



# FORMFILLER

September 2000 Edition



# CONTENTS

- 1 OVERVIEW**
- 2 DOWNLOADING & INSTALLING FORMFILLER**
- 3 USING FORMFILLER**
  - 3.1 Viewing your form
  - 3.2 Filling out your form
  - 3.3 Saving your form
  - 3.4 Printing your form
  - 3.5 Opening a saved form
- 4 THE FORMFILLER TOOLBAR**
  - 4.1 Toolbar Buttons
- 5 OTHER INFORMATION**
  - 5.1 Editorial
  - 5.2 Technical Help
  - 5.3 Customer Services
  - 5.4 Training



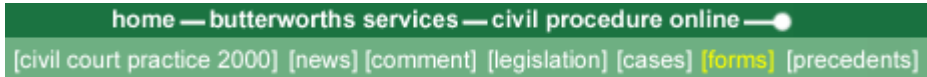
## 1. OVERVIEW

FormFiller is a downloadable piece of software that allows the user to easily view, fill out, edit and print a large variety of forms available from Butterworths Services.

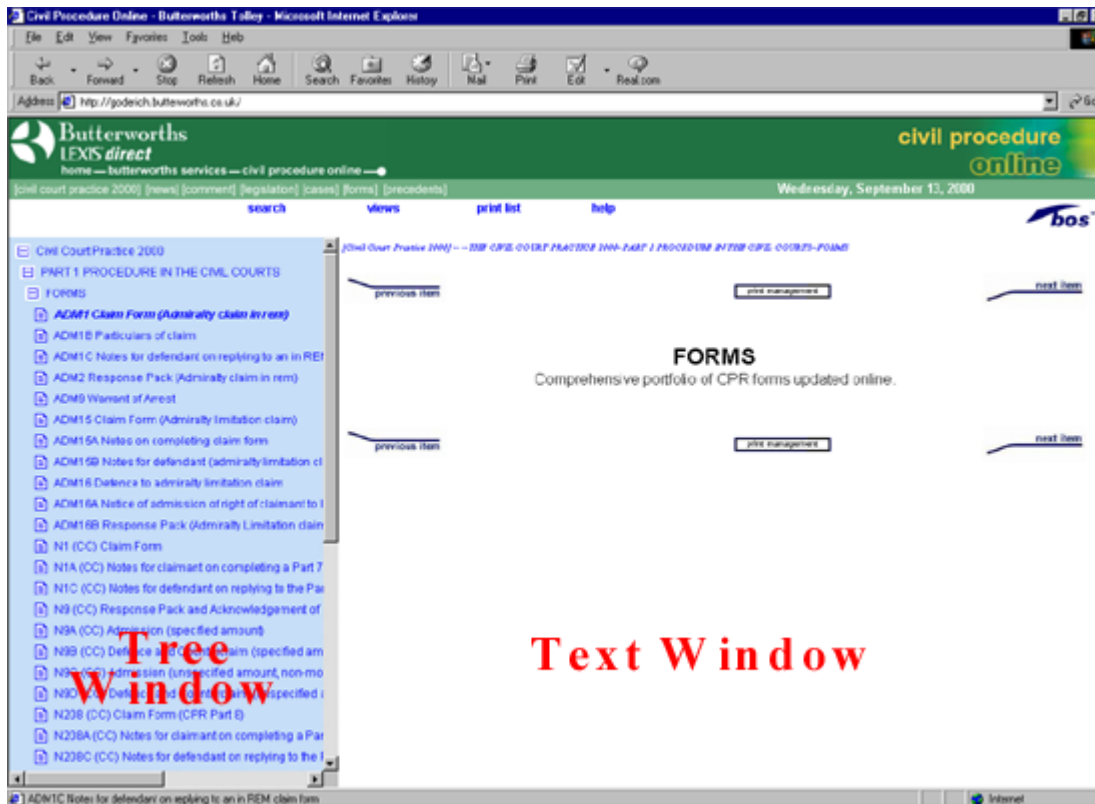
Once installed, it will operate as a seamless extension to your web browser, automatically opening when online forms are accessed.

## 2. DOWNLOADING & INSTALLING FORMFILLER

If FormFiller is not already installed on your system, the application will need to be downloaded from the Butterworths Website before forms can be used. FormFiller can be downloaded from the 'Forms' section of a service which uses forms. These examples will use the Butterworths Civil Procedure Online Service. Access the Forms section by left clicking 'Forms' on the Civil Procedure Online main navigation bar, pictured below.

