7 Changing an Object's Appearance

In this chapter

7 Changing an Object's Appearance

After drawing an object, you can change its appearance by changing any of its visual attributes. A visual attribute is a setting that controls a particular characteristic of an object. Each different type of object has a different set of visual attributes. For example, line objects have pen, line width, and line style attributes. Changing any of these attributes changes a line's appearance.

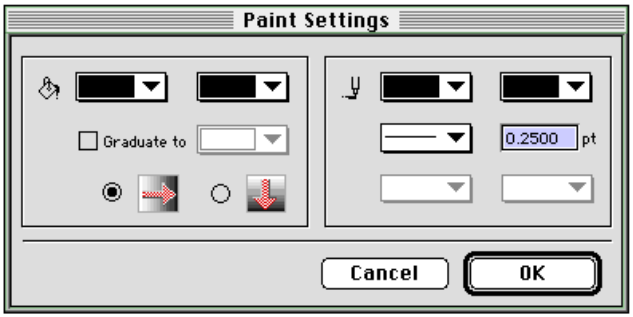
In this chapter you'll learn how to change an object's visual attributes by using a variety of Informed Designer's commands. You'll also learn how to change the settings for new objects. For more information about objects and how to draw them, see Chapter 6, "Drawing Tools."

Overview

You change an object by selecting it and choosing a different setting from either a settings dialog box or a submenu. The following table summarizes the commands that are used to control the various attributes of an object.

Menu	Command	Description
Style	Paint	Controls paint attributes such as pen, fill, line width, and line style
	Type	Controls type attributes such as font, font size, and type style
	Corners	Controls the roundness of corners
Settings	Combs	Controls the number and height of comb dividers in a field or table cell
	Checkbox	Controls the style and dimensions of checkboxes
	Field	Controls field attributes such as title position and size, rule lines, and scroll bars
	Table	Controls table attributes such as titles, row separation, tabbing, and scroll bars
	Object	Used to lock an object's settings and position

When you choose any of the above commands, a dialog box appears showing the current settings of any selected object. For example, choosing the Paint command displays the Paint Settings dialog box.



You can choose a different setting by clicking the various controls on the dialog box or by entering new values in the text entry box. Clicking 'OK' dismisses the dialog box and changes the selected object. You can cancel the dialog box by clicking 'Cancel' instead.

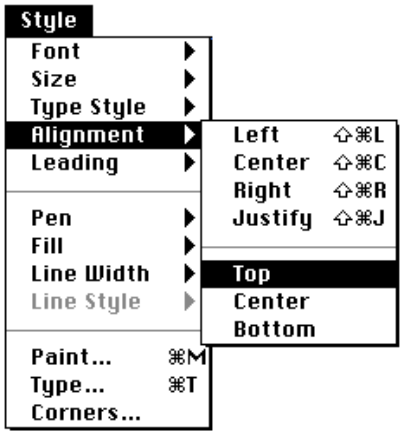
When you choose a settings command, Informed Designer enables only the controls that correspond to the attributes that apply to the selected object (or objects). For example, if you select a line and choose the Paint command, the fill and graduation controls are unavailable because lines don't have these attributes. When a control is unavailable, it appears gray and is unavailable.

Using Submenus

In addition to the various settings dialog boxes, you can also choose new settings using the submenus found in the Style menu. Each submenu contains settings for a particular attribute. Not all attributes are available in the submenus and, for some attributes, you can choose from only a few standard settings.

It's often more convenient to use a submenu when you want to change only one attribute of an object. For example, rather than using the Paint command to choose a different pen color, you could select a new setting from the Pen submenu instead.

To use a submenu, first choose it by clicking and dragging with the mouse until the item name is selected. A submenu will appear to the right of the item name. While still holding down the mouse button, drag the pointer over the desired setting and release the mouse button.

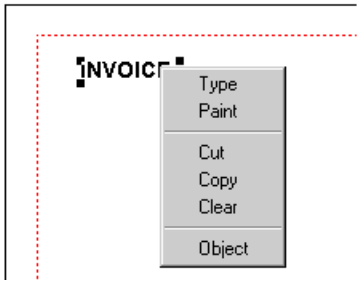


When you release the mouse button, the new setting is chosen and the selected object is changed. A check appears next to the current setting.

Using Pop-up Menus

Throughout this chapter you'll learn about many of Informed Designer's settings commands. These commands are available in menus and are selected in the normal way: by using the mouse, or by typing keyboard equivalents where they exist.

On both Windows and Mac OS compatible computers, clicking the mouse button provides a short-cut to selecting various commands. With any tool selected, position the pointer over an object and click the right mouse button (Windows) or click the mouse button while pressing the Ctrl key (Mac OS) to display a pop-up menu. The pop-up menu contains the settings commands that are applicable to the type of object. For example, if you position the pointer over a text object and click the right mouse button/Ctrl-mouse button, you'll see a pop-up menu containing the Type, Paint, Cut, Copy, Clear, and Object commands.

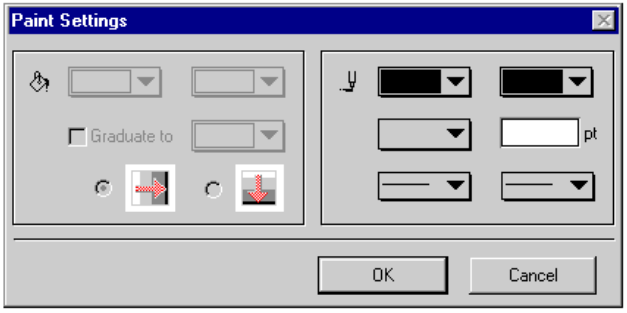


To select a command, drag the pointer to highlight the command, then click or release the mouse button.

