


### How to delete a Field from a Live Document.







It's important to keep in mind that when you remove a field, you delete the data that has been entered into that field by customers on previous orders.

1. Download the Pageflex ZIP file  
Go to the Online Tools > Print Ready Files and click Download Pageflex Studio File.  
Expand the ZIP file and open the Pageflex Studio project file (PF file).

Home → Online Tools → Print-Ready Files

#### Manage "Solutions BCard"

 **This document is currently available to your customers.**  
Activated: 08/17/2015, 5:20 pm  
[Edit This Document](#)

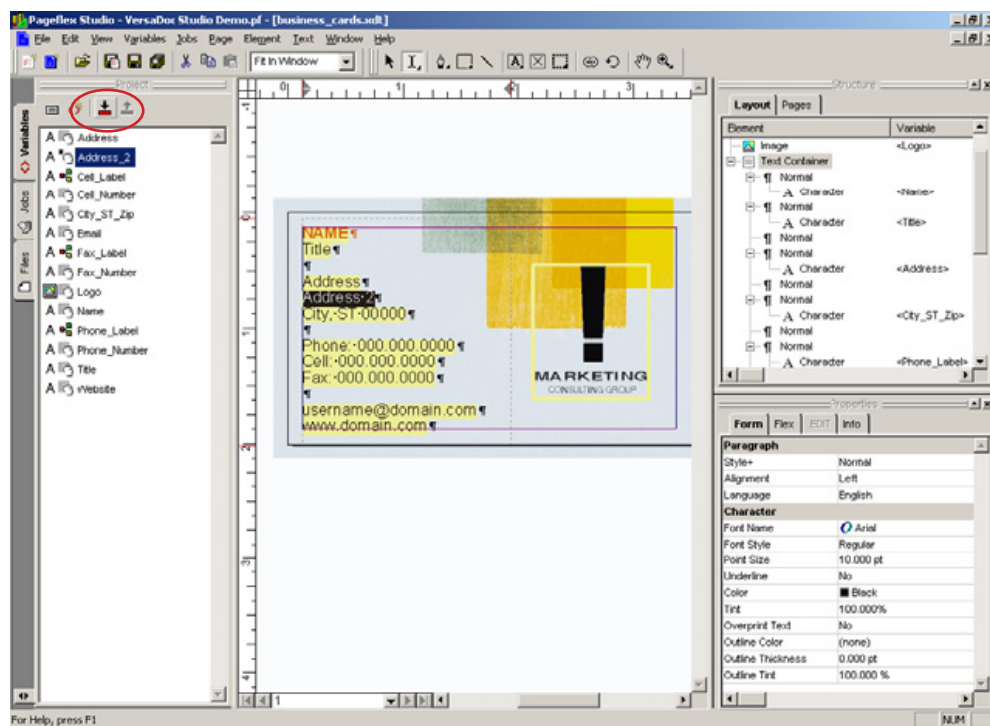
<p> <b>Proof This Document</b></p> <p>Select the version of the document to proof: the "live" version available to your clients (if it exists) or the version you are currently working on.</p>	<p> <b>Download Pageflex Studio File</b></p> <p>Select the version of the Pageflex studio file to download: the "live" version available to your clients (if it exists) or the version you are currently working on.</p>
<p> <b>Upload Revised Pageflex Studio File</b></p> <p>Once your edits are complete, upload the revised file.</p>	<p> <b>Manage Order Form &amp; Variable Mappings</b></p> <p>Manage your customer order form, and update variable mappings and rules.</p>
<p> <b>Modify Job Mappings</b></p> <p>Update your "Bitmap Preview," "Customer Proof" and "Final Outputs" settings.</p>	<p> <b>Download CSV File for Imposition</b></p> <p>Download a file that you can use to configure your imposition process.</p>

## USING VersaDoc Studio

2. Remove the variable you wish to delete from your document.

Click the Files tab in the Project panel and open your template (XDT file).

