ADL*Forms* New Features
V9.2.4
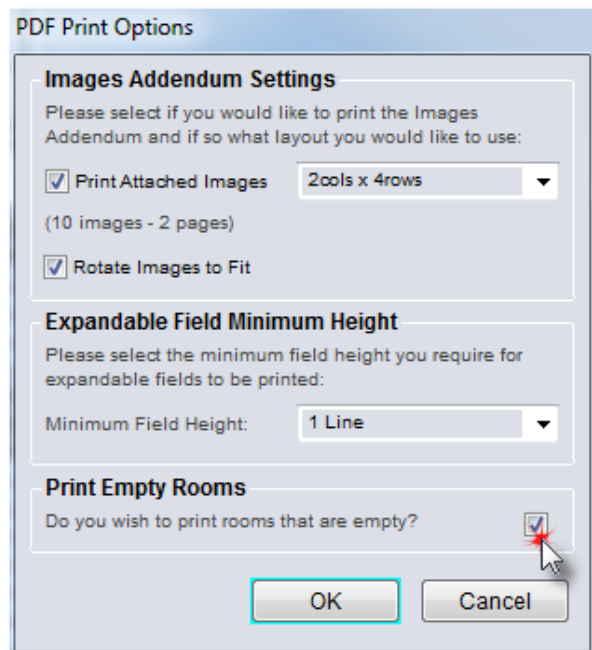
Legal Forms You Can Trust

Empty Rooms Print Option (Routine Reports Only)

This option allows you to specify whether empty rooms in an Expandable Routine Condition Report are printed. A room is empty when there are no comments, ticks or photos applied to the room. By default empty rooms will not print. *Note: This option is NOT available for Entry or Exit Reports. For these report types all rooms will always print.*
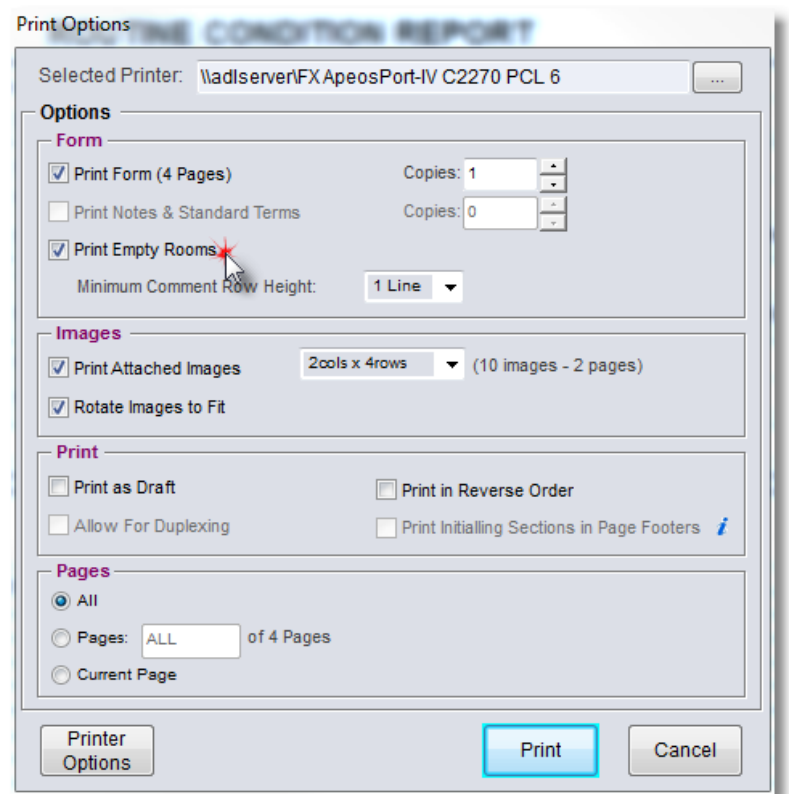
When printing or saving to PDF you can select to print empty rooms by checking the 'Print Empty Rooms' checkbox as shown below. If you do not check this box, empty rooms will not print.

