





General ZipForm Tips

1. Dialog View - (icon looks like this )
Using the Dialog View is a simple way to fill out forms and/or to check to be certain all fields are filled out in a transaction. When you select the Dialog View icon from the toolbar, the verbiage of the form disappears and only the information fields are visible. Clicking the icon returns to full form view.
2. Strike Out – (icon looks like this )
Many of our forms require language be stricken. To access the strike out feature, click on the Strike Out icon in the toolbar. Your mouse cursor will turn to a hand. Click at the beginning of the language to strike and drag across the language while holding your mouse button down. Once the mouse button is released the strike out appears. To remove the strike out, simply click on the strike-out icon again and double click on the area that is struck out.
3. Spell Check – (icon looks like this )
Activating the spell check feature will spell check all the fields in the form. Users can add words too.
4. Sticky Notes – (icon looks like this )
This features offers the same convenient way to make notes reminding oneself, a partner or a team member without the mess of yellow paper. These electronic sticky notes allow users to “stick” notes anywhere on any open form. A sticky note will not be visible in a PDF email or when a document is printed. To create a note, select the New Note icon (yellow pad) from the toolbar. A note pad will appear where you can enter your text. Click, hold and drag the title bar of a note to place it in any location on a form.