



Quick Start Guide - CLB Create

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1. Overview

Use CLB Create to prepare PDF template documents for use with the companion application CLB Paper. Template documents are printed and can then be used for form filling on a Wacom Clipboard (PHU-111). The corresponding template document files are opened by CLB Paper and pen data is converted into the specified form field types as text, signature or freehand drawing.

Template documents are shared automatically between CLB Create and CLB Paper through your Microsoft OneDrive account. If you prefer you can choose to save the documents to a custom folder and copy the files manually to your CLB Paper device.

In normal operation follows these steps:

- Create a PDF form document, for example save a Word document as type PDF
- Open the PDF file in CLB Create
- Use Forms editing to identify fields which require pen input
- Define the field type
- Save the template document
- Share the template document with CLB Paper by saving it in your OneDrive Documents folder

2. Start CLB Create

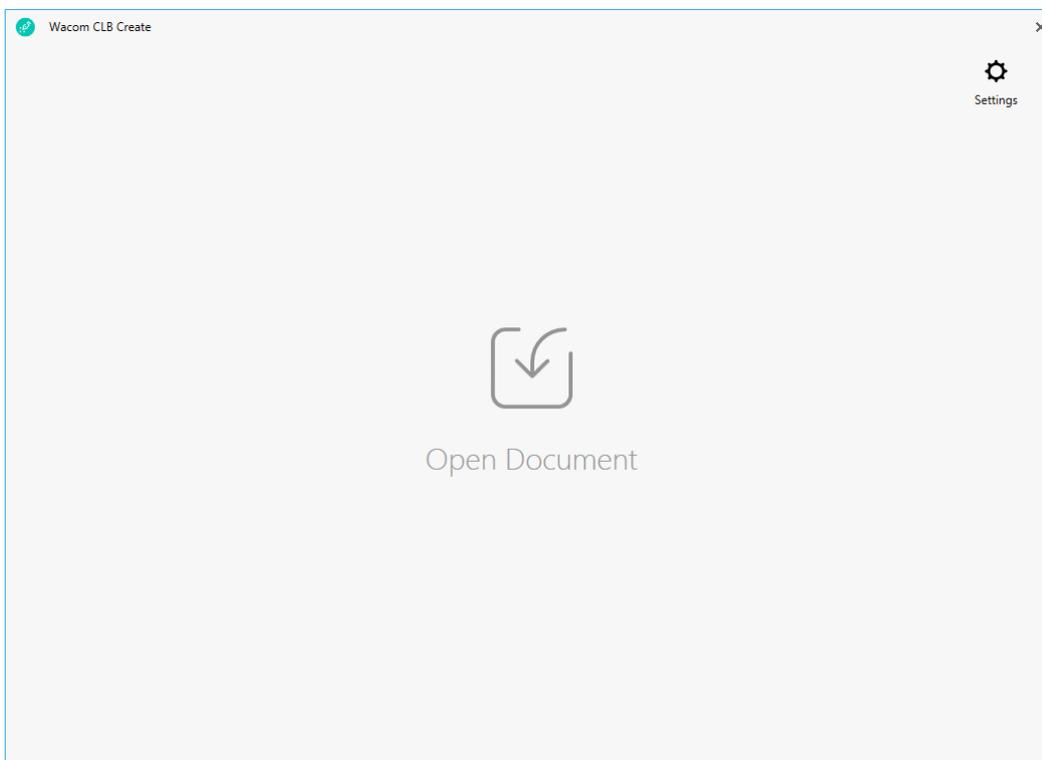
The first time you start CLB Create follow the on-screen instructions:

- Review the End User License Agreement
- Select the Storage Location – see below

