



Owner: CPF	Issue Date: 2004-07-19	Version: 3.31
<p>Framework Program 6 - CPF Editor</p> <p>SUBJECT:</p> <p>Frequently Asked Questions</p>		



Prepared by: EC	Version: 3.1	Date: 19/07/2004
Reviewed by: CPF team	Status: Final	Reference: Frequently Asked Questions CPF v3.3.doc

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1 Introduction

1.1 Purpose and Scope

This document gives users of the CPF Editor some guidelines on, and answers to, some of the most frequent issues they face or questions they may have.

The CPF Editor is a tool for updating and printing pre-filled CPF files. Its User Guide is available under <http://www.cordis.lu/fp6/contract-prep.htm>. The CPF Editor application is available for download from the same web page.

This FAQ guide is structured to address the following three specific aspects of its use:

1. CPF Editor Installation
2. CPF Files
3. Using the CPF Editor

Further information can be found on each Framework Programme 6 (FP6) instrument through the guide entitled "Contract Preparation Forms (CPF) and explanatory notes for" explains how to complete a CPF. This is also available on CORDIS (<http://www.cordis.lu/fp6/find-doc.htm#cpf>)

Technical questions or problems not addressed by this document should be communicated to the CPF Editor helpdesk via e-mail (EC-FP6-IT-HELPDESK@cec.eu.int). The email should provide with ALL necessary information as:

- § *name of the EC representative in charge of your CPF;*
- § *name of the initial EC provider of pre-filled CPF;*
- § *responsible Directorate General (DG);*
- § *type of CPF (instrument);*
- § *complete CPF or proposal number (please refer to A1 CPF part);*
- § *Call Identifier (also referred to in A1 CPF part);*
- § *name, organisation, phone number;*
- § *settings of the operating system of your PC (environment, language, regional settings);*
- § *a copy of the CPF file.*

Questions regarding the business aspects should be addressed by the EC Scientific Officer or by the EC Call Co-ordinator assigned to the proposal.

2 FAQ CPF Editor Installation

2.1 I have a Macintosh equipment or Linux / Unix environment. How do I use the CPF Editor?

The CPF Editor can only be used on Windows environments (from Windows 98 onwards). Unfortunately, there are currently no Mac and/or Linux versions available.



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If your IT platform does not allow you to use the CPF Editor, please contact the EC representative in charge of your project in order to review alternative solutions.

In the future there will be a version of the CPF Editor compatible with different platforms.

2.2 I have difficulties downloading the CPF Editor

Downloading guidelines are provided with the CPF Editor User Guide and in the "[guidance for downloading](#)" PDF document available in section 3.1 of the CPF editor web page.

Downloading difficulties may be related to several factors.

Users may encounter difficulties due to the quality of the Internet connection and potential service limitation (amount available for download) from their Internet service provider.

Alternatively, the issue may be related to the CORDIS web site (for example, the page layout for Netscape users might prevent them from reading the page and downloading the CPF Editor Zip files, or there may be security issues due to technical characteristics). Users can contact the CORDIS Web site helpdesk (helpdesk (<http://www.cordis.lu/helpdesk/home.html> - or use the following "Helpdesk" link: "<http://helpdesk.cordis.lu/>" at the very bottom of all CORDIS pages).

Please provide Cordis Helpdesk with the following information:

§ Exact location (URL) of the link for downloading the document;

§ Operating System (e.g. Windows98, Windows XP, Windows NT...);

§ Processor (e.g. 486, Pentium II);

§ Connection details (e.g. Dial-up, ADSL, Cable connection, Internet, Gateway, Proxy Server, Firewall...);

§ Browser used specifying the version (e.g. Netscape 4.5, Internet Explorer 4.0);

§ Error messages.

3 FAQ CPF Files

The CPF Editor is a tool for updating and printing pre-filled CPF files. The EC representative in charge of the project provides the pre-filled CPF files, based on the proposal submitted. The CPF data file can only be safely processed using the CPF Editor. CPF data files will be corrupted when processed using some other tools or editors. There are no WORD, EXCEL or editable PDF formats available.

If you have not received your CPF data file yet, please contact the relevant EC representative.

3.1 What is the difference between sample PDF files (available on Cordis web page) and actual CPF files?

The PDF versions of CPF forms available on CORDIS and in the FP6 instrument guide "Contract Preparation Forms (CPF) and explanatory notes for..." are provided as supporting training material only. They have no official value.



