ONE1FORM

DESIGNER ™

PLUS

MECCA™ III

FORMS COMPOSITION FEATURES

E-BUSINESS FORMS
ELECTRONIC FORMS
FILLABLE PDF FORMS
PAPER BUSINESS FORMS

AMGRAF
SOFTWARE TECHNOLOGY

Quickly Convert Your Paper Forms to Intelligent Electronic Forms

Paper business forms, especially internal forms, are prime candidates for replacement with electronic and/or fillable PDF forms. Using Amgraf OneForm Designer Plus, paper forms can quickly be converted to e-forms and PDF forms with the following benefits:
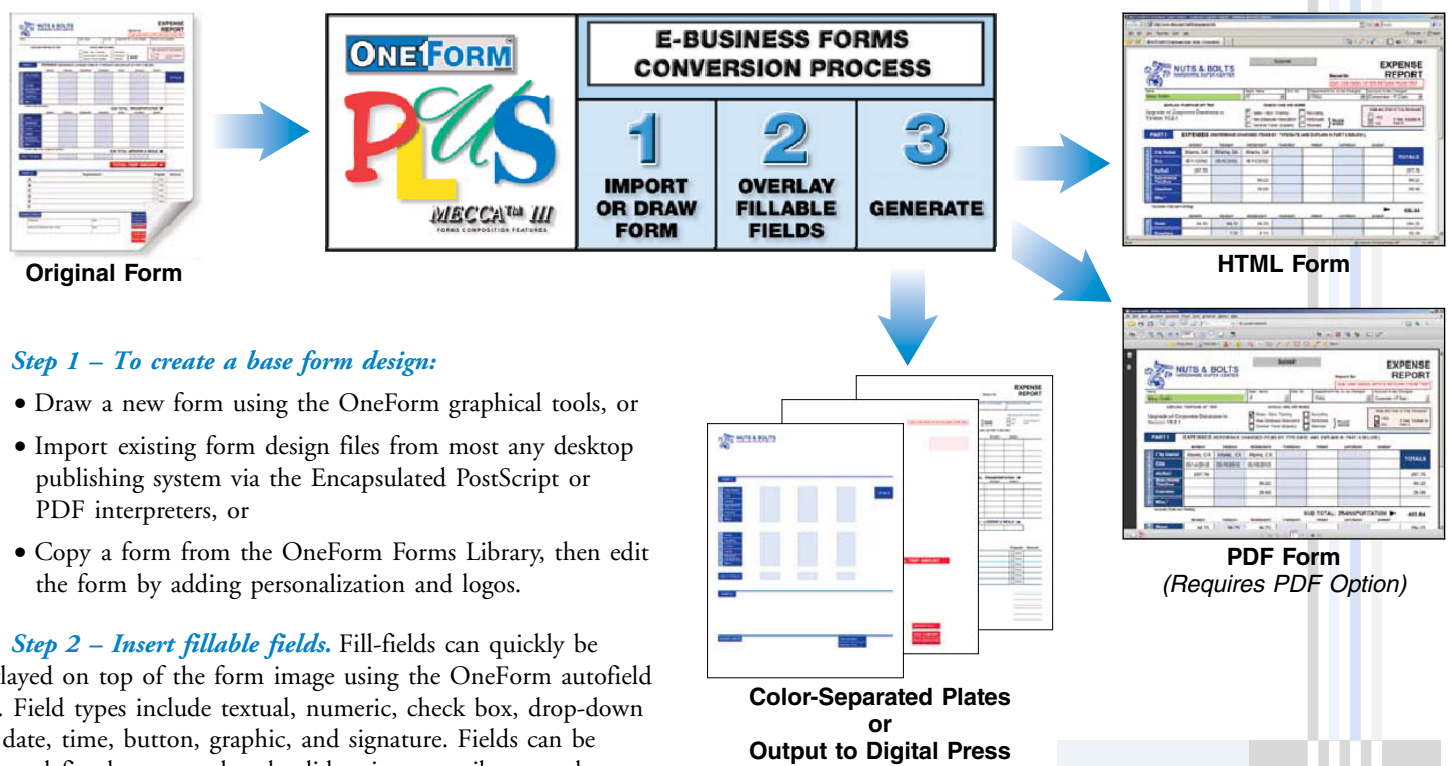
1. The look and feel of the paper form is preserved. This reduces design and training costs, and allows users to gracefully migrate to electronic forms as needed.

