

Getting Started

This section explains how to get started with Informed Designer. It is assumed that you have already installed and registered Informed Designer on your computer. See your *Informed Designer Getting Started Guide* for complete installation and registration instructions.

Overview

You use Informed Designer to create a special file called a *form template document*. A form template document contains a form template—the layout, graphic elements, and intelligence features of an electronic form. Form templates can be created on either Windows or Mac OS computers.

Ideally, form templates are used with Informed Filler so that users can fill out forms electronically, but form templates can also be printed on paper and filled out with a pen or typewriter.

Imagine that you're the forms designer for a fictitious company called World Corporation. You've been assigned the task of creating a purchase requisition form. Most departments in the company will use the form with Informed Filler, but a few departments will use a paper version, so you need to create an intelligent electronic form that looks good on paper. Fortunately, you've got Informed Designer, the forms design tool that gives you the best of both worlds.

Starting Informed Designer

The first step in drawing your form template is to start Informed Designer. Follow the directions that apply to your operating system.

Starting on Windows 95

- Click the 'Start' button, then select **Programs**.
- Select **Informed**.
- Select **Informed Designer**.

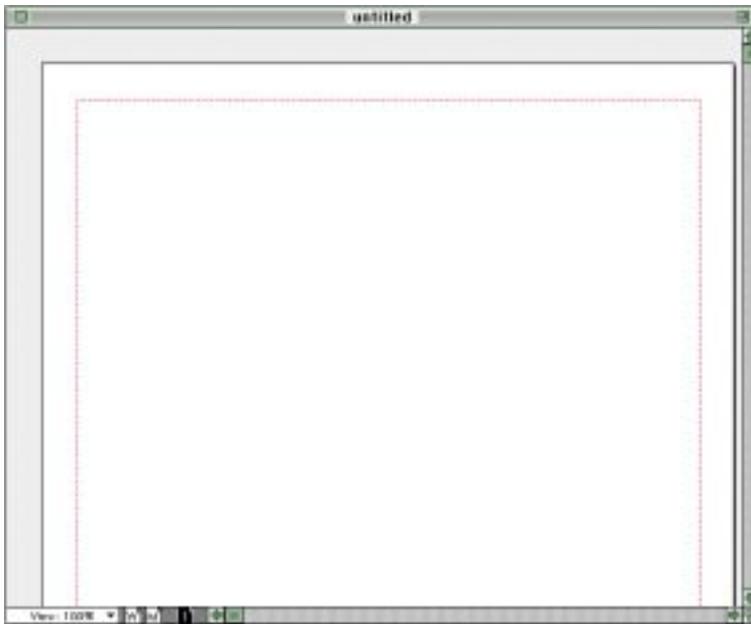
Starting on Windows 3.11

- Double-click the Informed program group in the Program Manager.
- Select the Informed Designer icon, then choose **Open** from the File menu, or simply double-click the Informed Designer icon.

Starting on Mac OS

- Open the Informed® folder.
- Select the Informed Designer icon, then choose **Open** from the File menu, or simply double-click the Informed Designer icon.

Upon opening, Informed Designer creates a new untitled form template and displays it in a drawing window.

