

Index

A

- Add Columns command 6-19
- Add Pages command 4-2
- adding combs 7-24
- adding new columns to a table 6-19
- adding new pages 4-2
- Align command 8-19
- aligning objects 8-19
 - to each other 8-19
 - to the drawing area 8-20
 - to the grid 8-21
- Arc tool 6-8
 - drawing an arc 6-8
- arcs
 - resizing 8-10
- arrowhead lines 7-13

B

- blank values on dialogs 7-6
- boxes
 - resizing 8-10
- Bring Forward command 8-26
- Bring To Front command 8-27

C

- canceling a publisher 9-10
- canceling a subscriber 9-12
- Cell Names command 6-15
- cells
 - duplicating 8-18
 - on the master page 4-7
 - printing 11-5
 - rule lines in 6-15
- cells on the master page 4-7
- changing a column's width 6-18
- changing an object's appearance 7-2
- changing default settings 7-6
- changing multiple objects 7-5
- changing pages 4-5

- changing the drawing size 3-6
- changing the password 2-5
- changing the view scale 5-12
- Check Selection command 10-4
- Check Template command 10-4
- Checkbox command 7-25
- checkbox settings 7-25
- checkboxes 7-25
 - checked and unchecked values 7-27
- choosing your mail system 12-2
- clearing objects 8-5
- Clipboard 8-30
 - closing 8-30
 - displaying 8-30
- Close command 2-9
- closing a new template 2-9
- closing a template 2-9
- closing an existing template 2-11
- colors 7-9
- combs 7-24
 - adding 7-24
 - adjusting the heights of 7-24
- Combs command 7-24
- Command palette 7-14, 8-9, 8-17, 8-20, 8-23, 8-26, 8-27
- commands
 - Add Columns 6-19
 - Add Pages 4-2
 - Align 8-19
 - Bring Forward 8-26
 - Bring to Front 8-27
 - Cell Names 6-15
 - Check Selection 10-4
 - Check Template 10-4
 - Checkbox 7-25
 - Close 2-9
 - Combs 7-24
 - Copy 8-30
 - Corners 7-17
 - Create Publisher 9-8
 - Cut 8-30
 - Distribute 8-21

- Distribute Columns 6-21
- Drawing Setup 3-5
- Duplicate 8-17
- Field 7-18
- Go To Page 4-5
- Grid 5-8
- Group 8-24
- Guides 5-10
- Hide Borders 9-8, 9-10
- Hide Ruler 5-6
- Import 9-2
- Move Left 6-21
- Move Right 6-21
- Multipart Page 4-4
- New 2-3
- Object 7-8, 8-8, 8-29
- Open 2-6
- Page Setup 3-3
- Paint 7-9
- Paste 8-31
- Preferences 1-12, 2-5, 5-4, 5-5, 5-10, 10-2, 11-4
- Print 11-2
- Publisher Options 9-9
- Remove Page 4-3
- Replicate 8-17
- Reshape Polygon 6-10
- Resize 8-13
- Rotate 8-23
- Save 2-11
- Save As 2-9, 2-12
- Select All 8-4
- Select Same 8-4
- Send 12-3
- Send Backward 8-27
- Send To Back 8-28
- Show Borders 9-8, 9-10
- Show Clipboard 8-30
- Show Ruler 5-6
- Snap To Grid 5-9
- Snap To Guides 5-11
- Specs 8-15
- Split Column 6-20

- Subscribe To 9-10
- Subscriber Options 9-12
- Table 7-21
- Template Information 2-4
- Tools 6-3
- Type 7-14
- Ungroup 8-25
- Copy command 8-30
- Corners command 7-17
- Create Publisher command 9-8
- creating a new template 2-3
- creating a publisher 9-8
- creating a subscriber 9-10
- crop marks 3-10, 11-6
- Cut command 8-30

D

- dashed lines 7-13
- data documents
 - described 2-2
- default settings
 - changing 7-6
 - for fields and tables 7-7
- default settings for drawing tools
 - A-2
- deselecting
 - a single object 8-5
 - all objects 8-5
- designing a form template
 - overview 1-2
- designing for multiple platforms
 - 1-14
 - file and folder names 1-14
 - fonts and type styles 1-15
 - importing graphics 1-16
 - links to other systems 1-16
 - scripting 1-17
- dialogs
 - Add Columns 6-18
 - Add Pages 4-2
 - Align Objects 8-19
 - Browse 1-13
 - Change Page 4-5, 8-8
 - Check Spelling 10-4
 - Checkbox Settings 7-25

