



# Printing Forms

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# 9

## Printing Forms

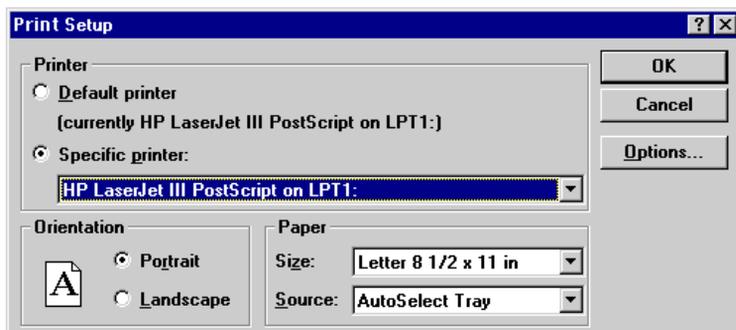
This chapter describes printing forms with Informed Filler. You can print forms on printers that are compatible with the Windows and Mac OS operating systems. For instructions on installing printer software and choosing your printer, please see your printer's documentation.

### Page Setup

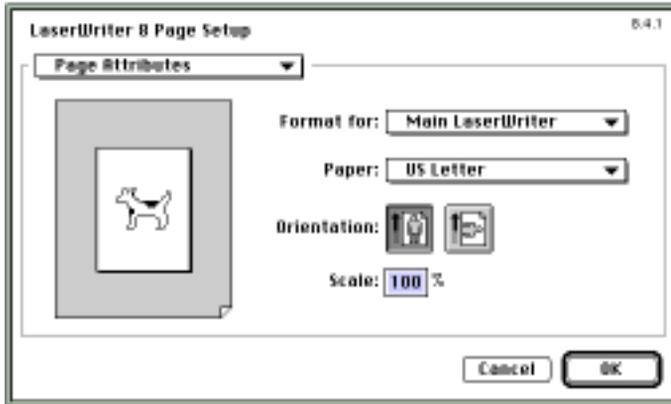
Before you print a form, you may want to check or change the page setup. The Page Setup command allows you to set the standard page options supported by your printer. Use it to choose the paper size and control printing related options such as page orientation. Although the form designer configures the page setup during the form design process, you may want to change the page setup to accommodate different paper sizes or scaling.

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

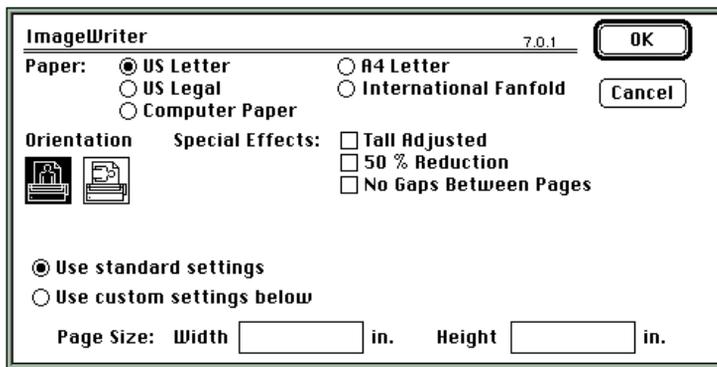
If you're using an HP LaserJet (or compatible) printer, you'll see a dialog box similar to the one shown in the following figure.



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 the one shown below.



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. 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 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 compatible 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.

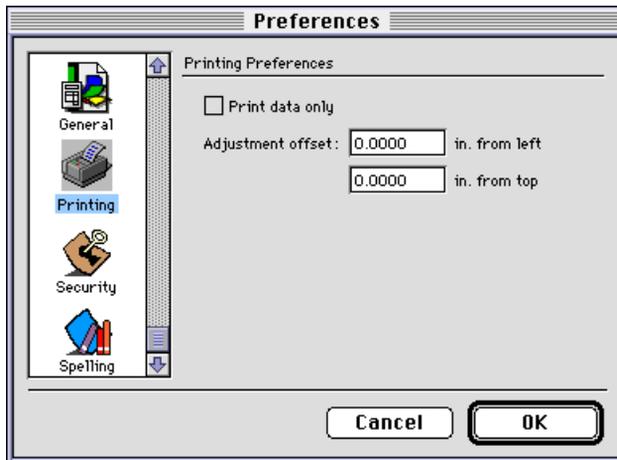
The Tall Adjusted option on the ImageWriter Page Setup dialog box adjusts the size of the printed pixel so that an object's printed size matches exactly with its corresponding size on the screen. Click the 'Tall Adjusted' checkbox on the ImageWriter Page Setup dialog box to turn this option on.

## Printing Preferences

When you print forms, Informed Filler allows you to choose whether you want to print both the data and the template (that is, the graphical image that you see in the form window) or the data only.

