

Printing

This section teaches you how to print a template. At the end of this section, you'll know how to perform to the following tasks:

- set printing preferences
- print your template.

Overview

You can print your template using any printer that works with Windows or Mac OS compatible computers.

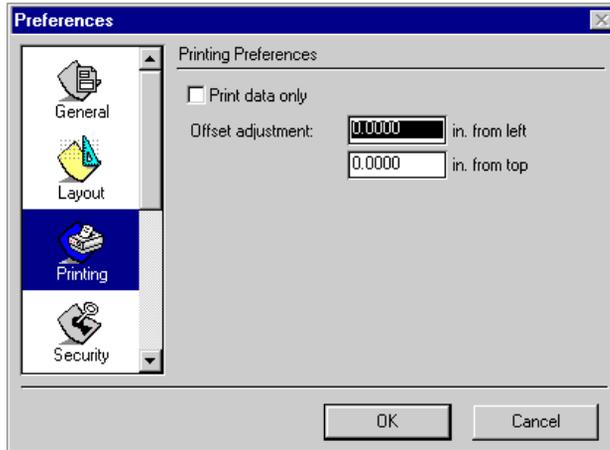
By setting Informed Designer's printing preferences, you can control how a form will print when it's filled out and printed by the Informed Filler user. For example, you can set the print preference so that only the form's data will print, instead of the data and the template. This is useful for instances where a completed form is to be printed onto pre-printed paper forms.

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 dialog box.

Setting Printing Preferences

Printed copies of the World Corporation purchase order will be kept in a binder, so you'll need to offset the printed copy to allow for hole punching.

- Choose **Preferences...** from the Edit menu to display the Preferences dialog box.
- Click the 'Printing' icon in the scrolling list to display the Printing Preferences panel.

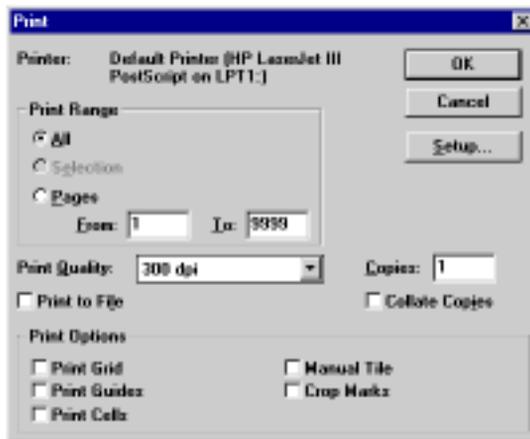


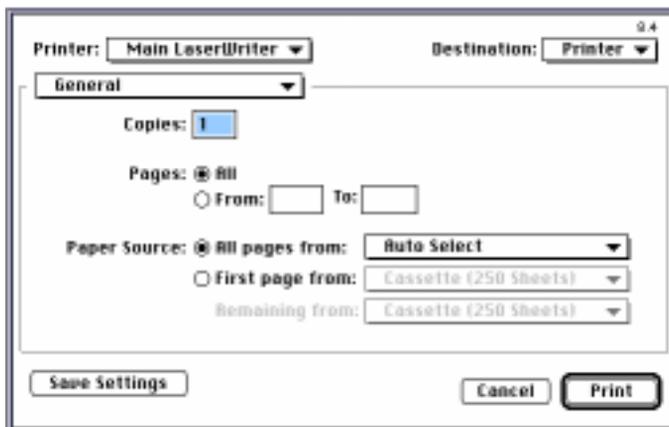
- Enter **0.25** in the 'from left' text box.
- Click 'OK.'

Printing the Template

In this exercise you'll print a hard copy of your template.

- Choose **Print...** from the File menu.
- Depending on which operating system and print driver you use, you'll see a dialog box similar to the ones shown below and on the following page.





- Enter 1 in the 'Copies' text box.
- Click 'OK' (Windows) or 'Print' (Mac OS).

This concludes the design and graphics portion of this manual. By completing the exercises, you have acquired the basic knowledge and skills needed to design your own custom form templates.

The form you created in Part One can be used simply as a paper based document—a form that's printed on paper and filled out manually with a pen or typewriter—but Informed Designer gives you the tools to do much more. Using Informed Designer's powerful intelligence features, you can turn your paper-based form into an efficient, intelligent electronic form, ready to be filled out with Informed Filler

Part Two of this book shows you how to create powerful electronic versions of your forms by adding basic intelligence features such as cell formatting, choice lists, help messages, and calculations to your form templates.

So read on, and find out how to get your forms working for you.