Changing Multiple Objects

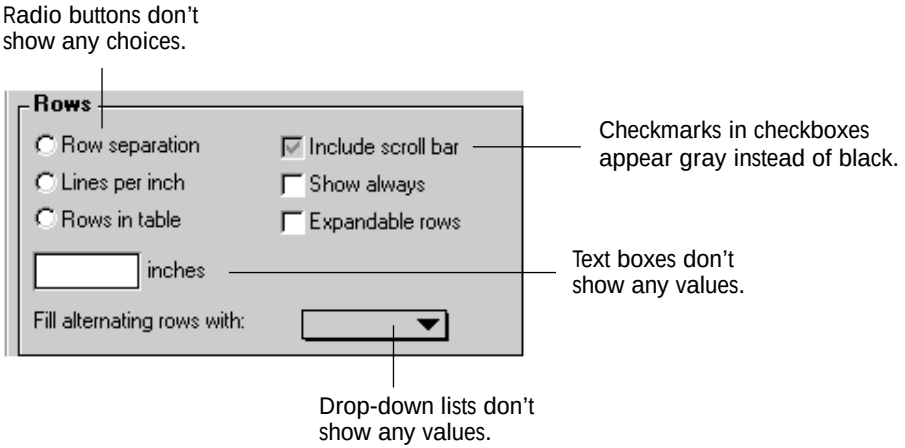
Informed Designer allows you to change more than one object at a time. Simply select the objects that you want to change and use a command or submenu as described above. For information about selecting more than one object, see "Selecting Multiple Objects" in Chapter 8.

If you choose a command while two or more objects are selected, Informed Designer will show you only the current settings that are common to all of the selected objects. If an attribute is set differently among the selected objects, the controls that you use to set the attribute will show a blank value. For example, suppose that you select three lines, two of which have a line width of 1/2 point and the other has a line width of 1 point. Suppose also that the pen and line style attributes are the same for all three lines. If you choose the Paint command, this dialog box will appear:



The line width drop-down list and text box are blank. This indicates that the line width setting is different among the selected objects. To choose a new setting, type a value in the text box, or choose a value from the drop-down list, then click 'OK' to dismiss the dialog box. The attribute is changed to the new setting for each of the selected objects. If you leave the setting blank, Informed Designer won't change the attribute.

Dialog boxes use a variety of controls to present different attributes. These include text boxes, checkboxes, radio buttons, drop-down lists, and scrolling lists. The following figure illustrates how a blank or empty value is shown using various types of controls.



Once you select a new setting (by clicking a control or entering a value in a text box), there's no way to change the setting back to the blank value. If you want to avoid changing the attribute, you must cancel the command by clicking 'Cancel' instead of 'OK.'

Like the settings commands, the Style submenus also show the current settings of any selected objects. If a checkmark appears in a submenu, you know that the corresponding attribute has the same setting for each selected object. If a setting isn't common to all the selected objects, no checkmark will appear in the attribute's submenu. To choose a new setting, simply make your choice from the submenu.

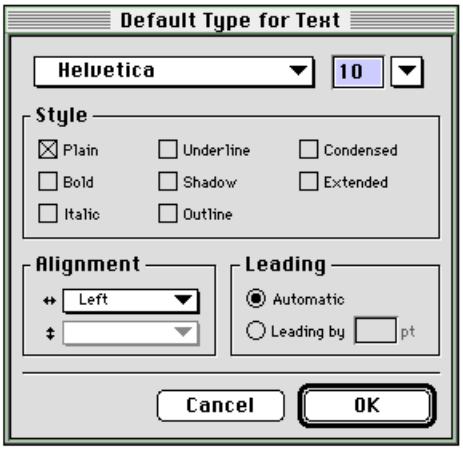
Changing Default Settings

When you draw a new object, Informed Designer sets its visual attributes to the current *default* settings. A default setting is automatically selected when a new object is drawn. For example, if the default line width attribute for lines is set to 1 point, each new line that you draw will (by default) be 1 point wide.

When you create a new form, Informed Designer assigns it a predefined list of default settings. These settings are listed in Appendix A. You can change the default settings so that new objects automatically appear with your preferred settings. For example, suppose that before drawing a form you know that the font of all text objects will be Times. Rather than changing the font each time you draw a new text object, simply change the default font for the Text tool to Times before you start drawing. Each subsequent text object that you draw will be Times.

To change a default setting, first deselect all objects on your form, then choose a different setting in the normal way—by using the commands or submenus in the Style or Settings menus. With the Pointer tool selected, default settings are changed for all drawing tools. If a particular drawing tool is selected, the default settings are changed for that tool only.

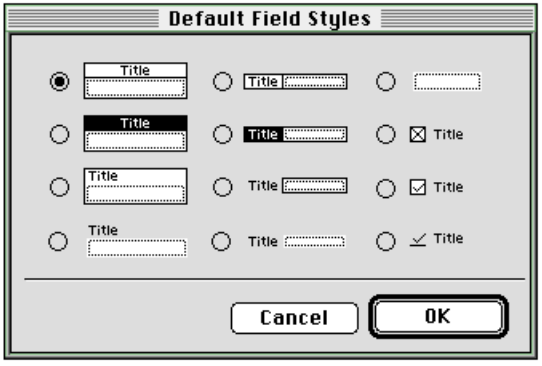
When you use a command, the fact that you're changing the default settings will be noted in the dialog box title. The figure below shows the Type command being used to change the default settings for the Text tool.

