# 6 Drawing Tools

In this chapter:

6 Drawing Tools

This chapter describes Informed Designer's drawing tools. You'll learn about the different types of objects and the options that control their appearance. You'll also learn how to draw and manipulate objects using the drawing tools.

This chapter provides information about object types and their appearance attributes. For information about changing an object's appearance, see Chapter 7, "Changing an Object's Appearance."

The Tool Palette

The Tool palette provides access to Informed Designer's drawing tools. In addition to the drawing tools, the Tool palette also contains the Pointer tool, the Button tool, the Tab tool, and the Zoom tool.

Pointer tool

Drawing tools

Button tool

Tab tool

Zoom tool
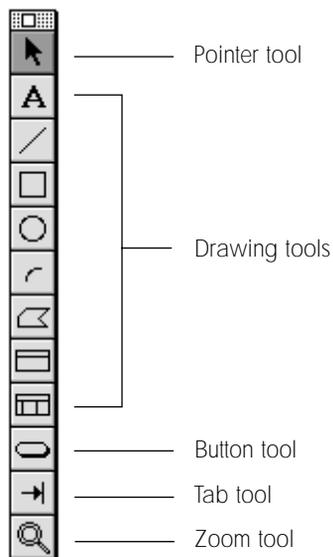
The Pointer tool selects, deselects, repositions, and resizes objects on your form. The Button tool is used to draw buttons and configure them to perform specific tasks. The Tab tool allows you to change the tab order of the cells on your form by clicking and dragging the pointer from one cell to another. The Zoom tool changes the view scale of the drawing window. For more information about the Pointer tool, see "Selecting Objects" in Chapter 8. For information about the Zoom tool, see "Changing the View Scale" in Chapter 5. For information about the Tab tool and Button tool, see Chapters 1 and 4 of your *Informed Designer Forms Automation* manual.

Like any palette, you can show or hide the Tool palette and drag it to a different position on your screen. To show the Tool palette, choose **Tools** from the Show submenu under Layout. When the Tool palette is displayed, a checkmark appears next to the Tools command. To hide the Tool palette, choose **Tools** again. You can also hide the Tool palette by clicking its close box in the title bar. To move the Tool palette on your screen, click and drag its title bar to a new position.

You select a tool by clicking it on the Tool palette. When a tool is selected, its icon is highlighted on the Tool palette.

Since you use the Pointer tool often, Informed Designer offers two shortcuts for selecting it. First, pressing the key located at the top-left of your keyboard will toggle the current tool between the Pointer tool and the last drawing tool used. Depending on which style of keyboard you're using, this key will be either the Escape key or the reverse quote (`) key.

You can also temporarily select the Pointer tool by pressing the Alt (Windows) or Option (Mac OS) key. As long as you hold down the Alt/Option key, the Pointer tool will remain in effect. When you release the Alt/Option key, the current drawing tool becomes active again. This shortcut is useful if you want to quickly move or resize an object while you're using the drawing tools.

The Text Tool

Use the Text tool to draw text or edit text objects. You can also use the Text tool to edit the titles of fields and tables. Select the Text tool by clicking it on the Tool palette.

As a shortcut, you can select the Text tool by pressing the Tab key once. In addition to selecting the Text tool, pressing Tab will also select the characters of the first text, field, or table object on your form (based on top-left to bottom-right position). If a text, field, or table object is selected, pressing Tab will select the characters of that object instead.

Drawing a Caption

To draw a caption (a title or heading), select the Text tool and position the pointer where you want the caption to start; the pointer changes to an I-beam. Then click the mouse and start typing.

While you type, you can begin a new line by pressing the Enter (Windows) or Return (Mac OS) key. If you try to type past the edge of the drawing area, your text will automatically wrap to the next line. When you finish typing, press the Enter key on the numeric keypad, or select another tool; Informed Designer selects the text object as a whole (that is, the object will show handles at its corners).

Unlike paragraphs of text (see next section), the dimensions of a caption automatically change when you edit it. For example, if you insert new words or change the object's font size, Informed Designer will automatically adjust the object's width and height to fit tightly around the text. How-

ever, once you've resized the object using the Pointer tool, its dimensions will no longer adjust automatically.

Drawing a Paragraph of Text

You can specify the margins of a text object by drawing a rectangle with the Text tool before you begin typing. This is useful for drawing paragraphs of text.

To create a paragraph, select the Text tool and position the pointer where you want the top and left margins to be. Then click and drag to draw a rectangle. As you drag, a rectangular outline appears, shrinking and expanding to follow the movement of the mouse. Release the mouse button when the outline is the right size. Then you can start typing your paragraph.

Click…

…drag

…release
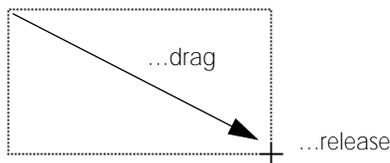
The paragraph is
confined to the
rectangle that you've
just drawn.

When text reaches the edge of the object's rectangle, it will automatically wrap to the start of the next line. If you type past the bottom edge of the rectangle, Informed Designer will extend the edge to accommodate any additional lines.

When you finish typing, press the Enter key on the numeric keypad or select another tool. The bottom edge of the object's rectangle will automatically snap up to the bottom edge of the last line of text and the object will be selected.

If you press F12 (Windows) or hold down the Option key while pressing Enter (Mac OS), the object's right edge will snap to fit tightly around the width of the longest line of text. This will happen if the initial width of the paragraph is wider than the longest line that you type.

Informed Designer makes it easy to draw text inside a box. Instead of drawing a rectangle with the Text tool (as described above), simply select a rectangle object with the Pointer tool and start typing. The text you type will automatically align itself inside the rectangle.

Editing Text

Use the Text tool to edit the words or characters of an existing text object. Field, table, and column titles are edited the same way.

