

The #Text command has many options and can be qualified in different ways that are unique compared to all other commands. Therefore, this command has a single chapter to explain the different options. This chapter is divided into three sections. The first section details the #Text command as accessed from the View of a form and the second section details the command when editing the textual scripts available in the Form Editor (normally in the *Run Time Objects* or *Footer Objects* section). The third section describes Substitute Functions that can be used by either edit method.

## EDIT #TEXT FROM A VIEW

To edit, insert, or delete text, it is often easier to use the Document View of a Form File.

1. Open the PrintBoss Master Application.
2. Click on the **Edit** menu and select **Form Files**.
3. Select the desired form and click the **View** button. The View of the Form opens. Clarity will depend on the monitor's size and resolution.



See the *Modify from the Document View* section of the Training Notes entitled *Form Files* for information on the layout of the View window.

### DATA PRESENT

The form is void of accounting data when viewed from the Form File. Bank account information displays depending on the form and based on the bank record selected from the drop down list at the bottom of the Form Select window. Close the view, select a new account from the drop down menu, and click View again to display information from a specific bank account.

- ✓ **Any editing saved to a form in the View affects all bank accounts – not just the bank currently viewed.**

Other elements in the View consist of text, grid, and other objects used to create the Form File and are generated by PrintBoss. This often includes logos, company information, bank information, signature lines, labels, and the format for the MICR line at the bottom of a check.

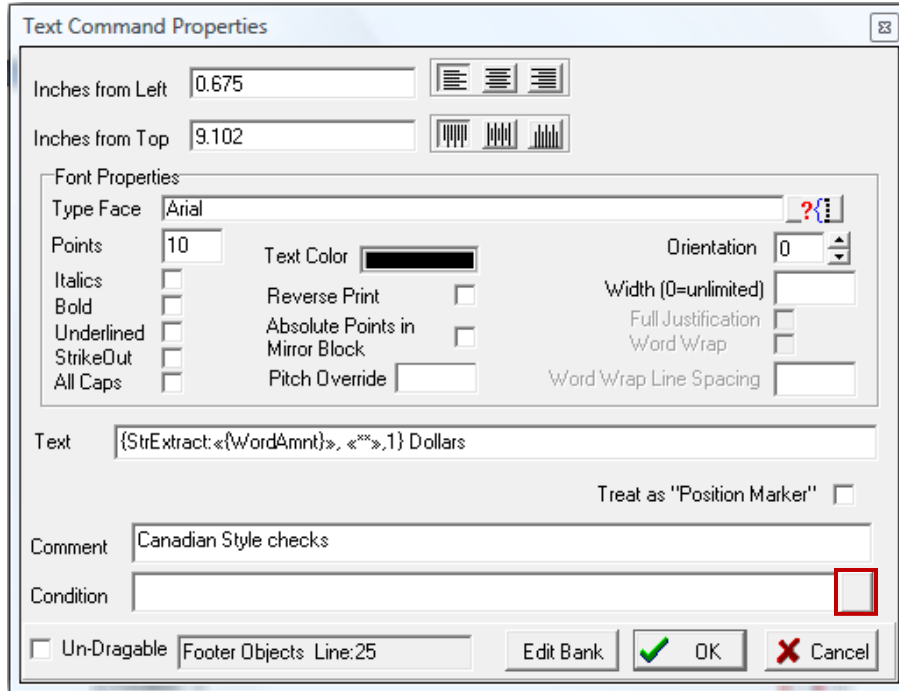
### DELETE TEXT

Deleting text or objects from the View removes that object from ALL documents that use this form. Click once on the text object to select it. The text will be highlighted. Right click and select *Delete Current Object*. PrintBoss will prompt you for a confirmation. The change is not permanent until you Close the view and confirm the changes should be Saved.

- ✓ **Deleting text from the view will delete it for all copies and accounts that use this document.**

### EDIT TEXT

There are two ways to select text in the form: 1) double click on the text or 2) click once to highlight, then right click and choose **Edit Current Object**. A dialog box opens with properties specific to this text item. Variable names appear in the *Text* field enclosed in braces { } if the form text is the value of a variable. This is common with bank and company information.



