

## WinAIR Frequently Asked Questions

### What are Tokens and how are they used?

Tokens are used to purchase a final draft printout of a given document. When you open the program, the top left portion of the software window will tell you how many tokens you have remaining. Every form has a certain token value assigned, minimum 2 tokens, maximum 8 tokens (50¢ a token for NTCAR members). The cost of the form is indicated on the bottom left of the screen. You are only charged tokens when you print a final form

### How can I get more tokens?

To purchase tokens in WinAIR Forms, go to the Administration option and select Order Tokens, then call the AIR office at (866) WINAIR2 or (866) 946-2472.

### How can I run the program on a network?

Create a folder called WinAIR Forms on the server. Install the software on the local work stations and copy the folders **Templates, Forms, Library** and **DB** onto the server. Once you have copied the files, go into **Administration** and select **Change Form Locations**, and set the path to the server. Delete the files from the work stations. Make sure you have full read and write access to the folder before you start the program.

### How can I modify the line length on a form?

If you right click directly on the actual field you need to modify, a control module appears which will allow you to modify the field length by clicking on the left or right arrows to increase or decrease the field size. Select the '?' symbol to Add or Delete lines.

### Why are some of the fields in RED on the Data Entry screen?

If you want to print a final form, all the RED fields must be completed. If you make any changes to the RED fields on a final forms you will again be charged for the final form.

### How can I delete text from the form?

You can not delete any of the black text from the form, but you can strike through them.

### How can I add custom text into the form?

It's very easy to add custom text: simply click anywhere in the form and start typing. Custom text is in a different color and font for quick identification on the screen. The font will remain different, even on the FINAL print, to make changes noticeable

### How can I create a PDF file?

After selecting the option to print, select the PDF check box and click ok.

### How can I change from Legal to Letter Format?

From the main Menu select Tools and Page Setup and change to letter and save. It will also format the form on the screen in Letter.

### How can I Email a Form?

You can email the actual form with the WAF extension if user has the WinAIR Forms 2 program, if not you can generate a PDF file and email it. Please note, saved forms are usually located in your *C:\Program Files\WINAIR Forms 2\Forms* folder.