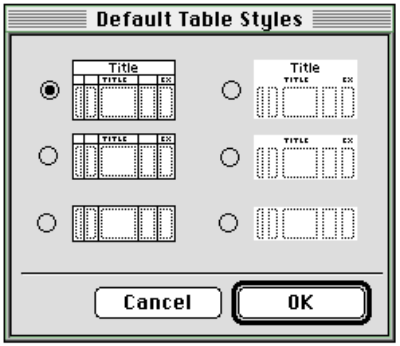


You can also use the Style submenus to change default settings. If no objects are selected, these submenus will show the current default settings for all tools if the Pointer tool is selected, or for the currently selected drawing tool. Choosing a different setting changes the current default.

Setting Field and Table Defaults

There's a second way to change the default settings for the Field and Table tools. If you double-click either of these tools on the tool palette, Informed Designer will present a list of default styles to choose from.

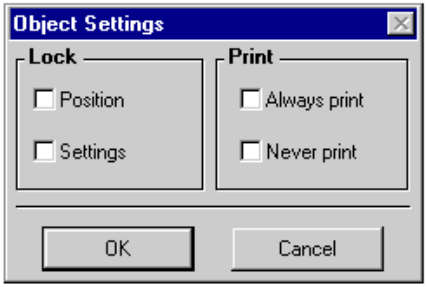




Choose a style by clicking the radio button next to your choice. After you make your selection, click 'OK' to change the default settings. To cancel the command, click 'Cancel' instead.

Locking an Object's Settings

You can prevent the settings of an object from being accidentally changed by locking the settings. You lock an object's settings using the Object command. Select the object whose settings you'd like to lock, then choose **Object...** from the Settings menu. The Object dialog box appears.



Click the 'Settings' checkbox below the Lock heading, then click 'OK' to dismiss the Object dialog box. To cancel the Object command, click 'Cancel' instead.

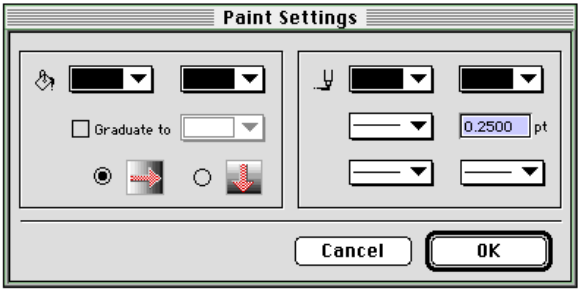
When an object's settings are locked, Informed Designer ignores any requests to change the object's appearance. When you choose a different attribute setting—for example, a new pen color—only those selected object's whose settings are not locked are affected.

For information about the other settings available on the Object dialog box, see "Locking an Object's Position" and "Objects and Printing" in Chapter 8.

Paint Settings

All objects have paint attributes which determine their color and the appearance of their lines and filled areas. This section describes paint attributes and how to select them. For information about drawing objects, see Chapter 6, "Drawing Tools".

Informed Designer offers two methods for changing paint attributes: the Paint command, and the Pen, Fill, Line Width, and Line Style submenus under Style. To use the Paint command, select the object or part that you want to change, then choose **Paint...** from the Style menu. The Paint Settings dialog box appears.



Choose a setting by clicking a control or entering a new value, then click 'OK' to commit the change and dismiss the dialog box. To cancel the command, click 'Cancel' instead.

In the Style menu, the Pen, Fill, Line Width, and Line Style submenus offer a convenient method for changing a single paint attribute. To choose an attribute, select the object or part that you want to change, then make your selection from the appropriate submenu.

Colors

The pen and fill attributes for an object are set by choosing colors from the color palettes found either on the Paint Settings dialog box, or in the Pen and Fill submenus under Style. The number of colors available on these color palettes depends on the number of colors your computer is capable of displaying. The following table shows how many colors will be available for computers that are capable of less than 16 colors, between 16 and 255 colors, and 256 or more colors.

Number of Colors on the Color Palette

Color Capability	The Color Palette Displays
less than 16 colors	Shades of grey (10, 25, 40, 50, 60, 75, 90, 100) and the standard colors red, green, blue, magenta, yellow, and cyan. The 'none' color is also included.
16 to 255 colors	15 colors (combination of grays and colors) and 'none.'
256 or more colors	87 colors and 'none.'

Note Since the standard colors cannot be represented accurately for the 'less than 16 colors' group (especially for black and white displays), the color palette shows textual labels of the colors.

Pen

The *pen* determines the color of lines, text, and the frames of enclosed objects. All types of objects have a pen attribute. You can set the pen to 'none' or any one of a variety of colors. The 'none' color is invisible and transparent.

To choose a pen color for an object, first select the object, then choose **Paint...** from the Style menu. When the Paint Settings dialog box appears, click the pen drop-down list and choose a color from the color palette.

Another convenient way to set the pen color is to choose the Pen submenu under Style, and choose a color from the color palette. The number of colors available on the color palette depends on the number of colors your computer is capable of displaying. See "Colors" for more information.

Though it is uncommon, you can also set a pen pattern by choosing a pattern from the drop-down list on the Paint Settings dialog box. The pattern options are not available in the Pen submenu.

You can also set the pen attribute for multiple objects at once, and for each new object that you draw. For more information, see "Changing Multiple Objects" and "Changing Default Settings".

Fill

The *fill* determines the appearance of a shape's interior. You can fill any enclosed object with your choice of fill color, pattern, and graduation.

