Informed Designer™
Design and Graphics

Advanced Technology Center
105, 9650 - 20 Avenue
Edmonton, Alberta, Canada
T6N 1G1

Telephone: (403) 463 - 3330
Fax: (403) 463 - 3343
AppleLink: CDA0004

Contents

Introduction

Welcome

Forms design and management has changed substantially with the advancement of computer technology and forms software. Automation of the paper system—both in forms design, and in the management of information—has brought significant benefits to those who use forms.

Informed consists of a family of separate applications: Informed Designer, Informed Manager, Informed Number Server, and Informed Revision Distributor. Although packaged separately, together they provide a complete solution for designing, distributing, filling, routing, approving, and submitting electronic forms.

Informed Designer

Informed Designer gives you flexible tools to draw professional quality forms quickly and easily. With advanced drawing tools, powerful graphics manipulation commands, and precision control, you have all you need to produce appealing, picture perfect forms on your Macintosh computer. Since forms are stored electronically, you now have more freedom to change your forms as your needs change. It's as simple as "point and click" to move a line or change a heading.

If you want to distribute paper forms to be filled out by hand or with a typewriter, then Informed Designer is all you need. You can design forms for in-house printing, or you can prepare camera-ready artwork for your commercial printer. You can even use Informed Designer's color capabilities to color your forms and print them commercially using the spot color printing process.

For those forms that you want to fill out electronically, Informed Designer allows you to build in 'intelligent' features. Make your forms automatically calculate, format, lookup, and check information for the person using Informed Manager. You can also configure forms for electronic signing by using digital signatures (for more information on the intelligent features of Informed, please see your *Informed Designer Data Intelligence* manual). Although you require Informed Manager to fill out and save forms, you can test your forms using the test facility of Informed Designer. This allows you to make sure that your formatting, calculations, and other intelligent features work properly without having to switch to a different application.

About this manual

This manual includes a complete reference to Informed Designer's design and graphic features. General topics are organized in the following chapters:

- Chapter 1, *Manipulating documents*, teaches you about Informed documents. Instructions are provided on how to create, open, close, and save documents.
- Chapter 2, *Setting up a form*, covers the commands you use to setup the page and drawing area of your form.
- Chapter 3, *Pages of a form*, describes how the pages of a form are organized. It provides instructions on how to create and remove pages, and how to use the master page and the work page.
- Chapter 4, *Drawing environment*, teaches you about Informed Designer's drawing environment. It describes drawing aids such as the rulers, grid lines, guide lines, and view scale.
- Chapter 5, *Drawing tools*, describes Informed Designer's drawing tools.
- Chapter 6, *Changing an object's appearance*, provides instructions on how to manipulate the appearance of objects on your form.
- Chapter 7, *Manipulating objects*, describes the features that help you move, size, rotate, align, distribute, and group objects on your form.
- Chapter 8, *Using graphics*, teaches you how to import artwork and text from other Macintosh applications and also explains the publish and subscribe features of Informed Designer.
- Chapter 9, *Using color*, describes Informed Designer's color capabilities. It teaches how to define colors and how to produce color forms.
- Chapter 10, *Printing forms*, teaches you how to print forms. It describes Informed Designer's printing options.
- Chapter 11, *Mailing documents*, explains how you can use electronic mail to send form documents to other users.

The Informed Designer manual set

The Informed Designer manual set is designed to provide you with a complete reference to the features and functionality of Informed Designer. The manuals combine text and graphics to thoroughly document every aspect of the software. In addition to the *Informed Designer Design and Graphics* manual, the set is made up of the following:

- The *Installation Guide* provides you with instructions on installing Informed Designer. The guide also describes the minimum hardware and software configurations required to use Informed Designer.

- The *Getting Started* manual introduces you to the basic features of Informed Designer. A series of 7 exercises leads you through the steps involved in designing and creating you own invoice form. Once you have created the form you will learn how to add intelligent features to it. Finally, you will learn how to test and print the form.

- The *Data Intelligence* manual provides a detailed reference to the intelligent features of Informed Designer. You'll learn about the data-handling capabilities of Informed. You'll also learn how to perform calculations, link forms and use formulas and functions. The way in which Informed Designer uses the PowerTalk™ features of electronic signatures and AppleScript™ is also described.

- The *Informed Extensions* manual describes how to install and use extensions.

- The *Informed AppleScript Reference* manual documents the features of Informed that can be scripted, and provides the relevant scripting commands.

Chapter 1
Manipulating documents

This chapter presents information about Informed documents and how they are manipulated. You'll learn about Informed document types and password security, as well as how to create, open, close and save documents. Figure 1-1 below summarizes the commands that are discussed in this chapter.

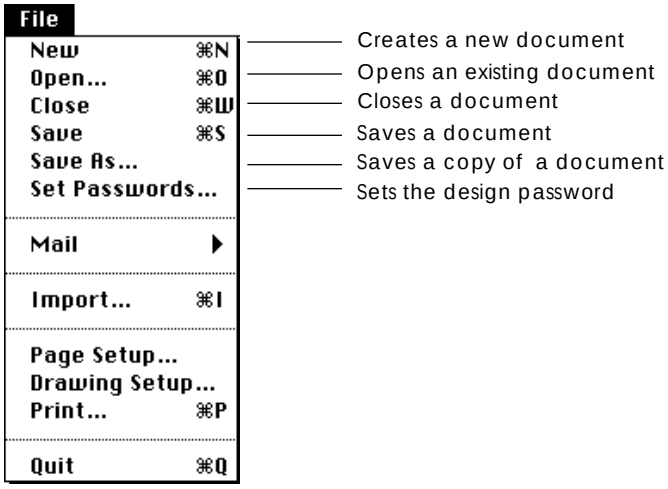


Fig. 1-1
File menu and document manipulation commands

Informed documents

The term *document* refers to a file that contains information. An Informed document is a file that contains information about a form. There are three types of Informed documents: form documents, stationery documents, and data documents (also called data files).

Fig. 1-2
Form, stationery, and data document icons

A form document consists of a form's layout, and a database containing zero or more completed forms. A stationery document contains only the layout of a form. A data document contains only a form's data.

Form documents

A form document is accessed by both Informed Designer and Informed Manager. You use Informed Designer to create and manipulate the layout of a form (that is, the graphics and text on the form as well as its data intelligence information). Once you've designed and created a form's layout, you can use Informed Manager to manipulate the database of completed forms. A form document is illustrated below:

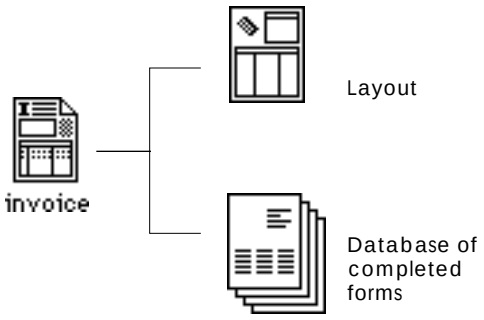


Fig. 1-3
Parts of an Informed document

Stationery documents

Form documents are accessed by both the Informed Designer and Manager applications as described above. Stationery documents differ from form documents in both their content and use. Unlike form documents, stationery documents don't contain completed forms.

The purpose of using stationery documents is to store form *templates* or personal preferences. For instance, suppose that most of the forms you create have the same company logo, header and footer. Rather than redrawing (or cutting and pasting) these elements each time you create a new form, you can simply create a template form and store it as a stationery document. Then, instead of using the New command to create a new form, you would open the stationery document and its contents would be read into a new untitled window. You would finish the form by adding the remaining artwork and text, and then save it as a form document for use with Informed Manager.

Another important use of stationery documents is for storing your preference of default settings. Default settings determine the appearance of new objects when they're first drawn. For example, if the default line width

for lines is 1 point, each new line that you draw will be 1 point. Of course, after drawing an object, you can change its appearance any way you like.

Although you're free to change the default settings while drawing a form, you cannot change these settings for new documents (a new document always inherits the same preset defaults). However, you can use stationery documents to hold your preferred defaults. Simply create a new document, change the default settings to your personal preferences, then save the form as a stationery document. When you open the stationery document, its default settings (in addition to the form itself) will be read into a new untitled window.

Data documents

A data document, or data file, is a file containing form data only. The data in a data file is associated with a specific form document. Data files can only be created and opened with Informed Manager. For more information on creating and opening data files, please see the *Informed Manager Reference* manual.

Creating a new document

New
File menu
Command-N

The New command creates a new Informed document.

To create a new document, select New from the File menu. A new untitled window will appear.

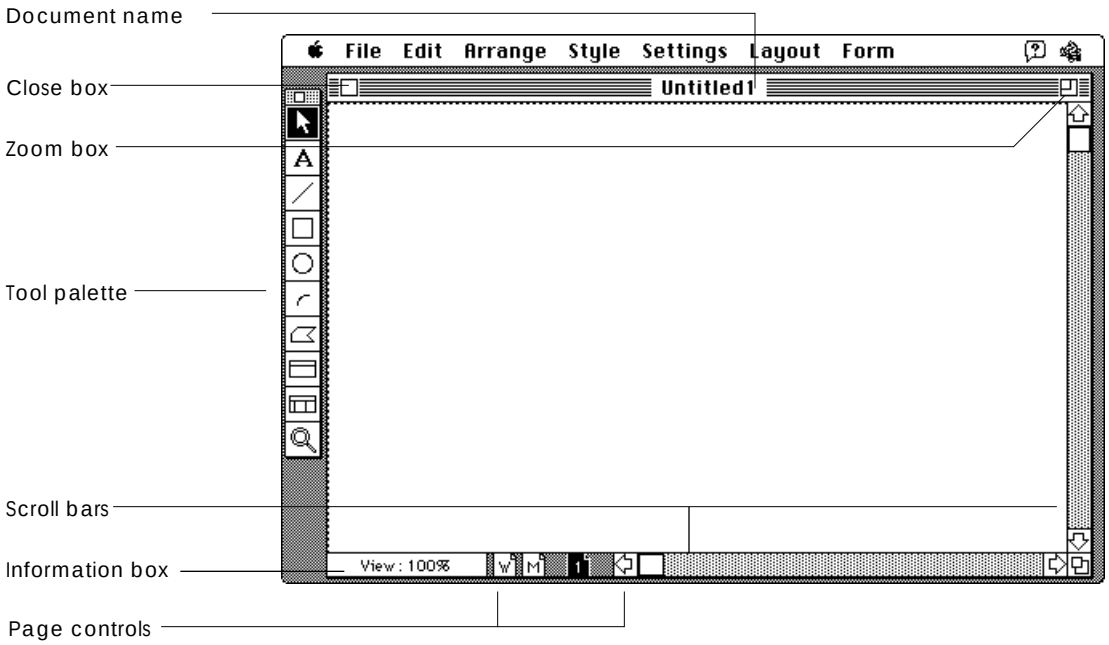


Fig. 1-4
Untitled drawing window

You can create as many documents—or open as many existing ones—as you like. You are only limited by the amount of RAM (random access memory) in your computer.

Each time you create a new document, Informed names it ‘UntitledX’ where X is a number (starting with 1, 2, 3, and so on). A new document will always be named uniquely; if ‘Untitled1’ is already open, then a subsequently created document will be called ‘Untitled2’ (provided of course that ‘Untitled2’ isn’t already open).

Warning

The New command only provides you with a new, untitled drawing window. To make any changes permanent, remember to save your work. For more information on saving a document, see *Saving a document* and *Saving copies of a document* later in this section.

Each new document is assigned a set of default settings. These defaults refer to the current settings of the object tools; that is, they determine what new objects will look like. For example, the default font for the text tool is Helvetica. Similarly, the line tool has a default width of one point. See Appendix A for a complete list of default settings.

Although you can change the default settings while drawing a form, you can't change these settings for new documents (a new document always inherits the same preset defaults). However, you can use stationery documents to hold your preferred default settings. See *Informed documents* above for more information.

Opening a document

Open...
File menu
Command-O

The Open command opens an existing document.

To open a document, select Open from the File menu. The Open dialog appears:

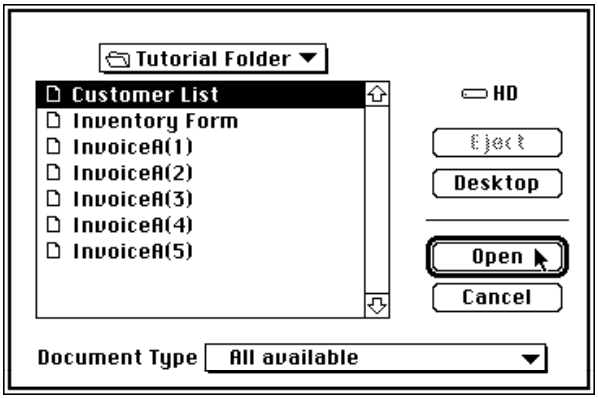


Fig. 1-5
Open dialog

Note You can make the Open dialog appear when you start Informed Designer by holding down the Option key and double-clicking the Informed Designer icon.

Use the Eject and Desktop buttons to select the disk or volume containing the document that you wish to open. If your document is in a folder, you will have to first open the folder to show the document. Use the mouse or arrow keys to select the document in the list and then click Open or press the Return key.

The Document Type pop-up menu allows you to select the types of documents displayed in the in the Open dialog. For example, you can choose to display only Form documents or only Stationery documents.

Password security

Passwords are an optional feature of Informed. Each Informed document can have two different passwords: a design password and a data entry password. To open and change the layout of a password secured document with Informed Designer, you must know the design password. The data entry password is required when you open a document to fill out forms with Informed Manager. When you attempt to open a form locked with a Designer password the following dialog appears:

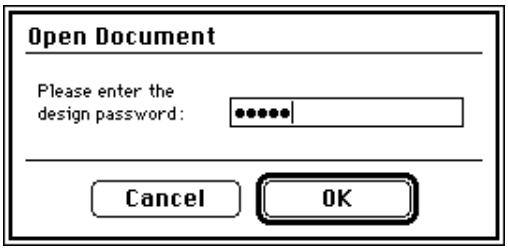


Fig. 1-6
Entering the password

As you type the password, you'll see small black circles—sometimes called 'bullets'—in place of the characters that you type. This is done purposely to help keep your password confidential.

Note Passwords are case sensitive. This means that upper and lower case letters are considered different. For example, the passwords 'My Password' and 'my password' are different.

After you type the password, click OK. Informed Designer will verify that you've entered the correct password before opening the document. (For instructions on how to change or clear the password, see *Changing the password* later in this section.) If you enter an incorrect password, you'll see this dialog:

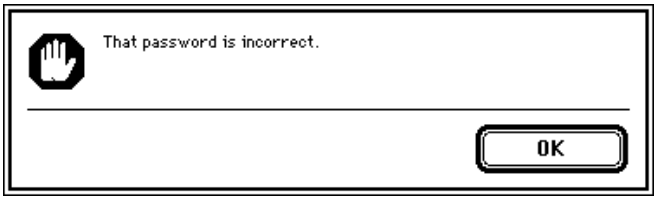


Fig. 1-7
Incorrect password message

Click OK, then enter the password again. If you don't remember the password, you can always cancel the Open command by clicking Cancel on the dialog shown in Figure 1-6.

As your document is opened, Informed Designer displays progress information in the information box at the lower-left corner of the drawing window.

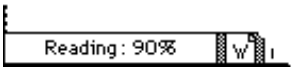


Fig. 1-8
Progress information

Informed Designer can open form documents, stationery documents, and, through the use of *extensions*, other types of documents such as SmartForm, TrueForm, and Fast Forms documents. Extensions are individual files that add additional functionality to Informed. For more information on extensions, please see the *Informed Extensions* manual.

Below is an explanation of how Informed Designer opens each type of document.

- **A form document is opened into its own window for editing.**
- **A stationery document is opened and copied into a new untitled window.**
- **Documents that correspond to forms created with other products, such as TrueForm and Fast Forms, are converted to an Informed document and opened into a new untitled window.**

You may see the following warning when you open certain documents:

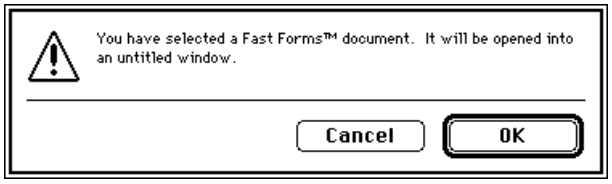
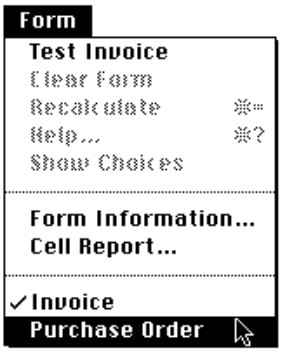


Fig. 1-9
Fast Forms document warning

Click OK to open and convert the document or click Cancel to cancel the Open command.

When a document is open, its name appears in the Form menu along with the names of all other open documents. You can choose an open document by selecting its name from the Form menu.



Selecting a form

Changing the Password

You can change the design and data entry passwords of a form by using Informed Designer and Informed Manager respectively. The data entry password can also be changed using Informed Designer. You can also specify whether or not Informed Manager users can change the data entry password.

Set Paswords...
File menu

Once you've opened a document, you can change its design password by choosing the Set Passwords command from the File menu. The Set Passwords dialog appears.

Fig. 1-10
Set Passwords dialog

To change a password, click either the Design Password or Data Entry Password buttons. The Set Design Password or Set Data Entry Password dialog appears requesting that you enter both the old and new passwords.

If the document's current password is blank, simply enter the new password in the text entry box provided, then click OK. If the document has a password, enter it in the 'Old password' text entry box. Informed Designer won't let you change the password unless you know the current password. If you want to remove the design password, leave the new password blank.

Depending on the use and purpose of a form, you may or may not want to allow those who fill it out to change the data entry password. If a form is used exclusively by one person (perhaps yourself), the ability to change the password might be appropriate. However, if a particular form document is shared by several users, you might want to restrict them from changing the password in order to prevent one person from changing it and unintentionally (or intentionally) not telling the other users of the form. If you want to prevent users from changing the data entry password, turn the 'Allow users to change data entry password' check box off (the Set Passwords command will be disabled). Otherwise, leave the box checked.

Important Passwords are case sensitive. This means that upper and lower case letters are considered different. For example, the passwords 'My Password' and 'my password' are different.

After you've changed either or both passwords, click OK on the Set Passwords dialog. Informed Designer will confirm the changes that you made by displaying a message. If you changed both passwords, you'll see two messages.

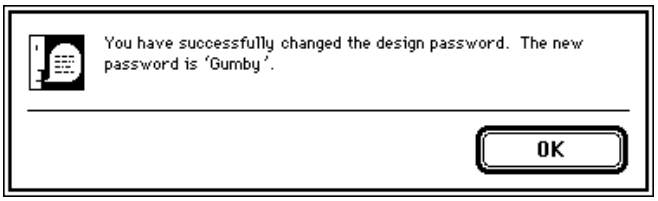


Fig. 1-11
Password changed or cleared message

Important Remember your password!

Document conversion

To accommodate new features and capabilities of Informed, the data format of Informed documents changes from time to time. For a document that was created with an earlier version of Informed Designer, opening it for the first time might prompt the dialog shown below.

Fig. 1-12
Conversion warning dialog

Warning Be sure to make backup copies of your documents before you convert them. Should an error occur during the conversion process, you may damage your forms.

If you choose to continue (by clicking OK), Informed Designer will open and convert the selected document to the newer format. The information box near the lower left corner of the document window will display progress information during the conversion process.

Missing fonts

When you open a document, Informed Designer checks to make sure that the fonts used on the form are available in your system file. Different system files on different computers can have different fonts installed. If you draw a form on one computer, then transfer the document to different computer, that computer might not have the fonts that you originally used to draw the form. Whenever you transfer a document to a different computer, you should make sure that the system file on that computer has the fonts that are used on the form.

If Informed Designer detects that at least one font is missing from your system file, you'll see the dialog displayed on the top of next page:

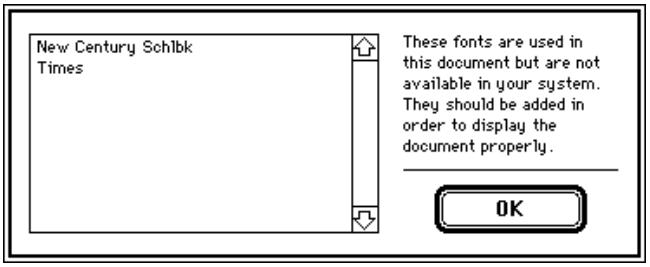


Fig. 1-13
Missing fonts warning

Any text that uses an unavailable font will display using a font that's available in your system file. For information about installing fonts, please see the *Macintosh Owner's Guide* that came with your computer.

Opening a locked document

If you choose to open a locked document, or a document that resides on a locked disk, Informed Designer will warn you.

Fig. 1-14
Locked document warning

If you continue, the document will be opened as usual. However, you won't be able to save any changes made to the document itself (the Save command will always be disabled). To save any subsequent changes made to the document, use the Save As command to save the document as a new file.

Opening a document in use

An Informed Designer document that is presently in use cannot be opened. Most commonly, if a document is already in use, you've probably already opened it yourself. If you try to open a document already in use by another user or application, you'll see the dialog displayed on the top of the next page:

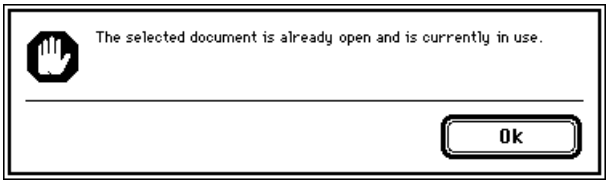


Fig. 1-15
Document in use dialog

Click OK to dismiss the dialog.

You cannot open a document that resides on a file server and is being used by another user. If you attempt to, a dialog appears giving you the options of waiting until the document is available for use, or of cancelling the attempt.

Opening signed documents

PowerTalk is Apple Computer's system software extension that provides various collaborative services such as electronic mail and electronic approval. With PowerTalk installed on your computer, you can send documents to other users and you can sign documents electronically.

Signing information using PowerTalk results in the creation of a digital signature. The digital signature is attached to the information and it allows any PowerTalk user to verify the integrity of the document at any time. For more information about digital signatures, please see your *PowerTalk User's Guide*.

Chapter 3 of your *Informed Designer Data Intelligence* manual explains how you can add signature cells to your forms so that Informed Manager users can sign individual completed forms or parts of completed forms. Separate from this feature is the ability to sign an entire document using the Finder by dragging its icon onto your Signer.

When you open a form, Informed Designer checks if the document has been signed using the Finder. If a digital signature is present, you'll be warned and given the opportunity to verify the signature.

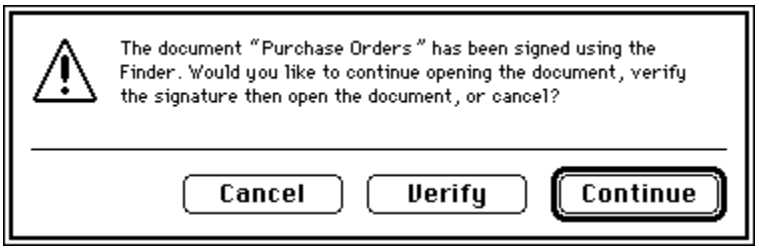


Fig. 1-16
Signed document warning

To verify the signature before opening the document, click Verify. If verification is successful, you'll see a dialog showing the identity of the person who signed the document.

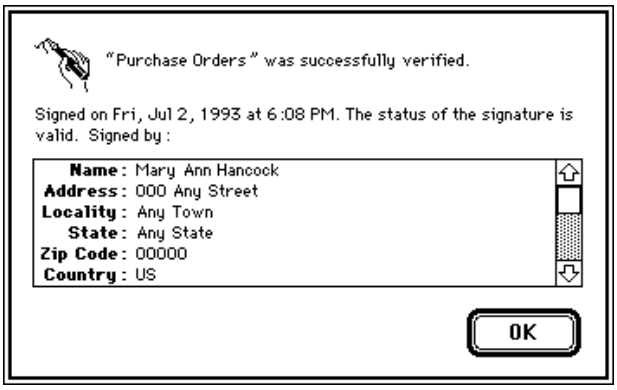


Fig. 1-17
Successful verification

If the document has been changed since it was signed, or if the digital signature itself has been tampered with, a message indicating so will appear when you click the Verify button.

To open the document without verifying the signature, click Continue instead of Verify. To cancel opening the document, click Cancel.

Warning An important purpose of the dialog in Figure 1-17 is to warn you that the document you're opening is signed. If you proceed to open the document, changing and saving the document will invalidate the digital signature.

Please see chapters 3 and 8 of your *PowerTalk User's Guide* for detailed information about digital signatures.

Closing a document

Close
File menu
Command-W

The Close command closes the currently active document. That is, the document that corresponds to the front-most drawing window on your screen.

To close the currently active document, choose Close from the File menu or click the window's close box. Depending on the kind of document that you're working with and the work that has been done, one of the following situations will arise.

Closing a new document

If you're closing a new document that has not been edited, the document is closed immediately.

If you're closing a new document to which changes have been made, Informed Designer will warn you to save the changes:

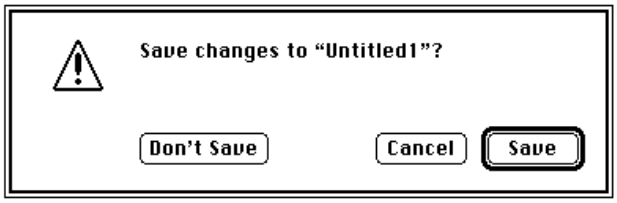


Fig. 1-18
Standard save dialog

You can choose one of three actions.

- **If you select Save you'll be asked to name the new document and select the disk or volume to store it on.**

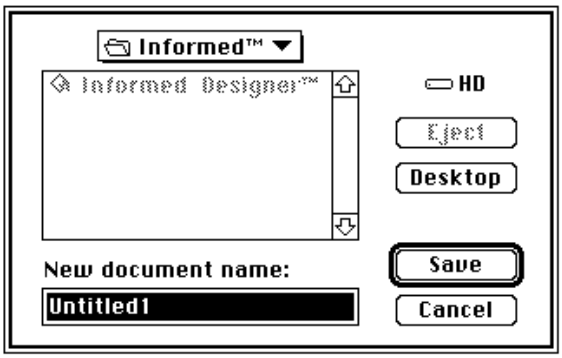


Fig. 1-19
Save new document dialog

Type the name of the new document in the text entry box. Use the Eject and Desktop buttons to select the disk or volume to store the new document on. Click Save to save and close the document. Clicking Cancel instead will cancel the Close command; your document will remain open.

If the name you choose for your new document already exists on the selected disk or volume, or if a document by that name is already in the current folder, Informed Designer will warn you.

Fig. 1-20
Replace existing document warning

Clicking Replace replaces the document. Clicking Cancel returns you to the Save dialog (Figure 1-19) allowing you to enter a different document name.

- **If you select Don’t Save (on the dialog in Figure 1-18 any editing you’ve done will be lost and the document will be closed.**

- **If you select Cancel, the Close command will be cancelled; your document will remain open.**

Closing an existing document

If you're closing an existing document (a document that was previously opened), Informed Designer will first check if you've made changes to the form. If your document has not changed since you last opened it, then it's closed immediately without warning.

However, if you've made changes to the document, then one of two condition will arise.

- **If your document does not contain any completed forms, or if it does contain completed forms but the changes that you've made will not affect this data, then you'll see the standard save changes dialog.**

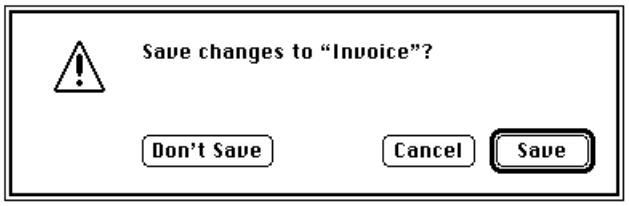


Fig. 1-21
Standard save dialog

Click Save to save the changes and close the document. Click Don't Save to discard the changes and close the document. Click Cancel to cancel the Close command and continue editing your form.

- **If you're closing a document that contains completed forms, and the changes that you've made will affect this data (maybe you've added or removed a cell, or changed a cell's type), then you'll see this dialog:**

For more information about this dialog and why it occurs, see *Changing documents that contain completed forms* later in this chapter.

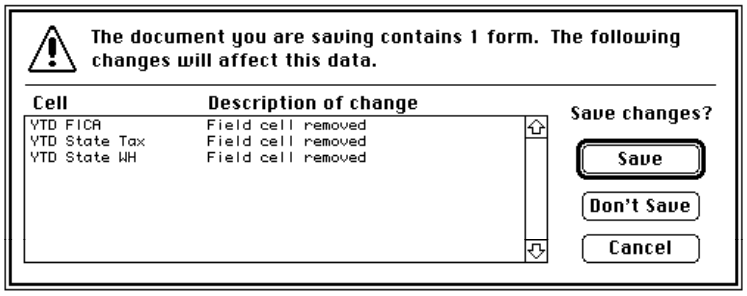


Fig. 1-22
Changes affecting data dialog

The purpose of the above dialog is to warn you that if you save the current document, the changes you've made will in some way affect the completed forms that already exist. Click Save to save the changes and close the document. Click Don't Save to discard the changes and close the document. Click Cancel to cancel the Close command and continue editing your form. If you Click Save, the changed layout is saved and any associated data is updated.

Saving a document

Save
File menu
Command-S

The Save command saves the currently active document. That is, the document that corresponds to the front-most drawing window on your screen. This command is enabled only when changes have been made to the currently active document.

To save a document, select Save from the File menu. Depending on the type of document you're working with and the kind of work that you've done, one of the following situations will occur.

Saving a new document

If you're saving a document for the first time, you'll be asked to name the new document and select the disk or volume to store it on.

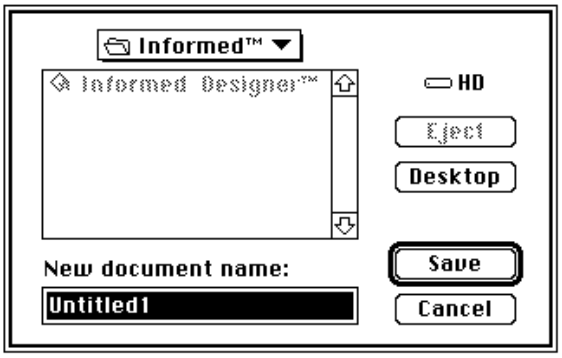


Fig. 1-23
New Save dialog

Type the name of the new document in the text entry box. Use the Eject and Desktop buttons to select the disk or volume to store the new document on. Click Save to save the document. Clicking Cancel will cancel the Save command and return you to editing your form.

Since document names must be unique, Informed Designer will warn you if a document with the same name already exists on the selected volume or if one with the same name exists in the chosen folder.

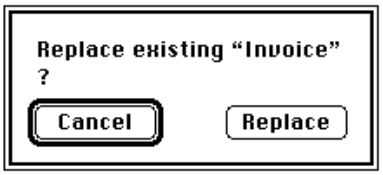


Fig. 1-24
Replace existing document warning

Clicking Replace replaces the document. Clicking Cancel returns you to the Save dialog (Figure 1-22), allowing you to enter a different document name.

Saving an existing document

When saving an existing document, if it doesn’t contain any completed forms, or if it does contain completed forms but the changes you’ve made won’t affect this data, the document will be saved without warning.

However, if your document does contain completed forms, and you’ve made changes that will affect this data in some way (i.e. you’ve added or removed a cell, or changed a cell’s type), then you’ll see this dialog:

For more information about this dialog and why it occurs, see *Changing documents that contain completed forms* later in this chapter.

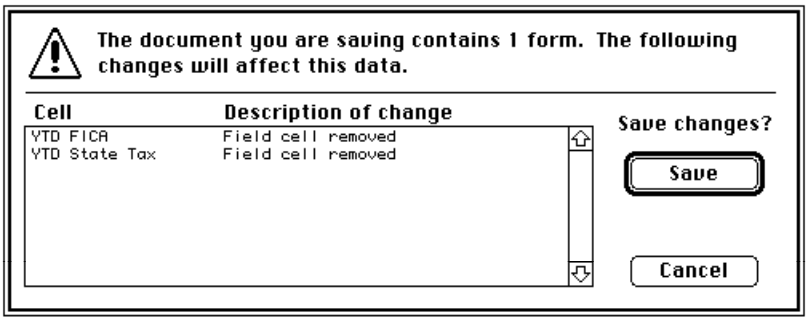


Fig. 1-25
Changes affecting data dialog

Like closing documents, the purpose of the above dialog is to warn you that if you save the current form, the changes you’ve made will in some way affect the completed forms in the document. Click Save to save the

changes and close the document. Click Cancel to cancel the Save command and continue editing your form. If you Click Save, the changed layout is saved and any associated data is updated.

Saving copies of a document

Save As...
File menu

Use the Save As command to save a copy of a document with a different name, in a different folder, or on a different disk or volume.

To use the Save As command, select it from the File menu. You'll see the dialog displayed below:

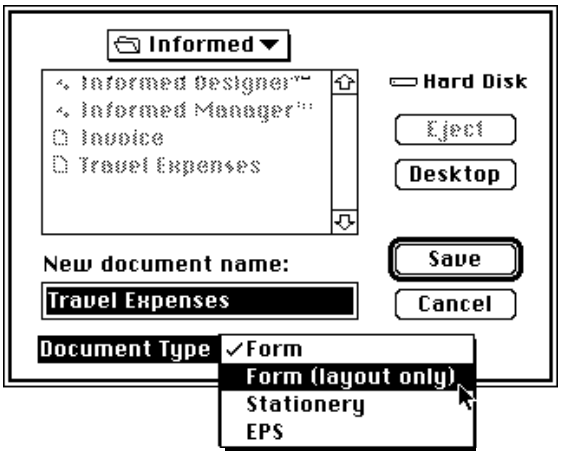


Fig. 1-26
Save As dialog

The same options apply as when saving a new document. The Eject and Desktop buttons select the disk or volume to store the new document on. The Document Type pop-up menu allows you to save the form in different formats. You can save the form as a Form or as a Stationery document type. If the current document contains a database of completed forms, selecting 'Form (layout only)' omits the database and saves the layout only. You can do this only if you're saving the document as a form document (stationery documents do not contain completed forms).

If you have installed any translator extensions in your Informed Extensions folder, their names will appear in the Document Type pop-up menu (Fig. 1-26 shows the EPS extension). For information about extensions, please see your *Informed Designer Extensions* manual.

Changing documents that contain completed forms

As described in the section *Informed documents*, a form document contains both the layout of a form as well as a database of completed forms. Completed forms are manipulated using Informed Manager.

It's important to note that when you change a layout with Informed Designer, you also affect the completed forms in the document—if any exist. For example, if you remove a field from a form, the data stored in that field is also removed from each completed form.
As you make changes to your form, Informed Designer keeps track of those changes that affect the data of the completed forms. When you save a document, Informed Designer will warn you of such changes with a dialog like the one shown below.

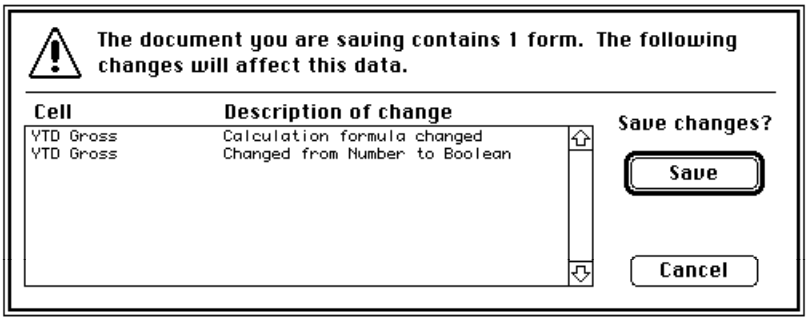


Fig. 1-27
Changes affecting data dialog

If a cell on your form will be affected by any change that you've made, then its name will appear in the list, along with a description of the type of change that was made. Click Yes to saving the document, or click Cancel to cancel the command and return to editing your form.

If you save your document, Informed Designer will update the database of completed forms in addition to changing the layout itself. The process of updating the completed forms occurs almost instantly.

Informed Designer considers the following changes as those that will affect the data of a completed form:

- **creation of a new cell**
- **removal of a cell**
- **changing of a cell's type**

- **changing of a cell's calculation formula**
- **changing of a character cell's character format.**

A new cell is created when you draw or paste a new field or table. When you create a new cell, Informed Designer will make room for it in each of the existing completed forms when the document is saved. Cells are removed by clearing or cutting fields or tables, or by removing pages that contain fields or tables. You can change a cell's type or the character format of a character cell using the Cell command. A cell's calculation formula is changed using the Value command.

There's one exception to the rules outlined above. If you cut a cell (by cutting a field or table), and then paste it back before closing your form, Informed Designer will preserve the cell's data. For example, if you cut and paste a field to move it from one page to another, the data that's associated with the cell of that field won't be lost.

Building, rebuilding, and clearing indexes

As *Indexes* in chapter 1 of the *Data Intelligence* manual explains, you can index any non-picture or non-signature cell on your form. When you fill out and manipulate forms with Informed Manager, different commands allow you to find and display forms of particular interest. Indexing a cell allows Informed Manager to search for forms much faster. Please see *Indexes* in chapter 1 of the *Data Intelligence* manual for more information.

Depending on the changes that you make to a document, Informed Designer may have to build, rebuild, or clear one or more indexes when you save your form. For example, if you remove an indexed cell, Informed Designer will have to clear the index. If you index a cell that was previously not indexed, or if you create and index a new cell, Informed Designer will have to build the new index. If you change the type or calculation of an indexed cell, the index will have to be rebuilt.

When you save a document, Informed Designer determines whether or not any indexes must be built, rebuilt, or cleared, and if so, displays this warning:

Fig. 1-28
Warning message

Clicking Continue saves the document. If your document contains a considerable number of completed forms (perhaps 1,000 or more), the process of building, rebuilding, or clearing indexes might take several minutes. During this process, Informed Designer displays progress information.

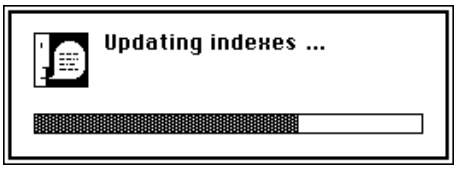


Fig. 1-29
Progress information

The process of building, rebuilding, or clearing an index cannot be interrupted.

Digital signatures

Chapter 3 of your *Informed Designer Data Intelligence* manual explains how you can create signature cells on a form so that the Informed Manager user can sign individual completed forms or parts of forms. A signature cell can sign the data in all cells or selected cells on the form. This capability relies on electronic signing services such as those provided by Apple Computer's PowerTalk system extension.

An important purpose of digital signatures is to be able to determine if data has changed since it was signed. If signed data has changed, the digital signature will not verify successfully. The signature is said to be invalid.

Changing the design of a form that contains signed data can potentially invalidate digital signatures. For example, suppose that a form contains a signature cell that signs five other cells on the form, and that an Informed Manager user has filled out and signed several forms. Opening the form document with Informed Designer, deleting one of the five cells containing signed data, and saving the document will invalidate the signatures.

Below is a list of the types of changes that can invalidate digital signatures:

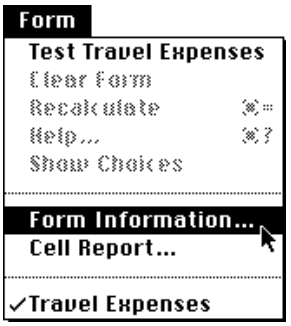
- **deleting a cell that contains signed data**
- **changing the cell type of a cell that contains signed data**
- **changing the calculation formula of a cell that contains signed data.**

For detailed information about the electronic signing services provided by PowerTalk, please see your *PowerTalk User's Guide*.

Form information

The Form Information command displays the Form Information dialog which allows you to enter and view information about a form. You can enter into the dialog information on a form's ID, revision number, author, organization, and description.

With a form open, choose the Form Information command from the Form menu. The Form Information dialog appears:



Form Information command

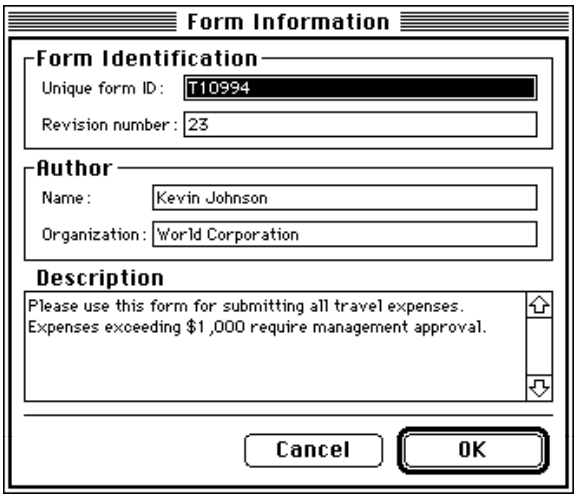


Fig. 1-30
Form Information dialog

Informed Designer automatically assigns a default *form ID* to every form you create. In many organizations, each different form is identified by a customized form ID. Rather than using the default form ID, or referring to a form by name, you might refer to it by a custom form id (form 'T10994' instead of 'Travel Expense Form', for example).

The form ID is an important attribute of a form. It is relied on to associate form data with form documents when the Informed Manager user electronically mails forms using a data only format. The form ID is also used to help ensure the integrity of forms distribution using Informed Revision Distributor.

A form can be further identified by its *revision number*. The revision number often identifies a particular version of the form.

Important If Informed Manager users will be electronically mailing forms using a data only format, of if you're using Informed Revision Distributor to distribute forms to users, the form must have a unique form id. Please see your *Informed Revision Distributor User's Guide* for more information.

Other information includes the author's name and organization, and a description. Since users filling out forms with Informed Manager can view (but not change) the form information, you might want to provide information about filling out the form or instructions on how to obtain help if necessary.

Enter the appropriate information on the Form Information dialog, then click OK to accept the changes. To cancel any changes made, click Cancel instead.

Chapter 2
Setting up a form

In this chapter, you'll learn how to lay out a form on the printed page. You'll learn how to choose a paper size and the size of a form. As well, you'll also learn how use a powerful feature to replicate a form many times across a single page. Below is a summary of the commands described in this chapter.

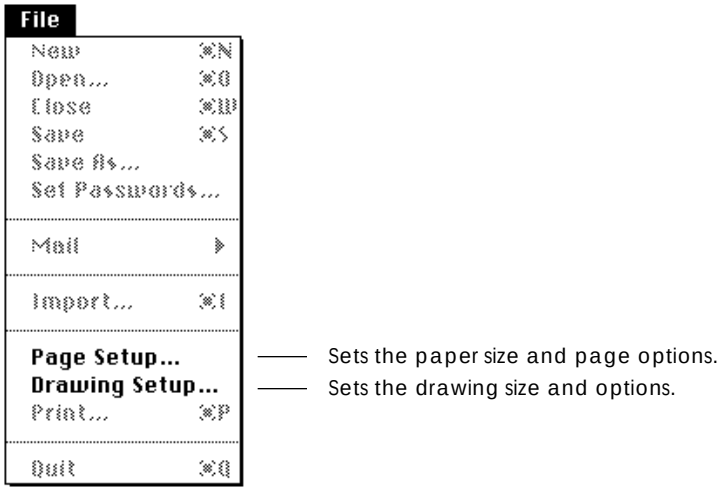


Fig. 2-1
File menu and page setup commands*

Informed Designer also supports multiple page and multiple part forms. For information about these and other page related features, see *Pages of a form*.

Overview

When setting up your form, you need to specify the paper size that your form will print on as well as the size of the form itself. The size of a form is called the *drawing size* or the *drawing area size* and it's specified independently of the paper size. This allows you to create and print forms of any size (up to a maximum of 17" by 17") regardless of the paper sizes available on the printer that you're using.

The minimum and maximum drawing sizes are 0.5 and 17 inches square, respectively. The allowable paper sizes vary from printer to printer. Most dot matrix printers, such as Apple's ImageWriter II printer, support custom paper sizes as large as legal sized sheets. Most laser printers and PostScript devices support only standard paper sizes including letter, legal, and tabloid.

When the drawing area size exceeds the printable area of the selected paper size, Informed Designer will automatically tile the form onto multiple sheets of paper as necessary. This process is illustrated below.

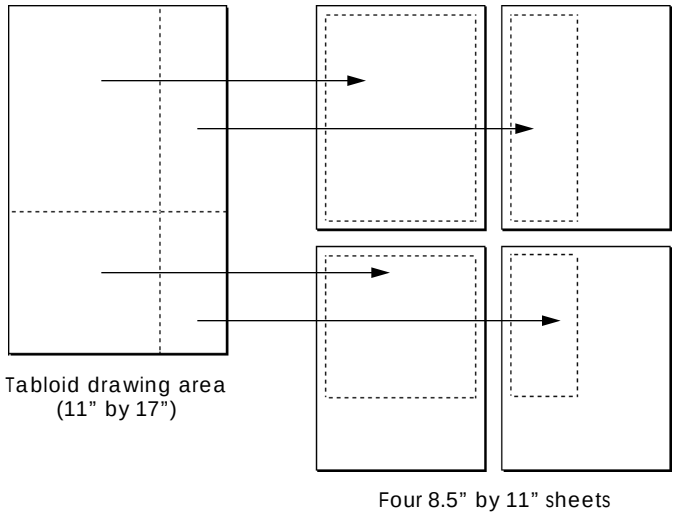


Fig. 2-2
Printing a tabloid sized form onto four 8.5" by 11" pages

The dashed lines on the tabloid form divide it into four sections, each of which will print on the printable area of one 8.5" by 11" page. Four 8.5" by 11" pages are required to print the entire tabloid form.

Tiling gives you the ability to print large forms on printers that don't support large paper sizes. For example, if you're designing a large form for commercial reproduction, you might want to proof your form on an Apple LaserWriter as you create it. By tiling, either automatically or manually, you can print the entire form or only parts of the it onto smaller sheets. When the form is complete, you would then print it on a typesetting device such as a Linotronic L300 to obtain camera-ready artwork. However before doing so, you would select the tabloid paper size so that the form would print entirely on a single page (many typesetting devices support the larger tabloid paper size).

The following sections explain the Page Setup and Drawing setup commands. You use these commands to choose the paper size and drawing size. As well, they allow you to control various printer options. For more information about tiling, see *Tiling.*

Page setup

Page Setup...
File menu

The Page Setup command sets the standard page options supported by your printer. Use it to choose the paper size and control printing related options such as page orientation.

Important In the discussion that follows, keep in mind that changing the paper size DOES NOT automatically change the drawing size to match. For more information about setting and changing the drawing size, see *Drawing setup* later in this chapter.

Before setting the page options, make sure that your printer is properly set up and connected to your computer. Also make sure that you've selected it using the Chooser desk accessory. Then choose the Page Setup command from the File menu. You'll see the Page Setup dialog associated with your printer.

For information about the Chooser desk accessory, please consult your *Macintosh Owner's Guide.*

LaserWriter page options

If you're using an Apple LaserWriter printer (or a printer that uses Apple's LaserWriter driver), you'll see a dialog similar to this:

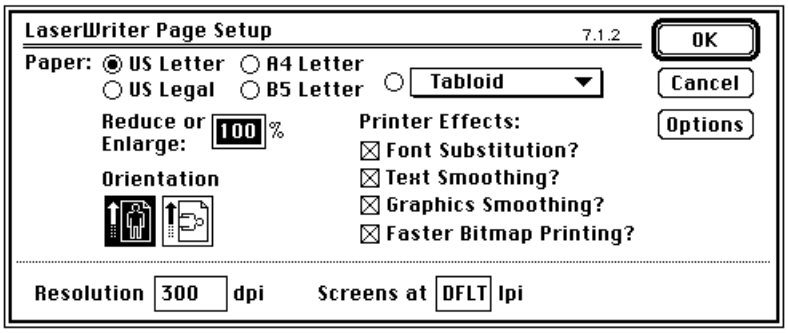


Fig. 2-3
LaserWriter Page Setup dialog

The standard printer options are provided (controls for choosing paper sizes, page orientation, printer effects and so on). For more information about these features, please consult your *LaserWriter Owner's Guide*.

Keep in mind that although the LaserWriter accepts only standard paper sizes, this doesn't limit your ability to choose a different or non-standard drawing size. If your drawing size is larger than your paper size, then Informed Designer will tile your form onto multiple sheets when it prints your form. You also have the option to manually tile only a particular area of your form. Both the drawing window and the Drawing Setup dialog visually indicate the currently selected paper size. See *The drawing window* and *Drawing setup* for more information.

Enter the resolution of your printer in the Resolution text entry box. Informed Designer uses this value to control the precise width of very thin lines. It's important that it's set correctly for high resolution image-setters such as Linotronic or Varityper devices. Otherwise, very thin lines (1/4 point or thinner) might print too thin. If you're using a 300 dpi laser printer, a 300 dpi setting will ensure that thin lines print consistently.

Printing shaded objects

An important feature of Informed Designer is its ability to change the *screen resolution* of shaded objects when your form is printed on a PostScript printer. In this context, the term *screen resolution* refers to the number of lines per inch that your printer uses to print a shaded object.

The screen resolution value for LaserWriter printers is set, by Informed Designer, to default to a value that is appropriate for the printer you are using. The default value remains accurate as long as you have set the correct resolution for your printer in the 'Resolution' text entry box of the Page Setup dialog. The default value is shown as DFLT in the 'Screens at' text entry box

Note The word screen as used in the context of this discussion is not the same as the notion of your computer's display screen. Be careful not to confuse the two.

When you shade an object (using the Paint, Pen or Fill commands), you choose *none, block* or a percentage of black ranging from 0% to 100%. A 0% shade is white and a 100% shade is black. Any value between 0% and 100% is a shade of gray (the higher the percentage, the darker the shade).

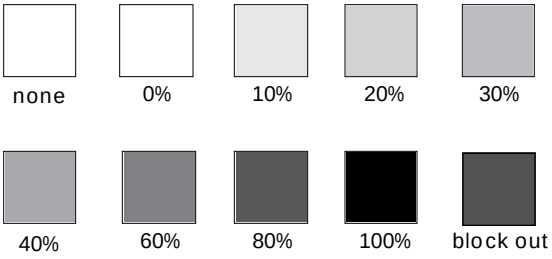


Fig. 2-4
Informed Designer's range of shades

When a shaded object is printed, the corresponding shade of gray is obtained by covering the shaded area with the right proportion of black and white. For example, an area that is 50% shaded will be half black and half white. Of course, the black and white areas are intermixed so that the resulting appearance is a shade of gray. For purposes of this discussion, these black and white areas will be called *dots*. Therefore, an area covered with a 50% shade will contain an equal number of evenly distributed black and white dots.

Changing the screen value on the Page Setup dialog allows you to control the size of the dots used when printing shades. You should only change the default value if you are sure of the effect you wish to create. Below is an example of a box filled with a 50% shade printed at both 72 and 36 lpi (lines per inch).

