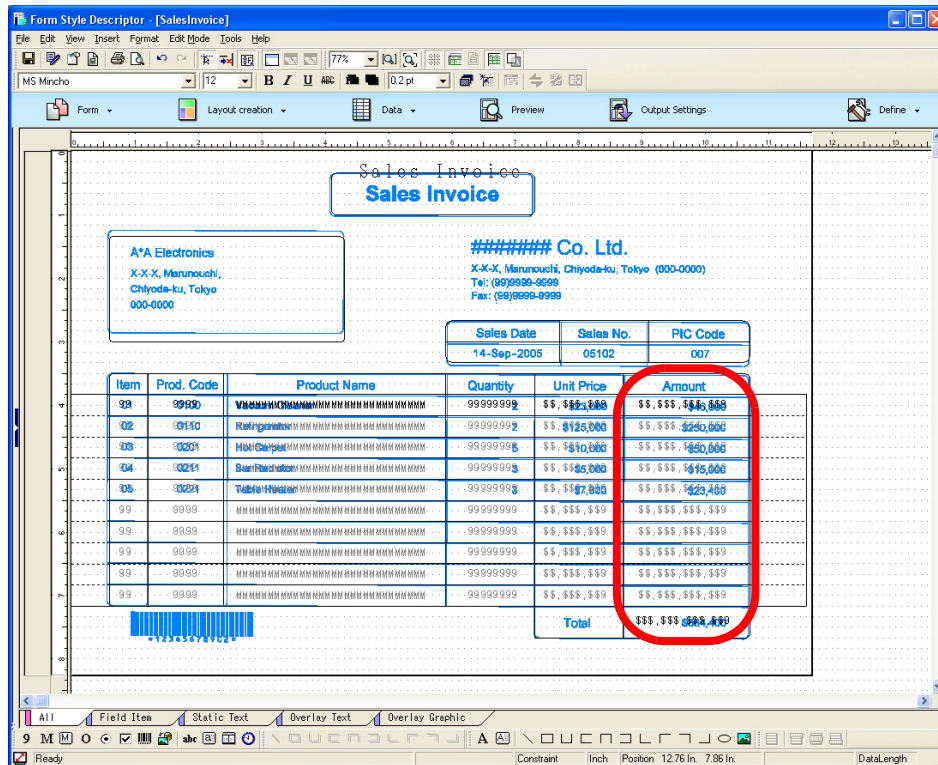
⇒ This closes the properties window, and the "Amount" field is added.

6 The "Total" field is also added by copying the "PricePerUnit" field, in the same manner as the "Amount" field.

Specify as follows using operation of Step 4.

Field name: Total

Data length: 11



■ Add fields to output "SalesDate", "SalesRecordNumber" and "PersonInChargeCode"

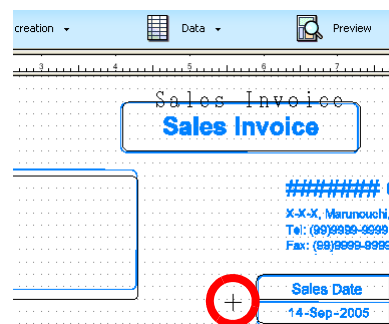


1 Double click an area on the screen where there is no field.

⇒ The cursor changes to +.

Tips

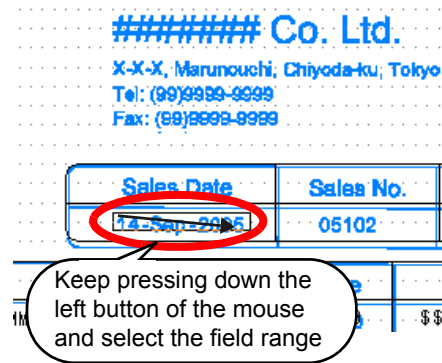
- You can add a field that is the same as the field added immediately before, by double-clicking an area on the screen where there is no field.



2 Set the field range according to the template image.

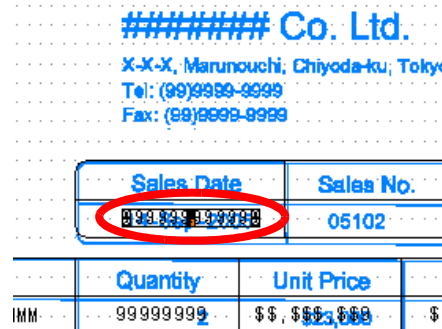
Drag the mouse and specify the range.

⇒ The numeric field (9999) is displayed on the screen.



3 Double click the field that was added.

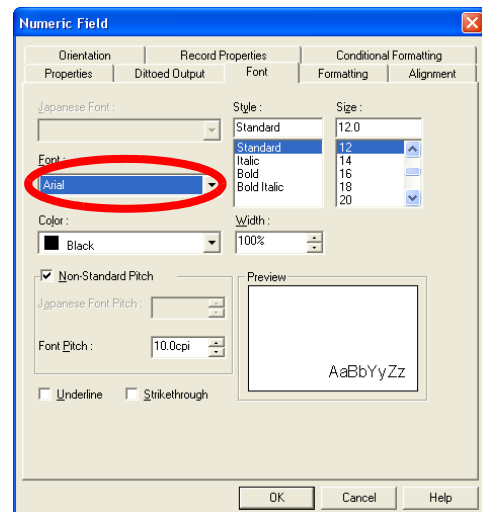
⇒ The properties window of the field is displayed.



4 Edit the font in the [Font] tab.

On this window, edit the following settings.

Font: Arial



5 On the [Formatting] tab, specify the output format for "SalesDate" as "DD-MMM-YYYY".

Make the following specifications.

Type: Date

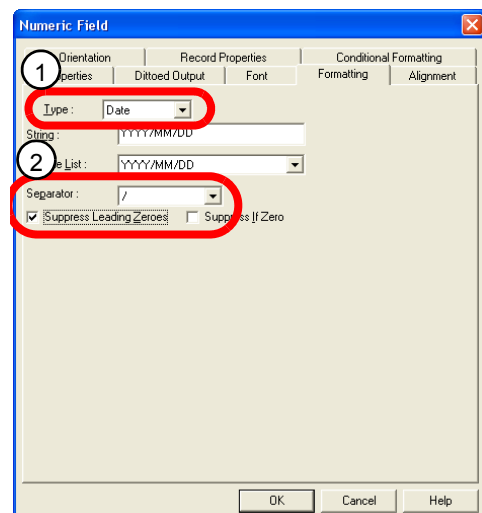
Separator: -

Suppress Leading Zeroes: Check

Note

- Specifying "Date" for type and "-" for separator will automatically fill some values for strings and samples.

When specified as above and if the input data is "20041201", it is automatically edited and output as "1-Dec-2004".

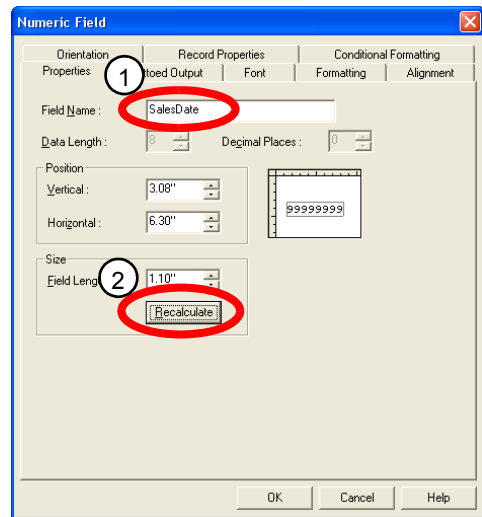


6 In the [Properties] tab, specify a field name and then click the [Recalculate] button.

Make the following specifications.

Field name: SalesDate

⇒ The length of the area required for the field is calculated.



7 Click the [OK] button.

⇒ This closes the properties window, and the "SalesDate" field is added.

8 The "SalesRecordNumber" and "PersonInChargeCode" fields are added in the same manner as the "SalesDate" field.

Specify as follows using operation of Step 6.

● Specifying a field name and string length for the field "SalesRecordNumber"

Specify as follows in the [Properties] tab.

Field name: SalesRecordNumber

Data length: 5

● Specifying a field name and string length for the field "PersonInChargeCode"

Specify as follows in the [Properties] tab.

Field name: PersonInChargeCode

Data length: 3

Tips

- When adding the "SalesRecordNumber" and "PersonInChargeCode" fields, the font and formatting are not changed and therefore Steps 4 and 5 are not necessary.

