



Using Graphics

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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 application. To support the integration of different applications, various standard formats for storing graphical information have evolved. Informed Designer supports Windows Bitmap (.BMP), Windows MetaFile (.WMF), Macintosh PICT (.PCT), and Encapsulated PostScript (.EPS). Informed Designer also allows you to import text files.



Windows Metafile (.WMF) is not supported on the Mac OS.

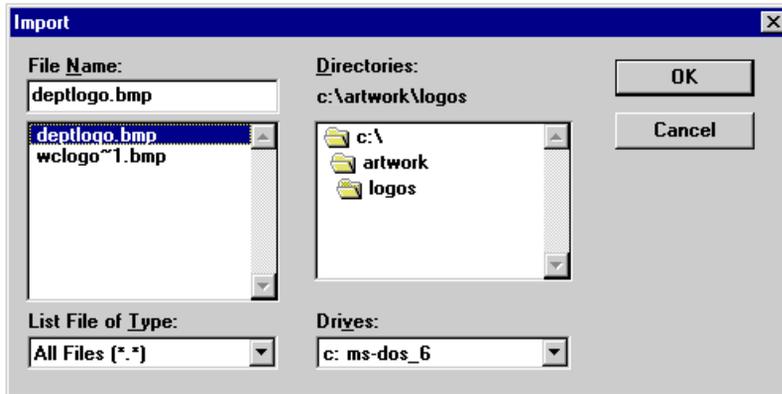
In addition to the Import features, Informed Designer also supports the publish and subscribe features that are available on Mac OS compatible computers.

This chapter describes the import, publish and subscribe, and drag and drop features of Informed Designer.

The Import Command

The most common method of importing artwork from another application into Informed Designer is to use the Import command. You can import any artwork, as long as its format is of a type supported by Informed Designer (either through built-in support or through an Informed plug-in).

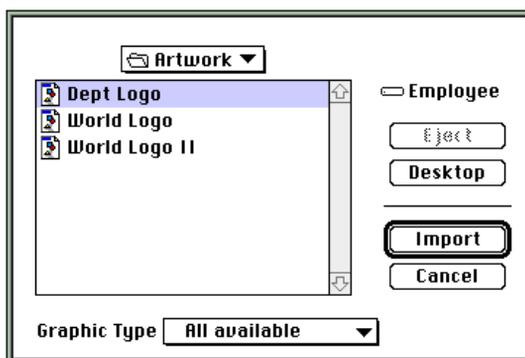
To import artwork or text, choose **Import...** from the File menu. If your computer uses Windows, you'll see the standard Open dialog box.



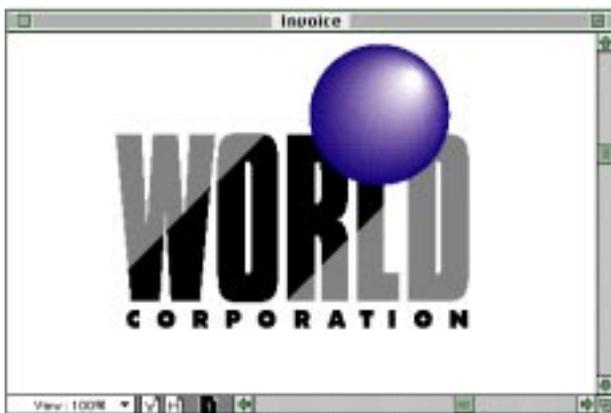
The dialog displays the names of all available files. The 'List file of type' drop-down list allows you to select particular types of files displayed in the dialog box.

To select a file to import, click it in the 'File Name' scrolling list, then click 'OK.' Informed Designer reads the graphics or text from the file, creates a new object to hold it, and centers that object in the drawing window.

If you're using a Mac OS compatible computer, you'll see the Import dialog box.

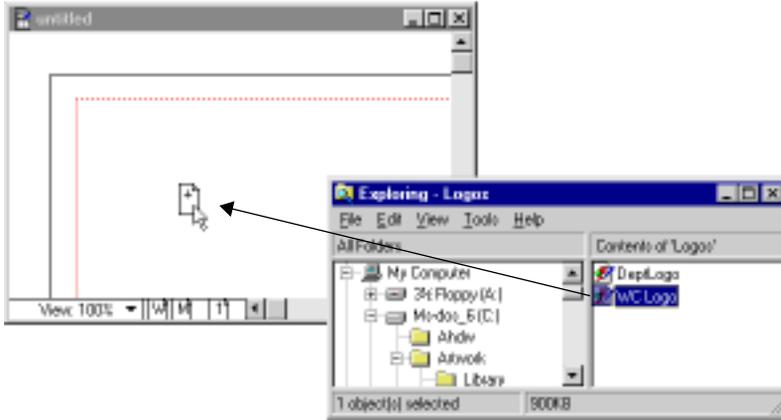


The Import dialog box displays the names of all files that are stored in the supported graphic type formats. The 'Graphic Type' drop-down list allows you to select the types of graphic files displayed in the dialog box. Select the file that you want to import and click 'Import,' or simply double-click the file's name. Informed Designer reads the graphics or text from the file, creates a new object to hold it, and centers that object in the drawing window.

