

# 3 Setting Up a Form

In this chapter:

- Overview 3-2
- Page Setup 3-3
- Drawing Setup 3-5

# 3 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 to replicate a form many times across a single page.

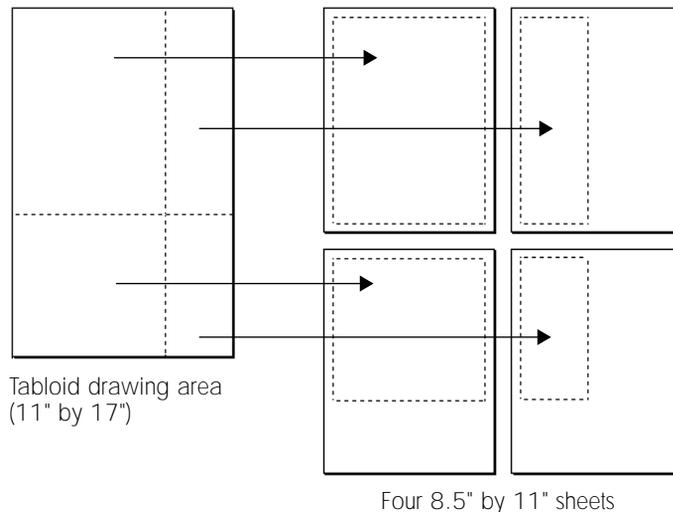
Informed Designer also supports multiple page and multiple part forms. For information about these and other page related features, see Chapter 4, "Pages of a Form."

## Overview

When setting up your form template, 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.

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.



The dashed lines on the above 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. By tiling, either automatically or manually, you can print the entire form or only parts of it onto smaller sheets.

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.

## Page Setup

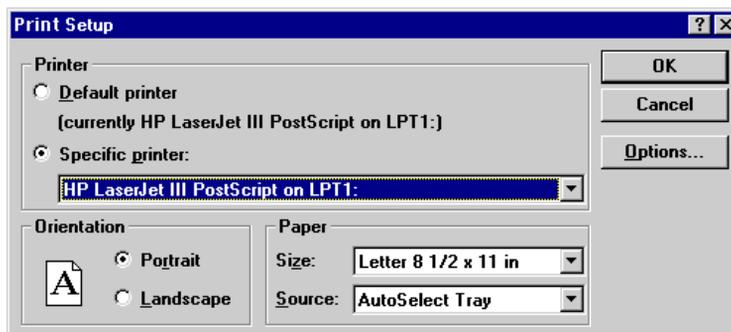
The Page Setup command sets the standard page options supported by your printer. Use it to choose the paper size and to control printing related options such as page orientation.

### Note

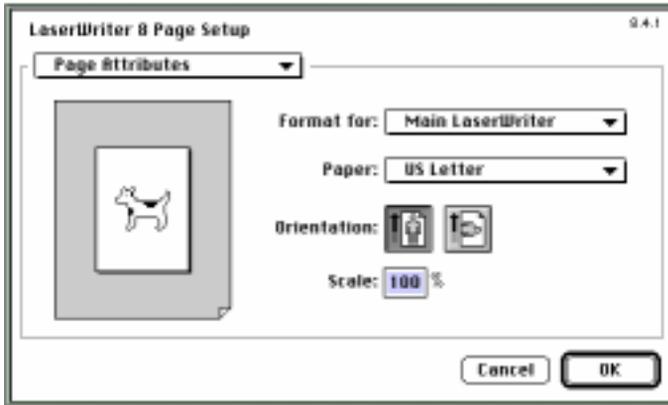
If the form you're designing will be used on both Windows and Mac OS computers, you must select your Page Setup settings once on each platform. Changing the Page Setup (the orientation, for example) of a form on one platform (Windows or Mac OS) does not change it also for the other platform (Mac OS or Windows).

Before setting the page options, make sure that your printer is properly set up and connected to your computer. Also make sure that it's the currently chosen or active printer for your computer. Then choose **Page Setup...** from the File menu. You'll see the Page Setup dialog box associated with your printer.

If you're using an HP LaserJet (or compatible) printer, you'll see a dialog box similar to the one shown below.