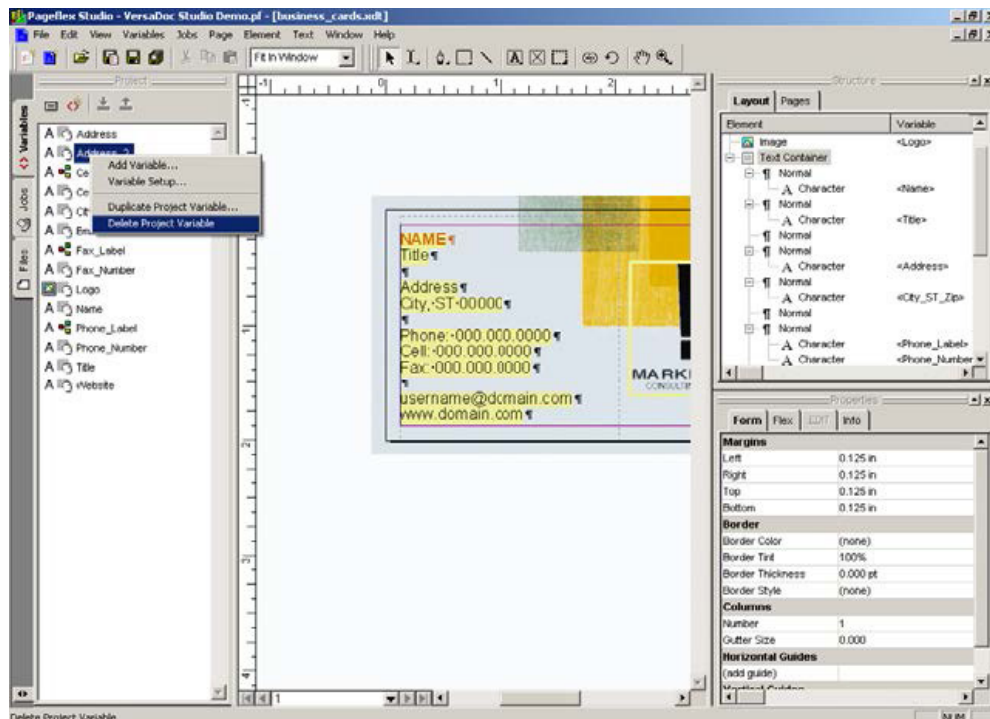
Highlight the associated placeholder text on the document (in this example, Address 2).  
In the Variables Tab, click the Remove Variable button.



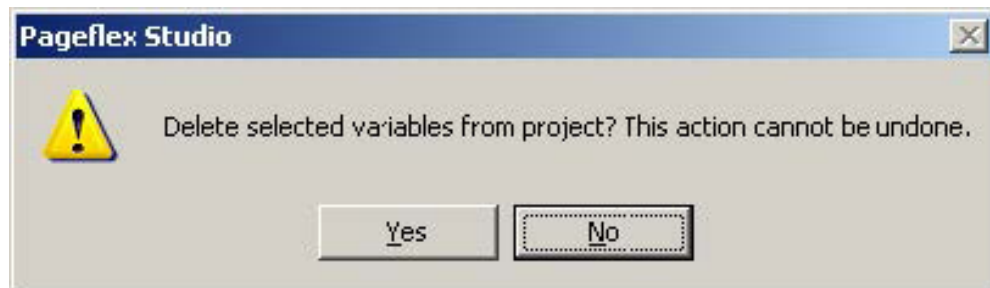
After removing the variable, delete the placeholder text from the design layout.

NOTE: If you don't delete the placeholder text, it will print on the document as static text.

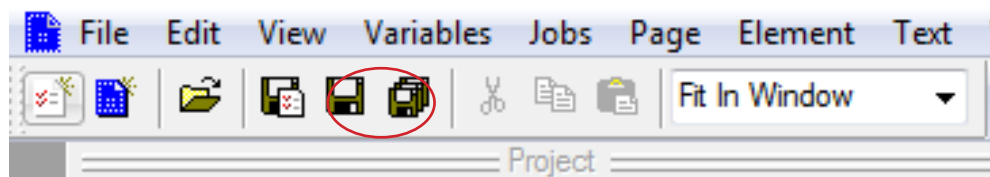
3. Delete the variable from the list in the Variables Tab. Right click on the variable and choose Delete Project Variable.



4. Click the Yes button.




5. Click the Save All button and Choose File > Make Package Zip from the main menu.




## USING VersaDoc Studio

6. Return to the Springboard to upload the new file and edit the order form.


Click Edit This Document.




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[Edit This Document](#)

 **Proof This Document**


Select the version of the document to proof: the "live" version available to your clients (if it exists) or the version you are currently working on.

 **Download Pageflex Studio File**


Select the version of the Pageflex studio file to download: the "live" version available to your clients (if it exists) or the version you are currently working on.

 **Upload Revised Pageflex Studio File**


Once your edits are complete, upload the revised file.

 **Manage Order Form & Variable Mappings**

Manage your customer order form, and update variable mappings and rules.

 **Modify Job Mappings**

Update your "Bitmap Preview," "Customer Proof" and "Final Outputs" settings.