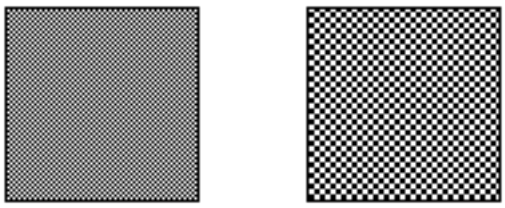


Fig. 2-5
50 percent shade at 72 lpi (left) and 36 lpi (right)

To control the screen resolution of printed shades, type an appropriate value in the Screens at' text entry box on the Page Setup dialog. Usually, the value you set depends on your printer's resolution and the quality of paper stock that your form will be printed on. For printing on a LaserWriter, the recommended value is 60 lpi; for higher resolution printers such as the Linotronic L300, increase the value to 90 or more.

ImageWriter page options

If you're using an Apple ImageWriter printer, choosing the Page Setup command will show a dialog similar to this:

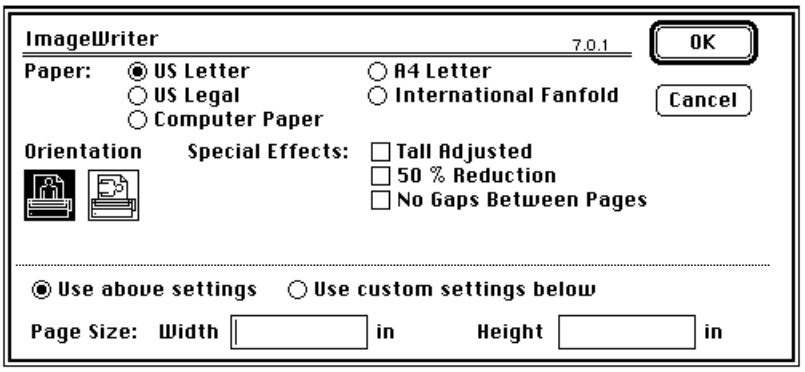


Fig. 2-6
ImageWriter Page Setup dialog

As with the LaserWriter Page Setup dialog, all the standard options are provided (standard page sizes, page orientation, and special effects). For a complete description of these features, please consult your *ImageWriter Owner's Guide*.

When using an ImageWriter printer you can specify custom paper sizes. This is necessary when you print onto pre-printed forms or labels of non-standard sizes. Setting the custom paper size will ensure that the proper length of paper is fed through the printer each time a form is printed.

If you choose the 'Use above settings' option, the paper size is determined by your selection of a standard size (top of the dialog). If you want to use a non-standard size, click the 'Use custom settings below' choice, then enter the custom width and height in the text entry boxes provided. The values that you enter are expressed in the current ruler units and are independent of whether you choose landscape or portrait printing. That is, even if you select landscape printing, you still enter the width and height of the physical sheet that exits the printer.

The Tall Adjusted option

The size of a pixel (one dot) on the Macintosh screen is slightly wider than the size of a pixel on the ImageWriter printer. As a result, the width of a printed object appears slightly narrower than its corresponding size on the computer screen. For example, a horizontal line that measures 8 inches on the screen will be approximately 7.5 inches long when it's printed.

The Tall Adjusted option on the ImageWriter Page Setup dialog adjusts the size of the printed pixel so that an object's printed size matches exactly with its corresponding size on the screen. Click the Tall Adjusted check box on the ImageWriter Page Setup dialog to turn this option on.

Drawing setup

The Drawing Setup command controls the size and options of the drawing area. The *drawing area* is the area that appears in the drawing window. It's where you draw and manipulate the layout of your form.

Drawing Setup...
File menu

To set the drawing size of a document, choose the Drawing Setup command from the File menu. The Drawing Setup dialog appears:

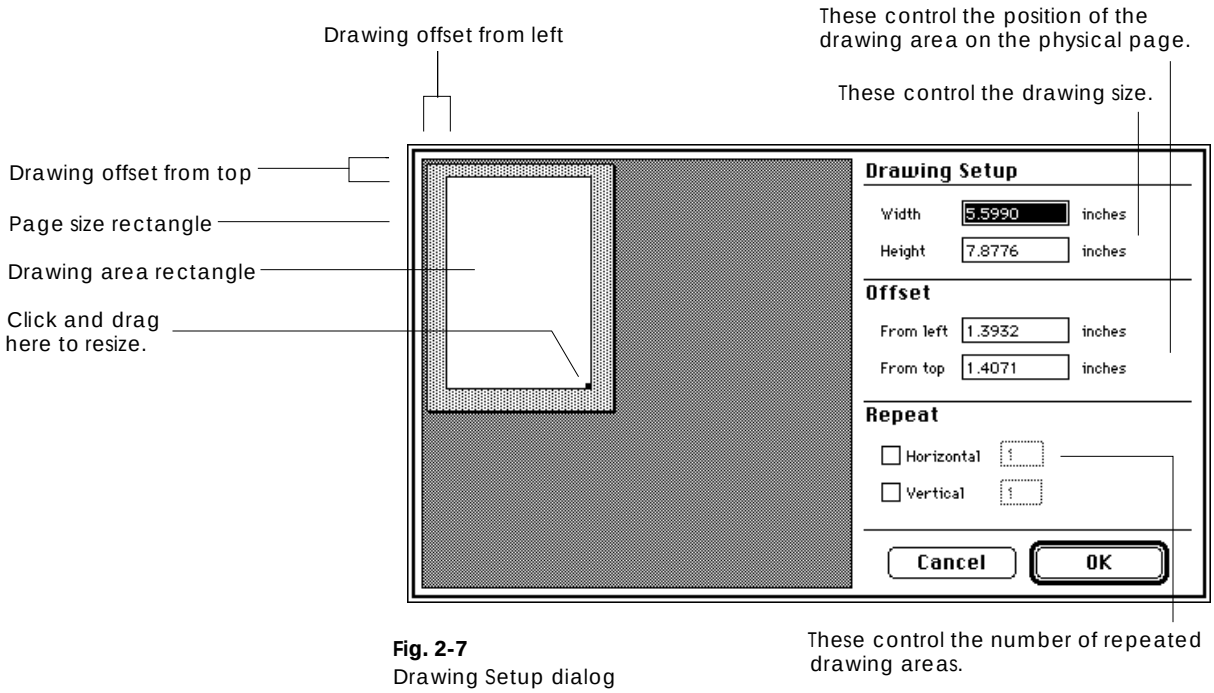


Fig. 2-7
Drawing Setup dialog

The left side of the Drawing Setup dialog illustrates the drawing setup. It shows a scaled down version of the drawing area and the page (or pages) that the drawing area is printed on. Their sizes and orientation always reflect their current dimensions and placement relative to each other.

On the right of the Drawing Setup dialog are the current measurements of the drawing size and the offsets. Also, you can see how many times the drawing area is repeated in the drawing setup. You can type in any of the text entry boxes or click any of the controls to change the associated dimensions or options of the drawing setup.

When you type in the text entry boxes to change the drawing area size or offsets, or to repeat the drawing area over the page, the drawing setup on the dialog will be updated when you leave the text entry box. You leave the text entry box by pressing Tab or Shift-Tab, or by clicking a different text entry box or control.

The components of the Drawing Setup dialog are described in more detail below.

Drawing size

The white rectangle on the illustrated drawing setup is called the *drawing area rectangle*. It represents the drawing area and visually shows the size of the drawing area relative to the page it's printed on. The drawing area is the area that appears in the drawing window. It's where drawing occurs.

The measurements of the drawing size are expressed in the current ruler units and are indicated in the Width and Height text entry boxes. A document's minimum drawing size is 0.5 inches square. The maximum drawing size is 17 inches square.

Changing the drawing size

You can change the drawing size in one of two ways.

- **Click and drag the handle at the bottom-right corner of the drawing area rectangle.**

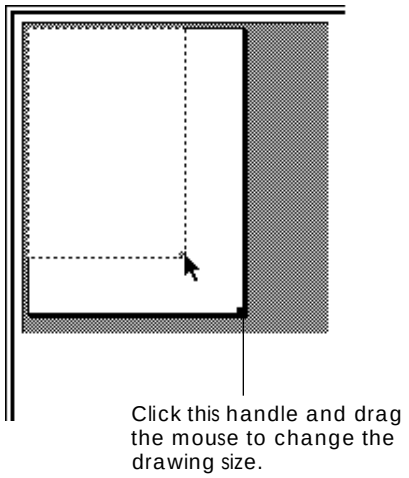
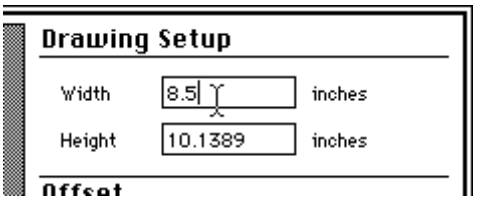


Fig. 2-8
Click and drag to change the drawing size

❑ **Type directly in the Width and Height text entry boxes.**



You can type on the text entry boxes to change the drawing area size.

Fig. 2-9
Changing the drawing size by typing in the text boxes

For more information about entering measurements and unit conversion, see Appendix B, *Entering measurements*.

You can enter a new dimension in any units you like (inches, centimeters, points, or picas); Informed Designer performs the appropriate unit conversion for you. After entering a new dimension, press Tab (or Shift-Tab) to update the illustrated drawing setup.

When you change the drawing size, Informed Designer will always ensure that the new drawing size is not less than the minimum drawing size and not greater than the maximum drawing size. If you type an invalid value in a text entry box, Informed Designer will alert you (with a beep) and highlight the incorrect value when you Tab to or click another entry box or control on the dialog. As well, Informed Designer will always make sure that your drawing size remains large enough to hold all existing objects on your form. This means that objects cannot be accidentally dropped off the drawing area when you change the drawing size.

If you want to make the drawing area fit completely over the printable area of a single page (based on the current paper size and page options), simply double-click anywhere in the drawing area rectangle.

Page size

The lightly shaded gray area under the drawing area rectangle represents the paper size; it represents the page on which the drawing area is printed and it corresponds to the currently selected paper size. Only the printable area of the page, which is slightly smaller than the actual paper size, is shown.

If the drawing size is set larger than the printable area of the current paper size, additional sheets of paper are used to print one page of a form. The illustrated drawing setup shows the sheets of paper that will be required

to print one page of a form. Gray lines are drawn to indicate where the page breaks will occur. Figure 2-10 below shows the drawing setup for a tabloid drawing area (11" by 17") using the standard letter paper size (8.5" by 11").

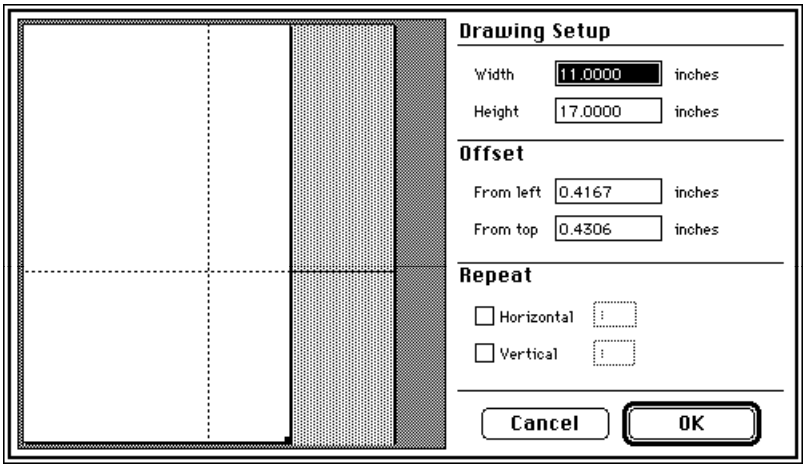


Fig. 2-10
Tabloid drawing setup

You can't change the page size using the Drawing Setup command. Use the Page Setup command instead. See *Page setup* for more information.

Offsetting the drawing

In addition to setting the drawing size, you can also change the position of the drawing area relative to the page (or pages) that it's printed on. This is useful if you want the top or left edge of the drawing area to start at a certain distance from the top or left edge of the page. For example, suppose that you want a one inch margin on the left side of your form to allow room for hole punching. Simply reduce the width of the drawing area, and then enter '1' in the 'From left' text entry box.

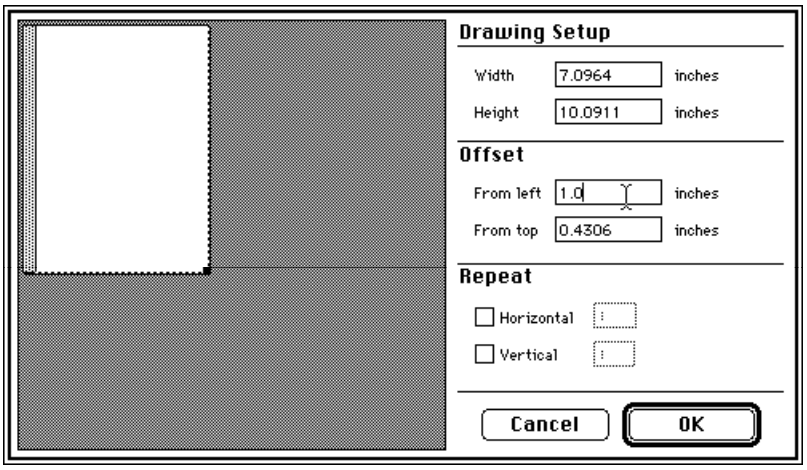


Fig. 2-11
Drawing setup with one inch left margin

The horizontal drawing offset is the distance between the left side of the drawing area and the left edge of the page. The vertical drawing offset is the distance between the top of the drawing area and the top edge of the page. These values are expressed in the current ruler units and they are indicated in the Offset text entry boxes.

Important

The Offset values measure the distance from the drawing area to the edge of the page, not to the edge of the printable area on the page. Therefore, when the drawing area appears flush to the edge of the page on the Drawing Setup dialog, the offset values will indicate the margin sizes (the distances between the physical page edge and the printable area on the page).

A second, and often more common need for the offset feature occurs when printing crop marks, registration marks, and color names. These marks are used by commercial printers to aid in lining up spot color overlays and as an alignment aid when trimming a printed form. Since they're positioned outside the drawing area, you must make sure that there's enough room between the edge of the drawing area and the edge of the printable area on the page for these marks to appear. For more information, see *Allowing for crop marks, registration marks, and color names*.

Changing the offsets

You can change the offsets in one of two ways:

- ❑ **Click and drag the drawing area rectangle across the page.**

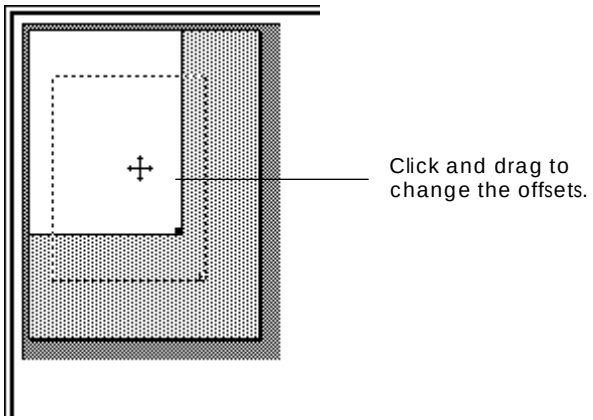


Fig. 2-12
Offsetting the drawing area by clicking and dragging

- ❑ **Type the offsets directly into the Offset text entry boxes.**

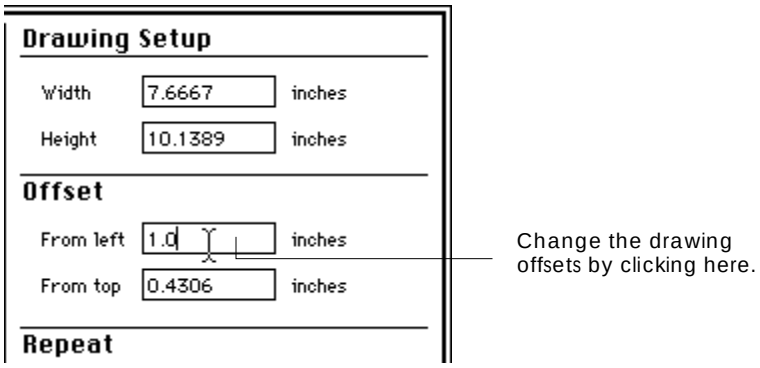


Fig. 2-13
Typing in the Offset text entry boxes

For more information about entering measurements and unit conversion, see Appendix B, *Entering measurements*.

You can enter a new offset in any measurement unit you like (inches, centimeters, points, or picas); Informed Designer performs the appropriate unit conversion for you. After entering a new offset, press Tab (or Shift-Tab) to update the drawing setup on the dialog.

When changing the offset values, Informed Designer will check to make sure that all values are valid. If you type an invalid offset, Informed Designer will alert you (with a beep) and highlight the incorrect value when you Tab to or click another text entry box or control on the dialog.

Repeating the drawing area

If the drawing size is less than half the width or height of the printable area on the selected paper size, Informed Designer allows you to repeat the drawing area. This is useful if you want to print more than one form on a single page.

For example, labels are often available on sheets for easy printing on laser printers. Suppose that a sheet of labels contains 2 labels across and 6 down, and that each label is 3 inches wide by 1.5 inches tall. Figure 2-14 below shows a sample drawing setup that would be appropriate in this situation. Note that the offset values have also been adjusted to ensure that the printed labels line up with those on the sheet. In this example, the first label is positioned 1 inch down and 1.25 inches across, respectively, from the top and left edges of the sheet.

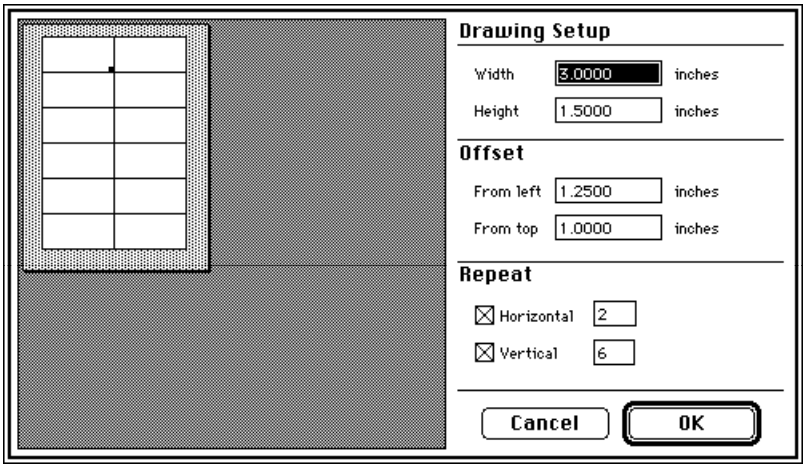


Fig. 2-14
Repeating the drawing area

To repeat the drawing area across or down the page, click the Horizontal or Vertical check box, and type the desired number of areas in the corresponding text entry box. If the number of areas you enter exceeds the maximum that will fit on a single page, Informed Designer will ignore

those areas that don't fit. For example, if you enter a vertical repeat of 7 on the dialog in Figure 2-14, the drawing setup would still show only 6 areas in the vertical direction.

When you print a form with a repeated drawing area, the form's layout is replicated across and down the page according to the parameters on the Drawing Setup dialog. If you print a form while in Test mode, the cell values entered automatically appear in each drawing area printed.

The real advantage of this feature comes when printing completed forms with the Informed Manager application. When you print a group of completed forms, Informed Manager will automatically use the next form's data each time a new drawing area is printed. For more information, see your *Informed Manager User's Guide*.

Allowing for crop marks, registration marks, and color names

Informed Designer can automatically print crop marks, registration marks, and color names. Crop marks act as page edge indicators; they're used for trimming commercially printed forms. Registration marks are used to align spot color overlays. Color names appear below the bottom edge of each overlay. Figure 2-15 below illustrates these markings.

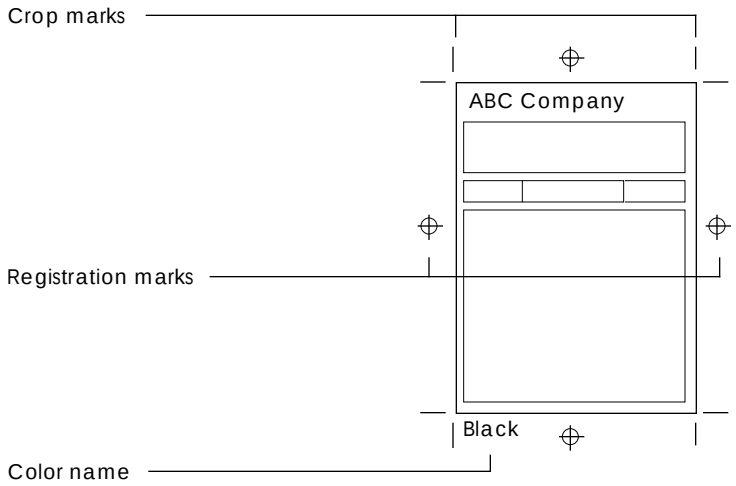


Fig. 2-15
Crop marks, registration marks, and color names

For a detailed description of registration marks and color names, see *Spot color*. Also see *Crop marks.*

Crop marks, registration marks, and color names are always positioned relative to the edges of the drawing area. Therefore, if you intend to print these markings, you should set the drawing size equal to the actual size of the printed form. For example, if you're creating a standard US letter size form (8.5" by 11"), you should use a drawing area of the same size.

When you use the Drawing Setup command, Informed Designer shows you how your printed form will appear on paper (see Figure 2-7). Since crop marks, registration marks, and color names are positioned outside of the drawing area, you must allow room between the drawing area and the edge of the page that it's printed on. The following example describes how to do this.

Suppose that you're creating an 8.5 by 11 inch color form. You're planning to print spot color overlays on a Linotronic L300 imagesetter to prepare your form for commercial printing. However, as you design the form, you'd like to proof it on an Apple LaserWriter printer.

Since you want to print crop marks, registration marks, and color names, it's important that the drawing size reflects the exact dimensions of the printed form.

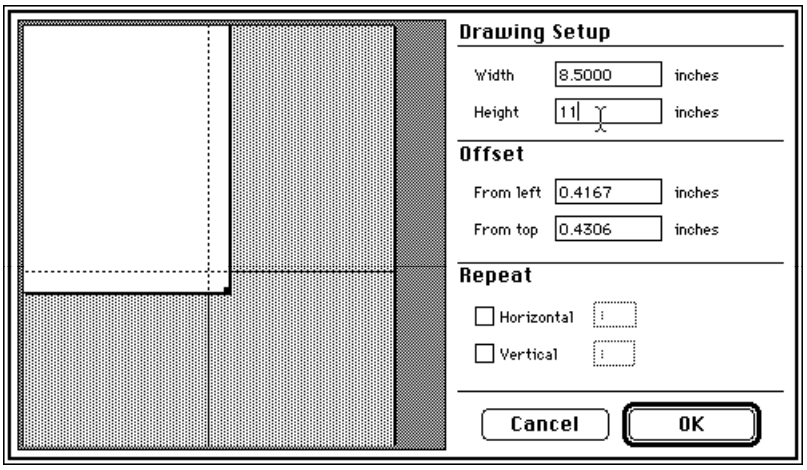


Fig. 2-16
Drawing setup for 8.5" by 11" form

As indicated by the sample drawing setup, the form will print onto four sheets of letter size paper. This is because the printable area on an 8.5 by 11 inch sheet is slightly inset due to the minimum margins on the printer. Figure 2-17 below illustrates how the form will be printed.

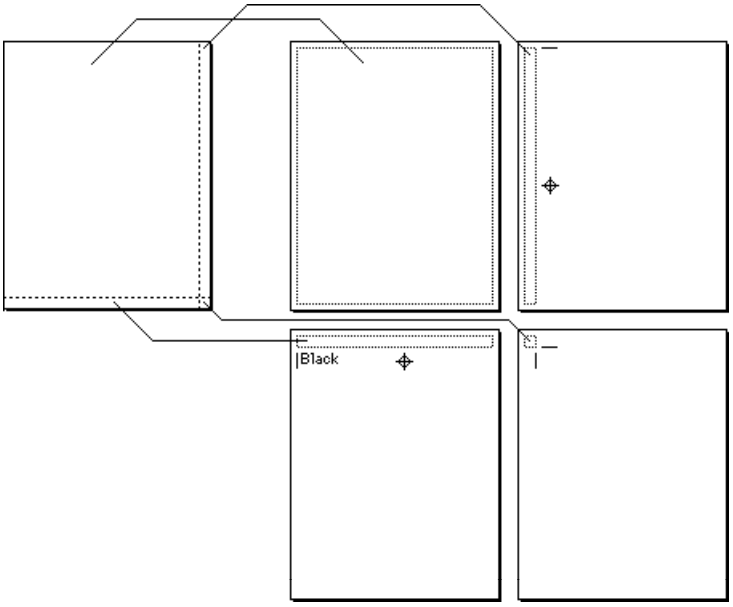


Fig. 2-17
Printed form

Notice the positioning of the crop marks and registration marks. Since the drawing area is pushed flush up towards the top-left corner of the printable area on the first sheet, the top and left crop marks and registration marks won't print. If you want to see all markings, you have to drag the drawing area down and to the right on the Drawing Setup dialog.

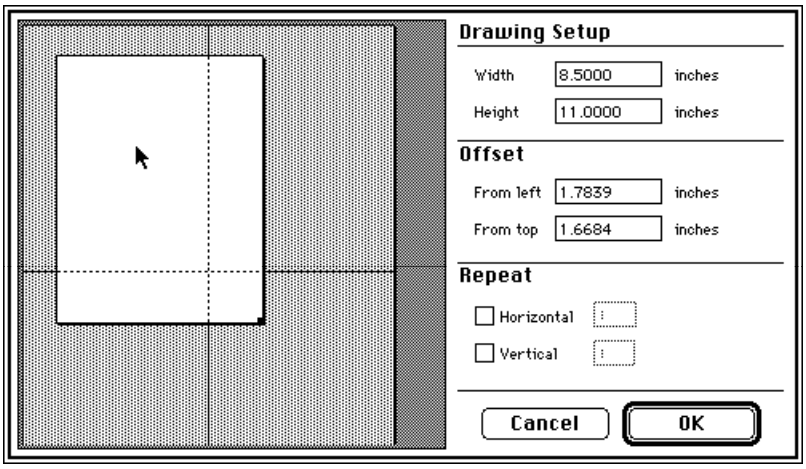


Fig. 2-18
Adjusted drawing setup

Now there’s enough room between the top and left edges of the drawing area and the corresponding edges on the sheets of paper to allow for crop marks and registration marks. Printing will occur as shown below.

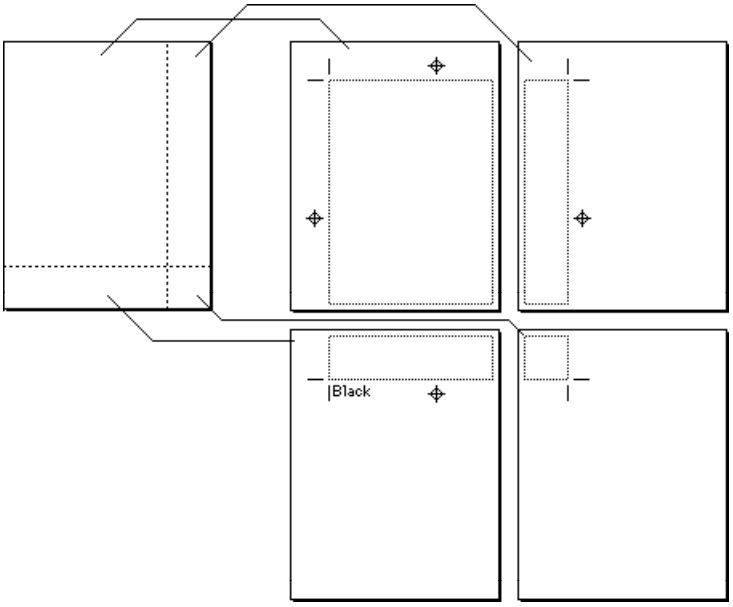


Fig. 2-19
Printed form

Crop marks, registration marks, and color names are important only when you prepare the final output of your form for commercial printing. Rather than printing four pages every time you print your form, you could use the manual tile print option to print a single sheet containing one particular area on the form. For more information, see *Tiling.*

Before printing your finished form on the Linotronic imagesetter, you first change the selected paper size to tabloid (11" by 17") and adjust the orientation of the drawing area.

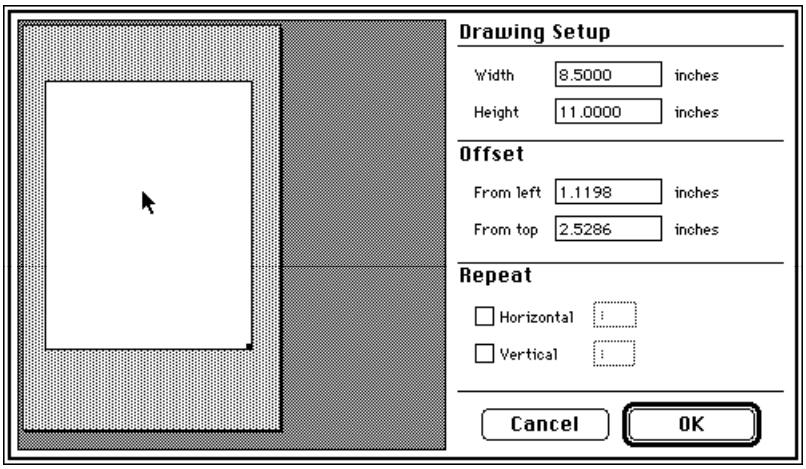


Fig. 2-20
Final drawing setup

Printing the form with the above drawing setup will produce one tabloid sized sheet of output with the drawing area centered. Crop marks, registration marks, and color names can be printed because there's enough room between the edge of the drawing area and the edge of the tabloid page.

Chapter 3
Pages of a form

Each form you create has one or more numbered pages, a work page, and a master page. The numbered pages contain the form's actual layout (i.e. the first and second pages of a two page form). The work page and master page each have a special purpose. This chapter describes the different pages of a form as well as the commands summarized below.

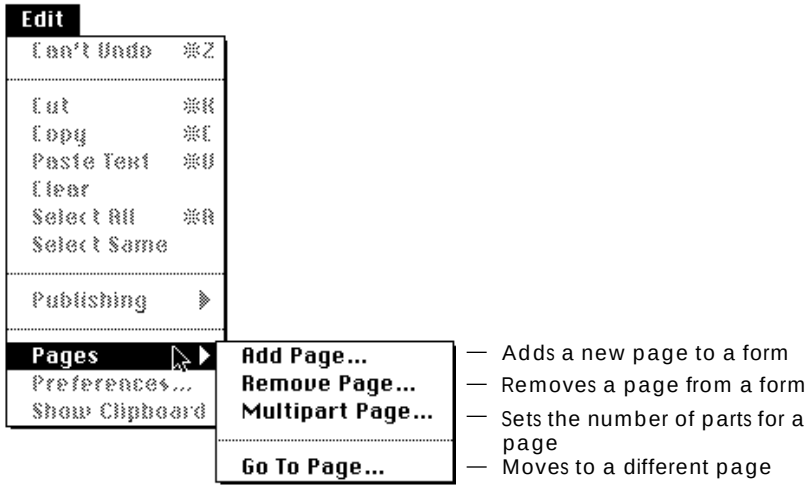


Fig. 3-1
Edit menu and page commands

This chapter also describes the controls that are used to move from page to page in a form. These controls are found near the bottom-left corner of the drawing window.

Fig. 3-2
The page controls

Numbered pages

The numbered pages of a form are the actual pages that you fill out and print. Each form can have between 1 and 99 numbered pages, with each page having as many as 99 parts (see *Multipart pages*).

Adding a new page

Add Page...
Edit menu
Pages sub-menu

Use the Add Page command to create a new page and add it to your form.

Note The maximum number of pages in an Informed document is 99. If your form contains 99 pages, the Add Page command will be disabled, preventing you from adding any more pages.

To add a new page, use the page controls to move to the page adjacent to where you want to insert the new page (see *Changing pages*). Then choose the Add Page command from the Pages sub-menu. The Add Page dialog appears:

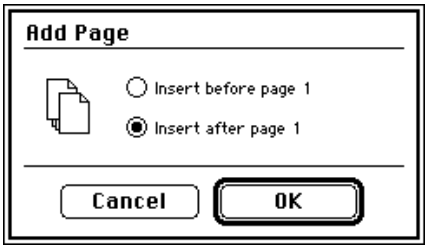


Fig. 3-3
Add Page dialog

To insert the new page before or after the current page, click the appropriate radio button. The diagram to the left of the radio buttons on the dialog shows the page placement you've selected. To add the new page, click OK or press Return. To Cancel the Add Page command, click Cancel. After inserting the new page, Informed Designer will automatically display the new page.

Note Any items on the master page will appear on the added page.

Removing a page

Remove Page...
Edit menu
Pages sub-menu

Use the Remove Page command to remove a single page and its contents from a form.

To remove a page, use the page controls to select the page you want to remove (see *Changing pages*). Then choose the Remove Page command from the Pages sub-menu. If removal of the page is permitted, then the Remove Page dialog appears:

Fig. 3-4
Remove Page dialog

Click OK to remove the page. Click Cancel to resume editing your form without removing the page.

Before you can remove a page, Informed Designer will verify that the page doesn't contain any cells that are required by cells on other pages of the form. If a cell on the page being removed appears in the formula of a cell on a remaining page, Informed Designer will show this dialog:

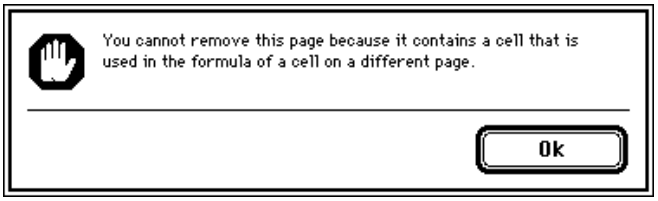


Fig. 3-5
Can't remove page dialog

Click OK or press Return to dismiss the dialog.

Multipart pages

Each numbered page can have up to 99 parts. When a page is printed, Informed Designer will automatically print one copy for each part.

Multipart pages are used most commonly when multiple copies of a form must be printed and circulated to different individuals or departments within an organization. For example, the bottom of a three part single page form might say 'Customer Copy' on the first part, 'Merchant Copy' on the second and 'Accounting Copy' on the third.

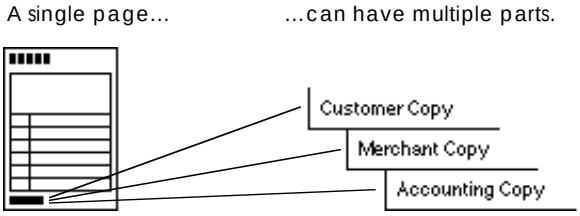


Fig. 3-6
Multiple part form

With the Multipart command, you can instruct Informed Designer to print a specified number of copies of a particular page (3 in the above example). Then, using cell calculations, you can calculate a cell's value using the PartLabel function. With the PartLabel function, you can specify the labels that appear on each different part. When you print your form, Informed Designer will automatically insert the correct label on each part. For more information about formulas, functions, and the PartLabel function, please see chapters 5 and 6 in the *Data Intelligence* manual.

Important When you print your form, Informed Designer will print the correct number of parts for each page only if you're in test mode. When you're in design mode, only a single copy of each page is printed. For more information about test mode, see *Testing your form i*n the *Data Intelligence* manual.

Setting multipart pages

Multipart Page...
Edit menu
Pages sub-menu

To set the number of parts for a page, first select the page using the page controls (see *Changing pages*). Then choose Multipart Page from the Pages sub-menu. This Multipart Page dialog appears:

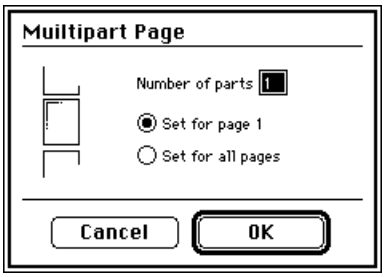


Fig. 3-7
Multipart page dialog

Enter the number of parts (up to a maximum of 99) in the text entry box. Set the number of parts for the current page or for all pages by clicking the corresponding radio button. Then click OK to continue. Click Cancel to cancel the Multipart command and resume editing your form.

Changing pages

Use the page controls located near the bottom-left corner of the drawing window to change pages within a form.

Fig. 3-8
The page controls

The controls labelled ‘W’ and ‘M’ represent the work and master pages. The rightmost control represents the current numbered page of your form. When the numbered page control is selected, the number inside of it corresponds to the current numbered page in the drawing window.

There are three ways to change a page.

- **Click either arrow next to the page control to change pages in that direction.**
  If you click and hold either arrow, Informed Designer will continue changing pages in that direction until you release the mouse button. If you’re on page 1, the left arrow disappears. If you’re on the last numbered page of the form, the right arrow disappears.

Go To Page...
Edit menu
Pages sub-menu

- **Double-click the numbered page control, or from the Pages sub-menu, choose Go To Page.**
  The Change Page dialog appears:

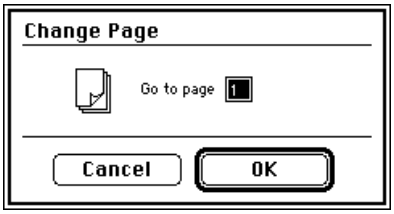


Fig. 3-9
Change pages dialog

Type the number of the page that you wish to move to, then click OK or press the Return key. Informed Designer will move directly to the requested page.

After changing pages, the number shown in the page control will change to reflect the current page.

The work page

Every form contains one work page. Like the numbered pages of a form, the work page can contain graphics, text, and cells. The only difference between the work page and numbered pages is that the work page doesn't print, and whatever you place on the work page doesn't show on any other page of your form.

There are two common uses of the work page.

- **As a place to put instructions or information useful to someone filling out your form.**
  For example, suppose there are special instructions for distributing a form after it has been filled out. You might include these instructions on the work page.

- **As a place to put cells that should not be printed with the rest of the form.**
  If you need to enter or calculate the value of a cell that doesn't appear on the form (but is required by other calculated cells), place it on the work page. When you fill out the form, the work page functions like any other numbered page. You can Tab to cells on the work page and change their values. But when you print the form, the work page won't print.

Using the work page

Display the work page by clicking the work page control near the lower-left corner of the drawing window.

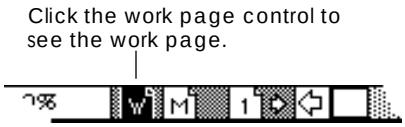


Fig. 3-10
Displaying the work page

When the work page is displayed, you can create and manipulate objects like on any other numbered page of your form.

The master page

Every form has a master page. Like other pages of your form, the master page can contain graphics, text and cells. Objects drawn on the master page automatically appear on all numbered pages of your form. The master page, therefore, is useful for drawing elements such as company logos or page numbers that appear at the same position on all pages.

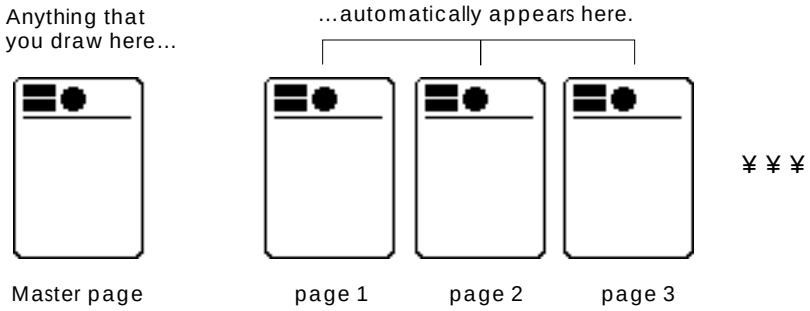


Fig. 3-11
The master page

The master page is like an additional layer of objects that's printed with each numbered page. In terms of stacking order, objects on the master page are placed behind those on each of the numbered pages. Therefore, an object on a numbered page that's positioned over a master page object will cover, and perhaps hide, the master page object.

Using the master page

Display the master page by clicking the master page control near the lower-left corner of the drawing window.

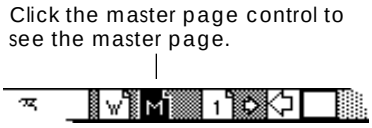


Fig. 3-12
Displaying the master page

When the master page is displayed, you can create and manipulate objects as you do on any numbered page of your form. You can't print the master page alone.

Cells on the master page

When you fill out a form using Informed Manager (or the test mode of Informed Designer), pressing the Tab key moves you from one cell to next. Each cell that you draw has a unique tab position which determines the tabbing order. When you fill out a form, you will automatically start on the page that contains the cell with tab position 1. If you tab from a cell on one page to a cell on a different page, Informed will automatically change pages for you.

Cells on the master page are no different. However, unlike numbered pages, the master page doesn't represent an actual page of your form. Therefore, instead of changing pages to the master page, you'll simply remain on the current page when you tab to a master page cell. For more information, see *Master page cells* in chapter 1 of the *Data Intelligence* manual.

Chapter 4
Drawing environment

This chapter presents information about Informed Designer's drawing environment. You'll learn about the drawing window and its visual attributes, as well as the various drawing aids including rulers, the grid, guide lines and the view scale. You'll also learn about the commands summarized below.

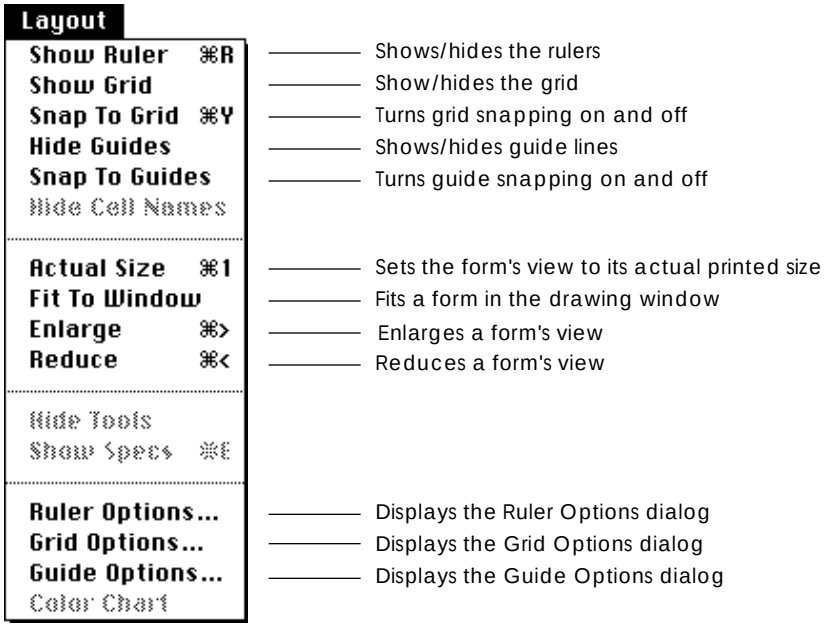


Fig. 4-1
The Layout menu

The drawing window

You use the drawing window to create and change edit the layout of a form. When you open or create a document, a drawing window will appear showing the layout of the form.

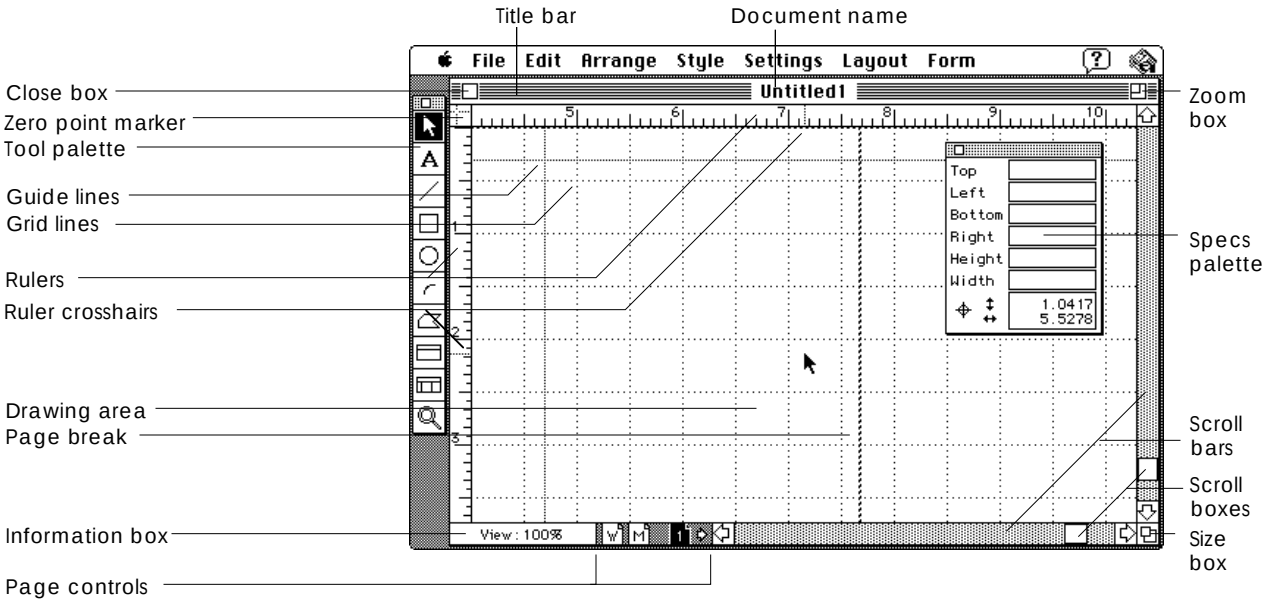


Fig. 4-2
The drawing window

The elements of the Informed Designer drawing environment are briefly described below. For more information on these topics, please consult the indicated sections of this manual.

Drawing Area The drawing area is where you draw your form. Use the Drawing Setup command to change the size and options of the drawing area. See *Drawing setup.*

Rulers The rulers help you measure and position objects accurately on your form. See *Rulers.*

Ruler crosshairs Ruler crosshairs indicate the position of the mouse and objects relative to the ruler. See *Ruler crosshairs*.

Zero point marker Use the zero point marker to change the position of the ruler zero point. To change the zero point, click and drag the zero point marker. To set the zero point to its home position, click and release the zero point marker. See *Ruler zero point*.

Grid lines Grid lines help you to accurately position and size objects on your form. See *Using the grid.*

Guide lines The guide lines, like grid lines, help you position and size objects accurately; use the guide lines to align objects to specific points on your form. See *Guide lines.*

Page break Page breaks indicate the positions where the form crosses pages. See *Page size*.

Page controls Use the page controls to view different pages of your form. See *Changing pages*.

Tool palette The Tool palette contains the Pointer tool, the Zoom tool and all drawing tools.

Specs palette The Specs palette displays the current position and dimensions of a selected object on your form as well as the current position of the pointer. You can use the Specs palette to change the dimensions of any object. See *The specs palette*.

Faster scrolling

You can dramatically increase the scrolling speed of forms in Informed Designer by taking advantage of any available memory.

The amount of memory required for fast scrolling depends on the dimensions of your form and the monitor setting of your Macintosh. The larger the form and the more grays or colors your monitor is displaying, the more memory you will need. You can, however, minimize the amount of memory required for fast scrolling by selecting a display preference. The Edit menu contains a command called Preferences. Choosing this command displays the Preferences dialog shown below.

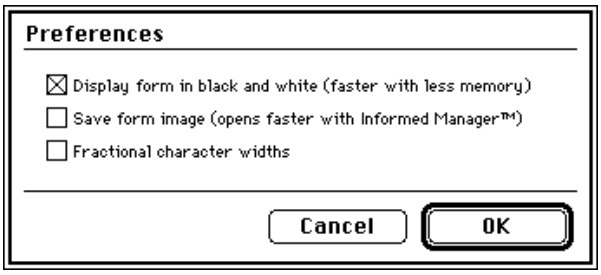


Fig. 4-3
Preferences dialog

The dialog contains three options. The first option ‘Display form in black

and white' will display your form in black and white. If your monitor setting is set to multiple grays or colors, this option will significantly reduce the required memory. If your monitor is set to 'Black & White', selecting this option will have no effect on the memory required.

The amount of memory available to Informed Designer depends on which version of the Macintosh operating system you're running, and the size of the memory partition in which the software is running. If you're using System software version 6.0.8 or earlier with the MultiFinder option turned off, your Macintosh automatically gives Informed Designer the full amount of memory in your computer. If MultiFinder is turned on or you're using System software version 7.0 or later, the amount of available memory is determined by the application's partition size. This size can be changed to increase Informed Designer's available memory. For more information, please see *Memory requirements*, in your *Installation* guide.

The second option 'Save form image' provides the fast scrolling capability in Informed Manager. The same memory requirements apply as for the first option. With the option selected, Informed Designer will store additional information in the form document. This information allows Informed Manager to open the document much faster. However, selecting this option will increase the size of the form document. A standard letter size form will increase in size by approximately 10-20K per page.

In order to accommodate faster scrolling, Informed Designer creates various temporary files, one for each page of a document. These files are created only if you have enough disk space and they're automatically deleted when you close the document. However, if Informed Designer is interrupted unexpectedly, the temporary files might be left on your hard disk. If you're using System software version 7.0 or later, these files will appear in a folder in your Trash the next time you turn on your computer. Otherwise, you'll find the files in your System Folder. You can safely remove these files before using Informed Designer again.

For information on 'Fractional character widths' please see Chapter 10, *Printing forms*.

Rulers

The rulers are a drawing aid that help you measure and align objects on your form. Use the rulers to draw, position, and resize objects accurately. When visible, the rulers appear on the top and left edges of the drawing window.

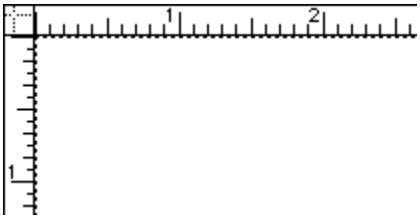


Fig. 4-4
Rulers on the top and left of the drawing window

Show/Hide Rulers
Layout menu
Command-R

To display the rulers, choose the Show rulers command from the Layout menu. Alternately, when the rulers are showing, this command becomes Hide Rulers. Choose this command to hide the rulers.

Note Before you can create a new guide line, the rulers must be visible. For more information about guide lines, see *Guide lines* below.

Setting the ruler options

Ruler Options...
Layout menu

The rulers have options that you can set with the Ruler Options command. These options include the choice of unit measurement, placement of the ruler home position, and locking or unlocking of the ruler zero point.

To set the ruler options, choose the Ruler Options command from the Layout menu. The dialog shown at the top of the next page appears:

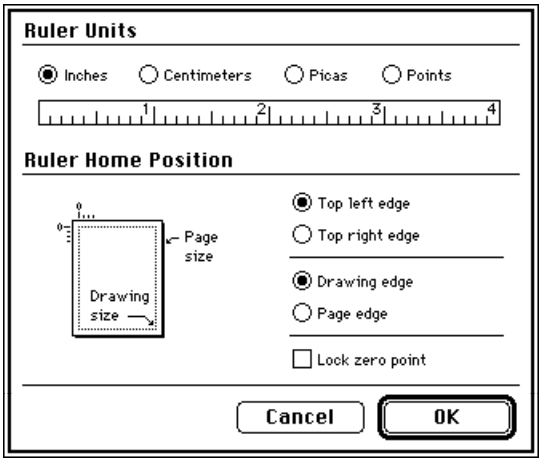


Fig. 4-5
Ruler options dialog

Ruler units

On the Ruler Options dialog you can select from four basic units of measurement: inches, centimeters, picas, and points. The inch measure is most common and it is the default unit of measurement. To change the ruler units, click any one of the radio buttons under the Ruler Units heading.