- Comb Heights 7-24
- Comb Settings 7-24
- Default Field Styles 7-7
- Default Table Styles 7-8
- Distribute Objects 8-21
- Drawing Setup 3-5
- Field Settings 6-12, 7-19
- Missing Fonts 2-8
- Multipart Page 4-4
- Object Settings 7-8, 8-9, 8-29
- Open 2-6
- Page Setup 3-4
- Paint Settings 7-3, 7-9
- Preferences 1-12, 2-5, 5-4, 5-6, 10-2, 11-4
- Print 11-2
- Publishing 9-8
- Remove Page 4-3
- Replicate 8-17
- Resize Objects 8-13
- Rounded Corners 7-18
- Set Password 2-6
- Table Settings 6-22, 7-21
- Template Information 2-4
- Type Settings 7-14
- Distribute Columns command 6-21
- Distribute command 8-21
- distributing form templates
 - overview 1-4
- distributing objects 8-21
 - by value 8-23
 - visually 8-22
- double lines 7-13
- drag and drop
 - between templates 8-33, 9-6
 - between templates and files 9-6
 - described 8-32, 9-3, 9-5
 - uses of 8-32
 - using 8-32
- drawing a caption 6-3
- drawing a field 6-11
- drawing a line 6-5
- drawing a paragraph of text 6-4
- drawing a polygon 6-9
- drawing a rectangle 6-6

- drawing a table 6-17
- drawing accuracy 5-13, B-2
 - dots per inch 5-13
 - limiting the 5-14
- drawing an arc 6-8
- drawing an oval 6-7
- drawing area 3-5
 - aligning objects to 8-20
 - repeating the 3-9
- drawing area rectangle 3-6
- drawing area size 3-2
- drawing environment 5-2
 - drawing accuracy 5-13
 - elements of 5-3
 - grid 5-8
 - guide lines 5-10
 - paper and background color 5-16
 - rulers 5-6
 - view scale 5-12
- drawing setup 3-5
- Drawing Setup command 3-5
- drawing size 3-2, 3-6
 - changing the 3-6
- drawing tools 6-2
 - default settings for A-2
- drawing window 5-2
- duplicate cell names 8-31
- Duplicate command 8-17
- duplicating cells 8-18
- duplicating objects 8-16

E

- editing text 6-4
- entering fractions B-3
- entering measurements B-2
- errors when importing 9-4
- expandable rows in tables 7-22

F

- faster scrolling 5-4
- Field command 7-18
- field settings 7-18
 - rule lines 7-19
 - scroll bar 7-20

- title 7-19
- Field tool 1-2, 6-10, 7-18
 - default setting for 7-7
 - drawing a field 6-11
 - the appearance of fields 6-12
- fields
 - cell section 6-14
 - drawing 6-11
 - including a scroll bar 7-20
 - resizing 8-11
 - selecting parts of 6-12
 - the appearance of 6-12
 - title divider 6-14
 - title section 6-13
- fill 7-11
 - color 7-11
 - graduated 7-11
 - patterns 7-11
- filling out forms
 - overview 1-7
- folders
 - moving 1-11
- font 7-15
- font size 7-15
- fonts
 - missing 2-8
- form numbering
 - overview 1-8
- form templates
 - centralized storage of 1-5
 - closing 2-9
 - closing existing 2-11
 - closing new 2-9
 - creating new 2-3
 - described 2-2
 - localized storage of 1-4
 - opening 2-6
 - opening a template in use 2-9
 - opening locked 2-9
 - saving 2-11
 - saving copies of 2-12
- form tracking
 - overview 1-8
- fractional character widths 11-7

G

- Go To Page command 4-5
- graduated fills 7-11
- grid 5-8
 - aligning objects to 8-21
 - hiding 5-8
 - options 5-10
 - separation 5-10
 - showing 5-8
 - snapping 5-9
- Grid command 5-8
- Group command 8-24
- grouping objects 8-24
- guide lines 5-10
 - showing 5-10
- guides
 - hiding 5-10
 - snapping to 5-11
- Guides command 5-10

H

- Hide Borders command 9-8, 9-10
- Hide Ruler command 5-6

I

- ImageWriter options 3-4
- Import command 9-2
- importing graphics 9-2
- importing scanned forms 9-5
- Informed documents 2-2
 - form data 2-2
 - form template 2-2
 - Interchange 2-2
 - package 2-2
- Informed folder 1-9
- Informed plug-ins 1-3
- Interchange documents
 - described 2-2

L

- layout preferences 5-5
- leading 7-16
- line style 7-13

- Line tool 6-5
 - drawing a line 6-5
 - the appearance of lines 6-6
- line width 7-12
- lines
 - resizing 8-10
- list of shortcuts C-2
- locking an object's position 8-8
- locking an object's settings 7-8