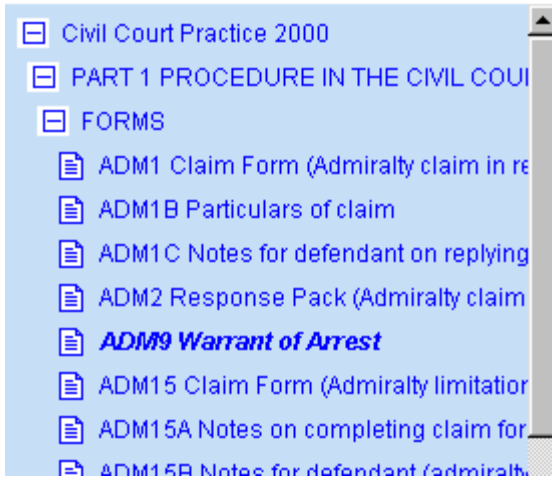


The 'Forms' section will load. The section uses Butterworths' Books on Screen [bos] technology, with a Text and Tree window layout, as shown below...



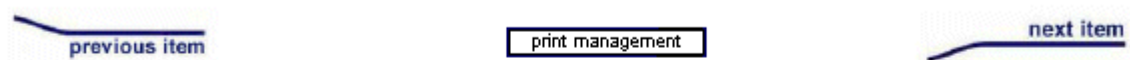
To download FormFiller, follow the procedure below...

- Select from the Tree Window a form that you wish to use. For the purpose of this example, form ADM9 – 'Warrant of Arrest' shall be used. From the Tree Window, left click once on 'ADM9 Warrant of Arrest' as shown below.



- The 'Warrant of Arrest' download screen should appear in the Text Window, as shown below. Left click once on the blue hyperlink 'Click Here to View the Form'.

*[Civil Court Practice 2000] -- --THE CIVIL COURT PRACTICE 2000-PART 1 PROCEDURE IN THE CIVIL COURTS-FORMS-ADM9 Warrant of Arrest*



## FORM ADM9

### ADM9 Warrant of Arrest

[CLICK HERE TO VIEW FORM](#)



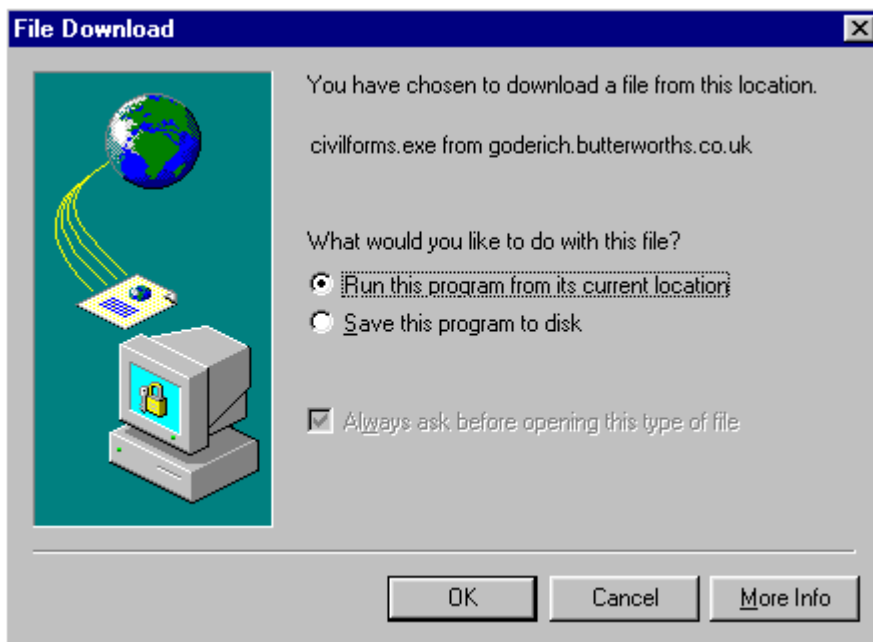
- The following two options will appear. Before it is possible to use the Warrant of Arrest form, the FormFiller application must be downloaded and installed. Left Click once on the 'Download and Install' link, the first of the two options shown below

[Click here to download and install FormFiller, if you have not already done so.](#)

When prompted - run this file from it's current location.

