

## FORM TOOL MADE EASY

Creating business forms is easy with John Levy's outstanding "Made Easy" guide to all the most popular versions of the Form Tool softwarepackage. With For Tool software, you can design all the business forms you need, from invoices to purchase orders, inventory forms to personnel job applications.

Step by step, Levy leads you throught the design and creation of forms, including how to

- Enter and edit text
- Draw lines, boxes, and grids

Then you'll learn how to configure any printer to get professional-looking result. formTool Made Easy also shows you to

- Use the forms manager to organize, retrieve, and archive forms
- Merge data from spreadsheets, databases, and ASCII data files into your forms.