To edit a text object or title, select the Text tool and click the text that you want to edit, then begin typing. As always, when you finish typing, press the Enter key on the numeric keypad or select another tool. Informed Designer will snap the bottom edge of the object's rectangle to the bottom

edge of the last line of text, then select the object as a whole. If you press F12 (Windows) or Option-Enter (Mac OS), the right edge of the object will adjust automatically to fit around the longest line of text.

Text Dimensions

The dimensions of a text object determine the maximum width of each line. When you draw a paragraph of text or when you draw text in a box, the width of the text object is fixed. This means that as you type, the text automatically wraps to stay inside its preset width. There's no need to press the Enter (Windows) or Return (Mac OS) key at the end of each line. If you draw a caption by clicking and typing, the width of the text object is determined by the length of the longest line that you type. You'll start a new line only if you type past the end of the drawing area or if you press the Enter (Windows) or Return (Mac OS) key.

Whenever you edit a caption, the width of the text object will change freely to fit around the longest line. If you resize the text object with the Pointer tool, the object becomes a paragraph of text with a fixed width. If you want to change a paragraph of text to a caption, simply press F12 (Windows) or Option-Enter (Mac OS) after editing the text. The object's width will expand or contract to fix around the object's longest line.

The Appearance of Text

The appearance of text is controlled by changing attributes such as the font, font size, type style, alignment, and leading. Some attributes apply to entire text objects, whereas others apply to individual characters. Individual characters each have the following attributes: font, font size, and type style. Each text object (as a whole) has these attributes: pen, leading, and horizontal alignment. For a complete description of text attributes and how to set them, see "Type Settings" in Chapter 7. See "Paint Settings" in Chapter 7 for information about the pen attribute.

When you draw a new text object, its type attributes are initially set to the current default settings for the Text tool. For example, if the default font is Times, each new text object that you draw will be Times. For instructions on changing the default text attributes, see "Changing Default Settings" in Chapter 7.

The Line Tool

Use the Line tool to draw lines on your form. Select the Line tool by clicking it on the Tool palette; the pointer changes to a cross.

To draw a line, position the pointer where you want the line to start, then click and drag the pointer to where you want the line to end, and release the mouse button. The new line is drawn and selected.

Click…

…drag

…release

The new line is automatically selected.
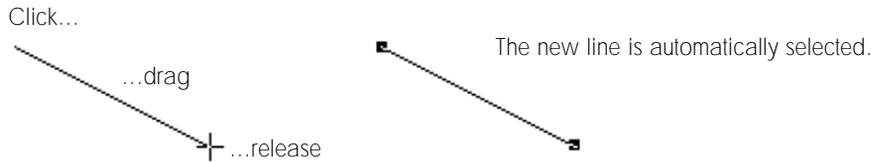
If you hold down the Shift key while drawing, the new line will be constrained to the horizontal or vertical axis, or diagonally at 45, 135, 225, or 315 degrees.

The Appearance of Lines

The appearance of lines can be changed by changing attributes such as the pen and line width. More specifically, each line has the following attributes: pen, line width, and line style.

The pen determines the color of the line. Changing the line width changes the line's thickness. Line styles include plain, dashed, double line, and arrowhead styles. For a complete description of line attributes and how to change them, see "Paint Settings" in Chapter 7.

When you draw a new line, its pen, line width, and line style attributes are initially set to the current default settings for the Line tool. For example, if the default line width for lines is 1 point, each new line that you draw will have a width of 1 point. For instructions on changing the default line attributes, see "Changing Default Settings" in Chapter 7.

The Rectangle Tool

Use the Rectangle tool to draw rectangles or boxes on your form. Select the Rectangle tool by clicking it on the Tool palette; the pointer changes to a cross.

To draw a rectangle, position the pointer where you want a corner to start, then click and drag the pointer to the opposite corner and release the mouse button. While dragging, a gray frame follows the movement of the mouse. When you release the mouse button the new rectangle is drawn and selected.

Click…

…drag

…release

The rectangle is automatically selected.
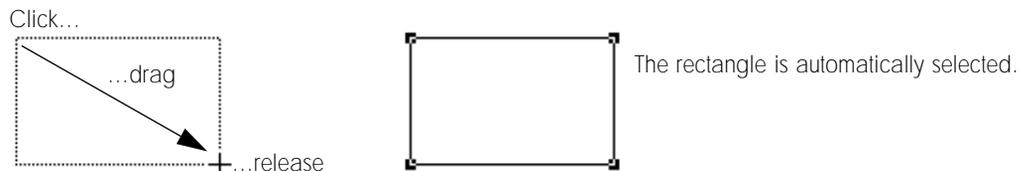
If you hold down the Shift key while drawing, the new rectangle will be constrained to a square (all sides equal length).

The Appearance of Rectangles

The appearance of rectangles can be changed by changing attributes such as the pen, fill, and line width. More specifically, each rectangle has the following attributes: pen, fill, line width, line style, and corner rounding.

The pen determines the color of the rectangle's frame. The rectangle's interior is drawn with the selected fill color. Changing the line width changes the frame's thickness. Line styles (also used to draw the rectangle's frame) include plain, dashed, and various double line styles. For a complete description of the pen, fill, line width, and line style attributes and how to change them, see "Paint Settings" in Chapter 7. For more information about rounding corners, see "Rounded Corners" in Chapter 7.

When you draw a new rectangle, its appearance attributes are initially set to the current default settings for the Rectangle tool. For example, if the default fill for rectangles is blue, each new rectangle that you draw will be automatically filled with blue. For instructions on changing the default rectangle attributes, see "Changing Default Settings" in Chapter 7.

The Oval Tool

Use the Oval tool to draw ovals and circles on your form. Select the Oval tool by clicking it on the Tool palette; the pointer changes to a cross.

To draw an oval, position the pointer where you want the oval to begin, then click and drag until the oval is the right size. An outline of the oval will appear and follow the movement of the mouse. When the oval is the right size, release the mouse button. The new oval is drawn and selected.