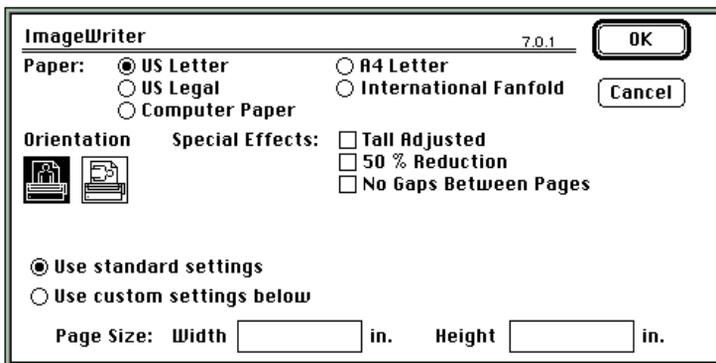


If you're using an Apple LaserWriter printer (or a printer that uses Apple's LaserWriter driver), you'll see a dialog box similar to this:



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 box visually indicate the currently selected paper size. See “The Drawing Window” and “Drawing Setup” for more information.

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



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 standard settings’ option, the paper size is determined by your selection of a standard size (top of the dialog box). 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 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 size of a pixel (one dot) on the Mac OS 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.

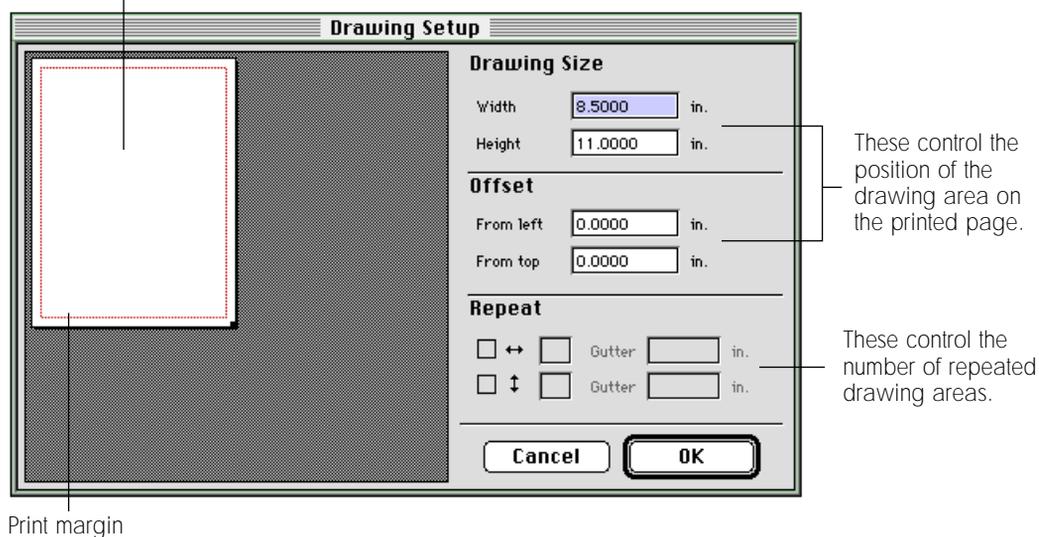
The Tall Adjusted option on the ImageWriter Page Setup dialog box adjusts the size of the printed pixel so that an object's printed size matches exactly with its corresponding size on the screen. Click the 'Tall Adjusted' checkbox on the ImageWriter Page Setup dialog box to turn this option on.

## 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 design of your form.

To set the drawing size of a document, choose **Drawing Setup...** from the Layout menu. The Drawing Setup dialog box appears.

Drawing area rectangle



The left side of the Drawing Setup dialog box 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 box 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 boxes or click any of the controls to change the associated dimensions or options of the drawing setup.

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

## Drawing Size

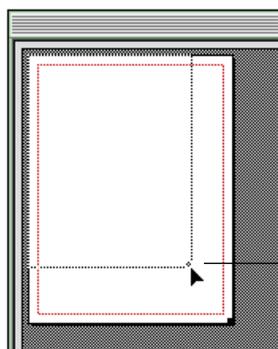
The white rectangle on the illustrated drawing setup is called the *drawing area rectangle*. It represents the drawing area and visually shows the size of the drawing area relative to the page it's printed on.

The measurements of the drawing size are expressed in the current ruler units and are indicated in the 'Width' and 'Height' text 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.



Click and drag this handle to change the drawing size.

- Type directly in the 'Width' and 'Height' text boxes.

Drawing Size	
Width	<input type="text" value="8.5000"/> in.
Height	<input type="text" value="10.51"/> in.

Type in the text boxes to change the drawing size.

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.