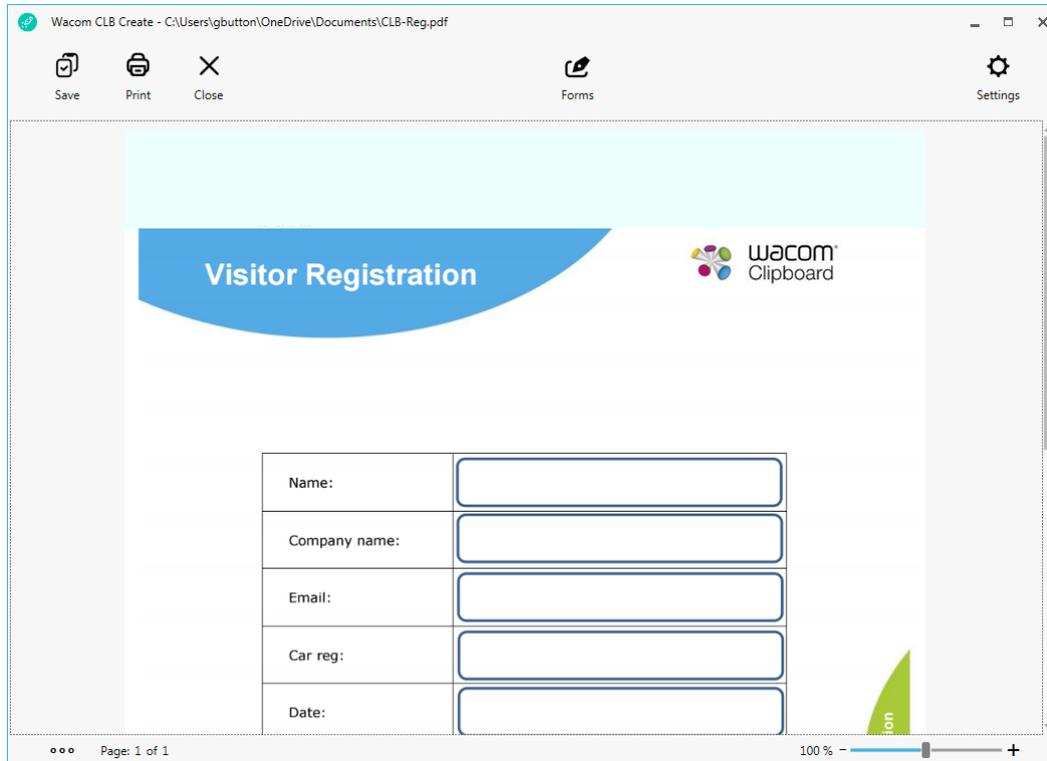
Use Settings to return to these steps at a later time.

3. Open a PDF document

Use Windows drag & drop or click the Open Document icon to open a PDF document:

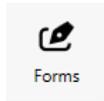


The File...Open dialog defaults to the storage location defined during setup or in settings. Select your PDF file, for example:



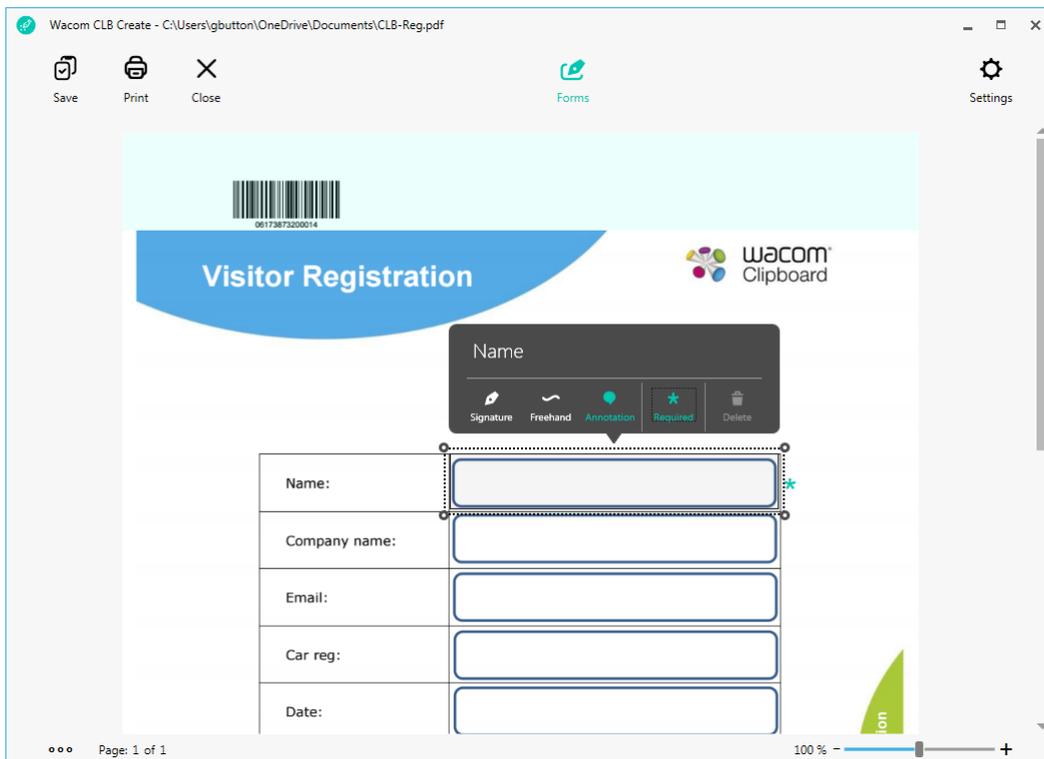
The area reserved for the Wacom Clipboard barcode scanner is highlighted and cannot be used for field creation. Once a PDF file has been saved by CLB Create a barcode is displayed in the area.

4. Create Form Fields



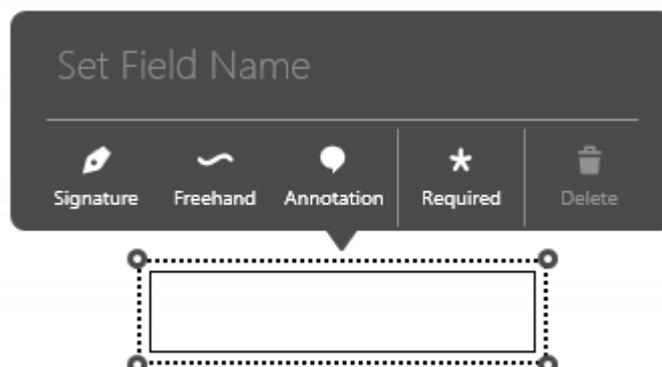
To define form fields click the Forms icon.
The icon changes color to indicate the editing mode:

Define a form field by drawing its enclosing rectangle while holding the left mouse button.
On releasing the mouse button a dialog appears for the new form field:



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Define the type of form field in the dialog:



Set Field Name

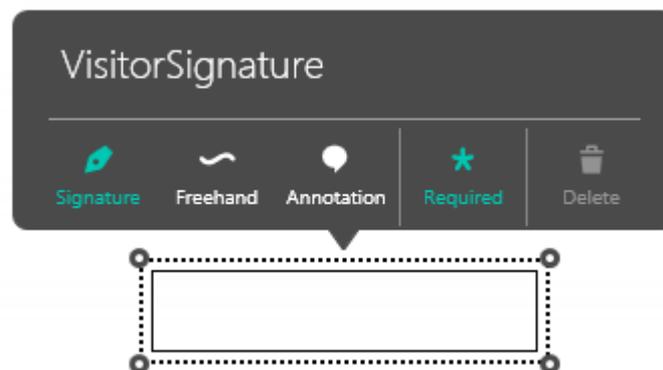
- type a unique name for the field

Select one of the types:

- | | | |
|-----------------------------------------------------------------------------------|------------|---------------------------------------------------------|
|  | Signature | - a biometric signature will be saved from the pen data |
|  | Freehand | - a drawing image will be saved |
|  | Annotation | - pen data will be converted to text |
|  | Required | - optionally define the field as Required |
|  | Delete | - use the option to remove a field |

Click outside the dialog to add the field to the document. The field is displayed as a grey rectangle. A required field is marked with a star to indicate that it must be completed. The companion application CLB Paper will prompt the user when attempting to save an incomplete form.