Click…

…drag

…release

The new oval is automatically selected.
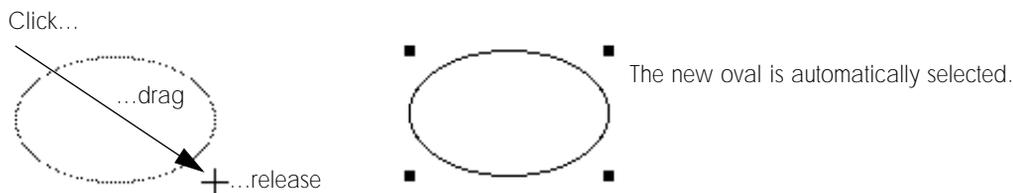
If you hold down the Shift key as you draw, the new oval will be constrained to a circle.

The Appearance of Ovals

All ovals have pen, fill, and line width attributes. You can change the appearance of an oval by changing any of these attributes.

The pen determines the color of the oval's frame. The oval's interior is drawn with the selected fill color. Changing the line width changes the frame's thickness. For a complete description of the pen, fill, and line width attributes and how to change them, see "Paint Settings" in Chapter 7.

As with lines and rectangles, newly drawn ovals inherit the default attributes of the Oval tool. For example, if the default line width of the Oval tool is 2 points, each new oval that you draw will have a frame that's 2 points thick. For instructions on changing the default oval attributes, see "Changing Default Settings" in Chapter 7.

The Arc Tool

Use the Arc tool to draw arcs on your form. Select the arc tool by clicking it on the Tool palette; the pointer changes to a cross.

To draw an arc, position the pointer where you want the arc to begin. Click and drag to the opposite end of the object. An outline of the arc will appear and follow the movement of the mouse. When the arc is the right size, release the mouse button. The new arc is drawn and selected.

Click…

…drag

…release

The new arc is automatically selected.
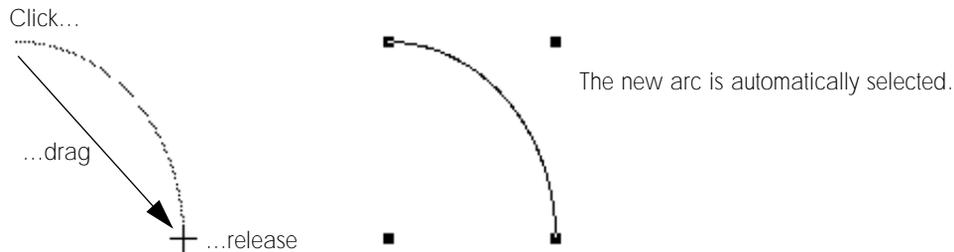
The initial motion of the mouse determines the direction and curvature of the arc. For example, dragging the mouse up and to the right creates an arc that slopes upward along the horizontal axis, while dragging the mouse to the right and then up creates an arc that slopes upward along the vertical axis. This is illustrated below.

You get this when you drag up and to the right.

You get this when you drag to the right and then up.

The Appearance of Arcs

The appearance of arcs can be changed by changing the pen, fill, and line width attributes.

The pen determines the color of the arc. The arc's interior (a quarter oval), is filled with the selected fill color. Changing the line width changes the arc's thickness. For a complete description of the pen, fill, and line width attributes and how to change them, see "Paint Settings" in Chapter 7.
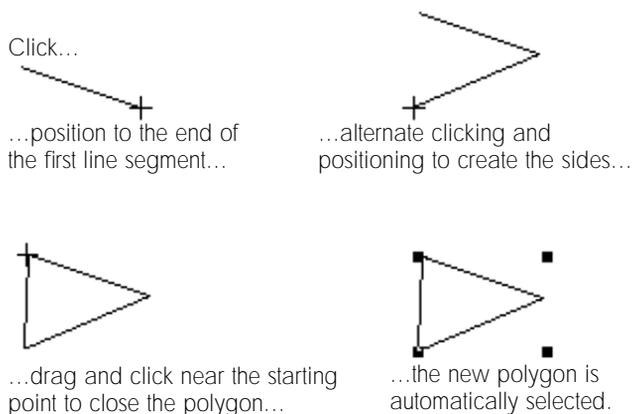
When you draw a new arc, its pen, fill, and line width attributes are initially set to the current default settings for the Arc tool. For example, if the default line width for arcs is 2 points, each new arc that you draw will be 2 points thick. For instructions on changing the default arc attributes, see "Changing Default Settings" in Chapter 7.

The Polygon Tool

Use the Polygon tool to draw polygons on your form. Select the polygon tool by clicking it on the Tool palette; the pointer changes to a cross.

To draw a polygon, move the pointer to where you want the first side to start, then click and release the mouse button. Move the pointer to the end of the first line segment and click the mouse button to create the first side of the polygon. Create the remaining sides of the polygon by alternately positioning the pointer and clicking until the polygon has the shape that you want.

Click…

…position to the end of the first line segment…

…alternate clicking and positioning to create the sides…

…drag and click near the starting point to close the polygon…

…the new polygon is automatically selected.

When creating the last side of the polygon, you can either join it with the first side, or leave the polygon open. To join the last side with the first, simply click once near the first end point of the polygon's first side. Informed Designer will automatically close and select the polygon. To leave the polygon open, position the pointer where you want the last side to end, then double-click the mouse button.

If you hold down the Shift key while positioning the pointer to create a side, Informed Designer will constrain the side to lie on either of the horizontal or vertical axes, or diagonally at 45, 135, 225, or 315 degrees.

The Appearance of Polygons

The appearance of polygons can be changed by changing attributes such as the pen and line width. More specifically, each polygon has the following attributes: pen, fill, and line width.

The pen determines the color of the polygon's sides. The fill color is used to draw the interior of the polygon. Changing the line width changes the width of the sides. For a complete description of these attributes and how to change them, see "Paint Settings" in Chapter 7.

When you draw a new polygon, its pen, fill, and line width attributes are initially set to the current default settings for the Polygon tool. For example, if the default line width for polygons is 1 point, the sides of each new polygon that you draw will be 1 point wide. For instructions on changing the default polygon attributes, see "Changing default Settings" in Chapter 7.

