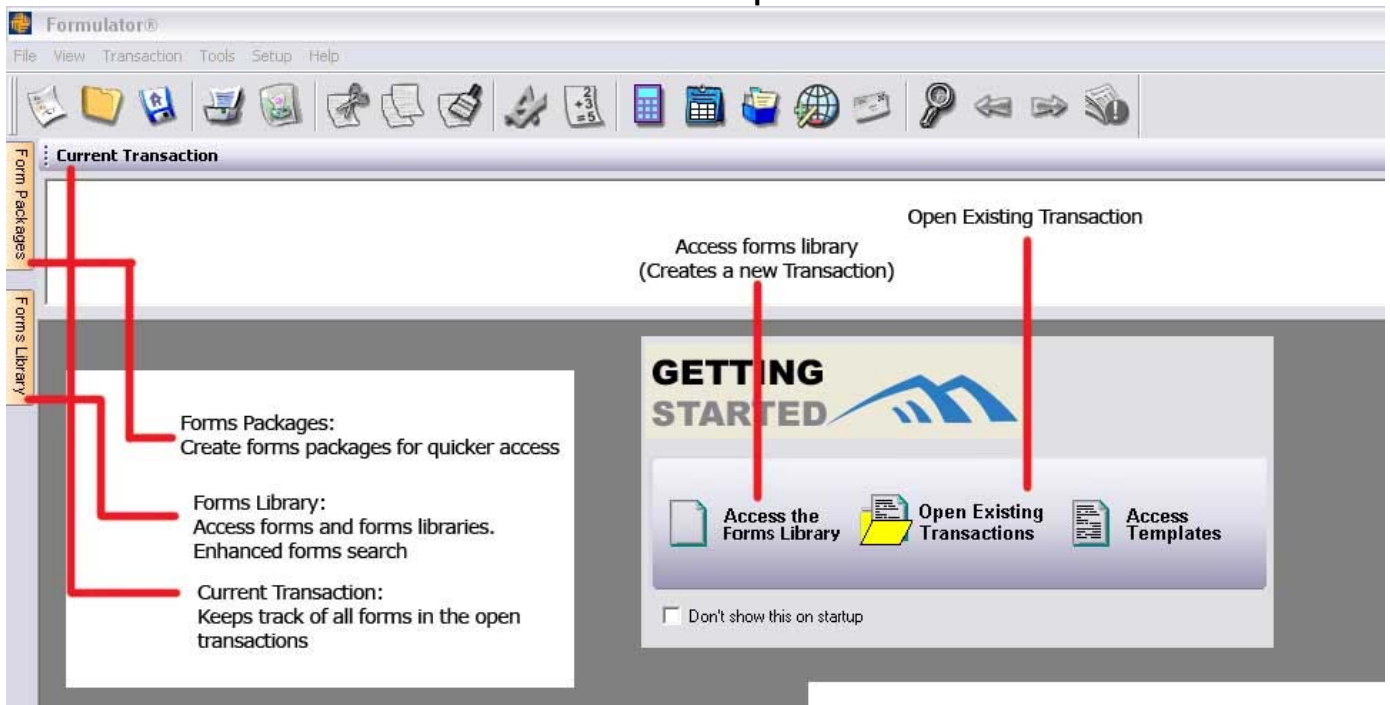


Formulator 4.5 forms Software

This document will point out the differences and highlight the new features that make Formulator 4.5 the best forms software on the market.

<u>Formulator 4.5</u>	<u>vs</u>	<u>Formulator 4.2</u>
<p>Transactions: Transactions in 4.5 are in a database format that will allow for data to be extracted or added for use with other programs and services such as transaction management application and MLS integrations. Changing the way the Transactions are created and saved will also provide the ability to add in the electronic signature functionality where the Forms can be signed within the Formulator program.</p>		<p>Transactions: Transactions in 4.2 were flat files that did not have the ability to share data between other applications.</p>
<p>Global Edit: The global editor replaces the Transaction wizard in the 4.2 version. The global edit contains over 120 fields that can be filled in and data is automatically populated across all forms in the current transaction.</p>		N/A
<p>Untitled Transaction: When you start Formulator 4.5 an Untitled transaction is automatically created and you have direct access to the forms library. When you save the transaction you are prompted to give it a name. This is similar to Microsoft Word where you start with a blank Word doc when you start the program.</p>		Before you could access the forms you had to create a transaction give it a name, then you could access the forms library.
<p>Email: In the 4.5 online versions when emailing forms from a Transaction the Forms are sent as one PDF attachment. If you send out 4 different forms the recipient will receive one PDF attachment that will contains all the selected forms. The sender is automatically CC on the email, the sender receives the same email with the attachments. If selected other documents will also be sent.</p>		<p>Email: Sending email in the 4.2 version if you sent 4 different forms the receiver would receive 4 separate attachments. This was problematic with some email providers who limited attachments, also the sender did not receive the attachments unless they added themselves to the recipient list. Other documents could not be emailed. 4.5 allows you to print to a PDF that can then be attached to web based email.</p>
<p>Print to PDF File Formulator 4.5 allows you to print your contracts directly to PDF file and save them on your local computer for archiving or emailing.</p>		Formulator 4.2 only allowed you to email files as PDF.