 **Download CSV File for Imposition**

Download a file that you can use to configure your imposition process.

### 7. Upload Revised Pageflex Studio File.

**This document is still available to your customers; you are simply editing a copy of it.**  
Make your changes to the document below. When complete, click "Activate Modified Document" to upgrade past orders and make the modified document active for your clients.  
**Activated:** 08/17/2015, 5:20 pm  
**Edits Began:** 08/17/2015, 5:51 pm

[Activate Modified Document](#) [Discard Edits](#)

<p><b>Proof This Document</b></p> <p>Select the version of the document to proof: the "live" version available to your clients (if it exists) or the version you are currently working on.</p>	<p><b>Download Pageflex Studio File</b></p> <p>Select the version of the Pageflex studio file to download: the "live" version available to your clients (if it exists) or the version you are currently working on.</p>
<p><b>Upload Revised Pageflex Studio File</b></p> <p>Once your edits are complete, upload the revised file.</p>	<p><b>Manage Order Form &amp; Variable Mappings</b></p> <p>Manage your customer order form, and update variable mappings and rules.</p>
<p><b>Modify Job Mappings</b></p> <p>Update your "Bitmap Preview," "Customer Proof" and "Final Outputs" settings.</p>	<p><b>Download CSV File for Imposition</b></p> <p>Download a file that you can use to configure your imposition process.</p>

### 8. Browse for your ZIP file and click the Upload & Close button.


#### Upload New Pageflex Studio File

**Pageflex ZIP File**  No file chosen

## USING VersaDoc Studio

9. Remove the form field on the form that corresponds to the variable that was deleted in Pageflex.







Click Manage Order Form & Variable Mapping.

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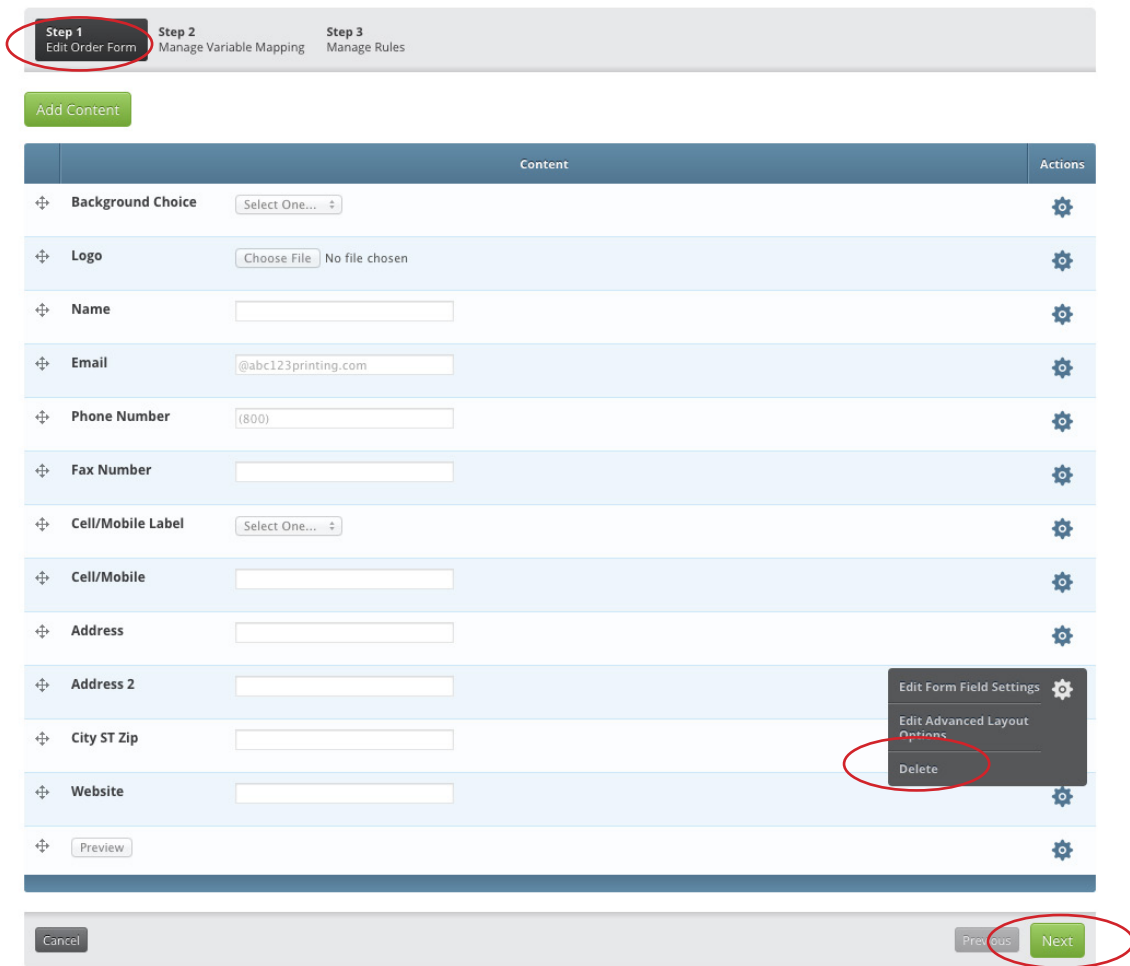
**Activated:** 08/17/2015, 5:20 pm  
**Edits Began:** 08/17/2015, 5:51 pm