Reshaping a Polygon

As with all objects, you can select, reposition, and resize a polygon using the Pointer tool. However, when you resize a polygon, the relative position of each vertex (the joining of two sides) always remains the same. Handles appear only on the corners of the smallest rectangle that fits around the polygon.

To change the position of a particular vertex, use the Reshape Polygon command. First select the polygon with the Pointer tool, then choose **Reshape Polygon** from the Arrange menu. Handles will appear at each vertex of the polygon.
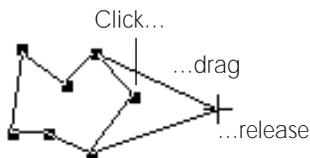

Again using the Pointer tool, click and drag any vertex. The polygon will remain in reshape mode until you deselect it.

The Field Tool

Fields are graphic objects that hold information. Each field contains a cell—a holding place for data. When you fill out a form, you enter information into each cell.

Unlike other graphic objects such as lines, rectangles, and ovals, fields are composed of various elements or parts. These parts automatically appear when you draw a field, making it easy for you to draw the graphics that commonly surround a cell.
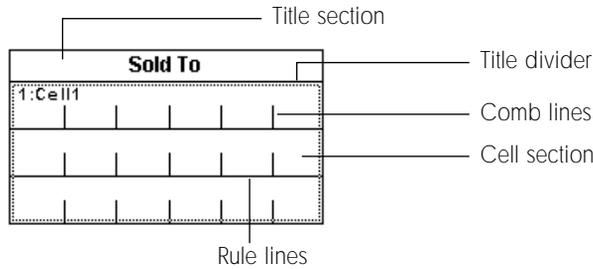
There are a variety of options that you can use to change the general appearance of a field. For example, you can show a field's title on any side of its cell, or you can hide the title altogether. You can turn the rule lines and combs on or off, and you can change their appearance too.
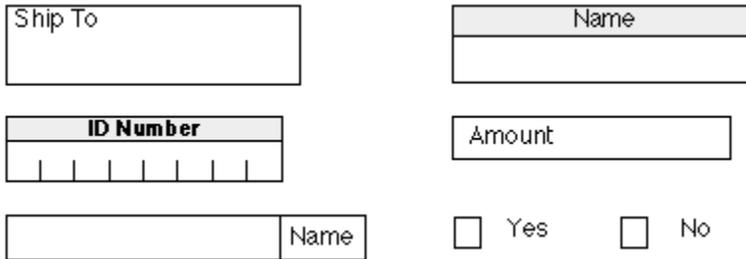
This section discusses the graphic attributes of fields. You'll learn how to draw a field and change its appearance. As well, you'll learn how to select and manipulate the parts of a field. For information about setting up a cell's data intelligence attributes, see Chapter 1, "Adding Intelligence to Your Forms" in your *Informed Designer Forms Automation* manual.

Drawing a Field

To draw a field, select the Field tool by clicking it on the Tool palette. Position the pointer on the drawing area; the pointer changes to a cross. Click where you want a corner to start and drag to the opposite corner. When you release the mouse button, the field is drawn and selected.
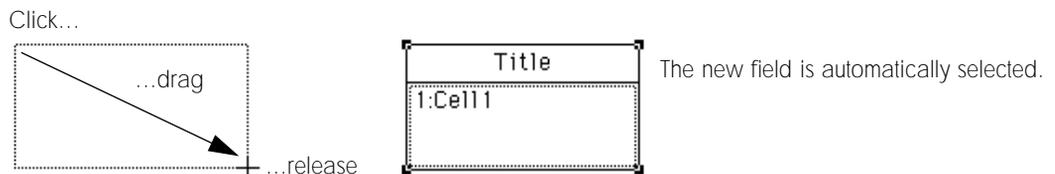
If you hold down the Shift key while drawing, the dimensions of the new field will be constrained to a square (all sides will be of equal length).

Selecting Parts of a Field

Clicking a field once with the Pointer tool selects the whole object. Clicking a second time selects a part of the field. For example, click a field on your form using the Pointer tool, and handles appear on the corners to indicate that the whole field is selected. Next, click in the title section of the field. A shimmering frame appears inside the title section, indicating that it is selected.
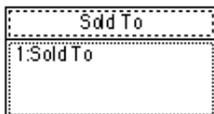
The Appearance of Fields

As already mentioned, a field consists of various parts that are automatically drawn, positioned, and resized as the field is manipulated. You can change the appearance of a field by changing the position, size, or visual attributes of each of its parts. You use the Pointer tool to select a part, or change the dimensions of a part by dragging. The Field command allows you to control the options associated with each part.
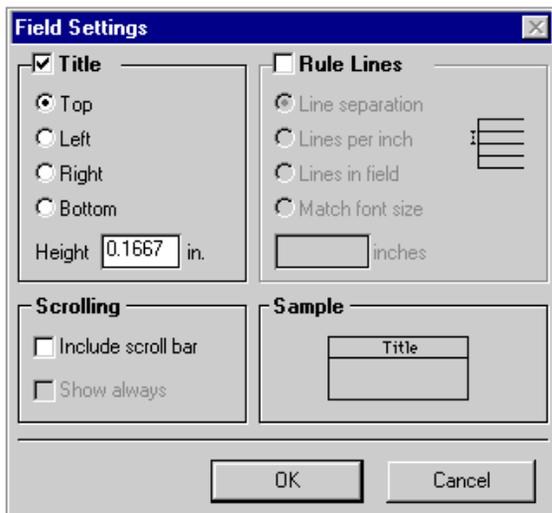

When you draw a field, its initial appearance is determined by the current default settings for the Field tool. For example, if the default position of the title section is on the left, each new field that you draw will have its title on the left. For instructions on changing the Field tool defaults, see "Setting Field and Table Defaults" in Chapter 7

Although the Field command is referred to throughout this section, a complete description of its use is not covered here. For more information, see "Field Settings" in Chapter 7.
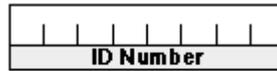
The Title Section

The title section commonly describes the information in a field's cell. It consists of a frame and the accompanying title text. To select the title section, click it (twice if necessary) with the Pointer tool. An inset frame in the title section will shimmer.