Fill Color

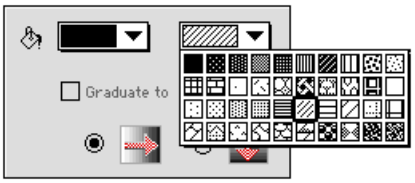
To choose a fill color for an object, first select the object, then choose **Paint...** from the Style menu. When the Paint Settings dialog box appears, click the fill color drop-down list, and choose a color from the color palette. Another convenient way to set the fill color is to choose the Fill submenu under Style, and choose a color from the color palette. The number of colors available on the color palette depends on the number of colors your computer is capable of displaying. See "Colors" for more information.

You can also set the fill color for multiple objects at once, and for each new object that you draw. For more information, see "Changing Multiple Objects" and "Changing Default Settings".

Fill Patterns

In addition to the fill color, objects can also have a fill pattern. This is useful for covering areas of a form where typing must be hidden. There are 40 different fill patterns to choose from. The figure below shows several sample fill patterns.

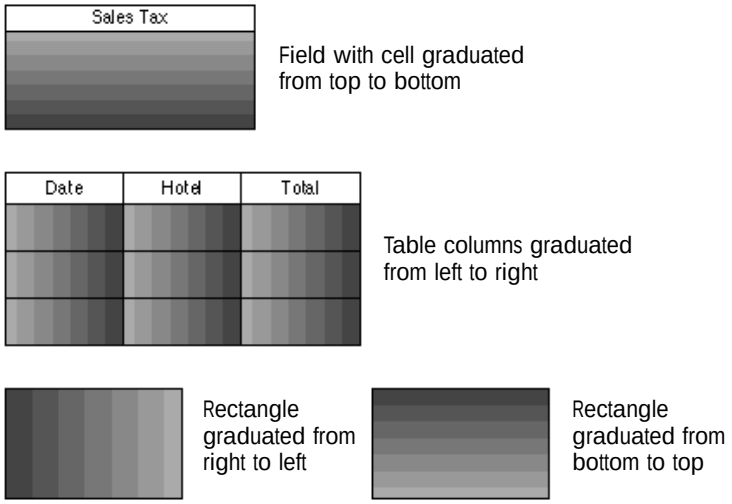
To choose a fill pattern for an object, choose **Paint...** from the Style menu. When the Paint Settings dialog box appears, click the fill pattern drop-down list and choose a pattern.



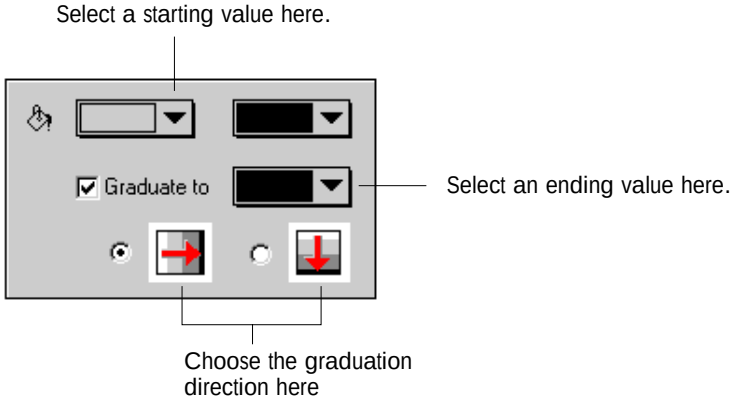
The fill pattern option is not available in the Fill submenu under the Style menu.

Graduated Fills

The fill colors of rectangles, fields, and tables can be graduated. A color that's *graduated* blends from one color to another.



To create a graduated fill color for an object, first select the object, then choose **Paint...** from the Style menu. The Paint Settings dialog box contains the controls for specifying both the color and direction of the graduation. Using the object's fill color as the starting point, click the 'Graduate to' checkbox, and then click the drop-down list and choose a color to graduate to. Next, click either the horizontal (left to right) or vertical (top to bottom) controls to specify the direction in which the fill will graduate.



The graduated fill option is not available in the Fill submenu under Style.

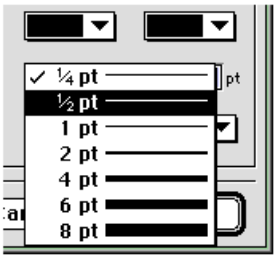
Line Width

Each line and enclosed shape has a line width. The *line width* determines the thickness of a line or a shape's boundary. When setting the line width attribute for an object, you can choose one of

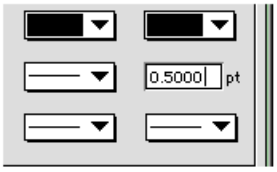
Informed Designer's standard line widths or you can create a custom line width by entering a value on the Paint Settings dialog box.

6 point 4 point 2 point 1 point

To choose a line width for an object, first select the object, then choose **Paint...** from the Style menu. When the Paint Settings dialog box appears, click the line width drop-down list and choose a line width. You can also type a value in the text box provided.



To change the line width, select a value from the drop-down list...

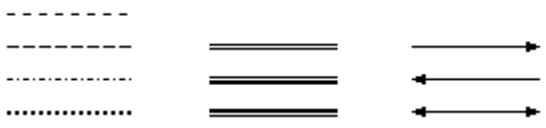


...or type a value into the text box

Another convenient way to set the line width is to make a selection from the Line Width submenu list under the Style menu.

Line Style

Lines and rectangle frames can be drawn using a variety of line styles. Line styles are grouped into three types: solid or dashed, single or double, and arrowhead. Different line styles are shown below.