M

- mailing forms 12-2
 - addressing 12-3
 - sending 12-3
- manipulating documents 2-2
- manipulating objects 8-2
- master page 4-6
- maximum drawing size 3-2
- minimum drawing size 3-2
- missing fonts 2-8
- Move Left command 6-21
- Move Right command 6-21
- moving folders 1-11
- moving objects between pages 8-7
- moving objects onto the Clipboard
 - 8-30
- Multipart Page command 4-4
- multipart pages 4-3

N

- New command 2-3
- nudging an object's position 8-28
- nudging an object's size 8-29
- nudging objects 8-28
- numbered pages 4-2
 - adding new 4-2
 - changing 4-5
 - multipart 4-3
 - removing 4-3

O

- Object command 7-8, 8-8, 8-29
- object guides 8-6
- object print options 8-29

- objects and printing 8-29
- offsetting the drawing 3-8
- Open command 2-6
- opening a locked template 2-9
- opening a template 2-6
- opening a template in use 2-9
- Oval tool 6-7
 - drawing an oval 6-7
- ovals
 - resizing 8-10
- P**
- package documents
 - described 2-2
- page controls 4-5, 4-6, 4-7
- page setup 3-3
 - for HP LaserJet 3-3
 - for ImageWriter 3-4
 - for LaserWriter 3-3
- Page Setup command 3-3
- page size 3-7
- pages of a form 4-2
 - changing 4-5
 - master page 4-6
 - moving objects between 8-7
 - multipart 4-3
 - numbered 4-2
 - work page 4-5
- Paint command 7-9
- paint settings 7-9
 - colors 7-9
 - fill 7-11
 - line style 7-13
 - line width 7-12
 - pen 7-10
- palettes
 - Cell 7-26
 - Command 7-14, 8-9, 8-17, 8-20, 8-23, 8-26, 8-27
 - Specs 8-14
 - Tool 6-2
- paper and background color 5-16
- PartLabel function 4-4
- passwords
 - changing 2-5

- Paste command 8-31
- pasting graphic objects 8-32
- pasting Informed objects 8-31
- pasting objects from the Clipboard 8-31
- pasting text 8-32
- pen 7-10
 - choosing a color 7-10
 - choosing a pattern 7-10
- picture clipping 9-6
- plug-ins
 - types of 1-3, 1-4
- plug-ins folder 1-4
- Pointer tool 8-2
 - repositioning objects with 8-6
 - resizing objects with 8-10
 - selecting 6-3
- Polygon tool 6-9
 - drawing a polygon 6-9
 - reshaping a polygon 6-10
- polygons
 - resizing 8-10
- preferences
 - layout 5-5
 - printing 11-4
 - spelling 10-2
- Preferences command 1-12, 2-5, 5-4, 5-5, 5-10, 10-2, 11-4
- preferences folder 1-7
- Print command 11-2
- print data only option 11-4
- print options
 - always print 8-29
 - changing an object's 8-29
 - crop marks 11-6
 - for objects 8-29
 - Informed Designer 11-5
 - manual tiling 11-6
 - never print 8-29
 - tiling 11-5
- Print Progress 11-3
- printing
 - cells 11-5
 - guide lines 11-5
 - the grid 11-5
 - printing forms 11-2

- print preferences 11-4
 - offset adjustment 11-4
 - print data only 11-4
- publish and subscribe 9-7
 - adorning the subscriber 9-11
 - automatic updating 9-9
 - canceling a publisher 9-10
 - canceling a subscriber 9-12
 - creating a publisher 9-8
 - creating a subscriber 9-10
 - described 9-7
 - publisher options 9-9
 - subscriber options 9-12
 - subscriber types 9-11
- publisher
 - canceling 9-10
 - creating 9-8
 - options 9-9
- Publisher Options command 9-9
- R**
- Record List window 1-6
- Rectangle tool 6-6
 - drawing a rectangle 6-6
- Remove Page command 4-3
- removing a page 4-3
- repeating the drawing area 3-9
- Replicate command 8-17
- replicating objects 8-17
- repositioning objects 8-6
 - using object guides 8-6
 - with the Pointer tool 8-6
- Reshape Polygon command 6-10
- reshaping a polygon 6-10
- Resize command 8-13
- resizing
 - by example 8-14
 - by percentage 8-14
 - by value 8-13
 - to original size 8-14
 - with the Resize command 8-13
 - with the Specs palette 8-14
- resizing arcs 8-10
- resizing boxes 8-10
- resizing fields and tables 8-11