You can position the title section on any side of a field's cell, or you can hide it altogether. Use the Field command to choose an orientation for the title section.
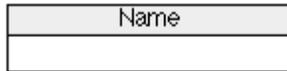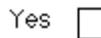
Title on top

Title on the bottom

Title to the right

Title to the left

No title

You can change the height or width of a field's title without affecting the size of the cell section by clicking and dragging the outer edge of the title section while holding down the Control (Windows) or Command (Mac OS) key. You can also resize the title section by moving the title divider (see "The Title Divider" below).

To edit the title text, use the Text tool and the appropriate text editing techniques. Like all text objects, the title text has font, font size, type style, leading, alignment, and pen attributes. Use the Type command in the Style menu or the various Style submenus to change these attributes. See "Type Settings" in Chapter 7 for more information.

Note   Unlike text objects, field titles can be vertically aligned within the title section. See "Type Settings" in Chapter 7 for more information.

The title section has many of a rectangle's visual attributes. For example, you can change the pen and fill colors and adjust the thickness of the title section's frame; or you can change the amount of rounding on each corner. Before choosing a setting, make sure that you first select the title section by clicking it (twice if necessary) with the Pointer tool. For a complete description of the pen, fill, and line width attributes, see "Paint Settings" in Chapter 7. For information about rounding corners, see "Rounded Corners" in Chapter 7.

The Title Divider

If a field's title section is on, the field will also have a title divider. The title divider divides the field into two sections: the title section and the cell section.

Like other parts of a field, you can select the title divider by clicking it (twice if necessary) with the Pointer tool; the line will shimmer. Once you select the title divider, you can change its appearance by changing the pen color or line width. If you want to hide the line altogether, change its pen to none. For information about the pen and line width attributes, see "Paint Settings" in Chapter 7.

To change the height or width of the title section, use the Pointer tool to drag the title divider in the appropriate direction (up/down or left/right, depending on position of the field's title). You can also change the height or width by clicking and dragging the appropriate edge of the title section while pressing the Control (Windows) or Command (Mac OS) key. See "The Title Section" for more information.

The Cell Section

The cell section represents the area of a field where you enter information. It consists of a cell, a frame, and optional rule lines and combs. To select the cell section, click it (twice if necessary) with the Pointer tool. An inset frame in the cell will shimmer.

You can change the height or width of the cell section by clicking and dragging any outer edge of the cell section with the Pointer tool. If the 'Rule lines' option is turned on for a cell, Informed Designer will constrain the cell's size to increments that equal the height of the space between the rule lines. Holding down the Control (Windows) or Command (Mac OS) key while dragging the cell section's edge overrides this feature.

If the 'Rule lines' option is turned off for a cell, you can click and drag the cell's bottom edge freely to change its height. If you hold down the Control (Windows) or Command (Mac OS) key while dragging, Informed Designer will constrain the cell's size to increments that equal the height of the font size selected for that cell. For more information on rule lines, see "Rule Lines" below.

Even though you can't see a cell's text until you actually fill out the form, Informed Designer allows you to specify the cell's type characteristics during the design process. When you fill out a form, each cell value will be displayed with its preset type settings.

| Last Name	Last Name	Last Name
Johnson	*Johnson*	Johnson
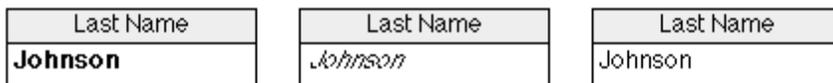
Like the title section, you can choose the font, font size, type style, leading, and alignment for each cell in each field. To change the type attributes of a cell, first select it with the Field tool, then use the Type command or the Style submenus to choose a different setting. For a description of each type attribute, see "Type Settings" in Chapter 7.

You can also set the color with which a cell value displays. For more information, see "Data Color" in Chapter 1 of your *Informed Designer Forms Automation* manual.

Informed Designer allows you to show or hide the cells in fields and tables. Choose `Cell Names` from the Show submenu under Layout to display the cell names and their tab positions. When they're showing, the menu command becomes Hide Cell Names. Choose this command to hide the cell names and tab positions.

When visible, a cell's name and tab order are displayed using the current type attributes of the cell. If you change a type attribute (for example, choose a different font or font size), the cell's name and tab position will change to reflect the new setting.

Expenses | 16:Expenses |

   Tab position   Cell name
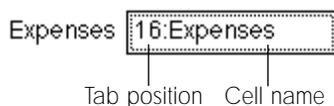
You can also use Informed Designer's Test mode to enter sample cell values. This allows you to see what a filled in cell will look like and to ensure that you've chosen the correct type settings. For information about Informed Designer's Test mode, see "Testing Your Form" in Chapter 1 of your *Informed Designer Forms Automation* manual.

A field's cell section also has many of the visual attributes of a rectangle. You can change the pen and fill colors, and you can adjust the thickness of the cell's frame. You can also change the amount of rounding on each corner. Before choosing a setting, make sure that you select the cell section first. For a complete description of pen, fill, and line width attributes, see "Paint Settings" in Chapter 7. For information about rounding corners, see "Rounded Corners" in Chapter 7.

You can add scroll bars to the fields on your form. This allows the Informed Filler user to enter more data than will fit in the cell area. For more information, see "Field Settings" in Chapter 7, "Changing an Object's Appearance."