Example:



Resulting display:



To modify a field, click the highlighted area to redisplay the dialog. Use the sizing handles displayed on the rectangle to make any adjustments.

5. Save the form

Use the Save menu to save the document template. By default the Save dialog accesses the specified Storage Location but this can be changed if required. In normal operation save to your OneDrive documents folder so that CLB Paper can be synchronized automatically.

When the file is saved a barcode is inserted in the page header. The barcode is used by the companion application CLB Paper to identify the document template. The barcode is derived from the original filename, page number and save version. Each time an edited document template is saved its version number is incremented and a revised barcode is inserted. After version 99 the value rolls over to 00. By using Save As to a new filename, the version number is reset to 00.

The area reserved for the Wacom Clipboard barcode scanner is highlighted and cannot be used for pen data entry.

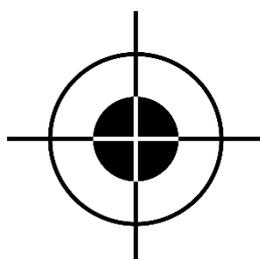
6. Print the form

To use the form with CLB Paper and a Wacom Clipboard it must first be printed. The Print menu option in CLB Create sets printer options to print the page in an unscaled size. When printing a template document from a different application such as Acrobat Reader, check that the page is not scaled and select 'Actual size' in the printer options dialog. This will ensure that the barcode is printed in the correct position to be scanned by the Wacom Clipboard, and that field alignment will be maintained with CLB Paper.

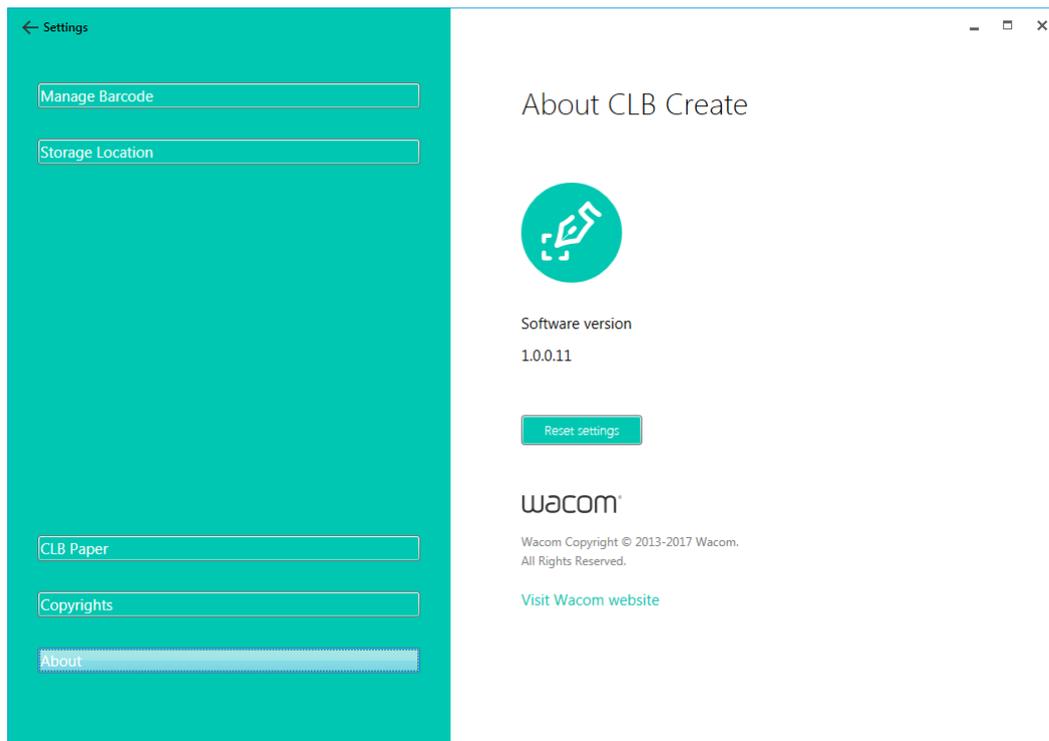
Normally, either A4 or Letter size paper forms will be used with the Wacom Clipboard. To ensure correct alignment use a consistent paper size when editing and printing documents, for example, avoid printing a Letter size document on A4 paper.