[Open Form ADM9 - Warrant of Arrest](#)

- Next, the following download dialogue box will appear. The default option within this download dialogue box is to 'Save the Program to disk'. Instead, choose to 'Run this program from its current location', by left clicking once on the radio button beside it.



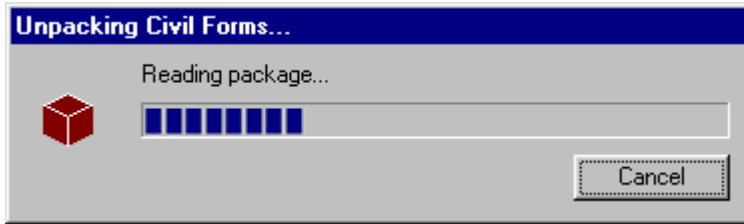
- Having selected to run the program, left click the 'OK' button once.
- At this stage, the FormFiller application will begin to download, and a dialogue box, with a progress indicator will be shown as below.



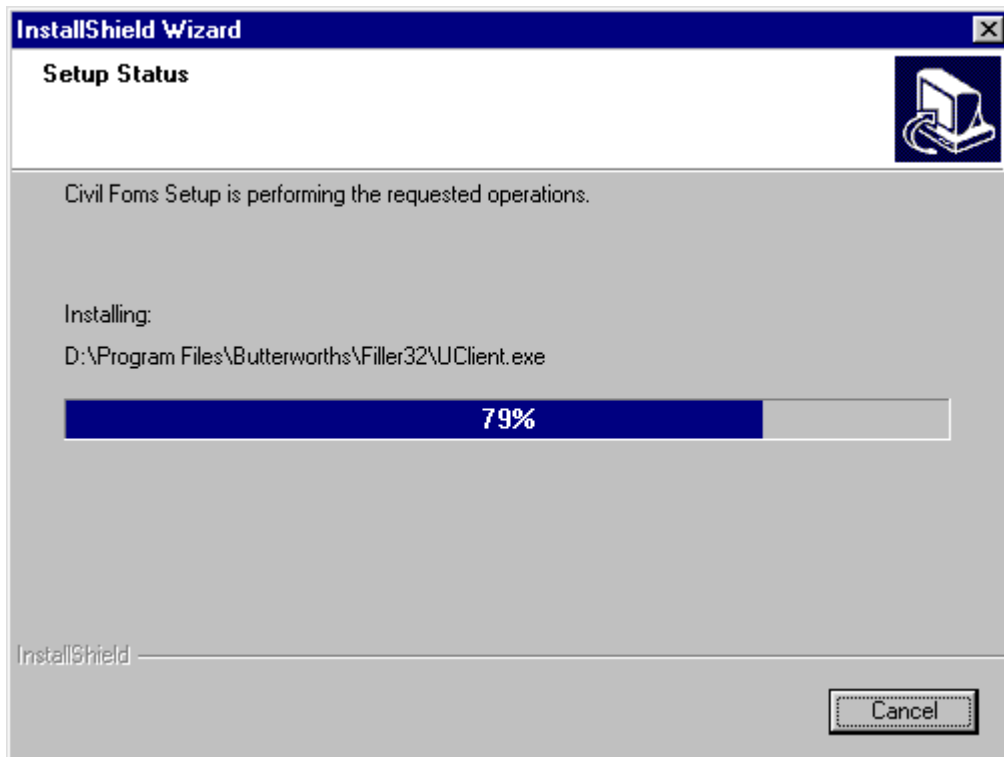
- Once the application has been downloaded, the installation will begin. Often, a standard warning may be seen, as shown below. If so, simply click 'Yes' to proceed with the installation.



- The installation process is automatic. Simply allow the installation to proceed. First, the installation program will automatically unpack the downloaded files, converting them from their compressed Internet format into usable files.



- Next, these newly uncompressed files will be run and the installation process will complete, as shown below.



- Once the above screen disappears, the installation process is complete. It will now be possible to use FormFiller files.