For information about entering measurements and unit conversion, see Appendix B, *Entering measurements*.

Your choice of ruler units determines the default unit of measure on many of Informed Designer's dialogs. For example, when setting up the drawing area, the associated text entry boxes on the Drawing Setup dialog will display values in the current ruler's units of measurement.

Ruler zero point

The ruler zero point represents the intersection of the zero mark on each of the horizontal and vertical rulers. By default, the zero point is set to the top left corner of the drawing area. You can change the zero point to align it to any position on the drawing area.


Zero point marker

To change the zero point, click and drag the zero point marker—the small box at the upper-left corner of the drawing window—then release the pointer at the new position.

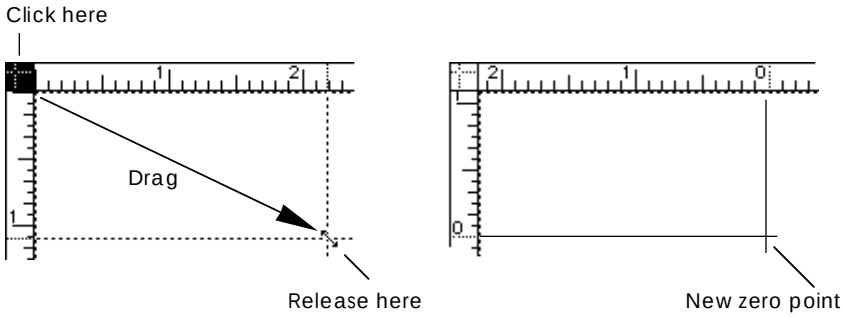


Fig. 4-6
Changing the zero point

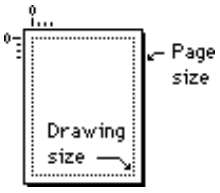
If you release the mouse button in the content area of the drawing window, you'll change the zero point on each ruler. If you release the mouse in the content area of either ruler, the zero point changes for that ruler only.

If you want to set the zero point to its home setting (see next section), click the zero point marker once.

Locked zero point

If you want to lock the zero point, check the 'Lock zero point' check box on the Ruler Options dialog. Locking the zero point prevents you from changing it accidentally. When the zero point is locked, the short gray lines on the zero point marker disappear.

Ruler home position



The diagram indicates where the home position is.

The ruler home position isn't the same as the ruler zero point. If you move the zero point on your drawing and then decide that you want to set it back to its home position, simply click the zero point marker once.

Informed Designer allows you to align the ruler home position with either the top-left or top-right edge of either the drawing area or the page. To set the ruler home position, select the desired option under the 'Ruler Home Position' heading on the Ruler Options dialog. The small diagram on the dialog changes to reflect your choice.

Important Changing the ruler home position doesn't automatically change the ruler zero point to match. After changing the ruler home position, click the zero point marker once to move the zero point to the home position.

Ruler crosshairs

Ruler crosshairs are visual aids that help you position the mouse and objects relative to particular points on the ruler. They appear as light gray lines on each ruler.

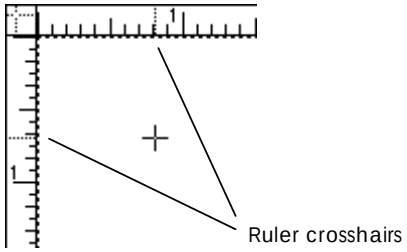


Fig. 4-7
Ruler crosshairs indicating pointer position

With the ruler crosshairs, you can easily position objects on the drawing area. For example, if you want to position the mouse one inch down and to the right of the ruler zero point, simply drag the mouse until the ruler crosshairs are over the one inch marks on both rulers.

The ruler crosshairs appear whenever the pointer is positioned over the drawing area or whenever you draw, drag, or resize an object. When you move the pointer, a single crosshair on each ruler shows the pointer's current horizontal and vertical position. When you draw, drag, or resize an object, the ruler crosshairs indicate the position of the object's edges.

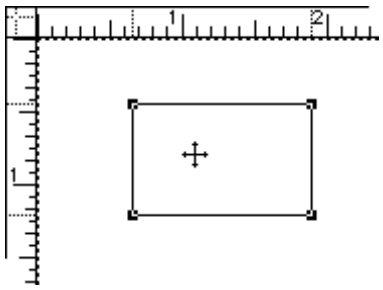


Fig. 4-8
Ruler crosshairs show an object's borders

If the grid is turned on, the ruler crosshairs will also snap to the grid. Ruler crosshairs are therefore an accurate indication of where drawing will start while positioning the pointer.

The grid

The grid consists of imaginary lines that run vertically and horizontally across the drawing area of a form. Use the grid as an aid to position and size objects on your form.

Show/Hide Grid
Layout menu

Each grid axis functions independently of the other. For more information about setting and activating the grid axes, see *Grid options* below.

You display the grid by choosing the Show Grid command from the Layout menu. When the grid is visible, the corresponding menu command becomes Hide Grid. Choose the Hide Grid command to turn the grid display off. Grid lines are always drawn according to the specifications on the Grid Options dialog. For more information about changing the appearance of the grid lines, see *Grid options* below.

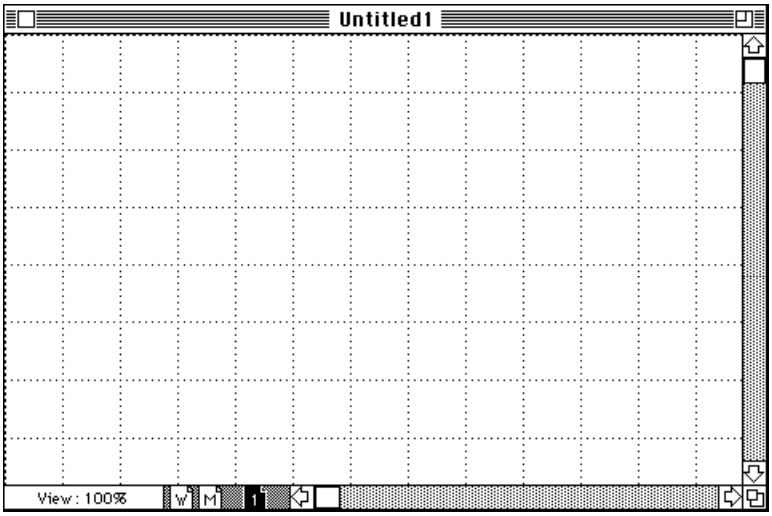
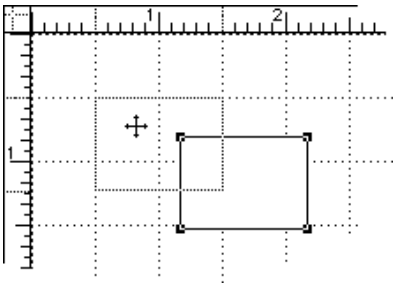


Fig. 4-9
Grid Lines on the drawing window

If you're using a color monitor, grid lines will appear in light blue.

With the grid, you can align objects in one of two ways: visually or by using the Snap To Grid feature. When used visually, you position and size objects by eye so that their boundaries lie along the grid lines.



To align an object visually, move it to the appropriate grid lines.

Fig. 4-10
Visual alignment to the grid

Using Snap To Grid

Snap To Grid
Layout menu
Command-Y

When drawing, dragging, or resizing, you can have Informed Designer automatically align—or 'snap'—objects to the grid. You do this by selecting the Snap To Grid command from the Layout menu.

If a drawing tool is selected and the rulers are visible, the ruler crosshairs will snap to the grid lines when snapping is turned on.

With the Snap To Grid feature turned on, all objects that you manipulate (by drawing, dragging, or resizing) will automatically align to the grid. When you draw or resize an object, its edges will be constrained to lie on the nearest grid lines, whichever are active. When you drag an object, its upper-left corner will be constrained to lie along the nearest grid lines.

While the Snap To Grid feature is on, a check appears beside the corresponding menu item to indicate that the feature is on. Subsequently, each time you draw, drag, or resize an object, the object's frame will be snapped to the nearest grid lines. To turn the snapping feature off, choose the Snap To Grid command again. The menu item will be unchecked, allowing you to manipulate objects on a pixel by pixel basis.

When snapping an object, it's important to note that the center of the object's frame—and not the edge of its frame—is snapped to the grid. This is helpful when you want to position adjacent objects since, instead of having their frames sit side by side, the frames of adjacent objects will overlap.

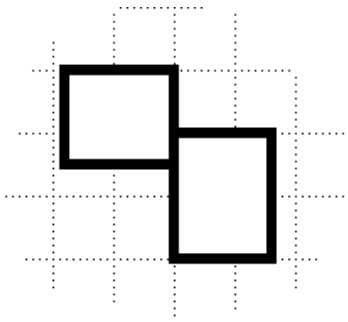


Fig. 4-11
Center of object frames snapped to the grid

When turned on, the Snap To Grid feature works regardless of whether the grid lines are visible or not.

Grid options

With the Grid Options command you control the spacing and visual density of the grid lines on your form. Informed Designer gives you the ability to separately customize the grid for each form that you design.

Grid Options...
Layout menu

To set the grid options, choose the Grid Options command from the Layout menu. This dialog will appear:

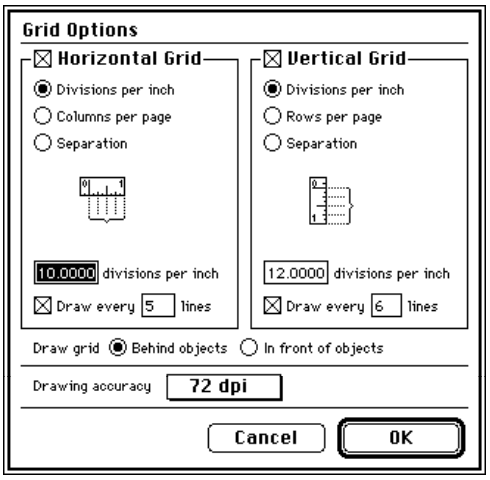


Fig. 4-12
Grid Options dialog

Each grid axis is activated and measured independently. To activate a grid axis, select the appropriate check box (Horizontal Grid or Vertical Grid) on the dialog above. If a grid axis is turned off, choosing the Show Grid command will not display grid lines in that direction, nor will snapping occur in that direction while the Snap To Grid feature is on.

The small diagram indicates the type of grid separation.

Grid separation—the distance between each grid line—can be specified in one of three ways: in divisions per unit (inches, centimeters, picas, or points), columns or rows per page, or unit separation (distance between each grid line). Select the desired method by clicking the appropriate radio button. The small diagram on the dialog changes to indicate your choice.

Regardless of how you measure grid separation, you control the exact spacing of the grid lines by typing a value in the accompanying text entry box. Suppose that the current ruler measures in inches. If you type ‘9’ into the text box on the Horizontal Grid, the vertical grid lines will be spaced at nine lines per inch; nine columns per page; or at a distance of nine inches between each grid line, depending on the spacing method you chose. When entering a unit separation, you can enter the value in any units you like; Informed Designer will perform the unit conversion for you.

For more information about entering measurements and unit conversion, see Appendix B, *Entering measurements*.

Display options

Use the ‘Draw every’ check box and text entry box to control the visual density of grid lines on your form. When you check this box, you can specify how many grid lines are drawn across your form. For example, if the horizontal grid lines are spaced at five divisions per inch, and you type ‘5’ into the adjacent text entry box, then one vertical line will be drawn for every five vertical lines on the grid (i.e. one grid line every inch). If you leave the ‘Draw every’ check box unchecked, then grid lines will not be drawn in that direction.

You can also control how grid lines are drawn relative to the objects on your form. Select the ‘Behind objects’ radio button if you want objects on your form to overlap the grid lines. Alternately, select the ‘In front of

objects' option if you want the grid lines to overlap the objects on your form.

The 'Drawing accuracy' pop-up menu controls the amount of precision that Informed Designer allows when you draw, resize, and position objects. This control is described in *Drawing accuracy* later in this chapter.

Guide lines

You can also use the Align command to align objects on your form. For more information, see *Aligning objects* in chapter 7.

Guide lines run vertically and horizontally along the drawing area of your form. Like the grid, you use guide lines as an alignment aid. However, they differ from grid lines because you create and adjust each guide line independently—one line at a time. With the help of the rulers you can place a guide line at any position on the drawing area, allowing you to align objects to a specific position on your form.

Show/Hide Guides
Layout menu

Guide lines are displayed by selecting the Show Guides command from the Layout menu. When guide lines are visible, the corresponding command becomes Hide Guides. Select this command to hide the guide lines. If you're using a color monitor, guide lines will appear in blue.

Creating and removing guide lines

Before creating a guide line, make sure that the rulers are visible. Then, click in the content area of either ruler and drag the mouse onto the drawing area of your form. Release the mouse button when the new guide line is aligned at the desired position.

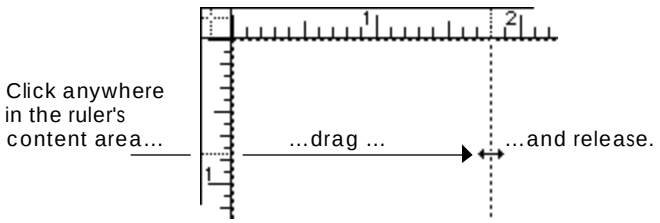


Fig. 4-13
Creating a guide line

To remove a guide line, click and drag it back into the content area of the ruler, or drag it completely off the top or left edge of the drawing window if the rulers aren't displayed.

Note If you reduce the size of the drawing area (using the Drawing Setup command), Informed Designer will automatically remove any guide lines that no longer lie in the drawing area.

Using guide lines

Similar to the grid, you use guide lines to align objects in one of two ways: visually, or automatically with the Snap To Guides feature. When used visually, you position and size an object by eye so that its edge lies against the guide line.

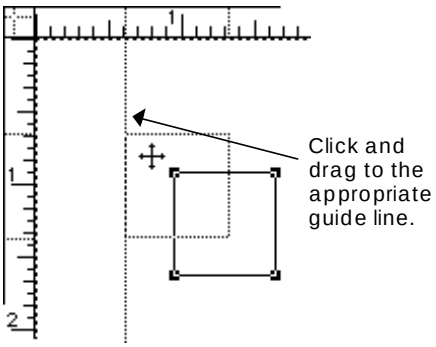


Fig. 4-14
Visual alignment to a guide line

The Snap To Guides feature

Snap To Guides
Layout menu

When drawing, dragging, or resizing an object, you can have Informed Designer automatically snap the object to the guide lines on your form. You do this by choosing the Snap To Guides command from the Layout menu.

With the Snap To Guides feature on, any object that you manipulate (by drawing, dragging, or resizing) will automatically align to the nearest guide line, provided that the object falls within the guide line's 'sensitivity area'. Suppose that guide lines have a sensitivity of five pixels. Then if

you move an object to within a five pixel distance of guide line, the object will automatically snap to lie exactly along the line.

You set the sensitivity of all guide lines using the Guide Options command. For more information, see *Guide options* below.

By default, Informed Designer snaps an object's edge to a guide line. However, you can snap the center of an object's frame instead. This option is set using the Guide Options command. For more information, see *Guide options* below.

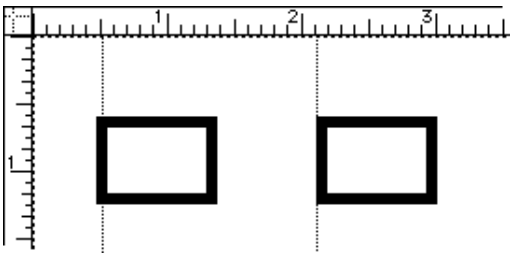


Fig. 4-15
Frame edge snapped to guide (left) vs. frame center (right)

While the Snap To Guides feature is on, a check appears beside the corresponding menu item. Subsequently each time you draw, drag, or resize an object, automatic snapping of its edges will occur. To turn the snapping feature off, choose the Snap To Guides command again. The menu item will be unchecked, allowing you to manipulate objects on a pixel by pixel basis.

The Snap To Guides feature works regardless of whether or not the guide lines are displayed.

Guide options

With the Guide Options command you can set the guide line options. These options include the guide sensitivity, display options, alignment options, and guide locking.

Guide Options...
Layout menu

To set the guide line options, choose the Guide Options command from the Layout menu. The dialog shown at the top of the next page appears:

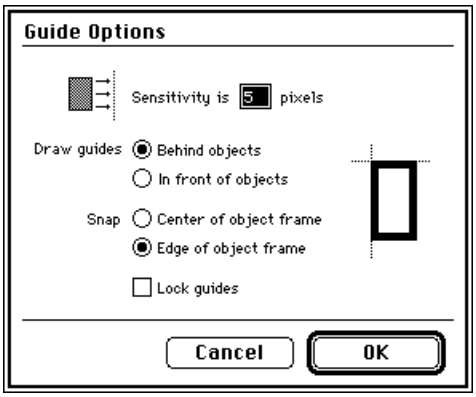


Fig. 4-16
Guide Options dialog

Guide line sensitivity

You control the guide line sensitivity by typing the desired value in the Sensitivity text entry box. The value that you enter specifies how close together an object and a guide line must lie before snapping will occur. For example, if you enter a value of ten, an object must lie ten pixels or less from a guide line before snapping will occur (of course, the Snap To Guides feature must be on).

Display options

With the ‘Draw guides’ feature, you can specify whether guide lines are drawn above or below the objects on your form. Select ‘Behind objects’ to draw guide lines below objects. Alternately, choose ‘In front of objects’ to draw guide lines above objects.

Snapping options

With the Guide Options dialog, you can choose between two methods of snapping. If you select the ‘Center of object frame’ option, the center of an object’s frame will snap to the guide lines. Alternately, if you choose the ‘Edge of object frame’ option, the edge of an object’s frame will snap to the guides instead.

If you’re using guide lines to align adjacent objects, the ‘Center of object frame’ option is more appropriate. This way, the frames of adjacent objects will overlap.

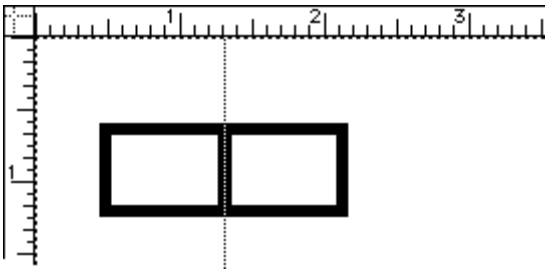


Fig. 4-17
Snapping frame centers

On the other hand, if you want to align a set of objects along a horizontal or vertical path, then it's more useful to snap the objects along their frame edges.

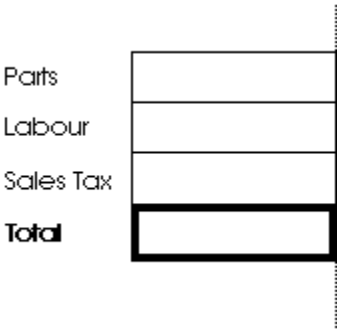


Fig. 4-18
Aligning fields along their right edges

Locking the guide lines

If you want to lock the guide lines, check the Lock Guides check box on the Guide Options dialog. This prevents you from accidentally moving the guide lines while you're editing your form.

View scale

While editing your form, you can change the view scale of the drawing window. Changing the view scale allows you to view more or less of the drawing area in the drawing window. By reducing the view scale you can see and work with a larger area of the form. By enlarging the view scale you can work with your form close up for greater precision.

Informed Designer provides you with a set of commands and a tool that allow you to change the view scale of the drawing window. You can vary the view scale anywhere from 25% through to 1600% of the drawing area's actual size.

Changing the view scale

You change the view scale of the drawing window by using the Zoom tool or any of the window scaling commands found in the Layout menu. Informed Designer allows you to view a form at 25, 50, 100, 200, 400, 800, and 1600 percent of its actual size.

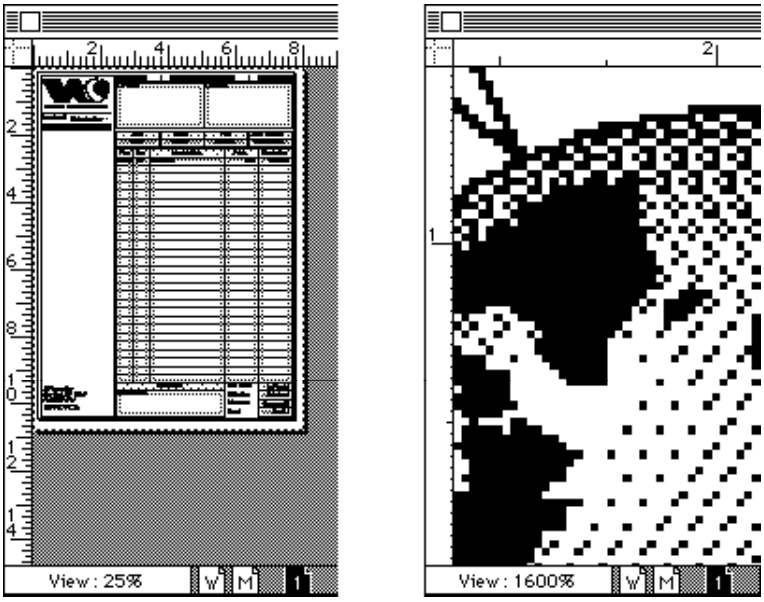
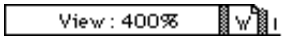


Fig. 4-19
A form viewed at 25% (left) and 1600% (right) of its actual size

When you change the view scale, the elements of your form are enlarged or reduced accordingly. However, Informed Designer's drawing aids such as the rulers, grid lines, guide lines and object handles always remain the same size.



View scale information

The current view scale of the drawing window can be seen in the information box near the lower-left corner of the drawing window.

The Zoom tool

Zoom tool

The Reduce and Enlarge commands also change the view scale. See below for more information.

The Zoom tool (the 'magnifying glass') enlarges or reduces the view scale of your form. To use the Zoom tool, first select it from the tool palette and position the pointer at the position of interest on the drawing window. Click the mouse button once to bring your form to the next larger scale (from 100 to 200 percent, for example). The information box at the lower-left corner of the drawing window will change to indicate the current view scale.

When enlarging a drawing with the Zoom tool, the area on the drawing that lies under the Zoom tool will be centered in the drawing window when you click the mouse button.

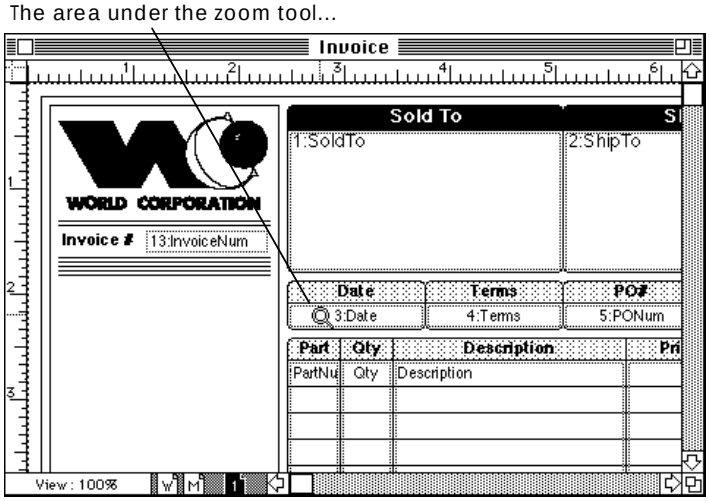


Fig. 4-20
Before clicking the Zoom tool

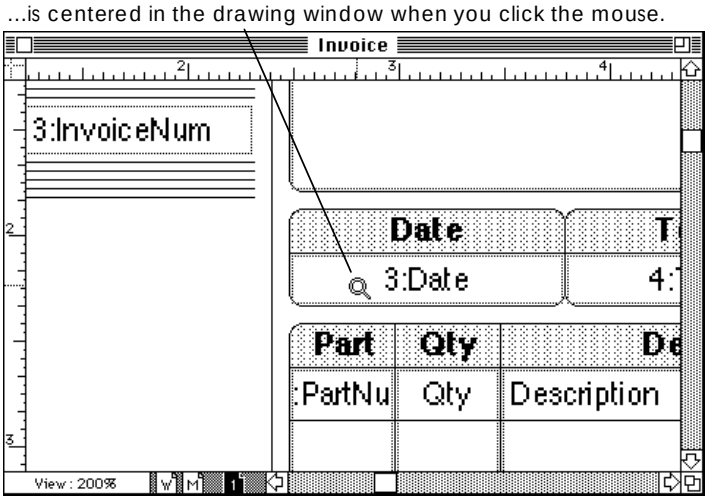


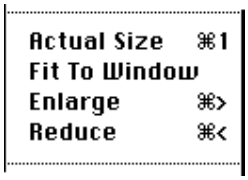
Fig. 4-21
After clicking the Zoom tool

Zooming out with the Zoom tool

Similarly, you can reduce the current view scale of the drawing window by clicking the Zoom tool in the drawing window while holding down the Option key.

The Actual Size command also changes the view scale to 100%. See below for more information.

To change the view scale of the drawing window to its actual size, simply double-click the Zoom tool on the tool palette. This changes the drawing window's view to 100% (actual size).



The view scaling commands (from the Layout menu)

The view scaling commands

Like the Zoom tool, the view scaling commands provide you with a means of enlarging and reducing the view scale of the drawing window. With the scaling commands, the same range of views are supported (from 25 to 1600 percent).

Actual Size
Layout menu
Command-1

Actual Size

The Actual Size command sets the view scale to 100%. As its name suggests, using the Actual Size command scales the drawing window to its actual printed size. To use the Actual Size command, select it from the Layout menu. The information box in the lower left corner of the drawing window will show 100%.

Fit To Window

Fit To Window
Layout menu

To fit the drawing area entirely in the drawing window, select the Fit To Window command from the Layout menu. The amount of scaling required is determined automatically based on the size of the drawing area and the current size of the drawing window. When you choose this command, Informed Designer always tries to make the form as large as possible while still ensuring that it appears completely in the drawing window.

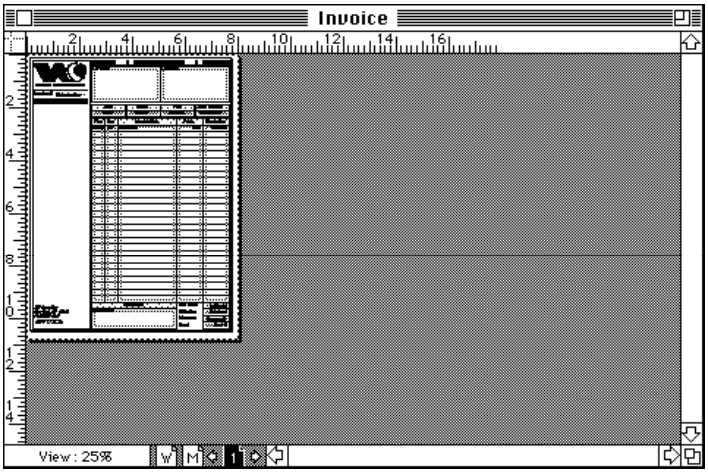


Fig. 4-22
Fitting a form to the drawing window

Subsequently resizing the drawing window (either manually or by clicking the window's zoom box) doesn't automatically change the view scale. To once again fit the drawing area in the drawing window, you must choose the Fit To Window command again.

Note Even if the drawing area doesn't fit entirely in the drawing window at the 25% view scale, the Fit To Window command will never reduce the view scale below 25%.

Enlarge

Enlarge
Layout menu
Command->

The Enlarge command enlarges the view scale to the next larger scale. This command is enabled only if the current view scale is less than 1600%. To enlarge the view scale, select Enlarge from the Layout menu. The information box in the lower-left corner of the drawing window changes to indicate the new view scale.

Reduce

Reduce
Layout menu
Command-<

The Reduce command reduces the view scale to the next smaller scale. This command is enabled only if the current view scale is greater than 25%. To reduce the view scale, select Reduce from the Layout menu.

Drawing accuracy

Drawing accuracy refers to the level of precision with which you can size and position objects on your form. The higher the drawing accuracy, the more control you have over an object's exact size and position.

Drawing accuracy is measured in dots per inch (dpi). The number of dots per inch corresponds directly to how accurately you can position or size an object within a one inch distance. For example, if the drawing accuracy were 72 dpi, the smallest distance that you could move an object would be 1/72nd of an inch.

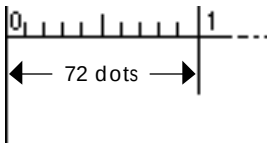


Fig. 4-23
72 dpi drawing accuracy

The drawing accuracy of your Macintosh screen—sometimes called screen resolution—is 72 dpi. This means that in any direction, there are 72 dots, or pixels, from one inch to the next. Therefore, when the view scale of the drawing window is 100% (actual size), moving an object from one pixel to the next will move the object a distance of 1/72nd of an inch. You can change the view scale of the drawing window using either the Zoom tool or the view scale commands in the Layout menu. See View scale for more information.

If you change the view scale of the drawing window, you effectively change the drawing accuracy as well. Each time you enlarge the view scale, the drawing accuracy doubles. This is because although everything becomes twice as large, you can still move an object one screen pixel at a time (which is now half the distance). If you enlarge the view scale from actual size to 200%, the drawing accuracy changes from 72 to 144 dpi. The smallest distance that you can move or resize an object changes from 1/72nd to 1/144th of an inch.

Important You can select a maximum drawing accuracy by choosing a setting from the 'Drawing accuracy' pop-up menu on the Grid Options dialog. Informed Designer will limit the drawing accuracy to this setting, even if you change the view to a larger scale. See *Limiting the drawing accuracy* below.

Informed Designer allows a maximum drawing accuracy of 1152 dpi. This means that you can change the position or size of an object by a distance as small as 1/1152nd of an inch. In order to obtain this level of precision, you have to change the view scale of the drawing window to 1600%.

Limiting the drawing accuracy

Even though precise drawing accuracy is often necessary to position objects exactly on your form, you should be aware of possible—and often unexpected—alignment problems that can result when you manipulate objects at different view scales.

Suppose that you enlarge the view scale of the drawing window to 400% and draw a thin vertical line three pixels to the right of one inch. Since the drawing accuracy is 288 dpi at 400%, the distance of three screen pixels is 3/288ths of an inch.

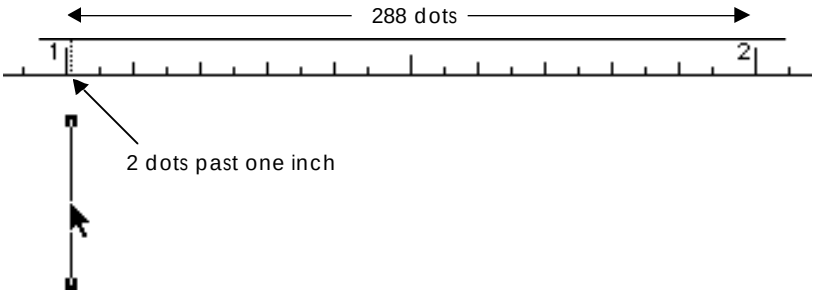


Fig. 4-24
Drawing a line at 288 dpi drawing accuracy

After drawing the line, let's say that you change the view scale back to actual size and draw another line over top of the first one. Since the maximum drawing accuracy is only 72 dpi when the view scale is 100%, you wouldn't be able to position the second line as accurately as the first. Even though the two lines would appear to be at the same position, their exact locations would be different. This would become apparent if you enlarged the view scale, or if you printed the form on a high resolution output device.

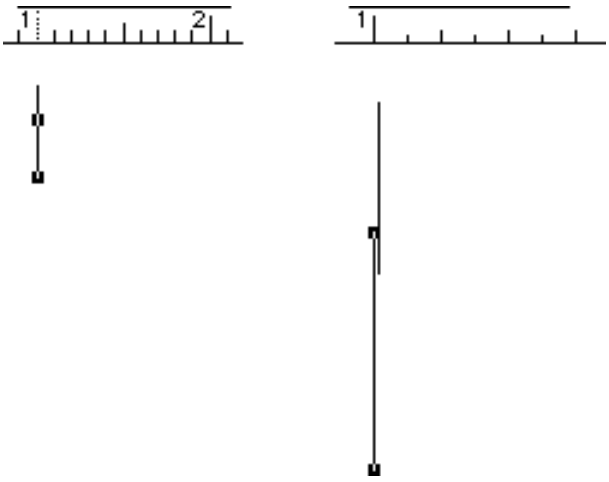


Fig. 4-25
Two lines at 100% (left) and 400% (right)

Grid Options...
Layout menu

To avoid this problem, Informed Designer allows you to limit the drawing accuracy. You can choose a maximum drawing accuracy using the 'Drawing accuracy' pop-up menu on the Grid Options dialog.

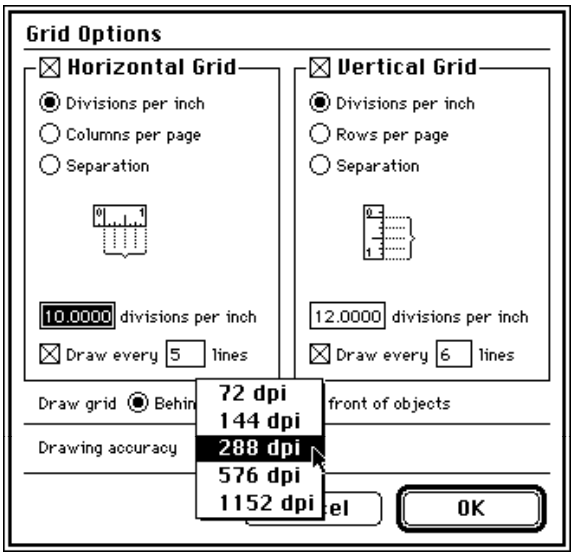


Fig. 4-26
Choosing a drawing accuracy

When you limit the drawing accuracy, Informed Designer restricts the placement of objects to the corresponding resolution. For example, if you choose a maximum drawing accuracy of 72 dpi, Informed Designer won't allow you to move an object less than 1/72nd of an inch, even if you enlarge the view scale to 200% or more.

By restricting the drawing accuracy to 72 dpi, you could avoid the alignment problem discussed above. When you'd try to draw the first line at three pixels to the right of one inch, Informed Designer would force the position of the line to 1 and 1/72nd of an inch—an even multiple of the drawing accuracy. At the 100% view scale, you could then draw the second line precisely on top of the first.

Chapter 5
Drawing tools

This chapter describes Informed Designer's drawing tools. You'll learn about the different types of objects and the options that control their appearance. You'll also learn how to draw and manipulate objects using the drawing tools. Figure 5-1 below shows Informed Designer's tool palette.

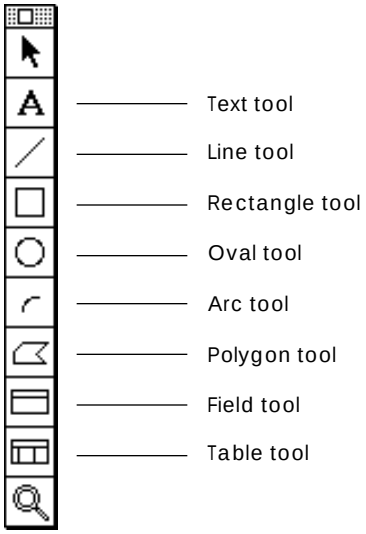


Fig. 5-1
The tool palette

This chapter provides information about object types and their appearance attributes. For information about changing an object's appearance, see *Changing an object's appearance*.

The tool palette

The tool palette provides access to Informed Designer's drawing tools. In addition to the drawing tools, the tool palette also contains the Pointer tool and the Zoom tool.

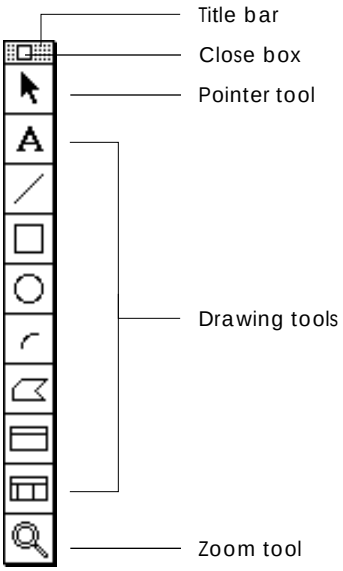


Fig. 5-2
Parts of the tool palette

The Pointer tool selects, deselects, repositions, and resizes objects on your form. The Zoom tool changes the view scale of the drawing window. For more information about the Pointer tool, see *Selecting objects*. For information about the Zoom tool, see *Changing the view scale*.

Show/Hide Tools
Layout menu

Like any palette, you can show or hide the tool palette and drag it to a different position on your screen. To show the tool palette, choose the Show Tools command in the Layout menu. This command changes to Hide Tools when the tool palette is displayed. Choosing Hide Tools closes the tool palette. You can also hide the tool palette by clicking its close box in the title bar. To move the tool palette on your screen, click and drag its title bar to a new position.

You select a tool by clicking it on the tool palette. When a tool is selected, it's highlighted—that is, the tool appears black.

Escape key
` key

Since you use the Pointer tool often, Informed Designer offers two shortcuts for selecting it. First, pressing the key located at the top-left of your keyboard will toggle the current tool between the Pointer tool and the last drawing tool used. Depending on which style of keyboard you're using, this key will be either the Escape key or the reverse quote (`) key.

Option key

The second shortcut allows you to temporarily select the Pointer tool while using any other tool. While using a drawing tool, you can press the

Option key to select the Pointer tool. As long as you hold down the Option key, the Pointer tool will remain in effect. When you release the Option key, the current drawing tool will become active again. This shortcut is useful if you want to quickly move or resize an object while you're using the drawing tools.

The Text tool

Text tool

Use the Text tool to draw text or edit text objects. You can also use the Text tool to edit the titles of fields and tables. Select the Text tool by clicking it on the tool palette.

As a shortcut, you can select the Text tool by pressing the Tab key once. In addition to selecting the Text tool, pressing Tab will also select the characters of the first text, field, or table object on your form (based on top-left to bottom-right position). If a text, field, or table object is selected, pressing Tab will select the characters of that object instead.

Drawing a caption

I-beam pointer

To draw a caption (a title or heading), select the Text tool and position the pointer where you want the caption to start; the pointer changes to an I-beam. Then click the mouse and start typing.

click and start typing

Fig. 5-3
Drawing a caption

While you type, you can begin a new line by pressing the Return key. If you try to type past the edge of the drawing area, your text will automatically wrap to the next line. When you finish typing, press Enter or select another tool; Informed Designer selects the object as a whole (that is, the object will show handles at its corners).

Unlike paragraphs of text (see next section), the dimensions of a caption automatically change when you edit it. For example, if you insert new words or change the object's font size, Informed Designer will automatically adjust the object's width and height to fit tightly around the text. However, once you've resized the object using the Pointer tool, its dimensions will no longer adjust automatically.

Drawing a paragraph of text

You can specify the margins of a text object by drawing a rectangle with the Text tool before you begin typing. This is useful for drawing paragraphs of text.

To create a paragraph, select the Text tool and position the pointer where you want the top and left margins to be. Then click and drag to draw a rectangle. As you drag, a rectangular outline appears, shrinking and expanding to follow the movement of the mouse. Release the mouse button when the outline is the right size. Then you can start typing your paragraph.

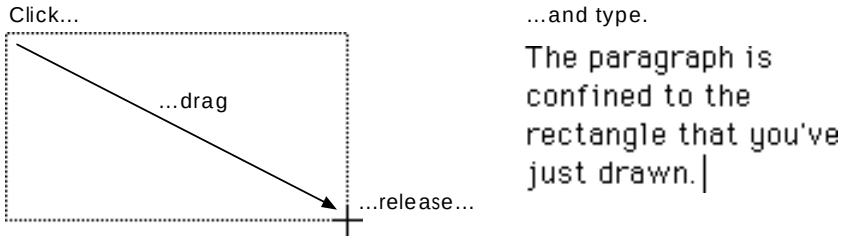


Fig. 5-4
Drawing a text rectangle

When text reaches the edge of the object's rectangle, it will automatically wrap to the start of the next line. If you type past the bottom edge of the rectangle, Informed Designer will extend the edge to accommodate any additional lines.

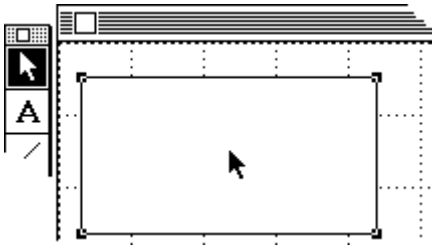
When you finish typing, press Enter or select another tool. The bottom edge of the object's rectangle will automatically snap up to the bottom edge of the last line of text and the object will be selected.

If you hold down the Option key while pressing Enter, the object's right edge will snap to fit tightly around the width of the longest line of text. This will happen if the initial width of the paragraph is wider than the longest line that you type.

Drawing text in a box

Informed Designer makes it easy to draw text inside a box. Instead of drawing a rectangle with the Text tool (as described above in *Drawing a paragraph of text*), simply select a rectangle object with the Pointer tool and start typing. The text you type will automatically align itself inside the rectangle.

Select with the Pointer tool...



...and start typing.

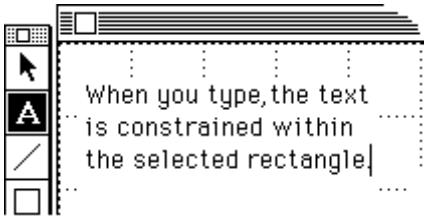


Fig. 5-5
Typing in a box

Note This feature works only when a single rectangle object is selected.

As before, when you finish typing, press Enter or select another tool. Informed Designer will snap the bottom edge of the object's rectangle to the bottom edge of the last line of text, then select the object as a whole.

As in the case of drawing a paragraph, holding down the Option key while pressing Enter will snap the right edge of the object to fit closely against the longest line of text.

Editing text

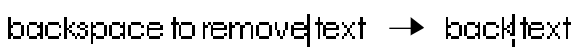
Use the Text tool to edit the words or characters of an existing text object. Field, table, and column titles are edited the same way.

To edit a text object or title, select the Text tool and click the text that you want to edit. Then begin typing. Use these standard Macintosh editing techniques to change the text:

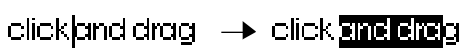
- **type to insert characters,**

- **backspace to remove characters,**

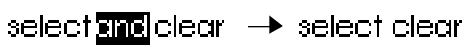
- **click and drag to select text,**

- **select and type to replace text,**

- **select and backspace (or use the Clear command) to remove text.**

If you're unfamiliar with the standard editing techniques outlined above, please consult your *Macintosh Owner's Guide*.

Note You can also edit text by using Clipboard commands. See *Cutting and Copying text* and *Pasting text* for more information.

As always, when you finish typing, press Enter or select another tool. Informed Designer will snap the bottom edge of the object's rectangle to the bottom edge of the last line of text, then select the object as a whole. If you hold down the Option key while pressing Enter, the right edge of the object will adjust automatically to fit around the longest line of text.

Text dimensions

The dimensions of a text object determine the maximum width of each line. When you draw a paragraph of text (see Drawing a paragraph of text), or when you draw text in a box (see Drawing text in a box), the width of the text object is fixed. This means that as you type, the text automatically wraps to stay inside its preset width. There's no need to press the Return key at the end of each line. If you draw a caption by clicking and typing, the width of the text object is determined by the length of the longest line that you type. You'll start a new line only if you type past the end of the drawing area or if you press the Return key.

Whenever you edit a caption, the width of the text object will change freely to fit around the longest line. If you resize the text object with the Pointer tool, the object becomes a paragraph of text with a fixed width. If you want to change a paragraph of text to a caption, simply hold down the Option key when you press the Enter key after editing the text. The object's width will expand or contract to fix around the object's longest line.

The appearance of text

The appearance of text is controlled by changing attributes such as the font, font size, type style, alignment, and leading. Some attributes apply to entire text objects, whereas others apply to individual characters. Individual characters each have the following attributes: font, font size, and type style (with the exception of white type). Each text object (as a whole) has these attributes: white type, leading, horizontal alignment, color, and pen shade (see *Using shaded text* below). For a complete description of text attributes and how to set them, see *Type settings*. See *Paint settings* for information about the color attribute.

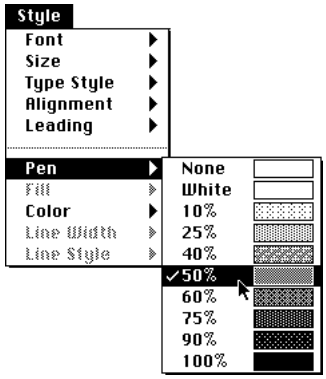
When you draw a new text object, its type attributes and color are initially set to the current default settings for the Text tool. For example, if the default font is Times, each new text object that you draw will be Times. For instructions on changing the default text attributes, see *Changing default settings*.

Using shaded text

Forms often contain lightly shaded text that's positioned under blanks to bring special instructions to the filler's attention. For example, the parts of a form that are for office use only might be indicated so by using this technique. An example is shown below.

Fig. 5-6
Example of shaded text

You can shade a text object by selecting an appropriate pen setting. Like any object that has a pen setting, you change the shading of a text object by first selecting the object (or objects), then choosing a different setting either from the Pen submenu under Style, or by using the Paint command.



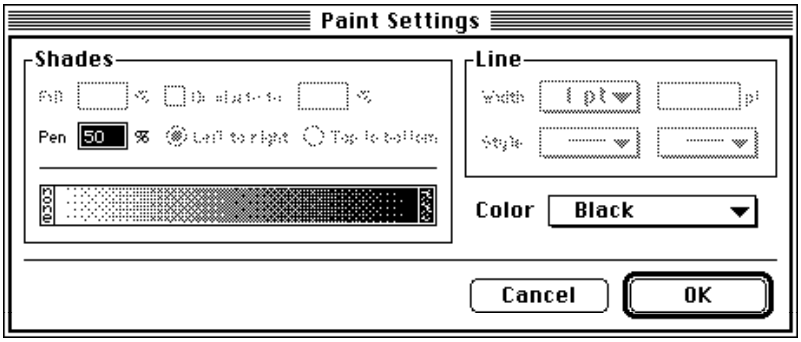


Fig. 5-7
Paint Settings dialog

Note You can't shade the text titles of fields, tables, and table columns. Only the text of text objects can be shaded.

Like other objects that have a pen setting, you can't set the pen shade of a text object to 'Block'. This setting is not available. Also, if a text object is shaded, selecting the White Type type style attribute will reverse the shade through any overlapping objects. For example, a text object with a 25% pen shade and the White Type attribute selected will appear with a 75% pen shade when placed over a black box.

The Line tool


Line tool


Cross pointer

Use the Line tool to draw lines on your form. Select the Line tool by clicking it on the tool palette; the pointer changes to a cross.

To draw a line, position the pointer where you want the line to start. Then click and drag the pointer to where you want the line to end, and release the mouse button. The new line is drawn and selected.

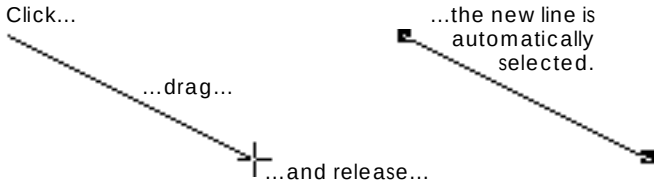


Fig. 5-8
Drawing a line

If you hold down the Shift key while drawing, the new line will be constrained to the horizontal or vertical axis, or diagonally at 45, 135, 225, or 315 degrees.

The appearance of lines

The appearance of lines can be changed by changing attributes such as the pen shade and line width. More specifically, each line has the following attributes: pen shade, line width, line style, and color. Figure 5-9 below illustrates these attributes.

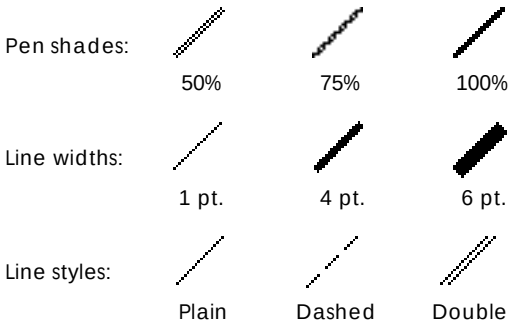


Fig. 5-9
Line attributes

The pen shade determines the darkness of the line. Changing the line width changes the line's thickness. Line styles include plain, dashed, and various double line styles. Each line can also be colored. For a complete description of line attributes and how to change them, see *Paint settings*.

When you draw a new line, its pen shade, line width, line style, and color attributes are initially set to the current default settings for the Line tool. For example, if the default line width for lines is 1 point, each new line that you draw will be 1 point wide. For instructions on changing the default line attributes, see *Changing default settings*.

The Rectangle tool

Rectangle tool

Cross pointer

Use the Rectangle tool to draw rectangles or boxes on your form. Select the Rectangle tool by clicking it on the tool palette; the pointer changes to a cross.

To draw a rectangle, position the pointer where you want a corner to start. Then click and drag the pointer to the opposite corner and release the mouse button. While dragging, a gray frame follows the movement of the mouse. When you release the mouse button the new rectangle is drawn and selected.

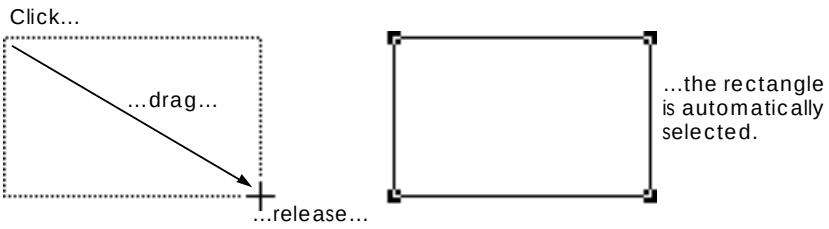


Fig. 5-10
Drawing a rectangle

If you hold down the Shift key while drawing, the new rectangle will be constrained to a square (all sides equal length).

The appearance of rectangles

The appearance of rectangles can be changed by changing attributes such as the pen shade, fill shade, and line width. More specifically, each rectangle has the following attributes: pen shade, fill shade, line width, line style, color, and corner rounding. Figure 5-11 below illustrates these attributes.

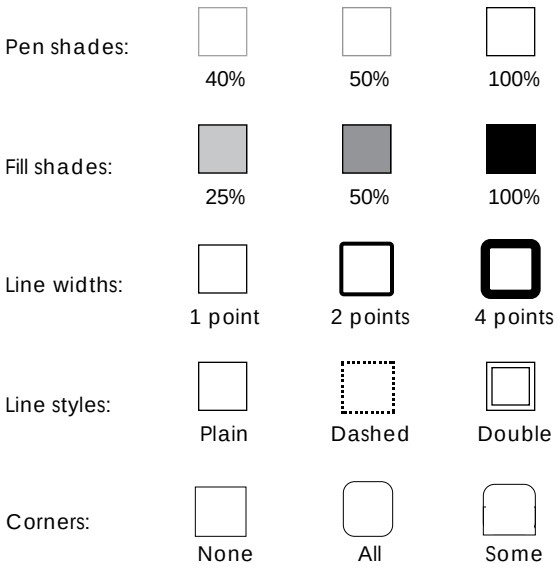


Fig. 5-11
Rectangle attributes

The pen shade determines the darkness of the rectangle's frame. The rectangle's interior is drawn with the selected fill shade. Changing the line width changes the frame's thickness. Line styles (also used to draw the rectangle's frame) include plain, dashed, and various double line styles. Each rectangle can also be colored. For a complete description of the pen shade, fill shade, line width, line style, and color attributes and how to change them, see *Paint settings*. For more information about rounding corners, see *Rounded corners*.