Formulator 4.5 Startup Screen



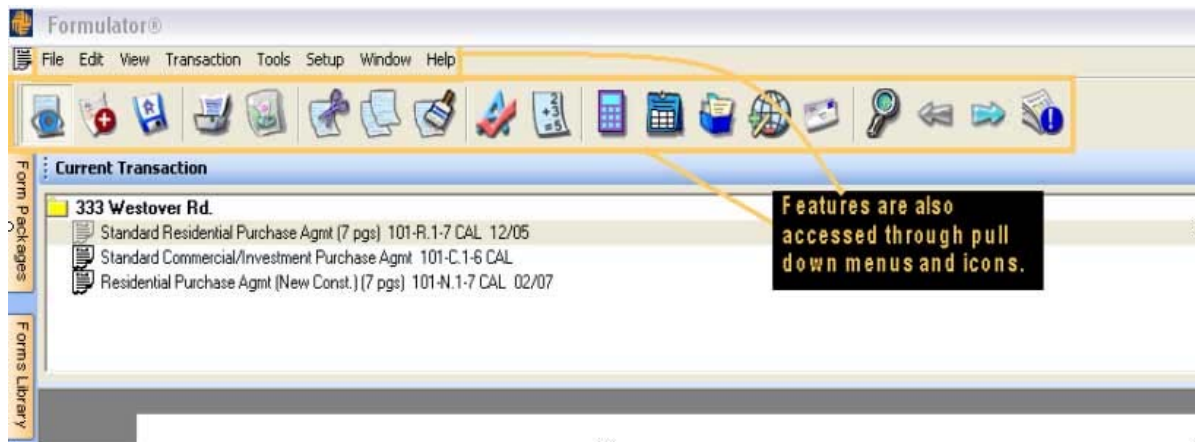
From the Getting Started screen you can:

1. Access the Forms Library. This is the same as selecting “Create New Transaction” in version 4.2. When you click on Access the Forms library from the Getting Started dialog you are creating a new transaction. You will be asked to name the Transaction when you save.
2. Open Existing Transactions - This is the same as selecting “Access Existing Transactions” in version 4.2.
3. Create a Transaction based on a Template. **

* New for version 4.5 Transactions opened from your local computer will converted.

** In order to create a transaction based on a Template you will need to first create the template.

Formulator 4.5 menu bar and buttons



Below are some of the menu icons and their functions.



Show / Hide the current transaction window.



Add forms. This will display the forms library.



Save the current transaction.



Spell checker



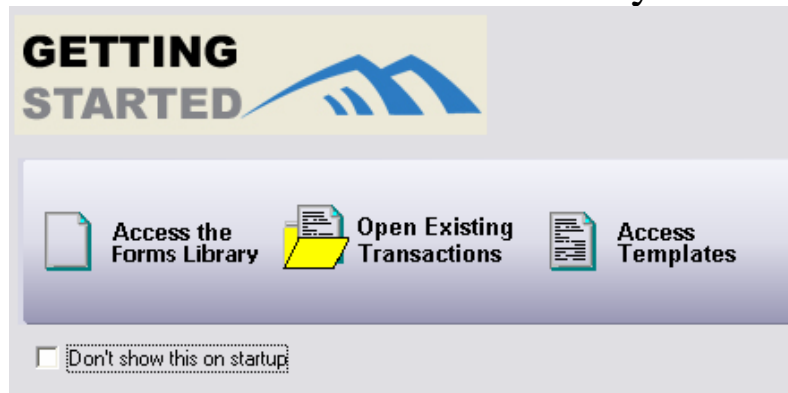
Calculator with loan function and amortization table.



