FTDesign Manual V7.5

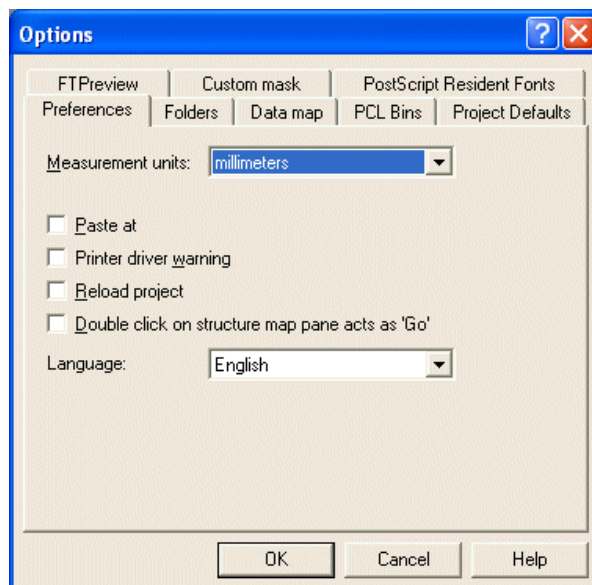## Tools & Options

Design Options

Before you start designing forms you can customize your design environment to suit your own preferences. To view the current design environment settings, select **Options** from the **Tools** menu.

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Preferences

On the **Preference** tab, you can set the following options:

- **Measurement units** - allows you to select the unit of measurement used for all design functions. Options include millimetres, centimetres, inches, points, picas and 300dpi.
- **Paste at** - allows you to select where an object pasted from the clipboard will be inserted.
- **Printer driver warning** - a warning is given when an incompatible printer is selected.
- **Reload project** - FTDesign automatically reloads the last project on start up.
- **Double click on structure map pane acts as 'Go'** - when selected, double-clicking on a page element in the structure map pane will place that page element in focus in the design window.
- **Language** - Changes the language used in FTDesign, FTSplitDef and the Repaginator. These applications must be restarted in order for this change to take effect. FTDesign, FTSplitDef and the Repaginator will now be displayed in the selected language, including menus, dialog boxes, field names and page element names.
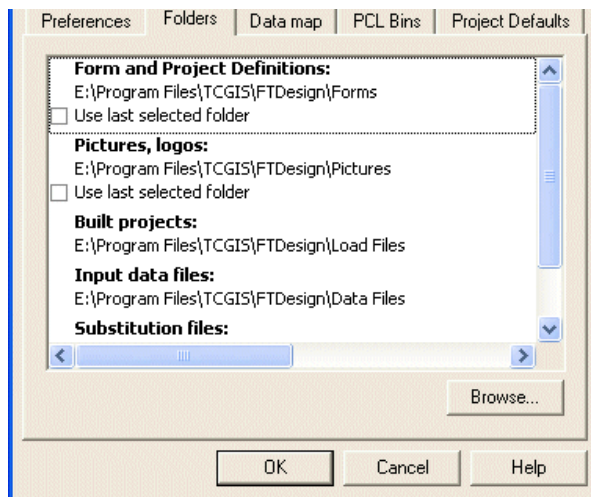

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Folders

On the **Folders** tab, you can set the following options.