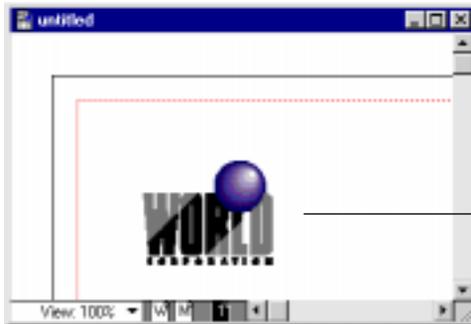


Once imported, you can manipulate the object (resize, reposition, and so on) just as any other object created with Informed Designer. See Chapter 8, "Manipulating Objects" for more information.

As a shortcut to using the Import command, you can drag a file from another place and drop it on the drawing window. Providing the file contains text or graphics in one of the supported formats, Informed Designer will read the file and place the text or image at specified location.



Drag a file onto the drawing window.

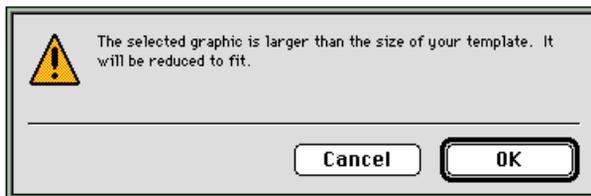


Informed Designer reads the file and places the image at the specified location.

In addition to importing files of text or graphics, on computers using Mac OS version 7.5 or later, you can also drag objects from one drawing window to another, or from a drawing window to a file. For more information, see “Using Drag and Drop” later in this chapter.

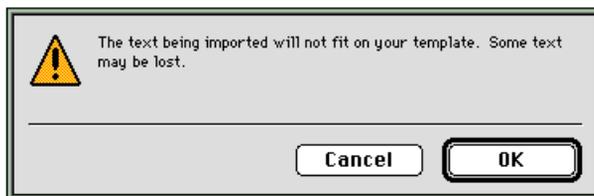
Errors When Importing

If the size of the graphic you’re importing is larger than the current drawing area in either direction, Informed Designer will warn you with the following message dialog:



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.

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:



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 paper 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 one of the graphic formats supported by Informed Designer. 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 on top of the blanks on the form.

Although scanning technology has evolved considerably over the past few years, there are still drawbacks in using the actual scanned image of a form. For example, the readability of small type sizes is often inadequate making it hard to read text on the screen.

Printing a scanned form also deserves careful consideration. If you print a completed template with its scanned layout onto blank paper, you'll find that a scanned image can be unclear, even on 300 dpi laser printers.

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 template.

Using Drag and Drop

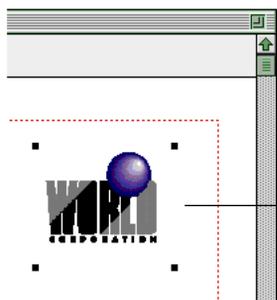
If you're using a Mac OS compatible computer with System 7.5 or later installed, the "drag and drop" method provides a convenient way to transfer graphics and text between Informed Designer and another location. For example, you can move objects between one template and another, between templates and files, or between templates and other applications.

As its name implies, the drag and drop feature consists of selecting an object, “dragging” it with the mouse, and “dropping” it at another place. When you drag and drop a text or graphic object, you are basically performing the same operation as copying and pasting using the Clipboard.

When you drag an object from a template to another location, Informed Designer makes the material available in both the Informed format and a format appropriate to the type of object being dragged. For example, if you drag a table, Informed Designer makes the object available as Informed and as a PICT. The template or application that you are dragging to uses the most appropriate format. If you drag and drop between templates, the Informed format is always used.

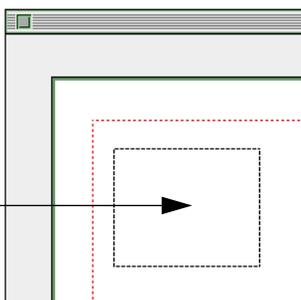
To drag and drop a graphic or text object between templates, or from a template to a different application, both windows should be visible on your screen. Select the object on your template, then drag it with the mouse onto the window of the other template or application. When a highlighted border appears inside the second window, release the mouse button. The selected object remains on your template, and a copy is placed in the second location.