Saving to PDF:

Printing to Printer:

Photo Only Printing

This option allows you to print only the photos for a condition report (when printing to printer only). If 'Print Attached Images' is checked in the Print Options window when 'Print Form' and 'Print Notes or Standard Terms' are <u>not</u> checked, the program will print the photos without printing the report body:
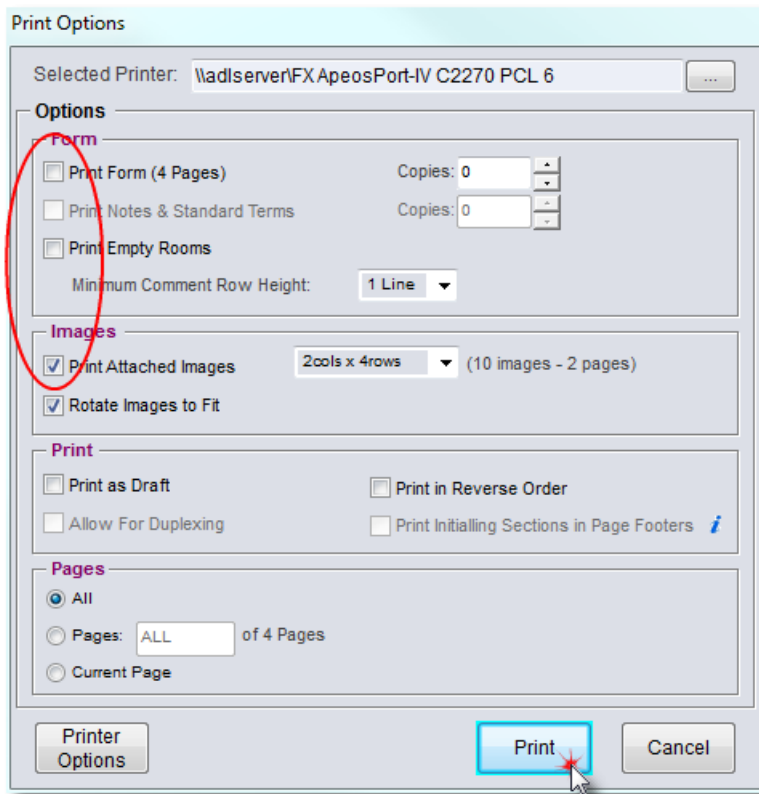
List Item Preview

This option gives you the ability to 'View More' when looking at lists of special conditions from the 'List Item Selection' window.

