

Getting Started | Working With Graphics | OMR Zones

Merging Data Files | Command Line | Tuning Printers

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Merging Data from Files

Preparing Data Files Defining Fields Separated Data Formats Fixed Data Formats Editing Fixed Fields Linking to Fields Masking Printing Forms with merged Data

Defining Fields

When form is printed that contains objects that merge data from a file, FoD-OMR opens the file and extracts the required data from defined fields, the number of lines in the file (records) determines the number of forms that are printed.

When you define the structure of your data file, each field is labelled, and the information contained in the fields can be displayed in several places on your form, and in different formats (such as both a barcode and a matrix zone).

Before you defined your fields, it is recommended you have a sample data file handy to reference the fields in each record.

Defining fields for delimited data formats

To define fields for delimited data formats, select **External Data** from the **Tools** menu to open the **Field Definitions** dialog box.

Field Definitions			×
Records			
✓ <u>M</u> aintenance mode			
<u>N</u> ew <u>E</u> dit	Delete	<u>Print</u>	hift
Name	Order	Max Ler	—
🗯 Surname	1	8	
🔅 FirstName	2	8	•
🛸 Age	3	8	
🗯 StudentNo	4	8	
			↓
(mail)			↓
<u> </u>			-
		ОК	Cancel

1. Click New to create a new field.

Name: StudentNo OK Cancel Cancel Max Length: 8 - NOTE: 'Max Length' provided for user convenience only and is ignored by application.	Field	<u></u> 	? 🔀
Cancel Max Length: 8 Max Length' provided for user convenience only and is ignored by application.	<u>N</u> ame:	StudentNo	ОК
Max Length: 8			Cancel
NOTE: 'Max Length' provided for user convenience only and is ignored by application.	Max <u>L</u> ength:	8 •	
	NOTE: 'Max Length' provided for user convenience only and is ignored by application.		

- 2. Type a Name for the field. If you are using a Separated data format with headings enter each column heading as a field name. At merge time OMR D&P will identify each column using these heading and extract the information into the fields on the form.
- 3. You do not have to set a start position or length for fields in a separated data

file as these are automatically detected by FoD-OMR, but it is good practice to enter the length as an aid to defining the correct length of the field.
The arrows 1 1 1 1 1 1 1 1 1 1
Тор
Defining fields for fixed data formats
To define fields for fixed data formats, select External Data from the Tools menu to open the Field Definitions dialog box.
Field Definitions
Records
Maintenance mode New Edit Delete Print Shift
Name Start Length
Ç∰ FirstName 18 16 S∰ Age 34 2
studentNo 36 8
OK Cancel
1. Click New to create a new field.
Field ?
Name: StudentNo OK
Start: 36 📫 Cancel
Length: 8
2. Type a Name for the field. This label is then available as a link selection.
 If the field is in a fixed data file, enter a Length for the field and a Start position if the field does not immediately follow the preceding one. The Start position is automatically updated when more fields are defined.
Тор
Eaiting fixed fields
If your data is extracted from a fixed data file, you can easily change the positions of the fields in each record by selecting the field and clicking the Edit button.
To change the start position of a particular field, and automatically update the start positions of all the fields that follow it, click Shift button and enter an offset to increase or decrease the start position.



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