First template

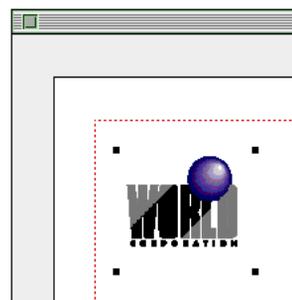


Click and drag the original object.

Second template



Release the mouse button when a highlighted border appears around the window.



A copy of the object is placed in the second location.

You can also use drag and drop to transfer text or graphic objects between your template and a file. For example, you can drag an object from your template to another folder on your hard drive, or you can drag a file from the desktop to your template. When you drag graphics or text from your template to the desktop, the Mac OS creates either a “picture clipping” or “text clipping” and displays a corresponding icon when you release the mouse button.

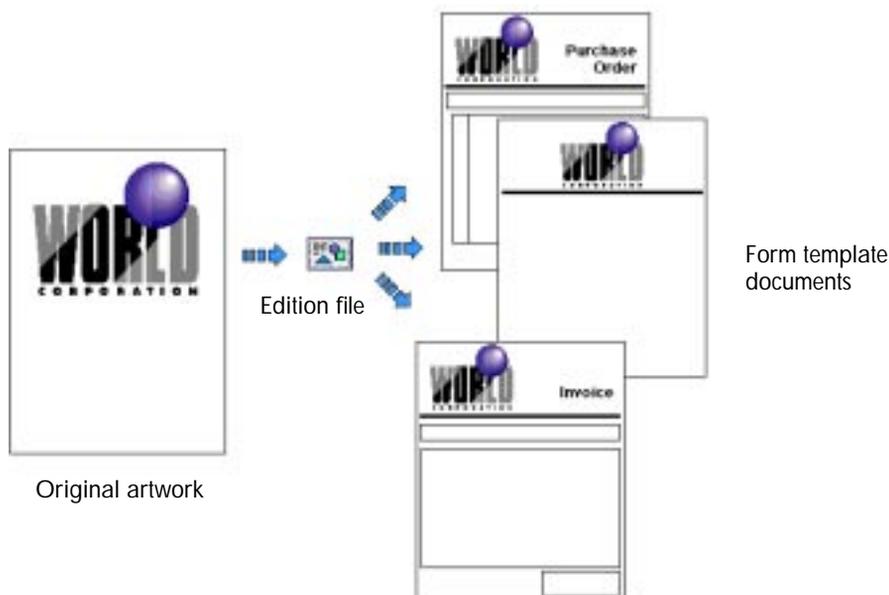


As mentioned previously, Informed makes the material available in the appropriate formats—either PICT and Informed, or text and Informed (or sometimes all three). The file can then be dragged to another template or another application.

Publish and Subscribe

If you're running Informed Designer on a Mac OS compatible computer using System 7 or later, you can automate the process of updating artwork in one or more documents. By using the publish and subscribe features, Informed Designer can automatically update artwork on your templates whenever the original changes.

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.



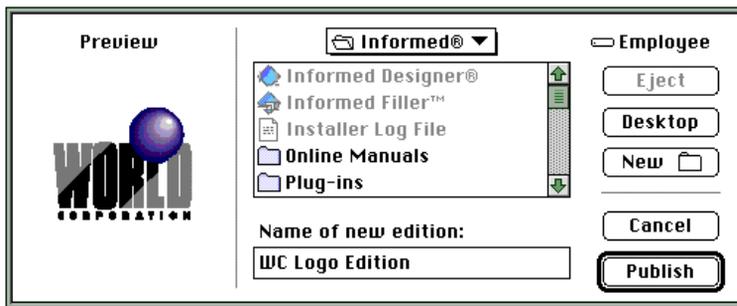
Like Informed Designer, applications that offer this capability have commands like 'Create Publisher' and 'Subscribe to' in the Publishing submenu under Edit.

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 template. The commands that you use to publish and subscribe are described in the following sections.

Creating a Publisher

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 **Create Publisher...** from the Publishing submenu under Edit. The dialog box for publishing appears.



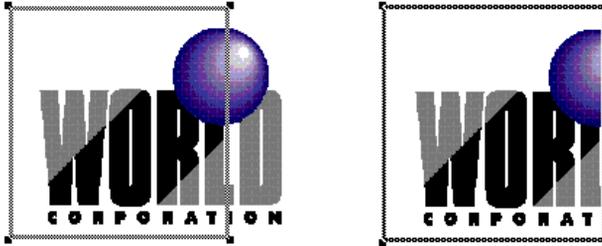
The Publishing dialog box shows you a preview of the material that you're publishing. Type a name for the new edition, specify where to store it, then click the 'Publish' button. The selected objects become a publisher and the edition file is saved.



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.

A publisher is identified by a light gray, highlighted border that encloses the published objects. In the drawing window, you can show and hide these borders by choosing **Show Borders** and **Hide Borders** 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.