Dashed Double Arrowhead

To select a line style, choose **Paint...** from the Style menu and make your selection by clicking either of the two line style drop-down lists. Another convenient way to select a line style is to make a selection from the Line Style submenu under Style. The Line Style submenu is divided into two

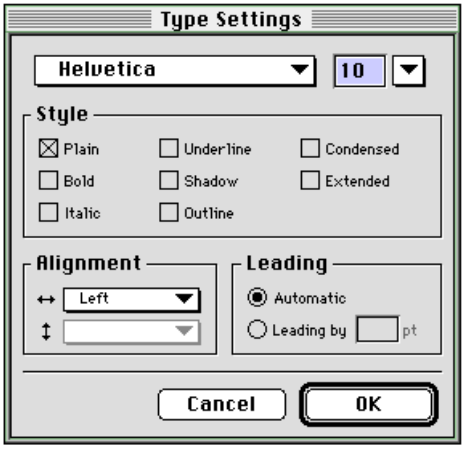
sections. The top section contains the solid and dashed styles, and the bottom section contains the single, double, and arrowhead styles.

You can combine different line styles with other attributes such as pen colors and line widths. For example, you could choose a double-dashed line style with a red pen.

Type Settings

You change the appearance of text by changing attributes such as the font, font size, and type style. In addition to text objects, field and table titles also have type attributes. For information about drawing and editing text, fields, and tables, see Chapter 6, "Drawing Tools".

Informed Designer offers two methods for changing type attributes: the Type command, and the Font, Size, Type Style, Alignment, and Leading submenus under Style. To use the Type command, select the object or characters that you want to change, then choose **Type...** from the Style menu. The Type Settings dialog box appears:



Choose a setting by clicking a control or entering a new value in a text box. Click 'OK' to dismiss the dialog box. To cancel the command, click 'Cancel' instead.

The Font, Size, Type Style, Alignment, and Leading submenus offer a convenient method for changing a single type attribute. To choose an attribute, select the object or characters that you want to change, then make your selection from the appropriate submenu.

The Command Palette provides shortcuts to some of Informed Designer's type settings. By clicking the appropriate icon on the Command Palette, you can change a text object's style to 'Bold' and its alignment to 'Left,' 'Center,' 'Right,' or 'Justify.'

For more information on the Command Palette, see "Using Palettes" in Chapter 5.

Font

Each *font* is identified by its name and a unique typeface. Only fonts that are installed on your computer will appear both in the Type Settings dialog box drop-down list and in the Font submenu.

To choose a font, select it from the drop-down list on the Type Settings dialog box, or from the Font submenu.

Note Certain fonts that are available on Windows may not be available on Mac OS (and vice versa). When designing form templates for cross-platform use, make sure you use fonts that have identical names on both platforms.

Font Size

Font *sizes* range anywhere from 1 through 999 points. To choose a font size, select your choice from the 'Size' drop-down list on the Type Settings dialog box or type a value in the text box. You can also choose a size from the Size submenu under Style.

Type Style

Type style refers to the style of a font. You can vary the appearance of each font by choosing from up to eight different type styles. However, not all type styles are supported on both the Windows and Mac OS platforms. The following table shows which type styles are supported on each platform.

Type Styles for Windows and Mac OS

Type Style	Supported On
Plain	Windows and Mac OS
Bold	Windows and Mac OS
Italic	Windows and Mac OS
Underline	Windows and Mac OS
Condensed	Mac OS
Outline	Mac OS
Extended	Mac OS
Shadow	Mac OS

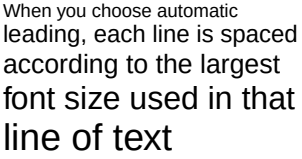
Each type style can be used individually or combined with others. For example, you could make a heading bold and then underline it for emphasis.

To change the type style, choose **Type...** from the Style menu, then click the corresponding checkboxes on the Type Settings dialog box. You can also choose a style from the Type Style submenu under Style. If you choose the Plain type style, all other type styles are turned off.

The Command Palette provides a shortcut for the bold type style only. To change an object's type style to bold, select the object, then click the bold icon on the Command Palette.

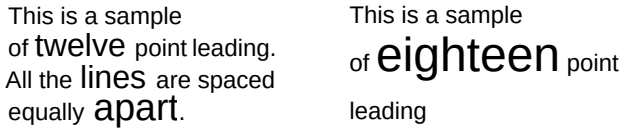
Leading

Leading refers to the amount of space between lines of text. By default, Informed Designer automatically separates one line from the next by enough space to hold the largest font size used in that line.



To choose automatic leading, click the radio button labelled 'Automatic' on the Type Settings dialog box or select **Auto** in the Leading submenu under Style.

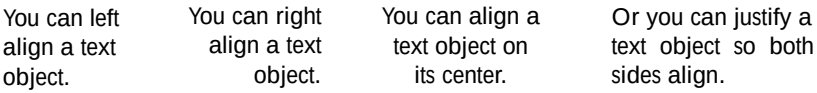
Alternately, you can enter a specific leading value if you want line spacing to be consistent. When you use a fixed amount of leading, all lines are spaced equally.



When you use the Type Settings dialog box, click the 'Leading by' radio button, then enter (in points) the leading amount in the text box. You can also choose a leading value from the Leading submenu. The Leading submenu lists only a few common choices.

Alignment

Alignment refers to the relative positioning of lines within a text object or title section. You can align text along its left or right edge, or along its center. You can also justify text so that both the left and right edges align.



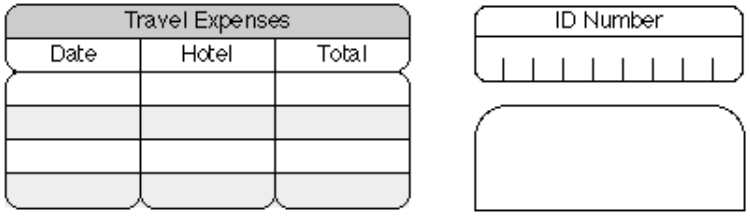
Unlike text objects, the titles and cells of field and table objects can also be aligned vertically.