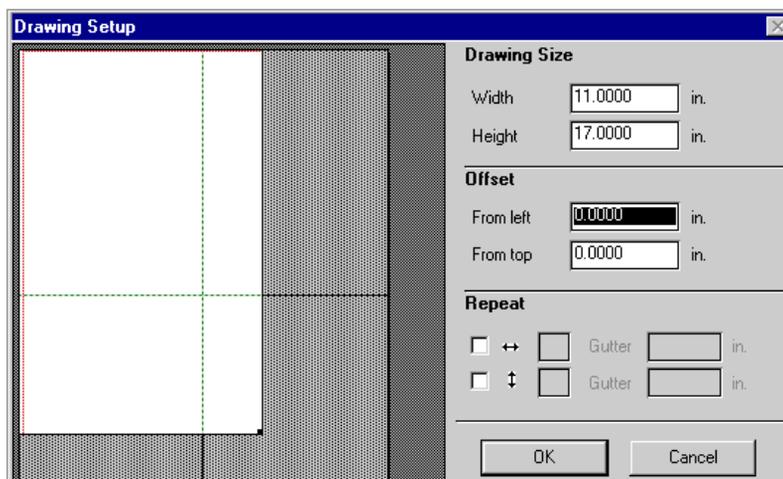
When you change the drawing size, Informed Designer will always ensure that the new drawing size is not less than the minimum drawing size and not greater than the maximum drawing size. If you type an invalid value in a text box, Informed Designer will alert you (with a beep) and highlight the incorrect value when you Tab to or click another text box or control on the dialog box. 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 full 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. The red dotted line that appears on the drawing area near the edge of the paper indicates the edges of the printable area of the page.

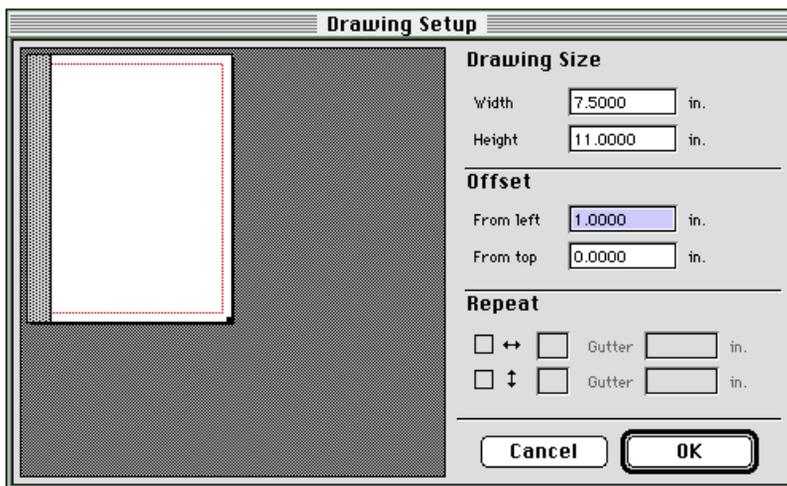
If the drawing size is set larger than the current paper size, additional sheets of paper are used to print a page of the form. The illustrated drawing setup below shows the four sheets of paper that will be required to print one page of a form. Green lines are drawn to indicate where the page breaks will occur. The figure below shows the drawing setup for a tabloid drawing area (11" by 17") using the standard letter paper size (8.5" by 11").



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

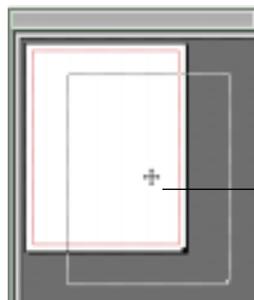
In addition to setting the drawing size, you can also change the position of the drawing area relative to the page (or pages) that it's printed on. This is useful if you want the top or left edge of the drawing area to start at a certain distance from the top or left edge of the page. For example, suppose 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 box.



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 displayed in the 'Offset' text boxes.

You can change the offsets in one of two ways:

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



Click and drag to change the offsets.

- Type the offsets directly into the 'Offset' text boxes.



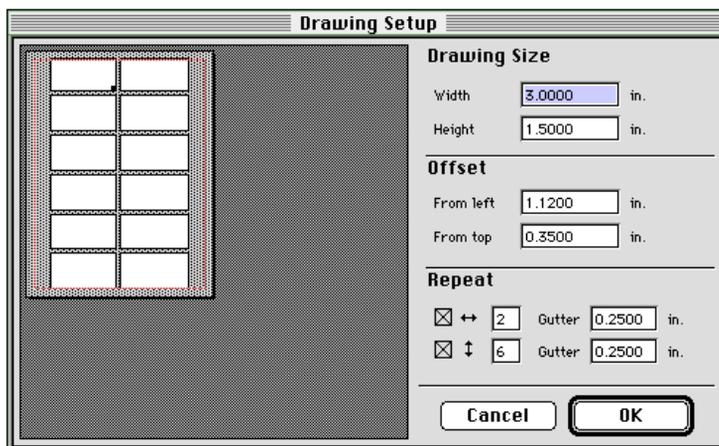
You can enter a new offset in any measurement unit you like (inches, centimeters, points, or picas); Informed Designer performs the appropriate unit conversion for you. After entering a new offset, press Tab (or Shift-Tab) to update the drawing setup on the dialog box.

