

Edit Form Templates

As an administrator, you can update the name and description of a form template, upload a form template variant, or download a template and make changes using Adobe LiveCycle Designer.

Prerequisites


You have installed Adobe LiveCycle Designer.

Context

Recommendation

We recommend that you edit form templates provided by SAP or partners instead of creating new form templates. Editing provided templates means that you do not have to adapt any output settings and you can also manage all versions of the template. Form template versions that you customize are not overwritten by SAP or partner upgrades.

Procedure

1. Go to your user profile and select **Settings All Settings Output Management Maintain Form Template** .
2. Click  and select **Edit**.
3. Update the name and description of a form template, upload a form template variant, or download a template and make changes using Adobe LiveCycle Designer.

By default, the **Form Main Template** toggle is on. If you do not want to use company-specific main templates, turn off the toggle. Note that only .xdp files can be uploaded.

4. Save and publish your changes.


In the Adobe LiveCycle Designer, you can make changes such as the following:

- Change position of title, logo, and fields
- Change alignment of title and logo (unless you define these with main templates)
- Change title and template texts
- Change sender address, number, and content of footers (unless you define these with main templates)
- Change style and size of font
- Change line style and add borders
- Adjust visibility of fields, change field labels, and the sequence of fields
- Adjust visibility of columns, change column order, and column headers
- Add standard fields available in the form data structure

If you want to add new fields that are not available in the form data structure, you can add extension fields. Other fields require support from the SAP Cloud Service Center.

- Add placeholders to free text blocks
- Add new texts or captions
- Show and hide page numbers or folder marks

Note


If you require complex changes to a print form, you can also contact the SAP Cloud Service Center. They can assist you with complex scripting such as dynamically displaying or hiding fields, sorting table rows, adding new or extension fields to a form, or creating a completely new form. For more information, see the [Business Center for Cloud Solutions from SAP](#) .

For more information about using Adobe LiveCycle Designer, see the Adobe product documentation.

Create Language Variants

Variants are copies of an existing form template that are defined in other languages. You can use variants to create translations of forms in other languages.

Procedure

1. Go to your user profile and select **Settings All Settings Output Management Maintain Form Template**.
2. Click  and select **Copy Variant**.
3. In the dialog box that appears, select a language.
4. By default, the **Form Main Template** toggle is on. If you do not want to use company-specific main templates, turn off the toggle.
 - If you use a main template, some of the elements are predefined by the main template, which creates consistency among documents.
 - If you do not use a main template, then you can define the template's header, footers, logo, and sender address individually for this template.
5. Save and publish your changes.

Download Template Variants

Download a template variant either to edit it offline or to use it as sample data to preview a form template.

Procedure

1. Go to your user profile and select **Settings All Settings Output Management Maintain Form Template**.
2. Select the template you want and choose **Download**.

3. Save the archive file using .zip as the file extension.

The ZIP file contains the following files:

- An XML data package (XDP) file containing the selected form template variant.
- An XML schema definition (XSD) file that defines the structure of the XML document. This is required for offline editing.
- If available, XML files containing sample data for previewing your changes.

Note

If no sample data files are available, you can also create your own sample data files using the **View XML Data** button on a document's output history.