- resizing lines 8-10
- resizing multiple objects 8-12
- resizing objects 8-9
 - with the Pointer tool 8-10
- resizing ovals 8-10
- resizing polygons 8-10
- resizing text 8-11
- resolution 5-14
- Rotate command 8-23
- rotating objects 8-23
- rounded corners 7-17
- rounding an object's corners 7-17
- row lines
 - changing spacing 6-25
 - filling alternating rows 6-25
 - in tables 6-25
- rows
 - expandable 7-22
 - in tables 7-22
 - options 7-22
- rule lines 7-19
 - options 7-19
- rulers 5-3, 5-6
 - changing ruler units 5-7
 - changing the zero point 5-7
 - crosshairs 5-7
 - hiding 5-6
 - locking the zero point 5-7
 - showing 5-6
 - zero point 5-7

S

- Save As command 2-9, 2-12
- Save command 2-11
- saving a template 2-11
- saving copies of a template 2-12
- scanned forms 9-5
- scroll bars
 - on fields 7-20
 - on tables 7-23
 - show always option 7-20, 7-23
- scrolling fields
 - printing data from 7-20
- scrolling tables
 - printing data from 7-23

- Select All command 8-4
- Select Same command 8-4
- selecting
 - a single object 8-2
 - all objects 8-4
 - behind objects 8-4
 - multiple objects 8-3
 - same objects 8-4
 - through objects 8-3
- selecting objects 8-2
- selecting parts of a field 6-12
- selecting parts of a table 6-18
- selecting the Pointer tool 6-3
- selection rectangle 8-3
- Send Backward command 8-27
- Send command 12-3
- Send To Back command 8-28
- setting field and table defaults 7-7
- setting up a form 3-2
- setting up for labels 3-9
- Show Borders command 9-8, 9-10
- Show Clipboard command 8-30
- Show Ruler command 5-6
- showing and hiding cell names 6-15
- showing rule lines in fields 7-19
- Snap To Grid command 5-9
- Snap To Guides command 5-11
- Specs command 8-15
- Specs palette 8-14
 - hiding 8-15
 - resizing with 8-14
 - showing 8-15
- spell checking 10-2
 - dictionaries 10-3
 - language options 10-3
 - preferences 10-2
 - your template 10-3
- Split Column command 6-20
- splitting a table column 6-20
- Subscribe To command 9-10
- subscriber
 - adorning 9-11
 - canceling 9-12
 - creating 9-10
 - options 9-12

- types 9-11
- Subscriber Options command 9-12

T

- Table command 7-21
- table settings 7-21
 - rows 7-22
 - scroll bar 7-23
 - titles 7-21
- Table tool 1-2, 6-16
 - default settings for 7-7
 - drawing a table 6-17
- tables
 - adding new columns 6-19
 - changing a column's position 6-21
 - changing a column's width 6-18
 - column sections 6-23
 - distributing columns 6-21
 - drawing 6-17
 - expandable rows in 7-22
 - including a scroll bar 7-23
 - removing a column 6-22
 - resizing 8-11
 - row lines in 6-25
 - selecting parts of 6-18
 - the appearance of 6-22
 - title dividers 6-23
 - title sections 6-22
- template information 2-3
 - description 2-5
 - name 2-5
 - organization 2-5
 - revision number 2-4
 - template ID 2-4
 - template name 2-4
- Template Information command 2-4
- templates folder
 - overview 1-5
- text
 - pasting 8-32
 - resizing 8-11

X-6 : Index

text clipping 9-6
text dimensions 6-5
Text tool 6-3

- drawing a caption 6-3
- drawing a paragraph of text 6-4
- editing text 6-4
- selecting the 6-3
- text dimensions 6-5
- the appearance of text 6-5

tiling 3-2, 11-5

- described 11-5

- manual 11-6

Tool palette 6-2

- hiding 6-3

- showing 6-3

Tools command 6-3

Type command 7-14

type settings 7-14

- alignment 7-16

- changing 7-14

- font 7-15

- font size 7-15

- leading 7-16

- type style 7-15

type style 7-15

13

percentages 5-12

W

where everything goes 1-9

- applications 1-9

- Informed preferences 1-11

- on-line help 1-11

- plug-ins 1-10

- preferences folder 1-10

- spelling 1-11

- templates folder 1-10

work page 4-5

Z

Zoom tool 5-13

U

Ungroup command 8-25

ungrouping objects 8-25

unit abbreviations B-3

units of measurement B-2

using drag and drop 8-32, 9-5

using graphics 9-2

using palettes 5-5

using pop-up menus 7-4

using snap to grid 5-9

using submenus 7-3

using the Clipboard 8-30

using the Pointer tool 8-2

using the Specs palette 8-15

V

view scale 5-12

- changing 5-12

- changing with the Zoom tool 5-