1. In the 'List Item Selection' window right click on the clause you wish to view more of.
2. A menu item 'View More' will appear.
3. Click on 'View More':
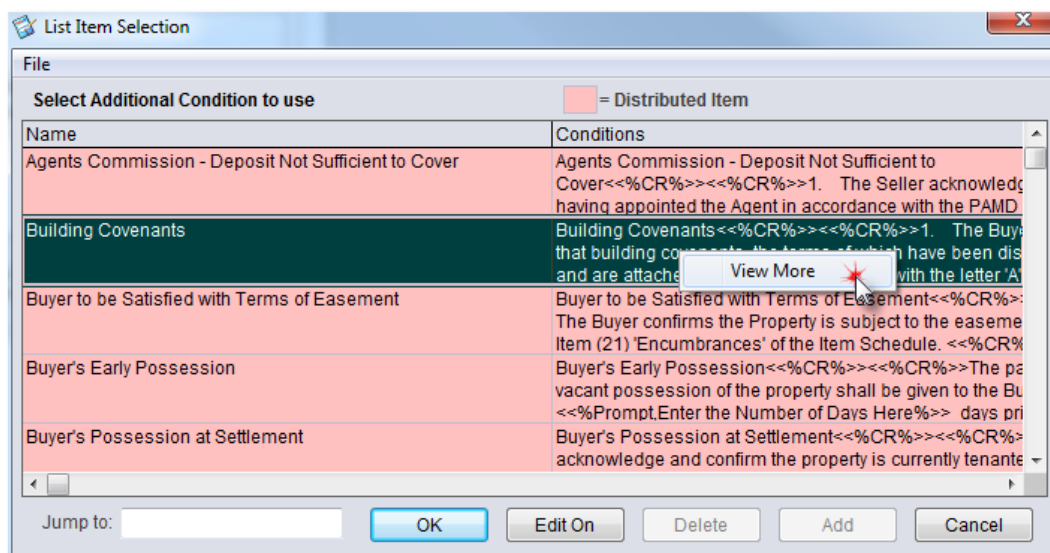
4. The first 1,000 characters of the clause will appear as shown below.
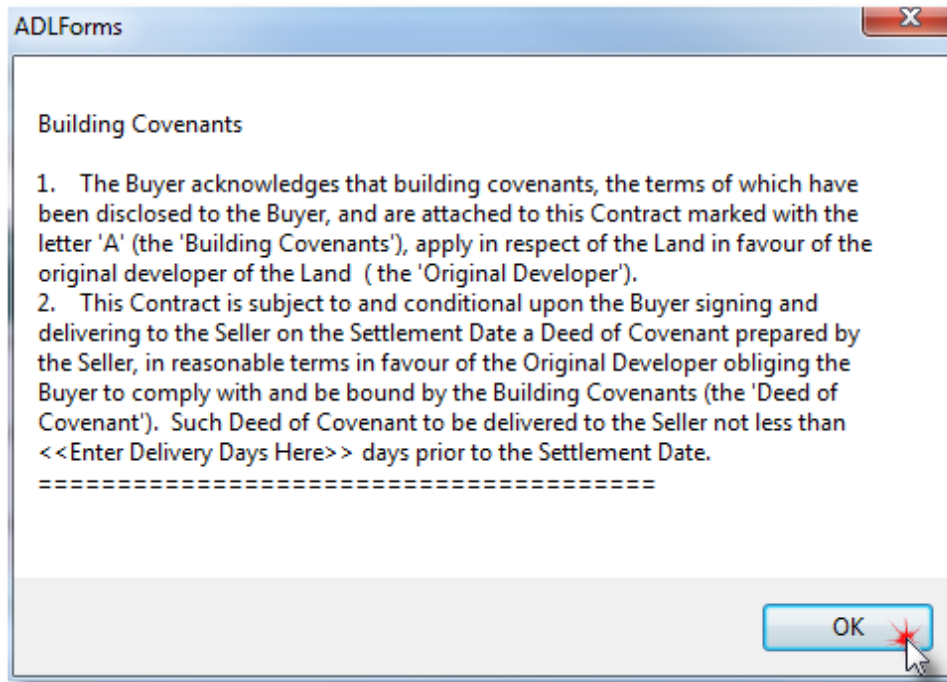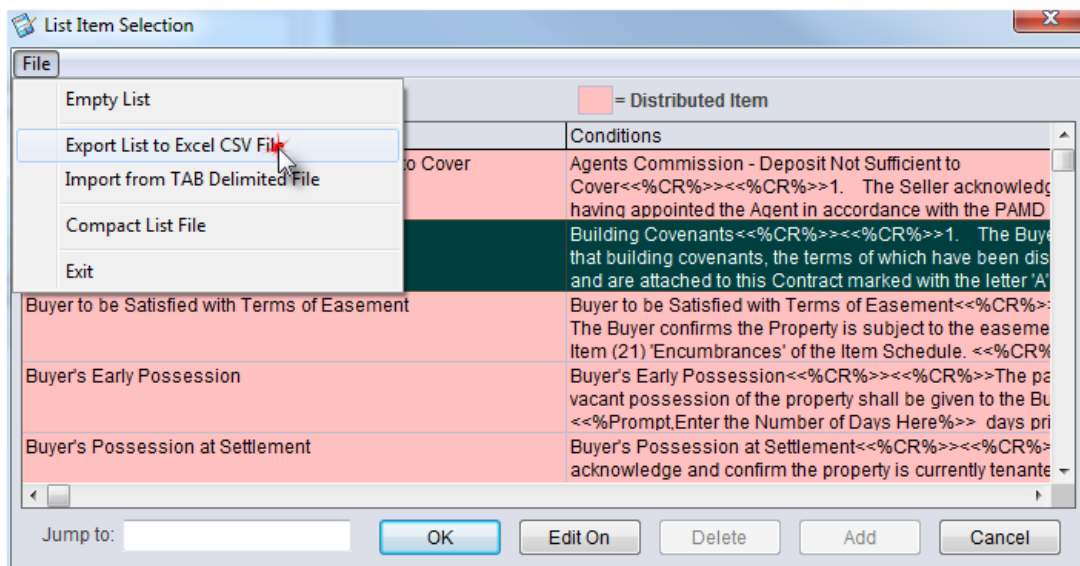