Alignment is controlled by clicking the appropriate drop-down list in the 'Alignment' section on the Type Settings dialog box, or by selecting a choice from the Alignment submenu under Style.

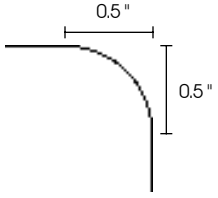
As a shortcut, you can change the horizontal alignment of text objects and field and table titles by clicking one of the alignment icons on the Command Palette.

Rounded Corners

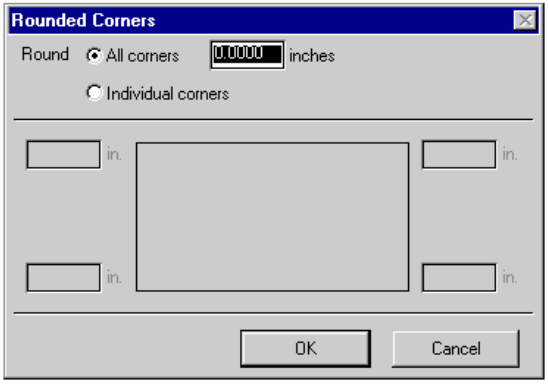
You can round the corners of rectangles, buttons, and the rectangular parts of fields and tables. Informed Designer allows you to round corners individually. This means that each corner can have a different amount of rounding.



A corner can have up to 2 inches of rounding. The amount of rounding corresponds to the distance between the rectangle's edge and the end of the arc that forms the corner. The corner shown below has 0.5 inches of rounding.



To round an object's corners, first select the object or part that you want to change. Then choose **Corners...** from the Style menu. The Rounded Corners dialog box appears:



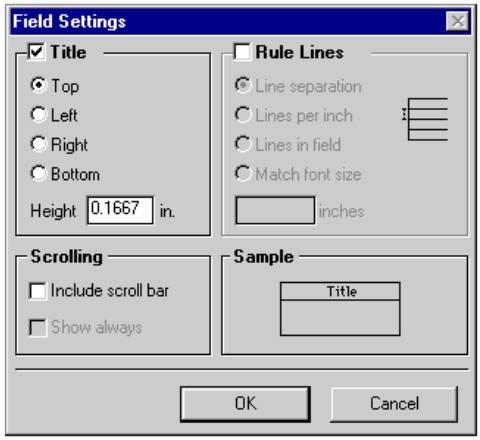
To round all of an object's corners, click the 'All corners' radio button and enter a value in the corresponding text box. To round individual corners, click the 'Individual corners' button and enter values in the text boxes at each corner of the sample rectangle. After entering your choice, click 'OK.' To cancel the Corners command, click 'Cancel' instead.

The rounding values are always displayed in the current ruler units. However, you can enter the values in any units you like; Informed Designer will automatically convert the value for you. For example, if the current ruler unit is 'inches', you can enter '2.54 cm.' After you press the Tab key, Informed Designer will convert that value to 1 inch and display it as such in the text box.

Field Settings

You can change the appearance of fields with the Field command and the Pointer tool. Use the Field tool to draw a field and the Pointer tool to select and manipulate its parts. You use the Field command to control the options associated with fields. This section describes the Field command. For information about drawing fields and the parts of fields, see "The Field Tool" in Chapter 6.

To use the Field command, select the field that you want to change, then choose **Field...** from the Settings menu. The Field Settings dialog box appears.



The Field Settings dialog box is divided into four sections: Title, Rule lines, Scrolling, and Sample. The Sample section displays the results of the choices that you make. After changing the settings, click 'OK.' To dismiss the dialog box and cancel the Field command, click 'Cancel.' The controls on the Field Settings dialog box are described in the following sections.

Title

Click the 'Title' checkbox to turn the field title on or off. When the title is on, you can choose its position by clicking any of the 'Top,' 'Left,' 'Bottom,' or 'Right' radio buttons. You can set the height of the title section by typing a value in the 'Height' text box. (You can also change the height of a field's title section by using the Pointer tool to move the title divider or to drag the title section's edge. See "The Field Tool" in Chapter 6 for more information.)

Rule lines

You can divide a field into lines using the rule lines option. Click the 'Rule lines' checkbox to turn this option on or off. When rule lines are on, you can specify the line spacing using the controls on the Field Settings dialog box, or by clicking and dragging any line using the Pointer tool. See "The Field Tool" in Chapter 6 for information about manipulating rule lines by dragging.

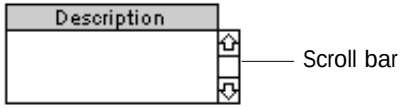
You can enter the rule line spacing using one of four methods. Choose a method by clicking the 'Line separation', 'Lines per inch', 'Lines in field', or 'Match font size' options, then enter a value in the text box below the radio buttons. When you use the 'Line separation' option, enter the actual distance that you want between each rule line. Enter either the number of lines per inch or the number of lines in the field, respectively, when you use either of those two options. Values are displayed in the current ruler units, but you can enter values in any units you like; Informed Designer will perform the conversion for you.

If you use the 'Match font size' option, Informed Designer will set the rule line spacing to match the height of the font size that you've chosen for the cell section in the field. If you change the font size for that cell, Informed Designer will automatically adjust the rule line spacing to match the new font size.