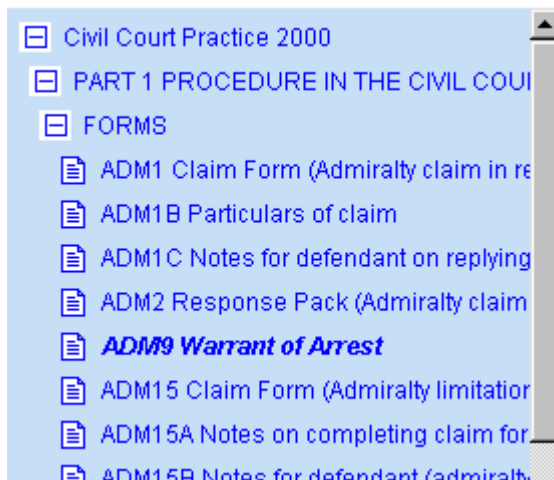
### 3. USING FORMFILLER

#### 3.1 VIEWING YOUR FORM

To use a FormFiller form, the FormFiller application must first be downloaded and installed. See 'Downloading & Installing FormFiller'.

If FormFiller is installed, any form may be viewed. From the Tree Window, left click once on an appropriate form. In this example, we will view the form, 'Warrant of Arrest'.

- From the Tree Window, left click once on your desired form, in this case form 'ADM9 – Warrant of Arrest'.



- Next, in the Text Window, left click once on 'Click Here To View Form', shown below.

*[Civil Court Practice 2000] -- THE CIVIL COURT PRACTICE 2000-PART 1 PROCEDURE IN THE CIVIL COURTS-FORMS-ADM9 Warrant of Arrest*

[previous item](#)

[print management](#)

[next item](#)

**FORM ADM9**

**ADM9  
Warrant of Arrest**

[CLICK HERE TO VIEW FORM](#)

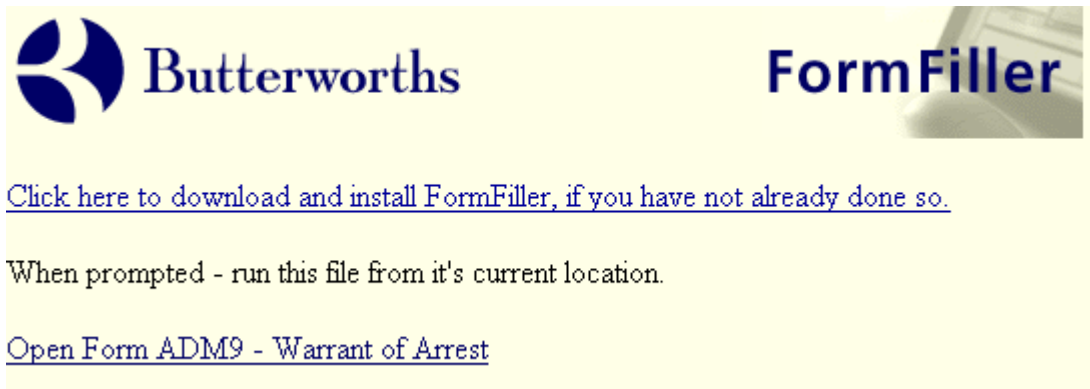
[previous item](#)

[print management](#)

[next item](#)

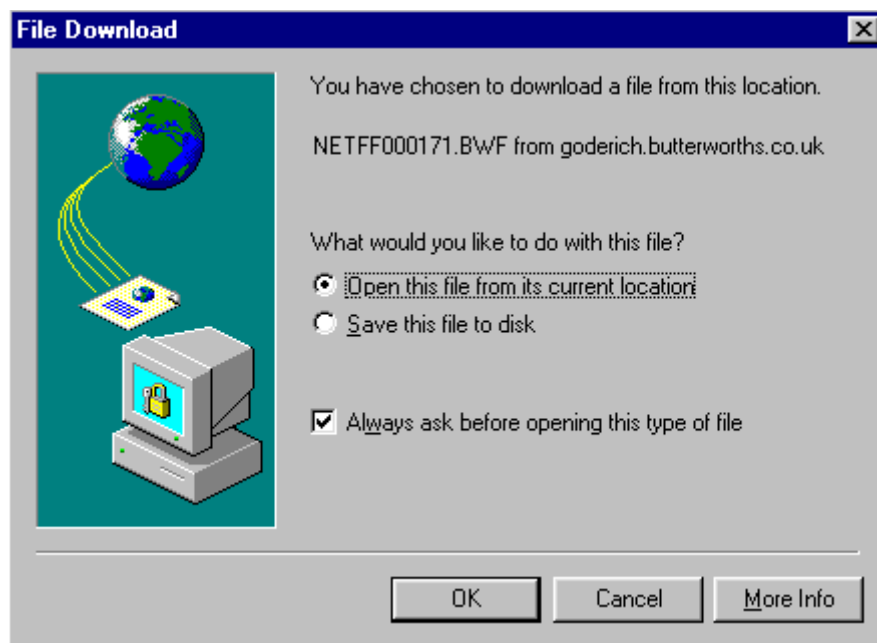
- The subsequent screen will show two options, either to download & install the FormFiller application, or to view the Form. The application should have already

bee installed, so left click once the 'Open Form' link, shown below.

