

11 Printing Forms

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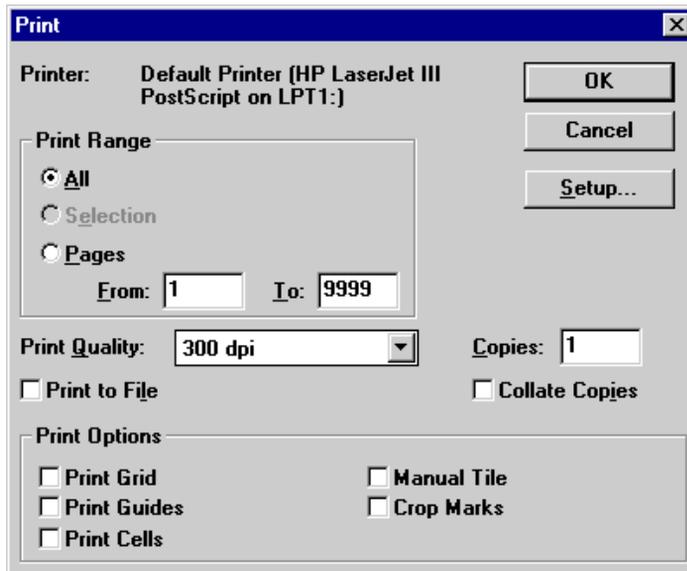
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11 Printing Forms

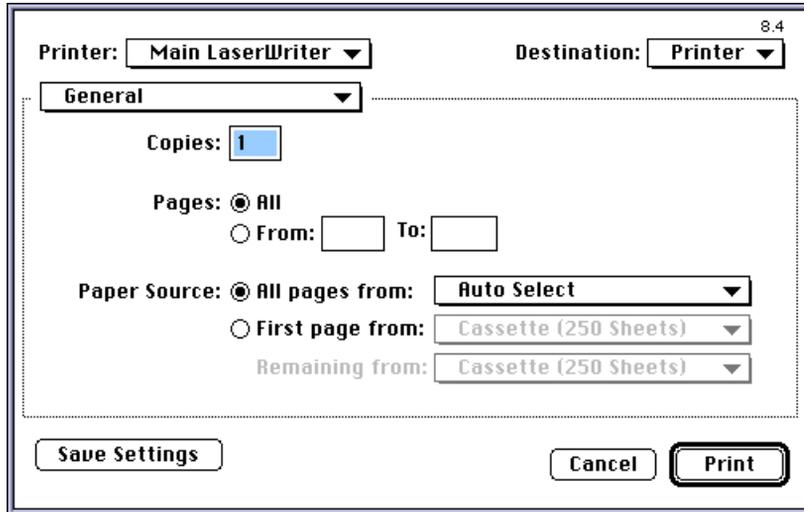
This chapter describes printing with Informed Designer. You can print your form templates on any printer that works with Windows and Mac OS compatible computers.

To print your template, choose **Print...** from the File menu. The Print Job dialog box appears.

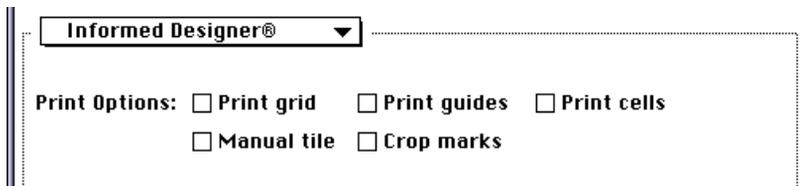
If you're using an HP LaserJet (or compatible) printer, you'll see a dialog box similar to the one below.



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

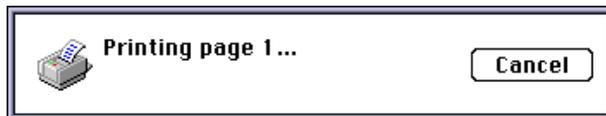


The above dialog box shows the ‘General’ print options available. These options vary depending on which printer you’re using. You can display the print options specific to Informed Designer by choosing ‘Informed Designer®’ from the drop-down list.



The Informed Designer specific options are described later in this chapter.