[Activate Modified Document](#) [Discard Edits](#)

<p> <b>Proof This Document</b></p> <p>Select the version of the document to proof: the "live" version available to your clients (if it exists) or the version you are currently working on.</p>	<p> <b>Download Pageflex Studio File</b></p> <p>Select the version of the Pageflex studio file to download: the "live" version available to your clients (if it exists) or the version you are currently working on.</p>
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10. Click on the gear to the right of the variable and select Delete.

Click Next and go on to Step 2, Manage Variable Mapping.



The screenshot displays the VersaDoc Studio interface. At the top, a progress bar shows three steps: Step 1 (Edit Order Form), Step 2 (Manage Variable Mapping), and Step 3 (Manage Rules). Step 1 is currently active and circled in red. Below the progress bar is a green 'Add Content' button. The main area is a table with the following columns: 'Content' and 'Actions'. The table contains several rows, each representing a variable field. The 'Actions' column for each row contains a gear icon. A context menu is open over the gear icon for the 'Website' row, with the 'Delete' option circled in red. At the bottom of the interface, there are three buttons: 'Cancel', 'Previous', and 'Next'. The 'Next' button is circled in red.

Content	Actions
Background Choice <input type="text" value="Select One..."/>	
Logo <input type="button" value="Choose File"/> No file chosen	
Name <input type="text"/>	
Email <input type="text" value="@abc123printing.com"/>	
Phone Number <input type="text" value="(800)"/>	
Fax Number <input type="text"/>	
Cell/Mobile Label <input type="text" value="Select One..."/>	
Cell/Mobile <input type="text"/>	
Address <input type="text"/>	
Address 2 <input type="text"/>	
City ST Zip <input type="text"/>	
Website <input type="text"/>	
<input type="button" value="Preview"/>	

Context menu for Website row:

- Edit Form Field Settings
- Edit Advanced Layout Options
- Delete

Bottom buttons:

## USING VersaDoc Studio

11. Delete the mapping for this variable.

Step 1 Edit Order Form Step 2 Manage Variable Mapping Step 3 Manage Rules

If you have added an additional field in your Pageflex file, map this new variable to your customer order form.

Form Field		Pageflex Variable	
Name	→	<Name>	Delete
Phone Number	→	<Phone_Number>	Delete
Fax Number	→	<Fax_Number>	Delete
Address	→	<Address>	Delete
City ST Zip	→	<City_ST_Zip>	Delete
Website	→	<Website>	Delete
Logo	→	<Logo>	Delete
Background Choice	→	<Background_Choice>	Delete
Email	→	<Email>	Delete
Cell/Mobile	→	<Cell_Mobile>	Delete
Cell/Mobile Label	→	<Cell_Mobile_Label>	Delete
Background Choice	→	< Address 2 >	Delete

Add Row

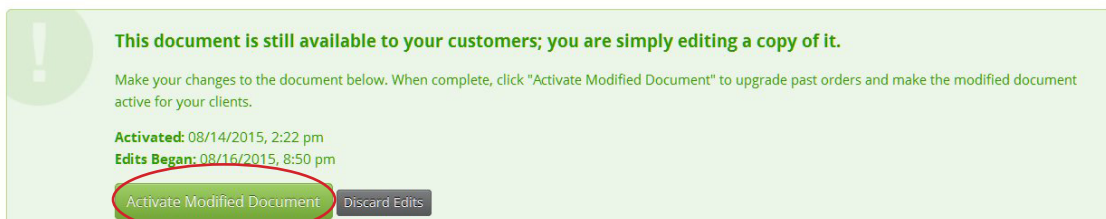
Cancel Previous Next

12. Click Next to move on to Step 3, Manage Rules.

Click Finish.

### Activate the Modified Document and upgrade historic and pending order data.

When you've verified your proof is functioning as desired, click Activate Modified Document.