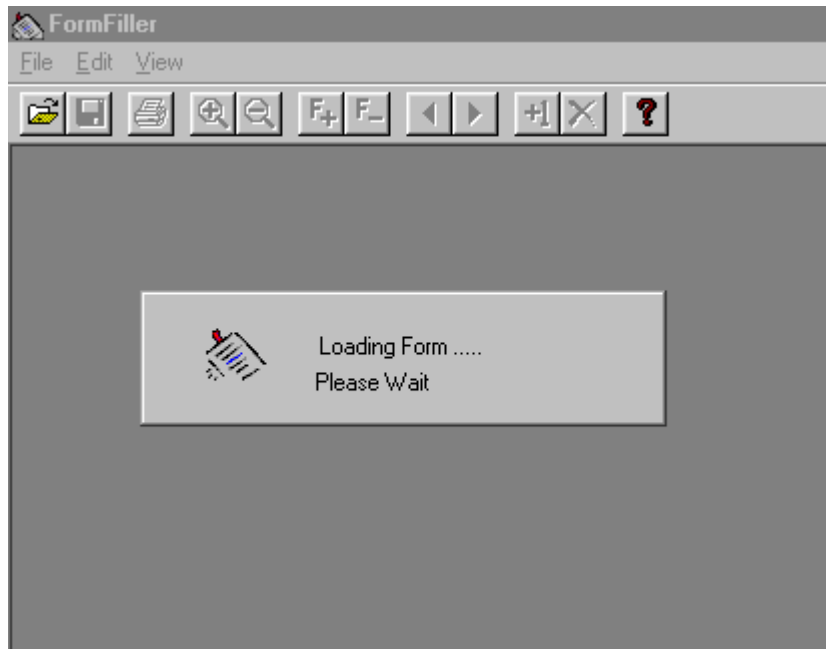


The banner features the Butterworths logo on the left, the text 'FormFiller' on the right, and a small image of a keyboard. Below the logo and text is a blue underlined link: [Click here to download and install FormFiller, if you have not already done so.](#) Below the link is the text: 'When prompted - run this file from it's current location.' At the bottom is another blue underlined link: [Open Form ADM9 - Warrant of Arrest](#)

- Next, the following download dialogue box will appear. The default option within this download dialogue box is to 'Save the Program to disk'. Instead, choose to 'Run this program from its current location', by left clicking once on the radio button beside it. Then left click 'Ok'.



- At this point the FormFiller application will open, and begin to load the form, with a waiting screen shown below.



- After a short wait, the selected form will appear, as shown below.

FormFiller - [ADM9\_1.FFD]

File Edit View Window

**Warrant of Arrest**

In the High Court of Justice  
Queen's Bench Division  
Admiralty Court

Claim No.

Admiralty action in rem against:

Claimant(s)

Defendant(s)

ELIZABETH THE SECOND, by the Grace of God, of the United Kingdom of Great Britain and Northern Ireland and of Our other realms and territories Queen, Head of the Commonwealth, Defender of the Faith.

To the Admiralty Marshal of Our High Court of Justice, and to all singular his substitutes, Greeting.

We hereby command you to arrest the ship

of the port of and to keep same under arrest until you should receive

Page 1 of 2

### 3.2 FILLING OUT YOUR FORM

Formfiller will display a downloaded form in its entirety, but only certain areas are editable. These editable areas are called 'fields', and the currently selected field will be highlighted in red. When opening a form, Formfiller will start with that form's first field highlighted.

In our example, the ADM9 'Warrant of Arrest' form, the first field is 'Claim Number'. On opening this form, this field is highlighted, as shown below.

## Warrant of Arrest

In the High Court of Justice  
Queen's Bench Division  
Admiralty Court

Claim No.

Admiralty action in rem against:

Claimant(s)

Any data entered will be written to the currently highlighted field. In this example, the Claim No. 123456 was entered, and the result is shown below.