When you draw a new rectangle, its appearance attributes are initially set to the current default settings for the Rectangle tool. For example, if the default fill shade for rectangles is 50%, each new rectangle that you draw will be automatically filled with a 50% shade. For instructions on changing the default rectangle attributes, see *Changing default settings*.

The Oval tool


Oval tool


Cross pointer

Use the Oval tool to draw ovals and circles on your form. Select the Oval tool by clicking it on the tool palette; the pointer changes to a cross.

To draw an oval, position the pointer where you want the oval to begin. Then click and drag until the oval is the right size. An outline of the oval

will appear and follow the movement of the mouse. When the oval is the right size, release the mouse button. The new oval is drawn and selected.

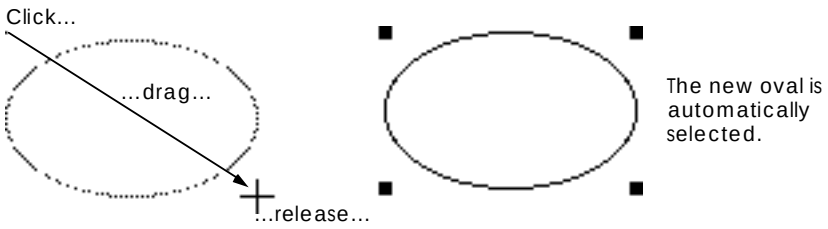


Fig. 5-12
Drawing an oval

If you hold down the Shift key as you draw, the new oval will be constrained to a circle.

The appearance of ovals

All ovals have pen shade, fill shade, line width, and color attributes. You can change the appearance of an oval by changing any of these attributes. These attributes are shown below in Figure 5-13.

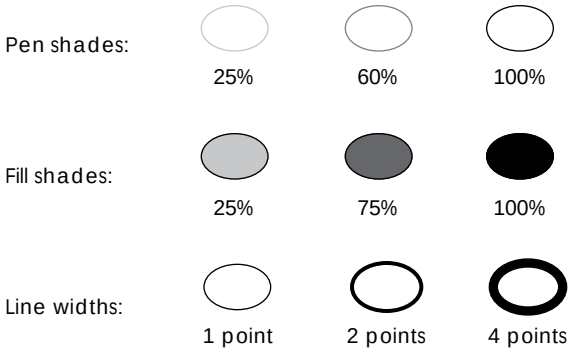


Fig. 5-13
Oval attributes

The pen shade determines the darkness of the oval's frame. The oval's interior is drawn with the selected fill shade. Changing the line width changes the frame's thickness. Each oval can also be colored. For a complete description of the pen shade, fill shade, line width, and color attributes and how to change them, see *Paint settings*.

As with lines and rectangles, newly drawn ovals inherit the default attributes of the Oval tool. For example, if the default line width of the

Oval tool is 2 points, each new oval that you draw will have a frame that's two points thick. For instructions on changing the default oval attributes, see *Changing default settings.*

The Arc tool


Arc tool


Cross pointer

Use the Arc tool to draw arcs on your form. Select the arc tool by clicking it on the tool palette; the pointer changes to a cross.

To draw an arc, position the pointer where you want the arc to begin. Click and drag to the opposite end of the object. An outline of the arc will appear and follow the movement of the mouse. When the arc is the right size, release the mouse button. The new arc is drawn and selected.

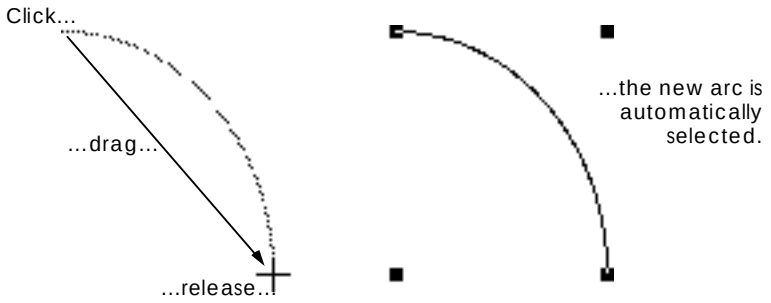


Fig. 5-14
Drawing an arc

The initial motion of the mouse determines the direction and curvature of the arc. For example, dragging the mouse up and to the right creates an arc that slopes upward along the horizontal axis, while dragging the mouse to the right and then up creates an arc that slopes upward along the vertical axis. This is illustrated below.

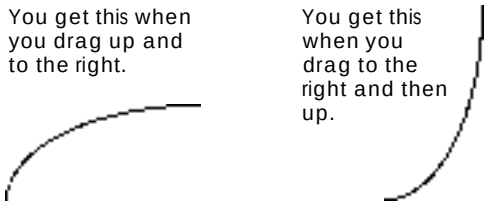


Fig. 5-15
Arc curvature

The appearance of arcs

The appearance of arcs can be changed by changing attributes such as the pen shade, fill shade, and line width. More specifically, each arc has the following attributes: pen shade, fill shade, line width, and color. Figure 5-14 below illustrates these attributes.

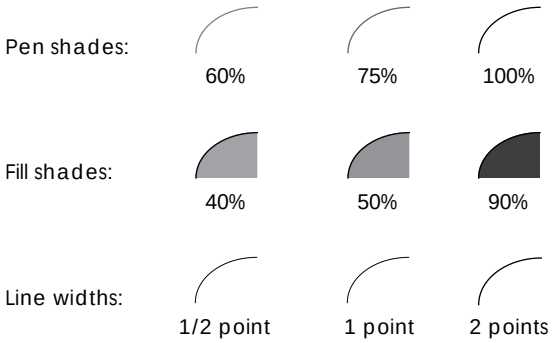


Fig. 5-16
Arc attributes

The pen shade determines the darkness of the arc. The arc's interior (a quarter oval), is filled with the selected fill shade. Changing the line width changes the arc's thickness. As well, each arc can be colored. For a complete description of the pen shade, fill shade, line width, and color attributes and how to change them, see *Paint settings*.

When you draw a new arc, its pen shade, fill shade, line width, and color attributes are initially set to the current default settings for the Arc tool. For example, if the default line width for arcs is 2 points, each new arc that you draw will be 2 points thick. For instructions on changing the default arc attributes, see *Changing default settings.*

The Polygon tool


Polygon tool


Cross pointer

Use the Polygon tool to draw polygons on your form. Select the polygon tool by clicking it on the tool palette; the pointer changes to a cross.

To draw a polygon, move the pointer to where you want the first side to start. Then click and release the mouse button. Move the pointer to the end of the first line segment and click the mouse button to create the first side of the polygon. Create the remaining sides of the polygon by

alternately positioning the pointer and clicking until the polygon has the shape that you want.

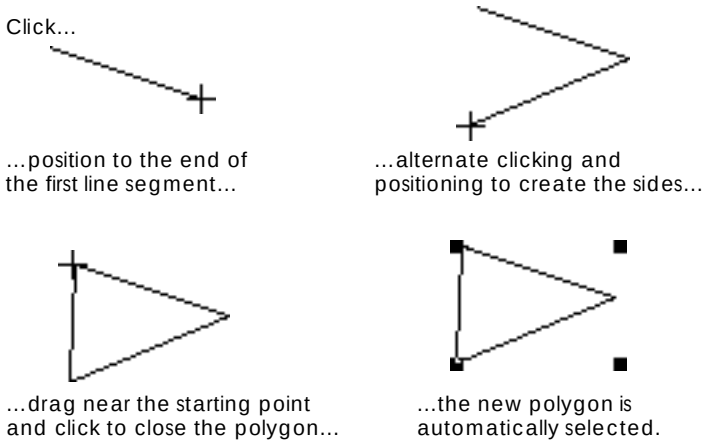


Fig. 5-17
Drawing a polygon

When creating the last side of the polygon, you can either join it with the first side, or leave the polygon open. To join the last side with the first, simply click once near the first end point of the polygon's first side. Informed Designer will automatically close and select the polygon. To leave the polygon open, position the pointer where you want the last side to end, then double-click the mouse button.

If you hold down the Shift key while positioning the pointer to create a side, Informed Designer will constrain the side to lie on either of the horizontal or vertical axes, or diagonally at 45, 135, 225, or 315 degrees.

The appearance of polygons

The appearance of polygons can be changed by changing attributes such as the pen shade and line width. More specifically, each polygon has the following attributes: pen shade, fill shade, line width, and color. Figure 6-16 below illustrates these attributes.

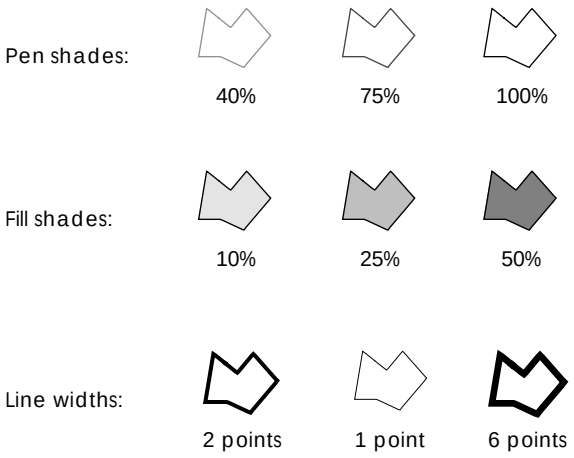


Fig. 5-18
Polygon attributes

The pen shade determines the darkness of the polygon's sides. The fill shade is used to draw the interior of the polygon. Changing the line width changes the width of the sides. Each polygon can also be colored. For a complete description of polygon attributes and how to change them, see *Paint settings*.

When you draw a new polygon, its pen shade, fill shade, line width, and color attributes are initially set to the current default settings for the Polygon tool. For example, if the default line width for polygons is 1 point, the sides of each new polygon that you draw will be 1 point wide. For instructions on changing the default polygon attributes, see *Changing default settings*.

Reshaping a polygon

As with all objects, you can select, reposition, and resize a polygon using the Pointer tool. However, when you resize a polygon, the relative position of each vertex (the joining of two sides) always remains the same. Notice that handles appear only on the corners of the smallest rectangle that fits around the polygon.

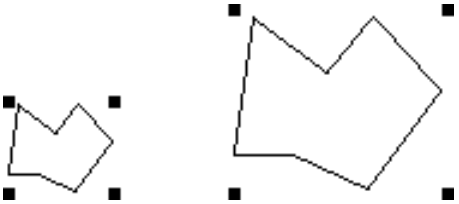


Fig. 5-19
Resizing polygons

Reshape Polygon
Arrange menu

To change the position of a particular vertex, use the Reshape Polygon command. First select the polygon with the Pointer tool, then choose Reshape Polygon from the Arrange menu. Handles will appear at each vertex of the polygon.

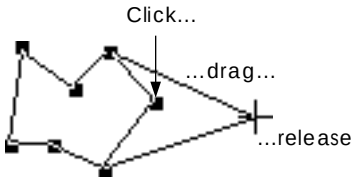


Fig. 5-20
Reshaping a polygon

Again using the Pointer tool, click and drag any vertex. The polygon will remain in *reshape* mode until you deselect it.

The Field tool

Fields are graphic objects that hold information. Each field contains a cell—a holding place for data. When you fill out a form, you enter information into each cell.

Unlike other graphic objects such as lines, rectangles, and ovals; fields are composed of various elements or parts. These parts automatically appear when you draw a field, making it easy for you to draw the graphics that commonly surround a cell. The structure of a field is shown on the next page.

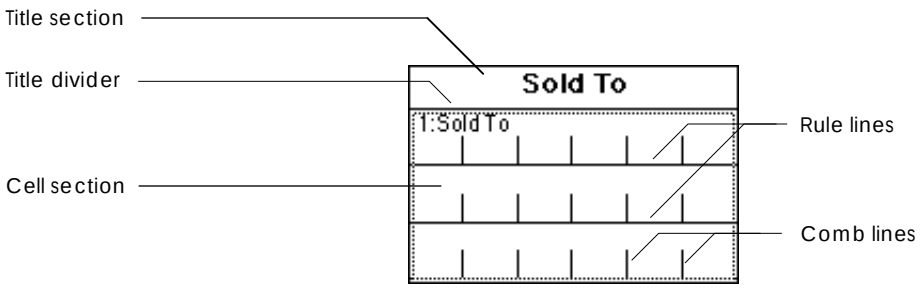


Fig. 5-21
Parts of a field

There are a variety of options that you can use to change the general appearance of a field. For example, you can show a field's title on any side of its cell, or you can hide the title altogether. You can turn the rule lines and combs on or off, and you can change their appearance too. Figure 5-22 below shows a variety of fields drawn with the Field tool.

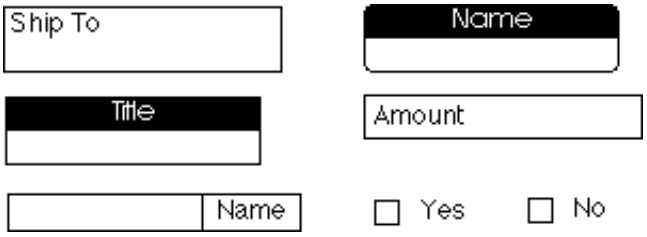


Fig. 5-22
Sample fields

This section discusses the graphic attributes of fields. You'll learn how to draw a field and change its appearance. As well, you'll learn how to select and manipulate the parts of a field. For information about setting up a cell's data intelligence attributes, see the *Data intelligence* manual.

Note Throughout this section you'll learn how to select and manipulate the parts of a field using the Field tool. For convenience, Informed Designer allows you to use either the Field tool or Table tool for this purpose.

Drawing a field


Field tool


Cross pointer

To draw a field, select the Field tool by clicking it on the tool palette. Position the pointer on the drawing area; the pointer changes to a cross. Click where you want a corner to start and drag to the opposite corner. When you release the mouse button, the field is drawn and selected.

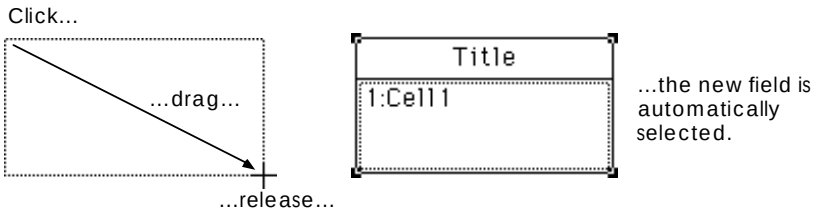


Fig. 5-23
Drawing a field

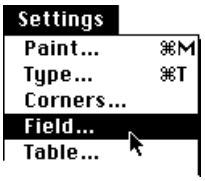
If you hold down the Shift key while drawing, the dimensions of the new field will be constrained to a square (all sides will be of equal length).

Drawing over top of fields

The parts of a field are selected by clicking them with the field tool. You can also change the size of a section by clicking and dragging its edge or the title divider. Since the Field tool is also used for drawing new fields, an option must be used if you want to draw a new field over top of an existing field. To draw a new field over top of—or immediately adjacent to—another field, hold down the Command and Options keys while drawing.

The appearance of fields

As already mentioned, a field consists of various *parts* that are automatically drawn, positioned, and resized as the field is manipulated. You can change the appearance of a field by changing the position, size, or visual attributes of each of its parts. You use the Field tool to select a part, or change the dimensions of a part by dragging. The Field command allows you to control the options associated with each part.



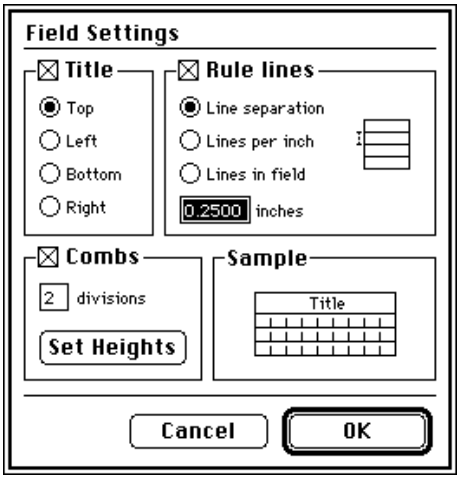
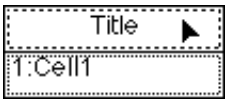


Fig. 5-24
The Field dialog

Although the Field command is referred to throughout this section, a complete description of its use is not covered here. See *Field settings* instead.



With the Field tool selected, the pointer will look like an arrow while over the title section.

The title section

The title section commonly describes the information in a field's cell. It consists of a frame and the accompanying title text. To select the title section, click it with the Field tool. An inset frame in the title section will shimmer.

You can position the title section on any side of a field's cell, or you can hide it altogether. Use the Field command to choose an orientation for the title section. Figure 5-25 below shows 5 fields, each with a different position for the title section.

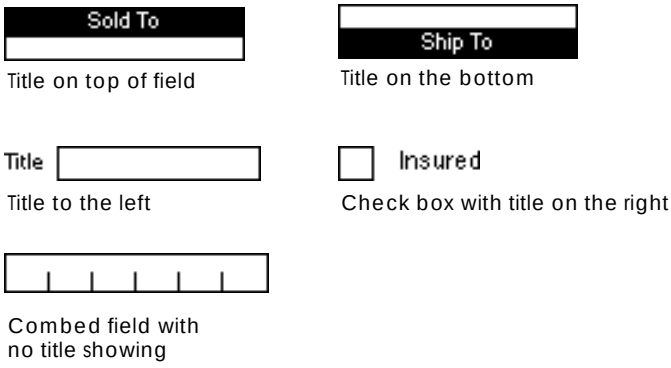
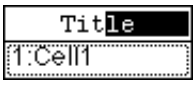


Fig. 5-25
Different positions for the title section



As a shortcut, you can double-click a field's title section with the Field tool to choose the Type command.

To edit the title text, use the Text tool and the appropriate text editing techniques (see *Editing text* for more information). Like all text objects, the title text has font, font size, type style, leading, and alignment attributes. Use the Type command in the Settings menu or the various Style submenus to change these attributes. See *Type settings* for more information.

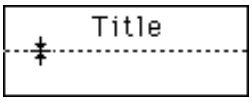
Note Unlike other text objects, field titles can be vertically aligned within the title section. See *Type settings* for more information.

The title section has many of a rectangle's visual attributes. For example, you can change the pen and fill shades and adjust the thickness of the title section's frame; or you can change the amount of rounding on each corner. Before choosing a setting, make sure that you first select the title section by clicking it with the Field tool. For a complete description of the pen shade, fill shade, and line width attributes, see *Paint settings*. For information about rounding corners, see *Rounded corners*.

The title divider

If a field's title section is on, the field will also have a title divider. The title divider divides the field into two sections: the title section and the cell section.

Like other parts of a field, you can select the title divider by clicking it with the Field tool; the line will shimmer. Once you select the title divider, you can change its appearance by changing the pen shade or line



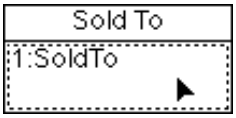
The pointer changes when its over the title divider.

As a shortcut, you can choose the Paint command by double-clicking the title divider with the Field tool.

width. If you want to hide the line altogether, change its pen shade to none. For information about the pen shade and line width attributes, see *Paint settings*.

To change the height of the title section, use the Field tool to drag the title divider in the appropriate direction (up/down or left/right, depending on position of the field's title). You can also click and drag the top edge of the title section. See *Resizing parts of a field* later in this section.

The cell section



Note the appearance of the pointer when it's over the cell section.

Like the blank on a form, the cell section represents the area of a field where you enter information. It consists of a cell, a frame, and optional rule lines and combs. To select the cell section, click it with the Field tool. An inset frame in the cell will shimmer.

Even though you can't see a cell's text until you actually fill out the form, Informed Designer allows you to specify the cell's type characteristics during the design process. When you fill out a form, each cell value will be displayed with its preset type settings.

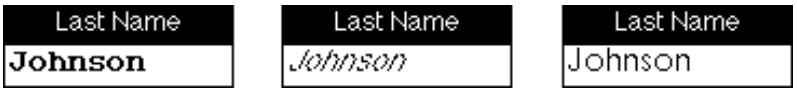


Fig. 5-26
Different cell type styles

Like the title section, you can choose the font, font size, type style, leading, and alignment for each cell in each field. To change the type attributes of a cell, first select it with the Field tool, then use the Type command or the Style submenus to choose a different setting. For a complete description of each type attribute, see *Type settings*.

Show/Hide Cell Names
Layout menu

Informed Designer allows you to show or hide the cells in fields and tables. Choose the Show Cell Names command from the Layout menu to display the cell names and their tab positions. When they're showing, the corresponding menu command becomes Hide Cell Names. Choose this command to hide the cell names and tab positions.

When visible, a cell's name and tab order are displayed using the current type attributes of the cell. If you change a type attribute (for example,

choose a different font or font size), the cell's name and tab position will change to reflect the new setting.

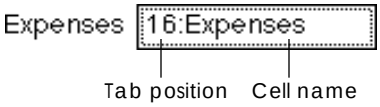


Fig. 5-27
A cell's name and tab position

You can also use Informed Designer's test facility to enter sample cell values. This allows you to see what a filled in cell will look like and to ensure that you've chosen the correct type settings. For information about Informed Designer's test mode, see *Testing your form* in the *Data Intelligence* manual.

A field's cell section also has many of the visual attributes of a rectangle. You can change the pen and fill shades, and adjust the thickness of the cell's frame. You can also change the amount of rounding on each corner. Before choosing a setting, make sure that you select the cell section first. For a complete description of pen shade, fill shade, and line width attributes, see *Paint settings*. For information about rounding corners, see *Rounded corners*.

The rule lines

Each field cell can use optional rule lines; these control the vertical spacing of information in a cell. You turn rule lines on and off using the Field command (see *Field settings*).

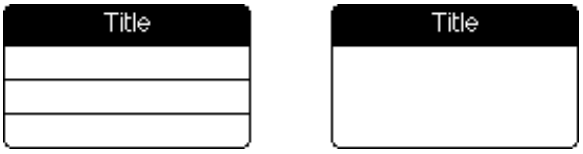


Fig. 5-28
Field with (left) and without (right) rule lines

When rule lines are on, you can select them by clicking any rule line with the Field tool. The lines will shimmer when they're selected. You can set the rule lines' spacing by using the Field command or by clicking and dragging any rule line with the Field tool.

The pointer changes when it's over a rule line.

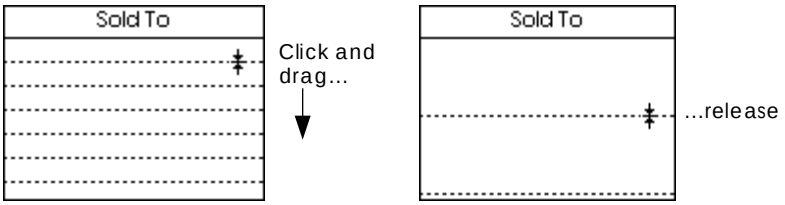


Fig. 5-29
Adjusting the rule line spacing

Note When rule lines are on, the leading of a cell's information is controlled by the rule line spacing and not by the leading type attribute.

You can also change the appearance of the rule lines by changing their pen shade and line width attributes. To do this, select the rule lines, then use the Paint command or the Pen and Line Width submenus to choose a different setting. For more information, see *Paint settings*.

Combs

Combs are the lines that divide a field into separate sections. Use the Field command to turn them on or off and to control the height of each individual comb line (see *Field settings* for more information).

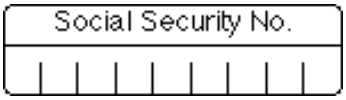
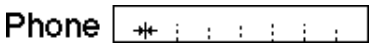


Fig. 5-30
Combed field



The pointer changes when it's over a comb line.

The appearance of comb lines can be changed by choosing different pen shades and line widths. To change the appearance of the comb lines, first select any comb line by clicking it with the Field tool; all the comb lines will shimmer when they're selected. Then use the Paint command or the Pen and Line Width submenus to select a different setting.

If the rule lines are turned on (see previous section), comb lines will appear separately on each rule line. If the rule lines are turned off, then only one set of comb lines appears in the cell section.

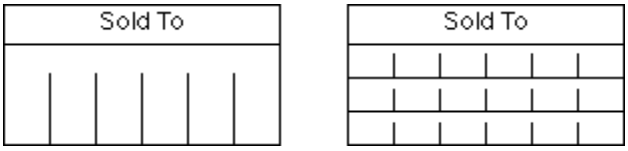


Fig. 5-31
Comb lines with rule lines off (left) and on (right)

When you fill out a combed field, Informed Designer will automatically position each character you type in the proper spaces.

Fig. 5-32
Entering data to a field before (left) and after (right) tabbing

If rule lines and combs are turned on, and there are two or more lines in the field, you must press Return at the end of each line when you enter information in the cell. Otherwise, the characters that don't fit on the line will disappear when you move to the next cell.

Resizing parts of a field

After drawing a field, you can change its size using either the Pointer tool or the Field tool. If you use the Pointer tool, the object is resized as a whole. This means that the sizes of the title and cell sections will remain proportional to each other. Resizing a field with the Pointer tool is described in *Resizing fields and tables*.

You can resize the parts of a field using the Field tool. A part is resized by dragging any of its edges in any direction. The pointer changes when it's over an edge.

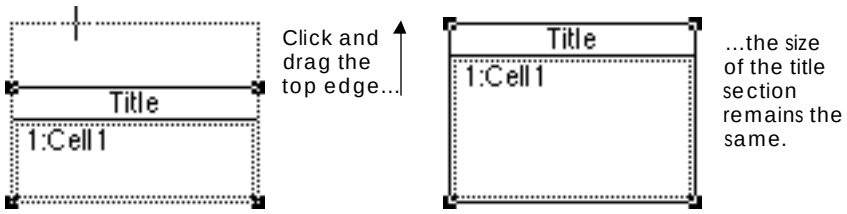


Fig. 5-33
Resizing the cell section of a field.

When resizing fields, Informed Designer preserves the height of the title section. To change the title height, hold down the Command key while resizing.

If the rule lines are on, the Command key has a special purpose when resizing the cell section with the Field tool. If you hold down the Command key, the bottom edge of the cell section will snap to the bottom of each line as dragging occurs. This makes it easy to resize the cell section to an exact multiple of rule lines.

The default appearance of fields

When you draw a new field, its initial appearance is determined by the current default settings for the Field tool. For example, if the default position of the title section is on the left, each new field that you draw will have its title on the left. For instructions on changing the Field tool defaults, see *Changing field and table default settings*.

The Table tool

Like fields, tables are graphic object that you use to hold information. Each table contains one or more columns and each column contains a cell—a holding place for data. When you fill out a form, you enter information into each cell.

Unlike other graphic objects such as lines, rectangles, and ovals, tables are composed of various elements—or parts—that automatically appear when you draw a table. This makes it easy to draw a table without having to draw the individual lines and titles that give a table its appearance. The structure of a table is shown below.

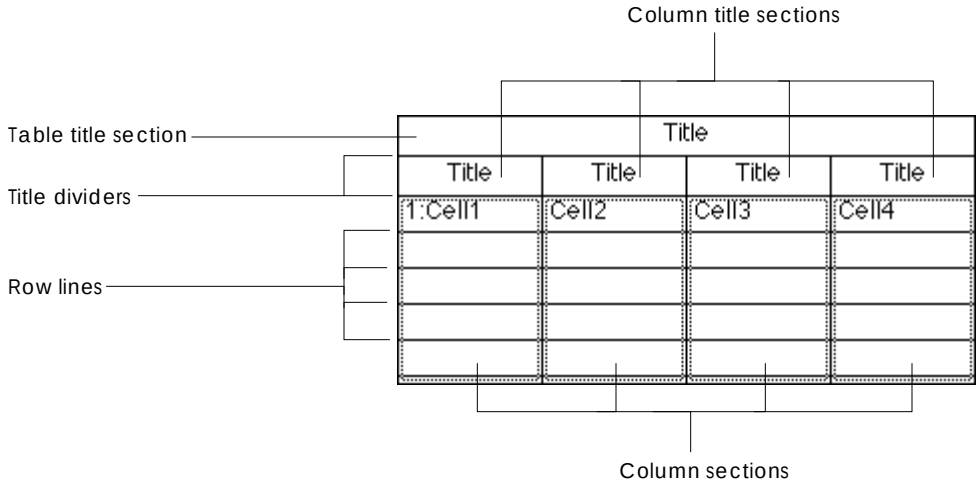


Fig. 5-34
Parts of a table

There are a variety of options that allow you to change the general appearance of any table. For example, you can show or hide the table title or column titles, or fill the alternating column rows with a shade. Figure 5-35 below shows a variety of tables drawn with the Table tool.

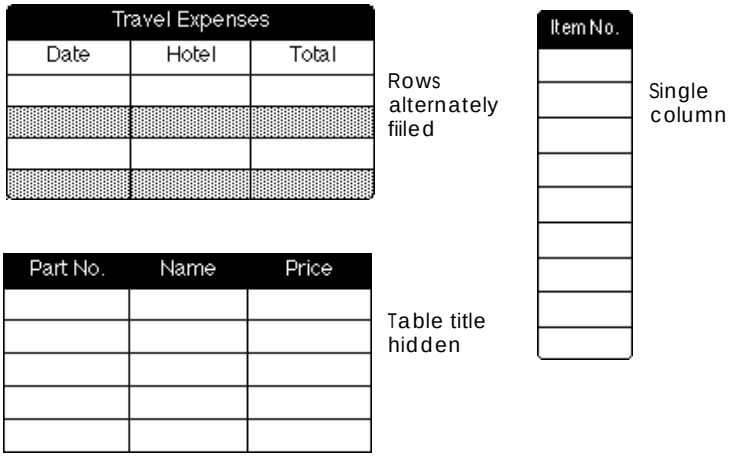


Fig. 5-35
Sample tables

In this section you'll learn about the graphical aspect of tables; that is, you'll learn how to draw tables and change their appearance with the Table tool. As well you'll learn about selecting and manipulating parts of

tables. For information about the data intelligence attributes of table cells, see chapter 1 in the *Data intelligence* manual.

Note Throughout this section you'll learn how to select and manipulate the parts of a table using the Table tool. For convenience, Informed Designer allows you to use either the Table tool or Field tool for this purpose.

Drawing a table


Table tool


Cross pointer

To draw a table, select the Table tool by clicking it on the tool palette. Then position the pointer in the drawing area; the pointer changes to a cross. Click where you want a corner of the table to start and drag to the opposite corner. When you release the mouse button, the table is drawn (without any columns) and selected.

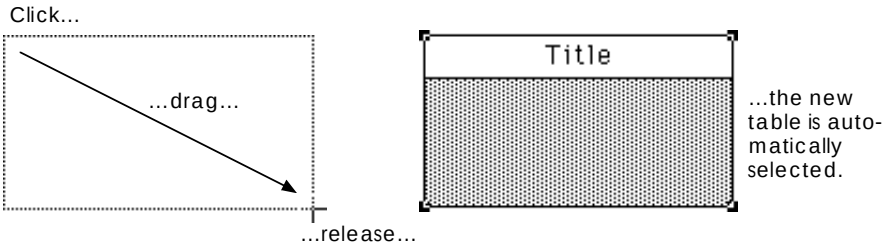


Fig. 5-36
Drawing a table

If you hold down the Shift key while you draw, the new table's dimensions will be constrained to a square (all sides will be of equal length).

Placing columns

Initially, a table doesn't contain any columns (the interior of a new table is gray). To place a column in a new table, click in the gray area with the Table tool at the position where you want the new column to end. You can drag while holding down the mouse button to see the width of the column below the bottom edge of the table.

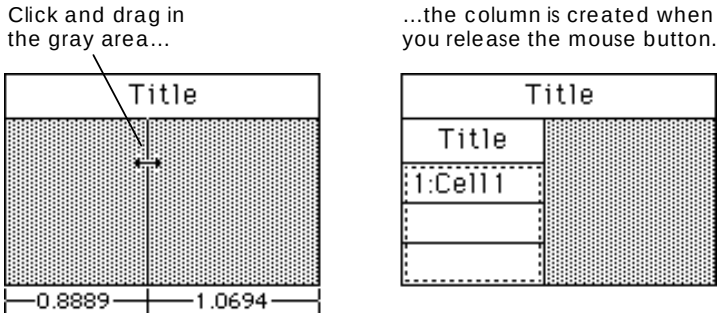


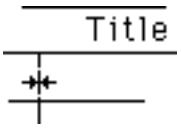
Fig. 5-37
Placing a column

When you release the mouse button, the new column is created. Each column has an optional title, a title divider (if the column title is on), and a column cell. To place additional columns, continue clicking in the gray area of the table.

To place the last column of a table, either click in the gray area to create the column and drag its right edge until it lines up with the right edge of the table, or simply click anywhere in the remaining gray area while holding down the Command key. If you hold down the Command key, Informed Designer will automatically snap the column's right edge to the right edge of the table.

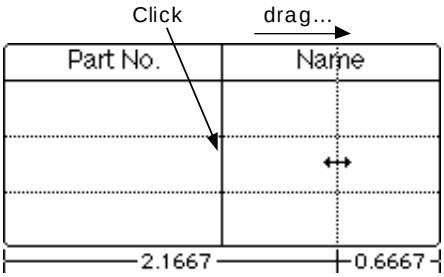
Once you've completely filled a table with columns, you can place additional columns using one of two different techniques. For more information, please see *Adding new columns to an existing table* later in this chapter.

Changing a column's width



The pointer changes when it's over a column's edge.

Once you create a column, you can change its width by clicking and dragging either of its sides. Remember, if you drag the left side of the leftmost column or the right side of the rightmost column, you'll change the width of the table too.



Click and drag the column's edge to change its width.

Fig. 5-38
Changing a column's width

If you change a column's width by dragging a side that lies between two columns, the widths of both columns will change. As you drag, Informed Designer will display the width of the affected columns below the bottom edge of the table. The measurements are shown using the current ruler units. Informed Designer will constrain the pointer so that you don't make a column too narrow.

If you hold down the Command key while dragging a column's side, only the width of the column to the left (if there is one) will change. This allows you to *slide* columns in either direction. You can use this option to move columns to the left in a full table so that new columns can be created.

Adding new columns to an existing table

Once you've completely filled a table with columns, you can add additional columns in one of two ways:

- **by first making room in the table for another column**
- **by splitting one column into two.**

You can make room for a new column either by extending the right edge of the table or by making the width of an existing column smaller. As you'll learn in Resizing parts of a table, extending the right edge of a table by default extends the right edge of the last column as well. However, if you hold down the Command key while extending a table's right edge, the size of the last column doesn't change.

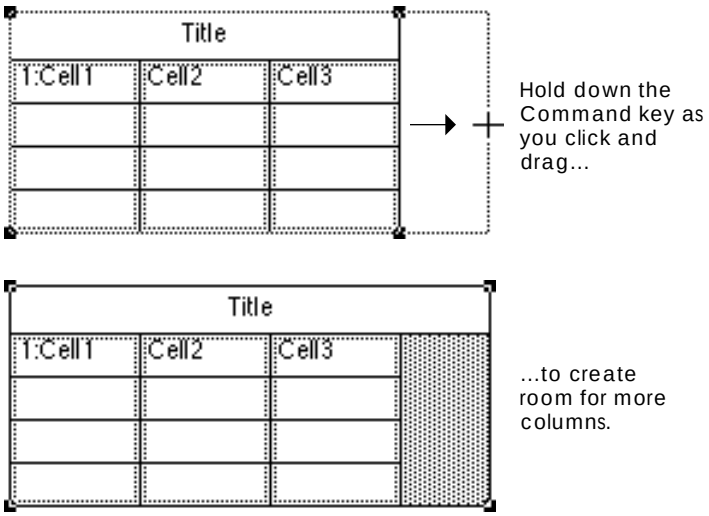


Fig. 5-39
Making room for a new column

Similarly, if you press the Command key while shrinking the width of an existing column, only the width of the column to the left (if there is one) will change. The columns on the right will slide to make more room in the table. The table will then contain a gray area in which you can create a new column (see *Placing columns* earlier in this chapter).

You can also create a new column by splitting an existing column into two. To split a column, simply click in its interior with the Field or Table tool while pressing the Command key.

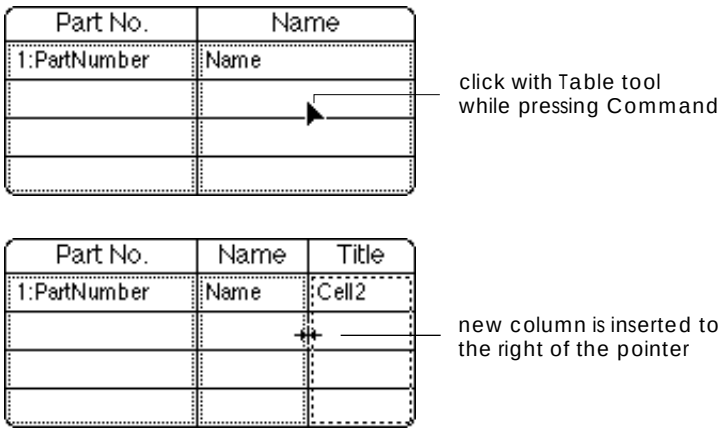


Fig. 5-40
Splitting a column

If the existing column is too narrow to be split, Informed Designer will

sound a beep.

Changing a column's position

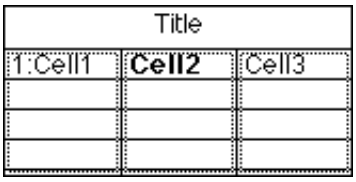
Informed Designer allows you to change the ordering of columns in a table. To move a column, first click it or click its title with the Table tool. Then choose the Move Left or Move Right command from the Move Column submenu under the Arrange menu. The column is swapped with the one to its immediate right or left.

Left
Right
Arrange menu
Move Column submenu
Command-← or →

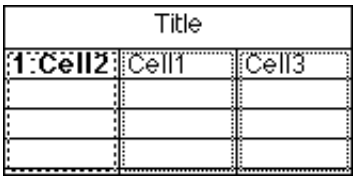
For information about selecting parts of a table, see *The appearance of tables.*

Fig. 5-41

If you select Cell2 and choose Move Left...



...it will change positions with Cell1.



Moving a column to the left

Once a column reaches either end of the table, choosing a command to move it further in that direction does nothing.

Distributing columns

Often you might want to make the width of all columns in a table the same. Although you can do this manually by adjusting the size of each column, Informed Designer provides a command to distribute columns automatically.

Whenever one or more columns in a table are selected, the Distribute command in the Arrange menu changes to Distribute Columns. Choose this command to evenly distribute all columns in the table.

Distribute Columns
Arrange menu

For information about selecting parts of a table, see *The appearance of tables.*

Fig. 5-42

Inventory		
Quantity	Part No.	Price

Inventory		
Quantity	Part No.	Price

Before (above) and after (below) distributing columns

If there's only one column in your table, the Distribute Columns command makes the column as wide as the entire table.

Removing a column

You can remove a column the same way you remove any object on your form: select it, then choose the Clear command or press either of the Delete or Backspace keys. The table is selected after you remove the column.

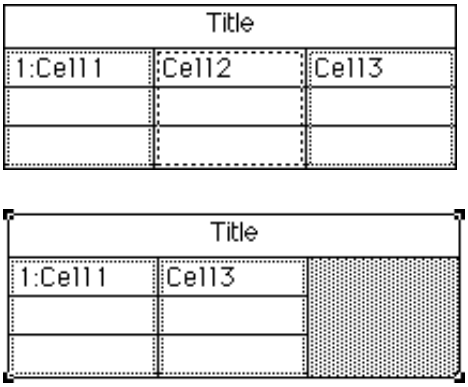
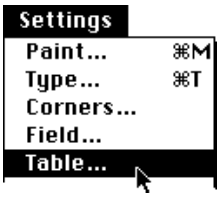


Fig. 5-43
Before (above) and after (below) removing a selected column

Any columns to the right of the deleted column are moved left to take up the space originally occupied by the deleted column.

The appearance of tables

A table consists of various *parts* that are automatically drawn, positioned, and resized as the table is manipulated. The appearance of a table can be changed by changing the position, size, or visual attributes of each part. The Table tool is used to select a part or change the dimensions of a part by dragging. The Table command allows you to control the options associated with each part.



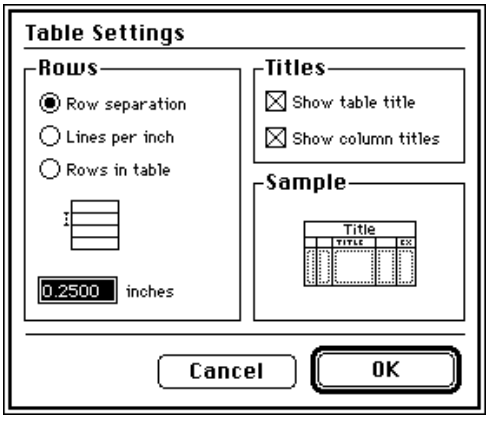
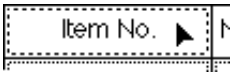


Fig. 5-44
Table dialog

Although the Table command is referred to throughout this section, a complete description of its use is not covered here. See *Table settings* instead.

The title sections



With the Table tool selected, the pointer changes when it's over a title section.

Each table has a table title and a column title for each column. A title section commonly contains a descriptive identifier of the information stored in the table or a column. A title section consists of a frame and the title's text. To select a title section, click it with the Table tool. An inset frame in the section will shimmer.

The title sections of a table can be turned on or off using the Table command. Figure 5-45 below shows three different tables with different title sections showing.

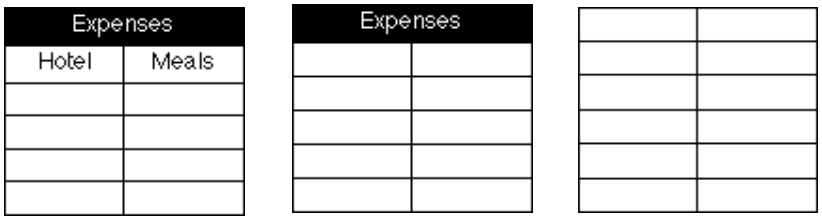
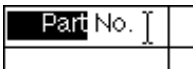


Table title and column titles showing.

Table title showing.

No title sections showing.

Fig. 5-45
Tables with various title sections.



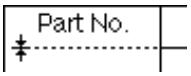
As a shortcut, you can double-click a title section with the Table tool to choose the Type command.

To edit the text of a table title, use the Text tool and the appropriate text editing techniques (see *Editing text* for more information). Like all text objects, the title section has font, font size, type style, leading, and alignment attributes. Use the Type command in the Settings menu or the Style submenus to change these attributes.

Note Unlike text objects, title sections can also be vertically aligned. For more information about type attributes, see *Type settings*.

A table's title section has many of the visual attributes of a rectangle. You can change the pen and fill shades, and adjust the thickness of the title's frame. You can also change the amount of rounding on each corner. Before choosing a setting, make sure that you select the title section first by clicking it with the Table tool. For a complete description of the pen shade, fill shade, and line width attributes, see *Paint settings*. For information about rounding corners, see *Rounded corners*.

The title dividers



The pointer changes when its over the title divider.

As a shortcut, you can choose the Paint command by double-clicking a title divider with the Table tool.

If any of the title sections are on, the table will also have title dividers. These are the lines that divide either the table title from the columns, or the column titles from the column cells.

Like other parts of a table, you can select a title divider by clicking it with the Table tool; the line will shimmer. Once you've select a title divider, you can change its pen shade or line width. If you want to hide the line altogether, change its pen shade to none. For information about the pen shade and line width attributes, see *Paint settings*.

To change a title section's height, use the Table tool to drag the title divider up or down. If you drag a column's title divider, Informed Designer will automatically adjust the dividers of all other columns as well. You can also click and drag the top edge of the table's title section. See *Resizing parts of a table* later in this section.

The column sections

Like blanks on a form, the column sections are the parts of a table where you enter information. Each column section has a column cell (which is divided into rows) and a frame. To select a column section, click it with the Table tool. An inset frame in the column section will shimmer.

Note the appearance of the pointer when it's over a column section.

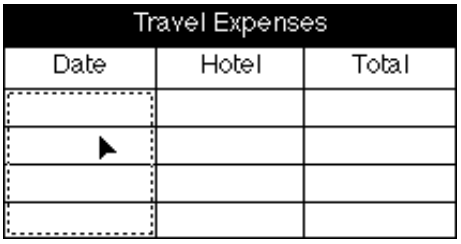


Fig. 5-46
Table with its leftmost column selected

Even though you can't see a column's text until you fill out the form, Informed Designer allows you to specify a column's type characteristics as you design your form. When you fill out your form, the values in any column will appear with the type settings that you chose for that column.

Inventory		
Part No.	**Name**	Price
1234	**widgets**	3.45
4534	**grommets**	4.52
3455	**rivets**	9.22
4355	**nails**	14.55

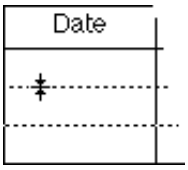
Fig. 5-47
Different Type styles in different columns

Like the title sections of a table, you can choose the font, font size, type style, leading, and alignment for each column in a table. To change the type attributes of a column, first select the column with the Table tool. Then use either the Type command or the Style submenus to choose a different setting. When you choose a different setting, the type style of

the cell's name and tab order in the selected column will change to reflect the new setting. For a complete description of each type attribute, see *Type settings*.

A column section also has many of the visual attributes of a rectangle. You can change the pen and fill shades, and adjust the thickness of the column's frame. You can also change the amount of rounding on each corner. Before choosing a setting, make sure that you select the column section first. For a complete description of the pen shade, fill shade, and line width attributes, see *Paint settings*. For information about rounding corners, see *Rounded corners*.

The row lines



The pointer changes when it's over a row line.

The row lines in a table determine the spacing of each column. You can select the row lines by clicking any of them with the Table tool. The lines will shimmer when they're selected.

You can change the spacing of the row lines by using the Table command or by clicking and dragging any row line with the Table tool. Informed Designer will make sure that you don't make the row height too small.

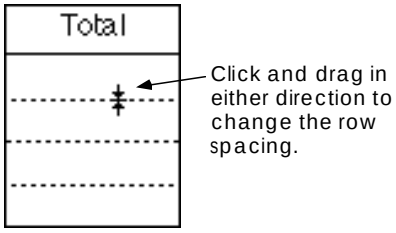


Fig. 5-48
Changing the spacing of row lines

You can change the appearance of the row lines by changing their pen shade and line width attributes. To do this, select the row lines and then use the Paint command or the Pen and Line Width submenus to choose a different setting. You can also change the appearance of each alternating row by filling them with a shade. Do this by selecting the row lines and choosing the appropriate fill shade.

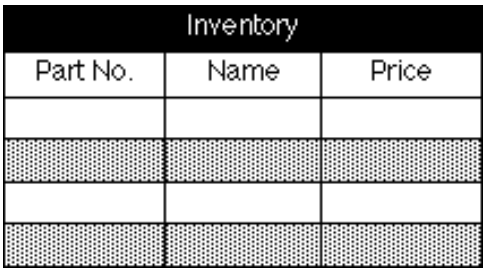


Fig. 5-49
Table with alternating rows filled

For more information about pen shade, fill shade, and line width attributes, see *Paint settings*.

Resizing parts of a table

After drawing a table, you can change its size by using the Pointer tool or the Table tool. If you use the Pointer tool, the object is resized as a whole. This means that the sizes of the title and column sections will remain proportional to each other. Resizing a table with the Pointer tool is described in *Resizing fields and tables*.

You can resize the parts of a table using the Table tool. A part is resized by dragging any of its edges in any direction. The pointer changes when it's over an edge.

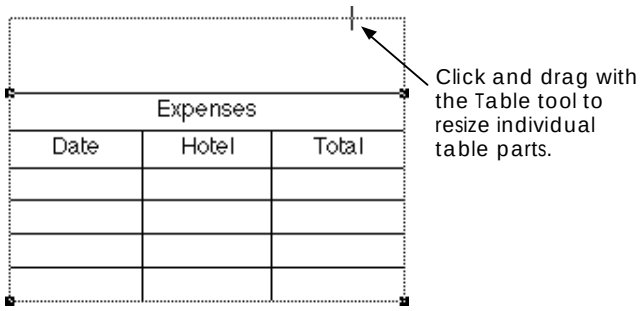


Fig. 5-50
Dragging the top edge of a table

When resizing tables, Informed Designer preserves the height of the title section. To change the title height, hold down the Command key while resizing.

The Command key has a special purpose when adjusting the bottom edge of a table with the Table tool. If you hold down the Command key, the bottom edge of the table will snap to each row line as dragging occurs. This makes it easy to resize a table's height to an exact multiple of rows.

Drawing over top of tables

The parts of a table are selected by clicking them with the Table tool. You can also change the size of a table section by clicking and dragging edges or divider lines. Since the Table tool is also used for drawing new tables, an option must be used if you want to draw a new table over top of an existing table. To draw a new table over top of (or immediately adjacent to) another table, hold down the Command and Options keys while drawing.

The default appearance of tables

When you draw a new table, its initial appearance is determined by the current default settings for the Table tool. For example, if the default font for the Table tool is Helvetica, then the font used for any subsequently drawn tables will be Helvetica. For instructions on changing the Table tool defaults, see *Changing field and table default settings*.

Chapter 6
Changing an object's appearance

After drawing an object, you can change its appearance by changing any of its visual attributes. A visual attribute is a setting that controls a particular characteristic of an object. Each different type of object has a different set of visual attributes. For example, line objects have pen shade, line width, line style, and color attributes. Changing any of these attributes changes a line's appearance.

In this chapter you'll learn how to change an object's visual attributes by using a variety of Informed Designer's commands. You'll also learn how to change the settings for new objects. For more information about objects and how to draw them, see *Drawing tools* in chapter 5.

Overview

You change an object by selecting it and choosing a different setting from either a settings dialog or a style submenu. The first five commands in the Settings menu group the different attributes into five general categories. Figure 6-1 below summarizes these commands.

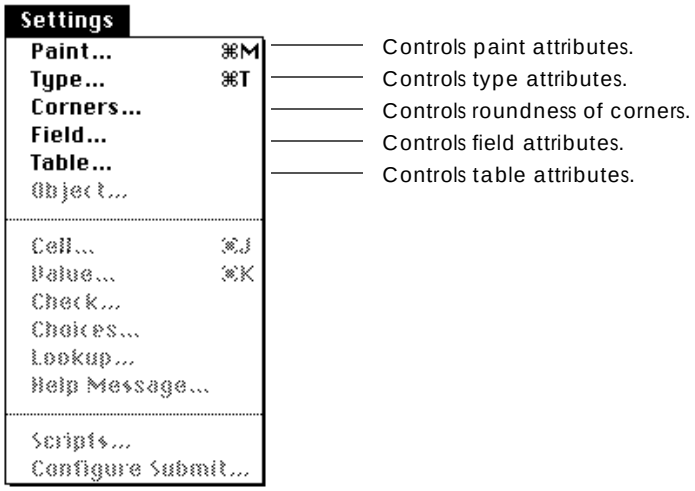


Fig. 6-1
Settings commands

When you choose any of the above commands, a dialog appears showing the current settings of any selected object. For example, Figure 6-2 below shows the paint attributes of a red object with a 1 point, 100% frame, and a 50% interior.