- **Forms and Project definitions** directory - default directory when opening and saving a new form. Select **Use last selected folder** to set the default form and project directory to the last folder selected when opening or saving a form or project.
- **Pictures, logos** directory - default directory when inserting a picture or a logo on the form. Select **Use last selected folder** to set the default picture directory to the last folder selected when inserting a picture.
- **Built projects** directory - default directory for output built project (.asc) files.
- **Substitution files** directory - default directory for test substitutions files.
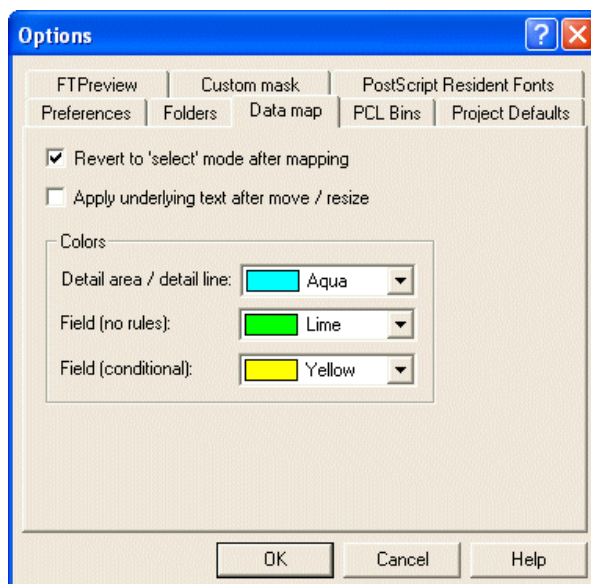
Data Map

On the **Data map** tab, you can set the following options

- **Revert to 'Select' mode after mapping** - after a data field is mapped, the cursor will return to select mode.
- **Apply underlying text after move/resize** - when a test field is moved to another data field, the rule will change so it reflects the new data.
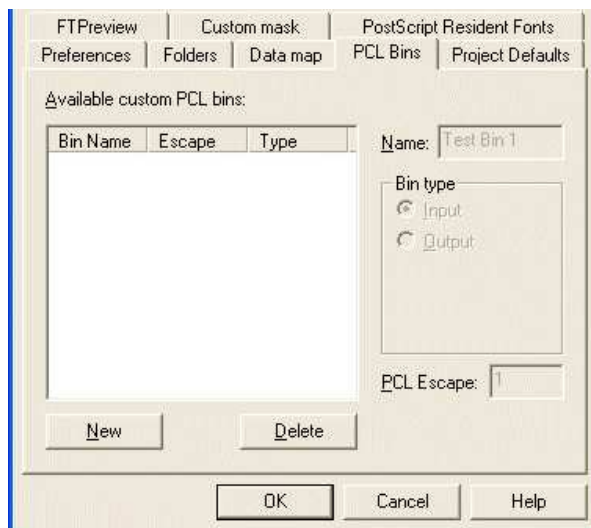- **Colors** - select your own colors for print mapping in Print Line mode.

PCL Bins

Available custom PCL bins store the required attributes to force the printer to select other than the normal bin for input and output. Input is for paper selection, output for is destination. This section assumes you will give preference to one of PCL (PCL5e or PCL5c) or PCLXL (PCL6) for your bin selections for custom bins as they may be different. PostScript bins cannot be permanently labeled in this fashion as they are provided by the printer driver.

On the **PCL Bins** tab, you can set the following options:

- **Name** - the name of the custom printer bin to be displayed in FTDesign. Custom PCL Bins are used to define extra printer input and output bins when the printer driver does not make them visible.
- **Bin type** - set whether the custom bin is an input tray or output bin.
- **PCL Escape** - set the numeric part of the PCL escape code for selecting the custom bin. This value can be found in your printer manual.

