



**The Form Template:** is designed using the form editor (New Form button). A form template is made up of a number of components, which all must fit within the form template's margins.

**The Form ID Barcode:** A Form ID barcode is added to every form template page using the Barcode tool, and is used for form recognition and reconciling the captured response data with the published template and the records from your chosen Source data table. (Create a data table and add field-names and records by clicking the Source Data button)

**Template Variable Replacement:** Template Variable Replacement is used to replace fieldnames typed into a text area, with respondent's records taken from your Data Table. The fieldnames are typed into the text area surrounded by <<less than, greater than>> symbols, which triggers FormReturn to replace this text with the records in the data table. The field names must be typed exactly as they appear in the data table.

**The Segment:** is designed using the segment editor (New Segment button). When you design a segment, its size must fit into the form template's margins allowing at least enough room at the top for the Form ID Barcode and the text area for typing the fieldnames that will be used for Template Variable Replacement.

In the diagram above, the form has a standard default segment size which has ample room at the top for text and the Form ID Barcode. (Note: choose the same preset style (paper size) for the segment and the form)

**The Segment Barcodes:** Segment barcodes are automatically added when the new segment is first created. They are used by FormReturn to locate the mark areas on the form.

**The Mark Areas:** Mark Areas are added to the segment and hold the checkboxes for each question. They are added using the checkbox tool. If you double click on a mark area, the Mark Area Properties dialog box will open, where you can set up the checkbox size and style, the Mark values (A;B;C etc) and choose an Aggregation Rule, if you want a score when the correct checkbox is marked.

**Text Areas:** are added using the Text tool, where ever you want any typed text to appear on the segment or the form.