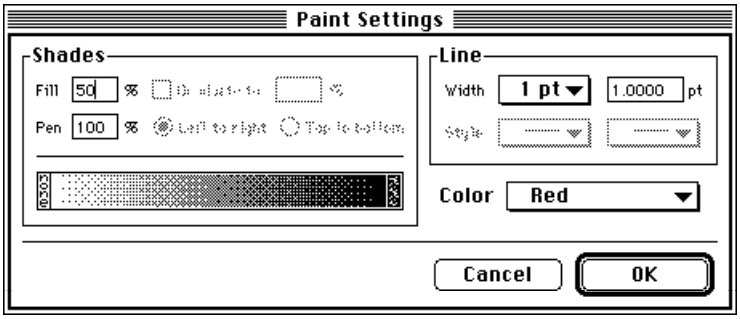
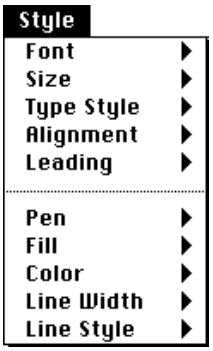


Fig. 6-2
Sample Paint settings dialog

You can choose a different setting by clicking the various controls on the dialog or by entering new values in the different text entry boxes. Clicking OK dismisses the dialog and changes the selected object. You can cancel the dialog by clicking Cancel instead.

When you choose a settings command, Informed Designer enables only the controls that correspond to the attributes that apply to the selected object (or objects). For example, if you select a line and choose the Paint command, the fill shade and graduation controls will be disabled because lines don't have these attributes. When a control is disabled, it appears gray and you can't click it.

Using submenus



Style submenus

Submenus are sometimes called *hierarchical* menus.

In addition to the commands available in the Settings menu, you can also choose new settings using the Style menu. Each command in the Style menu is a submenu with settings for a particular attribute. Not all attributes are available in the submenus and, for some attributes, you can choose only from a few standard settings.

It's often more convenient to use a submenu when you want to change only one attribute of an object. For example, rather than using the Paint command to choose a different pen shade, you could select a new setting from the Pen submenu instead.

To use a submenu, first choose the command by clicking and dragging with the mouse until the command name is selected (the name turns black). A submenu will appear to the right of the command name. While

still holding down the mouse button, drag the pointer over the desired setting and release the mouse button.

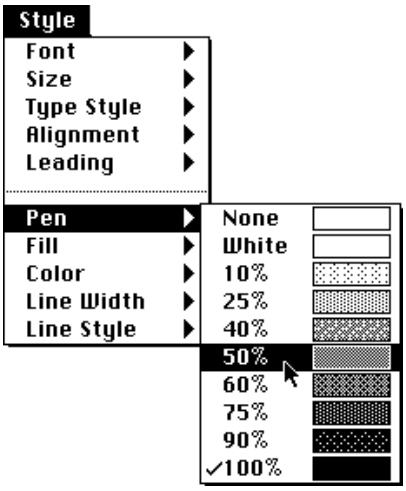


Fig. 6-3
Choosing from a submenu

When you release the mouse button, the new setting is chosen and the selected object (or objects) is changed. A check appears next to the current setting.

Informed Designer will disable a Style command if the corresponding attribute doesn't apply to the selected object. For example, if you select a text object, the Pen, Fill, Line Width, and Line Style submenus will be disabled because text objects don't have those attributes.

Changing multiple objects

Informed Designer allows you to change more than one object at a time. Simply select the objects that you want to change and use a settings command or submenu as described above. For information about selecting more than one object, see *Selecting multiple objects*.

If you choose a settings command while two or more objects are selected, Informed Designer will show you only the current settings that are common to all of the selected objects. If an attribute is set differently among the selected objects, the controls that you use to set the attribute will show a blank value. For example, suppose that you select three lines,

two of which have a pen shade of 50% and the other 100%. Suppose also that the line width, line style, and color attributes are the same for all three lines. If you choose the Paint command, this dialog will appear:

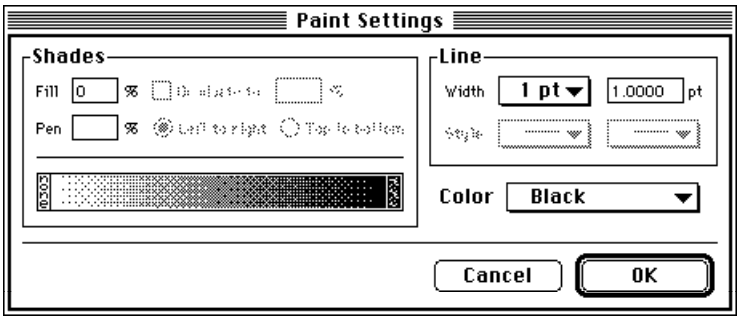


Fig. 6-4
Sample paint settings

The Pen text entry box is blank. This indicates that the pen shade setting is different among the selected objects. You can choose a setting by typing a new value then clicking OK to dismiss the dialog. The attribute is changed to the new setting for each of the selected objects. If you leave the setting blank, Informed Designer won't change the attribute.

Dialogs use a variety of controls to present different attributes. These include text entry boxes, check boxes, radio buttons, pop-up menus, and scrolling lists. Figure 6-5 on the following page illustrates how a blank or empty value is shown using each type of control.

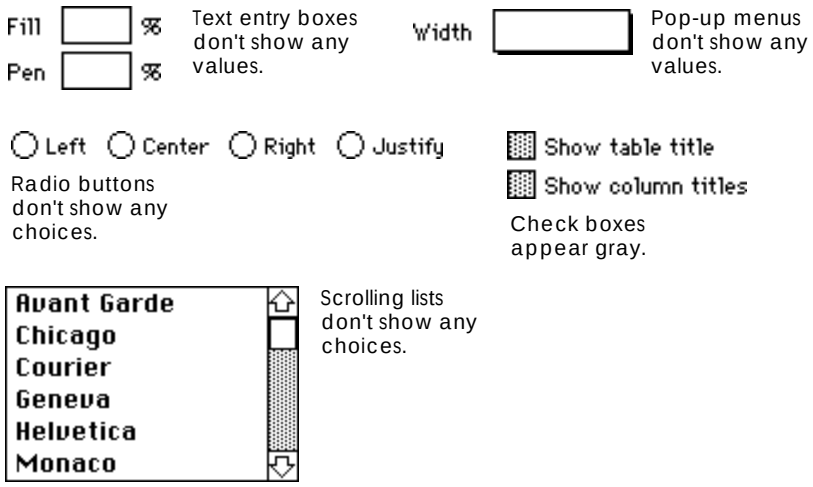
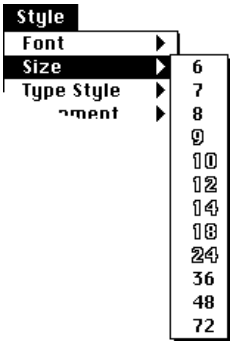


Fig. 6-5
Blank controls

Once you select a new setting (by clicking a control or entering a value in a text entry box), there's no way to change the setting back to the blank value. If you want to avoid changing the attribute, you must cancel the command by clicking Cancel instead of OK.



Submenu with no common setting.

Like the settings commands, the Style submenus also show the current settings of any selected objects. If a check appears in a submenu, you know that the corresponding attribute has the same setting for each selected object. If a setting isn't common to all the selected objects, no check will appear in the attribute's submenu. To choose a new setting, simply make your choice from the submenu.

Changing default settings

When you draw a new object, Informed Designer sets its visual attributes to the current *default* settings. A default setting is automatically selected when a new object is drawn. For example, if the default line width attribute for lines is set to 1 point, each new line that you draw will (by default) be 1 point wide.

When you create a new document, Informed Designer assigns it a predefined list of default settings. These settings are listed in Appendix B. You can change the default settings so that new objects automatically appear with your preferred settings. For example, suppose that before

drawing a form you know that the font of all text objects will be Times. Rather than changing the font each time you draw a new text object, simply change the default font for the Text tool to Times before you start drawing. Each subsequent text object that you draw will be Times.

To change a default setting, first deselect all objects on your form, then choose a different setting in the normal way—by using the commands in the Style or Settings menus. With the Pointer tool selected, default settings are changed for all drawing tools. If a particular drawing tool is selected, the default settings are changed for that tool only.

When you use a settings command, the fact that you're changing the default settings will be noted in the dialog's title. Figure 6-6 below shows the Type command being used to change the default settings for the Text tool.

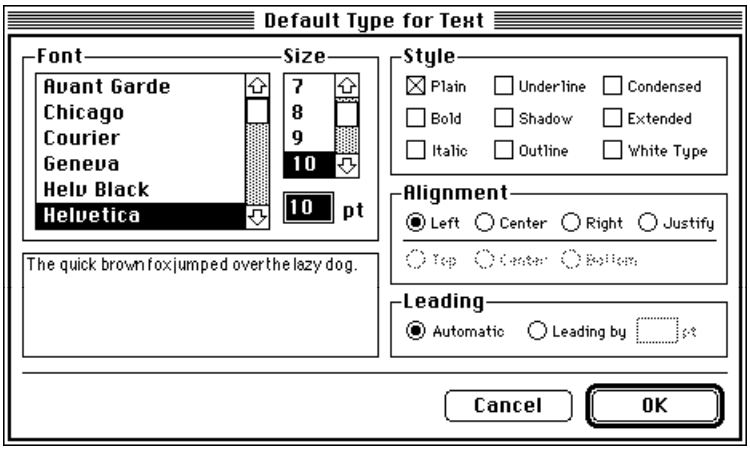


Fig. 6-6
Default type settings dialog

You can also use the Style submenus to change default settings. If no objects are selected, these submenus will show the current default settings for all tools if the Pointer tool is selected, or for the currently selected drawing tool. Choosing a different setting changes the current default.

Setting field and table defaults

There's a second way to change the default settings for the Field and Table tools. If you double-click either of these tools on the tool palette, Informed Designer will present a list of default styles to choose from.

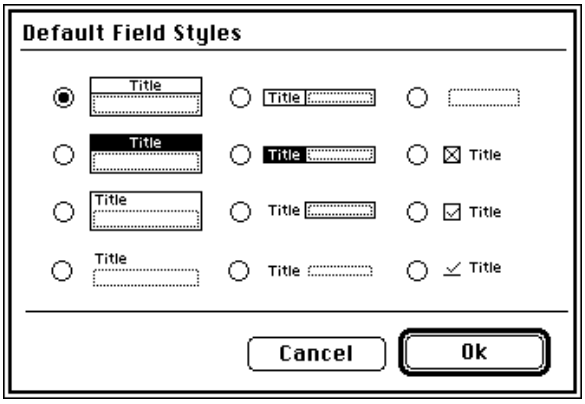


Fig. 6-7
Default Field Styles dialog

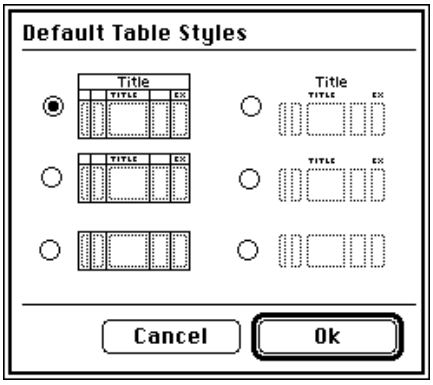


Fig. 6-8
Default Table Styles dialog

After you make your choice, click OK to change the default settings. To cancel the command, click Cancel instead.

Locking an object's settings

Object...
Settings menu

You can prevent the settings of an object from being accidentally changed by locking the settings. You lock an object's settings using the Object command. Select the object whose settings you'd like to lock, then choose Object from the Settings menu. The Object dialog appears.

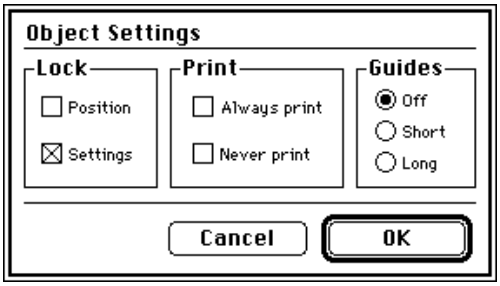


Fig. 6-9
Locking an object's settings

Click the Settings check box below the Lock heading, then click OK to dismiss the Object dialog. To cancel the Object command, click Cancel instead.

When an object's settings are locked, Informed Designer ignores any requests to change the object's appearance. When you choose a different attribute setting—for example, a new pen shade—only those selected object's whose settings are not locked are affected.

For information about the other settings available on the Object dialog, see *Locking an object's position*, *Using object guides*, and *Objects and printing*.

Paint settings

All objects have paint attributes. Paint attributes determine an object's color and the appearance of its lines and shaded areas. This section describes paint attributes and how to select them. For information about drawing objects, see *Drawing tools* in chapter 5.

Paint...
Settings
Command-M

For information about selecting objects, see *Selecting objects*.

Informed Designer offers two methods for changing paint attributes: the Paint command in the Settings menu, and the Pen, Fill, Color, Line Width, and Line Style submenus under Style. To use the Paint command, select the object or part that you want to change, then choose the command. This dialog will appear:

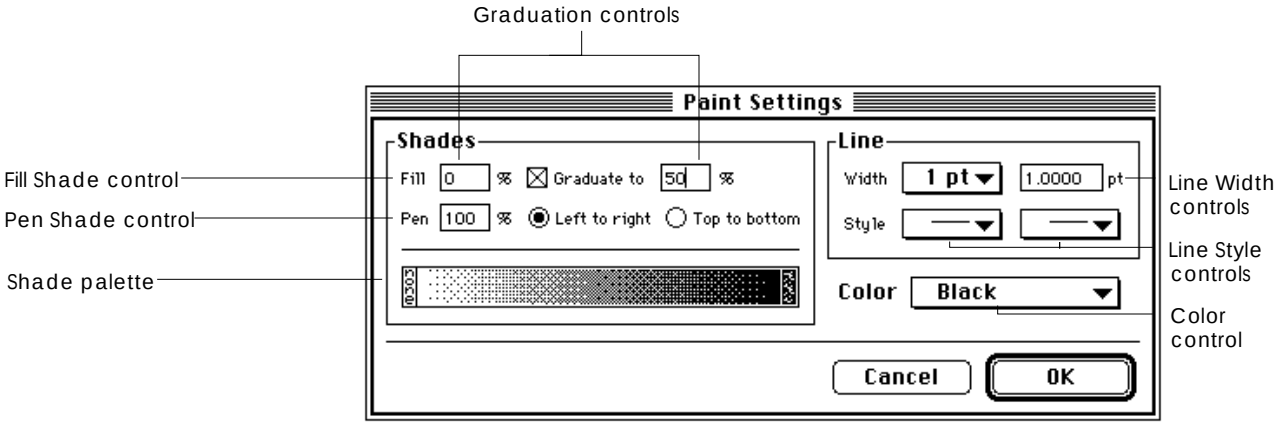


Fig. 6-10
Paint Settings dialog

Choose a setting by clicking a control or entering a new value in a text entry box. Then click OK or press Return to commit the change and dismiss the dialog. To cancel the command, click Cancel instead.

The Pen, Fill, Color, Line Width, and Line Style submenus offer a convenient method for changing a single paint attribute. To choose an attribute, select the object or part that you want to change, then make your selection from the appropriate submenu.

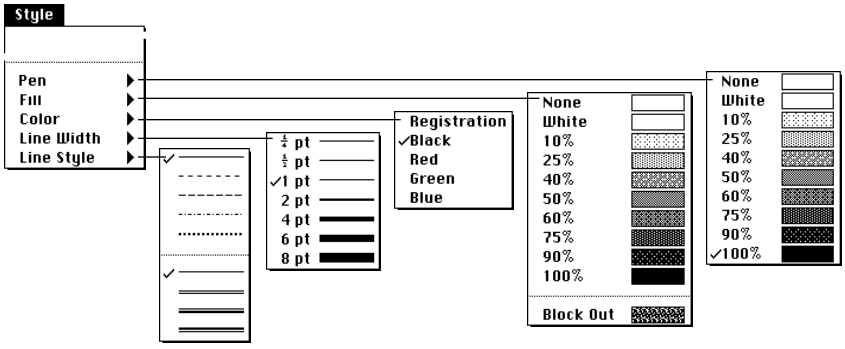


Fig. 6-11
Style menu and Paint submenus

For information about using submenus, see *Using submenus*. The following sections describe each paint attribute.

Pen shade

The *pen shade* determines the darkness of lines and the frames of enclosed objects. All types of objects have a pen shade attribute.

The pen shade can be ‘None’ or a shade of gray. The ‘None’ shade is invisible and transparent. A shade of gray is specified as a percentage of black; the higher the percentage, the darker the shade. 0% is white and 100% is black. Below are various objects with different pen shades.

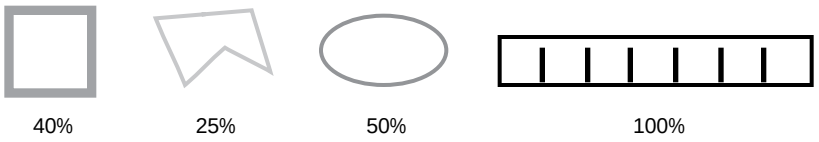


Fig. 6-12
Sample pen shades

To choose a pen shade, enter your choice on the Paint dialog or select a standard shade from the Pen submenu. When you use the Paint command, you can choose any pen shade by either typing in the Pen text entry box or clicking anywhere on the shade palette.

Pen
Style menu

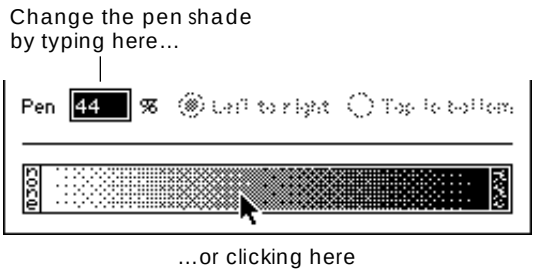


Fig. 6-13
Changing the pen shade

Before you click the shade palette, make sure that the current value in the Pen text entry box is selected. You can move from one text entry box to the next by pressing the Tab key.

Fill shade

The *fill shade* determines the appearance of a shape's interior. You can fill any enclosed object with your choice of fill shade.

The fill shade can be 'None', 'Block', or any shade of gray. The 'None' shade is invisible and transparent. The 'Block' shade is a pattern that's useful for covering areas of a form where typing must be hidden. A shade of gray is specified as a percentage of black; the higher the percentage, the darker the shade. 0% is white and 100% is black. Figure 6-14 below shows examples of different fill shades.

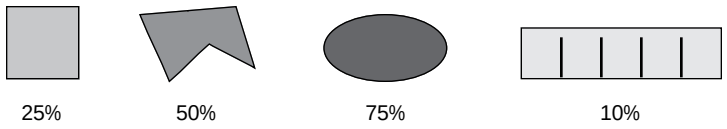


Fig. 6-14
Sample fill shades

Fill
Style menu

To choose a fill shade, enter your choice on the Paint dialog or select a standard shade from the Fill submenu. When you use the Paint command, you can choose a fill shade by either typing in the Fill text entry box or by clicking anywhere on the shade palette (see Figure 6-13 above). Before you click the shade palette, make sure that current value in the Fill text entry box is selected.

Graduated fills

The fill shades of rectangles, fields, and tables can be graduated. A shade that's *graduated* blends from one value to another. Below are examples of different graduated fills.

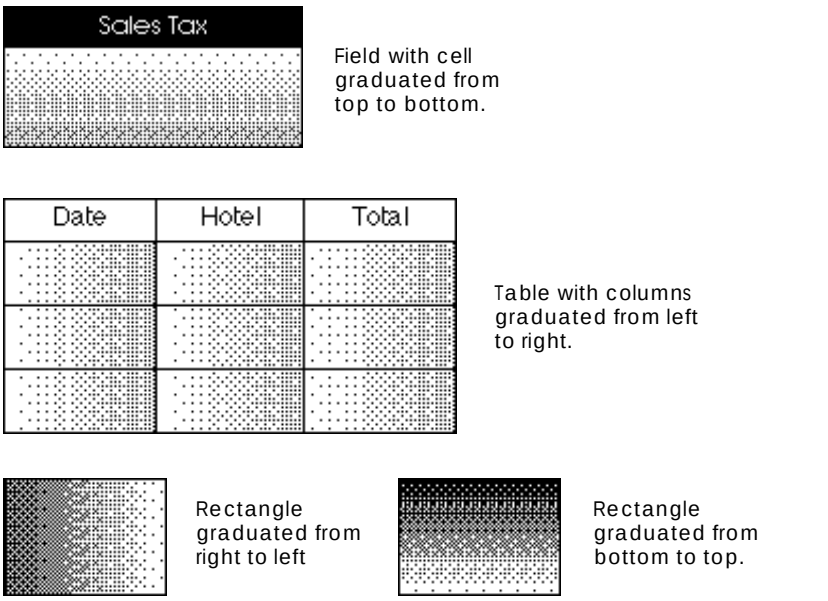


Fig. 6-15
Objects with graduated fills

To create a graduated fill, enter the starting shade value in the Fill text entry box on the Paint dialog. Then click the ‘Graduate to’ check box and enter the ending shade value in the corresponding entry box.

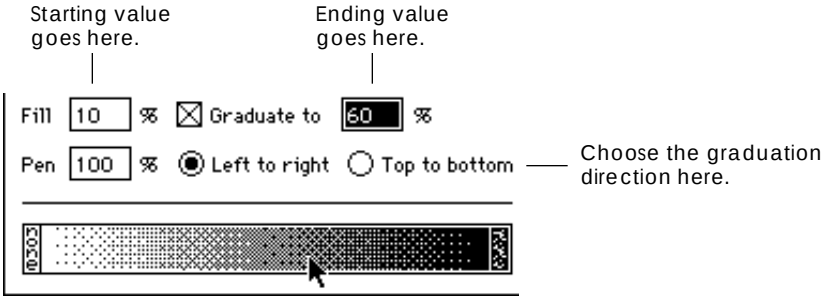


Fig. 6-16
Choosing a graduated fill

You can’t choose a graduated fill with the Fill submenu.

The *graduation direction* is the direction in which the shade changes. You can choose either ‘Left to right’ or ‘Top to bottom’ by clicking the appropriate choice. You can achieve ‘right to left’ or ‘bottom to top’

graduations by switching the values in the Fill and ‘Graduate to’ text entry boxes.

Like the Pen and Fill shade values, you can enter a value in the ‘Graduate to’ text entry box by clicking anywhere on the shade palette. The ‘None’ and ‘Block’ shades are not permitted when you use the ‘Graduate to’ option.

Line width

Each line and enclosed shape has a line width. The *line width* determines the thickness of a line or a shape’s boundary. You can choose a line width as small as 0.001 points and as large as 999 points.

Fig. 6-17
Sample line widths

Line Width
Style menu

Use the Paint command or the Line Width submenu to select a line width. When you use the Paint command you can enter a line width by typing a value in the Width text entry box, or by selecting a standard width from the Width pop-up menu.

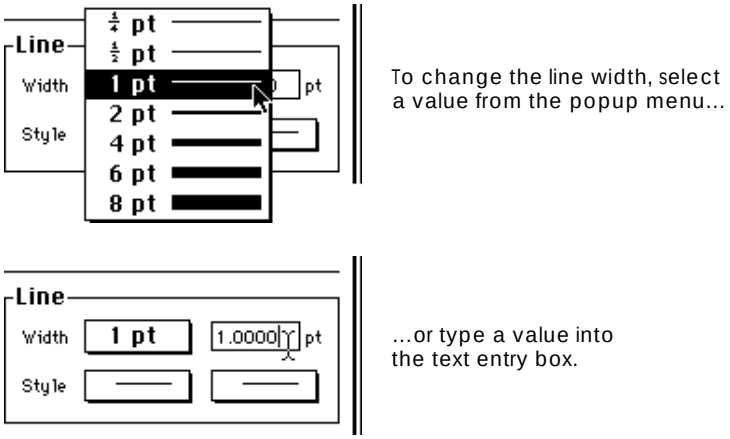


Fig. 6-18
Choosing a line width

Although you can choose a very thin line width, the thinnest printable line width depends on the resolution of your printer. If you're using an ImageWriter printer, the thinnest printable line is 1 point, whereas if you're using a 300 dpi (dots per inch) laser printer, the thinnest printable line is one quarter of a point. Higher resolution imagesetters can print lines that are even thinner.

Line Style

Lines and rectangle frames can be drawn using a variety of line styles. Line styles are grouped into two types: solid or dashed, and single or double. Different line styles are shown below.

Fig. 6-19
Lines styles

Line Style
Style menu

To choose a line style, make your selection from either of the two Line Style pop-up menus on the Paint dialog, or from the Line Style submenu. The Line Style submenu is divided into two sections. The top section contains the solid and dashed styles and the bottom section contains the single and double styles.

You can combine different line styles with other attributes such as pen shades and line widths. For example, you could choose a double-dashed line style with a 50% pen shade.

The thickness and spacing of double lines is determined by the line width that you choose. For the style where both lines are the same width, the width of the lines and the space between them is the line width you enter. For the styles where one line is thin and the other is thick, the width of the thin line and the space between the two is the line width you enter. The width of the thick line is twice the width of the thin line.

Color

Each object you create can be any color. You can change the color of objects so they appear colored on your screen and in color when printed on a color printer. You can also use Informed Designer's color support to print spot color overlays. For information about colors and how to define them, see *Defining colors*. For information about spot color, see *Spot color*.

Important Only entire objects can be colored. This means that you can't color parts of a field or table differently, nor can you choose a separate color for the pen and fill shades of an object.

Color
Style menu

To choose a color, select your choice from either the Color pop-up menu on the Paint dialog or the Color submenu.

Type settings

You change the appearance of text by changing attributes such as the font, font size, and type style. In addition to text objects, field and table titles also have type attributes. For information about drawing and editing text, see *The Text tool*. For information about fields and tables, see *The Field tool* and *The Table tool*, respectively.

Type...
Settings menu
Command-T

Font
Size
Type Style
Alignment
Leading
Style menu

Informed Designer offers two methods for changing type attributes: the Type command in the Settings menu, and the Font, Size, Type Style, Alignment, and Leading submenus under Style. To use the Type command, select the object or characters that you want to change, then choose the command. The Type dialog shown on the next page appears:

For information about selecting text, see *Editing text*.

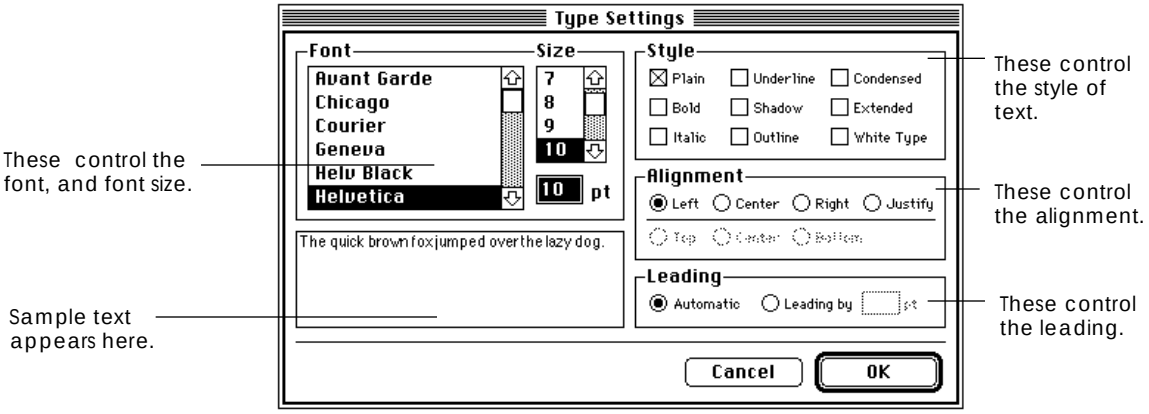


Fig. 6-20
Type Settings dialog

Choose a setting by clicking a control or entering a new value in a text entry box. Then click OK or press Return to dismiss the dialog. To cancel the command, click Cancel instead.

The Font, Size, Type Style, Alignment, and Leading submenus offer a convenient method for changing a single type attribute. To choose an attribute, select the object or characters that you want to change, then make your selection from the appropriate submenu.

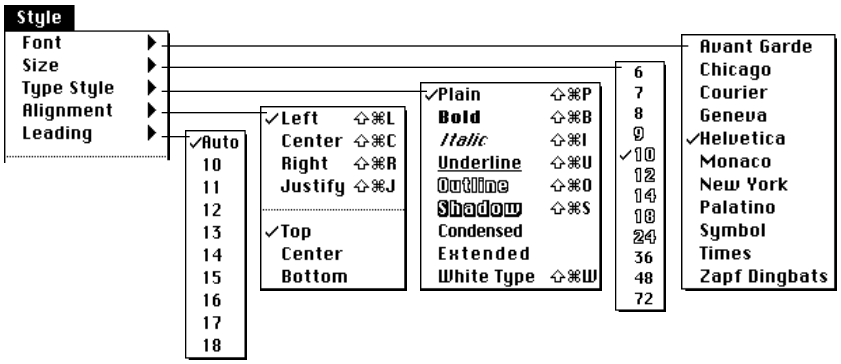


Fig. 6-21
Style menu and type submenus

For information about using submenus, see *Using submenus*. The following sections describe each type attribute.

Font

Avant Garde

Courier

Helvetica

Times

Each *font* is identified by its name and a unique typeface. Only fonts that are installed in your Macintosh system will appear both in the Type dialog's scrolling list and in the Font submenu. Use the Font/DA Mover application supplied with your Macintosh computer to add and remove fonts to and from your system file. For more information about this utility application, please see your *Macintosh Owner's Guide*.

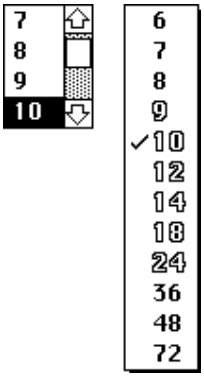
To choose a font, click its name in the Font scrolling list on the Type dialog, or select it from the Font submenu.

Font size

Font *sizes* range anywhere from 1 through 999 points. To choose a font size, select your choice from the Size scrolling list on the Type dialog or type directly in the text entry box below it. You can also choose a size from the Size submenu.

9 point, 12 point, 18 point, 24 point

Fig. 6-22
Different font sizes



For the currently selected font, Informed Designer will show you which font sizes are in your system file. Only those sizes in your system file appear in the Size scrolling list on the Type dialog, and only those sizes are outlined in the Sizes submenu. Font sizes installed in your system file appear clearly on your screen. All other sizes are scaled screen fonts, which may not look as good on the screen as they do when printed.

Type style

Type style refers to the style of a font. The appearance of each font can vary by choosing from up to nine different type styles.

Plain	**Bold**	*Italic*
Underline	Outline	Shadow
Condensed	Extended	White Type

Fig. 6-23
Type styles

Each type style can be used individually or combined with others. For example, you could make a heading bold and then underline it for emphasis.

Note With the exception of White Type, all type styles can be applied to individual characters in a text object. The White Type style always affects an entire text object or title.

Warning When you select white type on text object, the text will disappear until you drag it over top of a contrasting object. When you select white type on a field or table title, Informed Designer will automatically change the section's fill shade to black (100%) if its current setting is white (0%).

To change the type style, click the corresponding check boxes on the Type dialog, or choose a style from the Type Style submenu. If you choose the Plain type style, all other type styles are turned off.

Leading

Leading refers to the amount of space between lines of text. By default, Informed Designer automatically separates one line from the next by enough space to hold the largest font size used in that line.

When you choose automatic leading,each line is spaced according to the largest font size used in that line of text.

Fig. 6-24
Automatic leading

To choose automatic leading, click the radio button labelled Automatic on the Type dialog or select Auto in the Leading submenu.

Alternately, you can enter a specific leading value if you want line spacing to be consistent. When you use a fixed amount of leading, all lines are spaced equally.

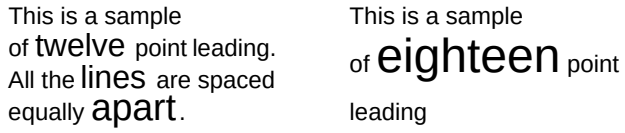


Fig. 6-25
Leading by points

When you use the Type dialog, click the 'Leading by' radio button, then enter (in points) the leading amount in the text entry box. You can also choose a leading value from the Leading submenu. The Leading submenu lists only a few common choices.

Alignment

Alignment refers to the relative positioning of lines within a text object or title section. You can align text along its left or right edge, or along its center. You can also justify text so that both the left and right edges align. Figure 6-26 below illustrates left, right, center, and justify alignment.

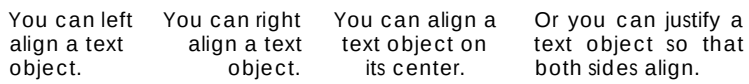


Fig. 6-26
Left, right, center, and justify alignment

Note While you edit justified text, the text will appear left aligned. Only when you finish typing (and press Enter or choose a different tool) does the text object display justified.

Unlike text objects, the titles and cells of field and table objects can also be aligned vertically.

Fig. 6-27
Vertical alignment

Alignment is controlled by clicking the appropriate radio button below ‘Alignment’ on the Type dialog, or by selecting a choice from the Alignment submenu.

Rounded corners

You can round the corners of rectangles and rectangular parts of fields and tables. Informed Designer allows you to round individual corners separately. This means that each corner can have a different amount of rounding.

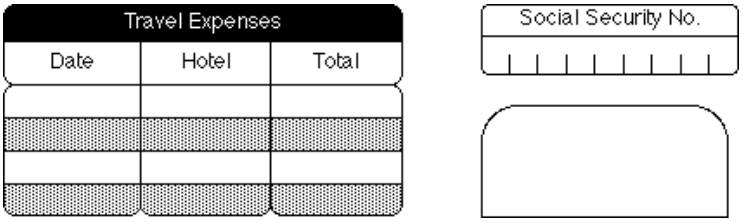


Fig. 6-28
Objects with rounded corners

A corner can have up to 2 inches of rounding. The amount of rounding corresponds to the distance between the rectangle’s edge and the end of the arc that forms the corner. The corner shown below has 0.5 inches of rounding.

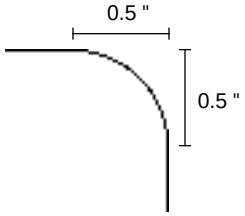


Fig. 6-29
Corner with 1/2 inch rounding

Corners...
Settings menu

For information about selecting objects, see *Selecting objects*.

To round an object’s corners, first select the object or part that you want to change. Then choose the Corners command from the Settings menu. The dialog on the following page appears:

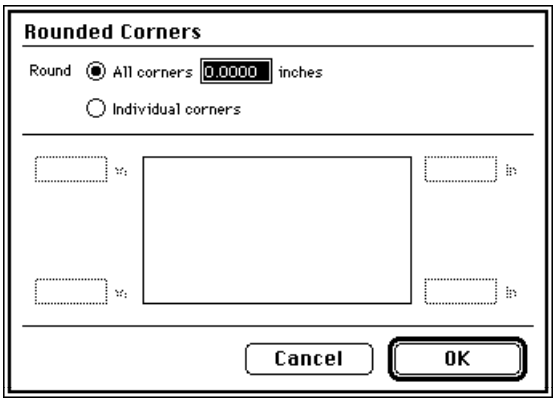


Fig. 6-30
Rounded Corners dialog

To round all of an object's corners, click the 'All corners' radio button and enter a value in the corresponding text entry box. To round individual corners, click the 'Individual corners' button and enter values in the text entry boxes at each corner of the sample rectangle. After entering your choice, click OK or press Return. To cancel the Corners command, click Cancel instead.

For more information about entering measurements and unit conversion, see Appendix B, *Entering measurements*.

The rounding values are always displayed in the current ruler units. However, you can enter the values in any units you like; Informed Designer will automatically convert the value for you. After you enter a value, press the Tab key. Informed Designer will update the sample rectangle to reflect the new value that you entered.

Field settings

You can change the appearance of fields with the Field tool or with the Field command. Use the Field tool to draw a field and manipulate its parts. You use the Field command to control the options associated with fields. This section describes the Field command. For information about drawing fields and the parts of fields, see *The Field tool*.

To use the Field command, select the field that you want to change, then, from the Settings menu, choose Field. The Field Settings dialog appears:

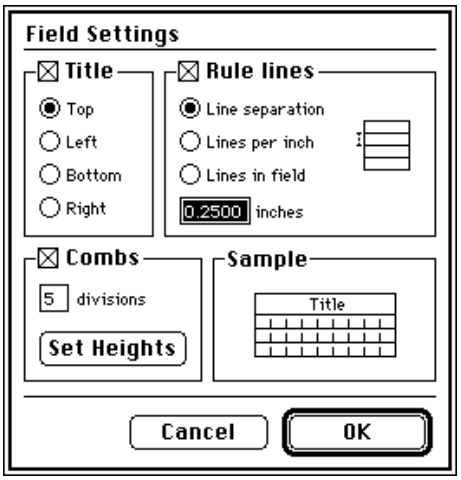


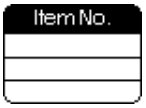
Fig. 6-31
Field Settings dialog

The Field dialog is divided into three sections: Title, Rule lines, and Combs. The Sample section displays the choices that you make. After changing the settings, click OK. Your changes are made to the selected field. To remove the dialog and cancel your changes, click Cancel. The controls on the Field dialog are described in the following sections.

Title

Click the Title check box to turn the field title on or off. When the title is on you can choose its position by clicking any of the Top, Left, Bottom, or Right choices.

Rule lines



Field with rule lines

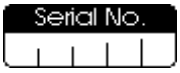
You can divide a field into lines using the rule lines option. Click the Rule lines check box to turn this option on or off. When rule lines are on you can specify the line spacing using the controls on the Field dialog, or by clicking and dragging any line using the Field tool. See *The rule lines* for information about manipulating rule lines with the Field tool.

You can enter the rule line spacing using one of three methods. Choose a method by clicking the ‘Line separation’, ‘Lines per inch’, or ‘Lines in field’ radio button. Enter a value in the text entry box below the radio buttons. When you use the ‘Line separation’ option, enter the actual

For more information about entering measurements and unit conversion, see Appendix B, *Entering measurements.*

distance that you want between each rule line. Enter either the number of lines per inch or the number of lines in the field, respectively, when you use the other two options. Values are displayed in the current ruler units, but you can enter values in any units you like; Informed Designer will perform the conversion for you.

Combs



Combed field

You can use comb lines to divide the character spacing of a field into equally spaced sections. Click the Combs check box to turn comb lines on or off. When the combs are on, you can enter the number of divisions in the text entry box provided. Furthermore, you can adjust the height of each comb line individually. To do this, click the Set Heights button. The Comb Heights dialog will appear.

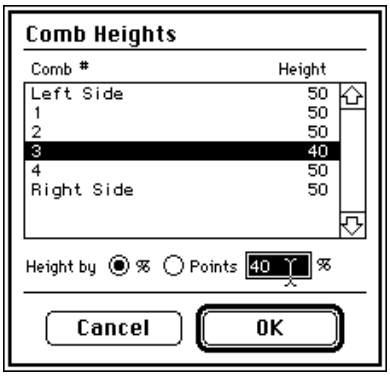


Fig. 6-32
Comb Heights dialog

Using this dialog you can click and select each comb divider in the scrolling list, then enter a different value in the text entry box below the list. To change more than one divider line, select each one while holding down the Command key, then enter the new value.

You can measure comb heights in either percentage of cell height, or points. If you use the percentage of cell height option, the comb heights will automatically adjust when you resize the field's cell. Choose an option by clicking either of the '%' or 'Points' radio buttons.

Click OK when you're finished changing the comb heights. To cancel all changes, click Cancel instead.

Table settings

You can change the appearance of tables using either the Table tool or the Table command. Use the Table tool to draw a table and manipulate its parts. You use the Table command to control the options associated with tables. This section describes the Table command. For information about drawing tables and the parts of tables, see *The Table tool*.

To use the Table command, select the table that you want to change, then choose the command from the Settings menu. The Table dialog will appear.

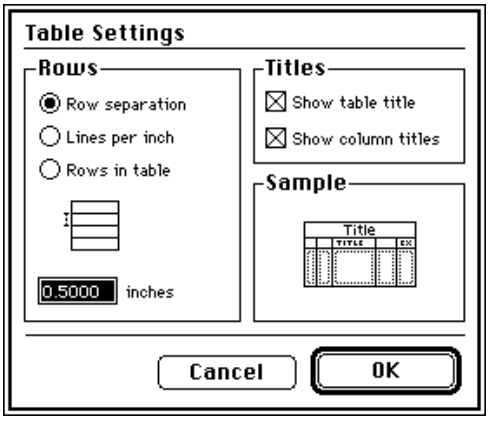


Fig. 6-33
Table Settings dialog

The Table dialog is divided into two sections: the rows and titles. A sample table illustrates the choices that you make. After changing the settings, click OK to change the selected Table. To cancel the Table command, click Cancel instead. The controls on the Table dialog are described below.

Rows

Each table is divided into rows. You can change the distance between each row by clicking and dragging any row line with the Table tool, or by entering a value on the Table dialog.

You can enter the row spacing using one of three methods. Choose a method by clicking the ‘Row separation’, ‘Rows per inch’, or ‘Rows in table’ radio button. The small diagram below the radio buttons changes to illustrate your choice. Enter a value in the text entry box below the small diagram. When using the ‘Row separation’ option, enter the actual distance that you want between each row line. When you use the other two options, enter either the number of rows per inch, or the number of rows in the table, respectively. Values are displayed with the current ruler units, but you can enter values in any units you like; Informed Designer will perform the conversion for you.

For more information about entering measurements and unit conversion, see Appendix B, *Entering measurements*.

Titles

You can show or hide the title of a table or its columns. Click either of the ‘Show table title’ or ‘Show column headings’ check boxes to turn the corresponding sections on or off. The sample table changes to show your choices.

Chapter 7
Manipulating objects

Informed Designer provides a wide variety of commands and features that allow you to manipulate objects. In this chapter you'll learn how to select, reposition, and resize objects with the Pointer tool. You'll learn how to use the Specs palette and the Clipboard, as well as the commands summarized below.

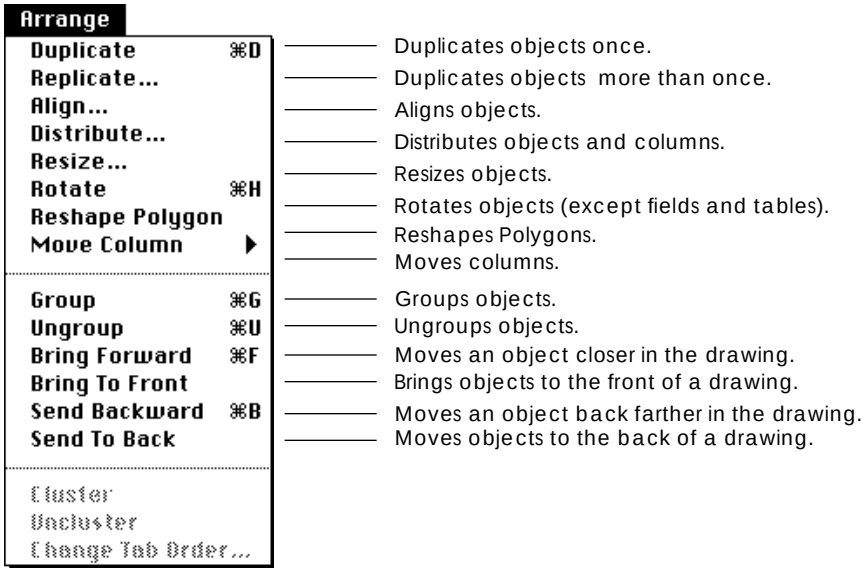


Fig. 7-1
Arrange menu and associated object manipulation commands

Selecting objects

Before you can manipulate an object on your form, you must select it first. With Informed Designer, you can select objects in one of two ways: by using the Pointer tool, or by using the object selection commands (Select All and Select Same) in the Edit menu.

Important

When more than one object on your drawing is selected, all subsquent object manipulations that you perform are applied to all of those objects. Make sure that you select the right objects before you choose a command.

Using the Pointer tool

The Pointer tool selects objects in a variety of ways. Before you can use the Pointer tool, you must first select it on the tool palette.

Since the Pointer tool is used quite regularly, Informed Designer offers a shortcut for selecting it. In addition to clicking it on the tool palette, you can select the Pointer tool by pressing the key located at the top-left corner of your keyboard (either Escape or ‘`’). You can also select it by holding down the Option key. See *The tool palette* for more information.

Note When you select a text, field, or table object with the Pointer tool, the entire object is selected as a whole. To select individual components of these objects, see *The appearance of fields* and *The appearance of tables*.

Selecting a single object

You can select a single object in one of two ways:

- **Click the object**
  Position the pointer over the object you want to select and click the mouse button. Handles appear on the object’s corners to indicate that it’s selected.

Fig. 7-2
Clicking an object

- **Draw a selection rectangle**
  Position the pointer outside of the object, then click and drag the mouse to surround the object with a *selection rectangle.* When the object is completely enclosed, release the mouse button.

Fig. 7-3
Drawing a selection rectangle

Selecting multiple objects

You can select multiple objects in one of two ways:

- **Shift-click individual objects.**
  To select objects by Shift-clicking, hold down the Shift key as you click the individual objects. Holding down the Shift key causes any previously selected objects to remain selected.

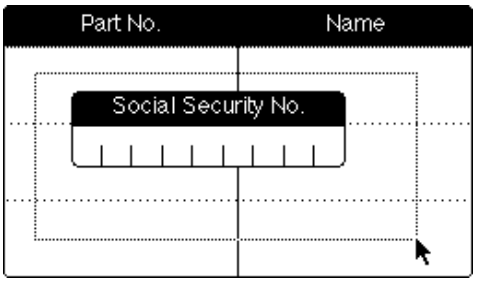
- **Draw a selection rectangle.**
  Position the pointer outside of the objects that you want to select, then click and drag the mouse to completely enclose them. This technique is useful when the objects you want to select are positioned near each other on your form.

Forcing a selection rectangle

Often you might want to draw a selection rectangle to select one or more objects that are positioned above other objects on your form. If the objects behind those that you want to select cover other areas of your form, you might unintentionally select and drag one of them when you attempt to draw the selection rectangle.

You can avoid this from happening by holding down the Option key or the Option and Command keys together while drawing the selection rectangle. The Pointer tool will act as though there are no objects under the position where you click to begin drawing the selection rectangle.

To select objects on top of others...



...hold down the Option or the Option and Command keys while drawing a selection rectangle.

Fig. 7-4
Forcing a selection rectangle

If you hold down the Option key to force a selection rectangle, all objects that are completely enclosed within the rectangle will be selected when you release the mouse button. If you hold down the Option and Command keys instead, all objects that intersect the drawn rectangle will be selected.

Selecting through objects

When you click the pointer to select an object, the front most object that lies below the pointer is selected. Often you might want to select an object that is obscured by other objects. Instead of moving these objects to reveal the object that you want to select, use the Command key to select through an object. Each time you select while pressing the Command key, the object immediately behind the one currently selected is chosen.

For example, if you draw an oval over top of a rectangle and select the oval, then clicking the oval while holding down the Command key causes the rectangle to be selected instead.

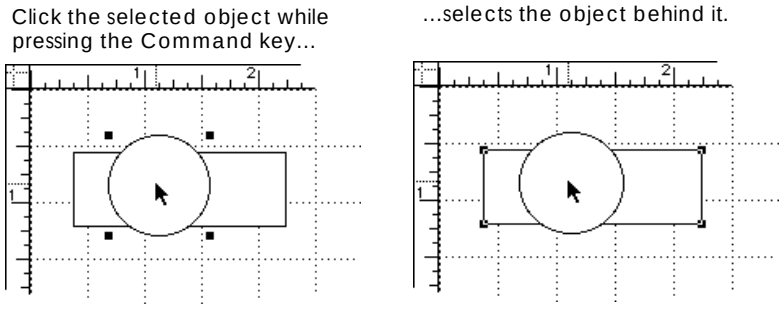


Fig. 7-5
Selecting through an object

When selecting through an object, the pointer must be positioned over the region where the two overlapping objects intersect.

The Select All and Select Same commands

You can use the Select All and Select Same commands to select objects on the current page of your form.

Select All

Select All
Edit menu
Command-A

The Select All command selects all the objects on the current page of your form. Functionally, this command is equivalent to selecting all objects with the Pointer tool. To use the Select All command, choose it from the Edit menu.

Select Same

Select Same
Edit menu

The Select Same command selects all objects of given type. For example, if a box and a line are currently selected, then the Select Same command will select all other boxes and lines on the current page of your form.

To use the Select Same command, first select one or more objects on your form. Then choose Select Same from the Edit menu. Informed Designer will select all remaining objects on the current page of your form that are of the same type as the ones you originally chose.

The Select Same command works differently when you edit fields or tables. If you're editing a field or a table and a part of that object is selected (such as a cell or dividing line), then the Select Same command will select the same parts in all other fields or tables on the current page of your form.

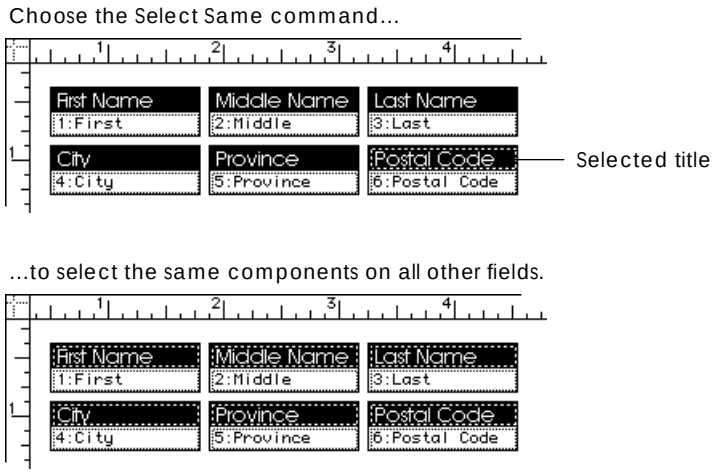


Fig. 7-6
Selecting the same parts of all fields

Deselecting objects

To deselect all currently selected objects on your form, click on an area of your form that contains no objects, or double-click the Pointer tool on the tool palette.

To deselect a particular object on your form, click the object with the Pointer tool while holding down the Shift key. All other currently selected objects will remain selected.

Clearing objects

To clear an object from your form, first select it. Then clear it by using one of these methods:

Clear
Edit menu

- **Choose Clear from the Edit menu, or press the Backspace key.**
  This method is most common.

