

HTML Form Generator



User's Guide

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About This Manual



Documentation provided

Complete documentation is available to help you make optimum use of **HTML Form Generator**.

The *User's Guide* offers you a quick guided tour of the software to get you off to a good start with its basic functions. In this manual you will find all the procedures for installing, setting up and using the software.

Typographical conventions

This manual distinguishes between different types of information by using the following conventions:

- terms taken from the interface itself, such as commands, appear in **bold**;
- keys appear in small caps, as in the following example: "Press the SHIFT key";
- numbered lists mean there is a procedure to follow;
- when the conjunction "or" appears next to a paragraph it means there is the choice of another procedure for carrying out a given task;
- When a menu command contains submenus, the menu name followed by the command to select appears in bold. Thus, "Choose **File Open**" means choose the **File** menu, then the **Open** command.



This symbol gives hints for optimizing certain tasks, speeding up the execution of commands, and so on.



This symbol highlights important information about a particular function or procedure.

HTML Form Generator

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Introduction

HTML Form Generator is a multilingual HTML format data entry form generator, dedicated to document printing.

HTML Form Generator allows you to create forms quickly and easily, thanks to a wizard that guides you through the whole operation.

The application allows you to associate a data entry form with each existing document, in a similar way to the **Form** in your labeling software. The major advantage of using HTML is that it can be edited quickly and easily using a wide range of software packages, such as FrontPage, Word, and so on. This gives you total control over the way your forms look.


Once generated, these forms can be used alone on your local workstation, or coupled with **Sentinel Print Pack** on your company's intranet. When operating in classic **Form** mode, data is entered manually by the operator and printed locally. When operating in automated mode, data is transmitted in the form of records in a file, with final printing carried out by **Sentinel Print Pack**.

Generating a Form

► Launching HTML Form Generator:

- Launch **HTML Form Generator** from the Windows **Start** menu.

or

- Click on  .

or

- 1 Launch your labeling software.
- 2 Select **Tools HTML Form Generator**.

The following window appears: Step 1

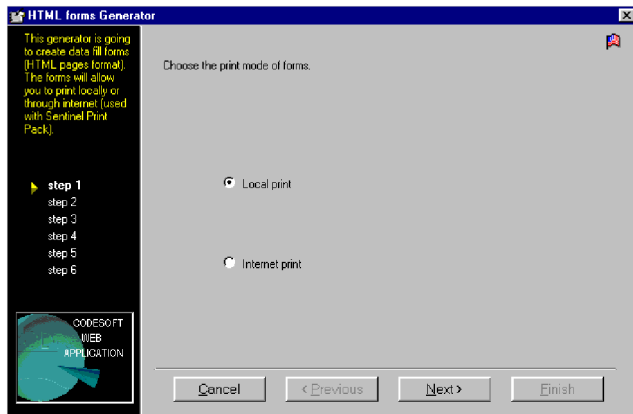


Figure 1 Step 1 of the Wizard

Step 1

This first step allows you to select the Wizard display language and the print mode.

► To select the display mode:

HTML Form Generator's interface display can be translated instantly.

- 1 Click on the flag in the top right-hand corner of the window.
The **Select language** dialog box appears.
- 2 Select the required language, then click on Close.



You can select the language you prefer at any stage in the form generation process. The language you choose will also be applied to the HTML forms.

► **To define the print mode:**

Step 1 allows you to choose the print mode, i.e. local print (printer connected to your computer) or Internet print (printer connected via a network).

- 1 Check **Local print**
or
Internet print.
- 2 Click on **Next.**

The Step 2 window appears.

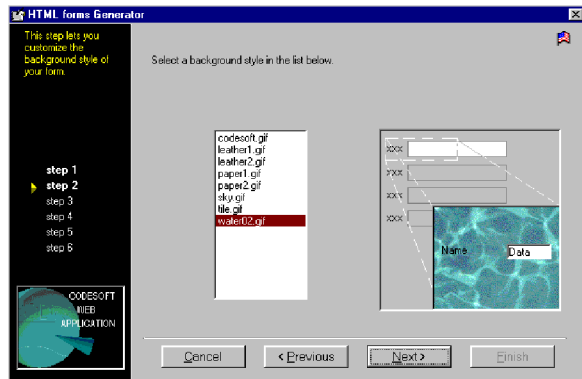


Figure 2 Step 2 of the Wizard

Step 2

This step allows you to customize your forms. A list of different page backgrounds is available

► **To customize your form:**

- 1 Select the page background you prefer.
- 2 Click on **Next**.