Adjust the coordinates listed in the upper left of the dialog box to change the placement of the text. These coordinates are in INCHES and measure from the left edge of the paper to the edge of the text, depending on justification (Left, Center, Right), and from the top edge of the paper to the edge of the text, depending on justification (Top, Middle, Bottom). The default justification is left and top. You may also drag text to the desired location.

**NOTE:**

Text may be dragged to change its location unless there is a variable in the Left of Top field. See the graphic above for an example. The {CompAdsLeft} variable adjusts the left edge of the company address objects when a logo appears on the form. The distance from the left is specified by a #Assign command.

The text dialog opens after text is dragged to verify the new location. Click OK to accept the change.

Click on the red question mark to the right of the *Type Face* field to change the style of the font and browse to any font available on your system. You may also type the name of a font. Adjust the point size and style of the font as desired. Available font properties include:

- Italics
- Bold
- Underlined
- Strikeout
- Color (If you do not have a color printer, the text will appear on the paper in a shade of gray)
- Reverse Print
- Mirroring
- Orientation
- Pitch for fixed pitched fonts only (Courier, Line Printer, Letter Gothic)

A condition may be added to the text using the Condition field near the bottom of the dialog. Type the condition or choose one from the selector button to the right of the Condition field. Add "&&" after the condition to add another condition. It is often best to edit complex conditions in the Form Editor.



Please see Training Notes entitled *Form Files* for more detail on conditional commands.

**INSERT TEXT**

1. Right click anywhere in the View
2. Select **Insert an Object**
3. Click **Text**

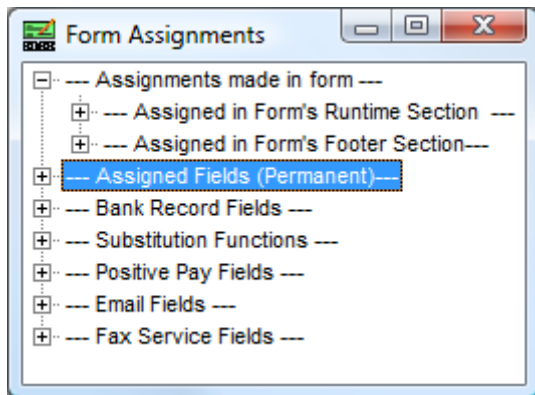
The Text Command Properties dialog opens with the coordinates of the point where you right clicked. Type your text in the *Text* field or enter a variable name in braces { }. Typically the variable names are assigned in the RunTime Objects tab or through a PrintBoss PB#INFO trigger. Change the text properties as needed.

**NOTE:**

Objects inserted from the View are placed on the last line of the Footer Objects tab of the Form File (or the Back Objects tab if viewing the back of the form). Placements in other tabs or changes of order for proper formatting need to be made in the Form Editor.

It may be convenient to view a list of available variables when inserting a new Text field.

1. Close any open dialogs
2. Right click in the View
3. Select **Display Assignments**



These steps open the Form Assignments window. Move the Form Assignments window to the side for reference. Drag a variable from the *Assignments made in form* list or the *Assigned Fields (Permanent)* list onto the View of the form. A Text Command Properties dialog opens for the variable. The coordinates in the dialog are based on the drag location of the variable. Edit and click *OK* to save your changes or click *Cancel* to undo.

**FORM EDITOR**

Though it is easier to Add/Edit/Delete text objects from the View of a form, sometimes it is advantageous to access the script behind the view. A #Text command defines text properties for every text object in the script. The scripts are editable by opening the form editor and examining the RunTime, Footer, Page Back, or Proprietary Objects sections of the form. The basic syntax follows:

**#TEXT X, Y, "FontDescriptor", "TextString"**

Double click on an existing command or type #Text and double click on it and a line editor dialog will parse out the script and open the Text Command Properties dialog. The following describes the parameters the parser expects.

**X, Y:**

These coordinates represent the location of the top left corner of the text from the left and top edges of the paper in inches. These values may be entered in thousandths of an inch. If the X coordinate is followed with the letter

L, C, or R (case does NOT matter), PrintBoss will justify the text to the Left, Center, or Right. The text is left justified by default. Type the letter T, M, or B after the Y coordinate to justify the text Top, Middle, or Bottom. The text is top justified by default.

Only enter the letter representing justification in the script. This action is unnecessary in the Text Command Properties dialog.