The Rule Lines

Each field cell can use optional rule lines; these control the vertical spacing and provide a visual guide for the information in a cell. You turn rule lines on and off using the Field command (see "Field Settings" in Chapter 7).
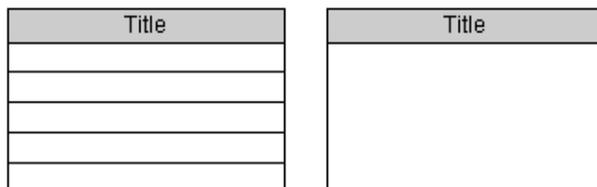
When rule lines are on, you can select them by clicking any rule line with the Pointer tool. The lines will shimmer when they're selected. You can set the rule lines' spacing by using the Field command or by clicking and dragging any rule line with the Pointer tool.
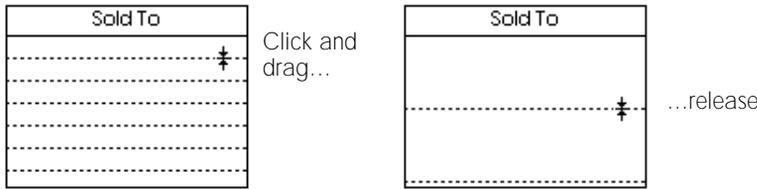
Note   When rule lines are on, the leading of a cell's information is controlled by the rule line spacing and not by the leading type attribute.

You can also change the appearance of the rule lines by changing their pen and line width attributes. To do this, select the rule lines, then use the Paint command or the Pen and Line Width submenus to choose a different setting. For more information, see "Paint Settings" in Chapter 7.

Combs and Checkboxes

Informed Designer has comb and checkbox features that can be applied to field cells. Combs are divider lines that divide a cell into equally spaced sections. Checkbox cells use check symbols instead of text to indicate a cell's value. For more information, see "Combs" and "Checkboxes" in Chapter 7, "Changing an Object's Appearance."

The Table Tool

Like fields, tables are graphic objects that hold information. Each table contains one or more columns and each column contains a cell—a holding place for data. When you fill out a form, you enter information into each cell.

Unlike other graphic objects such as lines, rectangles, and ovals, tables are composed of various elements—or parts—that automatically appear when you draw a table. This makes it easy to draw a table without having to draw the individual lines and titles that give a table its appearance. The structure of a table is shown below.

Table title section   Column title section


Title dividers

Column section

Row lines
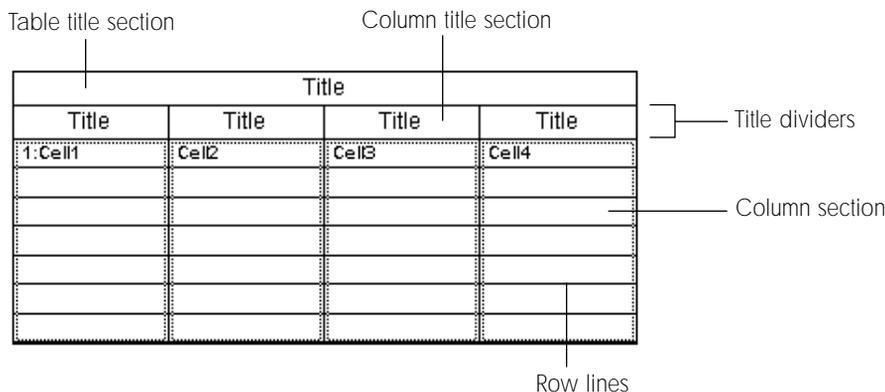
There are a variety of options that allow you to change the general appearance of any table. For example, you can show or hide the table title or column titles, or fill the alternating column rows with a color.

Rows alternately filled

Single column

Table title hidden
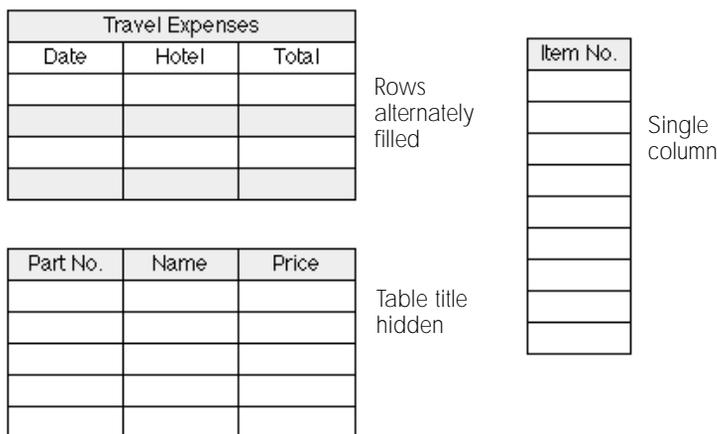
In this section you'll learn about the graphical aspect of tables; that is, you'll learn how to draw tables and how to change their appearance. For information about the data intelligence attributes of table cells, see Chapter 1 of your *Informed Designer Forms Automation* manual.

Drawing a Table

To draw a table, select the Table tool by clicking it on the Tool palette. Then position the pointer in the drawing area; the pointer changes to a cross. Click where you want a corner of the table to start and drag to the opposite corner. If you hold down the Shift key, the new table's dimensions will be constrained to a square (all sides will be of equal length). When you release the mouse button, the table is drawn, and the Add Columns dialog box appears.

Click...

...drag

...release

Add Columns

Number of columns

OK   Cancel
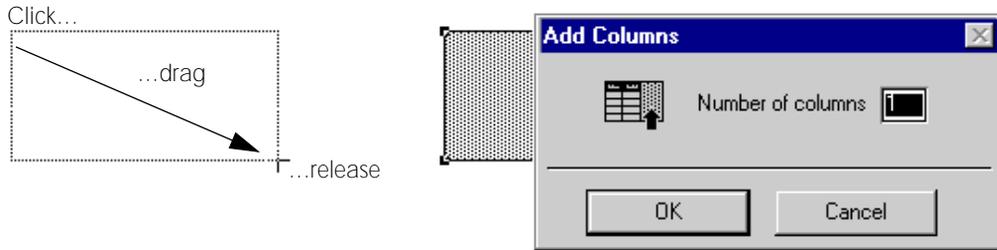
Type the number of columns that you want and click 'OK.' Informed Designer inserts the columns into the table and distributes them evenly. If the columns in the table need to be different widths, you can change them individually to suit your needs (see "Changing a Column's Width").

