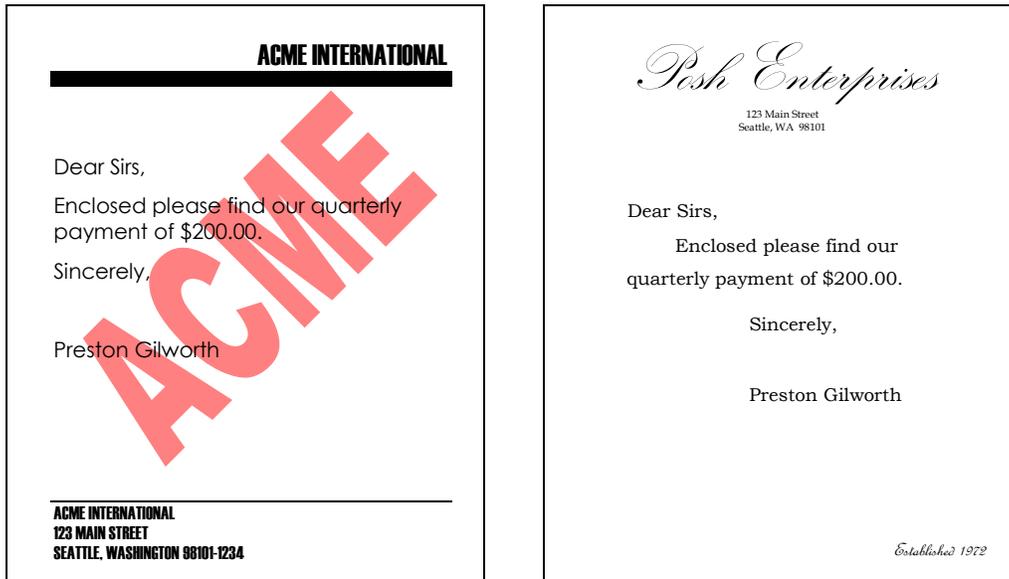


## Wrappers (new in TheFormTool Version 2.9)

Wrappers change the overall *appearance* of a finished document without changing the *content*. Use Wrappers to produce the same content with a variety of “looks”.



In the two letters above, the content is identical (“Dear Sirs, Enclosed please find...”), but in seconds Wrappers have dramatically changed the appearance (fonts, margins, headings, indents, spacing, headers, footers, watermarks, styles, etc.). Wrappers turn a single form into a chameleon that can instantly rebrand itself to serve multiple affiliates, subsidiaries, jurisdictions, or marketing channels. And Wrappers can automatically apply your own corporate identity to generic forms supplied by form publishers and other external sources.

## Creating Wrappers

### Get the Right “Look”

First open a document that has the right “look.” If headers and footers are part of the look, be sure to check both first- and second-page headers and footers (and odd/even headers and footers if applicable). Page formatting is also important – margins, paper size and orientation.

Pay close attention to the Styles contained in the document. (In fact, this might be a good time to brush up on your MS Word Style skills, if you’re not already familiar with that feature.) The Normal Style, in particular, controls the appearance of much of the document, and the Body Text Style is often employed to determine default paragraph formatting. Heading Styles (Heading 1 through Heading 9) are excellent tools to customize the appearance of a document, and can include automatic numbering. If this Wrapper will be applied to documents that contain footnotes, endnotes, tables of contents, tables of authority, or indexes, then be sure those Styles are all formatted as desired (those Style names are Footnote Text, Endnote Text, TOC 1 through TOC 9, TOA Heading, and Index 1 through Index 9).

More generally speaking, be aware that when a Wrapper is applied to a form, every Style used in the form will be converted to that Style’s appearance in the Wrapper. That’s great, because it gives you enormous freedom and flexibility to dramatically alter document appearance; but it does mean you must be vigilant

about the way Styles are formatted in Wrappers and the way Styles are applied in forms that use Wrappers.

## Remove Content and Save-As

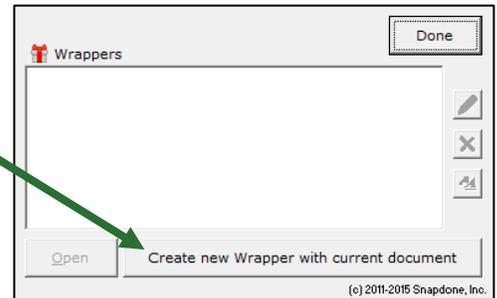
Once the page format, headers, footers, and Styles are correct, delete all the text in the body of the document. Remember: We are creating a Wrapper for content that will be supplied by a form; the Wrapper itself does not contain any content (except for what's contained in the headers and footers).

Save the empty model document (be sure to use the **Save-As** command if you don't want to overwrite the document you started with).

## Create and Name the Wrapper

With the saved model document open on your screen, click  **Sources**,  **Wrappers**, **Create new Wrapper with current document**.

You will be prompted to type a name for the new Wrapper, then click **OK**.