The screenshot shows the 'Form Style Descriptor' software interface for a 'Sales Invoice' form. The form layout includes a header with 'Sales Invoice' text, a company logo for 'A*A Electronics', and contact information for '##### Co. Ltd.'. A summary table at the top right contains the following data:

Sales Date	Sales No.	PIC Code
00-00-2000	88888	888

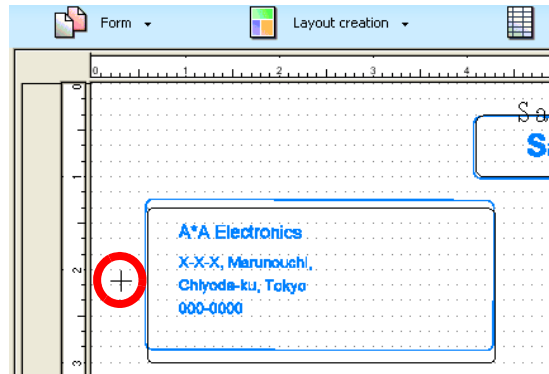
The main body of the form is a table with columns: Item, Prod. Code, Product Name, Quantity, Unit Price, and Amount. Below the table is a barcode and a 'Total' row. The software interface includes a menu bar, a toolbar, and a status bar at the bottom.

■ Add fields to output "CustomerAddress1", "CustomerAddress2", and "CustomerName"



1 Double click an area on the screen where there is no field.

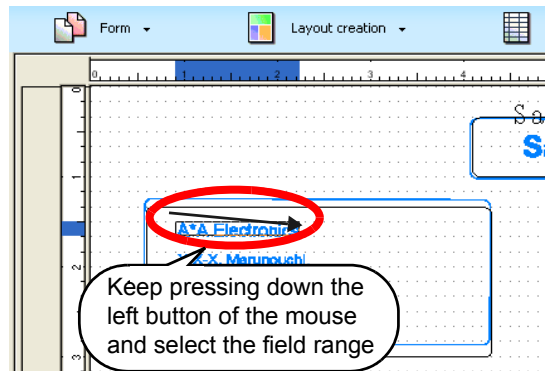
⇒ The cursor changes to +.



2 Set the field range according to the template image.

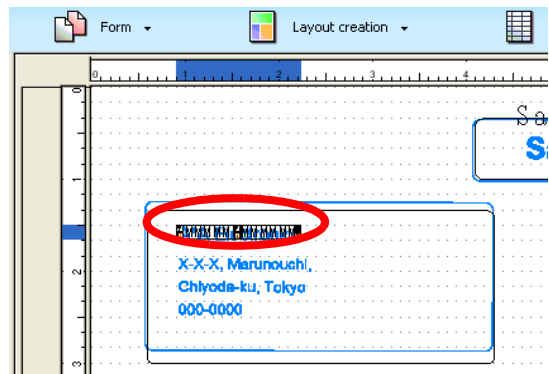
Drag the mouse and specify the range.

⇒ The text field (MMMM) is displayed on the screen.



3 Double click the field that was added.

⇒ The properties window of the field is displayed.



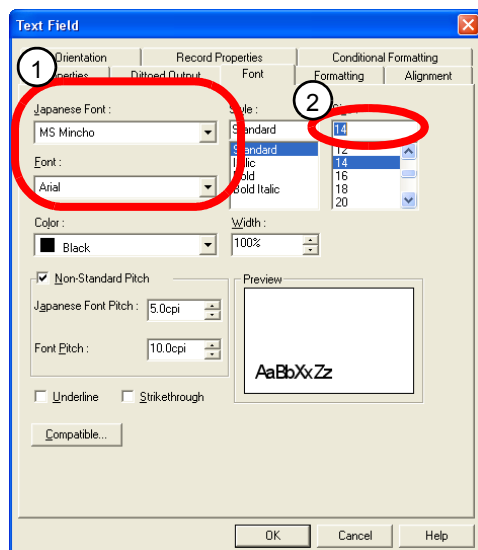
4 Edit the font in the [Font] tab.

On this window, edit the following settings.

Japanese Font: MS Mincho

Font: Arial

Size: 14



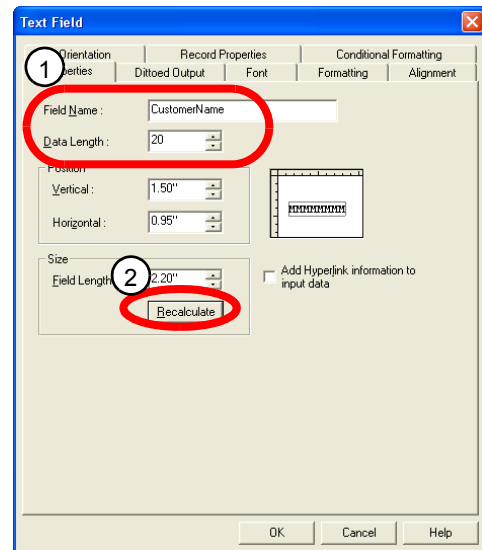
- 5** From the [Properties] tab, specify the field name and string length for the field and then click the [Recalculate] button.

Make the following specifications.

Field name: CustomerName

Data length: 20

⇒ The length of the area required for the field is calculated.



- 6** Click the [OK] button.

⇒ This closes the properties window, and the "CustomerName" field is added.

7 The "CustomerAddress1" and "CustomerAddress2" fields are added in the same manner as the "CustomerName" field.

Specify as follows using operation of Step 5.

● Specifying a field name and string length for the field "CustomerAddress1"

Specify as follows in the [Properties] tab.

Field name: CustomerAddress1

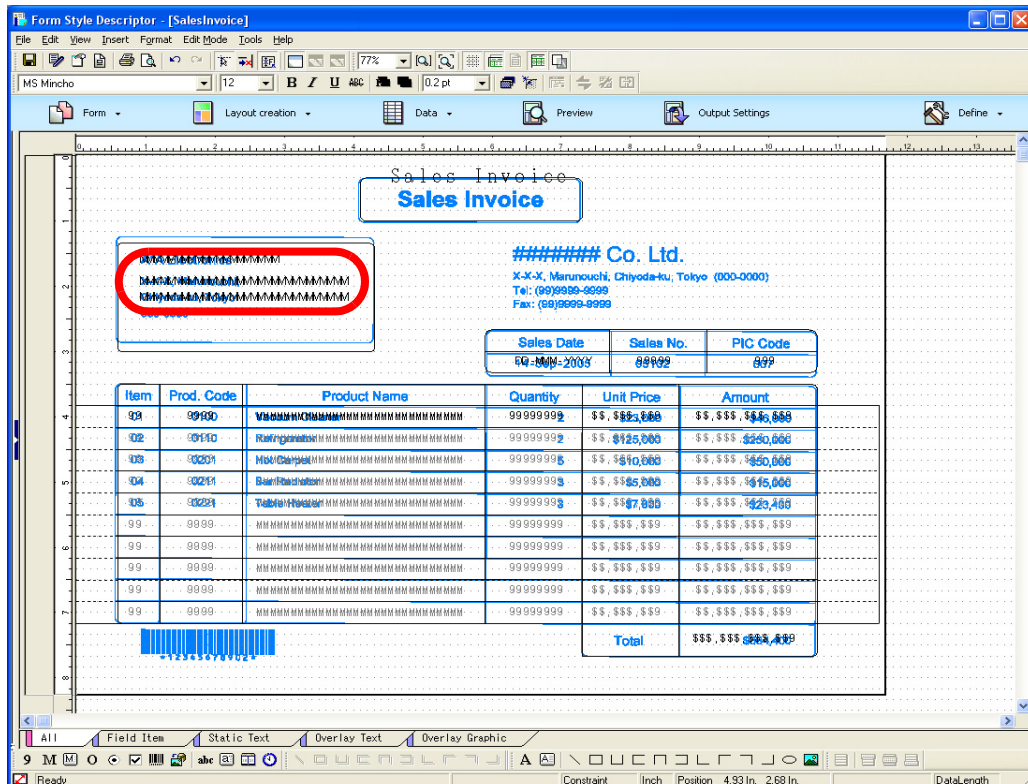
Data length: 30

● Specifying a field name and string length for the field "CustomerAddress2"

Specify as follows in the [Properties] tab.