2. OneForm HTML e-forms work great with the popular Microsoft, Google, and Firefox Browsers. Our PDF forms* open, fill, and submit using the free Adobe Reader.

3. Existing form designs can be imported from PDF's made by almost any desktop publishing or forms drawing system.

4. E-forms and PDF forms can be linked together, connected to databases, e-mailed, and electronically signed and secured.

5. When needed, a paper form can be printed on-demand.

6. **No filler software license fees are ever required to use electronic and Internet forms created with Amgraf OneForm Designer Plus.**

OneForm Designer Plus is a complete e-forms/PDF forms authoring tool, with features for the most demanding workflow projects. Because no filler software licenses are needed, OneForm is also the most affordable solution for enterprise-wide electronic and PDF forms deployment. *Sample e-forms are available to download and test by going to www.amgraf.com.*

Overview of the E-Business Forms Conversion Process

With Amgraf OneForm Designer Plus, a single design file can be published to multiple media formats as needed. Electronic forms are generated as HTML pages with JavaScript coding for intelligence. Intelligent PDF forms can be saved directly from OneForm by using the optional PDF Forms Generator Module. The following diagram shows the steps to create e-forms, PDF forms, and paper forms.

Original Form

ONEFORM PLUS MECCA™ III FORMS COMPOSITION FEATURES.

E-BUSINESS FORMS CONVERSION PROCESS

1 IMPORT OR DRAW FORM **2 OVERLAY FILLABLE FIELDS** **3 GENERATE**

HTML Form

Color-Separated Plates or Output to Digital Press

PDF Form
(Requires PDF Option)

Step 1 – To create a base form design:

- Draw a new form using the OneForm graphical tools, or

- Import existing form design files from most any desktop publishing system via the Encapsulated PostScript or PDF interpreters, or

- Copy a form from the OneForm Forms Library, then edit the form by adding personalization and logos.

Step 2 – Insert fillable fields.
Fill-fields can quickly be overlayed on top of the form image using the OneForm autofield tool. Field types include textual, numeric, check box, drop-down list, date, time, button, graphic, and signature. Fields can be further defined to control and validate input attributes such as character/line count, case, and numeric formatting. Help messages can be attached to each field, and custom programming actions can be triggered when a field is entered or exited.

Step 3 – Save, generate, and output the form.
After the form is fielded, it can be *output* as color-separated PostScript files for digital printing, or *generated* as an e-form. For e-forms, HTML/JavaScript code is automatically produced along with server-side scripting for saving and recalling the filled-in e-form. With the optional *PDF Forms Generator Module,* fillable PDF forms, including database connections and server scripts, can be automatically produced.

Connect Forms to Databases for Data Capture and Data Presentation

To pre-populate fillable forms, multiple *Input* database tables can be connected to the forms through OneForm's *Input Database* panel. A column name in a database table can quickly be linked to a fill-field name on the form. Once linked, values from these databases are dynamically displayed when the form is opened. Typical uses include inserting a list of product names into a drop-down field, or declaring *Trigger* fields so that keying an account number causes the retrieval of stored customer account information.

For online data capture, an *Output* database table is automatically created where each filled-in form is saved as a unique data record. Once captured, the form-fill data can be reused for any downstream purpose. The Output database records are also utilized to e-mail and reopen filled-in forms.

Forms workflow solutions can be easily developed using the powerful database tools. Multiple page forms, and groups of related forms, can share databases to streamline data collection. Selected information entered on an initial form can be immediately redisplayed on the next form in a set of forms, thereby saving time and reducing input errors.
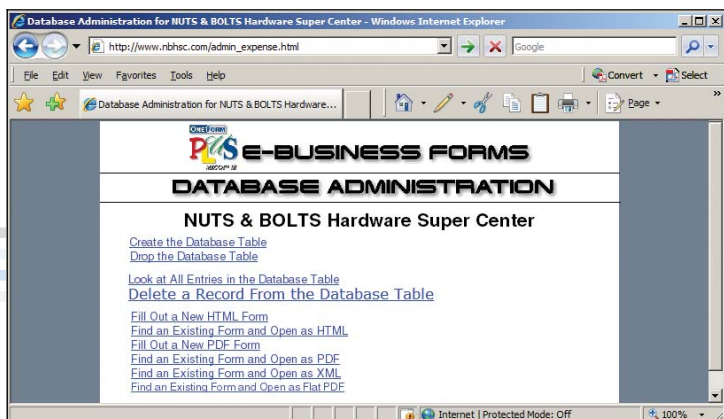
Generate Server Software to Deploy E-Forms Online