**FONTDESCRIPTOR:**

The Font selection button on the Text Command Properties dialog in PrintBoss opens the Windows Font dialog. Once a font is selected, the descriptor is built automatically. The font descriptor can be typed in the script using the following components:

'Typeface/Point Size/Options'

'Arial/12/B'

PrintBoss allows a few abbreviated Type Faces.

- UV Universal\*
- TM Times Roman
- CR Courier
- LP Line Printer\*
- LG Letter Gothic

\* Not recommended as not available in newer printers.

The font options are:

Font Option	Description
I	Italics
B	Bold
N	Underline
K	Strikeout
U	All Caps
R	Reverse Print
@nnn	Rotation of fonts in degrees -360 ...0 ... 360. Often used to change orientation of text for Deposit slips
+	Follows point size and specifies all mirror blocks use original point size
Pnn.nnn	Overrides any Fixed or Proportional pitch with this pitch
Xnn.nnn	Sets width of text in inches when used with Full Justification (XJnn.nnn)
A	Word Wrap
E.nn	Specifies Word Wrap line spacing

**TEXT STRING:**

This is the actual string of text that prints and can be a variable name or specific text (i.e. 'Two Signatures Required'). The string should be delimited (see *Delimiting Parameters* at the end of Chapter 9). Take care to choose a delimiter that will not occur in the string, especially when the text is an assignment from captured data. Example: Don't use Single Quotes if the text could possibly contain an apostrophe.

One unique delimiter available to PrintBoss is Ctrl+ ' (apostrophe) and will appear as ÷ (old division symbol). This delimiter is recommended when the other options are likely to appear in the text string.

Some examples of #Text commands commonly found in PrintBoss Form Files include:

#Text .3, 7.8, "Arial/14/B", ÷{BCName}÷ ¶This places the company name in the upper left of the check in a 14 point Bold Arial font.

#[C,0]Text 4C, 10.5, "Times Roman/10/I", "Original" ¶This places the label "Original" centered at the bottom of the original document, but not on copies.

## SUBSTITUTE FUNCTIONS

There are times when a text command needs to be limited, formatted, or altered to account for special circumstances. Substitute functions are available for the #Text command to accommodate those special situations. A list of substitute functions is available in the Form Editor by RIGHT clicking in an Objects tab and selecting *List/Stuff Assignments*. Click on the plus sign in front of Substitution Functions to view the list.

Substitute functions need to be enclosed in braces { }. Each substitute function name is immediately followed by a colon and any parameters required. Everything between and including the braces will be replaced with the evaluation of the function when it is encountered in a script.

Functions may be embedded in functions. Use caution. Confusion may occur with delimiting the functions and parameters. Sometimes it is preferable to create a value from a series of steps to eliminate confusion and make the command clearer. For example, consider a field with leading and trailing spaces that is captured to a variable called {Dept}. It may have the value: " SHIPPING ". Only the first 2 non-space characters of this field need to be printed (SH). The following two scripts accomplish this goal. The second is a bit longer, but it is clearer and safer.

```
#Text 4, 10.0, "Arial/12", "Dept Code: {SubStr: ÷{TrimAll: '{Dept}'}÷,1,2}"
```

OR: #Assign DeptTrimmed, "{TrimAll: '{Dept}'}"

```
#Assign DeptCode, "{Substr: '{DeptTrimmed}',1,2}"
```

```
#Text 4, 10.0, "Arial/12", "Dept Code: {DeptCode}"
```

Descriptions of the more common substitute functions follow. See Appendix C at the end of this document for a complete list of Substitute Functions.

### CurrentDate

**CurrentDate: 'mm/dd/yyyy'**

Inserts the current date formatted according to the mask. If no mask is passed, the Windows Regional date mask will be used. See *Date & Time Format Masks* in the Training Document entitled *Form Files* for more format options.

### CurrentTime

**CurrentTime: 'hh:mm:ss tt'**

Inserts the current time formatted according to the mask. If no mask is passed, the Windows regional time mask will be used. See *Date & Time Format Masks* in the Training Document entitled *Form Files* for more format options.

### DocAmnt

**DocAmnt: /HideDec /Zero /Width:nn /Commas /Trim**

This function is used to specifically format the document's amount as recorded in the work file *Amount* column.