The Step 3 window appears.

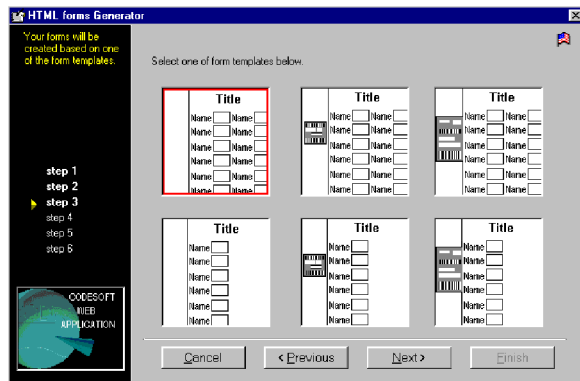


Figure 3 Step 3 of the Wizard

Note

The program offers you a number of different background images. However, if you prefer, you may also add your own backgrounds (in GIF format) by copying them into the images file of the installation folder.

Step 3

This step involves specifying a form template.

You may choose from among the following six templates:

- **Template 1:** the form fields are arranged in two columns.
- **Template 2:** the form fields are arranged in two columns with a fixed size preview image of the document to be printed.
- **Template 3:** the form fields are arranged in two columns with an actual size preview image of the document to be printed.
- **Template 4** the form fields are arranged in a single column.
- **Template 5:** the form fields are arranged in a single column with a fixed sized preview image of the document to be printed.

- **Template 6** the form fields are arranged in a single column with an actual size preview image of the document to be printed.

Note

When using two columns, the HTML coding is more complicated and thus more difficult to work with. Fields arranged in a single column, on the other hand, are not organized in any particular way. They are simply placed in a stack, one on top of the other. This makes them easier to edit and organize using an HTML page editor.

► To select the form template:

- 1 Select the required template.
- 2 Click on **Next**.

The Step 4 window appears.

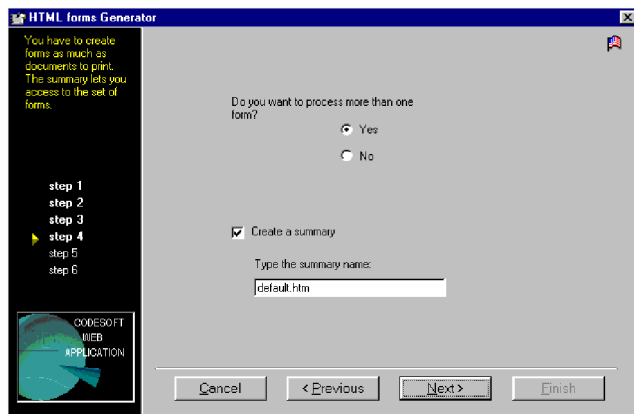


Figure 4 Step 4 of the Wizard

Step 4

This step allows you to choose between creating one form, or a number of forms. In the latter case, **HTML Form Generator** gives you the option of creating a summary containing the names of all the forms you create. The summary will allow you to access your forms directly.

► **To name the summary:**

- 1 Check the required options.
- 2 If necessary, give the summary a different name by entering it in the text box.
- 3 Click on **Next**.

The Step 5 window appears.

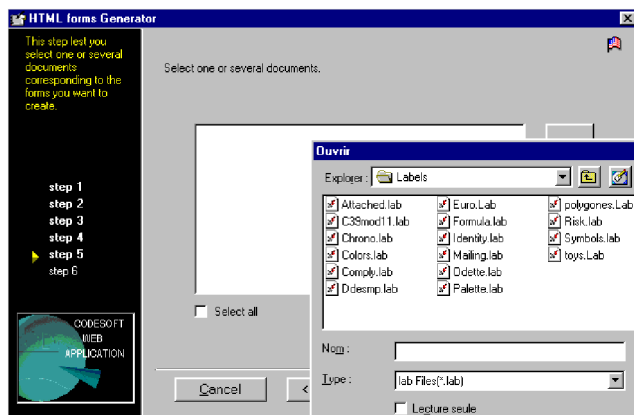


Figure 5 Step 5 of the Wizard

Note

In the case of network printing (via the Internet), it is advisable to give the contents the same name as that of the default page created by your Internet server. It is usually DEFAULT.HTM.

Step 5

This step involves selecting the documents for which you wish to generate a data entry form.

► **To select the documents:**

- 1 Click on

The **Open** box appears, allowing you to select the required documents.