Software to simplify the online hosting of e-forms is also included with OneForm Designer Plus. Internet server control scripts are automatically generated for the rapid deployment of database-connected HTML and PDF Forms. The highly efficient Common Gateway Interface (CGI) scripts are compatible with Microsoft and Unix web servers, and support most relational databases including those from Microsoft, Oracle, and MySQL.
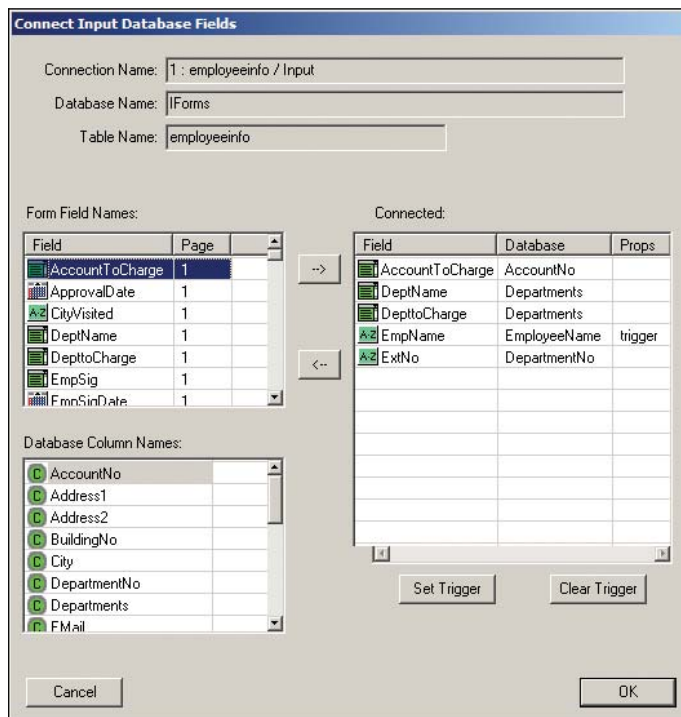
Server script generation is very easy. After the fill-fields are positioned, the OneForm Designer Plus *E-form Server Preferences* panel is used to quickly specify all the server CGI scripts necessary to manage databases; open, save, and e-mail e-forms; find and list saved e-forms; and to perform XML data exchanges.

Following are the steps to create and host an Internet-ready HTML/PDF form with fill, print, save, e-mail and recall capabilities:

1. Draw or Import the Form. Insert Fill-Fields and Specify Field Types. Adjust Field Tab Order if necessary.

2. Designate Database Connections, and Insert a *Submit* Button. Add Custom JavaScript Calculations if desired.

3. Generate an HTML version of the Fillable Form.

4. (Optional) Save as a Fillable PDF Form. Open Form with Adobe Acrobat, Test and Save with *Allow Fast Web View.*

5. Generate CGI Scripts. Copy Forms and Scripts to the Server.

The Database Connection panel makes it easy to link database column names to form fields.