Once you've drawn a table, you can add and delete columns and change their widths and order. These features are described in the following sections.

When you draw a new table, its initial appearance is determined by the current default settings for the Table tool. For example, if the default font for the Table tool is Helvetica, then the font used for any subsequently drawn tables will be Helvetica. For instructions on changing the Table tool defaults, see "Setting Field and Table Defaults" in Chapter 7.

Selecting Parts of a Table

Clicking a table once selects the whole object. Clicking a second time selects a part of the table. For example, click a table on your form using the Pointer tool, and handles appear on the corners to indicate that the whole table is selected. Next, click in the cell section of one of the columns. A shimmering frame appears inside the cell section, indicating that it is selected.

Part No.	Description	Price
2:PartNo	Description	Price

Changing a Column's Width

You can change the width of a column by clicking and dragging either of its sides with the Pointer tool. If you drag the left side of the leftmost column or the right side of the rightmost column, you'll change the width of the table too.
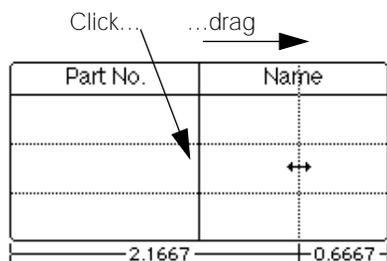
If you change a column's width by dragging a side that lies between two columns, the widths of both columns will change. As you drag, Informed Designer will display the width of the affected columns below the bottom edge of the table. The measurements are shown using the current ruler units. Informed Designer will constrain the pointer so that you don't make a column too narrow.

If you hold down the Shift key while dragging a column's side, only the width of the column to the left (if there is one) will change. This allows you to slide columns in either direction. You can use this option to move columns to the left in a full table to make room for new columns.

Adding New Columns to an Existing Table

You can add additional columns to an existing table in one of three ways:

- by using the Add Columns command
- by first making room in the table, then clicking with the Pointer tool
- by splitting one column into two

To add additional columns by using the Add Columns command, first select the table by clicking it once with the Pointer tool, then choose **Add Columns…** from the Table Columns submenu under Arrange. When the Add Columns dialog box appears, type the number of new columns that you want to add and click 'OK.' If the existing table has a gray space at the right side, the new columns will fill that space. If there is no gray space, the last column will be divided to accommodate the number of new columns. If the gray space or the last column is not wide enough to fit in the number of new columns, Informed Designer will alert you with a message. If this occurs, simply make room in the table and try adding the columns again.

You can make room for a new column either by extending the right edge of the table or by making the width of an existing column smaller. Extending the right edge of a table by default extends the right edge of the last column as well. However, if you hold down the Control (Windows) or Command (Mac OS) key while extending a table's right edge, the size of the last column doesn't change.

Hold down the Ctrl/Cmd key
as you click and drag…

…to create room for
more columns.

Similarly, if you press the Control (Windows) or Command (Mac OS) key while shrinking the width of an existing column, only the width of the column to the left (if there is one) will change. The columns on the right will slide to make more room in the table. The table will then contain a gray area in which you can create a new column. With empty space in a table, you can add a new column by simply clicking in the gray area with the Pointer tool.

You can also create a new column by splitting an existing column into two. Select the column by clicking it (twice if necessary) with the Pointer tool, then choose **Split Column** from the Table Columns submenu under Arrange.

Select a column, then choose
the Split Columns command…

…a new column is inserted
to the right of the last column.

If the existing column is too narrow to be split, Informed Designer will sound a beep.

Changing a Column's Position

Informed Designer allows you to change the ordering of columns in a table. To move a column, first click it or click its title with the Pointer tool, then choose **Move Left** or **Move Right** from the Table Columns submenu under the Arrange menu. The column is swapped with the one to its immediate right or left.

If you select Cell2 and choose Move Left…

…it will change positions with Cell1

Once a column reaches either end of the table, choosing a command to move it further in that direction does nothing.

Distributing Columns

Often you might want to make the width of all or some of the columns in a table the same. Although you can do this manually by adjusting the size of each column, Informed Designer provides a command to distribute columns automatically.

To evenly distribute all the columns in a table, select the table by clicking it with the Pointer tool, then choose **Distribute Columns** from the Arrange menu.

Before distributing columns…


…after distributing columns

If there's only one column in your table, the Distribute Columns command makes the column as wide as the entire table.

Removing a Column

You can remove a column the same way you remove any object on your form: select it, then choose **Clear** from the Edit menu or press either of the Delete or Backspace keys. The table is selected after you remove the column. Any columns to the right of the deleted column are moved left to take up the space originally occupied by the deleted column.

The Appearance of Tables

A table consists of various parts that are automatically drawn, positioned, and resized as the table is manipulated. The appearance of a table can be changed by changing the position, size, or visual attributes of each part. The Pointer tool is used to select a part or change the dimensions of a part by dragging. The Table command allows you to control the options associated with each part.
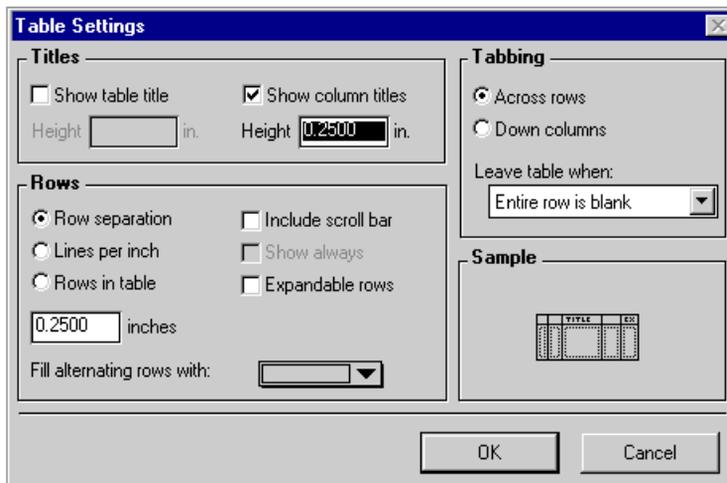
Although the Table command is referred to throughout this section, a complete description of its use is not covered here. See "Table Settings" in Chapter 7 instead.