Parameter	Description
HideDec	Determines if a decimal appears or not
Zero	Number of zeros or places following the decimal
Width:nn	nn specifies maximum width of the value in characters

Commas	Indicates whether or not commas separate thousands
Trim	Trims the value

### DocWordAmnt

**DocWordAmnt: <Line1or2>, <LineLength>, <Currency>, <Style A or B>**

This function calls the *WordAmnt* function using the current DocAmnt as the amount to be converted to words. See *WordAmnt* function for a description of the parameters. There are several different syntaxes for this command depending on whether Line1or2 is part of the function name or the first character. An example of each syntax is displayed below with its equivalent {WordAmnt:} expression. See *WordAmnt* function for more information.

DocWordAmnt Expression	Equivalent WordAmnt Expression
{DocWordAmnt: 1,90}	{WordAmnt: "{DocAmnt}", 1, 90}
{DocWordAmnt1: 90}	{WordAmnt: "{DocAmnt}", 1, 90}
{DocWordAmnt1.90}	{WordAmnt: "{DocAmnt}", 1, 90}
{DocWordAmnt:1.90, "Canadian Dollars"}	{WordAmnt: "{DocAmnt}", 1, 90, "Canadian Dollars"}

### FormatNum

**FormatNum: '<NumStr>', WholeDigits, DecimalDigits, '<LeftFill>', 'RtFill', 'HideDec/Commas'**

This function formats the structure of a numeric value and is often used for Positive Pay. The following letters are used to represent HideDec/Commas:

- H* Hide decimal (used in Positive Pay Scripts)
- C* Comma is inserted as the thousands separator

For Example:

{FormatNum: '{DocAmnt}', 8, 2, '0', '0', 'H'}

In this example, the number of Whole Digits is 8, the number of Decimal Digits is 2, zeros are used to fill Left, zeros are used to fill right, and the decimal is hidden. If the DocAmnt is \$123.40 it would appear as: 0000012340

Here is an example of a #Text using the FormatNum substitute function:

#Text 7.934R, 8.513, 'CR/12/B', ÷\*\*\${FormatNum: '{DocAmnt}', 0, 2, "", '0', 'C'}÷ |Here, the zero Whole Digits represents any number. Notice there is no Left Fill.

### FormatDate

**FormatDate: '<DateInExpr>', 'mm/dd/yyyy' [, AddDays [, AddMonths [, AddYears [, /EOM/FOM]]]]**

This function is used to format a date. <DateInExpr> represents the date to format (or a variable referencing a date) followed by the appropriate format mask. The mask may change the order or the separators of the date. By default, the AddDays/AddMonths/AddYears parameters are 0. Insert positive or negative values for these parameters to shift the date accordingly. Include the "/EOM" option to return the end of month, or the last day of the month for the DateInExpr. FOM will return the first day of the month for the DateInExpr.

### FormatDate2

**FormatDate2: '<DateInExpr>', '<DateInExprMask>', 'mm/dd/yyyy' [, AddDays [,AddMonths [, AddYears [, /EOM]]]]**

Same as FormatDate, except this function includes identifying the DateInExprMask format in case it is different than the Windows' ShortDateFormat.

**Pad**

**Pad: '<Str>', <Len> [, <Left/Rt/Trunc> [, <PadChar>]]**

This function defines the length of the string and adds extra characters when the string is short. Spaces are the default extra character when PadChar is not defined. This function is often used with Positive Pay.

The option parameter may specify L, R, or T for Leftpad, Rightpad, or Truncate. The Truncate will truncate it to the length <Len> specified.

For Example:

{Pad: '{DocNo}', 10, R, '0'} *or*

{Pad: '{DocNo}', 10, , '0'}

The {DocNo} is a variable for the document number. If the check number was 1234, it would appear as: 1234000000.

**RECAmnt**

**RECAmnt: '#,###,##0.00'**

This function displays the amount of the document at the time the work file was generated. The only parameter is the mask, and it is optional.

Mask	Description
#	Digit placeholders that are suppressed if not needed
0	Digit placeholders that will force a zero when no value is present
,	Thousands separator (suppressed if not needed)

**RECDate**

**RECDate: 'mm/dd/yyyy'**

Inserts the date the PrintBoss work file was created. The optional mask uses the characters defined in Chapter 9, *Date & Time Format Masks*.

