

## **Commonly used tags**

1) [Print Full Name] <<type=signer;signer=1;label=Print Full Name;height=0.6>>

The distance between the 'Much Less' and 'Much More' symbols defines the length of the field, add redundant or duplicate information to increase a fields length or reduce the font size of the text within the outer '<' and '>' symbols to shorten. Optionally use terse versions for the attributes, e.g. 'type'='t', 'label=I', 'height=h'.

The 'h' number gives the height of the field box, while the font size of the outer '<' and '>' symbols define font size, alternatively use the attribute 'fs', e.g. fs=13.

The 'I' value is optional and defines the field label, this is principally for the signer's benefit. It also defines the name of signers on the send page, which is for the sender's benefit.

2) Automatically entered [Signing Date]

```
< <t=signer;s=1;f=32;h=0.6>>
```

3) Field Positioning - The 'x' and 'y' numbers move a field left right, up or down.

e.g. move a field up using a negative 'y' value

- - < <t=signer;s=1;f=32;h=0.6;y=-20>>

Or you can move a field down using a positive 'y' value

- - < <t=signer;s=1;f=32;h=0.6;y=20>>

The 's' attribute defines the signer associated with the field.

4) [Signature] for signer 1

```
<<t=signature;s=1;y=-30>>
```

5) Add Initial fields using type=initials

```
<<t=initials;s=1>>
```

In the case of signer 1 only, s=1 is optional.

e.g.

<<t=initials>>

or

```
<< t=signer;l=Print Full Name;h=0.6 >>
```

6) Make a field optional with required=0 or use the terse version, r=0

```
<< t=signer;s=1;l=Print Full Name;h=0.6;r=0 >>
```

7) Add or remove field borders (from the signer's prospective) using the 'b' attribute

```
b=0=without << t=signer;I=Print Full Name;h=0.6;b=0 >>
```

```
b=1=with << t=signer;l=Print Full Name;h=0.6;b=1 >>
```

8)	To align text within a field use the 'a' attribute. The default is to align signer entered
	text to the top left. Use 'a=m' or 'a=r' to align text to the middle or right,
	respectively.

```
<< t=signer;l=Print Full Name;h=0.6;a=m >>
<< t=signer;l=Print Full Name;h=0.6; a=r >>
```

9) To define a dropbox use the 'f' attribute and the option '20', 'f=20'. Add the drop box option, using the attribute 'o', and separate each option using '^'.

```
<< t=signer;l=gender;f=20;o=Male^Female^Other;h=0.6 >>
```

10) Change font size using the 'fs' attribute, e.g.

```
<< t=signer;I=Print Full Name;h=0.6;fs=18>>
```

## 11) Duplicate Text Tags

To duplicate a field, add the attribute 'c' to the text tag

There are three elements  $c=[x]^{[y]^{[z]}}$ 

- [x] represents the horizontal positioning from the original field, e.g. [x] pixel to the left/right
- [y] represents the vertical positioning from the original field, e.g. [y] pixel up/down
- [z] represents the number of times the field is to be duplicated

For Example:
A bank sort code might contain 6 fields, each containing a single number.
Is defined by the following text tag:
t=signer;f=53;c=30^0^5
[t=signer] defines a text field for signer 1
[f=53] add the validation to accept a single digit only
[c=30^0^5] defines the field should be duplicated five times with each field 30 pixels to the right $\&$ 0 pixels down.
You might also want to add attributes for font size and field height
t=signer;f=53;fs=16;h=1.5;c=30^0^5
The tag for 6-fields all equally spaced is:
<>
The same fields but as sets of two is:
<> <>
The same fields but with a placed within a text box:

NOTE: Where required text tags can be made transparent or have their font colour match the

background.