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Combine Elements from Several Forms into One Form

Summary:

Combining Form Elements

Problem / Goal:

Having one form contain elements of several different forms

Solution:

1. You will need to open two instances of **Forms Manager** simultaneously.

2. From your desktop, click on the **Forms Manager** icon to open one instance of the program and bring up the form from which you will copy.

3. From within the form, left-click on the area to be copied. This will "capture" the area to be copied.

4. Now, click on **Edit** and then click **Copy**. Now, minimize this instance of **Forms Manager**.

5. From your desktop, click on the **Forms Manager** icon again to open another instance of the program.

6. Bring up the form into which you wish to paste what was copied from the other instance of the program.

7. At the top of the screen click on the **Design/Filler Mode** icon. It has the image of a triangle and a ruler.

8. Click the **Edit** tab then **Select All**.

9. Click **Edit** again then select **Paste** or user **Ctrl V** to paste. The pasted portion may overlap a pre-existing potion of the form. Use the down arrows, located on your keyboard to move the form into the desired area.

10. **Save** this form to your **Custom Forms** folder and if necessary, give it a unique name.

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