Scroll Bar

You can include scroll bars on the fields on your form. This allows the Informed Filler user to enter more data than will fit in the visible area of the cell section.

To include a scroll bar on a field, click the 'Include scroll bar' option on the Field Settings dialog box. A scroll bar is attached to right edge of the field.



If you include a scroll bar on a field, Informed Designer allows you to decide whether the scroll bar will be displayed always, or only when the Informed Filler user tabs into that field. Seeing a scroll bar on a field is an indication to the person filling out the form that the field can contain more data than will fit in the cell. Furthermore, an active scroll bar indicates that the field actually does contain more data. To make a scroll bar always visible, click the 'Show always' checkbox on the Field Settings dialog box.

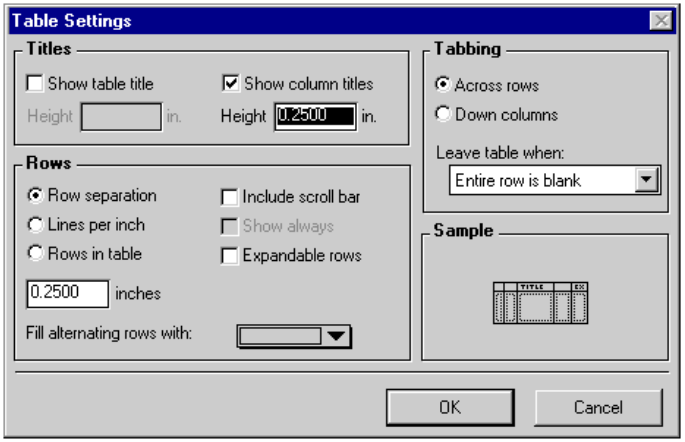
In some cases, it might not be appropriate to have scroll bars visible at all times. For example, forms that must match a pre-defined layout (such as a government form) might not have room for visible scroll bars. For these instances, you can set the scroll bar on a field to display only when the user tabs into that field. This allows you to design your form without having to leave space for any scroll bars that you include. When the person filling out the form tabs into a field that includes a scroll bar, the scroll bar appears to the right of the field and overlaps any objects that are aligned next to it. As soon as the user tabs out of the field, the scroll bar disappears, leaving the layout of the form unchanged. To choose this option, turn the 'Show always' checkbox off.

When a form that contains scrolling fields is filled out and printed, Informed Filler repeats the printing of the page or pages that contain the scrolling fields, until all the data in those fields has been printed. For example, if page 2 of a two page form contains one scrolling field, Informed Filler will print page 1, then page 2, then page 2 again until all the data in the scrolling field has been printed. The extra copies of page 2 will contain only the data in the scrolling field; all other fields and tables will print blank.

Table Settings

You can change the appearance of tables using either the Table command or the Pointer tool. Use the Table tool to draw a table and the Pointer tool to select and manipulate its parts. You use the Table command to control the options associated with tables. This section describes the Table command. For information about drawing tables and the parts of tables, see "The Table Tool" in Chapter 6.

To use the Table command, select the table that you want to change, then choose **Table...** from the Settings menu. The Table Settings dialog box appears.



The Table Settings dialog box contains the options for a table's titles, rows, and tabbing order. A sample table illustrates the results of the choices that you make. After changing the settings, click 'OK' to change the selected table. To cancel the Table command, click 'Cancel' instead. The controls on the Table Settings dialog box (with the exception of the tabbing options) are described below. For information about the tabbing options, see "Tabbing in Tables" in Chapter 1 of your *Informed Designer Forms Automation* manual.

Titles

You can show or hide the title of a table or its columns. Click either of the 'Show table title' or 'Show column titles' checkboxes to turn the corresponding sections on or off. The sample table changes to show your choices. You can set the height of the table or column titles by typing a value in the appropriate checkbox on the Table Settings dialog box. Values are displayed in the current ruler units, but you can enter values in any units you like; Informed Designer will perform the conversion for you. You can also change the height of the title sections by using the Pointer tool to

move the title divider, or to drag the title section's edge. See "The Table Tool" in Chapter 6 for more information.

Rows

Each table is divided into rows. You can change the distance between each row by clicking and dragging any row line with the Pointer tool, or by entering a value on the Table Settings dialog box.

You can enter the row spacing using one of three methods. Choose a method by clicking the 'Row separation', 'Rows per inch', or 'Rows in table' options, then enter a value in the text box below the radio buttons. When using the 'Row separation' option, enter the actual distance that you want between each row line. When you use the other two options, enter either the number of rows per inch, or the number of rows in the table, respectively. Values are displayed with the current ruler units, but you can enter values in any units you like; Informed Designer will perform the conversion for you.

You can also change the color of each alternating row on a table. For more information, see "The Appearance of Tables" in Chapter 6, "Drawing Tools."

Expandable Rows

Informed Designer also 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. To make your table rows 'expandable', click the 'Expandable rows' option on the Table Settings dialog box. Choosing this option makes all the rows in a table expandable, but only the rows that contain extra data are affected. For example, if only one row in a table contains more information than it could normally display, only that row will expand. The other rows will retain their original spacing.

Qty	Description	Item No.
1	Boot Polish	BP100
1	Recipe for Disaster Cook Book	RD1313
2	Fishing Line	FL222

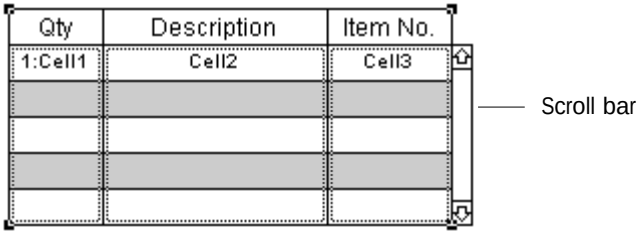
The row containing extra data expands, while the other rows retain their original spacing.