- 2 By holding the CTRL (or SHIFT) key down, you can select several files at the same time by clicking on them with the mouse.
- 3 Confirm your choice by clicking on **OK**.
All selected documents will appear in the Wizard window.
- 4 Complete this stage by clicking on the **Next** button.
The Step 6 window appears (the final step).

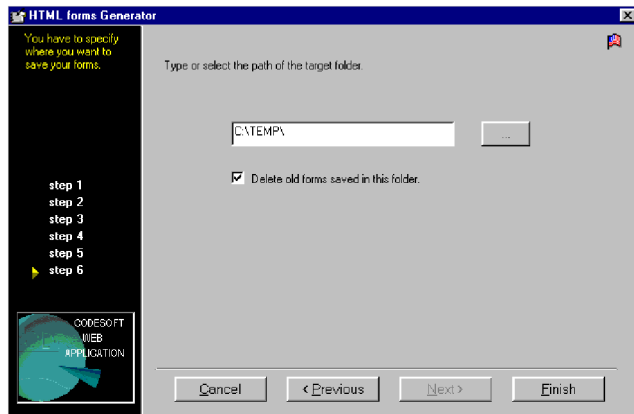


Figure 6 Step 6 of the Wizard

Note

You can repeat the file selection process as many times as necessary, particularly if the files are located in different folders.




If you chose to generate a single form only, you will only be able to select a single file. In this case, the window will look slightly different.

Step 6

This final step consists of selecting the folder in which the HTML forms will be saved.

► To select the form archive folder:

- 1 Click on .

The **Browse for folder** dialog box appears. This allows you to select the folder in which you wish to save your forms.

- 2 Select the required folder, then click on OK in the dialog box.



The **Suppress the old forms from the folder** option allows the selected folder to be cleared instantly. In this way, you can be certain that all forms located in this folder are up to date.

Note

In the case of network printing (via the Internet), the form archive folder can be the intranet site's root folder. For example: C:\INETPUB\WWWROOT\[MY SITE].

► To launch form generation:

All parameters are now defined, and **HTML Form Generator** is ready to create your forms.

- Click on **Process** to launch form generation.

Form generation takes a few seconds, current status is displayed during the operation. Once form generation is complete, **HTML Form Generator** launches Microsoft Internet Explorer then shuts down automatically.

Depending on the option checked earlier, Internet Explorer will display either the one form, or the summary of forms.

The example below shows an example summary displayed by Internet Explorer:

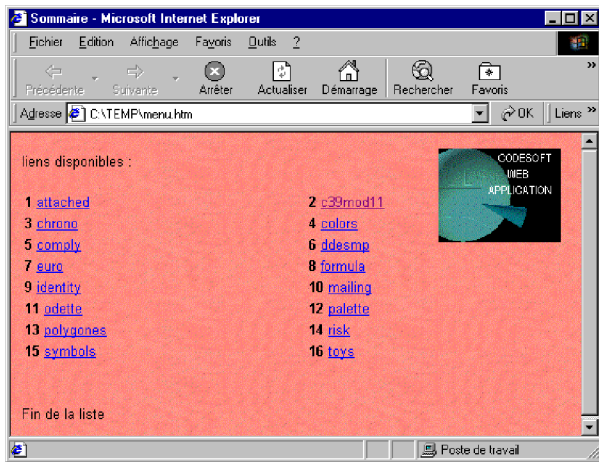


Figure 7 Example of a summary displayed by Internet Explorer



Internet Explorer version 4 or higher is required for displaying HTML forms.

Using Data Entry Forms

Printing Locally

The form consists of the following elements:

- The fields corresponding to the document variables currently being processed;
- The field corresponding to the number of pages to be printed;
- The field corresponding to the number of copies of each page to be printed;
- The field corresponding to the number of copies in the batch to be printed;
- The list of printers. This list is initialized when the HTML page is loaded, and includes all the your labeling software printers (Windows or thermal transfer) connected to your PC;
- The **Print** button.

► To launch form printing:

- 1 Complete the data entry fields.
- 2 Click on **Print**.

The data is instantly transmitted to your labeling software, which handles the document printing.

Printing via the Internet

This mode allows you to delocalize document printing. You can then launch document printing from any workstation on your company's intranet.