## Warrant of Arrest

In the High Court of Justice  
Queen's Bench Division  
Admiralty Court

Claim No. 123456

Admiralty action in rem against:

Claimant(s)

When a field has been completed, to proceed to the next field, hit the 'Tab' key on your keyboard. The 'Tab' key is usually positioned above the 'Caps Lock' key, on the far left of the keyboard. Having used the Tab key, Formfiller highlights the next field, and waits for data to be entered, as shown below.

<b>Warrant of Arrest</b>	In the High Court of Justice Queen's Bench Division Admiralty Court
	Claim No. 123456

Admiralty action in rem against:

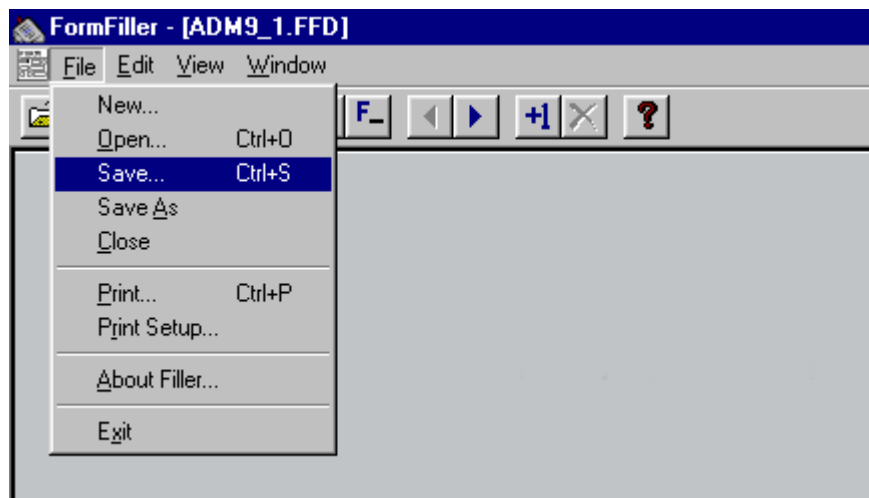
Claimant(s)

To fill out the rest of the form, proceed in this way.

The zoom level, current page and font sizes can be altered through using the FormFiller Toolbar. See 'The FormFiller Toolbar' for more details.

### 3.3 SAVING YOUR FORM

To save your form, simply left click once on 'File' from top bar, and then left click 'Save' from the drop down menu that appears, as shown below.

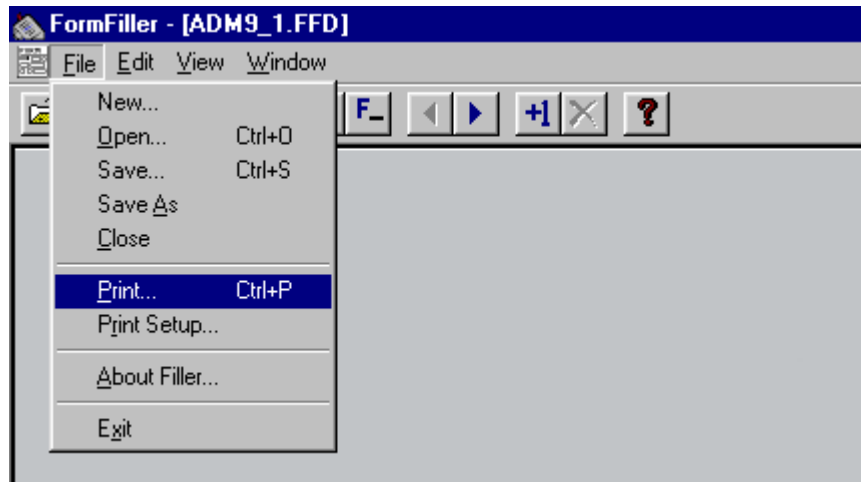


If saving for the first time, you will be prompted to specify a filename.

Alternative methods of saving include using the 'Save' icon from the Formfiller Toolbar, or simply hitting 'Ctrl' and 'S' on your keyboard simultaneously.

### 3.4 PRINTING YOUR FORM

To Print your form, simply left click once on 'File' from top bar, and then left click 'Print' from the drop down menu that appears, as shown below.