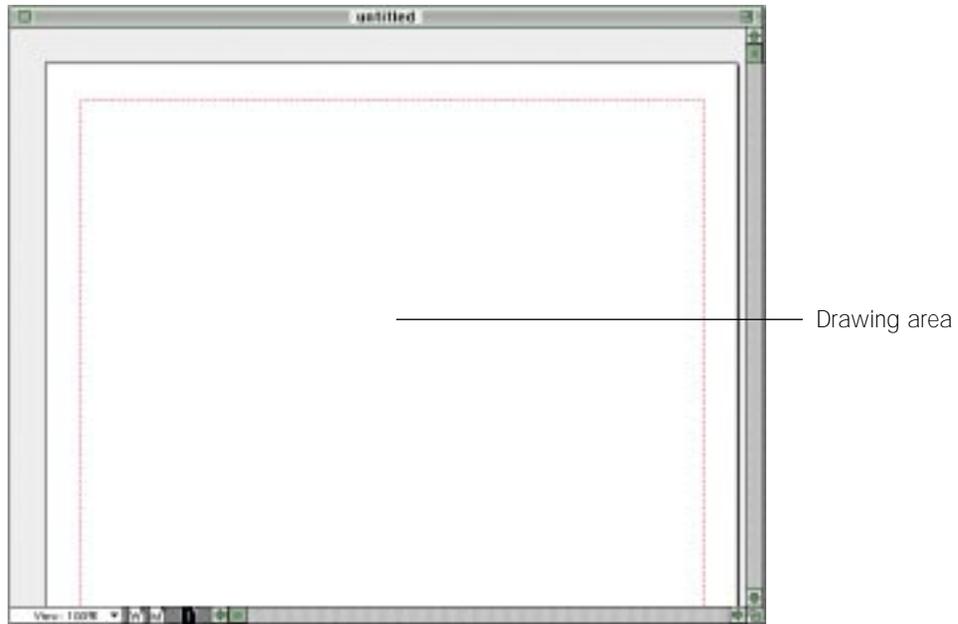


The Drawing Window

Before you start drawing, it's helpful for you to understand exactly what is displayed in the drawing window. This section introduces and explains two of the most important elements contained in the drawing window: the drawing area and the print margins.

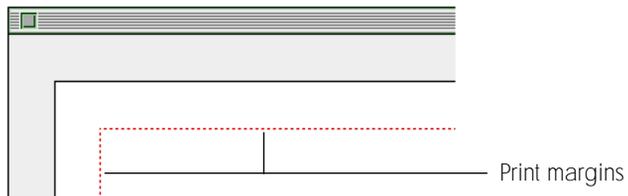
Drawing Area

The drawing area is the white rectangle that appears in the drawing window. It's where you draw and manipulate the design of your form.



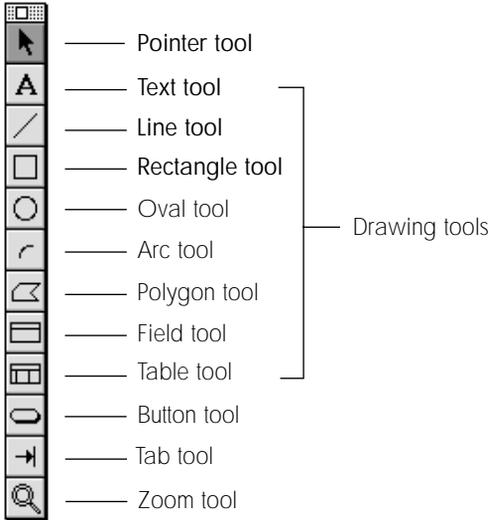
Print Margins

The red dotted lines inside the drawing area are called print margins. Any object (or part of an object) drawn outside these lines will not print.



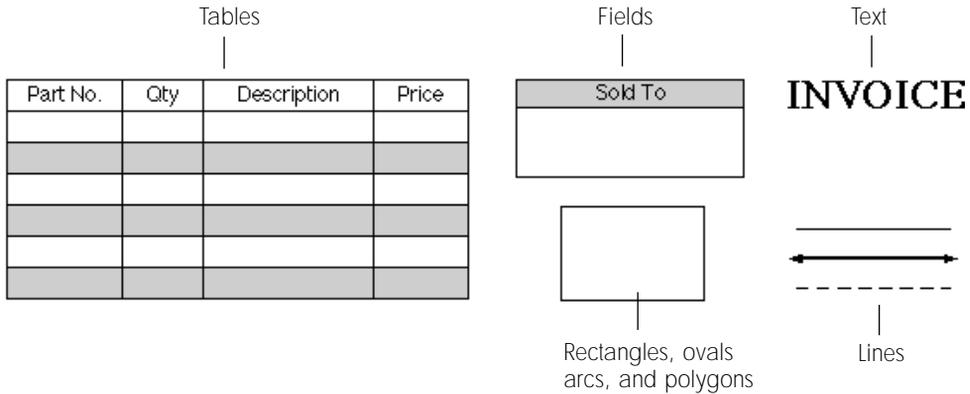
The Drawing Tools

You draw a form template much like you would using other graphics applications: by typing text and drawing graphical objects—like lines, boxes, and shaded areas—using a variety of drawing tools. The Tool palette provides access to Informed Designer's drawing tools.



The Tool palette appears at the left side of the drawing window when you start Informed Designer for the first time. Like any palette, you can show or hide the Tool palette and drag it to a different position on your screen.

Each of Informed Designer’s drawing tools has a specialized purpose. Using these tools, you can create the graphic elements that are commonly found on most types of forms.



You’ll learn about each drawing tool in detail as you perform the exercises in this tutorial.

This is the end of the Getting Started section. The next section shows you how to prepare your form template for drawing.