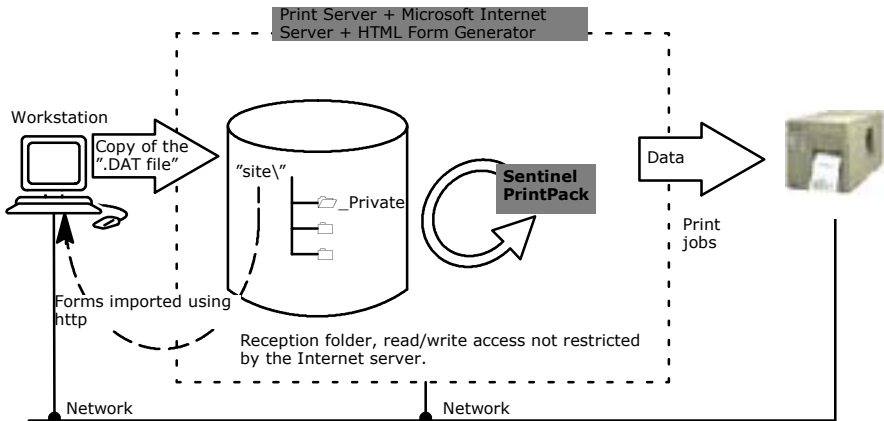
This is done by generating and saving all forms on your intranet site. By simply connecting to the site, the forms can be relocated to your workstation. The data, sent to your site's backup folder, is then intercepted by **Sentinel Print Pack**, which handles final document printing.

Printing via the Internet requires a specific hardware configuration. Since **HTML Form Generator** conforms to Microsoft standards, your Internet/intranet server must be a Microsoft Internet Information Server (MIIS), version 3.0 or higher. However, forms can be accessed using Netscape Navigator as well as Microsoft Internet Explorer.

This printing mode also requires **Sentinel Print Pack** to be installed on the workstation acting as the Internet server.

► Installation and Configuration

The diagram below shows how HTML Form Generator functions in Internet or intranet mode.



* MIIS = Microsoft Internet Information Server

Figure 8 Internet/intranet Diagram

Note

This section mainly concerns the Internet administrator.

The following applications must be installed on the Server:

- **HTML Form Generator**
- Internet Server (Microsoft Internet Information Server, version 3)
- **Sentinel Print Pack**

Users can load the required forms onto any workstation using the http protocol. Once the data entry form is complete, all that remains is to launch printing. **HTML Form Generator** sends the data to the printer in the form of DAT files on the Internet server, **Sentinel Print Pack** then analyzes the files and authorizes document printing.

► Configuring the File Sentinel

In order for **Sentinel Print Pack** to recognize the format of the different data files, a few settings must be adjusted.

1 Launch **Sentinel Print Pack**.

The main Sentinel PrintPack window appears on the screen.

2 Select an ASCII sentinel in file transfer mode.

3 Click on **Add**.

4 Name the sentinel, and specify the local folder in which the data files transmitted by **HTML Form Generator** are found. This is generally the `_private` directory of your Internet site.

Note

The `_private` directory is automatically created if you set up your site using Microsoft FrontPage. This is the only directory that authorizes read and write access.

If your site does not contain this folder, you will need to create it and assign the necessary access rights.

5 Configure the **Delimiters** using the **Delimiters** tab.

In this case, we are only interested in the delimiters assigned to table assignment. The default values are described in detail below. Theoretically, there is no reason why you cannot leave them as they are.

| Delimiter | Value |
|-----------------|----------|
| Start of header | None |
| End of header | {CR}{LF} |
| Start of data | None |
| End of data | {CR}{LF} |
| Data separator | , |

- 6 Select the different **check variables** using the **Check variables** tab. The default values are described in detail below. Theoretically, there is no reason why you cannot leave them as they are.

| Name | Value |
|--------------------------|--------------|
| Document filename | LAB_NAME |
| Documents in a batch | LAB_QUANTITY |
| Copies of each page | PAGE_COPY |
| Copies of each document | LABEL_COPY |
| Labels between cuts | INTERCUT |
| Printer and port | THT_NAME |
| Initializing the printer | CDE_LINE |

- 7 Select the **target** printer (the one forms will be printed on).

► **Generating and printing forms via the Internet**

Explanations concerning form generation are given at the beginning of this manual.

Once the forms are organized and stored on the site:

- 1 Connect to the site using the http protocol to load the required form.
Example: `http://MachineName.SiteName/my_document.htm`.

Note

The form contains the same elements as in local printing mode (see Page 2 - 11), except the list of printers as these are managed by **Sentinel PrintPack**.

- 2 Complete the data entry fields, then click on **Print**.

The data is saved as a record in a DAT file. **Sentinel Print Pack** analyzes and manages the final printing.