Field name: CustomerAddress2

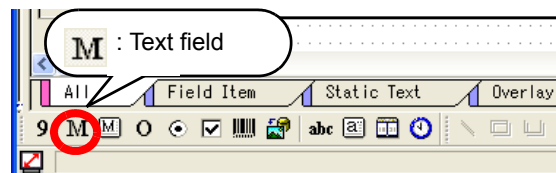
Data length: 30



■ Add a field to output "CustomerPostCode"



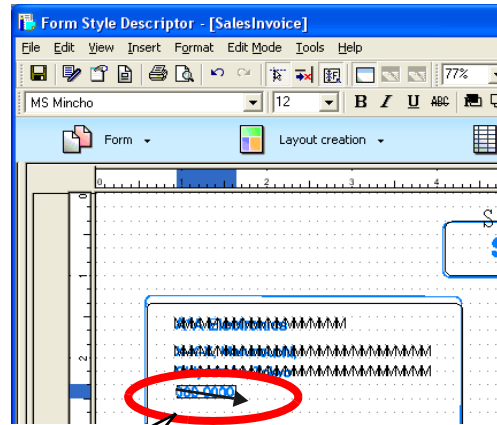
1 Click the [Text Field] button located at bottom left of the screen.



2 Set the field range according to the template image.

Drag the mouse and specify the range.

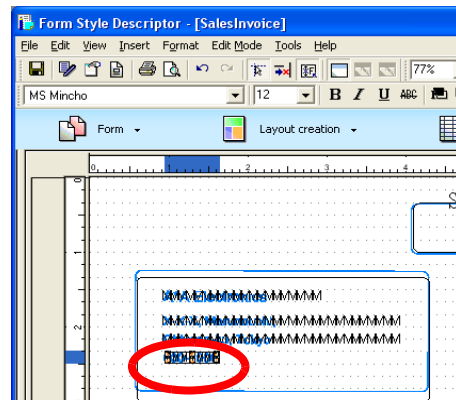
⇒ The text field (MMMM) is displayed on the screen.



Keep pressing down the left button of the mouse and select the field range

3 Double click the field that was added.

⇒ The properties window of the field is displayed.



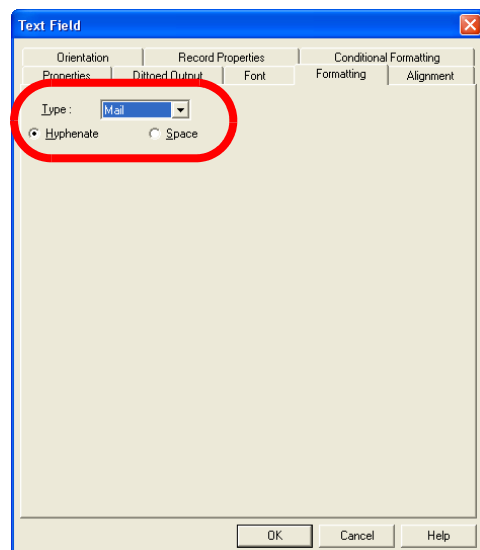
4 In the [Formatting] tab, specify "-" as the separator for post codes to be output.

Make the following specifications.

Type: Mail

Hyphenate

- When specified as above and if the input data is "1057123", it is automatically edited and output as "105-7123".

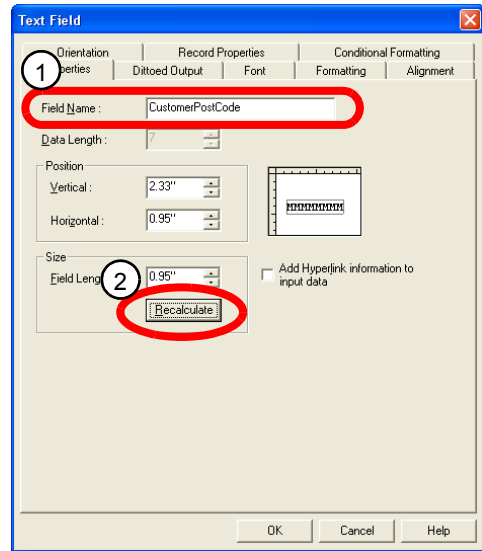


5 In the [Properties] tab, specify a field name and then click the [Recalculate] button.

Make the following specifications.

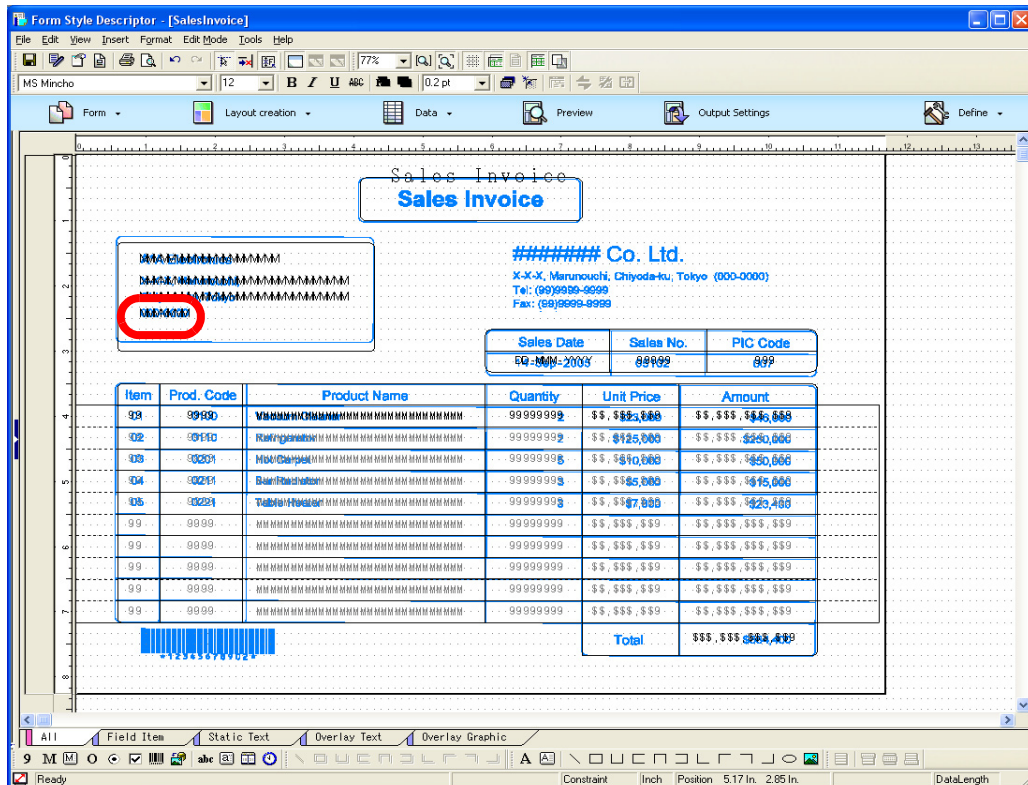
Field name: CustomerPostCode

⇒ The length of the area required for the field is calculated.



6 Click the [OK] button.

⇒ This closes the properties window, and the "CustomerPostCode" field is added.



■ Add Headings



- 1** Click the [Static Field] button located at the bottom left of the window.

Tips

- To add a second or more headings, double click an area on the screen where there is no field. The cursor changes to +.

- 2** Set the heading range according to the template image.

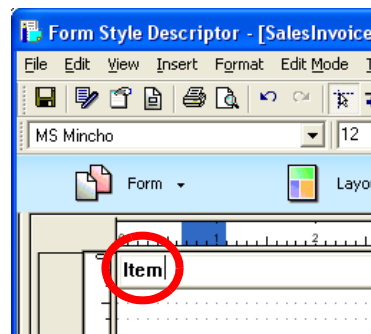
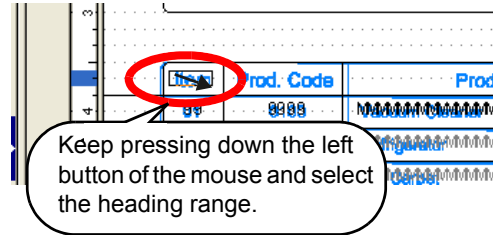
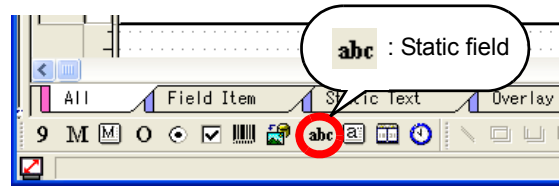
Drag the mouse and specify the range for heading.

For this instance, specify the range of [Item].

⇒ The input area entered as [Static Field] is displayed at the top of the screen.