**RECTime**

**RECTime: 'hh:mm:ss tt'**

Inserts the time the PrintBoss work file was generated. The optional mask uses the characters defined in Chapter 9, *Date & Time Format Masks*.

**StrExtract**

**StrExtract: '<OrigString>', '<Delimiter>', <Occurrence> [, '<mode>'] OR**

**StrExtract: '<OrigString>', 'CDF', <CommaDelimitedFldOccurrence> [, '<mode>']**

This function extracts a substring from within a string. The original string is divided into substrings separated by the specified delimiter. The following example extracts asterisks from the string before printing the word amount.

Example: #Text 0.675, 9.102, 'Arial/10', ÷{StrExtract:«{ WordAmnt}», «\*\*»,1} Dollars÷

Parameter	Description
OrigString	This is the original string with substrings delimited by the delimiter.
Delimiter	Delimits the substrings. Often this is a comma or semi-colon, but it may be multiple characters. See CDF note below.

Occurrence	Identifies the substring to select within the original string. If this value is negative, it will count occurrences from the right. An occurrence of -1 returns the last substring in the original string.
Mode	Enter any of the abbreviations L, R, B or U to indicate Left trim, Right trim, All trim, or Uppercase.

**CDF NOTE:**

A special type of string is called a *Comma Delimited String*. In this case, each substring is delimited by a comma, but the substring itself may also be delimited with double quotes. This enables the substring to contain commas. Enter CDF as the delimiter for a Comma Delimited String and PrintBoss will look for the double quote substring delimiters and treat them appropriately.

**StrTran**

**StrTran: '<OrigString>', '<SearchKey>', '<ReplKey>',[, 'Options']**

This function replaces a substring (SearchKey) with another substring (ReplKey). A number entered in Options will limit the number of replacements starting from the left of the string. A negative number will count from the right. An option of -1 will replace the last occurrence in a string. The following example removes all the asterisks in the DocAmnt string by replacing the asterisks with nothing as symbolized by the two apostrophes.

Example: #Text 7.923R, 8.641, 'Arial/11', "{StrTran: '{DocAmnt}', '\*', ''}"

**WordAmnt**

**WordAmnt: <Amnt> [, <Line1or2> [, <LineLength90> [, <CurrencyDollars> [, <Style A or B>]]]]**

This function takes the numeric value of a variable and translates it into English text. PrintBoss places the returned text on line 1 based on the length provided, but it will wrap to line 2 if necessary. If an entry in the form specifies both line 1 and line 2, each line must use the same specified max line length. All parameters except <Amnt> have defaults, so any parameter may be left blank and the default value will be used.

Parameter	Description
Amnt	Amount to be converted to a text expression
Line 1 or 2	Identifies the location for the returned text. Default is 1
LineLength90	Length of line based on characters in the line. Default is 90
CurrencyDollars	The currency phrase will use this value in the text. Default is <i>Dollars</i>
Style AorB:	Default style is A
Style A example:	Ten and 11/100 Dollars
Style B example:	Ten Dollars and Eleven Cents

Example: #Text 0.66, 9.10, 'Arial/10', ÷{WordAmnt: {DocAmnt}}÷



## APPENDIX C: #TEXT FEATURES

### SUBSTITUTE FUNCTIONS TABLE

There are times when a text command needs to be limited, formatted, or altered for special circumstances. Substitute functions are available for the #Text command to accommodate those special situations. A list of substitute functions is available in the Form Editor by RIGHT clicking on an Objects tab and selecting *List/Stuff Assignments*. Click on the plus sign in front of Substitution Functions to view the list. A table of these functions follows.