To verify your printer compatibility print this A4 page. The centre of the crosshair image should measure as follows:

Distance from the top of the page:	255 mm
Distance from the left edge of the page:	100 mm

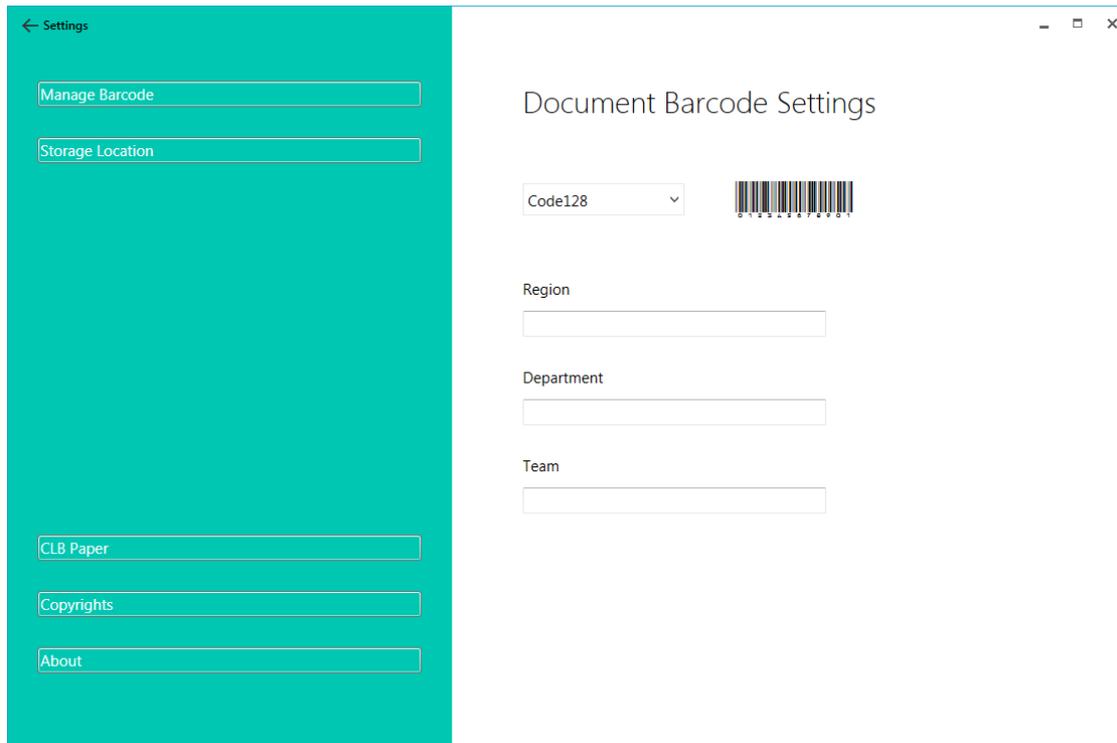


7. Settings



Use the Settings screen to review program information and to make configuration changes. To restore all settings to default values click **Reset settings** – when CLB Create is restarted, the first-time instructions will be repeated.

7.1 Manage Barcode



The barcode printed on the document header is derived from the filename and version number. You can include additional identification in the barcode by setting any of the optional values to one or two digits:

- Region
- Department
- Team

The appearance of the barcode is determined by selecting one of the supported industry standard types:

- Interleaved 2 of 5
- Code128
- EAN/UPC

7.2 Storage Location

The storage location is the default folder used to open and save template documents. Set the folder to your Microsoft OneDrive Documents folder to share your template documents with the CLB Paper application. Files will then be synchronized automatically.

Installation and connection to your Microsoft One Drive is independent of the CLB Create application.