The E-form Administration Page contains sample links for testing the deployment of database-connected HTML/PDF forms. For enterprise forms management, Amgraf offers an Internet Forms Portal *package* with e-commerce, database integration, and workflow capabilities.
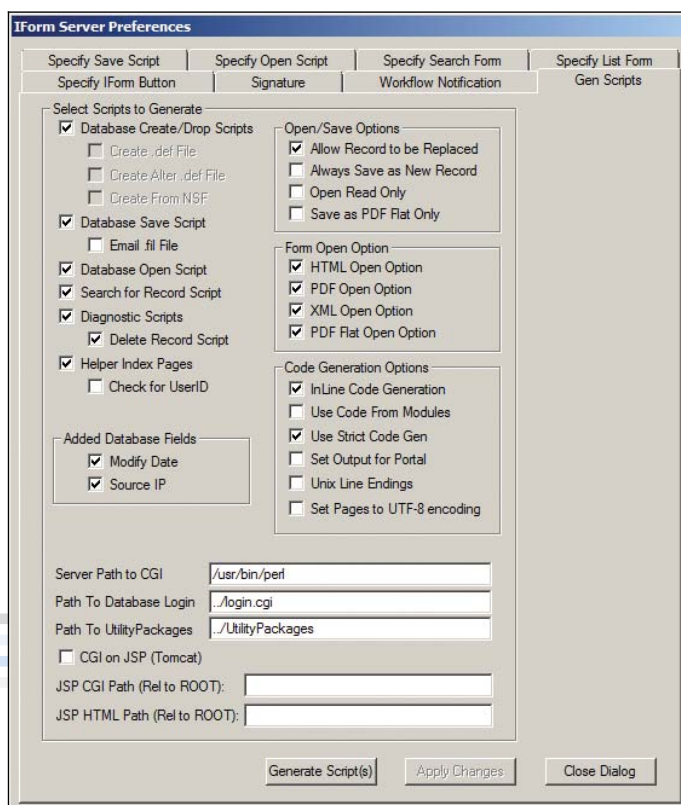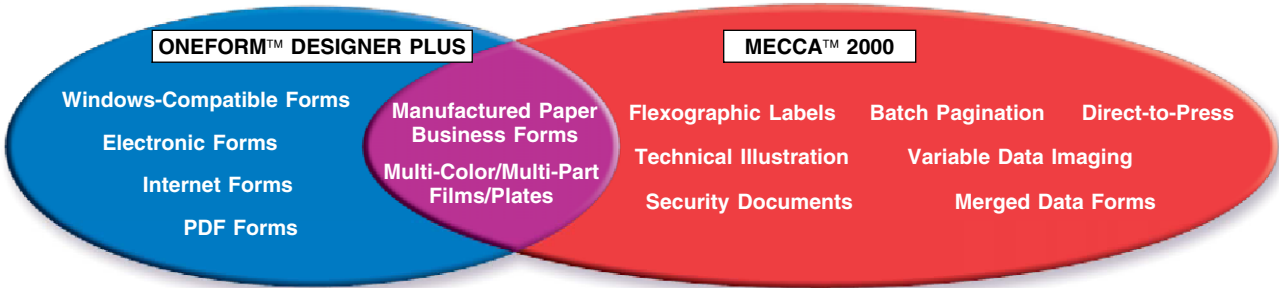

Web server scripts are automatically generated for the rapid deployment of database-connected HTML/PDF Forms on the Internet. Windows and Unix server technologies with SQL Server 2000, Oracle, and/or MySQL databases are fully supported.

Compose Business Forms with Confidence

Amgraf, Inc. is a world leader in prepress software technology for manufactured paper business forms. We understand paper forms and believe they will be needed for a long time to come. The advantages of paper forms are obvious. They can be filled-in by anyone at any time, with a simple writing pen or pencil. Paper forms are highly portable, and they act as a permanent record for legal transactions. Despite the rapid growth of electronic forms technology, many business processes still involve a substantial use of paper forms.

OneForm Designer Plus provides the forms professional with all of the necessary layout and make-up functions to compose multi-color/multi-part business forms in either Spot Color or Process Color (CMYK). Powerful *MECCA* drawing tools along with a comprehensive library of templates, fonts, borders, and pantographs, enable the efficient creation of high quality cut-sheet, continuous, unit-set, mailer, and other business forms.

ONEFORM™ DESIGNER PLUS

- Windows-Compatible Forms
- Electronic Forms
- Internet Forms
- PDF Forms

Manufactured Paper Business Forms

Multi-Color/Multi-Part Films/Plates

MECCA™ 2000

- Flexographic Labels
- Technical Illustration
- Security Documents
- Batch Pagination
- Variable Data Imaging
- Merged Data Forms
- Direct-to-Press

Key Features for Paper Business Forms Design

- **Forms Design Tools.** Drawing tools include Line, Box, Circle/Arc, Spline, Rectangle, Filled Area, and Logo. Text tools include Typeset Text, Import Text, Place Text into Box, and Spell Check. Layout tools include Grid, Snap, Select, Move, Copy, Rotate, Scale, Measure, Ruler, and the Position Assistant for placement accuracy to 1/5,000th of an inch.

- **Flat, Graduated, and Radial Screens.** Screens can be placed within boxes or any defined area. The density can be from 0% to 100% in 1% increments, while the screen lineage can be as coarse as 20 lines per inch or as fine as 200 lines per inch. The user can specify either a flat screen, a graduated directional screen, or a graduation radiating from a center point.