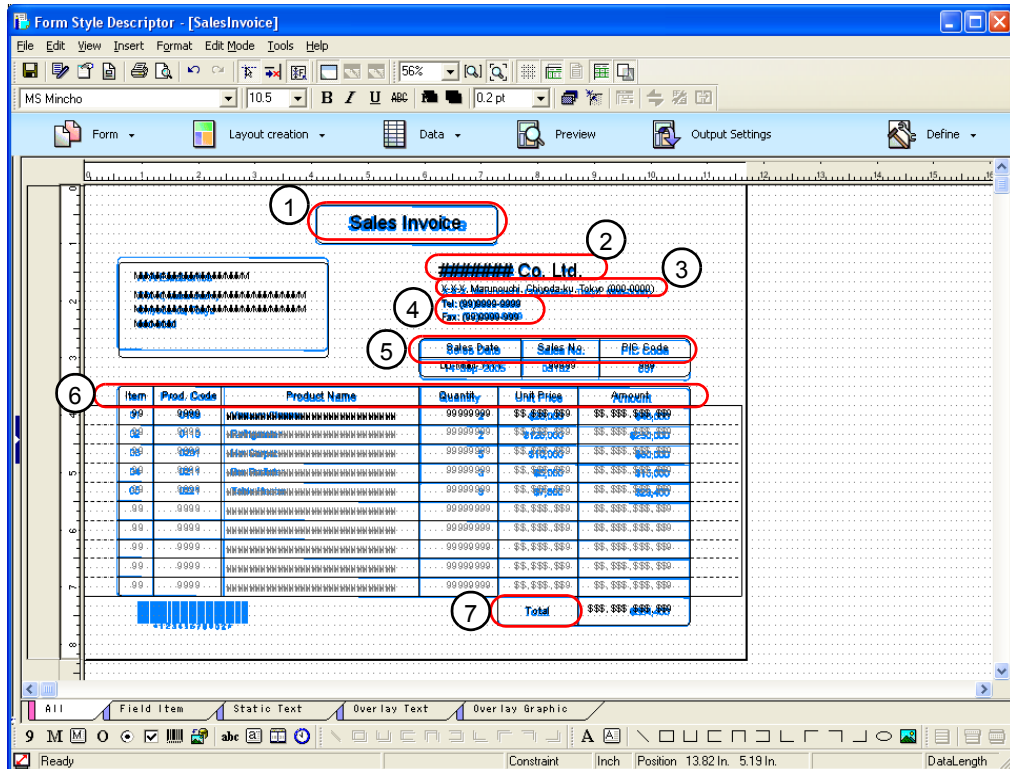
- 3** Enter [Item] in the input area, and press the [Enter] key.

⇒ A string [Item] is added.



4 Add other headings and fixed strings which will be the format, in the same manner. Set the format as shown in the following table.

⇒ If all headings and fixed strings are added, the form will be as below.



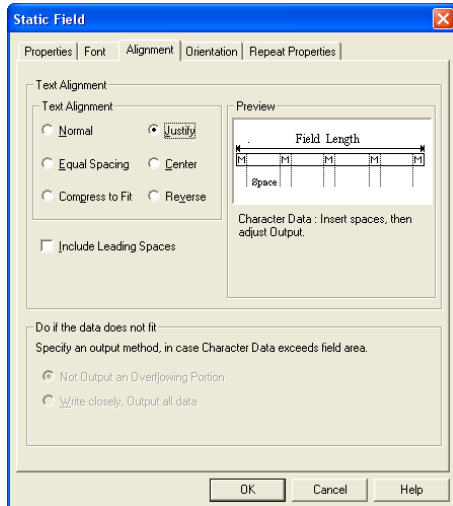
No.	Field name	[Font] tab			[Alignment] tab
		Japanese Font	Font	Size	Text alignment
① (*1)	StaticXXXX	MS Mincho	Arial	24	Center
②	StaticXXXX	MS Mincho	Arial	24	Normal
③	StaticXXXX	MS Mincho	Arial	12	Normal
④	StaticXXXX StaticXXXX	MS Mincho	Arial	12	Normal
⑤	StaticXXXX StaticXXXX StaticXXXX	MS Mincho	Arial	14	Center
⑥	StaticXXXX StaticXXXX StaticXXXX StaticXXXX StaticXXXX StaticXXXX	MS Mincho	Arial	14	Center
⑦	StaticXXXX	MS Mincho	Arial	14	Center

For "XXXX" in the field name "StaticXXXX", the random number will be set.

*1: This has already been added as a title in Step 8 of "2.Create a New Form", so only settings need to be performed.

 **Note**

- Specify text alignment on the [Alignment] tab in the field's properties window.



- If not all characters entered are displayed, expand the range of strings with the mouse.
- Added headings and fixed strings can be modified. For more details, refer to the Designer Help guide.

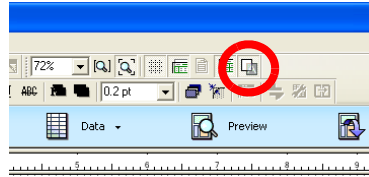
Hide Template Image

Hide the template image and verify added fields.

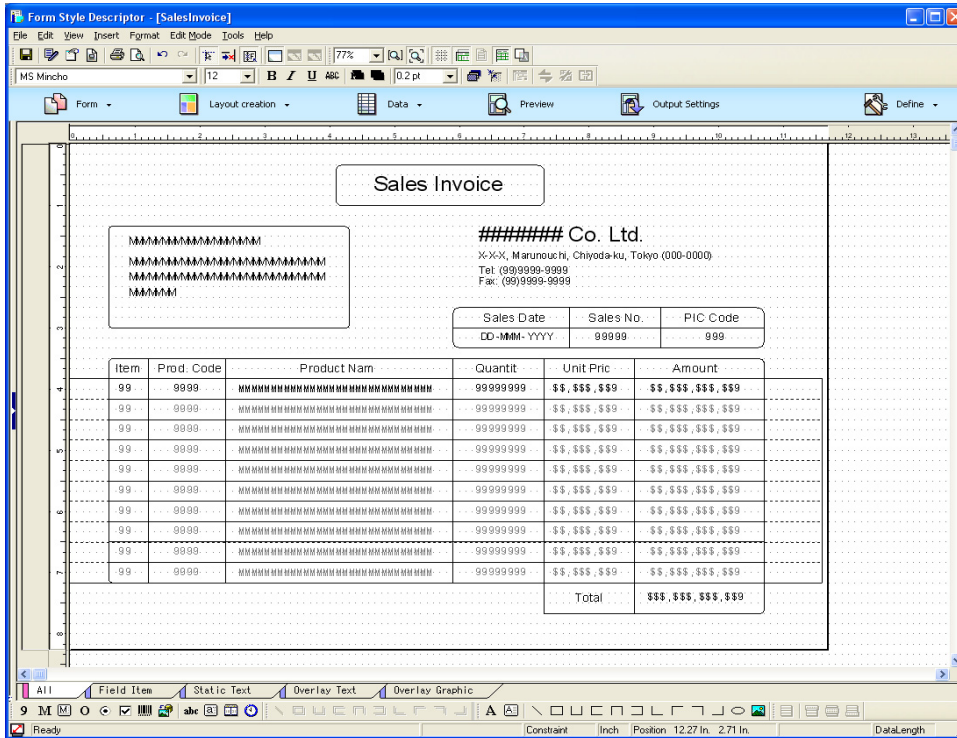


1 Click the [Template Image] button () on the toolbar.

⇒ This hides the [Template Image] window.



⇒ When the template image is hidden, the display becomes as below.



Note

- To show the template image again, click the [Template Image] button.

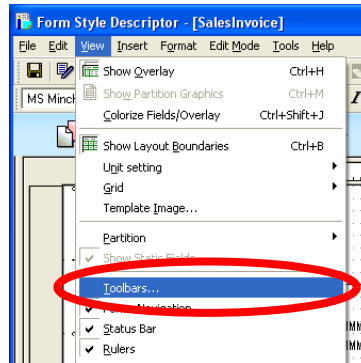
Align Fields

Display the toolbar for specifying field alignment, and then align multiple fields.



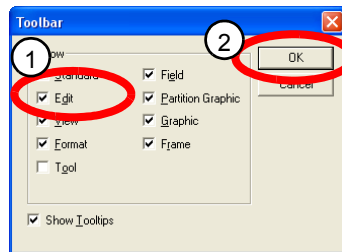
1 From the menu, select **[View] - [Toolbars]**.

⇒ The **[Toolbar]** window is displayed.



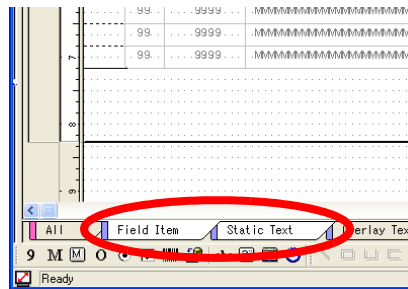
2 Check **[Edit]**, and click the **[OK]** button.

