

Waimea School

Manual

School and Office Forms

Version 2.0.0

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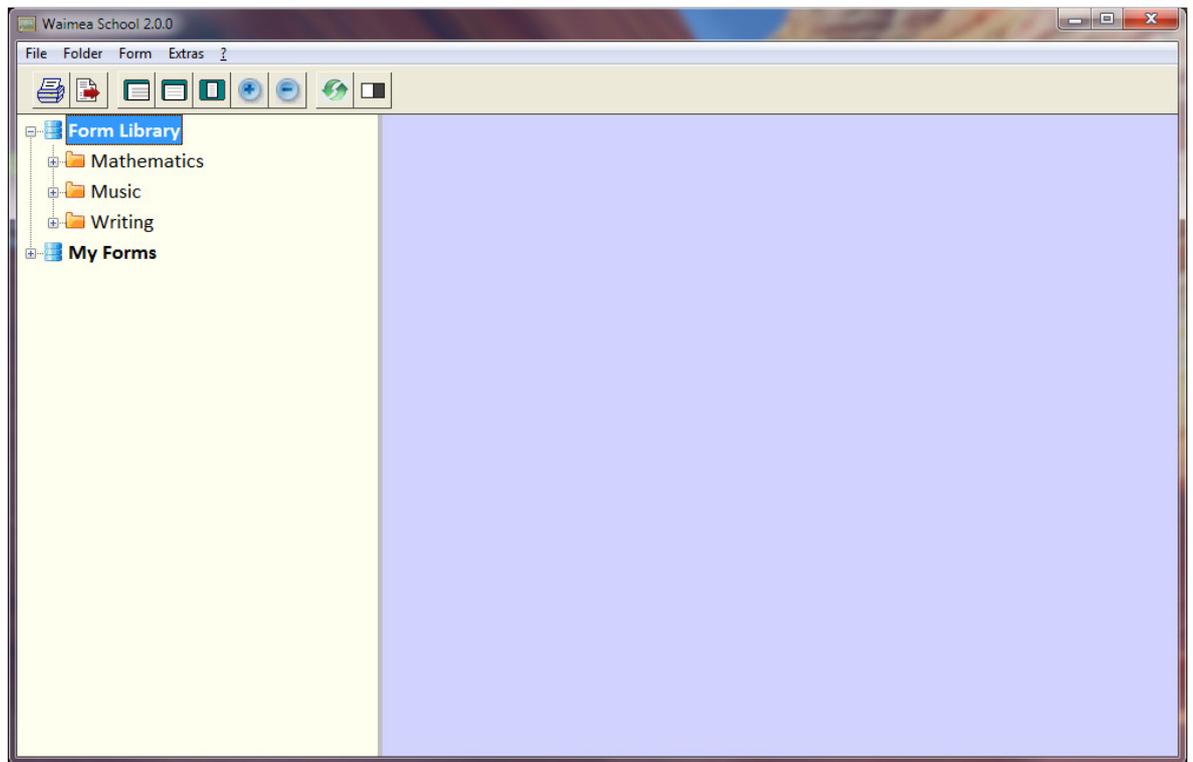
1. At a glance

Waimea School is a Windows application that provides a collection of forms which are designed for teachers.

All forms may be adapted individually by the customer. Forms may be filled out with personal data (like time tables) before printing.

2. Main window

After launching *Waimea School* the main window comes up:



On top of the main window, the menu bar and the button bar are located. The button bar provides buttons for the most important functions.

The area below the button bar is split by a vertical slider. In the left frame a tree is located. The tree provides all available forms. Therefore it is called the *Forms Tree*.

In the right frame the currently selected form is displayed. If no form is selected, the display is empty.

The vertical slider may be moved by the customer to enlarge either the tree or the form display. The slider position is tracked by the software so that after a restart the slider is always in the last used position.

3. The forms tree

The forms tree contains two main entries which are displayed bold:

- Forms library
- My forms

These two main nodes may be expanded or collapsed like all other tree nodes. The application tracks which nodes are expanded and which are not. On every restart of the program, the tree is always shown in the last used configuration.

3.1. Forms library

The first of the two main entries represents the so called forms library. This library contains all forms delivered together with the application.

The forms are grouped by themes. Every theme is represented by a tree node. The order of forms and nodes is always alphabetically.

