



## Identifying a Template

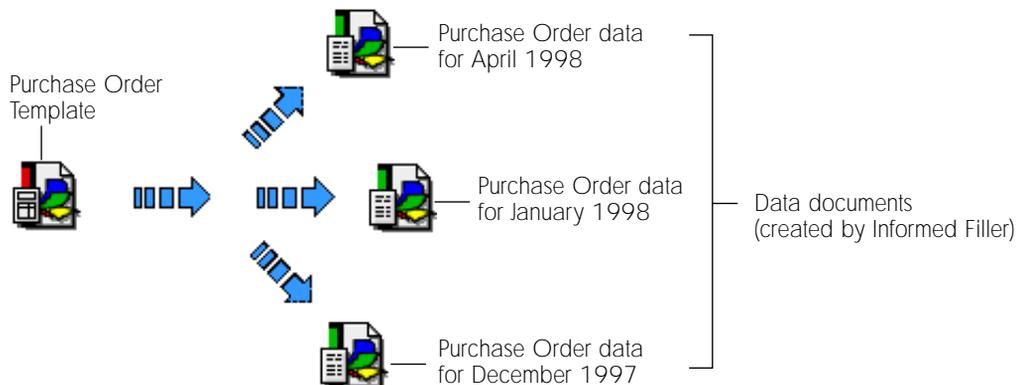
This section explains how template information is used match form templates with their corresponding Informed Filler data documents. At the end of this section, you'll know how to perform the following task:

- assign unique template information to your template.

### Overview

The Informed Filler user fills out forms by entering data in the cells on the form template. Completed forms are saved as records in another document called a *form data document*. A single form data document stores the data for one or more completed forms.

Form templates and form data documents are stored separately. A single form template can be related to multiple data documents. The following illustration shows how the same purchase order template is used to fill out and view records for three separate sets of purchase order data.



To match a template with its associated data documents, Informed relies on special template information that includes a template name, template ID, and revision number.

### Assigning Template Information

In this exercise, you'll specify the template information for your new template.

- Choose **Template Information...** from the Form menu to display the Template Information dialog box.

**Template Information**

**Identification**

Template name : PurchOrd.itp

Unique template ID : 1328102489

Revision number : 1

**Author**

Name : Charlie Bing

Organization : World Corporation

**Description**

Cancel OK

If you save a template without specifying the template information (as you did earlier in this tutorial), Informed Designer automatically assigns template information for you. Notice how the dialog box shows the file name in the ‘Template name’ text box, a random ID number in the ‘Unique template ID’ text box, and a revision number of ‘1.’ The information in the ‘Name’ and ‘Organization’ text boxes defaults to the information you entered when you registered Informed Designer.

You can change any or all of the information on the Template Information dialog. For example, you can enter a more descriptive title in the ‘Template name’ text box instead of an eight character file name. Likewise, you might want to use a descriptive template ID instead of a random number.

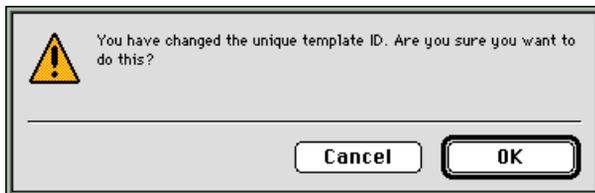
- Type the template information in the appropriate text boxes as shown in the following table. Press Tab to move from one text box to another.

#### Template Information

Text box	You enter
Template name	Purchase Order
Unique template ID	WorldCorpPO97
Revision number	1
Name	enter your name
Organization	World Corporation
Description	Standard purchase order for all World Corporation departments.

- When you’ve finished entering the template information, click the ‘OK’ button to return to the drawing window.

When you click ‘OK,’ Informed Designer asks you to confirm that you want to change the template ID number.



- Click 'OK' to dismiss the message.
- Choose **Save** from the File menu to save your form.

The completed template is now ready for use with Informed Filler.

**Note** Before the form can be filled out, the Informed Filler user must place a copy of the template in his or her Informed Template folder.

This is the end of Part Two.

If you've completed all the exercises in this tutorial, you should have a working knowledge of Informed Designer's basic design capabilities. For information about Informed Designer's more advanced features, please consult your *Informed Designer Design and Graphics* and *Informed Designer Forms Automation* manuals.

Shana Corporation also offers on-site training on Informed products through Russ Associates, the Official Informed Trainer. For further information, contact Russ Associates at:

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15-4 : Identifying a Template  
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