⇒ The **[Toolbar]** window closes, and the **[Edit]** toolbar is displayed.



3 Click the **[Field Item]** tab on the **Select Editing Objects** tabs, and then press and hold the **Ctrl** key on the keyboard while clicking the **[Static Text]** tab.

⇒ Only fields and static fields (headings) are displayed on the screen.

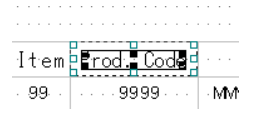
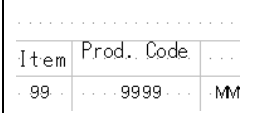
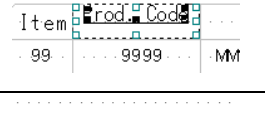
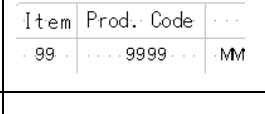
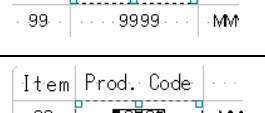
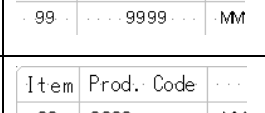
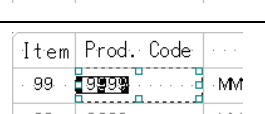
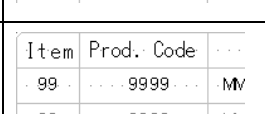

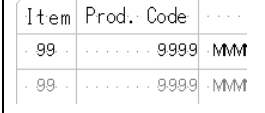




Tips

- When only fields and static fields are displayed, overlay lines cannot be selected. This allows the selection of areas to align without the risk of mistakenly selecting overlay lines and changing the receipt layout.

Note

- The following is an example of specifications made in the toolbar after specifying the default alignment range, and the results.

Button names	Before alignment (example)	After alignment (example)
Align Top		
Align Middle		
Align Bottom		
Align Left		
Align Center		
Align Right		

4. Link Fields and Input Data

Link added fields of the form with input data.

Define Input Data Information

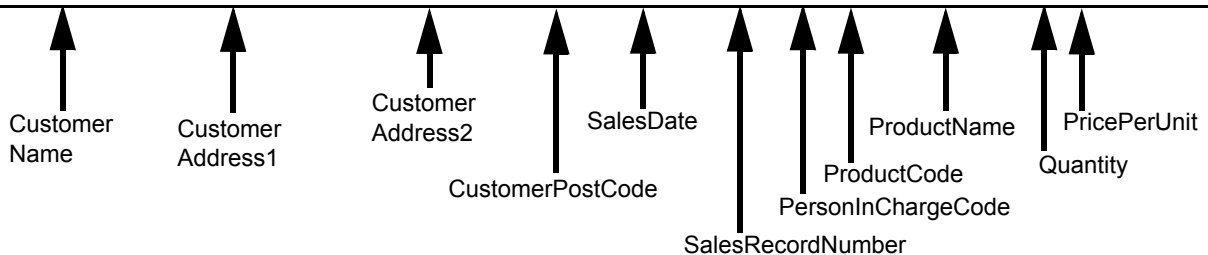
To link the form fields created with input data, define the type of input data used and the order of the input data items.

For this instance, output the form using the following input data, prepared in advance.

Input Data Format: Variable Length

Separator Character: Vertical Bar (|)

```
A*A Electronics|X-X-X, Marunouchi,|Chiyoda-ku, Tokyo|0000000|20050914|05102|007|0100|Vacuum Cleaner|2|23000|1234567890
A*A Electronics|X-X-X, Marunouchi,|Chiyoda-ku, Tokyo|0000000|20050914|05102|007|0110|Refrigerator|2|125000|1234567890
A*A Electronics|X-X-X, Marunouchi,|Chiyoda-ku, Tokyo|0000000|20050914|05102|007|0201|Hot Carpet|5|10000|1234567890
A*A Electronics|X-X-X, Marunouchi,|Chiyoda-ku, Tokyo|0000000|20050914|05102|007|0211|Bar Radiator|3|5000|1234567890
A*A Electronics|X-X-X, Marunouchi,|Chiyoda-ku, Tokyo|0000000|20050914|05102|007|0221|Table Heater|3|7800|1234567890
```



Note

- As operation results are output for Amount, Total, and ItemNumber, input data is not required.

The input data is available in the following directory. Specific examples are used here to provide easy to understand descriptions of operations and their results. Therefore, if you use the following input data included with this product, the form that is output will not be the same as the one shown in this manual.

Installation_directory¥data¥SalesInvoice.dat

Note

- The default installation directory for List Creator is [C:¥ListCREATOR] (if installed on the C drive).

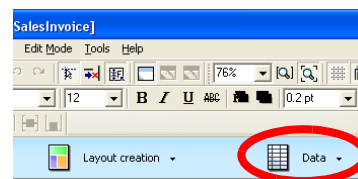
Specify input data format

Specify the input data format and the separator character to be used.



1 Click the [Data] button in Forms Navigation.

⇒ This displays the [Data Definitions] window.

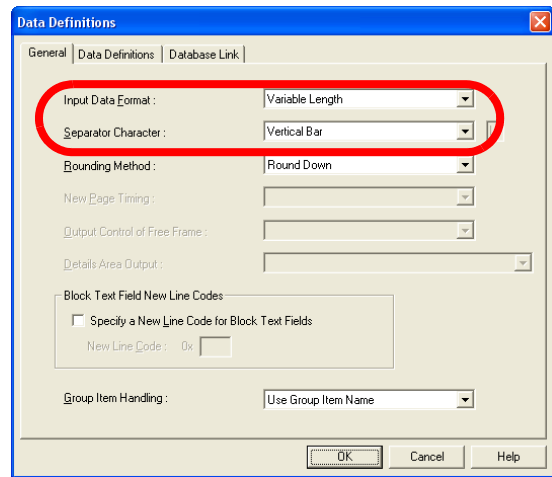


2 From the [General] tab, specify the input data format.

In this window, make the following specifications.

Input Data Format: Variable Length

Separator Character: Vertical Bar



■ Specify the order of the input data

To link the fields with the input data, align the order of the added fields with that of the input data.

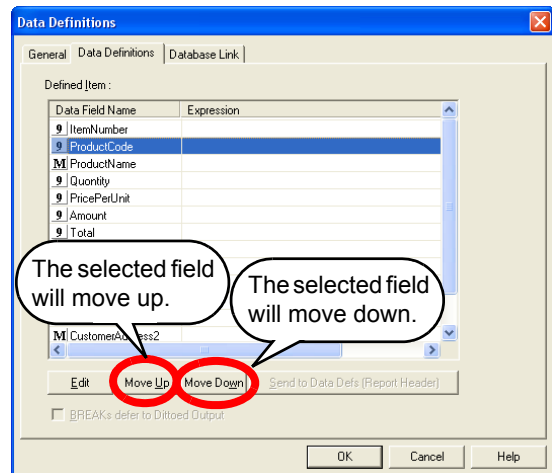


1 Using the [Data Definitions] tab, align the order of the defined fields with that of the input data.

Select a field, and click either the [Move Up] button or the [Move Down] button to rearrange the order.

In this instance, arrange the order as follows.

- 1 CustomerName
- 2 CustomerAddress1
- 3 CustomerAddress2
- 4 CustomerPostCode
- 5 SalesDate
- 6 SalesRecordNumber
- 7 PersonInChargeCode
- 8 ItemNumber
- 9 ProductCode
- 10 ProductName
- 11 Quantity
- 12 PricePerUnit
- 13 Amount
- 14 Total



Tip

- Multiple fields can be selected at the same time, by clicking the items with the [Shift] key on the keyboard being kept pressed.

Go on to specify operations.

Specify Operations

Specify operational expressions that are used to calculate the total amount and others.

For this instance, specify the following operational expressions.