After you select your printing options, click ‘Print’ to print your template. Informed Designer will display the Print Progress dialog:



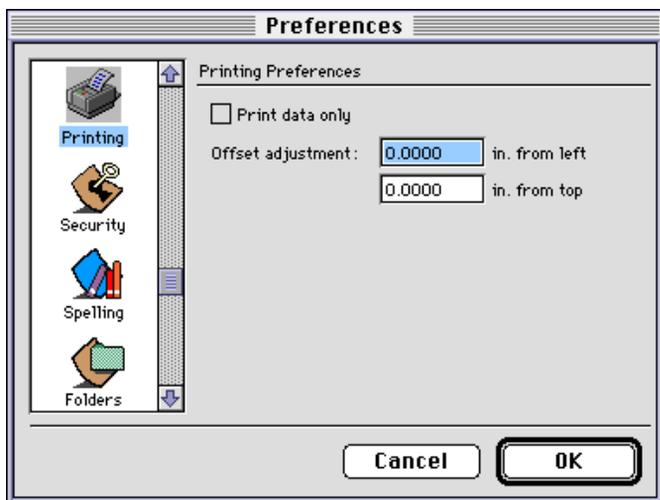
You can cancel printing at any time by clicking ‘Cancel.’

Printing Preferences

By setting Informed Designer's printing preferences, you can determine how a form will print when it's filled out and printed by the Informed Filler user.

By default, both the template and the data for a form will be printed. This is useful for forms that are printed onto blank paper. When the form is to be printed onto pre-printed paper forms, you can set the print preference so that only the form data will print.

To set this option, choose **Preferences...** from the Edit menu and click the 'Printing' icon in the scrolling list. The Preferences dialog box changes to show the Printing preferences panel.



To print the data without the template, click the 'Print data only' checkbox.

The Printing preferences panel also contains two text boxes in which you can specify an offset adjustment for printing. This feature allows you to adjust the position of the form on the printed page.

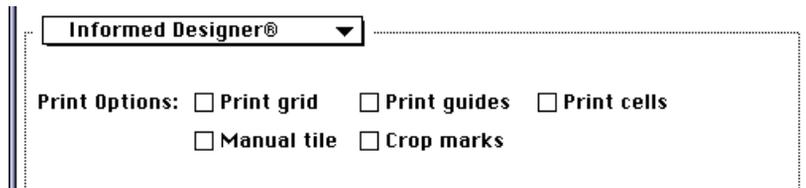
When printing data onto pre-printed forms, the offset adjustment feature is useful for accurately aligning the data with the blanks on the pre-printed form. The entire form is shifted by the distance specified in the 'Offset Adjustment' text boxes. Positive values shift the form down and to the right. Negative values have the opposite effect.

The amount of offset is displayed in the currently chosen ruler units (see Chapter 5, "The Drawing Environment"). You can override this setting by typing the abbreviation for the units you'd like to enter. For example, typing '1.0 pt' will enter a value of 1 point.

Although available in Informed Designer, it's more common that the Informed Filler user will adjust these settings to account for the particular characteristics of the paper and printer being used.

Printing Your Form Template

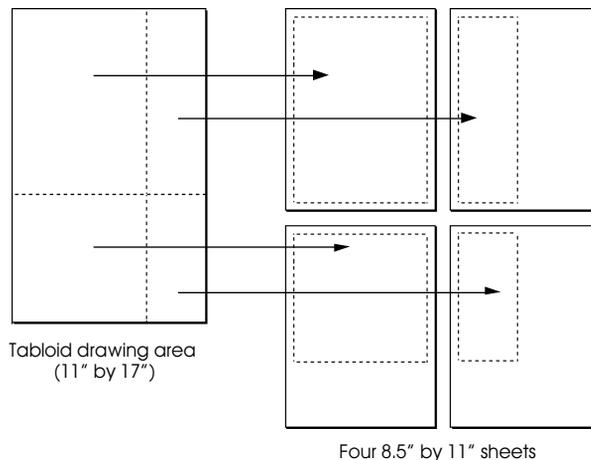
When printing from design mode, you can print the grid, the guide lines, and the cells by clicking any of the corresponding checkboxes on the Print Job dialog box.



Informed Designer overlays 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 template.