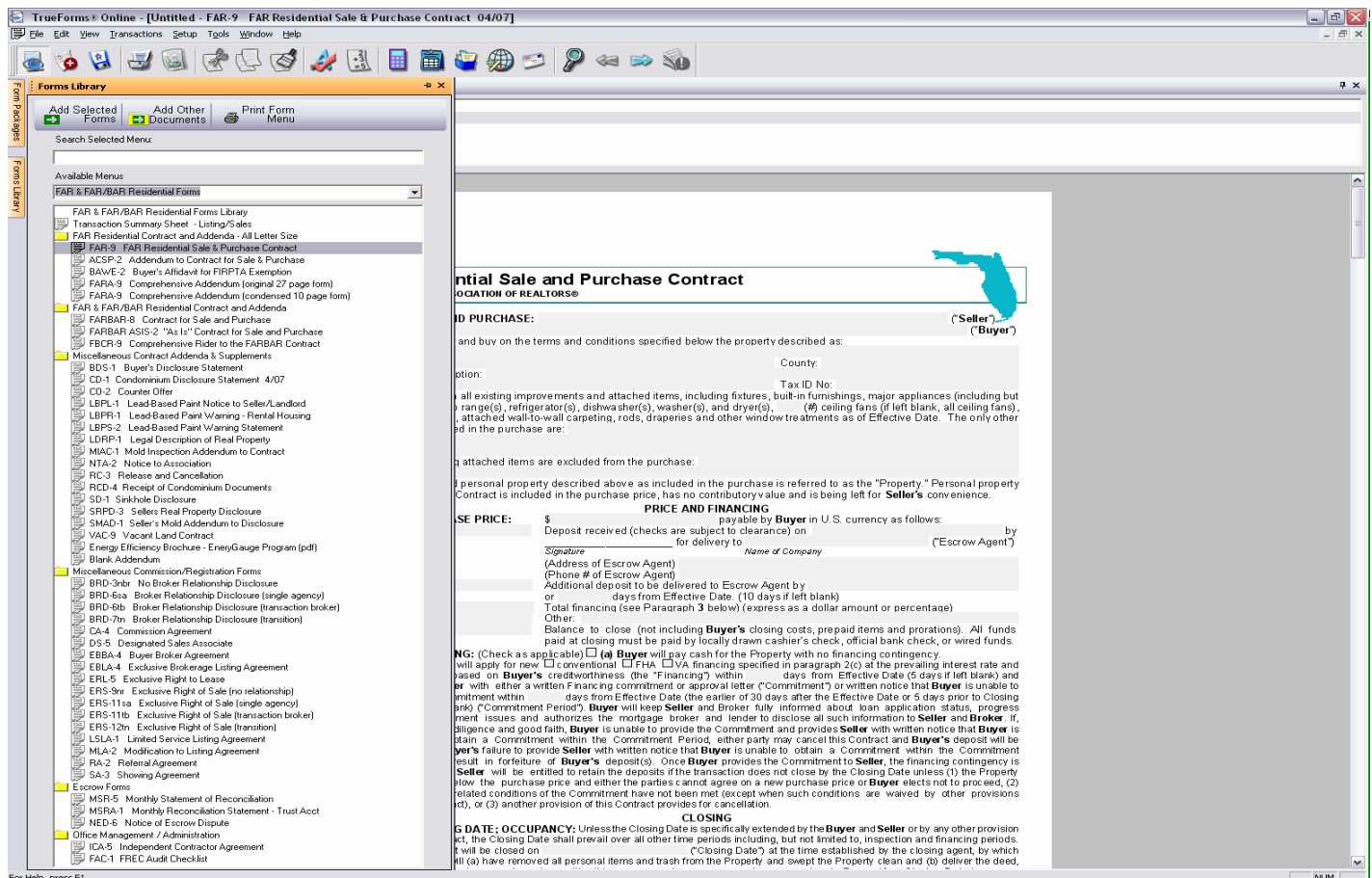
Global editor, quickly make changes to the entire transaction. The global editor replaces the Transaction wizard in 4.2.

Global Editor

To create a new transaction start Formulator and select “Access the Forms Library”



Formulator creates an Untitled transaction for you simply double click on a form in the library and the form will be added to the untitled Transaction.



Next you will need to Save the Transaction and give it a name. From the “File” menu select “Save Transaction” or click on the Save Transaction Icon.




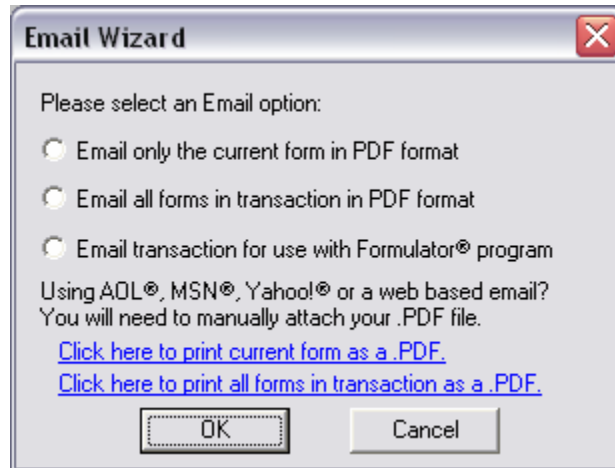
This button saves the current transaction.

If this is first time the Transaction has been saved it will ask for a Transaction name. Enter in a name for the Transaction and click on “Save”.

Emailing Forms and Documents from Formulator

To email from Formulator Online go to File -> Email Form(s) or click on the

Email Icon on the Toolbar .



Email only the Current Form: This will create PDF of the current form and attach it to your default email program.*

Email All Forms in Transaction: This will create PDF of all the forms and attach them to your default email program.*

Email transactions for use with Formulator. Select this option to send the entire transaction file in Formulator format.

*The default email client, is an application that is setup to send and receive emails such as Outlook, Outlook Express, Windows Mail etc.. IF you use a web based email you will need to print the forms to PDF then attach them manually in the web based email.