When printing onto blank paper, you normally print both the data and the template. The printed form appears exactly as it's displayed on your screen. When printing onto pre-printer paper forms that already show the text, graphics, and blank fields, you print the data only.

To set this option, choose **Preferences...** from the Edit menu. The Preferences dialog box appears. 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, then click 'OK.'

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.

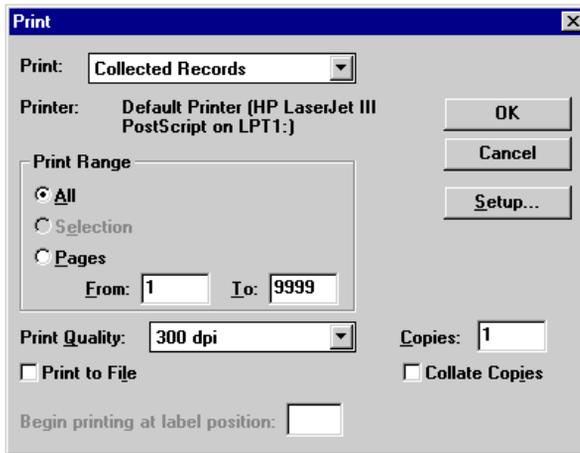
When printing data onto pre-printed forms, the offset adjustment feature is useful for accurately aligning the data with the blanks on the pre-printed form. The entire form is shifted by the distance specified in the 'Offset Adjustment' text boxes. Positive values shift the form down and to the right.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

The unit of measure is set by the form designer, although 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.

## Printing Forms

To print one or more forms, choose **Print...** from the File menu. The Print Job dialog box will appear.

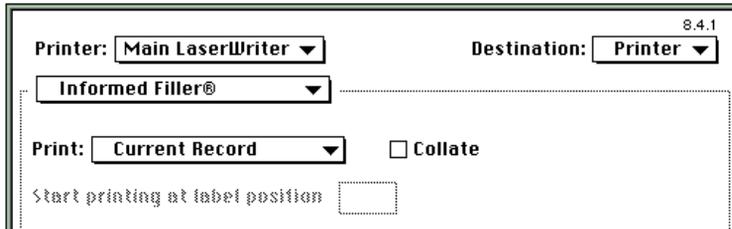
If you're using an HP LaserJet (or compatible) printer, you'll see a Print Job dialog box like this:



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



The previous illustration shows the ‘General’ print options available. You can display printing options specific to Informed Filler by clicking the panel’s drop-down list and choosing the ‘Informed Filler’ option.

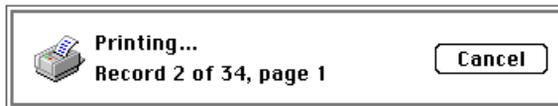


Some of the options pictured are not available when you print records in a list. For more information, see “Print Options” later in this chapter.

When the size of a form is larger than the selected paper size, Informed Filler 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 Filler will produce four sheets of paper for each copy of the form that you print.

If you choose a different paper size (see “Page Setup”), Informed Filler will automatically readjust the tiling to print properly on the new paper size.

After you select your printing options, click ‘Print’ to begin printing. Informed Filler will display this progress dialog:



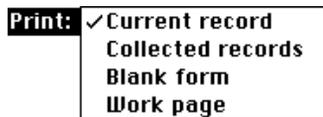
You can cancel printing at any time by clicking ‘Cancel.’

## Print Options

When printing from the form window, you can use Informed Filler’s print options to do any of the following:

- print either the current or collected records
- print a blank form
- print the form’s work page
- collate the printed forms

With the form window in front, choose **Print...** from the File menu. The Print Job dialog box appears. Click the 'Print' drop-down list and make a selection from the available options.



Choosing the 'Current record' option prints only the current record (that is, the record displayed in the form window). Choosing the 'Collected records' option prints all records in the current collection.

If you select the 'Blank form' option, Informed Filler will print the form template without any data. Use this option to print a blank copy of your form.

As discussed in Chapter 3 (see "Pages of a Form"), a form's work page is a place to put instructions or information about the form. When you select the 'Work page' option, Informed Filler prints the work page instead of the numbered pages of the current record.

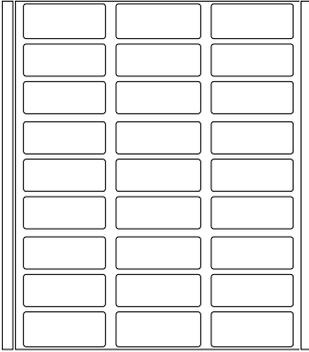
## Collating Forms

For printing multiple page forms, Informed Filler offers two different page ordering options. When you print two or more records, the 'Collate' option determines the page ordering. If you leave this option unchecked, Informed Filler prints the records one page at a time—that is, all page ones, then all page twos, and so on.