Tiling

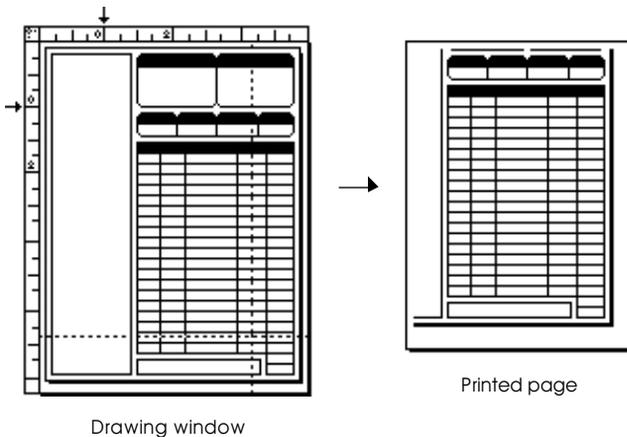
When a template's drawing area is larger than the selected paper size, Informed Designer will *tile* the template onto multiple sheets of paper. For example, suppose that you're printing a tabloid size form (11" by 17") on standard US letter sheets (8.5" by 11"). Informed Designer produces four sheets of paper for each copy of the form that you print.



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 box. Page break indicators also appear on the drawing window. See "Page Size" in Chapter 3 for more information.

If you select the 'Manual tile' print option, Informed Designer prints 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 templates that are larger than the selected paper size, the manual tile option allows you to print a particular area of the form without having to print the entire form on multiple sheets.

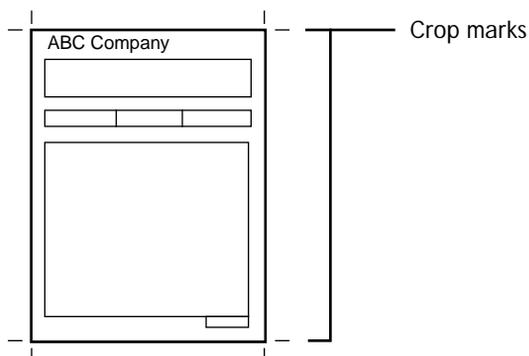
To use the manual tile option, position the zero point just above and to the left of the area on your form that you want to print. When you choose the Print command, click the 'Manual Tile' checkbox on the Print Job dialog box. The following figure illustrates manual tiling.



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 "Rulers" in Chapter 5.

Crop Marks

When a commercial printer prints your form template, 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.



Informed Designer can print crop marks for you automatically. Simply click the 'Crop marks' checkbox on the Print Job dialog box.

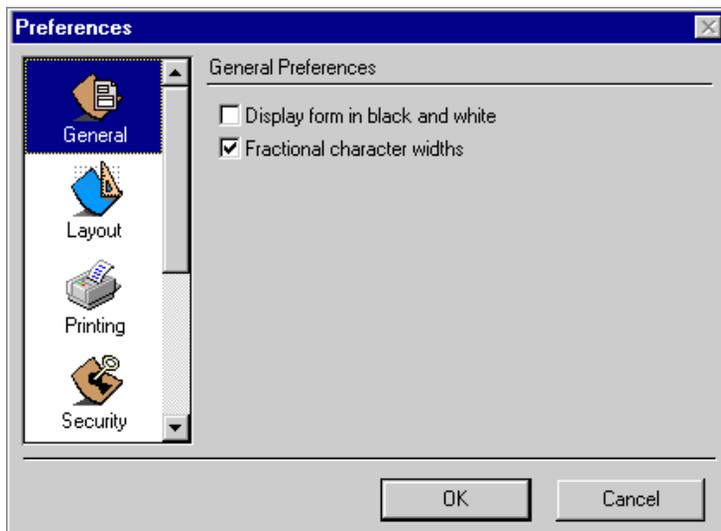
Since crop marks appear outside the edge of a form, you must allow enough space between the drawing area and the page edge when you set up your template. Otherwise, crop marks won't print. For more information, see "Crop Marks" in Chapter 3, "Setting up a Form."

Fractional Character Widths

On occasion, the inaccuracies between the resolution of your computer screen and many of the laser printers will result in inconsistent type spacing. You can correct this problem by selecting the 'Fractional character widths' option from the General panel of the Preferences dialog box. Informed Designer will then adjust the spacing of text on the screen and on the printed form. You should use this option if you're printing on a laser printer.

Note When designing forms for use on both the Windows and Mac OS platforms, it is very important to turn on the 'Fractional character widths' option. This ensures that the form will display and print properly on both platforms.

To turn fractional character widths on or off, choose **Preferences...** from the Edit menu. When the Preferences dialog box appears, click the 'General' icon in the scrolling list, then select the 'Fractional character widths' checkbox.



For information on the other option on this dialog box, please see “Faster Scrolling” in Chapter 5.