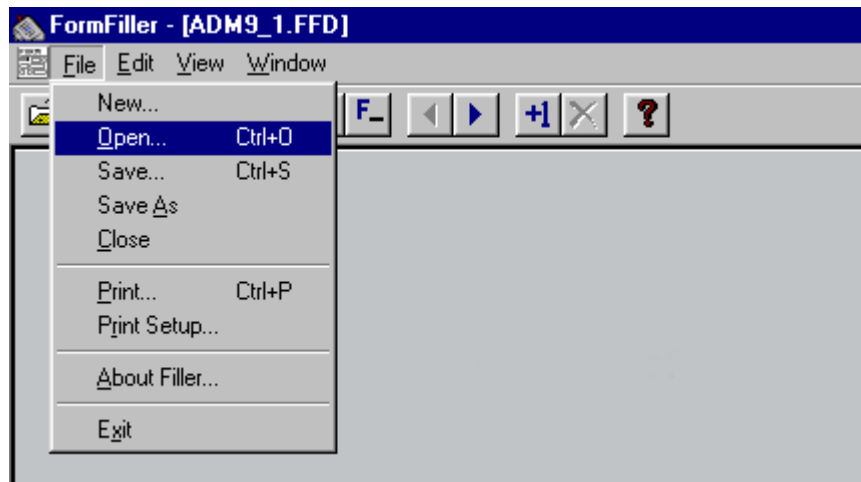


The form will be printed to the system's default printer. In order to alter print preferences, such as selecting a different printer to print to, left click 'Print Setup' from the same menu.

Alternative methods of printing include using the 'Print' icon from the Formfiller Toolbar, or simply hitting 'Ctrl' and 'P' on your keyboard simultaneously.

### 3.5 OPENING A SAVED FORM

To Open a previously saved form, simply left click once on 'File' from top bar, and then left click 'Open' from the drop down menu that appears, as shown below.



A standard Windows browse window will appear. Navigate through to where the form was saved, select it by left clicking once, then left click the 'Open' button.

## 4. THE FORMFILLER TOOLBAR

### 4.1 TOOLBAR BUTTONS

The Formfiller Toolbar is shown below, and is a useful shortcut for actions which can be found within the File, Edit and View topbar.



A description of the functions of the toolbar buttons follows, from left to right...



Left click this button to open a saved form.



Left click this button to save a form.



Left click this button to print a form.



Left click this button to zoom in on a form.



Left click this button to zoom out from a form.



Left click this button to increase the font size of the data entered into a field



Left click this button to decrease the font size of the data entered into a field



Left click this button to go to the previous page of the form.



Left click this button to go to the next page of the form.



Left click this button to add a blank page to a form



Left click this button to delete a previously added blank page.



Left click this button to learn basic Formfiller information, such a version number etc.

## **5. OTHER INFORMATION**

### **5.1 EDITORIAL**

If you have a query about FormFiller, you can contact us by telephone or E-mail. Simply call the Butterworths Direct help line on 0845 3050 500 and they will connect you to the appropriate person to deal with your query. Alternatively, you can E-mail us with any editorial queries or comments by using the '[contact us](#)' links that appear on the home page. We welcome feedback from our customers about FormFiller so please feel free to contact us.

### **5.2 TECHNICAL HELP**

Tel phone support is available during normal working hours (08 30 – 17 45 GMT)

**Tel: (44)0845 608 1188 Fax: (44) 01483 257917**

To assist the helpline in resolving your problems as quickly as possible please have the following information to hand before calling

- What Internet browser are you using?
- What product do you subscribe to?
- Do you have a network or standalone PC?
- If you are on a network what type is it? (i.e. Novell, NT etc.)
- Which version of DOS are you using?
- Which version of Windows are you using?
- What was the sequence of events leading up to your problem?

Support for our on-line services is also available:

07 00 – Midnight Monday to Friday

08 00 – Midnight Saturday and Sunday on-line at:

<http://www.butterworths.co.uk/content/support/techsupport.htm>

Or E-mail: [online.support@butterworths.co.uk](mailto:online.support@butterworths.co.uk)

### **5.3 CUSTOMER SERVICES**

Butterworths Direct Helpline is available from Monday to Friday 08 00 – 18 00

Tel: 0208 662 2000

For calls from outside the UK: +44 20 7400 2977

### **5.4 TRAINING**

To find out more about our comprehensive training courses, and to reserve a place.

Tel: (44) 0207 400 2500

E-mail: [training@butterworths.co.uk](mailto:training@butterworths.co.uk)