Cut
Edit menu
Command-X

- **Use the Cut command from the Edit menu.**
  The Cut command places the selected object on the Clipboard and then clears it from your form.

Note When editing a table with the Table tool, using the Clear command will clear a selected column and not the entire table. For more information, see *Removing a column*.

Repositioning objects

After drawing an object, you may want to reposition it to a different location on the page. An object is repositioned by dragging it with the Pointer tool. Informed Designer gives you the choice of how the object is displayed as you drag.

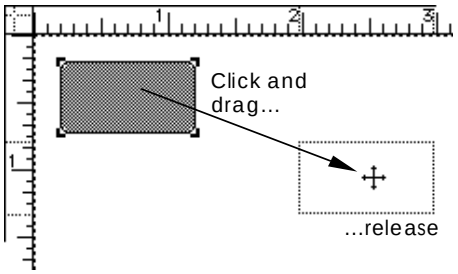


Fig. 7-7
Dragging an object

If you click and drag an object immediately, an outline of the object will appear; the outline will follow the movement of the mouse as you drag (see Figure 7-7). When you release the mouse button, the object will be drawn at its new position.

Alternately, if you pause briefly before dragging the mouse, the pointer and all handles will disappear and the object will be drawn in detail as you drag. This method is particularly useful for repositioning text because the text itself remains visible as you drag the mouse.

You can constrain the direction of dragging by holding down the Shift key. The object's motion will be constrained in either the horizontal or vertical direction depending on the initial motion of the mouse.

Note The Nudge, Align, and Distribute commands, as well as the Specs palette, can be used to reposition objects. For more information, see *Resizing with the specs palette*, *Nudging objects*, *Aligning objects*, and Distributing *objects*.

Locking an object's position

Object...
Settings menu

You can lock an object's position to prevent the object from being moved or resized accidentally. To lock an object's position, select the object, then choose the Object command from the Settings menu. The Object dialog appears.

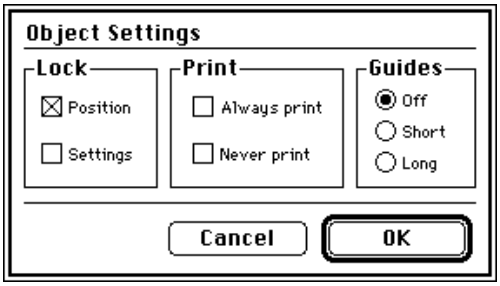


Fig. 7-8
Locking an object's position

Check the Position check box under the Lock heading. Click OK to dismiss the Object dialog.

Lock pointer

When you attempt to reposition or resize a locked object by dragging with the Pointer tool, Informed Designer will change the pointer to a lock. This indicates that the object is locked and cannot be dragged. When you use commands that reposition or resize objects, any objects that are locked are not affected.

For information about the other settings available on the Object dialog, see *Locking an object's settings*, *Objects and printing*, and *Using object guides*.

Resizing objects

A selected object can be resized by using any of the following 3 methods:

- **Pointer tool**
- **Resize command**
- **Specs palette.**

This section describes how to resize objects using all three of these methods.

Resizing with the Pointer tool

You resize a selected object by clicking and dragging any of its handles with the Pointer tool. As you drag, Informed Designer draws a gray outline of the object, which shrinks and expands with the movement of the mouse to indicate the object's changing size. If you pause briefly after clicking a handle, Informed Designer will hide the pointer as you drag.

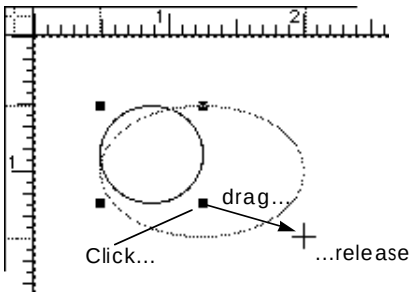


Fig. 7-9
Resizing an object

Resizing lines

You resize a line by selecting it, then clicking and dragging one of its end point handles.

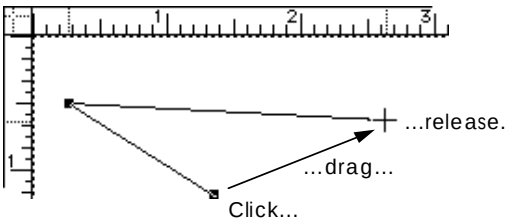


Fig. 7-10
Resizing a line

If you hold down the Shift key while resizing a line, the line will be constrained along the vertical, horizontal, or diagonal (45°) directions, depending on the position of the mouse as dragging occurs.

Resizing boxes, ovals, arcs, and polygons

You resize boxes, ovals, arcs, and polygons by clicking and dragging any corner handle of the object.

If you hold the Shift key down while dragging, resizing is constrained along the horizontal, vertical, or diagonal axes depending on the movement of the mouse. Resizing horizontally or vertically scales the object in that direction only. If you hold down the Shift key while resizing diagonally, the new object is scaled equally in both directions, resulting in a new size that's proportional to the original. As you drag while holding down the Shift key, the information box displays the current scaling percentage.

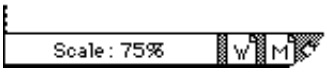


Fig. 7-11
Scaling percentage

When resizing a polygon with the Pointer tool, Informed Designer scales the object in the same way as described above. More specifically, Informed Designer resizes the smallest possible rectangle that completely encloses the selected polygon. As always, you can resize a polygon in any direction, and if you hold down the Shift key, the operation is constrained to the horizontal or vertical axis, or proportionally. To reposition individual vertices of a polygon, use the Reshape Polygon command in the Arrange menu. For more information see *Reshaping a polygon*.

Resizing text

You resize text objects the same way that you resize boxes, ovals, rectangles, and polygons—by clicking and dragging a handle.

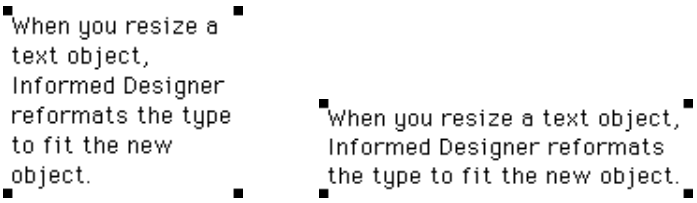


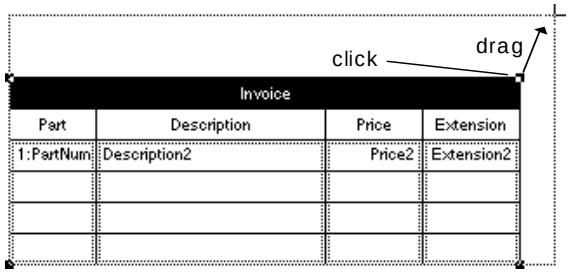
Fig. 7-12
Before (left) and after (right) resizing text

When you resize a text object, Informed Designer automatically reformats the type inside the object to fit the object's new size.

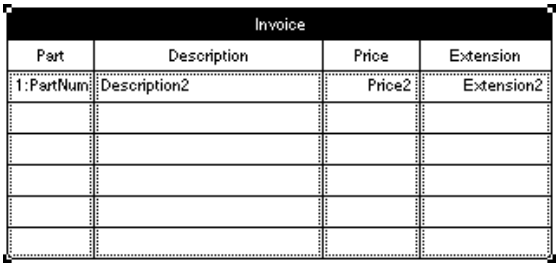
If you resize a text object too small, Informed Designer will automatically extend its bottom edge so that all text in the object is visible. Likewise, if you make a text object too long, Informed Designer will snap its bottom edge up to the last line of text.

Resizing fields and tables

When you resize a field or table using the Pointer tool, Informed Designer adjusts the size of the object while preserving the spacing of the title sections. An example is shown on the next page.



Resizing a field or table with the Pointer tool ...



... doesn't change the size of title sections.

Fig. 7-13
Resizing a table

When you drag the edge of a field or table, any title sections move as well. If you hold down the Command key while dragging the edge of a title section, the size of the section changes. You can also change the size of a title section by clicking and dragging the section's dividing line with the Field or Table tool.

Holding down the Shift key while resizing a field or table constrains the motion of the resize operation to the vertical, horizontal, or diagonal axes, depending on the motion of the mouse. Scaling diagonally results in an object that is resized proportionally to the original. As you hold down the Shift key and drag, the Information box displays the current scaling percentage. For more information, please see *Resizing parts of a field* and *Resizing parts of a table* in chapter 5.

Resizing multiple objects

Often you will want to resize more than one object by the same amount. For example, you might want to change the height of three adjacent fields. Informed Designer allows you to select more than one object, and then resize them all with one motion. Simply select each object, then

resize one of them to the desired size. All selected objects will be resized by the same amount.

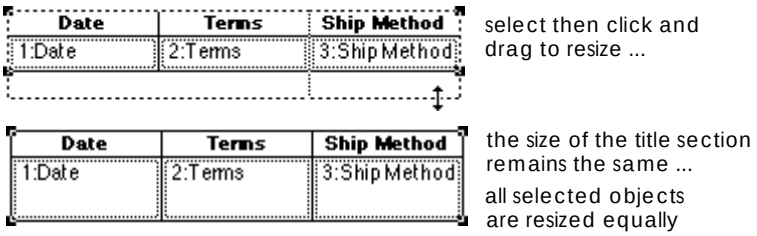


Fig. 7-14
Before and after resizing three fields

As multiple objects are resized, Informed Designer will constrain the new size to ensure that any object doesn't become too small or too large.

Resizing with the Resize command

The Resize command resizes one or more selected objects.

Resize...
Arrange menu

You resize an object in one of three ways: explicitly (by specifying the object's new dimensions), by example (by pointing and clicking on another object of the desired size), or to its original size (available for imported graphic objects.

To resize an object, first select it and then choose the Resize command from the Arrange menu. You'll see this dialog:

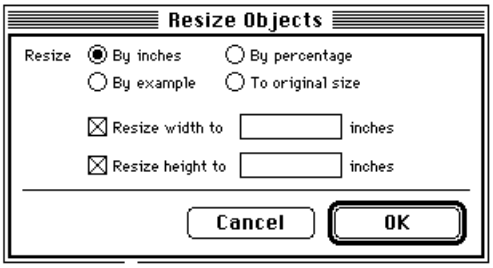


Fig. 7-15
Resize dialog

The width and height of the selected object can be resized independently. Do this by checking either of the 'Resize width to' or 'Resize height to' check boxes.

For more information about entering measurements and unit conversion, see Appendix B, *Entering measurements*.

If you select the Inches radio button, you can specify the new width or height of the selected object in the corresponding text entry boxes. For example, you might enter a value of 5 inches for the height and 3 inches for the width of a selected object. The unit of measurement corresponds to the current ruler setting. However, you can enter the value in any units you like; Informed Designer does the conversion for you.

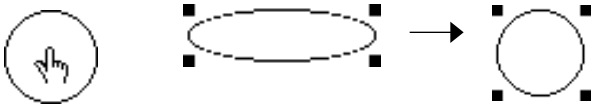
Similarly, if you select the Percentage option, the selected object is resized to a percentage relative to its current size. For example, you might want to scale an object to half its present size. Simply enter '50' into each text box. Click OK to perform the resize. Click Cancel to cancel the command and return to editing your form.

The resize 'By example' option allows you to change the size of an object to the size of a different object on your form. To use this method, follow the instructions below.

1. **Select the object that you want to resize.**

2. **Choose Resize from the Arrange menu, select the 'By example' option, then click OK.**

3. **With the pointing hand, click the object that's the correct size. The size of the selected object will change to match the size of the object you click.**



The resize 'To original size' option is available only if you've selected at least one PICT, EPSF, or TIFF object. This option resizes the object to its original pasted or imported size.

You can double-click a PICT, EPSF, or TIFF object with the Pointer tool to resize it to its original size.

Errors when resizing

When using the Resize command, Informed Designer won't allow you to reduce the size of an object below its minimum size (for example, setting

the width of a box to zero inches). If you try, the following error message appears:

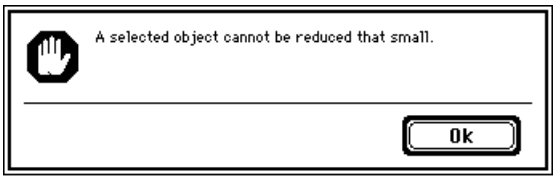


Fig. 7-16
Objects too small error

Likewise, you can't enlarge an object larger than the size of the drawing area. If you try, the following error message appears:

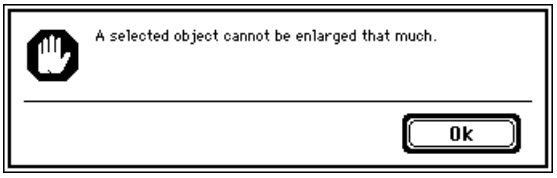


Fig. 7-17
Objects too large error

If either of these errors occur, Informed Designer will report the error and cancel the Resize command. Click OK to dismiss the error dialog.

Resizing with the specs palette

The specs (specifications) palette is a drawing aid that can help you resize and reposition objects on your form. Use the specs palette to position or resize an object if you know its exact dimensions.

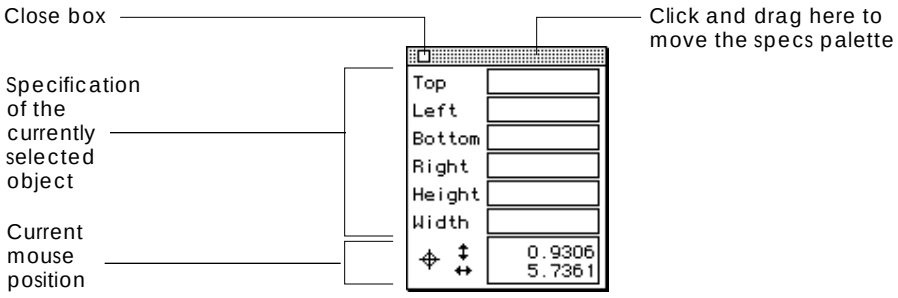


Fig. 7-18
The specs palette

Show/Hide Specs
Layout menu
Command-E

The specs palette displays coordinate information pertaining to the mouse and any currently selected objects. Like the tool palette, the specs palette can be displayed, hidden, or dragged, but not resized. When visible, the specs palette always displays the mouse's current position, unless the mouse is over the specs palette or outside of the drawing window.

When the specs palette is displayed, the units of measurement correspond to those currently set on the ruler.

Using the specs palette

To use the specs palette, first display it by selecting the Show Specs command from the Layout menu. When the specs palette is visible, the corresponding menu command becomes Hide Specs. Select this command or click the palette's close box to hide the specs palette.

Resizing an object

You can resize an object by changing any of the parameters displayed in the text entry boxes on the specs palette.

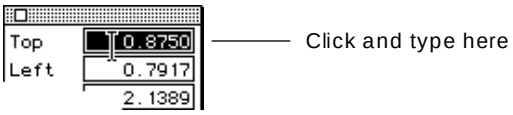


Fig. 7-19
Typing on the specs palette

For more information about entering measurements and unit conversion, see Appendix B, *Entering measurements.*

To change an object's parameters, click and select the appropriate text entry box with the mouse, then type a new value. Enter the new value in

any units you like; Informed Designer performs the appropriate unit conversion for you. Then press the Tab, Shift-Tab, Return, or Enter key. The new value will be applied to the selected objects. Depending on which key you press, one of the following will happen.

- **Pressing Tab or Return will move you to the next text entry box on the specs palette.**
- **Pressing Shift-Tab will move you to the previous text entry box on the specs palette.**
- **Pressing the Enter key will take you off the specs palette.**

The new value is applied to the selected objects immediately.

When you alter any of the Top, Left, Bottom, or Right parameters, the object's corresponding edge always reflects the change. If you change the Height or Width parameters, the change will *always* affect the bottom or right edge. For example, if the width of a table is five inches, and you type '6' into the Width text box on the specs palette, the right edge of the table will be extended by one inch. This is similar to using the Nudge commands to resize objects.

If more than one object is selected, the specs palette shows only the values that are common to all objects. This means that a text entry box will be blank if its value is different for each of the selected objects. For example, if two objects of the same width are selected, the specs palette will show the corresponding width. However, only if their edges are aligned exactly will values appear in the top, left, right and bottom text entry boxes.

Figure 7-20 below shows the specs palette and four selected objects. Since the dimensions and position of each object is different, all text entry boxes show blank values. Figure 7-21 shows the same objects after entering a left value of '2.0'. The left edge of each selected object is moved to the two inch mark on the horizontal ruler.

When you type on the specs palette...

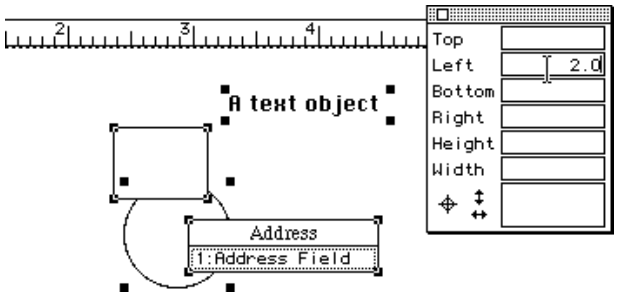


Fig. 7-20
Selected objects and the specs palette

...the change is applied to all selected objects.

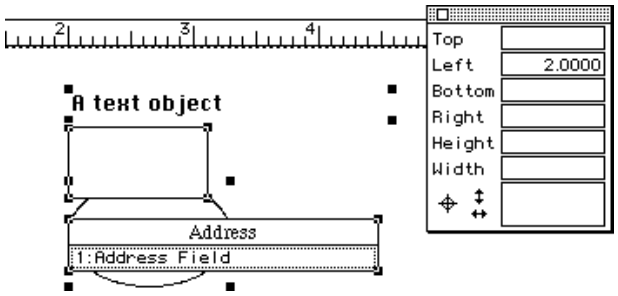


Fig. 7-21
Resizing objects with the specs palette

As with all other resizing operations, you can't enter values that would reduce the size of an object below its minimum, or enlarge an object so that it lies partially off the drawing area. If you try to enter a value that is too large or too small, Informed Designer will warn you (with a beep) and leave the original value unchanged.

Repositioning an object

You can also use the specs palette to reposition an object to an exact location on the drawing area. Suppose that you want to position a field's upper left corner at exactly two inches to the right and down from the ruler's zero point. First display the specs palette and select the appropriate field. Then drag the object with the mouse until the Top and Left parameters on the specs palette both show two inches.

Drag the object around...

...until the specs palette looks like this:

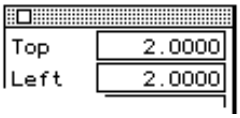


Fig. 7-22
Repositioning with the specs palette

As with all object positioning operations, Informed Designer won't allow you to drag an object off the drawing area.

Note The Align command allows you to move an object by typing an exact location. See *Moving objects on your form* for more information.

Duplicating objects

Duplicate
Arrange menu
Command-D

Often you'll want to create new objects that are similar, if not identical, to other objects on your form. Rather than redrawing an object by hand, Informed Designer provides you with a pair of commands that allow you to create one or more duplicates of an existing object.

Duplicate

The Duplicate command duplicates one or more selected objects. It's useful for making a single copy of an object.

To duplicate an object, first select it and then choose the Duplicate command from the Arrange menu. For each selected object, Informed Designer places a copy directly to the right of the original. The original object is deselected and the new object is selected.

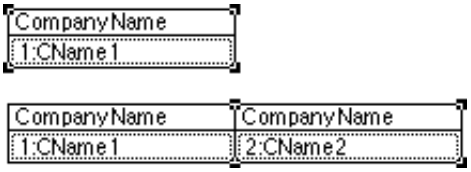


Fig. 7-23
Object before (above) and after duplicating (below)

If you hold down the Option key while choosing the Duplicate command, the duplicate object will be directly below the original. If you reposition a duplicated object and immediately duplicate it again, Informed Designer uses the distance between the copy and the original as the offset for the next copy.

Duplicated objects are never positioned partially on the drawing area. If the position of a newly duplicated object places it off the edge of the drawing area, Informed Designer readjusts the object's position as necessary to place it entirely on the drawing area.

Replicate

Replicate...
Arrange menu

The Replicate command duplicates one or more selected objects an arbitrary number of times. Replicated objects are created at evenly spaced intervals that you can set.

To replicate an object, first select it and then choose the Replicate command from the Arrange menu. This dialog will appear:

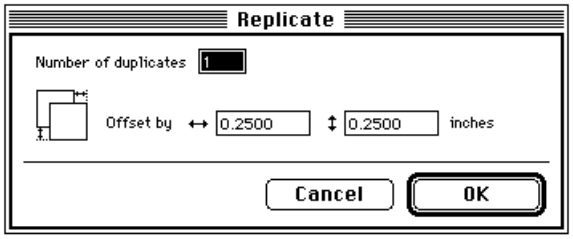


Fig. 7-24
Replicate dialog

For more information about entering measurements and unit conversion, see Appendix B, *Entering measurements.*

Use the 'Number of duplicates' text entry box to specify the number of copies that you want to make, then enter the horizontal and vertical offsets in the 'Offset by' text entry boxes. These values indicate the distance between each subsequent duplicate. You can specify the offsets in any units you like; Informed Designer performs the appropriate unit conversion for you. These measurements default to 1/4 inch, 1/2 cm, 1 pica, or 18 points, depending on the ruler's current setting.

After you enter the appropriate values, click OK to perform the command or click Cancel to discontinue the operation and return to editing your form.

You can enter negative offsets as well. A negative offset causes a new object to be placed in the opposite direction of a positive offset. This means that positive horizontal and vertical offsets would place a duplicate object below and to the right of the original, whereas corresponding negative offsets would place a duplicate above and to the left instead.

As with the Duplicate command, replicated objects are never positioned partially on the drawing area. Informed Designer always readjusts an object's position, if necessary, to place it entirely on the drawing.

Duplicating cells

When you duplicate cells on a form (either field cells or table cells), you should be aware of the following situations and how Informed Designer handles each one.

Naming conventions

If you duplicate a cell, the new cell can't take the same name as the original (all cell names must be unique). Informed Designer uses these conventions to name duplicated cells:

- **A number (starting with 1) is appended to the original cell name.**
  After appending a number, if the resulting cell name is already in use, the appended number is incremented by 1 (as many times as necessary) until a unique name is obtained.

  For example, when duplicating the cell called 'Phone', Informed Designer will name the new cell 'Phone1'. If a cell called 'Phone1' already exists, 'Phone2' will be used instead (and so on).

- **If the original cell name already ends with a number, that number is incremented by one.**
  Rather than appending another number to the original name, the existing number is incremented by one instead (as many times as necessary) until a unique name is obtained.

  For example, when duplicating the cell called 'Cell1', the new name 'Cell2' will be used (not 'Cell11'). If a 'Cell2' already exists on the form, then 'Cell3' will be used (and so on).

- **If the resulting name is longer than fifteen characters, Informed Designer will remove the character that immediately precedes the appended number.**
  For example, the duplicate of the cell ‘Abcdefghijklmn9’ will be named ‘Abcdefghijklm10’.

Tab position

Each newly duplicated cell receives the next available tab position. For example, if there are fifteen cells on your form with tab positions one through fifteen, and two of those cells are duplicated, the two new cells will have tab positions sixteen and seventeen. Of course, you can always change the tab position if you like.

Formulas

If you’re duplicating a cell that has a calculation, default, or check formula, and that formula refers to cells that are also being duplicated (remember their names will change), then when you perform the duplication, the formula will be adjusted so that all cell references refer to the duplicate cells rather than the originals.

For example, suppose that your form has two cells, cell1 and cell2, and that the value of cell2 takes the value of cell1 (cell2 = cell1). If you duplicate the two cells together, then you’ll get cell3 and cell4 where the value of cell4 is calculated as the value of cell3 and not the value of cell1 (cell4 = cell3).

Aligning objects

Align...
Arrange menu

Often you’ll want to align one or more objects on your form, either to each other, or along the lines of the drawing grid. Informed Designer’s Align command allows you to easily align objects to each other, to the drawing grid, or to a specific position on your form. You can also use the Align command to center a single object on the drawing area.

To align a set of objects, first select them and then choose the Align command from the Arrange menu. This dialog will appear:

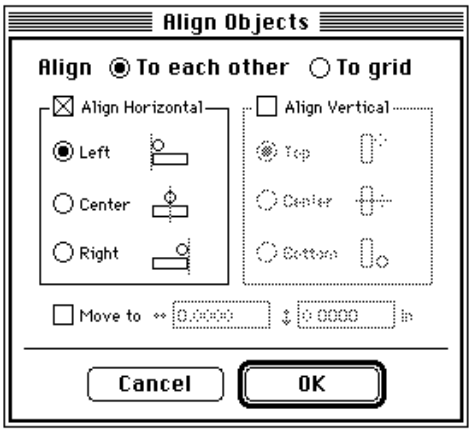


Fig. 7-25
Align dialog

Objects may be aligned to themselves, or along the drawing grid. The default alignment is shown above.

After you've specified how the alignment should take place, click OK to perform the alignment, or click Cancel to cancel the operation and return to editing your form.

Aligning objects to each other

To align a set of objects to each other, click the 'To each other' radio button and choose the axes that will participate in the alignment. You can align objects along one or both axes.

If you check the Align Horizontal box, then the alignment will take place along the horizontal axis—that is, in the left-to-right direction. Click the Left radio button to align the objects along the left side of the leftmost selected object. Click the Right radio button to align the objects along the right side of the rightmost selected object. If you click the Center radio button, the objects' centers will be aligned along a path that lies roughly halfway between the leftmost and rightmost selected objects.

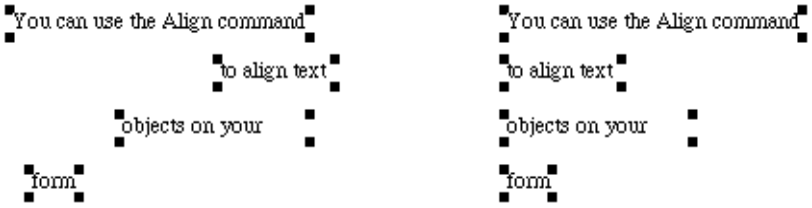


Fig. 7-26
Objects before and after alignment (using default settings)

Similarly, you can check the Align Vertical box to perform the alignment along the vertical axis. The Top radio button aligns the objects along the top edge of the topmost selected object. The Bottom radio button aligns the objects along the bottom edge of the lowest selected object. The Center radio button aligns the objects' centers along a path that lies roughly halfway between the uppermost and lowest selected objects.

Aligning an object to the drawing area

Align ◉ To drawing

The align 'To each other' option is available if you've selected more than one object to align. With only a single object selected, the 'To each other' option changes to 'To drawing'. Use this option to align an object to the edge or center of the drawing area. Click the 'Align Horizontal' or 'Align vertical' check box (or both) to choose which direction to align in. Then choose the drawing edge or center to align to by clicking the appropriate radio button (Left/Center/Right, or Top/Center/Bottom).

Moving objects on your form

For more information about entering measurements and unit conversion, see Appendix B, *Entering measurements*.

When aligning objects to each other, you can optionally move the selected objects to a specified position on the drawing area by checking the 'Move to' check box and entering the desired coordinates. Enter the coordinates in any units that you like; Informed Designer performs the appropriate unit conversion for you.

When an object is moved using this option, the edge or center of the object is moved to the specified coordinate (as indicated by the Left/Center/Right and Top/Center/Bottom radio buttons).

Aligning objects to the grid

For more information about the grid, see *The grid*.

To align a set of objects along the drawing grid, select the 'To grid' radio button. When you click OK, the upper left corner of all selected objects will 'snap' to the nearest grid lines, whichever are active.

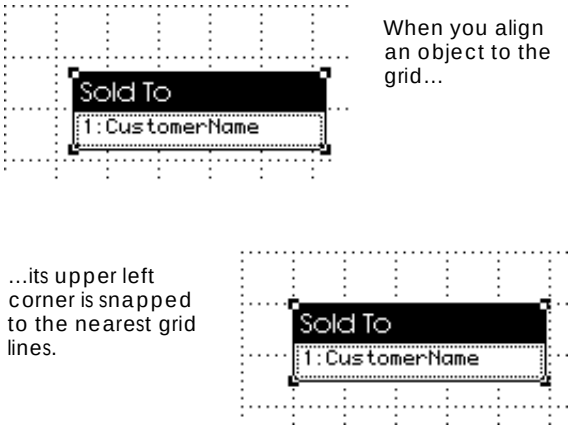


Fig. 7-27
Aligning an object to the grid

Using object guides

Object guides make it easy to align objects next to each other. Unlike the Align command, object guides help you align objects visually—that is, by dragging them on the drawing window.

Object guides work just like guide lines. They appear as gray lines that have a magnetic attraction. When you drag an object towards a guide, the object's edge will snap to the guide once it's within a certain range.

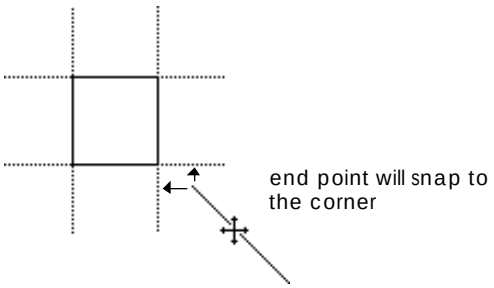


Fig. 7-28
Using object guides

Informed Designer always positions object guides along the sides or end points of an object. For text objects, guides appear along each base line of the text as well.

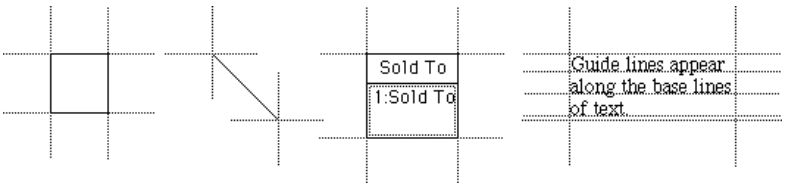


Fig. 7-29
Object guides

Object...
Settings menu

You turn object guides on using the Object command. Select the object that you want to align to, then choose the Object command in the Settings menu. The Object Settings dialog appears:

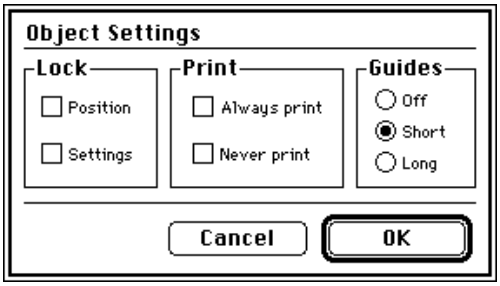


Fig. 7-30
Object dialog

You can choose either short or long object guides. Short guides extend about a half inch from the edge of the object, whereas long guides extend the complete width or height of the drawing window. After selecting your choice, click OK to dismiss the Object dialog. To cancel the Object command, click Cancel instead.

Like guide lines, object guides have sensitivity and display attributes. These attributes are controlled using the Guide Options command. For more information, see *Guide options*.

For information about the other settings available on the Object dialog, see *Locking an object's settings*, *Locking an object's position*, and *Objects and printing.*

Distributing objects

Often you'll need to evenly space a set of objects across an area of your form. You might be separating related fields of information, or you might be redistributing a set of newly replicated objects. Rather than tediously placing each object by hand, Informed Designer provides a simple and efficient way to do this.

Distribute…
Arrange menu

The Distribute command evenly distributes a set of selected objects along an arbitrary path. This path is determined by you and may be specified in one of two ways: visually (with the help of the mouse), or by a specified value.

Note While editing a table, you can use the Distribute command to evenly distribute the table's columns. For more information, see *Distributing columns*.

To distribute a set of objects, first select them and then choose the Distribute command from the Arrange menu. This dialog will appear:

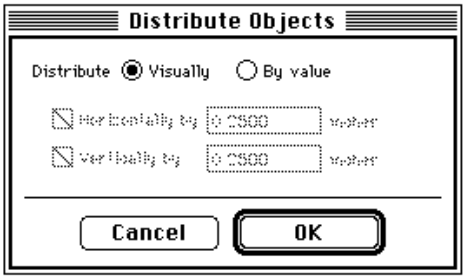


Fig. 7-31
Distribute dialog

Distributing objects visually

When you distribute a set of objects visually, you align them along a path that's determined with the mouse.

To distribute a set of objects visually, select the Visually radio button and click OK to continue. You'll see the drawing window again with the selected objects in *distribute mode*. The selected objects will assume an initial distribution path where they are offset (in both directions) from

each other by a fixed amount. The line of distribution depends on the initial placement of the selected objects. All objects remain selected, but on the upper-left corners of the topmost and lowest objects, you'll see a circular handle.

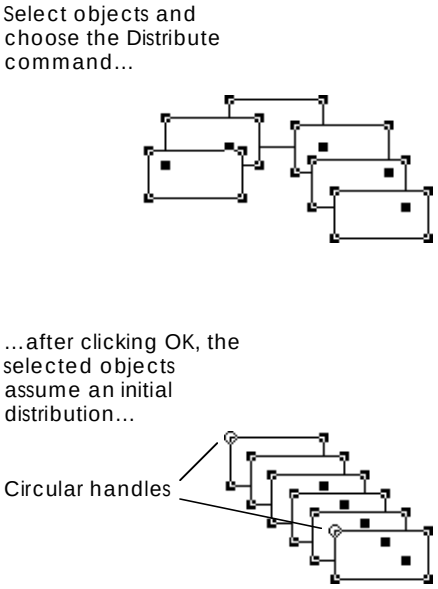


Fig. 7-32
After selecting the Distribute visually command

Using the mouse, perform the distribution by clicking and dragging on either of the circular handles. While you hold the mouse button down, an outline of the selected objects appears, indicating the position of the objects as the mouse is moved. When you achieve the desired distribution, release the mouse button. The objects remain selected and will be distributed along their new path.

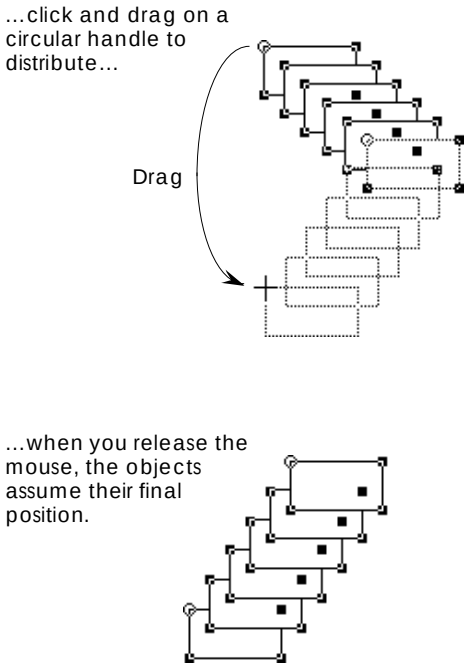


Fig. 7-33
Performing the distribution

If you hold down the Shift key while adjusting the path, the resulting path will be constrained to the horizontal, vertical, or diagonal (45°) axes.

While the objects are in distribute mode, you can move or resize the objects normally using the Pointer tool. The selected objects will remain in distribute mode until they're deselected.

Distribute by value

If you know exactly how far apart you want to distribute a set of selected objects, use the 'By value' option. If you check this option, you can directly specify the vertical and horizontal offsets with which to distribute the objects. Select either of the Horizontal or Vertical check boxes (or both) and type the desired values into the associated text entry boxes. Enter the values in any units you like; Informed Designer does the conversion for you.

For more information about entering measurements and unit conversion, see Appendix B, *Entering measurements*.

When performing the distribution, Informed Designer will separate all objects along their upper-left corners by the given offsets. Positive vertical and horizontal offsets place each subsequent object down and to

the right. The same negative offsets place each object above and to the left. Click OK to perform the distribution or click Cancel to discontinue the operation.

Regardless of the which distribution method you choose, you can't distribute an object off the edge of the drawing area. If the new position of an object places it partially off the drawing area, Informed Designer will adjust its position so that it appears entirely on the drawing area.

Rotating objects

Rotate
Arrange menu
Command-H

Use the Rotate command to rotate one or more selected objects. Objects can be rotated 360 degrees in 90 degree increments.

All object types can be rotated with the exception of fields and tables. If you select a field or a table, or if a set of selected objects contains a field or a table, the Rotate command is disabled.

To rotate an object, first select it then, from the Arrange menu, choose the Rotate command. The selected object is automatically rotated 90 degrees.

Fig. 7-34
Object before and after rotation

The Rotate command is useful for placing vertical text on your form. To rotate text, select it with the Pointer or Text tool. From the Arrange menu, choose the Rotate command.

A rotated text object can be edited in the usual manner. When you click the object with the Text tool, Informed Designer will rotate the text upright (back to zero degrees), and allow you to edit the text. When you press Enter or deselect the object, it will return to its rotated orientation.

Grouping and ungrouping objects

There may be times when you want the ability to treat a set of objects as a single object. For example, suppose that you've drawn a logo on your form, and the logo consists of a collection of individual lines, rectangles, and text objects. Grouping these objects together allows you to treat the logo as if it were a single object. Informed Designer gives you this ability with the Group and Ungroup commands.

Grouping objects

Group
Arrange menu
Command-G

The Group command forms a single object that's composed of a set of selected objects.

To group a set of objects, first select them and then choose the Group command from the Arrange menu. Informed Designer surrounds the objects with handles at each corner of group's smallest enclosing rectangle.

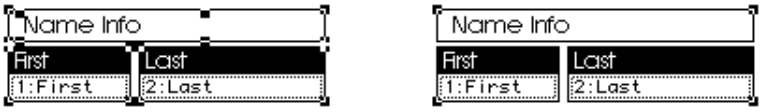


Fig. 7-35
Objects before (left) and after (right) grouping

Since a grouped set of objects is treated as a single object, it's manipulated accordingly. This means that you can perform any operation on a grouped object (such as selecting, moving, or resizing) that can be performed on an individual object.

Note If a group contains a locked object, then the group itself behaves as if it were locked. For more information about locking objects, see *Locking an object's position*.

All commands to manipulate a group, with the exception of resizing and rotating, function exactly as though the objects in the group were selected individually before using the command. For example, changing the font of a selected group will set the font for all text, field, and table objects in the group.

When you resize a grouped object, Informed Designer ensures that the size and relative spacing of the individual objects that make up the group

remain unchanged. Note that this is unlike resizing multiple selected objects where each object is resized by the same amount and the position of each object doesn't change. Figure 7-36 below illustrates how a grouped and ungrouped set of objects are resized.

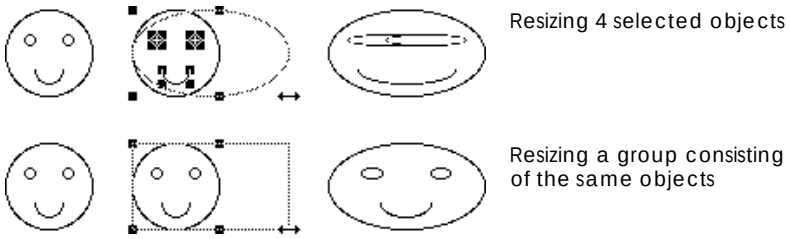


Fig. 7-36
Resizing groups

When you rotate a grouped object, rather than rotating each object in the group about its center (without moving its position), the group as a single object is rotated about its center.

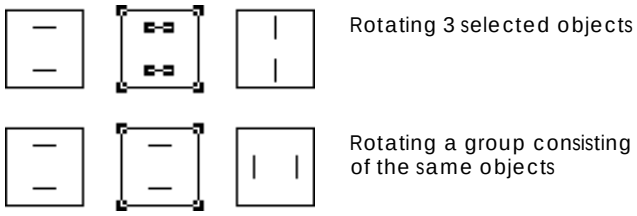


Fig. 7-37
Rotating groups

To manipulate a single object within a group, first ungroup the group (see next section), change the object, then regroup the objects.

Ungrouping objects

Ungroup
Arrange menu
Command-U

The Ungroup command separates a grouped object into the individual objects that comprise it. Ungroup is the opposite of the Group command.

To ungroup a grouped object, first select it and then choose the Ungroup command from the Arrange menu. All objects that comprised the group will be individually selected.

The Ungroup command is useful when you need to work with a single

object within a grouped object. For example, you might want to edit a text object that's part of a grouped object. Use the Ungroup command to ungroup the object. After editing the text, use the Group command to regroup the objects.

Moving objects through the drawing plane

In an Informed document, each object resides in its own layer on the drawing plane. This means that all objects have a relative front to back ordering—or stacking order—on your drawing.

Often while editing a form, you might need to change an object's stacking order. For example, some objects might be partially obscured by others or you might want to bring an object to the front of a drawing so you can edit it more easily. With the object layering commands (Bring Closer, Bring To Front, Send Farther, and Send To Back), Informed Designer gives you the ability to easily manipulate an object's front-to-back ordering.

Bring Forward

Bring Forward
Arrange menu
Command-F

The Bring Forward command moves one or more selected objects closer to the front of the drawing plane.

To move an object closer in the drawing plane, first select it and then choose the Bring Forward command from the Arrange menu. The selected object is moved in front of the object immediately above it. The object remains selected.

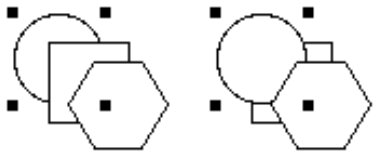


Fig. 7-38
Selected object (circle) brought forward in the drawing plane

If you apply the Bring Closer command to a set of objects, then each object in the set is moved in front of the object that lies immediately above it. However, the relative stacking order of the selected objects doesn't change.

Bring To Front

Bring To Front
Arrange menu

The Bring To Front command moves an object directly to the front of the drawing.

To bring an object to the front of the drawing, first select it and then choose the Bring To Front command.

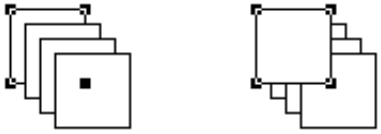


Fig. 7-39
Object before (left) and after (right) Bring To Front

If two or more objects are selected, they are moved as a group to the front of the drawing. Their relative stacking order is not changed.

Send Backward

Send Backward
Arrange menu
Command-B

The Send Backward command moves one or more selected objects farther back in the drawing plane.

To move an object backward in the drawing plane, first select it and then choose the Send Backward command from the Arrange menu. The selected object is moved behind the object immediately below it. The object remains selected.

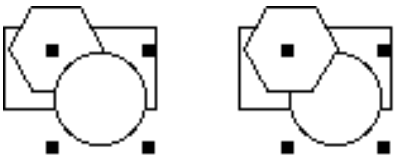


Fig. 7-40
Selected object before (left) and after (right) Send Backward

If you apply the Send Backward command to a set of objects, each object in the set is moved behind the object that lies immediately below it. The relative front-to-back order of the selected objects is left unchanged.

Send To Back

Send To Back
Arrange menu

The Send To Back command moves one or more selected objects to the back of the drawing.

To send an object to the back of the drawing, first select it and then choose the Send To Back command from the Arrange menu.

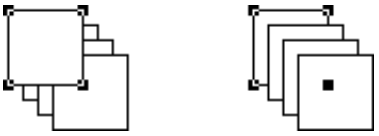


Fig. 7-41
Object before (left) and after (right) Send To Back.

If you select two or more objects, they're moved to the back of the drawing as a group. Their relative stacking order, however, is always preserved.

Nudging objects

As in all drawing, it's important to position objects accurately on your form. Although the mouse is often accurate enough, there are times when you'd like greater precision over object placement combined with greater ease of manipulation.

With the Nudge keys, Informed Designer allows you to move and resize objects precisely without using the mouse. Use the Nudge keys whenever you're doing detailed work or whenever you want maximum control over object sizing and placement.

Nudging an object's position

Nudge keys
↑, ↓, ←, or →

To nudge an object, first select it and then type the appropriate Nudge key (up, down, left, or right arrow). You can nudge more than one object at a time by first selecting all objects and then typing the key.

If you limit the drawing accuracy, you might not be able to move an object by a distance of 1 pixel. For more information, see *Drawing accuracy*.

When you nudge an object, you move it by a distance of 1 pixel at the current view of the drawing window. If the current view is set to 100%,

this means that each time you nudge an object, its position changes by a distance of 1/72nd of an inch (because the Macintosh screen has a resolution of 72 dots—or pixels—per inch). Similarly, if the current view is set to 200%, nudging an object moves it 1/144th of an inch. At the largest possible view (1600%), nudging an object repositions it by a distance of 1/1152nd of an inch.

As with other positioning commands, you can't nudge an object off the edge of the drawing area. If you try to nudge an object beyond the drawing edge, Informed Designer simply won't move it.

Nudging an object's size

Nudge keys (to resize objects)
Option-↑, ↓, ←, or →

You can also nudge the size of an object. First select the object and then type the desired Nudge key (up, down, left, or right arrow) while holding down the Option key. Instead of moving the object, the object's bottom or right edge will resize one pixel in the corresponding direction.

You can resize more than one object at a time by first selecting all objects and then typing the nudge key while pressing Option.

As with all resizing commands, you can't nudge the size of an object below its minimum size or larger than its maximum size.

Objects and printing

In chapter 10, you'll learn about printing forms and Informed Designer's print options. When you print your form while in test mode, Informed Designer allows you to hide either the form's layout or its data. The layout of a form refers to the graphical objects such as lines, boxes, and text labels. The form's data refers to the information that you enter in each cell to complete the form. For information about Informed Designer's print options, see *Printing* in chapter 10.

By using the Object command, you can set additional print options for any object. You can choose to hide an object so that it doesn't print. This is useful if you want an object to appear on the screen, but not on the printed form. For example, you might want to label the different parts of your form to help the person who fills it out.

Alternately, you can choose to always print an object, even if you print your form with its layout hidden. This option is useful when using preprinted forms. For example, you might want a graphical object—such as your company logo—to print in addition to the form's data.

To change the print options of an object, select the object, then choose the Object command. The Object Settings dialog appears.

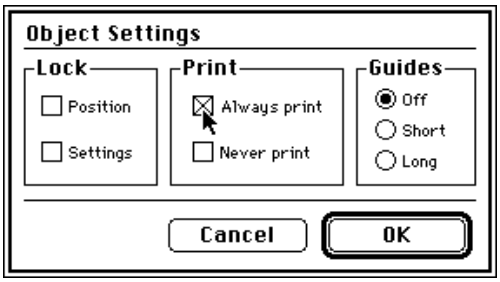


Fig. 7-42
Selecting print options for an object

Click either of the 'Always print' or 'Never print' check boxes. You can't use both options at the same time. After making your selection, click OK to dismiss the Object dialog. To cancel the Object command, click Cancel instead.

For information about the other settings available on the Object dialog, see *Locking an object's position*, *Locking an object's settings*, and *Using object guides*.

Using the Clipboard

The Clipboard is a temporary holding place for graphics and text. Commonly, you'll use it to perform one of these functions:

- **to move objects from one area of a drawing to another**
- **to move objects from one page of a form to another**
- **to move objects from one form to another**
- **to transfer artwork and text from other applications into Informed Designer**
- **to transfer artwork created with Informed Designer into other applications.**

You can use three commands to transfer objects to or from the Clipboard. The Cut and Copy commands place objects onto the Clipboard. The Paste command transfers the contents of the Clipboard onto your form. These commands are described below.

Show Clipboard
Edit menu

You can display the contents of the Clipboard by choosing the Show Clipboard command from the Edit menu. Informed Designer shows the Clipboard content in a window.

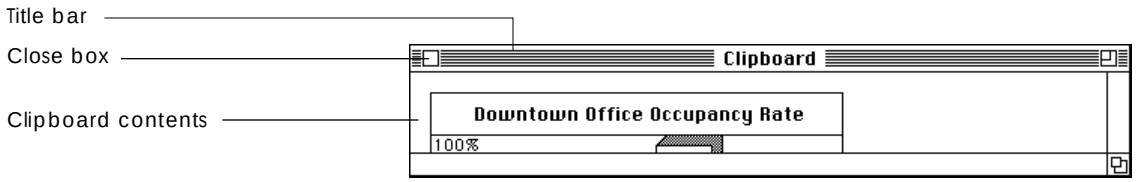


Fig. 7-43
Clipboard window

Close
File menu
Command-W

Like any Macintosh window, you can position the Clipboard window anywhere on your screen by clicking and dragging its title bar. You can hide the Clipboard by clicking the window's close box or by choosing the Close command while the window is active.

Moving objects onto the Clipboard

Use the Cut or Copy commands to move objects onto the Clipboard.

Cut
Copy
Edit menu
Command-X, C

To move an object onto the Clipboard, select it and choose either of the Cut or Copy commands from the Edit menu. Your selection will be transferred to the Clipboard. If you choose Cut, the selected objects will also be removed from your form.

The Copy command is more commonly used to transfer objects to the Clipboard. When you want to remove an object from your drawing, use the Clear command instead. See *Clearing objects*.

Cutting or copying text

You can cut or copy a text object as you would any other object; however, depending how you select that text object (either with the Pointer tool or with the Text tool), the contents of the Clipboard will be affected differently.

- **If you select a text object with the Pointer tool, the entire object will be placed on the Clipboard when you cut or copy it.**

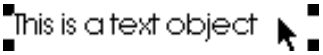


Fig. 7-44
Selecting text with the Pointer tool

- **If you select only certain characters of a text object with the Text tool, only those characters are placed on the Clipboard.**

Fig. 7-45
Selecting characters with the Text tool

For more information about selecting text, see *Editing text*.

Pasting objects from the Clipboard

Paste
Edit menu
Command-V

To paste the contents of the Clipboard onto your drawing, select the Paste command from the Edit menu. A copy of the Clipboard's contents will be positioned at the center of the drawing window.

Generally, you can paste three types of objects: objects created with Informed Designer, PICT objects, and text.

If you hold the Option key down while choosing the Paste command, Informed Designer will place the objects at their original positions (that is, the position they were when you cut or copied them). This feature is useful for copying objects from one page of a form to another. After copying an object on one page, pasting it on another page while holding down the Option key will ensure that it's positioned at the same location as the original.

Pasting Informed objects

When pasting objects created with Informed Designer, you should be aware of the following conditions and how Informed Designer handles each one.

- **Objects larger than the drawing area are not pasted.**
  If the Clipboard contains objects that are larger than the drawing area, Informed Designer won't paste those objects onto your form. Instead, you'll see this warning:

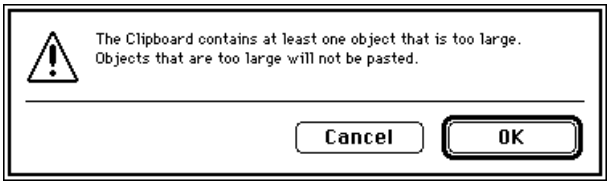


Fig. 7-46
Objects too large to paste

If you click OK, the paste operation will continue, but only those objects that fit entirely on the drawing area will be pasted. If you click Cancel, the paste operation will be cancelled.

- **Cells are renamed before they are pasted.**
To prevent duplicate cell names from occurring on your form, cells on the Clipboard are renamed (if necessary) before they're pasted. The naming conventions used to name the new cells are the same as those used for duplicating or replicating existing cells. Likewise, a newly pasted cell receives the next available tab position.

For more information about naming new cells, tab position, and formulas, see *Duplicating cells*.

If a cell being pasted contains a formula that references a nonexistent cell (you could have copied a cell from another form that refers to a cell on that form), then you'll be warned.