5. Click 'OK' to return to the 'List Item Selection' window.

List Items Export

This option gives you the ability to save an entire list to an Excel .csv file for viewing and printing purposes. To export the list click on the 'File' menu and select 'Export List to Excel CSV File':

Editing Combo Box Lists is Now Easier

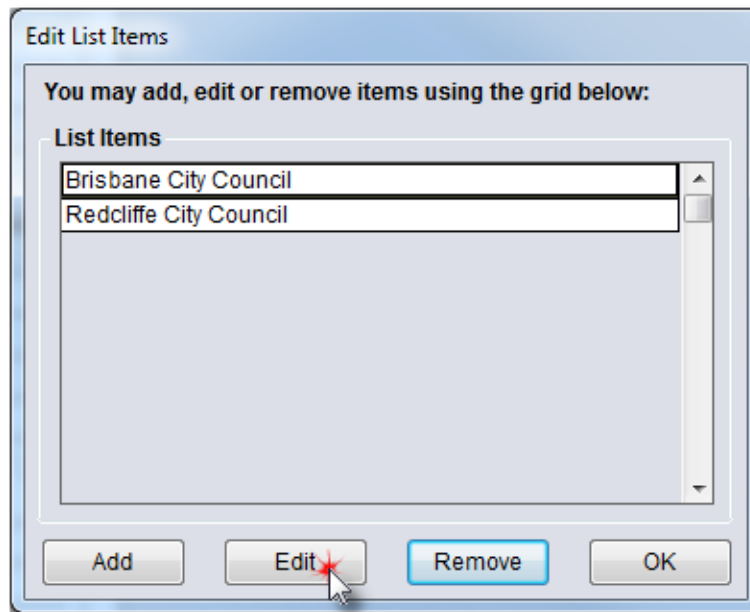This change makes editing of editable combo box lists a lot simpler.
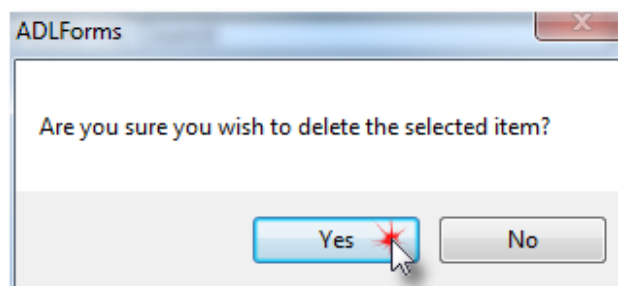
When on an Editable Combo Box:

1. Right click on the field.
2. A menu will appear.
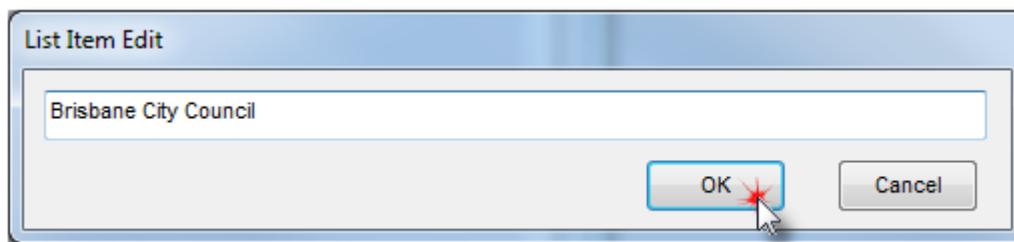3. Select 'Edit List Items' (If this option does not appear then this combo box is not editable):
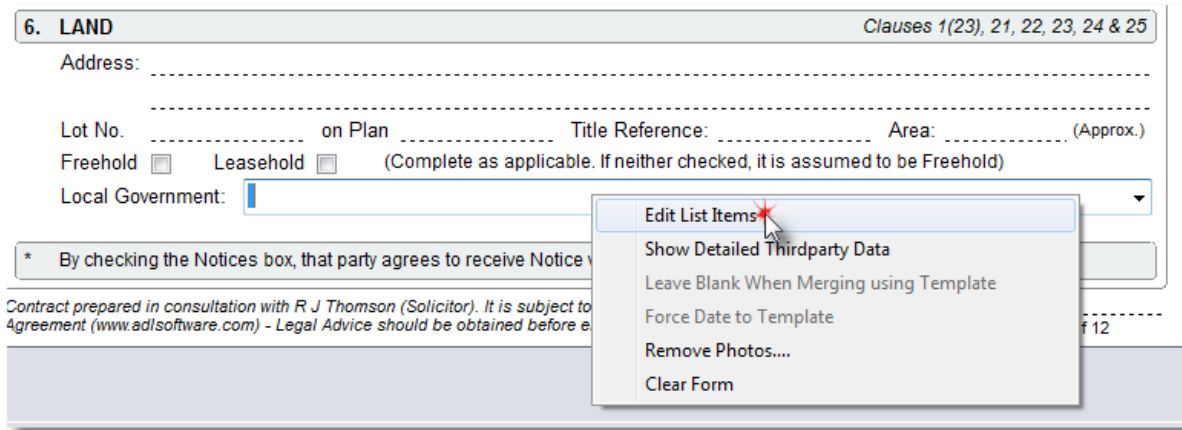
4. The following window will appear ready for editing:

5. To remove an item from the list, select the appropriate item and click 'Remove'. You will be prompted:

6. Click 'Yes' to remove the item from the list.
7. To Add or Edit an item click 'Add' or 'Edit' and the following dialog box will appear:

8. Click 'OK' to add the new or edited text to the list.
9. From the 'Edit List Items' window select 'OK' to return to the form.
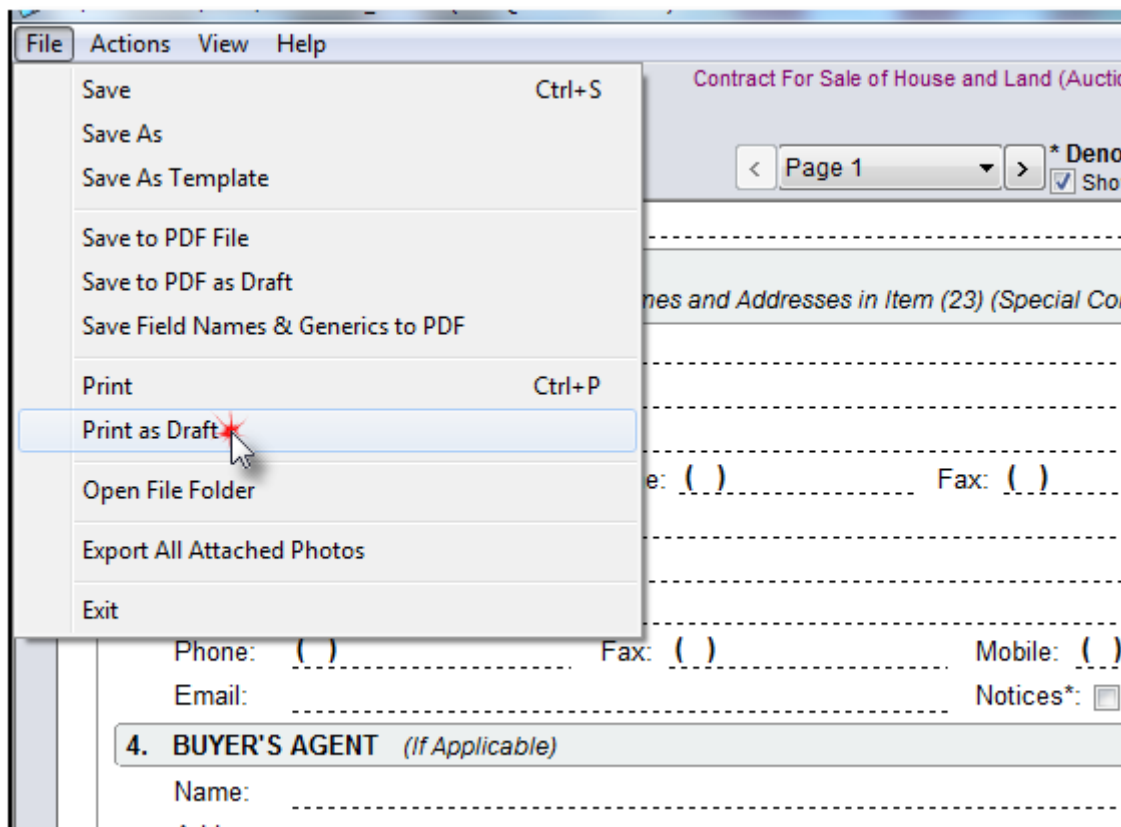
After adding list items they will be available within the combo box next time you use the form.

