4 Pages of a Form

In this chapter:

4 Pages of a Form

Each form you create has one or more numbered pages, a work page, and a master page. The numbered pages contain the form's actual layout (as in the first and second pages of a two page form). The work page and master page each have a special purpose. This chapter describes the different pages of a form as well as the commands used to add and remove pages, and create multipart pages.

This chapter also describes the controls that are used to move from page to page in a form. These controls are found near the bottom-left corner of the drawing window.

> View : 100% ▼ w M 1 ◁

Numbered Pages

The numbered pages of a form are the actual pages that the Informed Filler user fills out. Each form can have between 1 and 99 numbered pages, with each page having as many as 99 parts (see "Multipart pages").

Adding New Pages

Use the Add Pages command to create new pages and add them to your form template.

Note   The maximum number of pages in an Informed document is 99. If your form contains 99 pages, the Add Pages command will be unavailable, preventing you from adding any more pages.

To add new pages, use the page controls to move to the page adjacent to where you want to insert the new pages (see "Changing pages"). Then choose **Add Pages…** from the Layout menu. The Add Pages dialog box appears:

> **Add Pages** ☒
>
> Number of pages [1]
> ○ Insert before page 1
> ● Insert after page 1
>
> [OK]   [Cancel]

The Add Pages command allows you to add either a single page, or multiple pages. Type the number of pages that you want to add in the 'Number of pages' text box. To insert the new pages before or after the current page, click the appropriate radio button. The diagram to the left of the radio buttons on the dialog box shows the page placement you've selected. To add the new pages, click 'OK' or press Return. To cancel the Add Pages command, click 'Cancel.' After inserting the new pages, Informed Designer will automatically display the first new page.

Note   Any items on the master page will appear on newly added pages.

Removing a Page

Use the Remove Page command to remove a single page and its contents from a form template.

To remove a page, use the page controls to select the page you want to remove (see "Changing Pages"). Then choose **Remove Page...** from the Layout menu. If removal of the page is permitted, then the Remove Page dialog box appears:

Click 'OK' to remove the page. Click 'Cancel' to resume editing your form without removing the page.

Before you can remove a page, Informed Designer will verify that the page doesn't contain any cells that are required by cells on other pages of the form. If a cell on the page being removed appears in the formula of a cell on a remaining page, Informed Designer will alert you.

Multipart Pages

Each numbered page can have up to 99 parts. When a page is printed, Informed Designer will automatically print one copy for each part.

Multipart pages are used most commonly when multiple copies of a form must be printed and circulated to different individuals or departments within an organization. For example, the bottom of a three part single page form might say 'Customer Copy' on the first part, 'Merchant Copy' on the second and 'Accounting Copy' on the third.

A single page…   …can have multiple parts.

Customer Copy
Merchant Copy
Accounting Copy
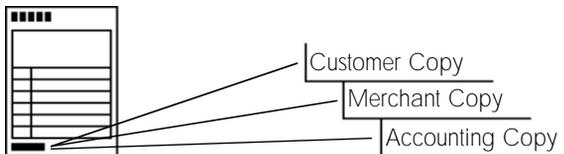
With the Multipart command, you can instruct Informed Designer to print a specified number of copies of a particular page (3 in the above example). Then, using cell calculations, you can calculate a cell's value using the PartLabel function. With the PartLabel function, you can specify the labels that appear on each different part. When Informed Filler prints a completed form, it will automatically insert the correct label on each part. For more information about formulas, functions, and the PartLabel function, please see Chapters 9 and 10 in your *Informed Designer Forms Automation* manual.

Note   When you print your form while in test mode, Informed Designer prints all parts for each multipart page. When you're in design mode, only a single copy of each page is printed. For more information about test mode, see "Testing Your Form" in your *Informed Designer Forms Automation* manual.

To set the number of parts for a page, first select the page using the page controls (see "Changing pages"). Then choose **Multipart Page…** from the Layout menu. The Multipart Page dialog box appears:
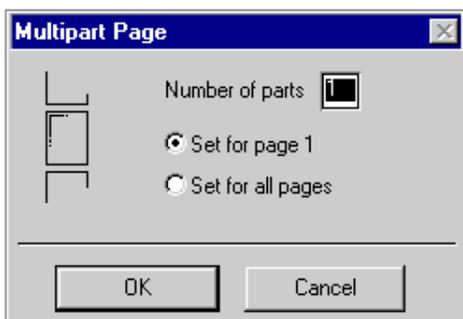
Enter the number of parts (up to a maximum of 99) in the text box. Set the number of parts for the current page or for all pages by clicking the corresponding radio button. Then click 'OK' to continue. Click 'Cancel' to cancel the Multipart command and resume editing your form.