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The only file compatible with the CPF Editor is the pre-filled CPF data files provided by a relevant EC representative to the co-ordinator of the relevant FP6 proposal.

3.2 I have some error messages when opening the CPF file - The CPF file has been corrupted during the e-mail transmission.

It appears that some e-mail encoding or Internet firewall systems can damage CPF files during transmission. A good practice is to attach only “zipped” CPF files to your e-mails. Use "Winzip" or any compatible compression utility. The Winzip or other compression utilities may be downloaded from sites such as www.tucows.com.

If you received a corrupted CPF file, please contact your EC project contact point so that a new CPF file can be sent back to you.

3.3 I have some questions related to the pre-filled data indicated in a CPF received from the EC representative

This is a business related question and it should be communicated to the EC representative assigned to your proposal.

3.4 I am not able to open a CPF data file

CPF files can only be opened through the CPF Editor menu. First start the CPF Editor application, then select the “open” button in the command bar or the “Open” command in the File menu. In the "Open CPF file" window, you will only see CPF type files. CPF data files have a “.cpf” extension.

If you still encounter some difficulties, you can also consult the "CPF Editor installation guidelines" and/or contact the helpdesk.

4 Using the CPF Editor

4.1 Editing data

4.1.1 I CANNOT INPUT THE CORRECT DATA IN A SPECIFIC CPF DATA FIELD

For mandatory fields (yellow shaded) without drop-down lists, a free input is possible but following the required format (numeric, alphabetic,date etc...). Other CPF mandatory data fields use a drop-down box offering a predefined list of values. For such fields, one can only select one of the listed values (based on the List Of Values (LOV) files in the LOVS folder. If such a list exists but without any values, this could be related to an incorrect installation. In a standard installation, .LOV files are located in the LOVS folder directly under the CPF Editor installation folder.



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4.1.2 A DROP DOWN LIST BOX DOES NOT COINTAIN THE VALUE NECESSARY FOR THAT SPECIFIC FIELD

If this is the case please contact your Project Officer.

4.1.3 DATA INDICATED IN SOME PROTECTED FIELD(S) OF MY PRE-FILLED CPF DATA FILE ARE NOT CORRECT

The protected fields in distributed pre-filled CPF data files (i.e. Proposal Acronyms or Participant numbers), cannot be changed by the users. You can contact the EC representative regarding the changes you consider necessary to this fixed data fields.

4.1.4 THE SIZE OF SOME INPUT FIELDS IS NOT SUFFICIENT FOR ENTERING AND/OR DISPLAYING MY DATA.

The number of characters allowed for a field is defined by 2 elements:

- 1. the field's size*
- 2. the physical space in the forms and the size of the characters.*

For instance in the "Organisation legal name" field, the limit is 160 characters. One can type up to 160 times the letter "i" (lowercase i is very narrow) and the field on the screen will not be full, but the field is already full after 44 "W" (uppercase W is very wide). It is advised to always use « small » or « standard » size.

Besides, some fields may hold more than one line (for example Annual turnover field in form A2A). In that case, a word-wrap feature is available when entering the numbers in this type of field. For example the field value 143.538.000.000,00 is displayed as:

*[149.583.000.0]
[00,00]*

It is advised to add to the completed CPF a list of any unusual data that you may have noticed.

4.1.5 I DO NOT HAVE ENOUGH SPACE TO ENTER MY VAT NUMBER

A size of 15 characters is currently allocated to VAT field in form A2a. This limitation is an issue for French bodies (VAT = 18 characters). No technical solution is currently provided.

Users should complete the field as such and inform the EC of the complete and accurate VAT number via e-mail or via a cover letter.

4.1.6 I HAVE DIFFICULTIES WITH PARTNER NUMBERING

The CPF 's participants numbering cannot be modified. This number is the number allocated by the consortium to the participant for the proposal submitted.



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The co-ordinator must always be the participant #1 and cannot be replaced by another organisation.

Deleting a participant will leave a hole in the numbering sequence. However, if later the same participant needs to be re-established, it is possible to import it from a CPF data file still containing this data. After the import has been completed, the re-established participant will keep the number originally allocated to him.

The hole left by a removed partner CANNOT be used for a new partner or an existing one with another number already allocated in the distributed CPF file.