You can edit the preferences of any custom PCL bin at anytime by simply left-clicking the appropriate bin in the **Available custom PCL bins** box and changing the settings. PCL
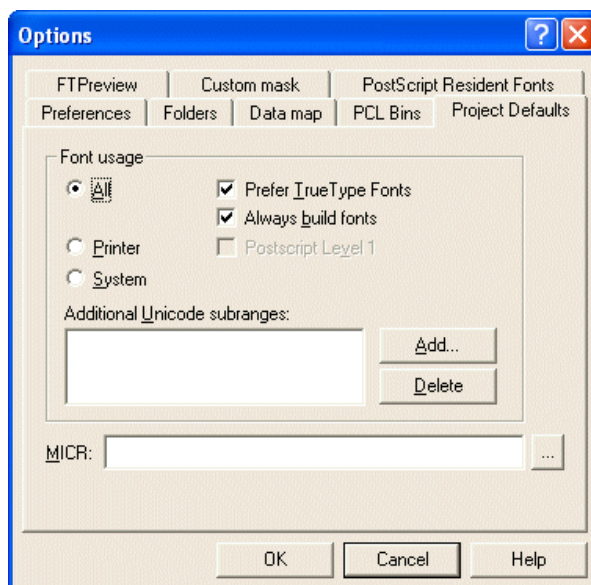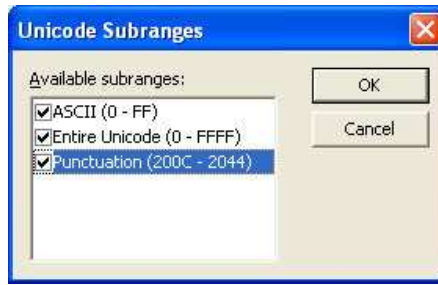
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Project Defaults

Project defaults are used to initialize newly created projects and when the stand-alone form is viewed using the preview options.

On the **Project defaults** tab, you can set the following Font usage and MICR options:

- **All** - FormTrap uses a combination of True Type fonts and printer-resident fonts when designing and building your form. Once **All** is selected you can then set the following options:
    - **Prefer True Type Fonts** - defaults to True Type fonts on all new projects. FormTrap uses True Type fonts instead of printer-resident fonts when both are present i.e. font 'Arial' exists both as a printer-resident and system based True Type font). **Prefer True Type Fonts** is the default option. Uncheck this box to default to printer-resident fonts on all new projects.
    - **Always build fonts** - when FormTrap cannot find either the True Type or printer-resident fonts it will substitute the next best fit for the missing font. Check this box to ignore font related errors or when the exact appearance of text glyphs is irrelevant.

- **Printer** - FormTrap uses only printer-resident fonts when designing and building your form. Printer-resident fonts are installed on the printer. Once Printer is selected, you can then set the following option:
    - **Post Script Level 1** - produces Postscript Level 1 output files. This option is generally used for specific faxing solutions that require Postscript Level 1 input.
- **System** - FormTrap uses only True Type fonts when designing and building your form. True Type fonts are installed in your Windows font directory.
- **Add Unicode subranges** - this allows you to include additional ranges of character glyphs into your load (.ASC) file. Subranges are supplied by TCG during the

- **MICR** - Select a default MICR file for all new projects. The MICR box refers to the location of the MICR font file you are using to generate the MICR line on check forms. The MICR font is only available when using a PCL printer driver to design and build forms.
    - Click the browse "**...**" button and locate the MICR directory.
    - Select the correct MICR file and click the **OK** button.
    - If you are not producing checks (cheques) or you are not using the PCL printer driver you can ignore this option.
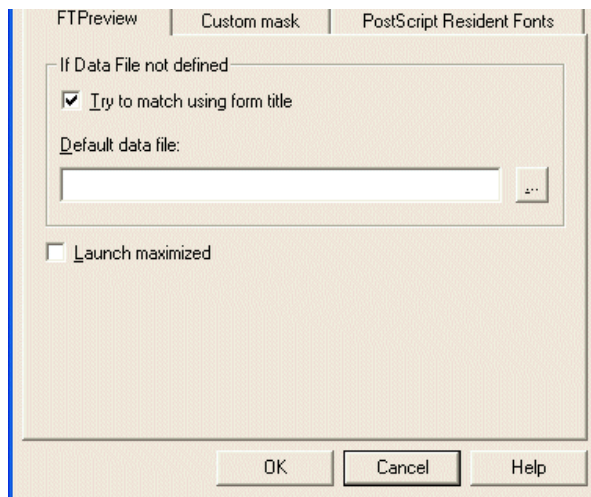

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FTPreview

On the **FTPreview** tab, you can set the following options:

- **Try to match using form title** - FTPreview will try to find a data file which matches the title of the form. For example, if the form is named invoice.frm, FTPreview will look for a data file called invoice.txt or invoice.dat in the specified **Input data files** folder.
- **Default data file** - click the browse "**...**" button to select a default sample data file. If a data file has not been loaded FTPreview will use the specified data file as the default.
- **Launch maximized** - the FTPreview window will open maximized.
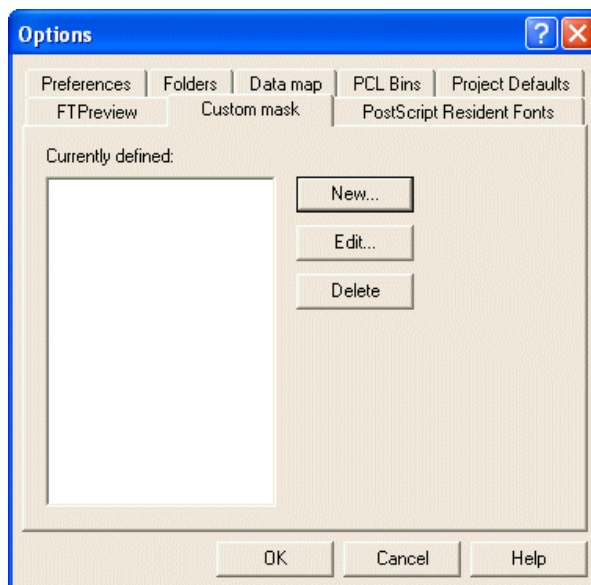
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Custom Mask

On the **Custom mask** tab, you can set the following options:

- **New** - create a new custom amount mask. This is useful if you regularly use a currency format that is not available in the default list. The new mask will then be available in the list of mask types.
- **Edit** - edit the format of an existing custom mask.
- **Delete** - delete an existing custom mask.
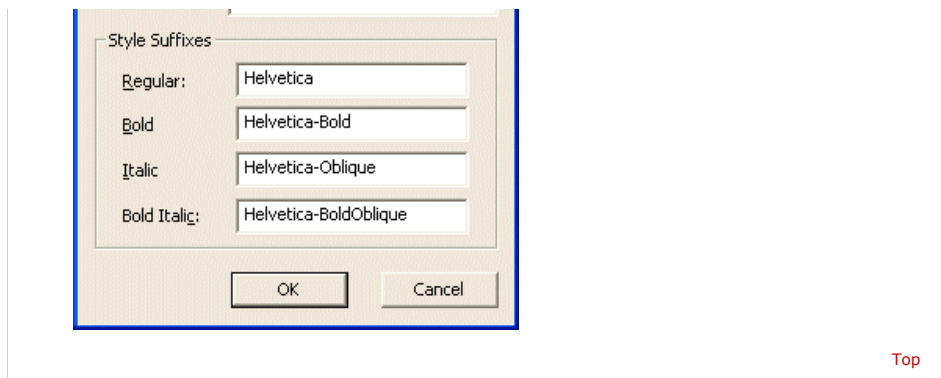
More information on Creating Custom Masks

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Postscript Resident Fonts

On the **PostScript Resident Fonts** tab, you can add additional fonts which can be used when designing a form.

The following options are available:

- **New** - Use the **New...** button to add a font to the available font list.
    - You will need to determine the name the printer uses for the font you wish to add. You can find the font name by printing a list of the printer resident PostScript fonts from the production printer.
    - Enter the **Family name** for the font and the **Style suffixes** for **Regular**, **Bold**, **Italic** and **Bold Italic**.
    - Click the **OK** button.
- **Edit** - edit the information for an already available PostScript font. Select the appropriate font and click the Edit button.
- **Delete** - delete a PostScript font from the list of available FTDesign fonts. Select the appropriate font and click the **Delete** button.

Style Suffixes

Regular: Helvetica

Bold   Helvetica-Bold

Italic   Helvetica-Oblique

Bold Italic: Helvetica-BoldOblique

OK   Cancel

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