Function	Description
<b>Chr:</b>	'<ASCII Value>'
<b>CityStateZip:</b>	'City State Zip string'
<b>CurrentDate:</b>	'mm/dd/yyyy'
<b>CurrentTime:</b>	'hh:mm:ss tt'
<b>Delete:</b>	'<Str>', <StartingCharIndex>, <NumToDelete>
<b>DocAmnt:</b>	/HidDec /Zero /Width:nn /Commas /Trim
<b>DocWordAmnt:</b>	<Line1or2>, <LineLength>, <Currency>, <Style A or B>
<b>Eval:</b>	'<Numeric Str>',[ <Num of Decimal Places>]
<b>FormatNum:</b>	'<NumStr>', WholeDigits, DecimalDigits, '<LeftFill>', 'RtFill', 'HideDec/Commas'
<b>FormatDate:</b>	'<DateInExpr>', 'mm/dd/yyyy' [, AddDays [, AddMonths [, AddYears [,EOM]]]]
<b>FormatDate2:</b>	'<DateInExpr>', '<DateInExprMask>', 'mm/dd/yyyy' [, AddDays [,AddMonths [, AddYears [,EOM]]]]
<b>If:</b>	'<Condition>', '<TrueStr>', '<FalseStr>'
<b>Pad:</b>	'<Str>', <Len> [, <Left, Rt, and/or Trunc> [, <PadChar>]
<b>PutDashInZip:</b>	'<ZipCodeString>'
<b>RECAmnt:</b>	'#,###,##0.00'
<b>RECDate:</b>	'mm/dd/yyyy'
<b>RECTime:</b>	'hh:mm:ss tt'
<b>StrExtract</b>	'<OrigString>', '<Delimiter>', <Occurrence>[, '<mode>']
<b>StrExtract</b>	'<OrigString>', 'CDF', <CommaDelimitedFldOccurrence>[, '<mode>']
<b>StrStuff:</b>	'<OrigString>', '<StrToStuff>', <StartCharIndex>
<b>StrTran:</b>	'<OrigString>', 'SearchKey', 'ReplKey'[, 'Options']
<b>SubStr:</b>	'<Str>', '<StartCharNo>', <Length>
<b>Trim:</b>	'<Str>' [, <Left/Right/Both>]
<b>TrimAll</b>	'<Str>'
<b>WordAmnt:</b>	<Amnt>[, <Line1or2>[, <LineLength90>[, <Currencydollars>[, <Style AorB>]]]]

**NOTE:**

Parameters enclosed in brackets [ ] are optional.

## SUBSTITUTE FUNCTION DESCRIPTIONS

The following is a list of Substitute Functions not covered earlier in the document. See the #Text section above for descriptions of the more common Substitute Functions.

### Chr

**Chr: '<ASCII Value>'**

Sometimes it is necessary to insert a specific ASCII character regardless of the font used. This function inserts these ASCII characters and is often used for carriage returns in Positive Pay.

### CityStateZip

**CityStateZip: 'city state zip string'**

This function is used to clean up data when all three fields are included in a single text string. It removes extra spaces (over three consecutive spaces) and adds a comma after the city if necessary.

### Delete

**Delete: '<Str>', <StartingCharIndex>, <NumToDelete>**

Sometimes it is necessary to delete some of the characters in a string. This function deletes characters starting at a specific location for the number of characters indicated. This is most often used to eliminate extra spaces in the middle of a string that repeat at the same location.

### Eval

**Eval: '<Numeric Str>[, <Num of Decimal Places>]**

This function evaluates mathematical equations. The second parameter sets the number of decimal places to which the answer is carried. Zero is the default when the *Num of Decimal Places* parameter is missing.

### If

**If: '<Condition>', '< TrueStr >', '<FalseStr>'**

This function is used to define both results when a condition is evaluated. For example:

If: "[Flagged,{BFlag2}]", "Canadian Funds", "US Funds"

### PutDashInZip

**PutDashInZip: '<ZipCodeString>'**

This function inserts a dash into a zip code. This is usually used when the accounting software database sends a zip code with the complete 9 digit American zip code minus the proper formatting.

### StrStuff

**StrStuff: '<OrigString>', '<StrToStuff>', <StartCharIndex>**

This is used to "stuff" a character or characters (StrToStuff) into a string (OrigString) before the specified number of characters starting from the left. If the StartCharIndex is 1, the character(s) will be stuffed in front of the

OrigString. If the StartCharIndex is negative, PrintBoss will locate the insertion point by counting characters from the right.

### SubStr

**SubStr:** '<Str>', '<StartCharNo>', <Length>

This function pulls a designated number of characters from a string.

### Trim

**Trim:** '<Str>', [<Left/Right/Both>]

This function eliminates spaces at either end of a string based on L, R, or B as a second parameter. The default is R when no second parameter is entered.

### TrimAll

**TrimAll:** '<Str>'

This function trims the spaces from both ends of the string. It is the same as using the Trim function with the option of *B* for *both*.