## Using Wrappers

### A Form that Asks the User to Choose a Wrapper

As a form author, you may want to allow the form user to choose a Wrapper. For example, if we had created two Wrappers named Acme and Posh, we could ask the form user to choose one of them to create a finished document branded with either the Acme look or the Posh look.

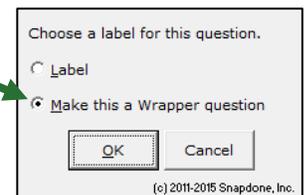
To create the Wrapper question, add a new row wherever desired in the Questionnaire (click  **Row/Column**,  **Add**).

Type a question in the Question column, but leave the Label column blank. (The label will be provided automatically in the next step.)

Place the cursor in the new row's Answer box.

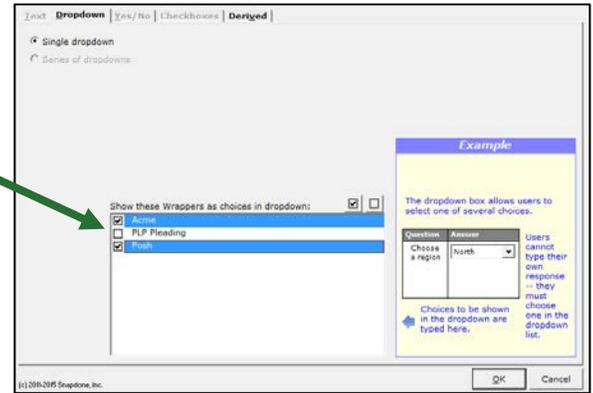
Doxserá (c) 2011-2015 Snapdone, Inc.		
Label	Question	Answer
Name	Name of client	John Smith
Date	Effective date	11/16/14
	Choose a "look" for this document	

Click  **Smart Answer**, select **Make this a Wrapper question**, and click **OK**.



Select the Wrappers that should appear as choices for the user (in this example, Acme and Posh).

Click **OK**.



Two things happened:

- (1) The label **TFTWrapper** was added.
- (2) The selected Wrappers appear as choices in a dropdown answer.

Label	Question	Answer
Name	Name of client	John Smith
Date	Effective date	11/16/14
TFTWrapper	Choose a "look" for this document	<div style="border: 1px solid black; padding: 2px;"> <span>Acme</span>  <span>Posh</span> </div>

When this form is used and the form user selects Acme or Posh, the corresponding Wrapper will be applied during the **Fill** step, instantly transforming the appearance of the finished document. At a later date, if a different appearance is needed, the user can simply select a different Wrapper and click **Fill** again.

### A Form that Automatically Applies a Particular Wrapper

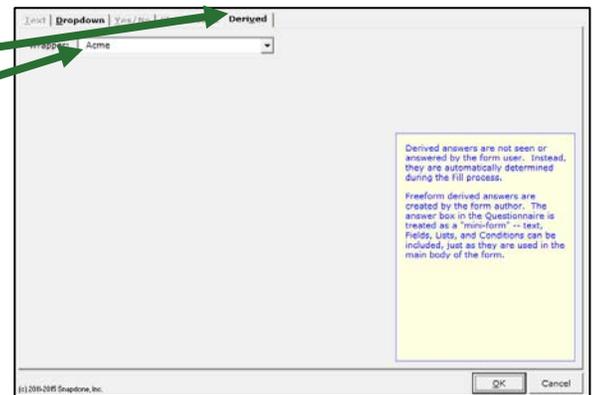
Sometimes the form author wants to apply a particular Wrapper to a particular form each and every time the form is used. Since no input is required from the form user, this is best handled with a Derived Answer.

The steps are the same as above, except in the Smart Answer screen:

Click **Derived**.

Select the Wrapper to be applied.

Click **OK**.



### A Form that Automatically Decides Which Wrapper to Apply

As a variation of the above, the form author could add Conditions within the Derived Answer so that the correct Wrapper is automatically selected, depending on responses to other questions in the questionnaire.

For example, in this form two Conditions have been created, so that the Acme Wrapper will be applied in some circumstances, and the Posh Wrapper will be applied in others.

Label	Question	Answer
Name	Name of client	John Smith
Date	Effective date	11/16/14
TFTWrapper	(derived)	{if:Acme}{if:Posh}

## Wrappers and Section Breaks

If your form contains section breaks (accessed in Word's **Page Layout, Breaks** menu), be aware that some Wrapper formatting will only be applied to the *last section* in the finished document. This is because formatting stored in preceding section breaks takes precedence over formatting stored in the Wrapper. This has no impact on Styles, but does affect headers, footers, and Page Setup settings that are applied to **This section**.

In this situation, if you require headers and footers to change throughout the form instead of just in the last section, you could (1) eliminate the section breaks; (2) split the form into separate forms; or (3) save alternate headers and footers as Folio Passages and use Fetcher codes to fetch them when and where needed.