- Output a form for each sales record No.
- Assign item number automatically
- Calculate Amount automatically
- Calculate the Total Amount automatically

Sales Invoice

A*A Electronics
x-x-x, Marunouchi,
Chiyoda-ku, Tokyo
000-0000

Co. Ltd.
x-x-x, Marunouchi, Chiyoda-ku, To
(000-0000)
Tel. (99)9999-9999
Fax. (99)9999-9999

Sales Date	Sales No.	PIC Code
14 Sep-2005	05102	007

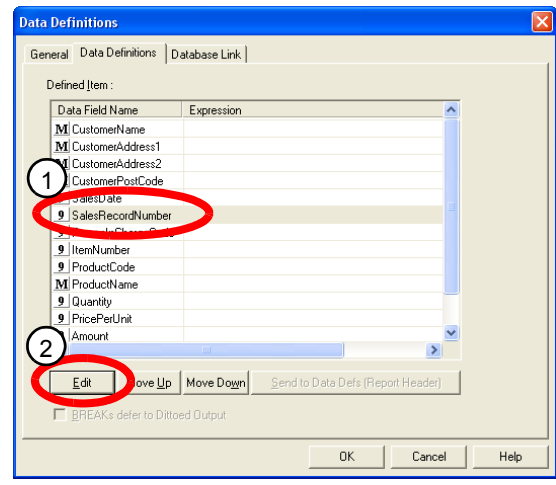
Item	Prod. Code	Product Name	Quantity	Unit Price	Amount
01	0100	Vacuum Cleaner	2	\$23,000	\$46,000
02	0110	Refrigerator	2	\$125,000	\$250,000
03	0201	Hot Carpet	5	\$10,000	\$50,000
04	0211	Bar Radiator	3	\$5,000	\$15,000
05	0221	Table Heater	3	\$7,800	\$23,400
Total					\$384,400

■ Output a form for each sales record No.



1 From [Data Field Name], select [SalesRecordNumber] and click the [Edit] button.

⇒ This displays the [Edit Data Definition] window for data definitions.



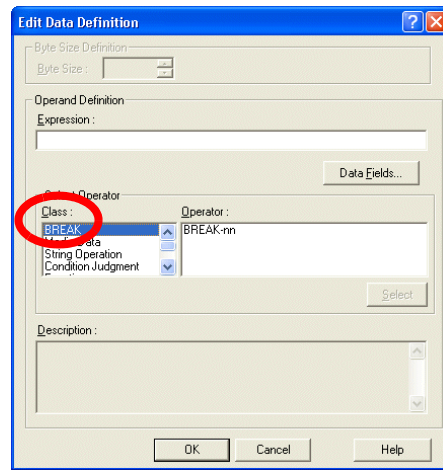
2 Select [BREAK] from [Class].

⇒ For [Operator], the operator for [BREAK] is displayed.

Note

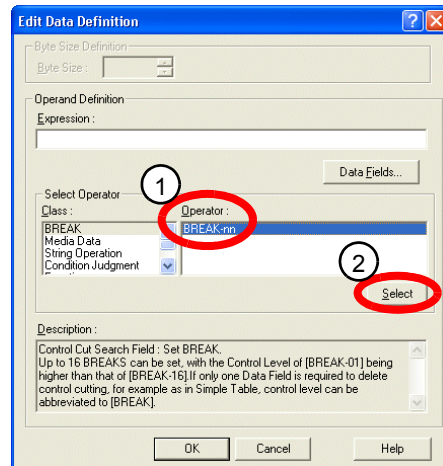
- [BREAK] is the operator that ceases repetitions.

If the [BREAK] operator is specified for a field, a New Page can be performed or the results of the calculation with the input data can be output, when data value has changed.

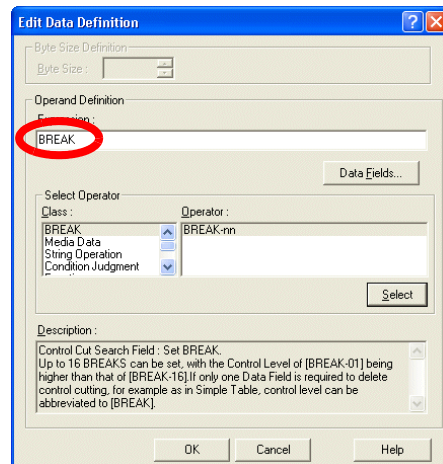


3 From [Operator], select [BREAK-nn] and click the [Select] button.

⇒ This inputs [BREAK-nn] to [Expression].

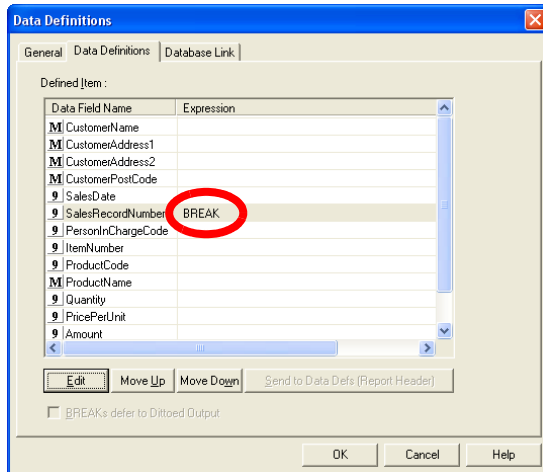


4 Delete [-nn] from [Expression] in order to change the input to [BREAK].



5 Click the [OK] button.

⇒ This closes the [Edit] window for Data Descriptor, and displays [BREAK] in [Expression] for the [SalesRecordNumber] in the [Data Definitions] window.



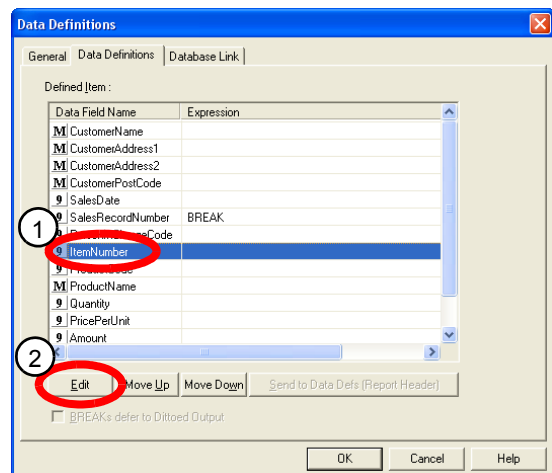
By following the settings above a simple table will be output for every sales record number.

■ Assign item number automatically



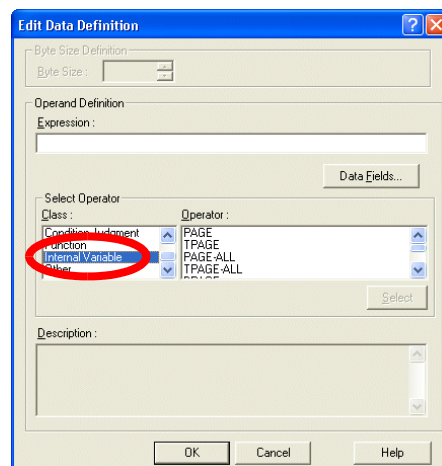
1 From [Data Field Name] in the [Data Definitions] tab, select [ItemNumber] and click the [Edit] button.

⇒ This displays the [Edit Data Definition] window for data definitions.



2 Select [Internal Variable] from [Class].

⇒ For [Operator], the operators for [Internal Variable] are displayed.

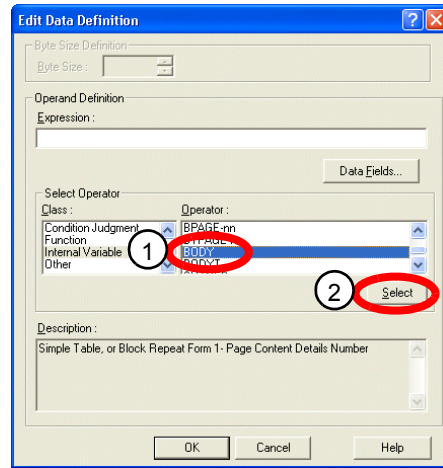


3 From [Operator], select [BODY] and click the [Select] button.

⇒ This inputs [BODY] to [Expression].

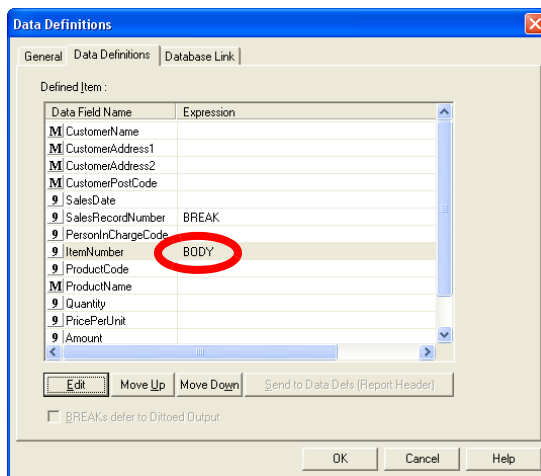
Note

- If the "BODY" operator is specified in a field, the item number will be assigned automatically.