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 box or control on the dialog box.

## Repeating the Drawing Area

If the drawing size is less than half the width or height of 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 two labels across and six down, and that each label is 3 inches wide by 1.5 inches tall with a gutter of 0.25 inches. The figure 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.



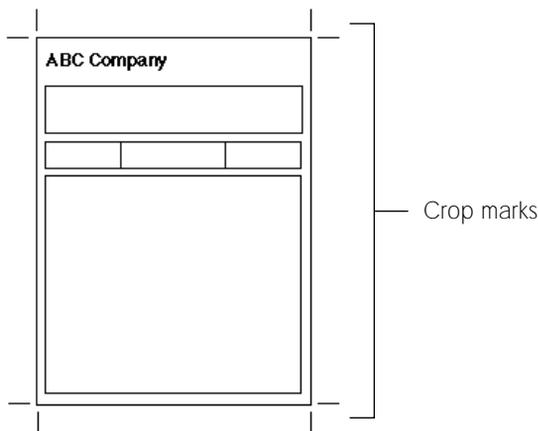
To repeat the drawing area across or down the page, click the horizontal or vertical checkbox (indicated by horizontal or vertical arrows), and type the desired number of areas and gutters in the corresponding text boxes. If the number of areas you enter exceeds the maximum that will fit on a single page, Informed Designer will ignore those areas that don't fit.

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 box. 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 records with the Informed Filler application. When you print a group of completed records, Informed Filler will automatically use the next record's data each time a new drawing area is printed. For more information, see your *Informed Filler User's Manual*.

## Crop Marks

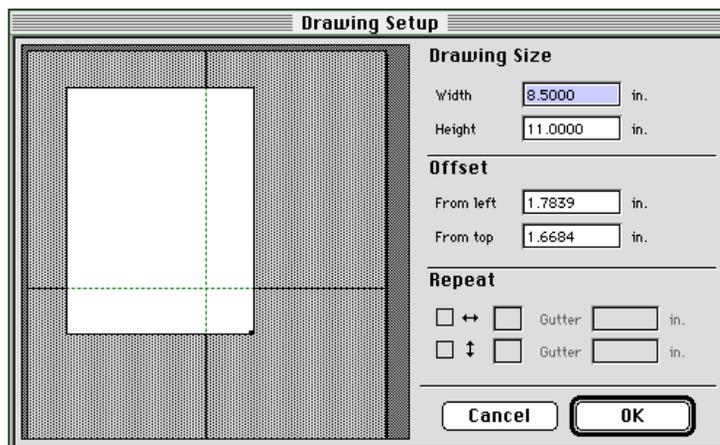
Informed Designer can automatically print crop marks. Crop marks act as page edge indicators; they're used for trimming commercially printed forms.



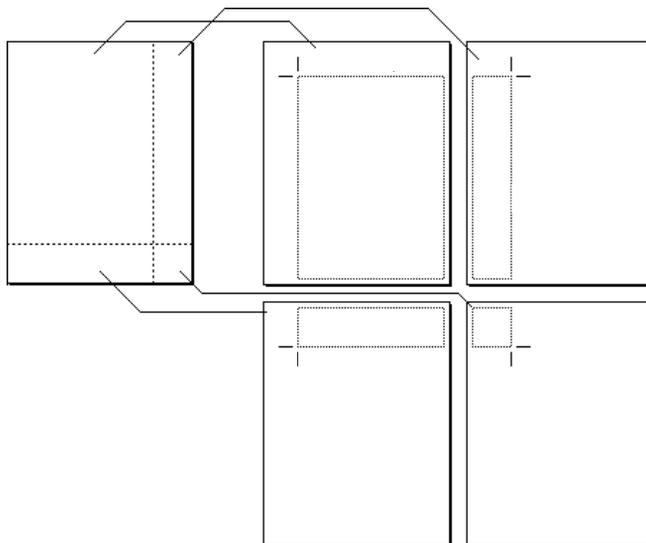
Crop marks are always positioned relative to the edges of the drawing area. Therefore, if you intend to print these markings, be sure to leave room between the edge of the drawing and the edge of the page.

Suppose that you're creating an 8.5 by 11 inch form. You're planning to print the form on a high resolution printer to prepare your form for commercial printing. However, as you design the form, you'd like to proof it on your laser printer.

Since you want to print crop marks, it's important that the drawing be offset slightly from the paper edge.



With a 1 inch offset, 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. Printing will occur as shown below.



Before printing your finished form on the high resolution printer, you would first change the selected paper size to a larger size (perhaps 11" by 17") and adjust the orientation of the drawing area.