A new participant will have the next sequential number directly following the highest participant number used in the CPF, even if deletions of participants have occurred. For instance:

#1	#2	#3			3 participants are listed in the pre-filled CPF file.
#1		#3			I delete participant #2: 2 participants are left.
#1		#3	#4		I add a participant as number 4: 3 participants now.
#1		#3			I delete participant #4: 2 participants are left
#1		#3		#5	I add another participant as number 5 – we are back to 3 participants again.
#1		#3	#4	#5	I want to restore participant #4 and import him from the original pre-filled CPF file. He will keep his number 4. Now 4 participants exist

Please note that a new participant should be added first in the main CPF file containing all participants' data and used for participants' consolidation. After addition, a copy of the main CPF file can be used to input data by the new participant. If a participant is added in a separate CPF file and must later be imported in the main CPF file, this import will be possible only if the number allocated to the new participant in the imported CPF file is not already allocated to another participant in the main CPF file: the data of the participant number 4 in the CPF file will be overwritten by the data of the participant number 4 in the imported file.

4.1.7 I HAVE DIFFICULTIES WITH PROCESSING A LARGE RANGE OF PARTICIPANTS

In order to facilitate input for each participant and/or avoid most of the problems related to the reselection of participants when switching from one form to another, we recommend the following best practice:

Create a working copy of the CPF for each participant, each one containing only the details of the co-ordinator (partner 1 in the CPF) and that participant. Here is how to do it:

1. Let's assume that the name of the working copy is: "IST-1-654321-NOE.CPF"
2. Make a copy of this working copy and name it: "IST-1-654321-NOE-001.CPF" 001 stands for Participant 1 (number of digits according to number of partners: 1-9, 01-99, 001-999, ...). You can add the participant short name after the number but please do not change the participant number, as this would create conflicts at the contract creation stage.
3. Launch the CPF Editor.
4. Open the file "IST-1-654321-NOE-001.CPF".
5. Select form A2a.



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Reviewed by: CPF team

Status: Final

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6. Using the [Next] button, move to the next partner - please keep in mind that the co-ordinator should always be numbered as 1.
7. Using the [Delete] button, delete this partner.
8. The number of partners is reduced by one and the next (after number 2, it is number 3) is displayed.
9. Return to step 7 until all partners, except the number 1, have been deleted (the co-ordinator or number 1 should never be deleted).
10. Save the file (you can also save it after each deletion) and close it.
11. Re-open the "IST-1-654321-NOE-001.CPF" file.
12. Using the "Options" menu, click on "Import Participant Data".
13. Select the working copy "IST-1-654321-NOE.CPF".
14. Check the check-box next to one participant to import, number 2 for the first participant to import.
15. Click on the [Import] button. A confirmation message of a successful import is displayed.
16. Save the file as "IST-1-654321-NOE-002.CPF" if you just imported participant number 2 and close the file.
17. Return to step 11 until all remaining partners have been imported and saved in their own files with different file names nn of course.

Following this approach, each partner would receive a file with his own data set to complete. The co-ordinator can use the "IST-1-654321-NOE-001.CPF" file to enter its own data as well as the project data.

Following this process, each participant file is smaller to transmit and faster to open than the complete CPF. Additionally going to the right partner when moving from one part/form to another is much faster with a file with 2 participants only: the coordinator (always present as #1) and the relevant partner.

When a partner CPF data file is completed and available for import, you can import it by opening the working copy, each time completed with partners data as explained in paragraph 6 (page 17/21) of the CPF-Editor Users Guide.

4.1.8 I HAVE DIFFICULTIES IN IMPORTING DATA FILES FROM PARTNERS INTO MASTER FILE

This is how to import a participant CPF data file:

- launch CPF Editor;
- open participant CPF data file;
- check if all data are there (especially in forms A2a-c, A3.1-3 and A6). If any information should be missing and/or wrong, please solve this problem before going further in the import process.
- when done, close the participant CPF data file;
- open master working copy (page displayed and/or selection of the participant form A2.a is not relevant);
- in "Options" menu, click on "Import Participant Data";



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- *select relevant participant CPF data file;*
- *check the “Check-box(es)” next to the participant(s) to import;*
- *click on “Import button” - A confirmation message of a successful import is displayed.*

4.1.9 I HAVE DIFFICULTIES IN IMPORTING DATA FILES FROM PARTNERS INTO MASTER FILE: I GOT A PB ERROR LINE 10 WHEN IMPORTING A PARTICIPANT.