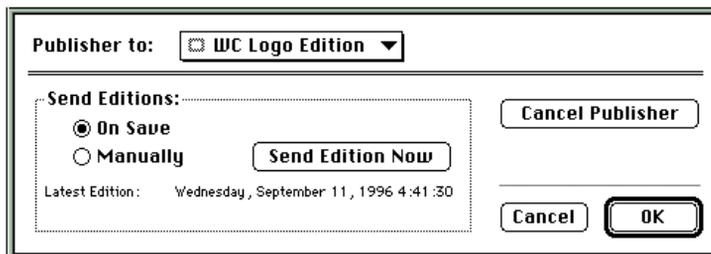


If the publisher cuts off the logo... ..the subscriber will be cut off too.

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

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 **Publisher Options...** from the Publishing submenu under Edit. (This command changes to **Subscriber Options...** when you select a subscriber.)



The 'Publisher to' drop-down list 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 box. With this option selected, the edition file is updated only by clicking the 'Send Edition Now' but-

ton. With the 'On Save' option selected instead, the edition file is updated each time you save the document.

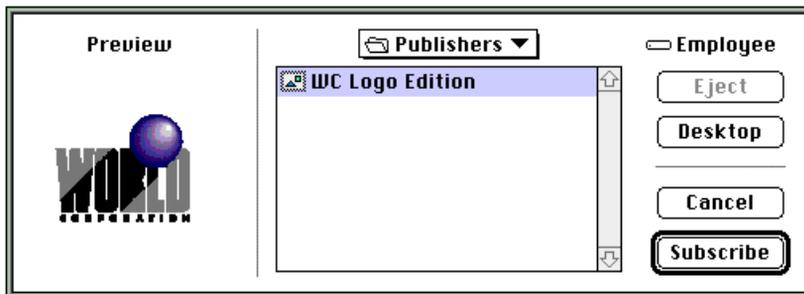
Note

Informed Filler DOES NOT automatically update subscribers, even if automatic updating is turned on. Only Informed Designer offers automatic updating.

If you want to permanently cancel a publisher, click 'Cancel Publisher.' Canceling 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 **Clear** 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 **Subscribe To...** from the Publishing submenu under Edit. The dialog box for subscribing appears.



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 'Subscribe.' A subscriber is created and the material in the edition is placed on your template.



A subscriber is identified by a dark gray, highlighted border around its frame. In the drawing window, you can show and hide these borders by choosing **Show Borders** and **Hide Borders** from the

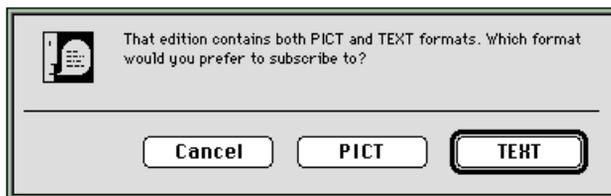
Publishing submenu under Edit. Like any object on your template, you can select a subscriber by clicking it with the Pointer tool. You can change the size and position of a subscriber the way you normally do. You can also use commands that manipulate objects—such as Duplicate, Replicate, and Align—to change the position, size, and orientation of a subscriber. For information about manipulating objects, please see Chapter 8, “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.

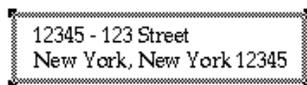
Subscriber Types

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.

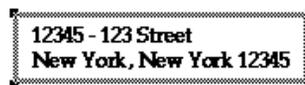
When you create a subscriber, Informed Designer determines which formats are contained in the selected edition file. If both PICT and TEXT formats are available, a dialog appears requesting that you select which format you’d like to subscribe to.



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 6, “Drawing Tools.”



Select the subscriber...

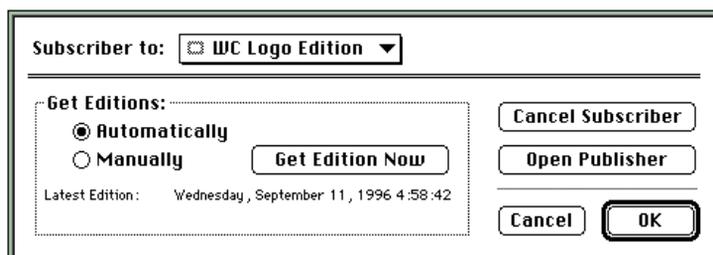


...then choose a style.

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

Like publishers, subscribers have various options that you can control. To view or change a subscriber's options, select the subscriber, then choose **Subscriber Options** from the Publishing submenu under Edit.



With automatic updating on, a subscriber is updated whenever the material in the edition file changes. You can turn automatic updating off by selecting 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 Mac OS compatible computer 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. Canceling 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.