4 Click the [OK] button.

⇒ This closes the [Edit] window for Data Definitions, and displays [BODY] in [Expression] for the [ItemNumber] in the [Data Definitions] window.



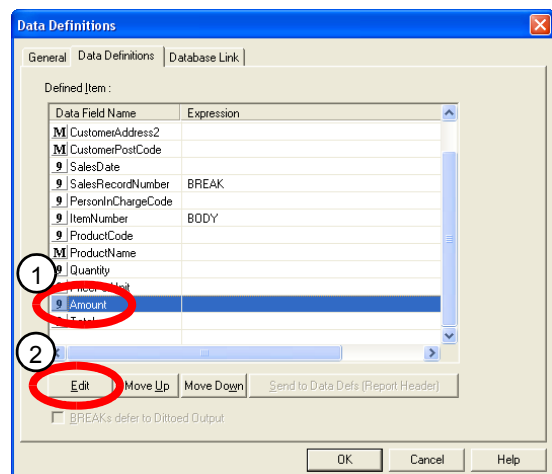
By following the settings above item numbers will be assigned automatically.

■ Calculate amount automatically



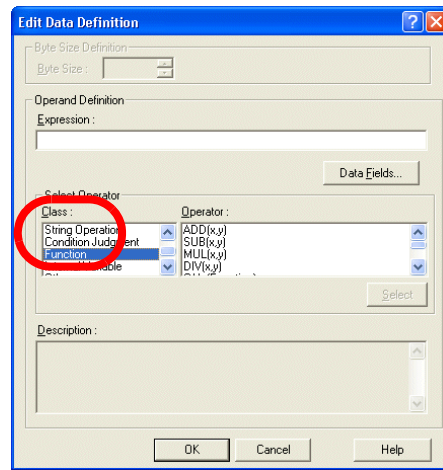
1 From [Data Field Name] in the [Data Definitions] tab, select [Amount] and click the [Edit] button.

⇒ This displays the [Edit Data Definition] window for data definitions.



2 Select [Function] from [Class].

⇒ For [Operator], the operators for [Function] is displayed.

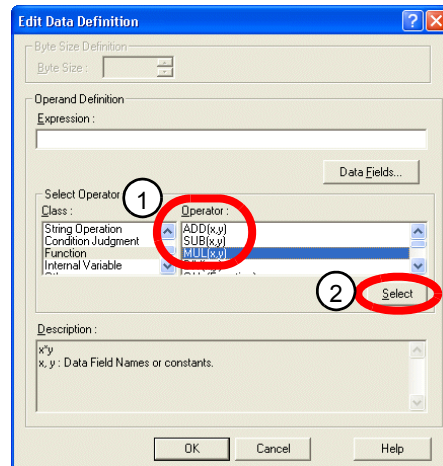


3 From [Operator], select [MUL(x,y)] and click the [Select] button.

⇒ This inputs [MUL(x,y)] to [Expression].

Note

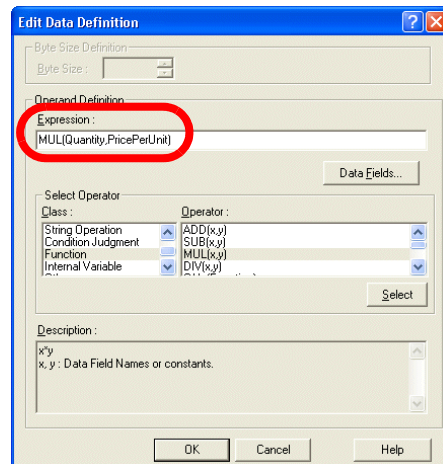
- "MUL(x,y)" operator is used to perform multiplication.



4 As the calculation for [Quantity] x [UnitPrice] is needed, set [x] as [Quantity] and [y] as [PricePerUnit].

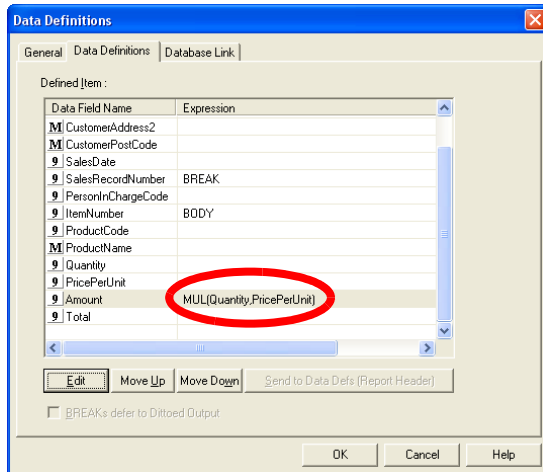
Note

- Data field can also be input from the list by clicking the [Data Fields] button.



5 Click the [OK] button.

⇒ This closes the [Edit Data Definitions] window, and displays [MUL(Quantity,PricePerUnit)] in [Expression] for the [Amount] in the [Data Definitions] window.



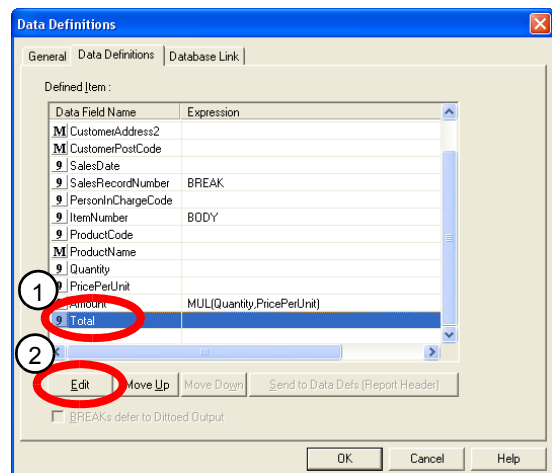
By following the settings above, amount will be calculated automatically.

■ Calculate the total amount automatically



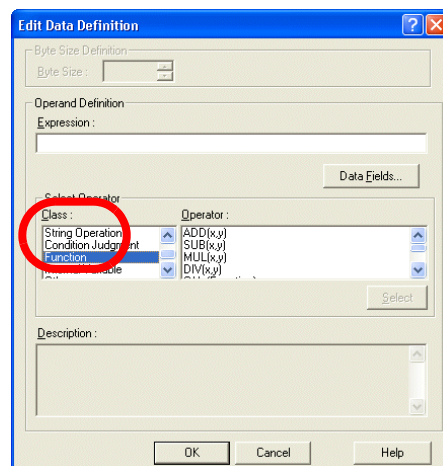
1 From [Data Field Name] in the [Data Definitions] tab, select [Total] and click the [Edit] button.

⇒ This displays the [Edit Data Definition] window for data definitions.



2 Select [Function] from [Class].

⇒ For [Operator], the operators for [Function] is displayed.

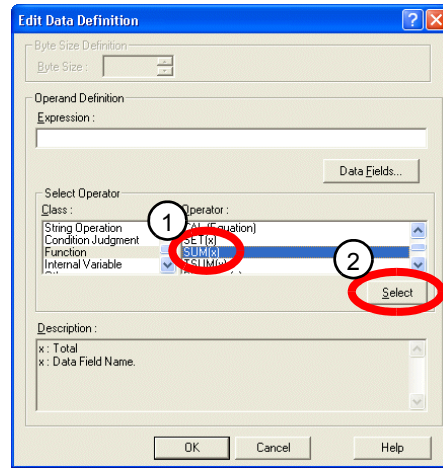


3 From [Operator], select [SUM(x)] and click the [Select] button.

⇒ This inputs [SUM(x)] to [Expression].

Note

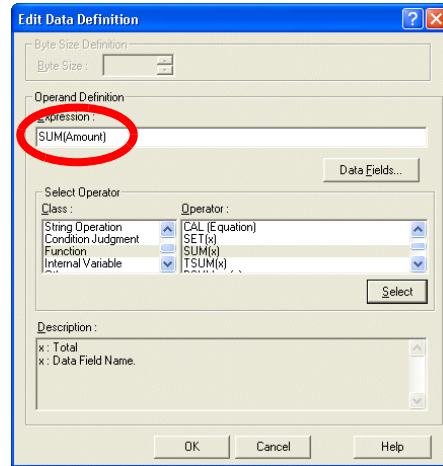
- "SUM(x)" operator is used to total the values in the fields.