When importing the data file of a participant into the master file, you may have the following error message:

Description: Invalid DataWindow row/column specified

Object: n_cst-cpf_template

Event: import rows

Line: 10

This error may be related to the following reasons:

1- a CPF data file named with a wrong call identifier. For instance, importing an IST-x-xx... named participant data file in a DG-RTD CPF master file named IST-x-xxxxxx-aaa-xx. Having both files correctly named according to each DG policy solves the problem. Please contact the EC representative in charge of your call to get this information.

2- a wrong internal reference in the CPF data file form A3.1 for NOE project. This error is not blocking so clicking on the "Continue" button of the error message, enables you to carry on the import process. The error message has no impact on the successful import of the partner data, the values being correctly imported and saved. However, this error will prevent you printing the A3.1 form. Please forward the impacted CPF files to the helpdesk, which will correct the defect.

4.1.10 NUMERICAL DATA DISAPPEARS ONCE SAVED.

This issue is mainly impacting the CPF Editor version 1.5. Users should use the CPF 2.8 available via Cordis.

User with Windows 2000 Service pack 3 – French Regional Settings may also encounter this problem. It is advised then to use different Regional Settings such as English, for example.

4.1.11 I AM USING CPF EDITOR VERSION 2.0 AND WHEN OPENING CPF FILES, I NOTICE THAT THE NUMERICAL DATA ARE CORRUPTED.

CPF 1.5 files may be corrupted when opened with the CPF Editor version 2.0. Users should use the latest version (e.g. 2.8) of the CPF Editor.

When opening a CPF file saved on an older version of the CPF Editor (i.e. 1.5 or 2.0), the following message will appear:

“The CPF file is from a previous version. It will be updated to the latest version”

The CPF Editor will convert the old file to the new version format.



Prepared by: EC

Version: 3.1

Date: 19/07/2004

Reviewed by: CPF team

Status: Final

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4.1.12 ERROR IN NEGATIVE VALUES

As for positive figures, negative values equal or less than -9.999.999.999 are not accepted, and are reset to zero.

Users encountering those difficulties are advised to inform the EC of the complete and accurate values via e-mail or via a cover letter.

4.1.13 IN THE NOE CPF, ON THE PAGE A3.2, THE AMOUNT OF THE MAXIMUM ALLOWABLE EC CONTRIBUTION IS NOT CORRECT.

No technical solution is currently provided. The EC representative will perform the calculation. User should communicate the correct amount via e-mail or via a cover letter

4.1.14 CANNOT INSERT LINE BREAKS IN THE RELATED TEXT BOXES

There is a defined character limit for text boxes. In this case, users should reduce the number of characters used. Please refer to 4.1.3.

4.1.15 CONFLICT WITH THE CLIPBOARD WHEN OPENING THE CPF EDITOR

If you put some data in the Clipboard (e.g. by clicking on CTRL + C, to copy some text) and you then open a CPF file in the CPF Editor, it may happen that when you try to retrieve it (e.g. by clicking on CTRL + V, to paste some text), Windows doesn't retrieve it. Therefore, you should only try to put some data in the Clipboard and retrieve it, after having previously opened the a CPF file in the CPF Editor.

4.1.16 I CANNOT CHANGE THE MAXIMUM ALLOWABLE EC CONTRIBUTION FOR A NOE

According to the guidelines available on Cordis (CPF forms for NoE), the "maximum allowable EC contribution" is a calculated field (see footnote 45 for the calculation rules). This field ("maximum allowable EC contribution") is calculated upon the total number of researchers participating in the network (not calculated per participant). Thus, this number pre-presents the maximum funding that the whole project can get from EC and it is not negotiable. So, it is correct that the field "Total" "maximum allowable EC contribution" is not editable. What seems to be under negotiation and it can be changed by the negotiator and the coordinator is the "requested grant to the budget" (footnote 46) for the whole project, which is in page A3.1. This last field is editable. Please find an extract of the hard copy of NoE CPF (published in Cordis): "The consortium, when taking into account aspects such as the characteristics of the field of research concerned and the estimated costs for the joint programme of activities, may request a lower grant for integration than that resulting from the method described above. In such cases, this lower amount will be the basis for any contract (see also note 46)."