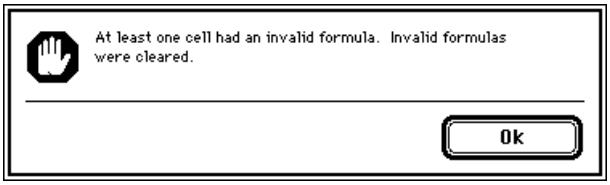


Fig. 7-47
Invalid formula warning

When you click OK, Informed Designer will clear the invalid formula before pasting the cell.

Pasting graphic objects

A graphic object is treated as a single object and is pasted in the usual manner. However, if the Clipboard contains a graphic object that's larger than the drawing area (in either direction), you'll see this warning:

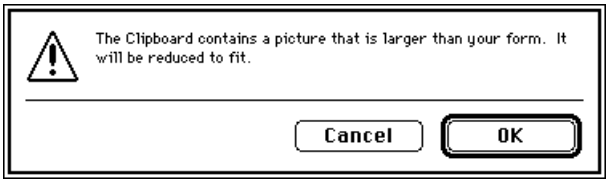


Fig. 7-48
Picture too large warning

If you click OK, the large graphic object will be reduced proportionally and pasted onto your form. If you click the Cancel, the paste operation will be cancelled.

Pasting text

You can paste text in two different ways: as a new text object, and as text inserted into an existing text object.

- **If you're not editing a text object, the text on the Clipboard is pasted as a new object.**
  The text will be pasted onto your form and centered on the drawing window.

- **If text is pasted while editing a text object, the text on the Clipboard will be pasted starting at the insertion point of the selected text object.**

Chapter 8
Using graphics

Although Informed Designer provides you with a comprehensive set of drawing tools, you might want to read in or import artwork originally created with another Macintosh application. To support the integration of different applications, various standard formats for storing graphical information have evolved. Of these formats, Informed Designer supports PICT, EPSF (Encapsulated PostScript Format), and TIFF (Tagged Image File Format). Informed Designer also allows you to import text files as well.

In addition to the Import features of Informed Designer, the publish and subscribe features allow you to automatically update artwork on your forms whenever the original changes.

This chapter describes both the import and the publish and subscribe features of Informed Designer.

The Import command

Import...
File menu
Command-I

Before you can import certain images into your form, the image's import extension must be installed on your hard disk. For example, to import a TIFF image, the TIFF import extension must be installed. (Import extensions are not required for importing text, PICT, or EPS images.) For more information on extensions and details on how Informed Designer imports different types of graphics, please see your *Informed Extensions* manual.

To import artwork or text, choose the Import command from the File menu. The import dialog appears:

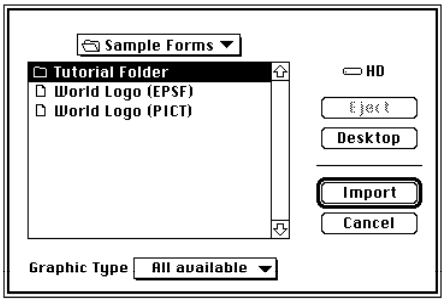


Fig. 8-1
Import dialog

The dialog displays the names of all files that are stored in the supported graphic type formats. The Graphic Type pop-up menu allows you to select the types of graphic files displayed in the dialog. For example, you can choose to display all the graphic types (All available), or specific types (TIFF). Use the Desktop and Eject buttons to view different files on different volumes and disks. After you select the file that you want to import, click the Import button (or double-click the file's name). Informed Designer will read the graphics or text from the file, create a new object to hold it, and center that object in the drawing window.

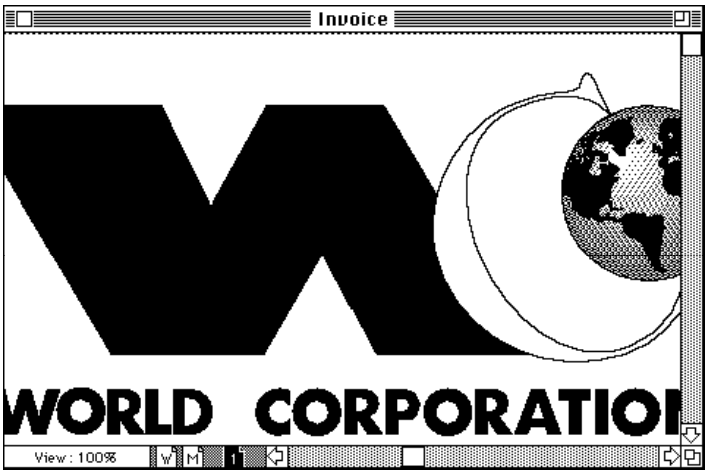


Fig. 8-2
Imported graphic

Once imported, you can manipulate the object (resize, reposition, and so on) just as any other object created with Informed Designer. See *Manipulating objects* in chapter 7 for more information.

Errors when importing

You should be aware of the following errors that can occur when you import artwork or text.

- **The graphic you're importing is larger than the drawing area.**
  If the size of a selected graphic is larger than the current drawing area in either direction, Informed Designer will warn you with the dialog displayed on the following page:

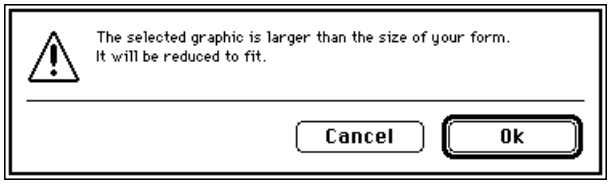


Fig. 8-3
Imported graphic too large

If you click OK to continue, the graphic will be imported, reduced proportionally in size, and centered in the drawing window. To cancel the Import command, click Cancel instead.

- **The text object you are importing is too large to fit on your form.**
  If you are importing a text file that contains more text than will fit on the drawing area, Informed Designer will warn you with this dialog:

Fig. 8-4
Too much text warning

If you click OK, the text will be imported, but some text may be lost. To cancel the Import command, click Cancel instead.

Importing scanned forms

Instead of redrawing an existing form from scratch, Informed Designer allows you to import the form's scanned image. When you scan your form, make sure that you save the image in either of the PICT or TIFF formats. You can then use the Import command as described in the previous section to import the scanned image and place it on the drawing area. Use the Field and Table tools to draw cells over top of the blanks on the form.

Although scanning technology has evolved considerably over the past few years, there are still significant drawbacks in using the actual scanned image of a form. The readability of small type sizes is often inadequate

making it hard to read text on the screen. Even though the TIFF format is capable of storing images at high resolutions, the screen still limits the clarity of the image to 72 dpi (dots per inch).

Printing a scanned form also deserves careful consideration. If you print a completed form with its scanned layout onto blank paper, you'll find that a scanned image stored in the PICT format is unclear and often unacceptable, even on 300 dpi laser printers. In order to produce quality results, you must use the TIFF format. Unfortunately, with the TIFF format comes longer print times and higher disk space requirements.

You'll find that a scanned image is most useful as a tracing aid. After you import a scanned image, you can use Informed Designer's drawing tools to accurately place the graphics and text on your form.

Publish and subscribe

With Informed Designer and System 7, you can automate the process of updating artwork in one or more documents. In the past you would use the Copy and Paste commands or the Import command to place artwork on your form. Whenever the original changed, you would repeat the process to update the changes on the form. By using the publish and subscribe features, Informed Designer can automatically update artwork on your forms whenever the original changes.

As explained in your *Macintosh Reference* manual, publishing and subscribing to information is a two step process. First you select the material that you want to make available in other documents—called a *publisher*—and publish it. The material is saved in a file called an *edition.* You then open a document and indicate where you want the material to be placed. The placed material is called a *subscriber.* You can subscribe to the material as many times as you like. Once you've subscribed to the material, each subscriber will automatically update when the original changes.

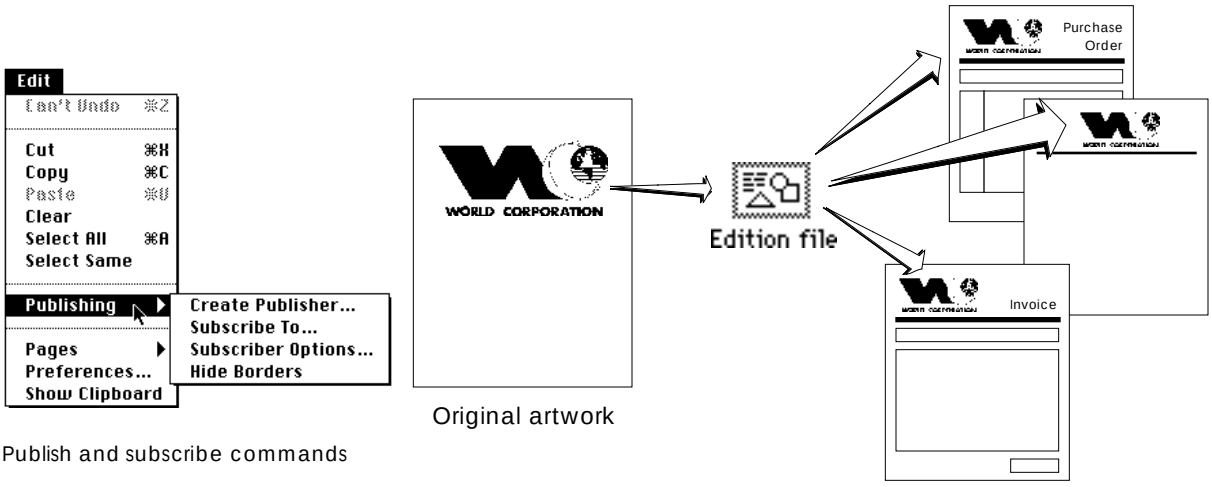


Fig. 8-5
Example of publish and subscribe

Automatic updating is available only in certain applications. Like Informed Designer, applications that offer this capability have commands like ‘Create Publisher’ and ‘Subscribe to’ in the Publishing submenu under Edit.

With Informed Designer, automatic updating is most often used for company logos and artwork that’s common to several forms. When you change the original logo or artwork, the changes are automatically reflected in each of the forms. You can use Informed Designer—or any other drawing program that offers publish and subscribe capabilities—to draw and publish the logo or artwork. Then using Informed Designer, you can subscribe to the material and position it appropriately on any form. The commands that you use to publish and subscribe are described in the following sections.

Creating a publisher

Create Publisher...
Edit Menu
Publishing submenu

In order to make text and graphics in an Informed document available for automatic updating in other documents and applications, you have to create a publisher using Informed Designer. With the document containing the original material open, select the objects that you want to publish,

then choose the Create Publisher command from the Publishing submenu under Edit. The dialog box for publishing appears.

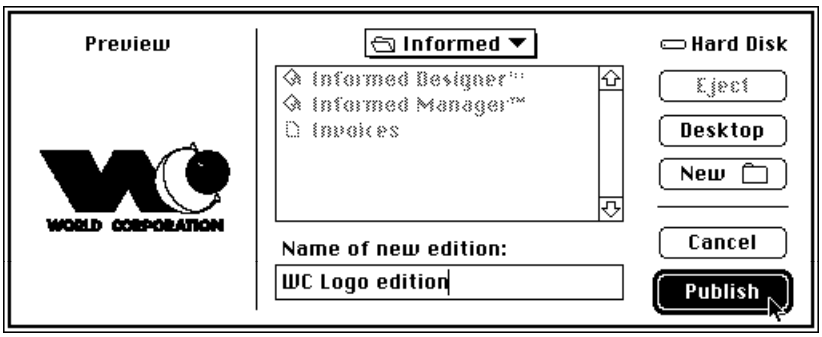


Fig. 8-6
Publishing dialog box

The Publishing dialog box shows you a preview of the material that you're publishing. Type a name for the new edition, specify where to store it, then click the Publish button. The selected objects become a publisher and the edition file is saved.

Fig. 8-7
Publisher and edition file

Note When you publish objects using Informed Designer, a pictorial—or PICT—version of the material is stored in the edition file. The cells of field and table objects are ignored.

Show/Hide Borders
Edit menu
Publishing submenu

A publisher is identified by a light gray border that encloses the published objects (see Figure 8-9). In the drawing window, you can show and hide these borders by choosing the Show Borders and Hide Borders commands from the Publishing submenu under Edit. You can select, move, and resize a publisher like any other object. If a publisher only partially encloses an object, the object will appear cut off when the edition is subscribed to.

If the publisher cuts off the logo ...


... the subscriber will be cut off too.

Fig. 8-8
Changing the position of a publisher

Once you've created a publisher, you can subscribe to the material in other documents and other applications. By default, whenever you save a document, any changes made to a publisher or the objects it encloses are updated in the edition file. Subsequently, the next time you open a document containing a subscriber of that edition, the subscriber is automatically updated. Publisher and subscriber options allow you to turn the automatic updating feature off.

Publisher options

Publisher Options...
Edit menu
Publishing submenu

Publishers have certain options that you can control such as automatic or manual updating of edition files. To view or change a publisher's options, select the publisher, then choose the Publisher Options command from the Publishing submenu under Edit. (This command changes to Subscriber Options when you select a subscriber.)

You can also double-click a publisher's frame to display the publisher options.

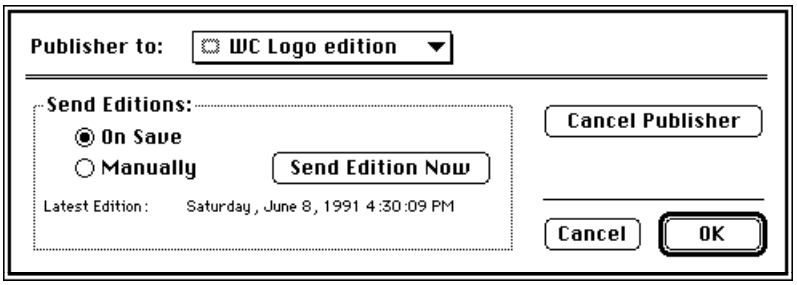


Fig. 8-9
Publisher Options dialog

The pop-up menu shows the name and location of the edition file. Other controls let you cancel the publisher or change when the edition file is updated.

Although automatic updating is an important convenience that publish and subscribe offers, you may want to turn this feature off occasionally. For example, suppose that you're about to make several changes to your company logo (which has been published and subscribed to in several documents). Since you'll be saving the logo document periodically during the revision process, you might want to turn off automatic updating until the final change is made.

To turn automatic updating off, click the Manually option on the publisher options dialog. With this option selected, the edition file is updated only by clicking the Send Edition Now button. With the On Save option selected instead, the edition file is updated each time you save the document.

Warning

Informed Manager DOES NOT automatically update subscribers, even if automatic updating is turned on. Only Informed Designer offers automatic updating. The assumption here is that once a form is complete and in circulation for use with Informed Manager, you probably don't want any of its subscribers to update automatically when the original publishers change.

If you want to permanently cancel a publisher, click the Cancel Publisher button. Cancelling a publisher removes the associated edition file. You can also cancel a publisher by clearing the publisher box in the drawing window (select the publisher then choose the Clear command from the Edit menu or press the Delete key).

Creating a subscriber

Once you've created an edition by publishing material, you can place it on any document at any position and at any size. With the document that you want to place the material on open, choose the 'Subscribe to' command from the Publishing submenu under Edit. The dialog box for subscribing appears.

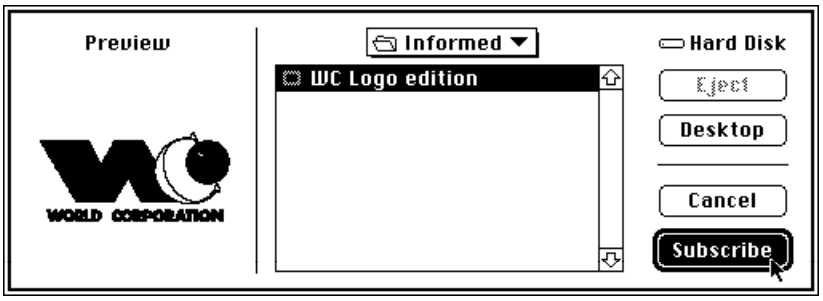


Fig. 8-10
Subscribing dialog box

The dialog box shows a scrolling list of files and folders with the last edition file that you created selected. A preview of the edition is shown on the left. Select the edition that you'd like to subscribe to, then click the Subscribe button. A subscriber is created and the material in the edition is placed on your form.

Fig. 8-11
Subscriber

Show/Hide Borders
Edit menu
Publishing submenu

A subscriber is identified by a dark gray frame. In the drawing window, you can show and hide these borders by choosing the Show Borders and Hide Borders commands from the Publishing submenu under Edit. Like any object on your form, you can select a subscriber by clicking it with the Pointer tool. You can change the size and position of a subscriber the way you normally do. You can also use commands that manipulate objects—such as Duplicate, Replicate,

Align—to change the position, size, and orientation of a subscriber. For information about manipulating objects, please see chapter 7, *Manipulating objects*.

Once you've created a subscriber, Informed Designer will automatically update it whenever the material in the edition file changes. Publisher and subscriber options allow you to turn the automatic updating feature off.

Subscriber types

Different applications publish material using different standard formats for text and graphics. Normally, if the material consists of graphics and text (or graphics only), the PICT format is used. (PICT is the standard format for Macintosh graphics.) The TEXT format is used for textual information. Some programs publish material in both PICT and TEXT formats. For example, a spreadsheet might publish a picture of a color graph in PICT format along with the numerical data that the graph is based on in TEXT format.

When you create a subscriber, Informed Designer determines which formats are contained in the selected edition file. If both PICT and TEXT formats are available, a dialog appears requesting that you select which format you'd like to subscribe to.

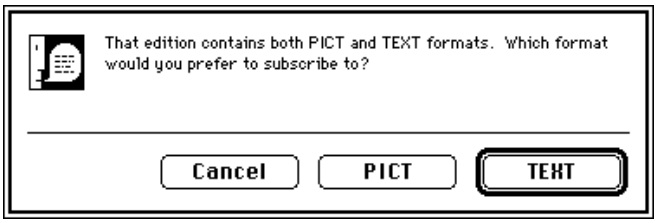


Fig. 8-12
Selecting the subscriber type

Unlike pictures, textual subscribers have their own font, size, and style information. You can change these attributes by selecting the subscriber with the Pointer tool and choosing a different setting the way you normally do. This is often referred to as *adorning the subscriber*. For information about the characteristics of text, please see *The appearance of text* in chapter 5, *Drawing tools*.

Select the subscriber ... ... then choose a style.

Fig. 8-13
Changing the font and style of a text subscriber

The effect of changing an attribute of text is not lost when the subscriber is updated with a new version of the edition. For example, if you subscribe to some text and change its style to bold, when the subscriber is later updated, the new text will remain bold.

Subscriber options

Subscriber Options...
Edit menu
Publishing submenu

Like publishers, subscribers have various options that you can control. To view or change a subscriber's options, select the subscriber, then choose the Subscriber Options command from the Publishing submenu under Edit.

You can also double-click a subscriber to display the subscriber options.

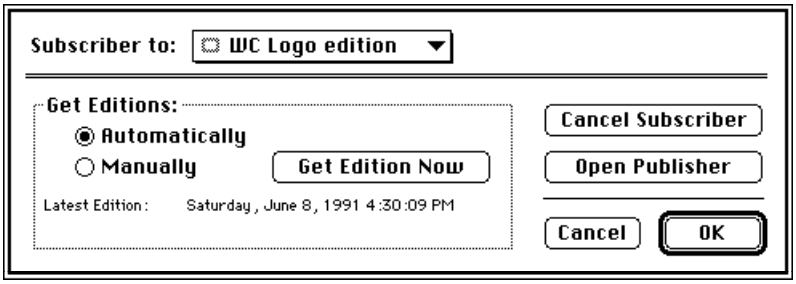


Fig. 8-14
Subscriber Options dialog

With automatic updating on, a subscriber is updated whenever the material in the edition file changes. You can turn automatic updating off by choosing the Manually option. With this option selected, a subscriber is updated only by clicking the Get Edition Now button. If you want to open the document that contains the original material, click the Open Publisher button. Your Macintosh will run the application that was used to create the original material and open the appropriate document.

If you want to cancel a subscriber permanently, click the Cancel Subscriber button. Cancelling a subscriber detaches the artwork (a PICT object) from the associated edition file. The remaining object acts as though it was originally copied and pasted from the original document.

Chapter 9
Using color

Informed Designer allows you to use color to enhance your forms. You can use color to:

- **Print spot color overlays for commercial printing**
- **Print color forms on color printers**
- **Highlight areas on your form so that they stand out on the screen.**

You should use color sparingly on your form. Excessive use of color can often lead to unattractive results. You should also plan to ensure that a selection of colors blend well when used together.

Informed Designer allows you to define up to 1,000 different colors. However, the maximum number of colors that you can display on a color screen or print on a color printer depends on the capabilities of the screen or printing device.

If you're using a black & white screen, all colors appear as black, white, or as shades of gray. When you use a color screen, colors appear approximated. The color on your screen may not match exactly what appears printed due to inaccuracies in the current color technology.

Defining colors

Before you begin designing your form, you should define the colors that you'd like to use. Each time you create a new form, Informed Designer automatically adds five colors for you: Registration, Black, Red, Green, and Blue. 'Registration' is a special color used for printing spot color overlays. See *Spot color* for more information.

Color Chart
Layout menu

Informed Designer stores your colors in a *color chart*. You can display the Color Chart window by choosing the Color Chart command from the Layout menu.

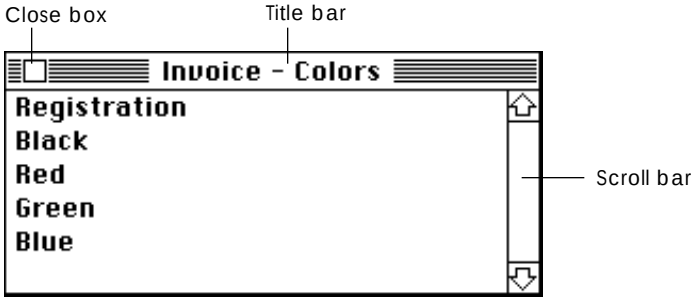


Fig. 9-1
Color chart window

Close
File menu
Command-W

Like any Macintosh window, you can position the Color Chart window anywhere on your screen by clicking and dragging its title bar. You can hide the Color Chart by clicking the window's close box or by choosing the Close command while the window is active.

The Color Definition dialog

When you create a new color or change an existing color, you name your color and change its value using the Color Definition dialog. This dialog is shown below.

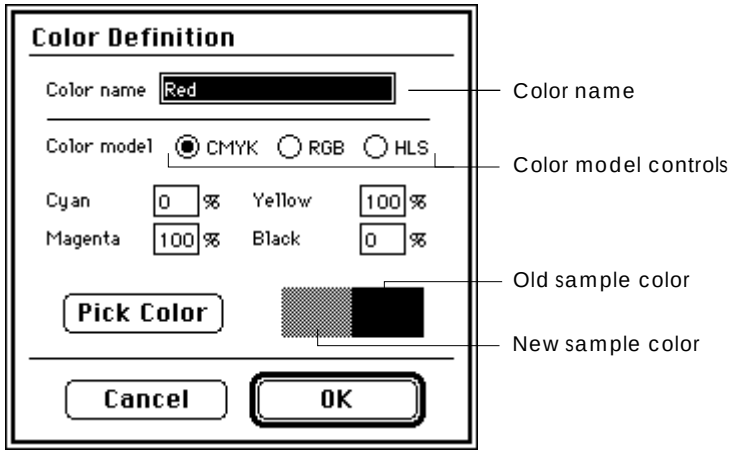


Fig. 9-2
Color Definition dialog

You change a color's name by typing a different name in the 'Color Name' text entry box. Choose a descriptive name that identifies the color or its use.

You can define a color value using one of three different color models:

- **RGB**
- **CMYK**
- **HLS.**

The RGB (Red, Green, Blue) model is used commonly with video display technology. The CMYK (Cyan, Magenta, Yellow, Black) model is used with four-color printing, and the HLS (Hue, Lightness, Saturation) model is commonly used in graphic design.

To choose a color model, click the corresponding radio button on the Color Definition dialog. The text entry boxes below will change according to the selected model. Then enter the desired values for the color that you're defining or changing. As you type different values, the color is shown near the bottom of the Color Definition dialog. When you change a color, both the new and the original colors are shown.

You can also use Apple's Color Picker to choose a color value. To use the Color Picker, click the Pick Color button. The Apple color wheel will appear.

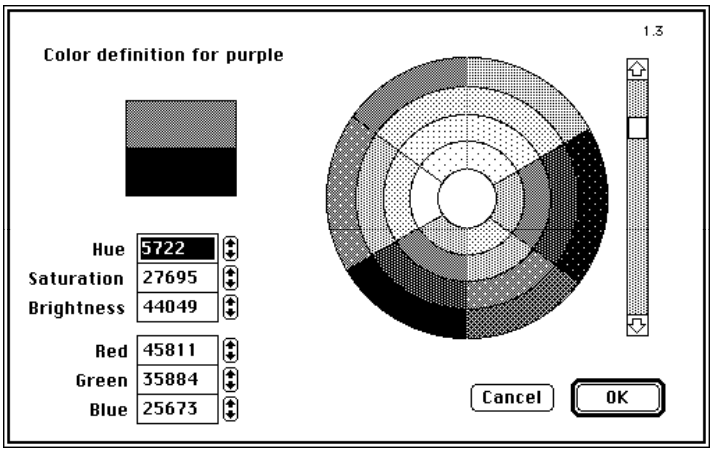


Fig. 9-3
Apple color wheel

To change the color, click and drag the pointer on the color wheel. Moving the pointer around the wheel changes the hue value. Moving the pointer toward or away from the center changes the saturation value. To change the brightness level, click the scroll bar to the right of the color wheel. After you've selected your color, click OK to dismiss the Color Picker dialog. The color parameters are automatically set on the Color Definition dialog. For more information about Apple's color wheel, please consult your *Macintosh Owner's Guide*.

After you've named and selected the right color value, click OK to save the color and dismiss the Color Definition dialog. To cancel any changes, click Cancel instead.

Creating a new color

New
File menu
Command-N

To create a new color, choose the New command from the File menu while the Color Chart window is active. Informed Designer creates a new color and displays it in the Color Definition dialog (see Figure 9-2). Use the Color Definition dialog to name the new color and choose the color value. For more information, see *The Color Definition dialog* earlier in this chapter.

After you've entered the required parameters, click OK to save the color and dismiss the Color Definition dialog. The new color is added to the Color Chart window at the end of the list. If Informed Designer detects an error, you'll be notified with a message. To cancel creating the new color, click Cancel instead.

Editing a color

Open...
File menu
Command-O

To change a color's name or value, select the color in the Color Chart by clicking it with the pointer, then choose the Open command from the File menu. Alternately, you can edit a color by double-clicking its name in the Color Chart window. The selected color is displayed in the Color Definition dialog. For more information, see *The Color Definition dialog* earlier in this chapter.

Important You can't change the color definition for the colors 'Black', 'Red', 'Green', 'Blue', and 'Registration'. When you select one of these colors, choosing the Open command will sound a beep.

After changing a color's name or value, click OK on the Color Definition dialog to save the changes. To cancel any changes, click Cancel instead.

In *Coloring objects* later in this chapter, you'll learn how to change the color of objects on your form. Once you've set the color of an object, Informed Designer remembers the color by linking the object to the corresponding entry in the Color Chart. If you subsequently change the color's definition, all existing objects of that color will also change.

Removing a color

Clear
Edit menu

To remove a color, first use the pointer to select the color in the Color Chart window. Then choose the Clear command from the Edit menu. The selected color is removed from the Color Chart. To remove more than one color at a time, select each color (by Shift-clicking) and choose Clear.

When you remove a color that's linked to existing objects on your form, Informed Designer will automatically change those objects to black. For example, if you remove a color called 'Orange', Informed Designer will automatically change the color of all orange objects to black. You'll see a warning message first.

Fig. 9-4
Remove color warning

Click OK to remove the selected color. To cancel the Clear command, click Cancel instead.

Informed Designer won't allow you to remove the first five colors from the Color Chart. If you choose the Clear or Cut commands while any of these colors are selected, you'll see the message below.

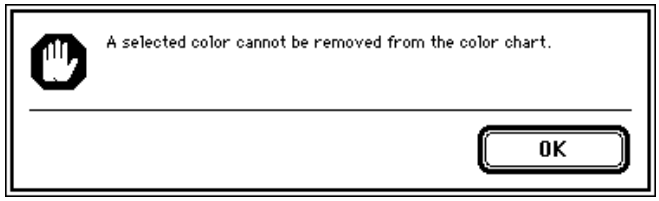


Fig. 9-5
Can't remove color message

Click OK to dismiss the dialog.

Using the Clipboard

Copy
Paste
Edit menu
Command-C, V

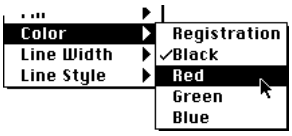
With the Clipboard, you can easily transfer colors from one form to another. To transfer a color from one form to another, follow these steps:

1. **Open the form that contains the color that you'd like to transfer.**
2. **Display the Color Chart window by choosing the Color Chart command from the Layout menu.**
3. **Select the color that you'd like to transfer.**
4. **Choose the Copy command from the Edit menu to copy the selected color to the Clipboard.**
5. **Open the form that you'd like to transfer the color to.**
6. **Display the Color Chart window.**
7. **Choose the Paste Colors command from the Edit menu.**

If you want to transfer more than one color, select each color before you choose the Copy command in step 4 above.

Coloring objects

After you define your colors, you can change the color of any object by using either the Paint command or the Color submenu. Select the object (or objects) that you want to color, then pick a different color from the Color submenu under Style, or choose the Paint command. When you use the Paint command, you choose a different color from the Color pop-up menu on the Paint dialog.



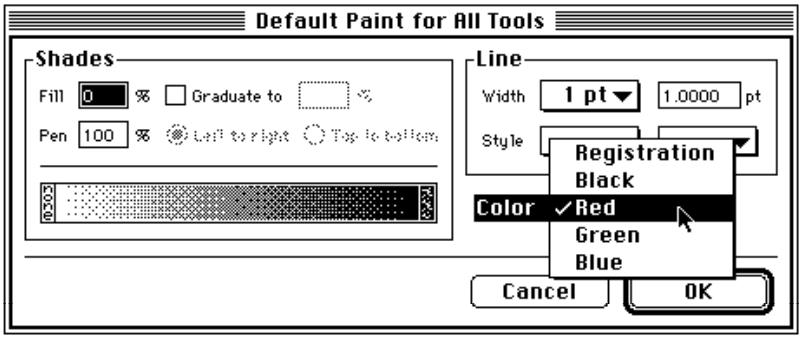


Fig. 9-6
Choosing a color from the Paint dialog

For more information about the Paint command and the Color submenu, see *Paint settings*.

Informed Designer allows only one color per object. This means that you can't, for example, color the pen and fill shades of a rectangle differently nor can you change the color of an individual section in a field or table.

Spot color

You can print a color form on black & white or color printers. You can also produce spot color overlays for commercially printed forms. *Spot color* refers to the printing process where separate ink is mixed for each different color on a form.

When a form is printed using spot color, a different printing plate is prepared for each different color on the form. Ink is mixed for each color and applied to the paper stock by impressing each plate using the printing press. To prepare each printing plate, a separate color overlay is provided

for each color. Figure 9-7 below illustrates the color overlays for a two color form.

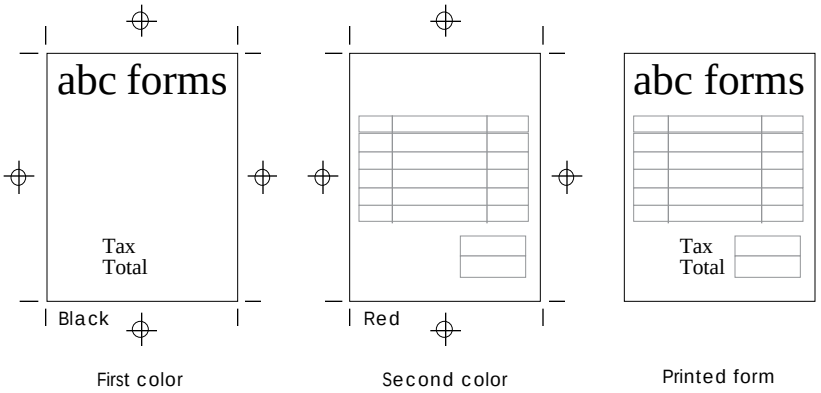


Fig. 9-7
Overlays for a two color form

You can think of color overlays as transparent slides that, when placed over top of each other, produce the *composite* image of your form.

Informed Designer can separate and print color overlays for you. When you print your form, you can print color overlays and use a variety of other printing features by clicking any of the check boxes in the lower section of the Print Job dialog.

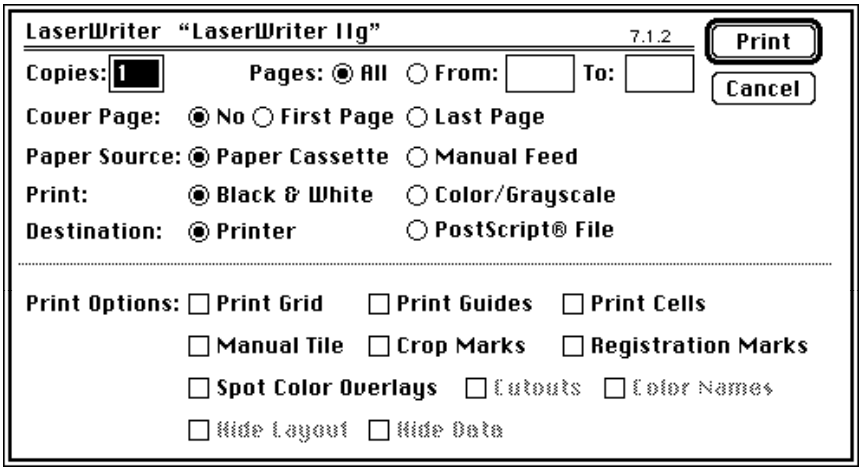


Fig. 9-8
LaserWriter Print Job dialog

To print color overlays, click the ‘Spot Color Overlays’ check box. You can optionally print registration marks, color names, and cutouts as well. These are described in the following sections. For more information about printing a form, see *Printing* in chapter 10.

Registration marks

Registration mark

It’s important that each color overlay of a form is aligned precisely with the others to ensure that all colors are positioned accurately. Your commercial printer aligns each overlay by lining up *registration marks*—the circular symbols that are positioned at exactly the same place on each overlay.

☒ Registration Marks

Informed Designer can print registration marks for you. Registration marks appear centered outside of each edge of a form. Simply click the ‘Registration marks’ check box on the Print Job dialog when you print your form.

When you set up the drawing area of your form, you must allow for enough room between the drawing area and the edge of the page that it’s printed on. See *Allowing for crop marks, registration marks, and color names* for more information.

Color names

☒ Color Names

Each color overlay is printed on a separate sheet of paper. If you click the ‘Color Names’ check box on the Print Job dialog, Informed Designer will print the appropriate color name below the bottom edge of each color overlay (see Figure 9-7).

Cutouts

☒ Cutouts

When you print color overlays, you can print overlapping colors with or without cutouts. If two objects on your form are colored differently, they will appear on separate color overlays. If these objects overlap, the two colors will mix during the printing process to produce a third color. If you don’t want different overlapping colors to mix, use the cutouts feature when you print your form. Informed Designer will automatically ‘cut out’ objects that overlap on different overlays. Figures 9-9 and 9-10 below illustrate a two color form printed with and without cutouts.

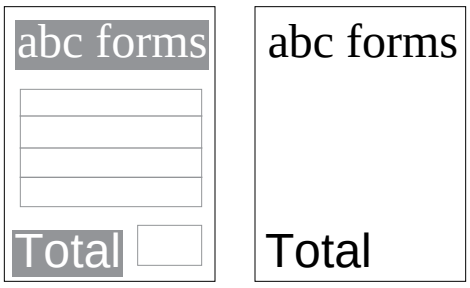


Fig. 9-9
Form with cutouts

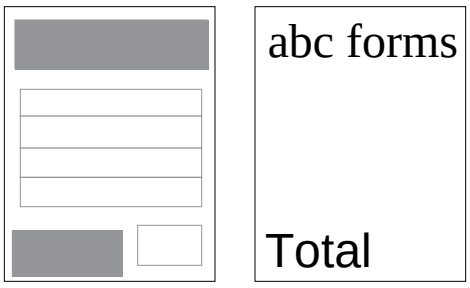


Fig. 9-10
Form without cutouts

To use the cutouts feature, click the Cutouts check box on the Print Job dialog when you print your form.

Chapter 10
Printing forms

This chapter describes printing with Informed Designer. You can print your forms on any printer that works with a Macintosh computer. These include Apple's ImageWriter and LaserWriter printers, as well as other PostScript compatible printers such as Linotronic and Varityper image-setters. You select a printer using the Chooser desk accessory from the Apple menu. For instructions on using the Chooser desk accessory, please consult your *Macintosh Owner's Guide*.

To print your form, choose the Print command in the File menu. The Print Job dialog will appear.

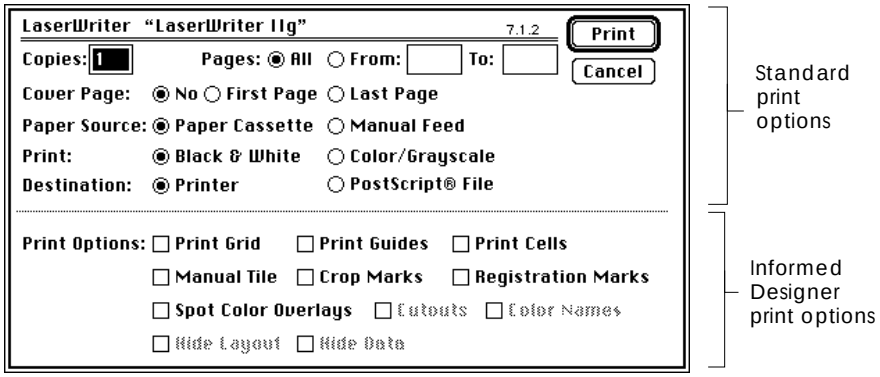


Fig. 10-1
Print Job dialog

The top portion of the Print Job dialog controls standard printing options such as the number of copies, the range of pages to print, and the paper feed choices. These options vary depending on which printer you're using. Please consult your printer's manual for more information.

The lower portion of the Print Job dialog controls printing options specific to Informed Designer. Depending on which mode you're in (design mode or test mode), Informed Designer will offer different printing options. These options are described later in this chapter.

After you select your printing options, click OK to print your form. Informed Designer will display the Print Progress dialog:

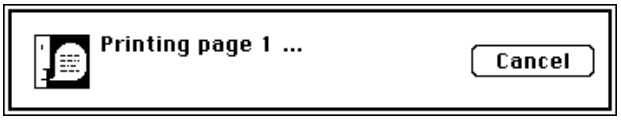
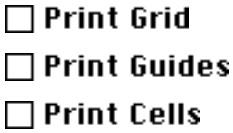


Fig. 10-2
Print progress dialog

You can cancel printing at any time by clicking the Cancel button or by pressing the Command-Period (.) keystroke combination.

Printing from design mode

In design mode, all of the print options except ‘Hide Layout’ and ‘Hide Data’ are enabled.



You can print the grid, the guide lines, and the cells by clicking any of the corresponding check boxes on the Print Job dialog. When you print your form, Informed Designer will overlay the grid and the guide lines as they appear in the drawing window on your screen. If you choose the ‘Print Cells’ option, the name and tab position of each cell will appear in the fields and tables on your form.

Tiling

When a form’s drawing area is larger than the selected paper size, Informed Designer will *tile* the form onto multiple sheets of paper. For example, suppose that you’re printing a tabloid size form (11" by 17") on standard US letter sheets (8.5" by 11"). Informed Designer will produce four sheets of paper for each copy of the form that you print. This process is illustrated below.

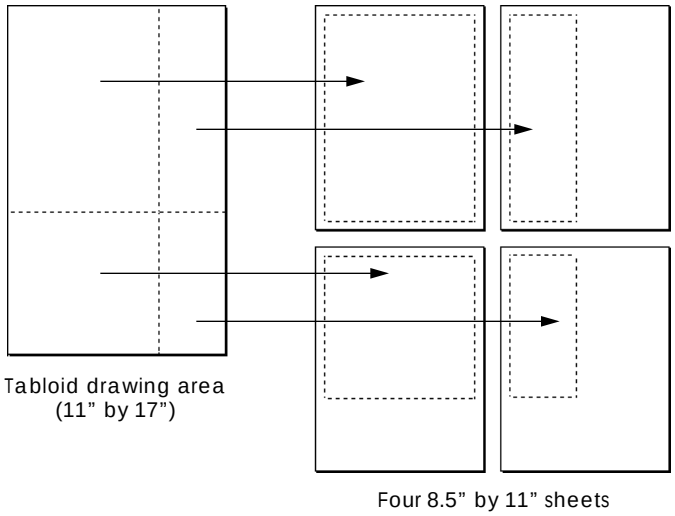


Fig. 10-3
Printing a tabloid sized form on US letter sheets

When you set up your form's drawing area, Informed Designer indicates how tiling will occur by drawing gray 'page break' indicators on the Drawing Setup dialog. Page break indicators also appear on the drawing window. See *Page size* for more information.

☐ **Manual Tile**

If you select the manual tile print option, Informed Designer will print a single sheet containing the area of your form that's immediately below and to the right of the zero point (the zero point is the position where the zero mark on the horizontal and vertical rulers intersect). For forms that are larger than the selected paper size, the manual tile option allows you to print a particular area of your form without having to print the entire form on multiple sheets.

To use the manual tile option, position the zero point just above and to the left of the area on your form that you want to print. When you choose the Print command, click the 'Manual Tile' check box on the Print Job dialog. Figure 10-4 illustrates manual tiling.

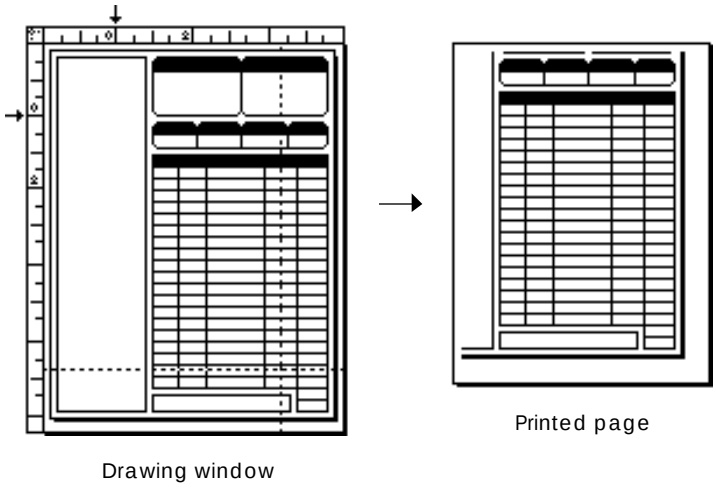


Fig. 10-4
Manual tiling

If you printed the form above without the manual tile option, Informed Designer would print four sheets instead of one. For information about changing the zero point, see *Ruler zero point*.

Crop marks

When a commercial printer prints your form, the size of the paper stock used is often larger than the size of the form itself. To indicate where to trim a printed form, crop marks are printed at each corner.

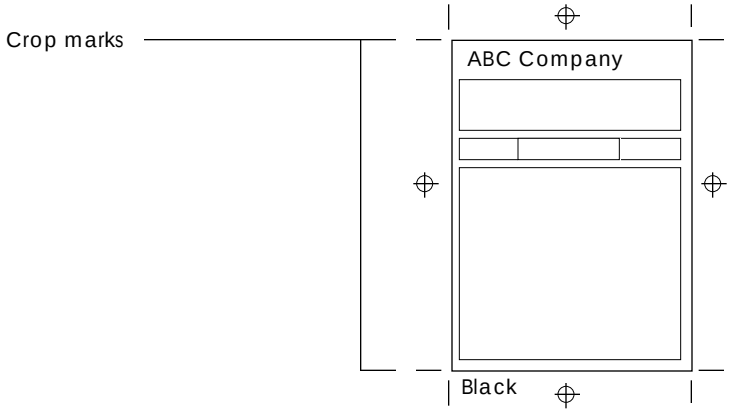


Fig. 10-5
Crop Marks

☐ Crop Marks

Informed Designer can print crop marks for you automatically. Simply click the ‘Crop Marks’ check box on the Print Job dialog.

Since crop marks appear outside the edge of a form, you must allow enough space between the drawing area and the page edge when you setup your form. Otherwise, crop marks won’t print. For more information, see *Allowing for crop marks, registration marks, and color names.*

Spot color overlays

☐ Spot Color Overlays

Chapter 9 describes Informed Designer’s color capabilities. You can print a color form on a black & white or color printer, or you can print spot color overlays to prepare your form for commercial printing. *Spot color* refers to the printing process where a separate overlay is provided for each different color on a form. See *Spot color* for a complete description of spot color and the printing process.

☐ Color Names

If you check the ‘Spot Color Overlays’ check box on the Print Job dialog, Informed Designer will print a separate overlay for each color on your form. You can include the name of each color below the bottom edge of each overlay by checking the ‘Color Names’ check box.

☐ Cutouts

On your form, differently colored objects appear on separate color overlays. If you check the Cutouts check box, Informed Designer will ‘cut out’ overlapping objects that are colored differently. See *Cutouts* for more information.

☐ Registration Marks

It’s important that each color overlay is aligned precisely with the others to ensure that all colors are positioned accurately. Color overlays are aligned using *registration marks*—the circular symbols positioned at exactly the same place on each overlay. If you check the ‘Registration Marks’ check box, Informed Designer will print registration marks at the middle of each edge of your printed form.

Printing from test mode

As you design a form, you can test its calculations, formatting options, and intelligent features with Informed Designer's test mode. You can enter cell values to make sure that you've selected the correct type attributes. You can also print a completed form, allowing you to see how your form looks when a person prints it with Informed Manager.

Two options are associated with printing a form in test mode (they're also available when you're using Informed Manager). For printing onto preprinted forms, Informed Designer allows you to hide your form's layout. The term *layout* refers to the graphic attributes of a form (i.e., the lines, boxes, headings, and labels on a blank form). If you check the 'Hide Layout' check box, only the information in each cell will be printed.

☐ Hide Layout

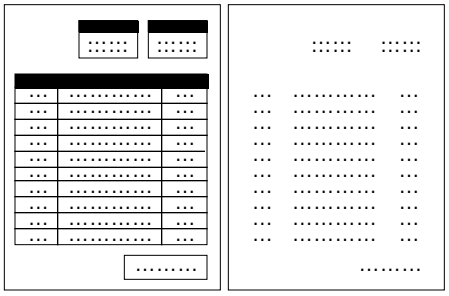


Fig. 10-6
Sample form with layout and data (left), and with layout hidden (right).

Note Even if you hide the layout, you can still print certain objects on your form. For any selected object (in design mode), if you check 'Print always' on the Object dialog (from the Settings menu), Informed Designer will always print that object, regardless of whether you hide the form's layout or not. This is useful, for example, if you'd like to print a logo on a preprinted form. See *Objects and printing* for more information.

If you check the 'Hide Data' check box, Informed Designer will print only your form's layout. Use this option to print a blank copy of your form.

For a complete description of Informed Designer's test mode, see *Testing your form.*

Fractional character widths

On occasion, the inaccuracies between the resolution of the Macintosh screen and PostScript laser printers will result in inconsistent type spacing. This inconsistency is often more noticeable with larger, bolded type faces where the spacing between words may appear too coarse. You can correct this problem by selecting the 'Fractional character widths' option from the Preferences dialog. Informed Designer will then adjust the spacing of text on the screen and on the printed form. You should use this option only if you're printing on a PostScript printer.

To display the Preferences dialog, choose Preferences from the Edit menu:

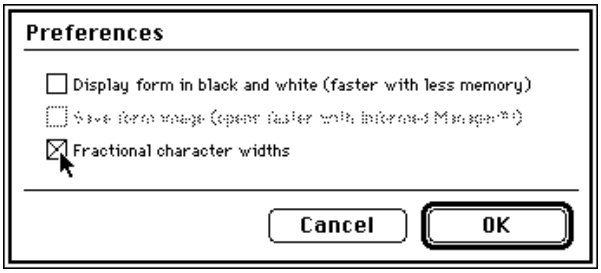


Fig. 10-7
Fractional character widths

For information on the other options on this dialog, please see *Faster scrolling* in chapter 4.

Chapter 11
Mailing forms

With electronic mail, or *e-mail*, systems becoming more and more common, applications are starting to take advantage of this enabling technology. Rather than physically moving information from one person to another or relying on floppy disks or file servers to do so, users can now *mail* information electronically over a network.

An electronic mail system provides a variety of services for sending and receiving information electronically, making it an effective tool for moving information throughout an organization. Although this capability is most valuable for routing completed forms for approval purposes (using Informed Manager), the occasional need to send a form design to another colleague makes e-mail a useful tool for forms designers as well.

In this chapter you'll learn how to send and receive forms with Informed Designer. You'll also learn how to pre-configure a form so that addressing and sending completed forms for routing purposes using Informed Manager is easier. The commands described in this chapter are those available in the Mail submenu found in Informed Designer's File menu.

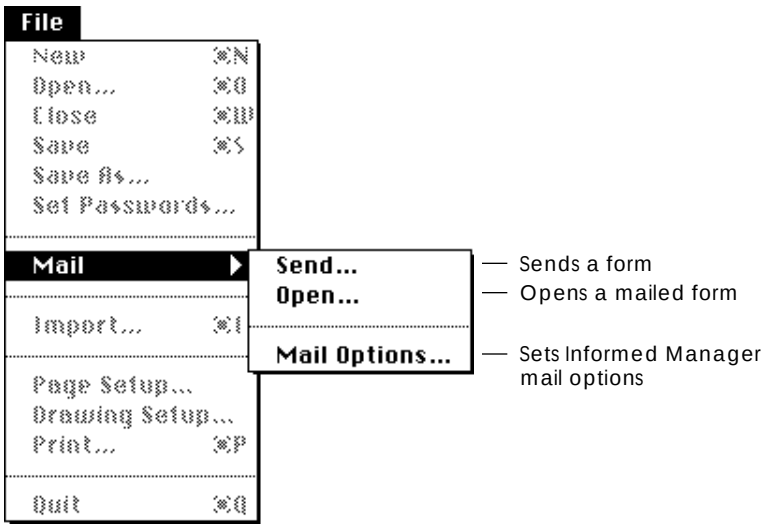


Fig. 11-1
File menu and mail commands

The remaining sections of this chapter assume that you're familiar with the electronic mail system used in your organization. You should also be familiar with the content of form documents and Informed Designer's Save and Save As commands. See chapter 1, *Manipulating documents*, for more information.

A mail enabled application

Most e-mail systems allow you to include files when you send memos and messages. It's this capability that makes it possible for you to send form documents to other individuals. A mail enabled application is an application that provides you with direct access to e-mail services from within the application's environment. A mail enabled application, therefore, makes it very convenient for you to send and receive forms without having to leave the application.

Informed Designer is a mail enabled application. It can interact with the electronic mail systems listed below.