- **Snap-to-Grid Background Reference.** Business forms can be accurately designed using the Snap-to-Grid and Window Zoom features. Printable grid lines can be displayed on the screen to insure alignment of items in the form. The operator can define the horizontal and vertical spacing of the grid to one five-thousandth of an inch. Business forms with exact typewriter or computer-printer spacing in tenths and sixths of inches are easily and accurately created with this feature.

- **Borders and Pantographs.** Amgraf's library of industry-standard borders, pantographs, and blockouts is included in the package.

- **Color Separations and Layers.** Thirty-two layers (overlays) are supported for color separation and multiple-part forms. Text and graphics can be assigned to a particular layer, and the user can choose to display or hide individual layers and/or parts during composition and printing. The Output Specification panel makes it simple to image up to 32 color separations in perfect registration on any PostScript device.

Pop-up dialog panels like these make it easy to add graphic flair and color to a form. Attributes can be specified for the edges, corners, and inside tint or pattern fill for each box. There are 32 ink color layer overlays available for constructing multi-color/multi-part business form designs. The text composer menus permit exacting typographic control with a library of 330 PostScript typefaces.

Windows Graphical User Interface for the Forms Designer

The standard Windows interface makes it simple for users to start designing forms immediately. The drawing and layout tool buttons are placed along the top and left side of the viewing window in an easy-to-follow arrangement. For each drawing tool, options are instantly displayed by clicking the right mouse button. Prompting and status messages are displayed on the bottom of the screen to constantly keep the designer informed. An online help feature is also available whenever a question arises.

SET TEXT ATTRIBUTES
SPELL CHECK
GENERATE AS HTML
GENERATE AS PDF

Design View

SELECT
LINE
TEXT
BOX
CIRCLE/ARC
SPLINE
RECTANGLE
AREA
LOGO
GRID SNAP
COMP SNAP
LOCK ANGLE
MEASURE
UNDO
MOVE
COPY
SCALE
ROTATE
SET AREA
SET BOX
SET LINE
SET FIELD
PROMPTS/STATUS

Browser View
Electronic Form

PDF Forms Generator Module

Capture Data from Your Online PDF Forms

Amgraf has developed an easy way to make PDF forms fillable and database-connected. With Amgraf's OneForm Designer Plus and the PDF Forms Generator Module, any PDF file can quickly be imported, modified, fielded, and exported to support data collection and data presentation from an Internet/Intranet web site. End-Users require only a web-browser and the free Adobe Reader version 5.0 or higher.

Stationery Option

Streamline the Manufacturing of Web-To-Print Documents

Amgraf's Stationery Option provides the critical link for web-to-print suppliers to streamline the manufacturing of variable imprinted documents such as business cards, letterheads, envelopes, checks, and postcards. Quickly create an online order form that allows clients to customize the look-and-feel of their design, instantly generate PDF proofs, place orders, make payments, and track progress of an order.

eForms Accessibility Option

Create Section 508 Compliant Fillable PDF Forms

To simplify the production of Section 508 compliant fillable PDF forms, Amgraf offers it's Accessibility Option. The software automatically creates the elemental tagging structures prescribed for accessible PDF forms and are compatible with Adobe Acrobat v5.0.5 and higher, PDF's are editable with Adobe Forms Access 1.0, and directly usable with the JAWS® Windows screen reading software.

VisiDiff™ Proofing Automation

Verify Intended Changes and Unveil Inadvertent Changes

Proofreading a complex job is time-consuming and tedious, and when tight deadlines are approaching, errors are even more difficult to see. That's where VisiDiff comes in. Starting with a "Before" and "After" PDF document, VisiDiff identifies, highlights, and links all changes so the Proofreader can quickly validate the job. Identified are simple text edits, line break changes, oversets, objects which are moved, resized, re-colored, or altered in any way.
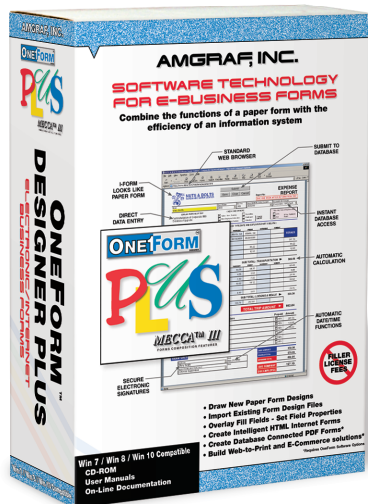
Product Specifications