Draft Printing

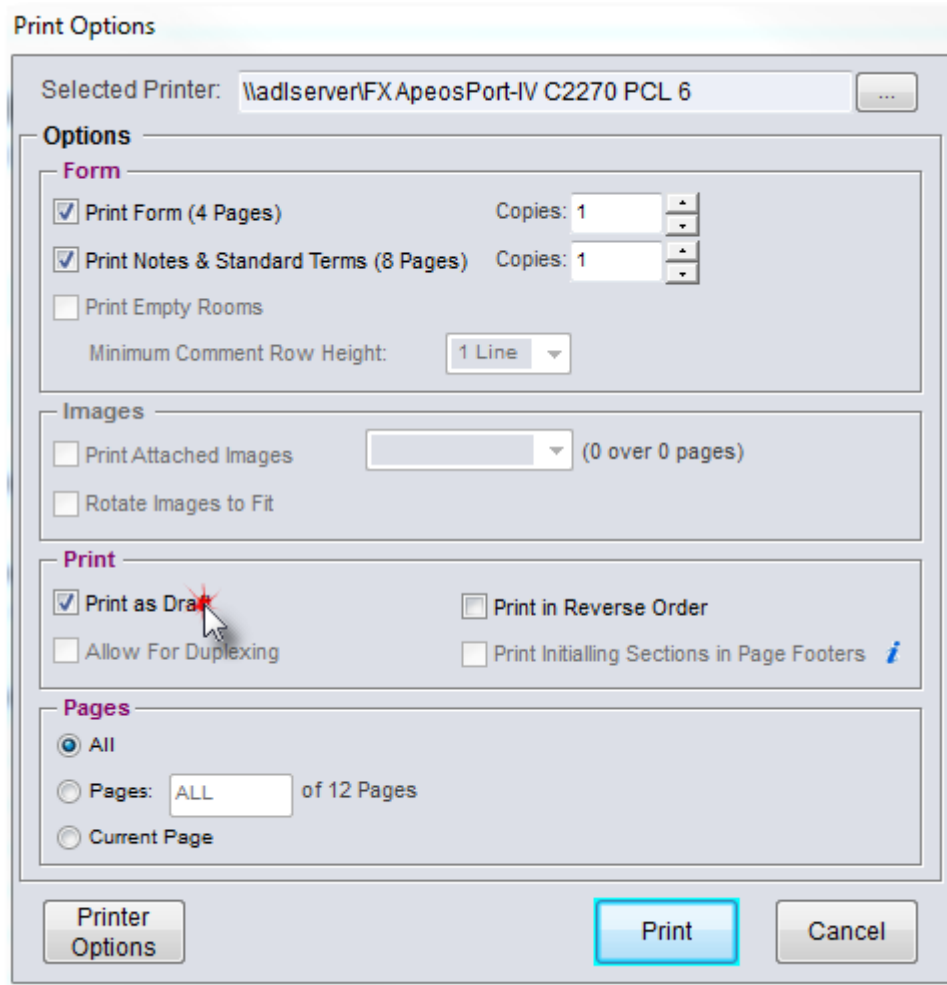This feature allows you to print a copy of the form with a 'Draft' watermark.

To print to the printer you can:

1. Select 'Print as Draft' from the 'File' menu:

OR

2. Select the 'Print as Draft' option in the Print Options window:

Print Options

Selected Printer: \\adlserver\FX ApeosPort-IV C2270 PCL 6   ...

Options

Form

☑ Print Form (4 Pages)   Copies: 1

☑ Print Notes & Standard Terms (8 Pages)   Copies: 1

☐ Print Empty Rooms

Minimum Comment Row Height: 1 Line ▾

Images

☐ Print Attached Images   ▾   (0 over 0 pages)

☐ Rotate Images to Fit

Print

☑ Print as Draft   ☐ Print in Reverse Order

☐ Allow For Duplexing   ☐ Print Initialling Sections in Page Footers *i*

Pages

◉ All

◯ Pages: ALL   of 12 Pages

◯ Current Page

Printer Options   Print   Cancel

To save a Draft to PDF select 'Save to PDF as Draft' from the 'File' menu as follows: