



Introduction

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Welcome to the Informed Designer application from Shana Corporation. Informed Designer is powerful, yet easy to use software, designed for creating professional looking forms for paper or electronic use.

About This Tutorial

This tutorial teaches you the basic techniques of creating forms with Informed Designer. The tutorial is divided into the following sections:

- Part One, “Drawing the Form” describes the tasks involved in drawing the graphic elements of a form template.
- Part Two, “Adding Intelligence” shows you how to configure many of the intelligence features commonly found in electronic forms.

The exercises presented in this tutorial lead you through the steps involved in creating an electronic purchase order form for a fictitious company called World Corporation.

 World Corporation 1 Avenue of the Americas New York, NY 10048		PURCHASE ORDER	
		PURCHASE ORDER # WC1001	
BUYER NAME AND ADDRESS		SHIP TO/DEL TO	DELIVERY CODE TO
SHIP METHOD/ORDER? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> CALL FIRST (412) 456-7898		SHIP VIA	
SPECIAL INSTRUCTIONS			
QTY	DESCRIPTION	LINE COST	EXTENDED COST
BUYER'S SIGNATURE		DATE ISSUED	TOTAL

Conventions Used in This Tutorial

This section describes the conventions used in this manual to ensure that you can easily find and understand the information you need to perform specific tasks with Informed Designer.

Notes

Throughout this manual, you'll see paragraphs of text highlighted in gray boxes with the label "Note" in the left margin. These notes contain important information such as warnings, reminders, and specific conditions to be aware of. The example below shows a typical note.

Note Important information about Informed Designer appears in highlighted gray boxes like this one.

Commands and Control Names

When specific instructions on how to perform a certain task are given, commands, cell names, and specific entries are shown in a different typeface from the rest of the text. For example, when learning how to use Informed Designer's spell check feature, you'll read the following text:

"To spell check your current template, choose **Check Template...** from the Spelling submenu under the Edit menu."

The names of controls such as buttons and settings on dialog boxes are always shown in single quotes. For lengthy control names, this helps to differentiate the control name from the text that surrounds it. For example:

"When setting preferences for Informed Designer's spell checking feature, you can select the 'Always provide alternative spellings' checkbox."

Cross-platform Issues

Although this manual has tried to be platform neutral, the cross-platform nature of Informed Designer requires special attention when learning about certain features of Informed Designer.

Throughout this manual you'll see screens of dialog boxes and windows. Some of the screens show Windows dialog boxes and windows, others are from the Mac OS. In cases where a dialog box or window is substantially different between the two platforms, both versions are shown.

For consistency, all screen shots of the form in progress are from the Mac OS.

The Informed Designer Manual Set

The Informed Designer manual set provides you with a complete reference to the features and capabilities of Informed Designer. The manuals combine text and graphics to thoroughly document every aspect of the software. In addition to your Informed Designer tutorial, the set also contains the following:

- The *Informed Designer Getting Started Guide* provides you with information on installing and registering Informed Designer, and also describes the minimum hardware and software configurations required to use the Informed Designer application.
- The *Informed Designer Design and Graphics* manual provides a complete reference to Informed Designer's design and graphics features. Instructions are given for every step in the form design process, including preparing the drawing area of the template, using the drawing tools, adding graphics, and printing.
- The *Informed Designer Forms Automation* manual provides a detailed reference to Informed Designer's forms automation features. You'll learn about the data handling capabilities of Informed. You'll also learn about using digital signatures, linking forms to other data sources, using formulas and functions, and how to configure form templates for tracking. This manual also discusses Informed's scripting capabilities, and provides guidelines for distributing both new templates and new revisions of templates in an organization.