Changing Pages

Use the page controls located near the bottom-left corner of the drawing window to change pages within a form.

The controls labelled 'W' and 'M' represent the work and master pages. The rightmost control represents the current numbered page of your form. When the numbered page control is selected, the number inside of it corresponds to the current numbered page in the drawing window.

There are two ways to change a page.

◻ Click either arrow next to the page control to change pages in that direction. If you click and hold either arrow, Informed Designer will continue changing pages in that direction until you release the mouse button. If you're on page 1, the left arrow disappears. If you're on the last numbered page of the form, the right arrow disappears.

◻ Choose **Go To Page...** from the Layout menu. The Change Page dialog box appears.
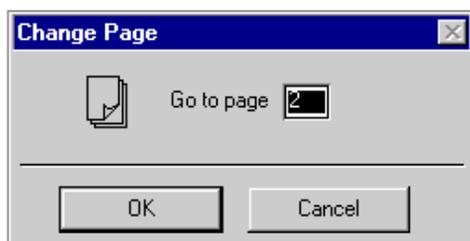
Type the number of the page that you wish to move to, then click 'OK' or press the Return key. Informed Designer will move directly to the requested page.

As a shortcut to choosing the Go To Page command, you can simply double-click the numbered page control.
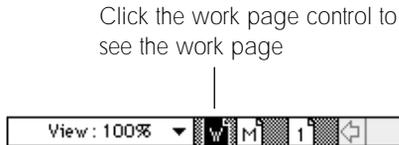
The Work Page

Every form contains one work page. Like the numbered pages of a form, the work page can contain graphics, text, and cells. The only difference between the work page and numbered pages is that the work page doesn't print, and whatever you place on the work page doesn't show on any other page of your form.

There are two common uses of the work page.

◻ As a place to put instructions or information useful to someone filling out your form.

■ As a place to put cells that should not be printed with the rest of the form. If you need to enter or calculate the value of a cell that doesn't appear on the form (but is required by other calculated cells), place it on the work page. When the form is filled out, the work page functions like any other numbered page. The user can tab to cells on the work page and change their values. But when the form is printed, the work page won't print (unless the user selects the 'Work page' option on the Print dialog box).
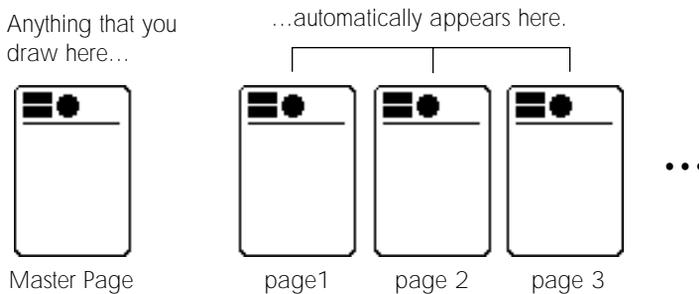
Display the work page by clicking the work page control near the lower-left corner of the drawing window.

Click the work page control to
see the work page

When the work page is displayed, you can create and manipulate objects like on any other numbered page of your form.

The Master Page

Every form has a master page. Like other pages of your form, the master page can contain graphics, text, and cells. Objects drawn on the master page automatically appear on all numbered pages of your form. The master page, therefore, is useful for drawing elements such as company logos or page numbers that appear at the same position on all pages.

Anything that you   …automatically appears here.
draw here…

Master Page   page1   page 2   page 3

The master page is like an additional layer of objects that's printed with each numbered page. In terms of stacking order, objects on the master page are placed behind those on each of the numbered pages. Therefore, an object on a numbered page that's positioned over a master page object will cover, and perhaps hide, the master page object.

Display the master page by clicking the master page control near the lower-left corner of the drawing window.

Click the master page control to
see the master page.

When the master page is displayed, you can create and manipulate objects as you do on any num-
bered page of your form. You can't print the master page alone.

Cells on the Master Page

When a form is filled out with Informed Filler (or Informed Designer's Test mode), pressing the
Tab key moves from one cell to next. Each cell that you draw has a unique tab position which deter-
mines the tabbing order. When filling out a form, the Informed Filler user will automatically start
on the page that contains the cell with tab position 1. If the user tabs from a cell on one page to a
cell on a different page, Informed will automatically change pages.

Cells on the master page are no different. However, unlike numbered pages, the master page
doesn't represent an actual page of a form. Therefore, instead of changing pages to the master page,
the user simply remains on the current page when tabbing to a master page cell. For more informa-
tion, see "Master Page Cells" in Chapter 1 of your *Informed Designer Forms Automation* manual.

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