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| Edit Icons - Free Download, PNG and SVG Getting STarted To start the application, open the JAR file name FormFiller.jar in the given ZIP folder called FormFiller.zip | |  | | --- | | fORM fILLER gUIDECreated BY Team Goggles |  Startup PageLogin The first page you should see is one asking for user or editor login, if you do not intend on editing any form fields, just choose user. Otherwise, choose editor and enter “goggles” as the pin. Selecting Files Next you need to enter the type of field trip, so either a general field trip for in school or in state, or an extended/out of state trip. You can choose the type of form from the drop down at the top of the window (the default is general). Next, you need to enter the location of all the actual forms and the location you want to save the new forms. (NOTE: you must be able to view and save to both the places you are getting the forms from and to!) Clicking either box will bring up a windows explorer menu to choose the folder for both options. Once you have gone to the desired directory, choose confirm and a checkbox will appear next to the box.  **STARTING**  After all of this, you are ready to actually fill out your form, choose the “Confirm” button to startup the application. Note: it may take a second as the forms are copied over! The Home PageExplaining Labels The general layout follows a basic structure similar to an excel sheet. On the left you will see the label (highlighted red in image) for whichever field it is next to, which is used to indicate to you what your input will be going into. Anywhere in the forms that you see something that requires that info, the program will enter it for you, across all files. The box on the right is the data input box (highlighted blue in image). Anything you put here will be entered into the forms as you put it. Types of inputs There are a couple of different types of inputs: dropdowns, textboxes, checkboxes, and date dials. For all of them, all you have to do is simply enter your input. Saving your forms To save the changes you have made to the input boxes, simply scroll down to the bottom and press the large button that says “Apply & Save”. This will take your input and enter it into every file. **IMPORTANT**: the program has a possibility of erasing previous edits you have made, so please use this first, or backup your forms!!! |

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| Editing Users In order to add or remove fields, as well as reset the options back to normal, you need to have logged in as the editor. If you want to edit fields, it’s a bit more complicated, but will be explained below. When you make changes to a settings file, it only applies to your current type of form, like out of state, not all of them. | The gui ApproachAdding fields To open the GUI menu for adding new fields, first go to the menu bar: File Options> Field Edit> Add Field. You should get a menu that looks like this:    Using the first dropdown in the window, choose the type of field you want to add. This will pertain to both the file type and also the type of input.  For .docx:   * Table: edit a table in a docx fie * Insert: insert text after specific text * Replace: replace specific text with new text   For .xlsx:   * Insert text into a specific cell   For pdf:   * Check box: create a checkbox input option * Combo box: create a dropdown menu * Date: create a date chooser * Text: add text to a pdf form field   After choosing the field/file type, you will notice that a list of files will appear. On the far left is a checkbox that will allow you to choose whether you will actually add that file to the list of items this applies to, since only files you select will be edited by the program. The box in the center represents the file name. The box on the right is editable and it contains the info on how to set up your new field. Follow the instructions given to you there to set up your field, and replace the text.  To give your new field a name, go to the top of the window and choose “Set Field Name”, this will bring up dialog to choose your new labelled name for the field. Additionally, if what you are filling in on the right seems repetitive, there is an apply all option at the top. Enter the text on the left and press the button to apply the text to all fields.  Finally, to actually save your field to the settings file, click the large button on the button that says “Add”. It will close the window and refresh the settings file to reflect your new changes. **IMPORTANT:** remember to check the files you want, don’t just enter the ID’s!!! Removing fields Removing Fields is much easier. Go to: File Options> Field Edit> Remove. You will see a new window with a dropdown and a button. Choose the field you want to remove by clicking the down arrow on the right and then the name of the field you want to remove. Once you have chosen it, click “Delete” and a confirmation dialog will appear. **IMPORTANT:** these changes can not be undone, don’t delete something if you are unsure of what it is! The Manual Approach Fields can also be edited and modified through a non-gui syntax-based text file. To start, go to either genSettings.txt for general field trips or OverOutSettings.txt for other field trip form types. Each of these files should already have comments at the top explaining the syntax, although it may not be the best.  When you make a field, you have to make at the least two lines of input. The first is the programID syntax line and the second is the fileID syntax line. I will explain what both of these are below:  **ProgramID:**  In order to actually display the field for editing in the GUI you must make a programID syntax line. The general form is:  %$#$%**programID**%$#$%**typeOfInput**%$#$%**fieldNickName**%$#$%  The programID is any number you want it to be, as long as it is not used before by the program. The typeOfInput is the type of input it will be taking/showing. There are several type: TEXT, CHECK\_BOX, COMBO\_BOX, and DATE. Some of these types take additional arguments. For CHECK\_BOXes, you need to put a dash and then the name of the checkbox. If it is a checkbox with multiple options like a yes box and a no box, put another dash separating the yes and now the second name. Repeat this until you have the desired number of boxes. For COMBO\_BOXes, you have to supply what all of the options in the dropdown will actually be, put in a list inside brackets. For example: a list of apple, pear, and grape would look like: COMBO\_BOX[apple,pear,grape]. Finally, we have the fieldNickName which is what you want to display to the user as the name of this field. Put whatever you want for this option.  Now that you have added this, you don’t need anymore for this type of input. For example, if I had just created a text field for the cost of the trip, I don’t need to make this same line for every file, just once. The way we assign it to the actual file is in the next type of syntax.  **fileID:**  In order to assign the input to the actual file we have to use a different kind of line. The general form is: %$@$%**programID**%$@$%**DIRBEFOREREPLACEGEN/fileName**%$@$%**fileID**%$@$%  The programID this time is not unique like what we had before, it must be the same programID as the programID syntax line that declared our input type. For example if I had made a DATE field with ID 3, I have to enter 3 otherwise it won’t get that input.  The next data piece is the filename(including the extension). This will tell the program what file we are trying to add this data to. The DIRBEFOREPLACEGEN is part of the syntax, **do not remove it**. Finally, you have the fileID. The fileID is dependent on what kind of input you are trying to send and also the file extension you are sending it to.  This is a table to help explain it: **NOTE:** spaces are important, don’t include them anywhere if they are not specifically mentioned or needed as fieldID text!   |  |  | | --- | --- | | File type and input type | fieldID | | .docx – Inserting text | “I-” and the text you want to insert after | | .docx – Replacing text | “R-” and the text you want to replace | | .docx – Tables | “T-” the placement of the table(ex. 1st,2nd, but as 1, 2 ) and then a dash, the row number and then a dash, and finally the column number | | Xlsx- adding text to a cell | “C-”the row number and a dash, and then the column number and a dash. | | PDF date form fields (\_\_\_/\_\_\_/\_\_\_) | “D-”the field name of the first text box, a dash, the name of the second text box, a dash, and the name of the third text box | | PDF text | “T-”and the field name of the textbox | | PDF checkboxes | “C-” and the field name of the checkbox | | PDF combo boxes | “L-”and the field name of the combo box |   This is fairly straight forward, if you are having trouble finding the name of a pdf form field name, tools like Adobe Acrobat and many online resources can print out the names of these fields.  This line that you have now added represents that data going into one form field on one file. To put it into a different field or file, you must add another line following this syntax.  Once you are done: save the file and restart the program to see your changes go into effect! |