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4.1.17 IDENTICAL PARTNERS BUT DIFFERENT DEPARTMENTS

In order to represent two or more identical partners but different departments, you have to set up a CPF in line with business rules which means you have to indicate each partner with a different number. For example, if you have presently 10 partners with 2 of them having the same number (i.e. 3a and 3 B), you must have 11 partners and thus 11 different numbers. Please also keep in mind that only partners asking for a contribution/grant from EC must be indicated. Consequently, if 3 departments of an identical organisation are involved but that the organisation itself will ask for one amount as a whole, only the core organisation must be indicated.

4.1.18 I CANNOT OPEN MY CPF FILE WITH THE CPF EDITOR

You have to keep in mind that the CPF Editor 2.8 is only compatible with CPF files for the following instruments:

- Integrated Projects*
- Networks of Excellence*
- Specific Support Actions*
- Coordinating Actions*
- Specific Targeted Research Projects and Specific Targeted Innovation Projects*
- Support for Research Infrastructures (Specific Support Actions: Design Studies, Construction of New Infrastructures and Accompanying Measures; Specific support actions: Transnational Access; Coordination actions; Integrated infrastructure initiatives)*
- Specific Actions for SMEs*

If you have received a CPF file for a Marie Curie action, you should contact the Project Officer so that he can provide you with a specific CPF Editor.

Please note also that only the CPF files provided to you by the European Commission will be able to be opened with the CPF Editor.

4.1.19 CAN I IMPORT CPF DATA FROM WORD, OR IMPORT CPF DATA TO WORD?

There is no possibility to import any data from a CPF file into another format (as Windows softwares) or vice versa. The single solution is to use the basic copy and paste.

4.1.20 HOW CAN I DELETE THE PARTNER INFORMATION FROM PAGES A2B AND A2C?

In order to delete partner information from pages A2b and A2c, you will need to delete the corresponding partner with the “Delete” button on page A2a.

4.1.21 WHAT SHOULD I DO IF MY ORGANISATION NAME IS VERY LONG?

If an Organization has a very long legal name it might happen that not all is printed. Therefore, making is not possible for the Organization to sign it off. In order to solve this, you have either to insert manually a break line (CTRL + RETURN) in the organisation name or to introduce the abbreviation name. The field is limited to a certain number of characters.



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4.1.22 I CANNOT PRINT THE A3.1 FORM FOR MY NOE PROJECT

If you cannot print the A3.1 form for your NoE project, you should send the CPF file to the Helpdesk and they will correct the problem.

4.1.23 SOME OF THE CHARACTERS ARE NOT DISPLAYED CORRECTLY

Some character sets have not been successfully transferred into the database and as a result the output contains unusual characters. Simply correct the text that is incorrect.

4.2 Printing CPF file

Please note that even if the content of some fields is not completely printed, the full content will still be sent to the Commission and correctly processed.

4.2.1 SOME CHARACTERS IN MY CPF FORM ARE NOT PRINTED CORRECTLY (LETTERS CAN BE DAMAGED)

This issue can be related to an inadequate font size having negative impact when printing CPF files. Always use « small » or « standard » font size.

4.2.2 I AM NOT ABLE TO PRINT PRE-FILLED OR COMPLETED CPF INTO PDF FORMS - I CANNOT PRINT THE CPF FILE ON MY PRINTER, ALTHOUGH OTHER JOBS ARE PRINTED CORRECTLY

Users should first check in the printer properties that the paper size is A4 and orientation is “Portrait”.

Users may also try to print on another printer. Unfortunately, CPF Editor does not allow you to select the output destination; it will always send the output to the default printer defined in your Windows settings. If necessary, please first exit from CPF Editor and select another printer as default printer in the Windows Control Panel.

If the problem remains and if you have Adobe Acrobat Writer installed on your PC, you may print using the PDF virtual printer. Set PDF Writer as your default printer in your Windows Control Panel. Launching again CPF Editor, you can select the forms to print and give an output file name (in the folder of your choice) when PDF Writer is requesting for it.

You may also try to print to a fax or any other virtual printer installed on your workstation.



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4.2.3 THE TEXT INSERTED IN THE CPF FORMS IS TRUNCATED ON THE SCREEN AND ON THE PRINTOUT

Text inserted in the text boxes may not be wrapped correctly, especially during cut & paste actions. The current solution consists in inserting line breaks manually. See question 4.1.15. There is also a field character limit, which may result in this printing situation. In this case, the user should reduce the number of characters used. Please refer to 4.1.15, 4.1.3 and 4.2.1.