KEY FEATURES OF ONEFORM DESIGNER PLUS

Import Filters
Import Pre-Designed Business Forms in the following formats:
Encapsulated PostScript (.eps)
Portable Document Format (.pdf)
Rich Text Format (.rtf)
MECCA Graphic (.g)

Forms Design Tools
Draw Functions: Line, Multi-Lines, Set/Change Line Style, Box, Circle/Arc, Spline, Rectangle, Area, Barcode, Import Logo
Text Functions: Set/Change Font/Style/Spacing, Justify/Typeset Text, Automatic Hyphenation, Flow Text from Clipboard, Place Text into Box, Immediate Spacing/Leadering Commands, Insert Pi Character, Spell Check

Forms Design Tools *(Continued)*
Layout Functions: Select, Move, Copy, Rotate, Scale, Measure, Cut, Paste, Change Depth Order, Grid, Ruler, Undo/Redo, Position Assistant
View Functions: Spot Color, Process Color, Zoom, Scroll, Set Page Background Color, Show/Hide Fill-Fields

Box Attributes Features
Individual Settings for Line Weights of Box Edges and Corners
Individual Corners can be Square, Rounded, Inverted-Rounded, or Tapered
Fill Box with Flat Screens, Linear Graduated Screens, Radial Graduated Screens, Logarithmic or Reverse Log Graduated Screens
Fill Box with Bars or Stripes
Divide Box into Rows/Columns
Choice of 67 Standard Borders
Choice of 73 Standard Pantographs
Add User-Defined Borders and Pantographs

Forms Fielding Tools
Automatic Field Placement
Interactive Field Placement
Fill-Field Types: Text, Numeric, Date, Time, Check Box, Drop-Down List, Signature, Button, Graphic, Variable Text, Layout, Focus
Fill-Field Properties: Read-Only, Upper Case Only, Numeric Only, Text Color, Tab Order, Database Access, Help Message, Custom Calculation

Electronic Form Display Properties
E-forms look like Paper Business Forms on the Computer Screen
Print Form Only, Print Filled Form, Print Fill Data Only
Scrollable Display Window, Zoom
Show/Hide Fill-Fields

Forms Automation
Most Web Server Databases Supported (Oracle, MySQL, SQL Server 2000, etc.)
Open Database Connectivity (ODBC) Compliant
XML Data Exchange for E-Commerce Applications
Linkable Multiple Page/Multiple Part Forms
Conditional Display of Forms
Workflow Branching and Routing
E-forms are Compliant with most E-Mail Systems (Lotus CCmail, MAPI, Microsoft Exchange)
Supports Digital Signature with Password Control
Includes field calculation wizard for spreadsheet-style arithmetic
E-forms work with MSIE, Google, Firefox, and other browsers
PDF Forms Compatible with free Adobe Reader Version 5.0 or higher

Units of Measure
Inches, Points, Deci-Points, Picas, Mils, Centimeters, Millimeters

Barcode Symbologies
Codabar, Code 39, Interleaved 2 of 5, Code 128, UPC-A, UPC-E, EAN-13, Postal Zip & FIM, Intelligent Mail, PDF 417

Form Templates Library
Continuous Forms, Unit Sets, Mailers, Heat-Seals, Custom

Printshop Output Control
PostScript Level I/II/III Compatibility
32 Layers/32 Registered Separations per File
Up to 16-Part Forms Saved as a Single File
Automatic Step-and-Repeat on Output
Output Specifications Saved with Drawing

Other Important Features
Federal Desktop Core Configuration (FDCC) Compliant
Secure Server (SSL and HTTPS) Compliant
Includes Web Server Software for UNIX and Microsoft Platforms to Simplify Getting Started with Internet Business Forms
Includes One-Year Warranty: No Charge for Software Updates or Help Line Support for One Year after Purchase

Bonus Features
Includes a Library of Over 100 Pre-Designed Business Forms for General Office Use
Includes 330 PostScript Type 1 Typefaces
Includes Online Documentation

SOFTWARE INSTALLATION REQUIREMENTS
Pentium Class CPU with 8 Gb of RAM and SVGA Display
Microsoft Windows 7, Windows 8, or Windows 10
Optional typesetting features require Adobe Type Basics font library
Optional PDF Forms Generator requires Adobe Acrobat Professional Edition V5.0 or higher

No filler software license fees are ever required to use OneForm Electronic and Internet Business Forms.

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