4 As [Amount] needs to be totaled, set [x] as [Amount].

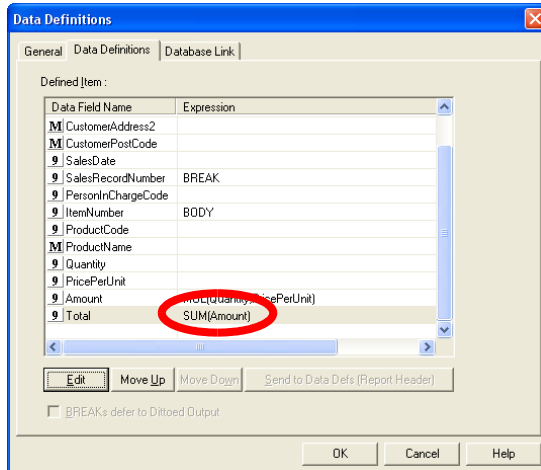
Note

- Data field can also be input from the list by clicking the [Data Fields...] button.



5 Click the [OK] button.

⇒ This closes the [Edit] window for Data Definitions, and displays [SUM(Amount)] in [Expression] for the [Total] in the [Data Definitions] window.



By following the settings above, Total will be calculated automatically.

6 Click the [OK] button.

⇒ The [Data Definitions] window closes.

5. Confirm Output Image of Form

Confirm the actual output image of the form by specifying the input data.

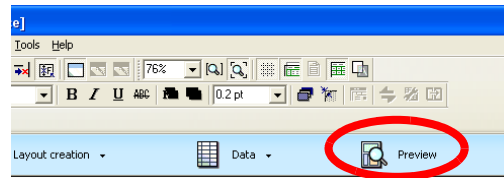
Note

- You can also confirm the output image of the form by creating an input data template. For more details, refer to the online manual "Advanced Form Design".



1 Click the [Preview] button in Forms Navigation.

⇒ The [Preview Start] window is displayed.

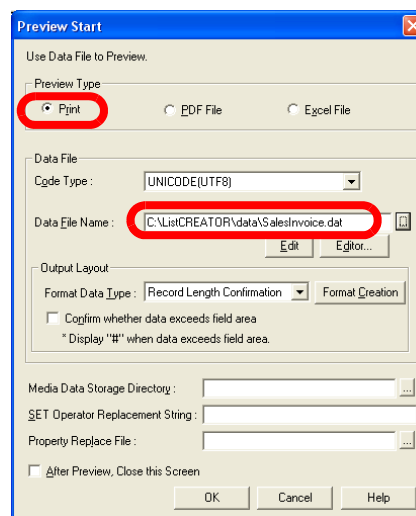


2 In [Preview Type], select a method for checking the output image of the form, and specify the input data in [Data File Name].

In this instance, select "Print" and then specify the input data already prepared.

The input data is available in the following directory.

Installation_directory\data\SalesInvoice.dat



Note

- Input data can also be specified from the reference window for data file name by clicking the [...] button next to [Data File Name].
- The default installation directory for List Creator is [C:¥ListCREATOR] (if installed on the C drive).

3 Click the [OK] button.

⇒ This displays the [Preview] window, and the output image of the form is also displayed.

The screenshot shows a 'Preview' window with a title bar containing 'Preview' and standard window controls. The window displays a 'Sales Invoice' form. At the top center, the title 'Sales Invoice' is enclosed in a rounded rectangle. On the left side, there is a box containing the text: 'A*A Electronics', 'X-X-X, Marunouchi,', 'Chiyoda-ku, Tokyo', and '000-0000'. On the right side, there is a box containing: '##### Co. Ltd.', 'X-X-X, Marunouchi, Chiyoda-ku, Tokyo (000-0000)', 'Tel: (99)9999-9999', and 'Fax: (99)9999-9999'. Below this information is a small table with three columns: 'Sales Date', 'Sales No.', and 'PIC Code'. The values are '14-Sep-2005', '05102', and '007' respectively. The main part of the form is a large table with six columns: 'Item', 'Prod. Code', 'Product Nam', 'Quantit', 'Unit Pric', and 'Amount'. It contains five rows of data and a 'Total' row at the bottom right. The data rows are: (01, 0100, Vacuum Cleaner, 00000002, \$23,000, \$46,000), (02, 0110, Refrigerator, 00000002, \$125,000, \$250,000), (03, 0201, Hot Carpet, 00000005, \$10,000, \$50,000), (04, 0211, Bar Radiator, 00000003, \$5,000, \$15,000), and (05, 0221, Table Heater, 00000003, \$7,800, \$23,400). The 'Total' row shows a total amount of \$384,400.

Note

- If there are multiple pages, click the [◀] button and [▶] button in the [Preview] window to display the data in the previous/next field.

4 In the [Preview] window, click the [x] button located on the upper right corner of the window.

⇒ The [Preview] window is closed.

This screenshot is identical to the previous one, showing the 'Sales Invoice' form in the 'Preview' window. However, the close button (the 'X' icon) in the window's title bar is circled in red, indicating that it should be clicked to close the window.

As the [Preview Start] window is displayed, click the [Cancel] button to finish the operation.

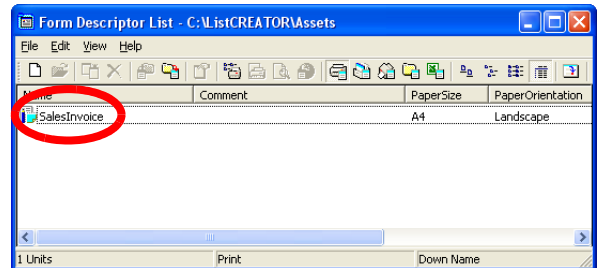
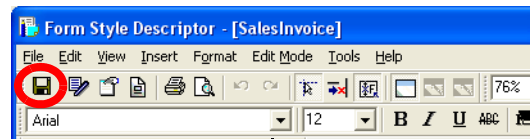
6. Save the Created Form

Save the created form.



- 1 Click the [Save] button () on the toolbar.

⇒ The form is saved, and also added to the list of forms in the [Form Descriptor List] window.



7. Exit

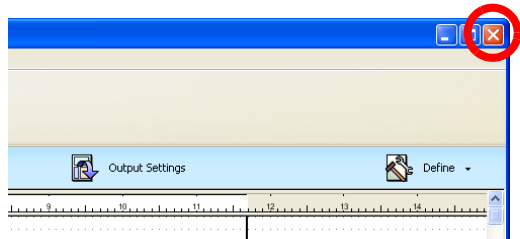
Exit the [Form Style Descriptor] and [Form Descriptor List] windows.

■ Exit the [Form Style Descriptor] window



- 1 In the [Form Style Descriptor] window, click the [x] button located on the upper right corner of the window.

⇒ This will close the [Form Style Descriptor] window, and the [Form Descriptor List] window is displayed.

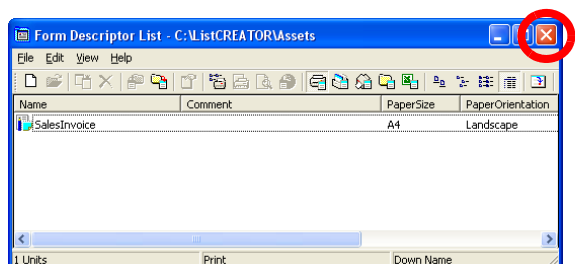


■ Exit the [Form Descriptor List] window.



- 1 In the [Form Descriptor List] window, click the [x] button located on the upper right corner of the window.

⇒ The [Form Descriptor List] window is closed.



Step Up

- List Creator enables you to various forms other than the simple table format.

Free frame format

- This is the advanced format which includes othe the five formats.
- Details can be output in columns.
- Details can be output horizontally.
- Multiple details can be output on one page.

<Form example>
Bill

Bill	
To	
Details for November	Details for December

Multipart table format

- Detail table can be built in.
- The number of detail lines and the output position of total lines varies according to the number of detail fields. Various types of totals (such as subtotal, intermediate total, total) can be automatically calculated and output.

<Form example>
Estimate sheet,
personal work record

Estimate			
To			
Total			
Product Name	QTY	Unit Price	Subtotal
			Total

Simple table format

- Detail table can be built in.
- Every page has the same format. (Forms are output in a fixed layout.)
- One type of total can be automatically calculated and output.

<Form example>
Sales Invoice

Sales Invoice			
To			
Product Name	QTY	Unit Price	Amount
			Total

Single page format

- Fields can be placed any where.
- This format is suitable for forms without details and block repeats.

<Form example>
Employee card, Employee ID

Employee ID	
Name	
Employee number	
Employee date	

Block repeat format

- This format includes the sticky label format.
- Headers and footers are added to the sticky label format.

<Form example>
Business cards

Business Cards		

Sticky label format

- This form is made up of only block repeats.
- Forms are output in a fixed position.

<Form example>
Name & address label

For more details, refer to the online manual "Advanced Form Design".