If you expand any node, the forms of the node become visible. If there are too much forms for one theme the nodes may be structured using child nodes.

If you work the first time with the application, now is a good moment, to open all themes once to get an overview about the complete forms collection. Just click once to every form have a look to the form in the detail frame.

3.2. My forms

You may modify each of the library forms. You may change colors, configurations or contents. All changes are stored automatically.

But be careful. Every time you reinstall the application, the forms library is set to the initial state and all your changes will be lost.

To keep modified forms for later use, you may copy every library form to the tree entry *My forms*. All form located here belong to you and will not be touched even if the software is reinstalled.

3.3. Adding a form to *My forms*

To copy a library form to the *My forms* node, just select the desired library form and click to this button.



A right click to the form entry opens a context menu for the form. Function *Copy to „My forms“* does the same.

The form is immediately copied to the entry *My forms* or the forms tree. If the form is part of a theme, *Mathematics* for example, not only the form but also the theme node is copied.

If the same theme node already exists in *My forms*, the form is just added to the theme node.

If there is already a form with the same name in the node, the form is copied, but an enumeration is added to the name which makes the name unique.

You may copy the same library form more than once to *My forms*. This makes sense, if you want to modify the form in different ways for different purposes.

In any case the original library form remains unchanged.

The node *My forms* is managed only by the customer. If you reinstall the application, the library forms will be reset but the *My forms* node is not touched.

3.4. Duplicate a form

You can duplicate any form in the *My forms* node. Just make a right click to the form and use function *Duplicate* in the context menu. Or select the form you want to duplicate and press **Ctrl+0**.

The duplicated form gets the same name as the original one. An enumeration appended to the name makes the name unique.

The duplicated form may be modified without changing the original form.

You may duplicate copy not only a form but a complete node of forms the same way.

3.5. Rename a form

You may rename any of your forms in the *My forms* node. Just select it and press **F2** or make a right click and use function *Rename* in the context menu.

If you choose a name that already exists, an error is displayed and the form is not renamed.

You may rename a node the same way.

3.6. Delete a form

If you want to delete one of your forms, just make a right click to it and use function *Delete* in the context menu. Or select the form and press **Del**.

The deletion must be confirmed to avoid accidental deletes. You may delete complete nodes the same way.

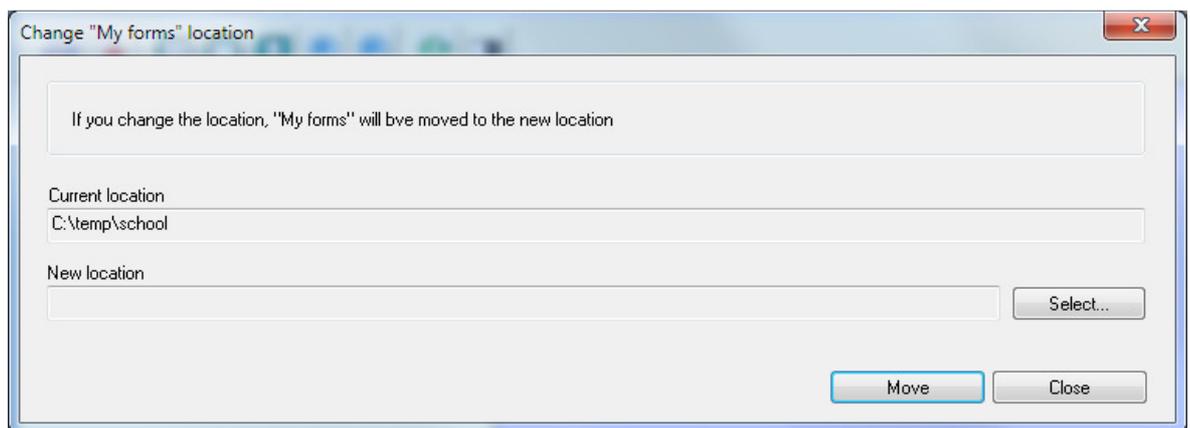
Caution: Deleting a node deletes all forms of the node.

3.7. Change location of *My forms*

When installing the application a default location is configured where all of the *My forms* node are stored physically.

You may change this location any time. Just call function *Change location of „My forms“* in menu entry *Extras*.

A dialog window pops up:



The window shows the current location of *My forms*. You may select a new location using button *Select...*

A click to button *Move* starts moving *My forms* to the new location.