The Title Sections

Each table has a table title and a column title for each column. A title section commonly contains a descriptive identifier of the information stored in the table or column. A title section consists of a frame and the title's text. To select a title section, click it (twice if necessary) with the Pointer tool. An inset frame in the section will shimmer.

The title sections of a table can be turned on or off using the Table command.

Expenses	
Hotel	Meals

Expenses	

Table title and column
titles showing

Table title showing

No title sections

To edit the text of a table title, use the Text tool and the appropriate text editing techniques (see "The Text Tool" earlier in this chapter for more information). Like all text objects, the title section has font, font size, type style, leading, and alignment attributes. Use the Type command or the Style submenus to change these attributes.

Note   Unlike text objects, title sections can also be vertically aligned. For more information, see "Type Settings" in Chapter 7.

A table's title section has many of the visual attributes of a rectangle. You can change the pen and fill colors, and you can adjust the thickness of the title's frame. You can also change the amount of rounding on each corner. For a complete description of the pen, fill, and line width attributes, see "Paint Settings" in Chapter 7. For information about rounding corners, see "Rounded Corners." in Chapter 7

The Title Dividers

If any of the title sections are on, the table will also have title dividers. These are the lines that divide either the table title from the column titles, or the column titles from the column cells.

Like other parts of a table, you can select a title divider by clicking it with the Pointer tool; the line will shimmer. Once you've select a title divider, you can change its pen or line width. If you want to hide the line altogether, change its pen to none.

To change a title section's height, use the Pointer tool to drag the title divider up or down. If you drag a column's title divider, Informed Designer will automatically adjust the dividers of all other columns as well. You can also click and drag the top edge of the table's title section while holding down the Control (Windows) or Command (Mac OS) key to change the title section's height.

The Column Sections

Like blanks on a form, the column sections are the parts of a table where you enter information. Each column section has a column cell (which is divided into rows) and a frame. To select a column section, click it with the Pointer tool. An inset frame in the column section will shimmer.

Shimmering frame

You can change the height of a column by clicking and dragging its bottom edge with the Pointer tool. As you do this, Informed Designer constrains the increase or decrease of the column height to increments that equal the height of the rows in the table. This ensures that you don't end up with partial rows in your table. Holding down the Control (Windows) or Command (Mac OS) key while clicking and dragging the column's edge overrides this feature.

Even though you can't see a column's text until you fill out the form, Informed Designer allows you to specify a column's type characteristics as you design your form. When you fill out your form, the values in any column will appear with the type settings that you chose for that column.

Inventory		
Part No.	**Name**	Price
1234	**widgets**	3.45
4534	**grommets**	4.52
3455	**rivets**	9.22
4355	**nails**	14.55

Like the title sections of a table, you can choose the font, font size, type style, leading, and alignment for each column in a table. To change the type attributes of a column, first select the column with the Pointer tool, then use either the Type command or the Style submenus to choose a different setting. When you choose a different setting, the type style of the cell's name and tab order in the selected column will change to reflect the new setting. For a complete description of each type attribute, see "Type Settings" in Chapter 7.

You can also set the color with which a cell value displays. For more information, see "Data Color" in Chapter 1 of your *Informed Designer Forms Automation* manual.

A column section also has many of the visual attributes of a rectangle. You can change the pen and fill, and you can adjust the thickness of the column's frame. You can also change the amount of rounding on each corner. Before choosing a setting, make sure that you select the column section first. For a complete description of the pen, fill, and line width attributes, see "Paint Settings" in Chapter 7. For information about rounding corners, see "Rounded Corners" in Chapter 7.

The Row Lines

The row lines in a table determine the vertical spacing of the data in each column. You can select the row lines by clicking any of them with the Pointer tool. The lines will shimmer when they're selected.

You can change the spacing of the row lines by using the Table command or by clicking and dragging any row line with the Pointer tool. Informed Designer will make sure that you don't make the row height too small.

Click and drag up or down to change the row spacing.
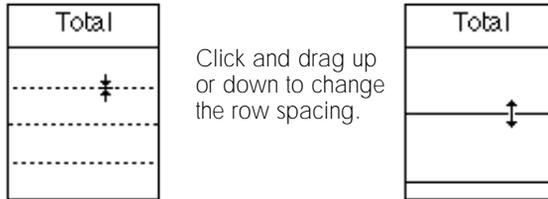
Informed Designer provides a feature that allows the spacing of the row lines to expand automatically when the Informed Filler user enters more data than the chosen row spacing can display. You can also include scroll bars on the tables on your form. When a table is 'scrollable' Informed Filler automatically adds new rows when the Informed Filler user enters more data than the table can display. For more information on these features, see "Table Settings" in Chapter 7, "Changing an Object's Appearance."

You can change the appearance of the row lines by changing their pen and line width attributes. To do this, select the row lines and then use the Paint command or the Pen and Line Width submenus to choose a different setting. You can also change the appearance of each alternating row by filling them with a color. To do this, click the 'Fill alternating rows with' drop-down list on the Table Settings dialog box, and choose an appropriate fill color from the color palette.
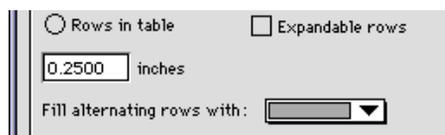
For more information about pen, fill, and line width attributes, see "Paint Settings" in Chapter 7.

Combs and Checkboxes

Informed Designer has comb and checkbox features that can be applied to table cells. Combs are divider lines that divide a cell into equally spaced sections. Checkbox cells use check symbols instead of text to indicate a cell's value. For more information, see "Combs" and "Checkboxes" in Chapter 7, "Changing an Object's Appearance."