



## Tab Order

This section teaches you how to set the tab order for each cell on your template. You'll also learn about the Tab tool—a convenient feature that allows you to change the tab order of the cells on your template by simply clicking and dragging the pointer from one cell to another. At the end of this section, you'll know how to perform the following tasks:

- change the tab order of cells using either the Cell command or Tab tool
- create a conditional tab formula
- cluster a group of checkboxes
- set the tabbing direction in a table.

### Overview

Each time you create a new cell, Informed Designer assigns the next available *tab position* to that cell. The tab position of all the cells together determines the form's *tab order*; that is, the order that the Informed Filler user tabs from one cell to the next when a form is filled out. The cell with tab position 1 is entered first, then the cell with tab position 2, and so on.

<b>ABC Company</b> 12233-44 Ave. New York, NY 98765	<b>Sold To</b>		<b>Ship To</b>	
	①		②	
	Date	Terms	PO Number	Ship Via
	③	④	⑤	⑥
	Qty	No.	Description	Price
⑦				
		Shipping		⑧
		Total		⑨
<b>INVOICE</b>				
Signature _____				

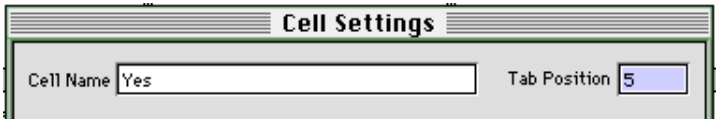
The circled numbers indicate the order in which tabbing will occur.

You can change a form's tab order with the Cell command, the Change Tab Order command, or by using the Tab tool. Changing the tab position of one cell automatically changes the tab position of other cells as well. It's like removing the cell from the tab order list, then re-inserting it back in a new position.

### Changing the Tab Order

Because of the order the fields were drawn in, the tab order on your template doesn't follow a logical sequence. In this exercise, you'll change the tab order of your template.

- Select the **Yes** checkbox field, then choose **Cell...** from the Settings menu to display the Cell Settings dialog box.
- Press Tab to move to the 'Tab position' text box.
- Type **5** in the text box, then click 'OK.'



The cell section of the **Yes** field updates to show the new tab position.

- Repeat the above steps to put the **No** checkbox in tab position **6**, and the **Phone** checkbox in tab position **7**.

## Using the Tab Tool

You can also use the Tab tool to change the tab order of the cells on your template.



- Select the Tab tool by clicking it on the Tool palette.
- Position the hand pointer over the cell section of the **Instructions** field.
- Click the mouse button and drag the pointer to the **Qty** table column.

Special Instructions			
9:Instructions			
Qty	Description	Unit Cost	Extended Cost
13:Cell10	Cell11	Cell12	Cell13

- When a highlighted border appears inside the table, release the mouse button.

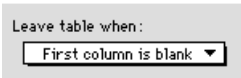
**Note** Since all columns in the table share the same tab position, you don't have to drag the hand pointer to the first column in the table. Dragging the pointer to any column in the table changes the tab position for the entire table.

The tab positions of the remaining fields update automatically, and the tab order of your template now follows a logical sequence—top to bottom, left to right.

## Tab Options for Tables

When you draw a table with Informed Designer's Table tool, the default tabbing direction for the table is across the rows. This setting works fine for the template you've designed. However, to make it faster for the Informed Filler user to tab through the table, set the 'Leave table when' option to allow the user to leave the table after tabbing out of the first column of an empty row.

- Select the table with the Pointer tool.
- Choose **Table...** from the Settings menu to display the Table Settings dialog box.
- Click the 'Leave table when' drop-down list and select the 'First column is blank' option.



- Click 'OK.'

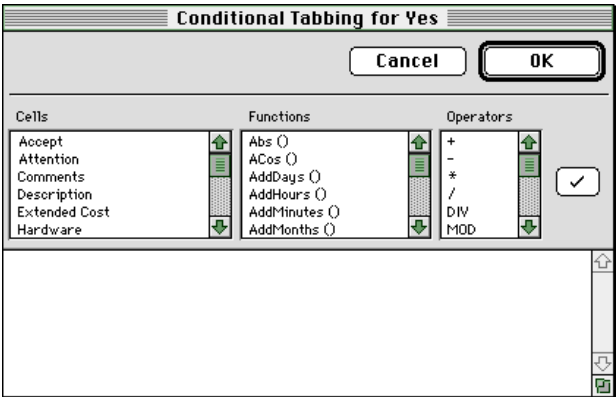
## Creating a Conditional Tab

Informed's conditional tab feature allows the Informed Filler user to tab past sections of the form that are not relevant to the information being entered. For example, you could specify a tabbing condition for 'Local' and 'Out of Town' checkboxes on a travel expense form. If the user selects the 'Local' checkbox and then tabs from that cell, they would tab past sections for claiming expenses such as 'Hotel Accommodation' and 'Airline Travel,' and go directly to sections for claiming expenses such as 'Parking' and 'Fuel.'

You specify various tabbing conditions by writing a tab formula for a specific cell.

In this exercise, you'll write conditional tab formulas for the checkbox cells.

- Select the Pointer tool from the Tool palette then select the **Yes** checkbox.
- Choose **Conditional Tabbing...** from the Settings menu or click the Conditional Tab button on the Cell palette to display the Conditional Tabbing dialog box.



- Type the following conditional tab formula in the Conditional Tabbing dialog's text box.

If Yes then "Ship Via" Else "No" End



- Click the checkmark button on the Conditional Tabbing dialog box; Informed Designer checks your formula for errors and formats it properly.
- Click 'OK.'

The formula above tells Informed to skip the **No** and **Phone** cells and go directly to the **Ship Via** cell if **Yes** is checked. If **Yes** is not checked, go to **No**.

#### Note

In a conditional tabbing formula, the name of the cell to move to must be in quotes. Otherwise, the value of that cell will be used as the name.

Now write a tab formula for the **No** cell.

- Select the **No** checkbox.
- Choose **Conditional Tabbing...** from the Settings menu.
- Type the following conditional tab formula in the Conditional Tabbing dialog's text box.

If No then "Ship Via" Else "Phone" End

- Click the checkmark button to make sure the formula is valid, then click 'OK.'

This formula simply tells Informed to go directly to the **Ship Via** cell if **No** is checked.

## Clustering Checkboxes

Clustering a group of checkboxes ensures that only one box can be checked. You might want to use this feature for situations such as choosing a payment method. For example, a form might show Visa, Mastercard, and Cash checkboxes. If these cells are clustered, turning one checkbox on automatically turns the other two off.

In this exercise, you'll cluster the **Yes**, **No**, and **Phone** checkboxes to ensure that only one can be selected at a time.

- Select the three checkbox fields.
- Choose **Cluster** from the Arrange menu.

This is the end of the section.