4. Edit forms

4.1. Fill out forms with variable fields

The form library contains both: forms which contain data fields which may be filled out and forms which don't contain such fields.

Time tables and labels for example are forms which may be filled out before printing them. Music paper sheets typically do not have to be filled out. They are just printed.

You may fill out data fields by selecting the form and then clicking to the data field in the detail display. No you may enter data.

Using the **Tab** key you may jump from field to field forward or backward.

It is possible to fill out both: library forms or forms located in *My forms*. All entered data is immediately saved and available any time if the form is selected again later.

Caution: Please note that if you reinstall the application all changes in the library forms will be lost. Only forms in *My forms* remain unchanged.

4.2. Reset all inputs

Clicking this button, all inputs of the current form are reset to default. In most cases the default is an empty string.



This action must be confirmed to avoid accidental use.

4.3. Change colors

Many forms are designed with colors. To adapt those colors, color scales are presented in the form to select those colors by mouse clicks. Color scales are never printed.

All selected colors will be saved automatically and reloaded on selecting the form later.

Caution: Please note that if you reinstall the application all color settings in the library forms will be lost. Only forms in *My forms* remain unchanged.

4.4. Modify forms

Some forms may be modified by buttons to adapt them to your use case. Those buttons are never printed.

All modifications will be saved automatically and reloaded on selecting the form again later.

Caution: Please note that if you reinstall the application all modifications in the library forms will be lost. Only forms in *My forms* remain unchanged.

4.5. Zooming

All forms may be zoomed to optimal size. Use one of the buttons shown to zoom.



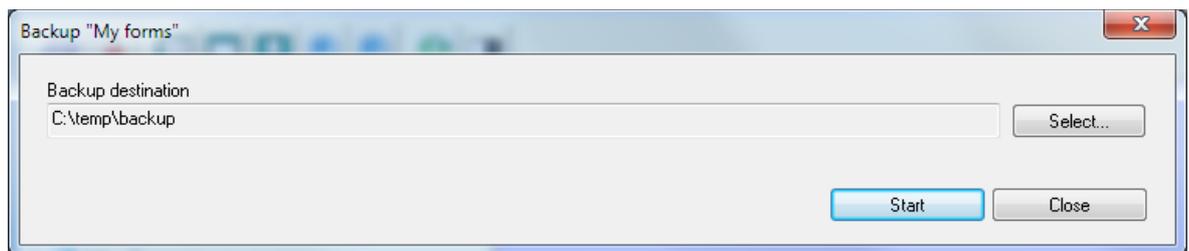
Zooming does not change the form itself. It just changes the view.

On selecting a form it is always zoomed automatically. Most forms are zoomed so that the complete first page becomes visible.

5. Backup

5.1. Backup *My forms*

You may backup *My forms* any time. Just call function *Backup „My forms“* in the menu entry *Extras*. A dialog window pops up:



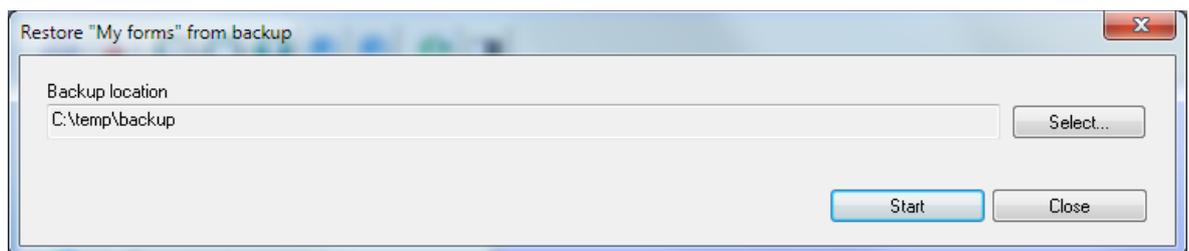
Using the *Select...* button you may select the backup location.

The application saves the location and uses the same location as default for the next backup.

Press *Start* to create the backup.

5.2. Restore *My forms* from backup

You may restore *My forms* from a backup location by calling function *Restore „My forms“ from backup* in the menu entry *Extras*. A dialog window pops up:



Select the location where the backup is located and press *Start*. The backup is restored. Please note that *My forms* will be overwritten by this action.