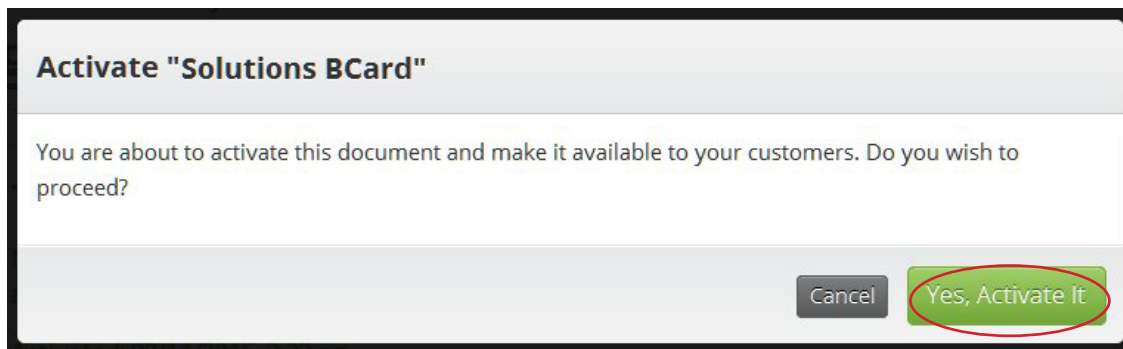
**This document is still available to your customers; you are simply editing a copy of it.**

Make your changes to the document below. When complete, click "Activate Modified Document" to upgrade past orders and make the modified document active for your clients.

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**Edits Began:** 08/16/2015, 8:50 pm

An alert box prompts you to click Yes, Activate It if you are ready to move forward.

Click Yes, Activate It to immediately make this document live for your customers to place new orders, and move on to upgrade your order history data.



**Activate "Solutions BCard"**

You are about to activate this document and make it available to your customers. Do you wish to proceed?

Upon clicking OK, you'll see the screen where you are prompted to upgrade your archived and pending order data.

## USING VersaDoc Studio

Step 1 prompts you to Map your Live form data to your Work In Progress form fields. Since you're deleting a field, there will not be a field on your Work In Progress document to pull in data. (In this example, we removed Address2 from the form, and no longer have a field to populate the Live data into.) Historical data will be lost.

Click Next.

**!** Your new document is now activated. Your next step is to upgrade your historical/pending data. Map your historical/pending data to the appropriate fields in your "Work In Progress" version. This will affect your order history and archives. This action cannot be undone. Click "Test Your Document" to view a sample of your data mapping with the new fields.

Step 1 Verify Mappings	Step 2 Test Mappings
Work In Progress	Live
Background Choice	→ Background Choice
Logo	→ Logo
Name	→ Name
Email	→ Email
Phone Number	→ Phone Number
Fax Number	→ Fax Number
Cell/Mobile Label	→ Cell/Mobile Label
Cell/Mobile	→ Cell/Mobile
Address	→ Address
Website	→ Website
City ST Zip	→ City ST Zip

Cancel Previous **Next**

Step 2 compare the data from your Live orders to how it will appear on the Work In Progress document.

Proof the information. Make any needed changes by clicking the Previous button and returning to step one.

In this example, you can see the data (Address2) that is being lost due to field removal. If you need help, click Cancel and call the VersaDoc Studio support team.

**!** Your new document is now activated. Your next step is to upgrade your historical/pending data.

Map your historical/pending data to the appropriate fields in your "Work In Progress" version. This will affect your order history and archives. This action cannot be undone. Click "Test Your Document" to view a sample of your data mapping with the new fields.

Step 1  
Verify Mappings
Step 2  
Test Mappings

Order Form Values
Pageflex Variables

Work In Progress		Live	
Background Choice	Squares	Background Choice	Squares
Logo	0	Logo	0
Name	Deb Helmick	Name	Deb Helmick
Email	@abc123printing.com	Email	@abc123printing.com
Phone Number	(800) 888-8888	Phone Number	(800) 888-8888
Fax Number	4567897890	Fax Number	4567897890
Cell/Mobile Label	M	Cell/Mobile Label	M
Cell/Mobile	1591591590	Cell/Mobile	1591591590
Address	Address 1	Address	Address 1
City ST Zip	Lincoln	Address 2	
Website	www.domain.com	City ST Zip	Lincoln
		Website	www.domain.com

Cancel
Previous
Finish Upgrade

Click the Finish Upgrade button to migrate the data from all orders into the new field configurations. Your document is now 100% upgraded.