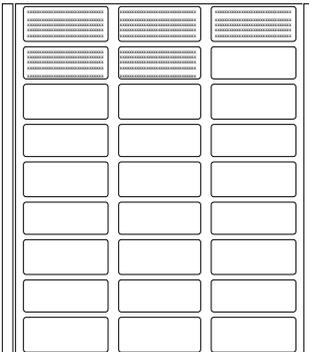
If you check the 'Collate' option, Informed Filler prints each complete record individually—that is, all pages of the first record, then all pages of the second record, and so on. By using this option, you can avoid having to manually collate each form.

## Printing Repeating Forms

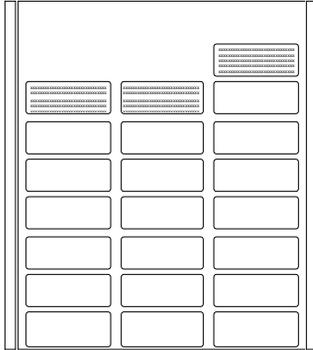
The form designer can repeat a form's drawing area across and down the printed page. This feature is useful, for example, if you want to print mailing labels on sheets like the one shown in the following figure.



When you print more than one label, Informed Filler automatically fills the sheet starting at the top left of the page and working across and down. Therefore, printing five labels would produce a sheet like the one shown below.



Informed Filler allows you to specify which area to begin printing. This means that instead of always starting with the drawing area that's positioned at the top left corner of the page, you can choose any area as a starting point. For example, suppose that after printing five labels on a new sheet (as illustrated in the previous figure), you now want to print three more using the same sheet. You want the first address to print on the sixth label on the sheet.



If the drawing area of your form is repeated, you can enter a value in the 'Begin printing at label position' text box on the Print Job dialog box.

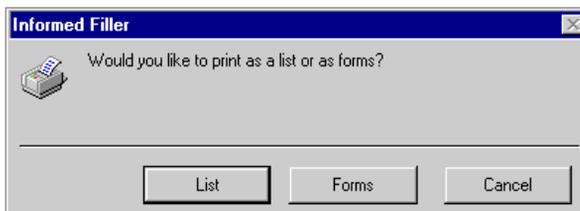
**Begin printing at label position**

The 'Begin printing at label position' value determines on which drawing area printing will begin.

## Printing From the Record List

If the Record List window is in front, you can print either all records in the collection, or only those which are selected on the Record List. You can also choose whether to print the records in a list or as individual forms.

With the Record List in front, choose **Print...** from the File menu. The following dialog box appears.



The Print dialog box contains the 'Forms,' 'List,' and 'Cancel' buttons. If you click 'List,' Informed Filler prints a columnar list of the records on the Record List. If you click 'Forms,' the records are printed as individual forms. Clicking 'Cancel' cancels the Print command.

After you click the 'List' or 'Forms' button, the Print Job dialog box appears.

With at least one record selected on the Record List, the 'Print' drop-down list contains the 'Current record,' 'Entire Record List,' and 'Selected records' options. If no records are selected on the Record List, the 'Selected records' option is unavailable.

If you're printing the records on the Record List as forms, then the 'Collate' and 'Begin printing at label position' controls function the same as when printing from the form window (see "Print Options"). If you're printing the records in a list, these controls are unavailable.

## Printing Records in a List

By printing the Record List in a list rather than as individual forms, you can produce summary reports similar to the one shown in the following figure.

10/19/96		Invoices - Record List		Page 1	
Invoice No	Date	Sold To	Tax	Total	
A00-101	4-Oct-96	Tom's KB Bowling	15.19	\$232.19	
A00-102	7-Oct-96	Farrab's Formula Cars	35.60	\$544.20	
A00-103	12-Oct-96	Dogs by Dave	159.67	\$2440.67	
A00-104	20-Oct-96	McPhee Cycle Works	37.14	\$567.74	
			<b>247.60</b>	<b>\$3704.80</b>	

Each printed sheet contains a header that shows the current date, the name of the document, and the page number. If the total width of the Record List exceeds the printable width of a page, Informed Filler will automatically tile the Record List. For information about formatting the Record List to show only the information that you want, see "The Record List" in Chapter 8, "Manipulating Records."

To print the Record List in a list, choose **Print...** from the File menu while the Record List window is active. On the dialog box that appears, click the 'List' button. The Print Job dialog box appears.

Select the 'Current record,' 'Entire Record List,' or 'Selected records only' option from the 'Print' drop-down list, and click 'Print.'

**Note**

If you want to print only a selection of records from the collection, you must select those records on the Record List before you choose the Print command. Once the records are selected and the Print command is chosen, you can choose the 'Selected records only' option on the Print Job dialog box.