- **Apple Computer's PowerTalk™ v1.0**
- **Microsoft Mail v3.0 or later**
- **CE Software's QuickMail v2.5 or later.**

Informed Designer interacts with an electronic mail system by communicating with an Informed *mail extension*. A mail extension is a file that contains the software which interfaces directly with the specific electronic mail system.

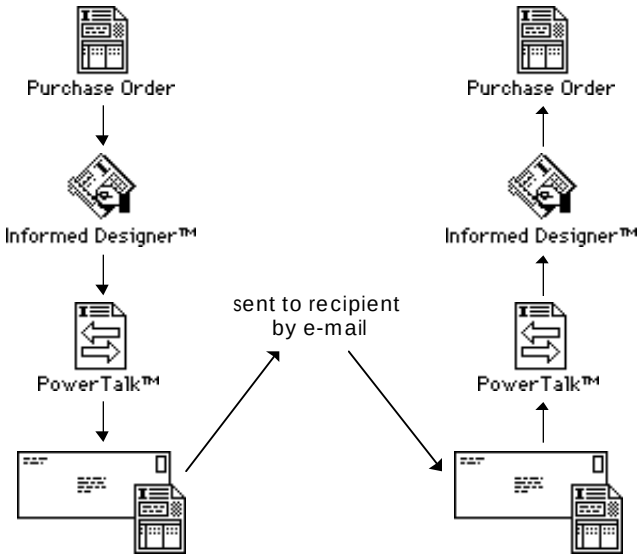


Fig. 11-2
Informed Designer and mail extensions

By using mail extensions we're able to insulate Informed Designer from the complexities of different e-mail systems. This allows us to introduce support for new or different e-mail systems by simply developing new mail extensions, therefore eliminating the need to release new versions of Informed Designer. In fact, it's likely that by the time you read this, additional mail extensions will have been made available for mail enabling Informed products with other electronic mail systems.

Note In addition to electronic mail services, PowerTalk also provides support for digital signatures. Installation of the Informed PowerTalk™ mail extension enables PowerTalk's e-mail services only. To enable PowerTalk's digital signature support, you must install the DigiSign™ signature extension.

It's important that you install only the Informed mail extension for the electronic mail system used in your organization. For more information about extensions and the correct installation procedures, please see your *Informed Extensions* manual.

Menus and commands

Access to e-mail services is provided through the commands in the Mail submenu of Informed Designer's File menu.

Fig. 11-3
Mail commands

To send forms you use the Send command. Receiving forms, however, works differently depending on which e-mail system you're using. For example, if you're using Apple's PowerTalk, you access mail directly from your mailbox's In Tray. With Microsoft Mail you can access mail from within Informed Designer using the Open command in the Mail submenu. Reading mail using QuickMail requires the use of the QuickMail desk accessory.

The Open command is present in the Mail submenu only if you're using Microsoft Mail or another e-mail system that allows opening mail from within applications.

Mail formats

When you send a form with Informed Designer, you can choose one of several different data formats to use. Informed Designer supports three different formats: Layout only, Layout & data, and Letter. The format that you choose depends on who you're sending the form to and how. The Letter format is available only if you're using the PowerTalk e-mail system.

As its name implies, the 'Layout & data' format includes both the data of the form and its layout. When you select this option, Informed Designer sends the entire form document including all completed forms. For more information about the content of form documents, please see chapter 1, *Manipulating documents.*

The 'Layout only' data format is similar to the Layout & data option except the data for the complete forms in the document is omitted. Use this option when you want to send the form's design only.

The Letter format is a special format that's available only if you're using PowerTalk. A letter document is a document that applications such as AppleMail can open. Informed Designer cannot open letter documents.

When you send a form as a letter, the actual content of the letter is an image of the form. You should use the Letter format if you're not sure whether or not the person you're sending a form to has Informed Designer. The recipient can open and view the form with AppleMail. You should also use the Letter format if the form you're sending will be delivered to the recipient via an imaging device such as a fax machine or a printer.

For more information about letter documents and the AppleMail application, please see your *PowerTalk User's Guide*.

Sending forms

Send...
File menu
Mail submenu

With a form document open, the Send command is available in the Mail submenu. To send the form to another user, choose the Send command.

Informed Designer examines your Informed Extensions folder to determine which mail extension you've installed and invokes that extension to send the form. If Informed Designer finds more than one mail extension in your Informed Extensions folder, you'll be asked to select which e-mail system you'd like to use to send the form.

Fig. 11-4
Selecting a mail extension

Normally the above dialog will be avoided because your Informed Extensions folder should contain only one mail extension which corresponds to the electronic mail system that you use.

You'll then be asked to address the form and specify various send parameters. These parameters and the appearance of the addressing dialog vary for each different e-mail system.

Sending with PowerTalk

If you're using PowerTalk, after choosing the Send command you'll see the PowerTalk addressing dialog. You use this dialog to select the recipients of the form, choose the appropriate data format, specify the form's subject, and change the identity of the sender.

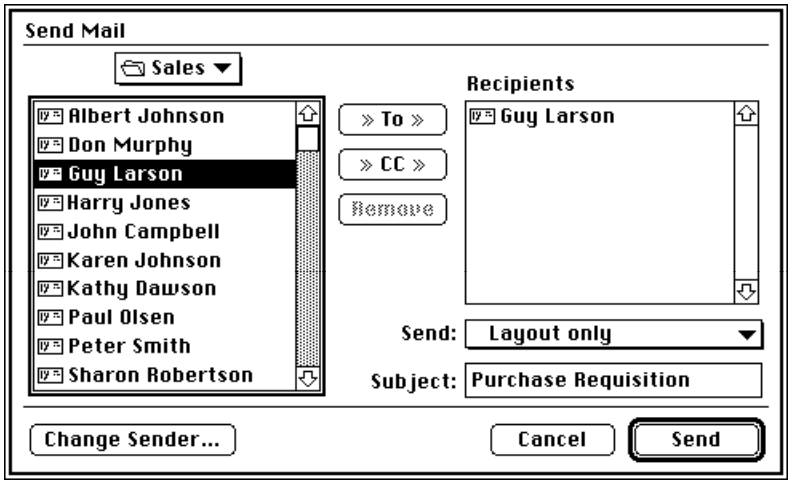


Fig. 11-5
PowerTalk addressing dialog

The leftmost scrolling list is your window into catalog information. The catalog contains users to which you can send mail. You can browse through server-based catalogs or personal catalogs to find particular users. To address the form, select a user in a catalog and click the ‘To’ button. To send a carbon copy, click ‘CC’ instead. The user’s name will appear in the list of recipients. To remove a user from the recipients list, select the user in that list, then click Remove.

With PowerTalk, you can send an actual form document or a letter containing an image of the form. To send a form document, choose either of the ‘Layout only’ or ‘Layout & data’ settings from the ‘Send:’ pop-up menu. These format options are described earlier in Mail formats. You should send a form document only if you’re sure that the person receiving the form has Informed Designer.

For a detailed explanation of letter documents, please see your *PowerTalk User’s Guide*.

Select the Letter setting to send a letter. The ability to send a form as a letter means that you can send forms to users who do not have Informed Designer. The recipient of a letter can open and view the form using AppleMail. Also, be sure to use the Letter option if you know that the form will be delivered via an imaging device such as a fax machine or a printer.

Each form that you send using PowerTalk also has a subject. Informed Designer automatically enters the form's name as the subject for you. You can change it if you like.

The Change Sender option allows you to send a form using your identity on another person's computer. When you click Change Sender a dialog appears asking for your PowerShare account information. You use the dialog to locate your PowerShare catalog and enter your name and password. Once you have entered your account information, you can mail the form to the recipient.

When you change the sender information you are not interfering with the PowerShare account of the person whose computer you're using. Your sender identity is valid only for the specific form.

After addressing the form and specifying the format options, and subject, click Send on the addressing dialog. Informed Designer will send the form. To cancel the Send command, click Cancel instead.

Sending with Microsoft Mail

If you're using Microsoft Mail, when you choose the Send command you'll be prompted to select whether you would like to send the form's layout only or include the data as well.

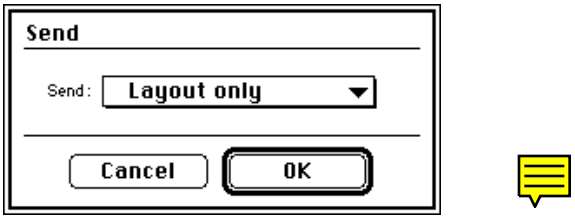


Fig. 11-6
Selecting the data format

Select the Layout only option to send the form's layout only. To include the completed forms contained in the document (if any), choose the Layout & data option instead. For a description of these formats, please see Mail formats earlier in this chapter. After selecting the format option, click OK to continue. To cancel the Send command, click Cancel instead.

You'll then see the Microsoft Mail send dialog. You use this dialog to select the recipients of the form, enter a comment, and enclose any additional files with the form.

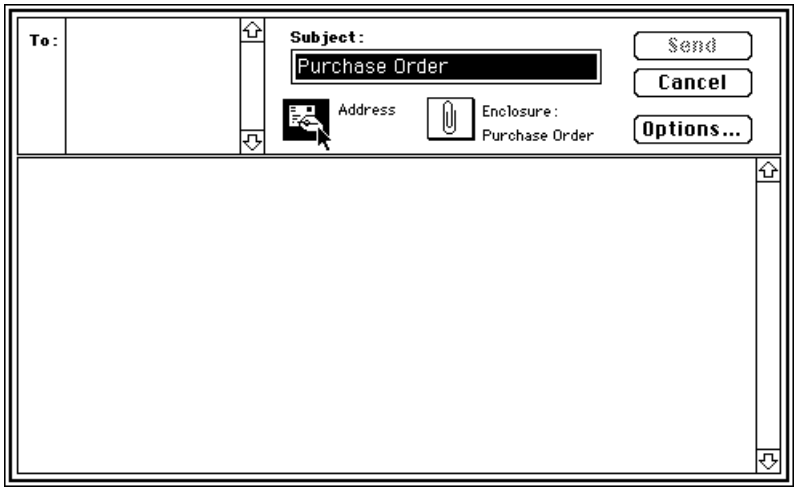


Fig. 11-7
Microsoft Mail send dialog

Chapter 5 of your *Microsoft Mail User's Guide* describes how you address mail. Depending on your Microsoft Mail preferences, you'll either choose a person from the list on the dialog shown above, or you'll click the Address button and select a person from the Address dialog. You can send the form to one person or to as many people as you like. Please refer to your *Microsoft Mail User's Guide* for more information.

The subject of the form is filled in by Informed Designer. You can change it if you like. You can also enter a comment in the large scrolling area on the send dialog.

Once you've addressed the form and specified the subject and comment (optional), click Send on the send dialog. Informed Designer will send the form. To cancel the Send command, click Cancel instead.

Pre-addressing with Microsoft Mail

Mail options, on page 11-12, describes how to pre-address a form so that the Informed Manager user doesn't have to manually address the form if he or she always sends it to the same person. When you choose to pre-address a form using Microsoft Mail, the Pre-address Microsoft Mail dialog appears. This dialog is different from the standard Microsoft Mail dialog that you see when sending forms:

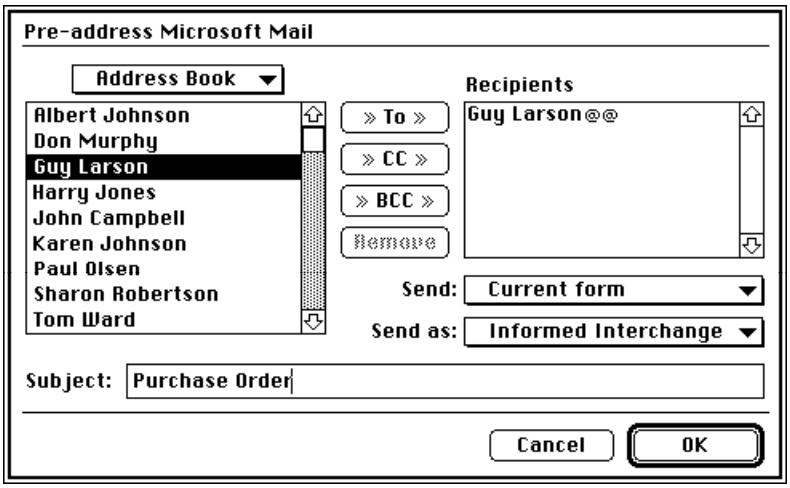


Fig. 11-8
Pre-addressing Microsoft Mail

You use this dialog to pre-address a single form, or a collection of forms. The information you enter into this dialog is the same as described above for sending mail. You select the recipient(s) of the form, choose the format, and you can specify the form's subject.

The pop-up menu, above the left scrolling list, offers three different lists from which you can pick the recipients of your mail. They are Address Book, Local Users, and All Users. Address Book displays a personalized list of the user and group names you've added to the Address Book. Local Users displays only the users on your mail server. All Users displays all users on all the mail servers connected to your network.

To pre-address a form, select a recipient from the list, then click '» To »', '» CC »', or '» BCC »'. Clicking '» CC »' or '» BCC »', sends a carbon copy or a blind carbon copy to the selected recipient. You can add as many users as you like to the Recipients list. To remove a user from the Recipients list, select the user's name from the list, then click Remove.

Once you have pre-addressed the form, click OK. The Mail Options dialog appears. Choose the confirmation option and click OK. The form is now pre-addressed. For information about the Mail Options command, please see *Mail options* later on in this chapter.

Sending with QuickMail

If you're using QuickMail, after choosing the Send command you'll see the QuickMail addressing dialog. You use this dialog to select the recipients of the form, choose the appropriate data format, and enter a comment.

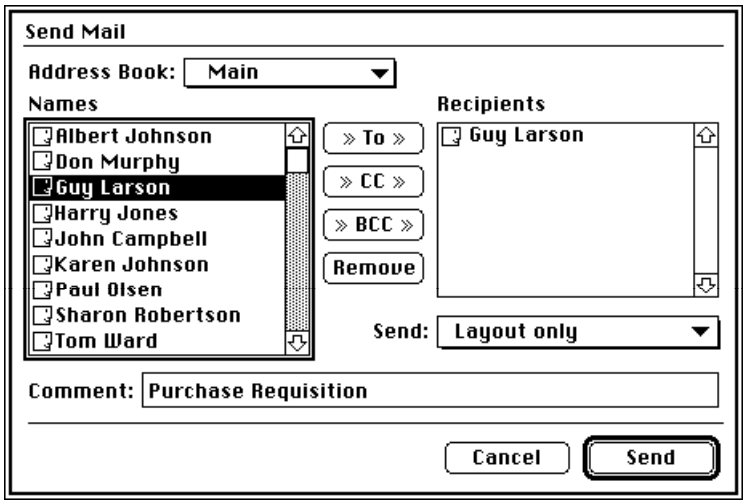


Fig. 11-9
QuickMail addressing dialog

You can also select a user by typing the first letter of the surname, or by pressing the up or down arrow keys. Before typing, be sure to select the list first. Pressing the Tab key will move the selection between the Names and Recipients lists and the Comments text entry box. Double-clicking a user in the Names list adds that user to the Recipients list. Double-clicking a user in the Recipients list removes that user from the Recipients list.

QuickMail allows you to create multiple address books in order to better organize large lists of users. On the addressing dialog, you select an address book by choosing its name in the 'Address Book:' pop-up menu. The users in the address book will appear in the Names scrolling list.

To address the form, select a user from the Names list, then click '» To »', '» CC »', or '» BCC »'. Clicking '» CC »' or '» BCC »', respectively, sends a carbon copy or blind carbon copy to the selected recipient. You can add as many users as you like to the Recipients list. To remove a user from the Recipients list, select the user's name in that list, then click Remove.

Select the appropriate data format from the ‘Send:’ pop-up menu. The available data formats are described in Mail formats earlier in this chapter. You can enter a comment in the text entry box provided.

After addressing the form and specifying the other send parameters, click Send to send the form. To cancel the Send command, click Cancel instead.

Mail options

Mail Options...
File menu
Mail submenu

Informed Designer allows you to select different mail options to pre-configure a form for use with Informed Manager. In situations where you know in advance where the Informed Manager user will be sending completed forms, you can pre-address the form yourself. For example, in small organizations or departments, accounting forms such as purchase requisitions or time cards often travel directly to a specific individual in accounting.

Choose the Mail Options command from the Mail submenu to display the Mail Options dialog for the currently active form.

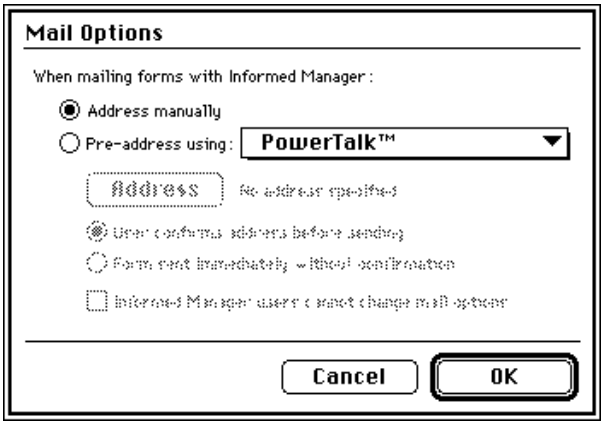


Fig. 11-10
Mail Options dialog

If you select the ‘address manually’ option, each time a completed form is sent using Informed Manager, the user will have to manually address the form. To pre-address the form, select the pre-address option instead.

Fig. 11-11
Pre-addressing the form

Select the e-mail system with which forms will be sent by choosing its name from the ‘pre-address using:’ pop-up menu. Normally this pop-up menu will contain only one entry which corresponds to the e-mail system you use.

Next, click Address. Informed Designer will invoke the selected mail extension to prompt you for the necessary addressing information. The specific addressing parameters and the appearance of the addressing dialog vary depending on which e-mail system you’re using.

Note Some mail extensions do not support pre-addressing. If the selected mail extension does not support pre-addressing, you’ll see a message indicating so when you click the Address button.

The settings and recipients that you select will be stored with the form. These settings will be selected automatically by Informed Manager each time the user chooses the Send command. For an explanation of the send parameters and addressing dialog, please see chapter 7 of your *Informed Manager Reference* manual.

You can reverse the effect of the confirmation option by holding down the Option key when choosing the Send command.

The confirmation options below the Address button determine whether or not Informed Manager will display the addressing dialog each time the user sends a completed form. If you choose the ‘User confirms address before sending’ option, Informed Manager will display the addressing dialog with the pre-addressed settings selected each time a form is sent. This gives the user a chance to confirm or override these settings before sending the form. If you choose the ‘Form sent immediately without confirmation’ option instead, Informed Manager will send the form immediately without requesting confirmation.

As the form designer, you have the option of locking the mail options so that the Informed Manager user can’t change them. This feature is useful in situations where it is very important that the user always send forms to

a particular user or address. To lock the mail options, select the ‘Informed Manager users cannot change mail options’ check box. With this option selected, the Mail Options command will be unavailable to the Informed Manager user.

After selecting your send options, click OK on the Mail Options dialog. The settings will be saved in the form document. To cancel the Mail Options command, click Cancel instead.

Addressing on the form

Informed Manager also supports automatic addressing if the completed form itself contains the required addressing information. If the name of the person to which a completed form is being sent appears in a cell on the form, Informed Manager can use this information to automatically address the form so that the user doesn’t have to.

For example, consider an order form that’s filled out by various telephone sales reps and mailed directly to one of five different order processing people. By entering the name of the order processing person on the form itself, Informed Manager can automatically address the form when the user chooses to send it. Figure 11-12 shows what this order form might look like.

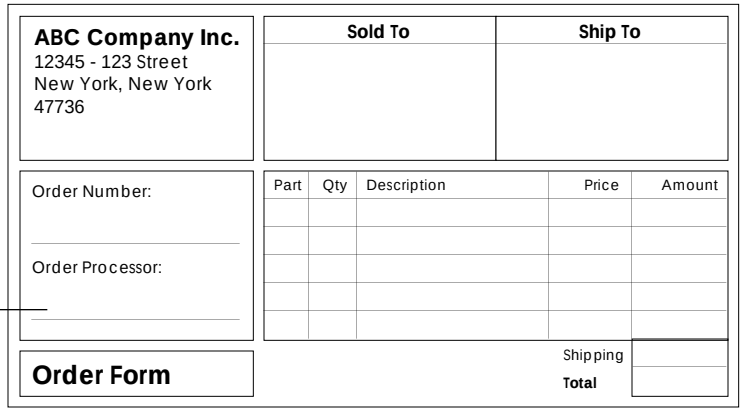


Fig. 11-12
Sample order form

Whenever the user mails a single form, Informed Manager looks for a cell named ‘Mail Send To’. If such a cell exists, the form is automatically addressed to the name in that cell. For example, if you fill out an order

form and enter ‘John Smith’ as the order processor, Informed Manager will automatically address the form to ‘John Smith’. If John Smith is not a valid mail user, the form will be left unaddressed.

Note Addressing on the form does not work with all e-mail systems. For example, PowerTalk requires that a name include the full catalog path name as well as other catalog parameters. You cannot simply enter the user’s name alone.

If you pre-address a form (see Mail options) and, at the same time, configure a cell for addressing on the form, Informed Manager will automatically address the form to both the ‘pre-addressed’ user (or users) as well as the address entered on the form.

Opening mailed forms

When someone sends you a form, your electronic mail system will notify you that mail has arrived. Each electronic mail system offers its own notification options ranging from simple audible tones, to more visual methods of notification such as the display of a dialog or window.

The way that you open a mailed form varies depending on which e-mail system you use and the format with which the form was sent. Some e-mail systems allow you to open mail directly from within an application whereas others require that you use the e-mail system itself to extract the mailed item before opening it.

Using Informed Designer’s Open command

Open...
File menu
Mail submenu

If your e-mail system supports opening mail from within other applications, you can do so with Informed Designer by choosing the Open command from the Mail submenu.

When you choose the Open command, Informed Designer examines the contents of your Informed Extensions folder to determine which mail extension you’ve installed. If only one mail extension is found, Informed Designer will automatically invoke that extension to open the mail. If two or more mail extensions are found, you’ll be asked to select one.

Fig. 11-13
Selecting a mail extension

Normally the dialog shown above will be avoided because your Informed Extensions folder should contain only one mail extension corresponding to the electronic mail system that you use. If you've installed more than one mail extension, select the desired e-mail system from the pop-up menu, then click OK. Clicking Cancel will cancel the Open command.

After clicking OK, the selected mail extension is invoked to open a mailed form. Like addressing forms, the method for selecting and opening mailed forms varies depending on which electronic mail system you use. The details about how this is done using the different electronic mail systems are provided in the next few sections of this chapter.

When you select a form to open, Informed Designer will open it into its own form window. When you later close the form, you'll be asked if you'd like to save the document.

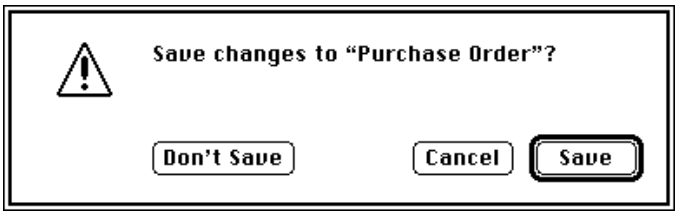


Fig. 11-14
Save form prompt

Clicking Cancel cancels the Close command. If you click Don't Save, the form will be closed without saving it on your hard disk. Any changes that you've made since opening the mailed form will be lost. The original unchanged form will remain in your e-mail's mailbox. If you click Save to save the document, you'll be asked to specify where you'd like to store the form on your hard disk.

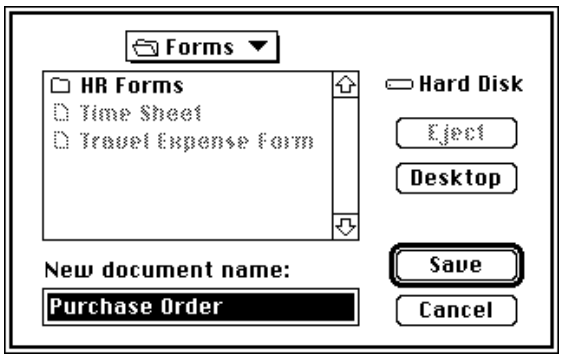


Fig. 11-15
Standard Save dialog

Use the various controls to find and open the disk or folder in which you'd like to store the form. Change the name if you like, then click Save to save the form.

Opening mailed forms manually

For e-mail systems, such as QuickMail, that do not allow other applications to open mail directly, mailed forms must be opened manually. This is done by first copying the enclosed form document from the mail message to your hard disk, then opening the document the way you normally would. For information about copying enclosed files from mail messages, please refer to the user guide that came with your electronic mail system.

Opening forms mailed with PowerTalk

With PowerTalk, mail sent to you arrives and appears in your mailbox's In Tray. Your In Tray, in many ways, is similar to a folder on your hard disk. Items that appear in your In Tray correspond to actual documents that can be manipulated like other documents. You can click and drag items to copy them to other places or to move them to the Trash. You can double-click an item to open it.

Depending on which format options the sender chose, a mailed form will arrive as one of the following:

- **a form document**

- **a letter document containing an image of the form**

The following sections explain how to open forms that are mailed to you in each of the two different formats listed above.

Form documents

A form document contains the form's data along with its layout. When you open a form document with Informed Designer, the form appears in its own form window. You can open a form document from your In Tray by simply double-clicking its icon.

Information that resides in your In Tray cannot be changed and saved back in your In Tray. As a result, if you open and change a form document from within your In Tray, when you close the document you'll be asked if you'd like to save the changes made.

Fig. 11-16
Save changes prompt

To save changes, click Save. On the Save dialog, specify the location to store the document and a name with which to call it.

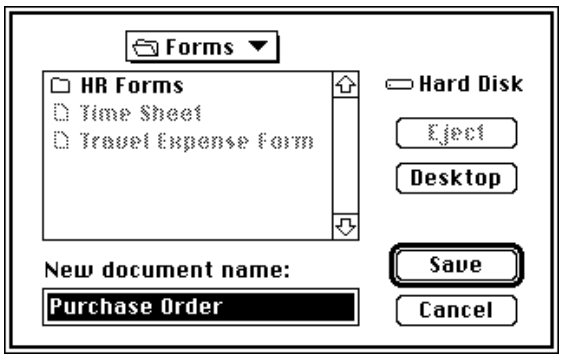


Fig. 11-17
Save dialog

The copy that you save on your hard disk will contain the changes you made since opening the form, whereas the original will remain unchanged in your In Tray.

Letter documents

With PowerTalk, the sender of a form can choose to send a forms as a letter. A letter document is a special type of document that applications such as AppleMail can open and read. Although Informed Designer can create letter documents, it cannot open them.

The advantage of sending a form as a letter is that the person receiving the form doesn't require Informed Designer to open it. When you double-click a letter document, your Macintosh will run AppleMail, open the document, then display an image of the form.

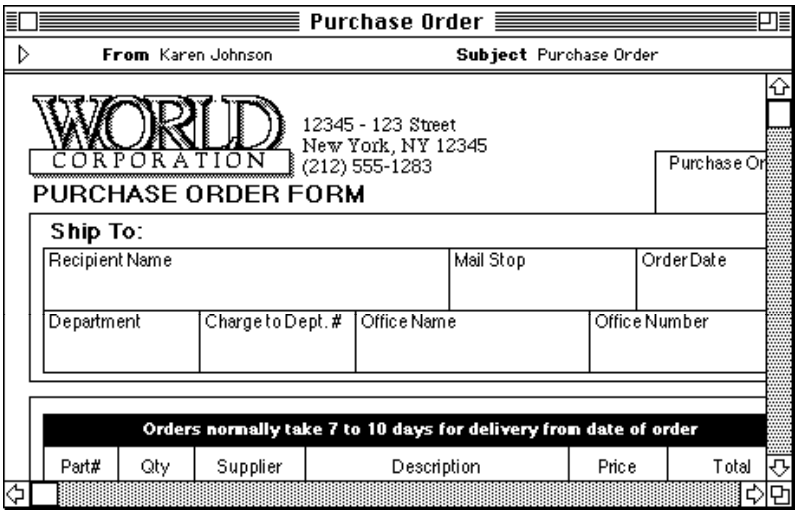


Fig. 11-18
Letter document containing an image of a form

Unlike forms that are sent as form documents, the image of a form in a letter document cannot be edited.

Opening forms mailed with Microsoft Mail

With Microsoft Mail, you can open mailed forms either manually, or directly from within Informed Designer. See *Opening mailed forms manually* and *Using Informed Designer's Open command* earlier in this chapter for more information.

Open...
Mail submenu
File menu

To open a mailed form from within Informed Designer, choose the Open command from the Mail submenu. Informed Designer will display a list of all mail items that contain a form document.

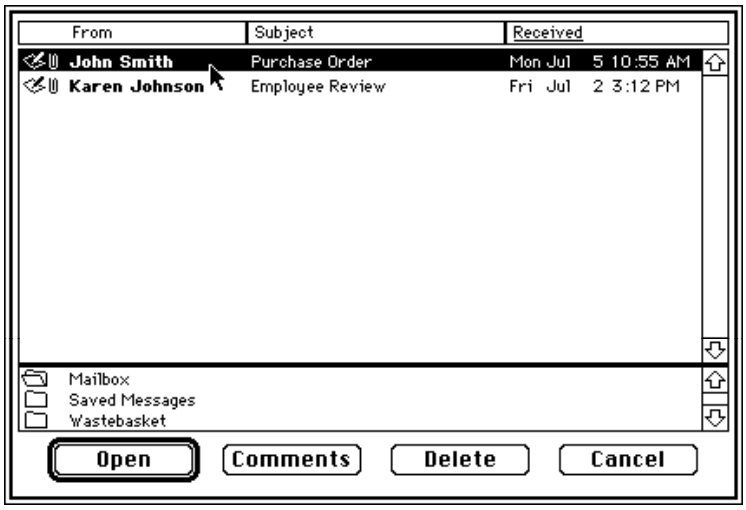


Fig. 11-19
List of mailed forms

Select the item that you want to open by clicking it in the list, then click Open or press Return. Informed Designer will open and read the enclosed form document. The form will appear in its own form window. Informed Designer will then display the comments associated with the form.

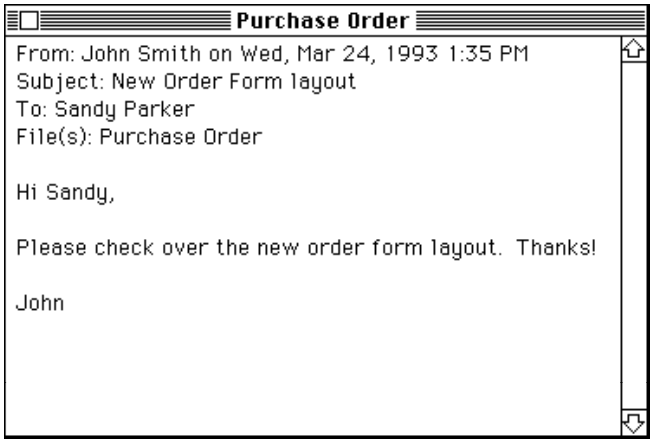


Fig. 11-20
Form comments

To close the comments window, click its close box. When you close the form, you'll be asked if you'd like to save the form. You save the form in the normal way.

Opening forms mailed with QuickMail

Due to restrictions in the programming tools provided by CE Software, the ability to open mail from within an application is not available for QuickMail users. Therefore, forms mailed to you using QuickMail must be opened manually. For information about opening forms manually, please see *Using Informed Designer's Open command* earlier in this chapter.

Appendix A
Default settings

As described in chapter 6, *Changing an object's appearance*, Informed Designer remembers the default settings for each of the drawing tools. A default setting is a setting that's automatically selected for new objects. For more information, see *Changing default settings.*

When you create a new document, Informed Designer automatically selects a standard set of default settings for each drawing tool. These settings are listed in Table A-1. If you want to store your own set of default settings, use stationery documents. See *Informed documents* for more information.

Table A - 1
Default settings

Tool	Attribute	Default setting
Text	font	Helvetica
	font size	10
	type style	plain
	alignment	left
	leading	auto
	color	black
Line	line width	1 point
	pen shade	100%
	line style	plain
	color	black
Rectangle	line width	1 point
	pen shade	100%
	fill shade	0%
	line style	plain
	corners	square
	color	black
Oval	line width	1 point
	pen shade	100%
	fill shade	0%
	color	black
Arc	line width	1 point
	pen shade	100%
	fill shade	none
	color	black

Table A - 1 (continued)
Default settings

Tool	Attribute	Default setting
Polygon	line width	1 point
	pen shade	100%
	fill shade	0%
	color	black
Field	title font	Helvetica
	title font size	10
	title type style	plain
	title alignment horizontal	center
	title alignment vertical	center
	title leading	auto
	cell font	Helvetica
	cell font size	10
	cell type style	plain
	cell alignment horizontal	left
	cell alignment vertical	top
	cell leading	auto
	pen shade	100%
	fill shade	0%
	line width	1 point
	line style	plain
	title	on
	title position	top
	corners	square
	cell type	character (no options)
	color	black
Table	title font	Helvetica
	title font size	10
	title type style	plain
	title alignment horizontal	center
	title alignment vertical	center
	title leading	auto
	cell font	Helvetica
	cell font size	10
	cell type style	plain
	cell alignment horizontal	left

Table A - 1 (continued)
Default settings

Tool	Attribute	Default setting
	cell alignment vertical	top
	cell leading	auto
	pen shade	100%
	fill shade	0%
	line width	1 point
	line style	plain
	title	on
	column titles	on
	corners	square
	cell type	character (no options)
	color	black

Appendix B
Entering measurements

To use many of Informed Designer's object manipulation commands, you're often requested to enter measurements for parameters such as the size or position of an object. For example, when you duplicate objects using the Replicate command, you specify the distance between each duplicate by typing measurements in the Offset text entry boxes on the Replicate dialog.

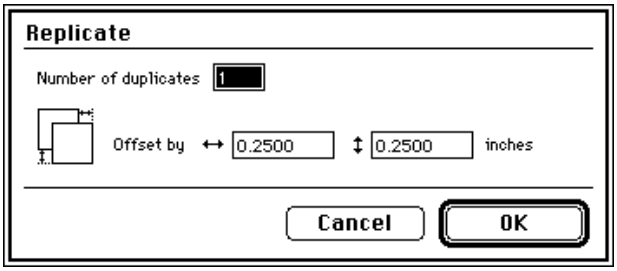


Fig. B - 1
Replicate dialog

Informed Designer makes it easy to enter measurements. Although measurements are displayed using your choice of ruler units, you can enter a measurement in any units you like. You can also type fractional values such as '1/2' or '3/8'. The remaining sections of this appendix describe these features of Informed Designer.

Accuracy

When you draw a form with Informed Designer, you can size and position objects with a maximum precision of 1/1152nds of an inch. Measurements are displayed using four decimal places of precision. The 'Drawing accuracy' setting on the Grid Options dialog lets you change the maximum precision (see *Drawing accuracy* in chapter 4 for more information).

Whenever you enter a measurement, Informed Designer rounds the value to the closest multiple of the current drawing accuracy setting. For example, if the drawing accuracy is set to 1/1152 dpi (dots per inch) and you type the value 1.0010, Informed Designer will round the value to 1.0009. This is because 1.0009 is the closest multiple of 1/1152.

Measurement units

Informed Designer displays measurements using your choice of ruler units. For example, if you've set the rulers to display picas, all measurements will display in picas. You can change the ruler units by selecting a different setting on the Ruler Options dialog. For more information about ruler options, please see *Rulers* in chapter 4.

When you enter a measurement, you can specify the unit of measure by appending an abbreviated suffix to the value you type. For example, if the current ruler unit setting is inches and you want to enter a value in points, simply append a space and the letters 'pt' to the numeric value that you type. Informed Designer will automatically convert the value to inches when you press the Tab key.

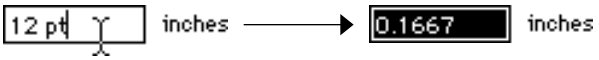


Fig. B - 2
Entering 12 points

The complete list of unit abbreviations is shown below in Table B - 1.

Table B - 1
Unit abbreviations

Unit	Abbreviation
inches	in
centimeters	cm
picas	pc
points	pt

Entering fractions

Although fractional numbers are displayed in floating point form (1.5, for example), you can also enter fractions by typing the numerator and denominator separated by the slash symbol (/). For example, instead of typing '5.375', you could also enter '5 3/8'. Informed Designer will automatically convert the value to its decimal form when you press the Tab key.

Fig. B - 3
Entering a fractional number

Appendix C
Shortcuts

This section contains a list of shortcuts and hidden features. These include features that don't appear in menus or dialog boxes.

Table C-1
Shortcuts

Category	Key/Feature	Description
Startup	hold down the Option key	opens a document during startup
Tool palette	Escape/reverse quote (`) key	toggles between Pointer tool and drawing tool
	Option key	selects Pointer tool while pressed
	Tab key	selects Text tool and first selected text object or title
Pointer tool	double-click tool	deselects all objects
	Shift-click object	selects multiple objects
	Command-click object	selects object behind
	Option-click	forces selection rectangle selects objects completely enclosed
	Option-Command-click	forces selection rectangle selects intersecting objects
	click & drag	drags outline of object(s) with pointer
	click, pause & drag	drags object detail with pointer
	double-click text object	Type command
	double-click line object	Paint command
	double-click rectangle object	Paint command
	double-click oval object	Paint command
	double-click arc object	Paint command
	double-click field object	Field command
	double-click table object	Table command
	Shift-resize	constrains horizontally, vertically, proportionally, or diagonally at 45, 135, 225, or 315 degrees
Text tool	double-click tool	default type settings
	Shift-draw	constrains dimensions to square
	Tab key	selects first text object or title
	Enter key	completes text editing
	Option-Enter key	completes text editing and adjusts object width to fit text
	Option key	selects Pointer tool while pressed
	Option-Command-click	draws overtop of text
Line tool	double-click tool	default line settings
	Shift-draw	constrains horizontally, vertically, or diagonally at 45, 135, 225, or 315 degrees
	Option key	selects Pointer tool while pressed

Table C-1 (continued)
Shortcuts

Category	Key/Feature	Description
Rectangle tool	double-click tool	default rectangle settings
	Shift-draw	constrains to square
	Option key	selects Pointer tool while pressed
Oval tool	double-click tool	default oval settings
	Shift-draw	constrains to circle
	Option key	selects Pointer tool while pressed
Arc tool	double-click tool	default arc settings
	Shift-draw	constrains to quarter circle
	Option key	selects Pointer tool while pressed
Polygon tool	double-click tool	default polygon settings
	Shift-draw	constrains edge horizontally, vertically, or diagonally at 45, 135, 225, or 315 degrees
	Option key	selects Pointer tool while pressed
Field tool	double-click tool	default field styles
	Shift-draw	constrains to square
	Option-Command-click	draws overtop of a field
	double-click title section	Type command
	double-click cell section	Cell command
	double-click title divider	Paint command
	Command-drag bottom edge	snaps edge to rule line
	Option key	selects Pointer tool while pressed
Table tool	double-click tool	default table styles
	Shift-draw	constrains to square
	Option-Command-click	draws overtop of a table
	double-click title section	Type command
	double-click column cell section	Cell command
	double-click title divider	Paint command
	Command-drag bottom edge	snaps edge to row lines
	click in gray	creates new column
	Command-click in gray	creates last column
	Command-click in column	splits one column into two
	Command-drag column divider	moves columns on right
	Command-drag right edge	extends right edge without changing width of last column

Table C-1 (continued)
Shortcuts

Category	Key/Feature	Description
Zoom tool	click Option-click double-click tool	Enlarge command Reduce command Actual Size command
Imported pictures	double-click	reverts to original size
Paste command	Option-Paste	positions pasted objects at original location
Changing pages	double-click numbered page	go to page dialog

Appendix D
Glossary

active window: The frontmost window on the desktop; the window where the next action will take place. An active window's title bar is highlighted.

alignment: The orientation of text within a particular area.

annotation: A note that's attached to a form.

Arc tool: The tool that you use to draw arcs on a form. The arc tool is on Informed Designer's tool palette.

arithmetic operators: Operators that calculate mathematical results.

attribute: Refers to the settings that control the appearance and general look of an object.

auto-incrementing number: A number that is automatically advanced to the next value each time you create a new form. Use auto-incrementing numbers to automatically number forms such as statements and invoices.

balloon help: A System 7 feature that displays help messages in balloons on your screen**.**

boolean: A data type that has a value of true or false.

boolean operators: Operators that test for more than one condition.

Box tool: See *Rectangle tool*.

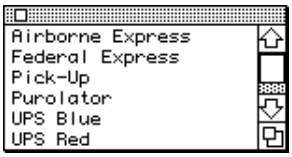
calculation: A formula that a cell uses to obtain its value. Usually a calculation uses the values of other cells on a form.

cell: An area on a form that is used to hold data. Each field contains a cell, and each column in a table contains a cell.

cell type: Refers to the kind of information that a cell can hold. Informed recognizes eight different cell types: text, character, number, name, date, time, boolean, and picture.

character format: A sequence of characters that rigidly defines the length and format of a valid cell value.

check formula: A formula that verifies the correctness of data in a cell.

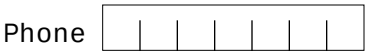


choices palette: The palette that provides a list of common choices for a data cell on a form. You can create a list of choices for any cell on a form.

close box: The small, white box on the left side of the active window's title bar. Click the close box to close the active window.

CMYK: An acronym which stands for Cyan, Magenta, Yellow, Black. CMYK is a color model that is commonly used in four-color printing.

color chart window: The window that displays all of the colors available in an Informed document. Use the color chart window to add, remove, and change the colors in a form.



comb: A line that divides the cell section of a field. Combs in a field ease manual entry of data on forms, and make it easy to distinguish the individual numbers or letters of an entry.

comparison operators: Operators that compare values.

concatenate: To combine two text values into one.

constant: A value that doesn't change. You use constants in calculation, default, and check formulas.

constrain: To limit the action or the effect of the Pointer tool, or any of Informed Designer's drawing tools. This is usually accomplished by holding down the Shift key while using the tool.

crop mark: The small lines that indicate the page edge of a form. These marks aid a commercial printer in trimming a printed form.

crosshairs: See *ruler crosshairs.*

cutout: The process that prevents overlapping colors from interfering with each other on spot color overlays.

data type: See *cell type.*

default value: Refers to the initial value of a cell on a form. When you create a new form, default cell values are entered for you. You specify the default value of a cell using the Value command.

default settings: The appearance of new objects is determined by default settings. Change the default settings to change what newly created objects look like.

design mode: Design mode refers to the mode that you're in when you edit the layout of a form. Informed Designer has two modes: design mode and test mode.

dialog: A box that contains a message. Usually a dialog requests information or warns you of a potential error.

digital signature: A digital signature allows you to sign data on a form. The signature verifies the integrity of the data. If the data is changed, the signature is invalidated.

document name: The name of a document as it appears in the title bar of its drawing window.

drawing area: The area in which you draw and manipulate a form; the visible working area of a form in the drawing window.

drawing offset: The distance between the edge of the drawing area and the edge of the physical page.

drawing plane: The plane that an Informed Designer object sits in. Each object's position in the drawing plane determines the front-to-back ordering of all objects.

drawing size: The actual size of the drawing area. You change the drawing size with the Drawing Setup command.

drawing window: The window on your screen that contains the layout of a form.

EPSF: An acronym for Encapsulated PostScript Format. A type of file format that contains PostScript information. Use the Import command to import EPSF files.

electronic mail: An automated system for sending and receiving mail on a computer network.

enclosing rectangle: A rectangle that encloses an area, an object, or a set of objects on a form.

field: A graphic object that is used to hold information. Generally, a field consists of a title section, a dividing line, and a cell section where information is stored.

field tool: The tool that you use to draw fields on a form. The Field tool is on Informed Designer's tool palette.

fill shade: The shade used to draw the interior of an object.

format: Determines the style that a value is displayed in. For example, the format of a date determines the ordering and appearance of the day, month, and year parts in a date value.

form document: A document created with the Informed Designer application. A form document contains the layout of a form plus a database of completed forms.

function: A predefined procedure that manipulates information on a form to produce a new result. Informed Designer supports a wide variety of functions that you can use in calculation, default, and check formulas.

graduate: To blend a shade from one darkness to another.

grid: An array of imaginary lines, separated at regularly spaced intervals on the drawing area of a form. You use the grid to place and size objects uniformly on a form.

grid axis: Refers to one or both of the horizontal and vertical grid directions. With Informed Designer, the grid axis in each direction is independent of the other.

guide lines: Lines that helps you align objects on a form.

handles: Small square boxes at each corner of an object's enclosing rectangle. An object's handles are visible when the object is selected.

help message: A message to someone filling out a form (usually from the form designer) that clarifies the information needed in a particular cell on the form.

hierarchical menu: See *submenu*.

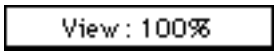
HLS: An acronym which stands for Hue, Lightness, Saturation. HLS is a color model that's commonly used in graphic design.

home position: See *ruler home position*.

i-beam: The type of pointer that you use to edit text.

import: To transfer information from a standard format into a Macintosh application. You can import graphics stored in the PICT, EPSF, Post-Script, and TIFF formats. You can also import textual information.

index: A pre-sorted list of cell values that Informed Manager maintains automatically.



information box: The rectangular box at the bottom-left corner of Informed Designer's drawing window. The information box displays the current view scale of the drawing window, the scaling percentage of a resize operation, or the progress of a time consuming task.

key: See *index*.

layout: The design of a form. The organization of graphic objects and intelligent features on a form.

leading: The amount of vertical space between lines of text. Leading values are usually measured in points.

Line tool: The tool that you use to draw lines on a form. The Line tool is on Informed Designer's tool palette.

literal: A formatting character such as a dash or parenthesis.

lookup: A link from one form to another which allows a form to 'lookup' information in one form from another.

master page: A special page that holds graphics that are common to all pages in a form. Use the master page to hold logos, headers, and footer.

multipart page: A page on a form that prints more than once. Pages that require more than one copy are multipart pages. Each numbered page in a form can have up to 99 parts.

nudge: To resize or reposition an object by a distance of one pixel on the screen.

operand: The value that an operator uses to calculate a result.

operator: A symbol that performs an operation between one or two values. Some types operators include addition (+), subtraction (-), and multiplication (*).

Oval tool: The tool that you use to draw circles and ovals on a form. The Oval tool is on Informed Designer's tool palette.

page controls: The controls that you use to change pages in a form.

page size: The actual size of the page on which a form is printed. The page size is different from the drawing size.

pen shade: The shade used to draw the frame of an object.

PICT: A graphic format that you can cut and paste between forms and other Macintosh applications. You can import PICT documents using the Import command.

Pointer tool: The tool that you use to select, deselect, reposition, and resize objects on a form. The Pointer tool is shaped like an arrow. It's available on Informed Designer's tool palette.

Polygon tool: The tool that you use to draw polygons on a form. The Polygon tool is on Informed Designer's tool palette.

PostScript: The page description language supported by many laser printers and imagesetters. Informed Designer is compatible with Post-Script printers.

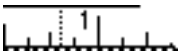
Quick-Tab: A feature that lets you move between sections of a form. Use the quick-tab feature to bypass the normal tab order of a form.

Rectangle tool: The tool that you use to draw boxes and rectangles on a form. The Rectangle tool is on Informed Designer's tool palette.

registration marks: The circular marks that a commercial printer uses to line up spot color overlays.

RGB: An acronym which stands for Red, Green, Blue. RGB is a color model which is commonly used with video display technology.

rulers: A drawing aid that helps you measure and align objects on a form.



ruler crosshairs: The light gray lines that appear on each of the horizontal and vertical rulers. They indicate the position of the mouse and the position of objects relative to the rulers.

ruler home position: Represents a defined position of the ruler zero point. Informed Designer allows you to set this position at the top left or right edge of the drawing or page.

ruler zero point: The intersection of the each zero mark on the horizontal and vertical rulers.

scroll bars: The rectangular bars that appear along the right and bottom edges of the drawing window. Clicking the scroll bars allows you to view different areas of a form.

scroll box: The white box in a scroll bar. Click and drag the scroll box to view different areas of a form.

selection rectangle: A rectangle that you draw with the Pointer tool to select objects on a form.

sensitivity area: The area around a guide line where the magnetic attraction is active.

shade: The darkness of the interior of an object on a form. The shade is expressed as a percentage between 0 (white) and 100 (black).

size box: The size box allows you to change the size of the drawing window. Resize the drawing window by clicking and dragging the size box.

snapping: The process of automatically aligning—or ‘snapping’—objects to the grid lines or guide lines on a form.

specs palette: The palette that displays the exact position of an object and the pointer. You can enter exact dimensions to change the size of an object.

spot color: Refers to the commercial printing process where a separate overlay is provided for each different color on a form.

spot color overlay: An individual color component of a form that's printed using the spot color technique.

stacking order: The relative front-to-back ordering of objects on a form.

stationery document: A type of Informed document used to hold templates or personal preferences. When you open a stationery document, it opens into a new untitled window.

submenu: A menu contained within an application menu. A submenu provides additional choices.

tab order: The order that you tab from one cell to the next to fill out a form. The tab position of each cell on a form determines the tab order.

tab position: The position of a cell within the tab order.

table: A graphic object used to hold information. A table is made up of a title section and one or more columns. Each column contains an optional title and a column cell.

Table tool: The tool you use to draw tables on a form. The Table tool is on Informed Designer's tool palette.

test mode: The mode of Informed Designer that you use to test a form. In test mode you can test the intelligent features of a form.

text entry box: A box on a dialog that you type values into.

Text tool: The tool that you use to draw and edit text objects on a form. The Text tool is on Informed Designer's tool palette.

TIFF: An acronym for Tagged Image File Format. A type of file format that can be imported into an Informed Designer document. TIFF files commonly contain scanned images.

tiling: The process of printing a large form onto multiple sheets of paper. Tiling occurs when the size of a form is larger than the page size on your printer.

tool palette: The palette contains Informed Designer's tools. They include the Pointer tool, all drawing tools, and the Zoom tool. Before you use a tool, you select it on the tool palette.

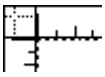
type style: Refers to the style of a font. Some examples are plain, bold, italic, and underline.

view scale: The scale of the drawing window. Changing the view scale allows you to view a smaller or larger area of a form in the drawing window. The current view scale appears in the information box near the bottom left corner of the drawing window.

visual attribute: An attribute that controls the appearance of an object.

work page: A special page of a form that doesn't print. You use the work page to store the instructions for a form or cells that shouldn't print.

zero point: See *ruler zero point.*



zero point marker: The small rectangular box at the intersection of the horizontal and vertical rulers on the drawing window. Click and drag the zero point marker to change the position of the zero point.

zoom box: The small box on the right side of the active window's title bar. Click the zoom box to enlarge the drawing window to its maximum size.

Zoom tool: The tool that you use to change the view scale of the drawing window. You use the zoom tool (from the tool palette) to enlarge the current view of a form on the drawing window. The Zoom tool is on Informed Designer's tool palette.

Index

D

E

F

G

Q

R

S

T

U

V

W

Y

Z