If all the rows in a table already contain data, Informed Filler will not allow the person filling out the form to expand any rows in the table, since doing so would cause the last row of the table to disappear. The Informed Filler user will be alerted with a message.

Scroll Bar

You can include scroll bars on the tables on your form. When a table is 'scrollable' Informed Filler automatically adds new rows to the table as the Informed Filler user enters more data than the table can display.

To include a scroll bar on a table, click the 'Include scroll bar' option on the Table Settings dialog box. A scroll bar is attached to the right edge of the table.



If you include a scroll bar on a table, Informed Designer allows you to decide whether the scroll bar will be displayed always, or only when the Informed Filler user tabs into that table. Seeing a scroll bar on a table is an indication to the person filling out the form that the table can contain more data than will fit in the column sections. Furthermore, an active scroll bar indicates that the table actually does contain more data. To make a scroll bar always visible, click the 'Show always' checkbox on the Table Settings dialog box.

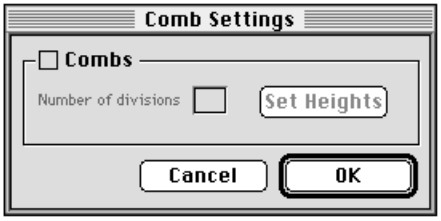
In some cases, it might not be appropriate to have scroll bars visible at all times. For example, forms that must match a pre-defined layout (such as a government form) might not have room for visible scroll bars. For these instances, you can set the scroll bar on a table to display only when the user tabs into that table. This allows you to design your form without having to leave space for any scroll bars that you include. When the person filling out the form tabs into a table that includes a scroll bar, the scroll bar appears to the right of the table and overlaps any objects that are aligned next to it. As soon as the user tabs out of the table, the scroll bar disappears, leaving the layout of the form unchanged. To choose this option, turn the 'Show always' checkbox off.

When a form that contains scrolling tables is filled out and printed, Informed Filler repeats the printing of the page or pages that contain the scrolling tables, until all the data in those tables has been printed. For example, if page 2 of a two page form contains one scrolling table, Informed Filler will print page 1, then page 2, then page 2 again until all the data in the scrolling table has been printed. The extra copies of page 2 will only contain the data in the scrolling table; all other fields and tables will print blank.

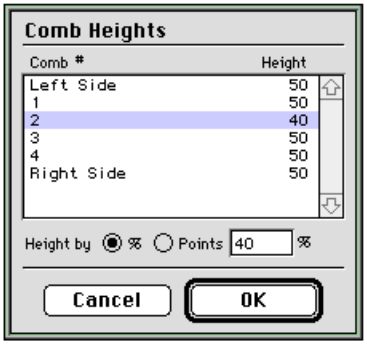
Combs

Combs are lines that divide the character spacing of fields and tables into equally spaced sections. Use the Combs command to specify the number and height of combs in a field or table cell.

To add combs, first select the cell in the field or table, then choose **Combs...** from the Settings menu. The Comb Settings dialog box appears:



Click the 'Combs' checkbox to turn comb lines on or off. When combs are on, you can enter the number of divisions in the text box provided. Furthermore, you can adjust the height of each comb line individually. To do this, click the 'Set Heights' button. The Comb Heights dialog box appears:



Using this dialog box, you can click and select each comb divider in the scrolling list, then enter a different value in the text box below the list. To change more than one divider line at a time, select each one while holding down the Control (Windows) or Command (Mac OS) key, then enter the new value.

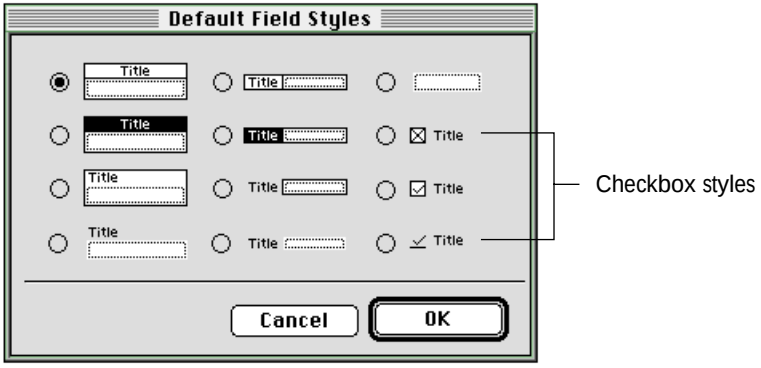
You can measure comb heights in either percentage of cell height, or points. If you use the percentage of cell height option, the comb heights will automatically adjust when you resize the field's cell. Set the comb height by clicking either the '%' or 'Points' radio button, then enter a value in the

text box. Click 'OK' when you're finished changing the comb heights. To cancel the Combs command, click 'Cancel.'

Checkboxes

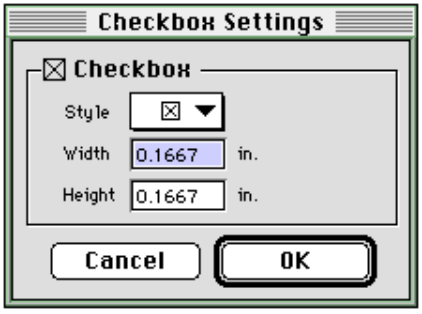
Fields and table columns that are configured as checkboxes will display a check symbol instead of a textual value.

To configure a checkbox field, double-click the Field tool to display the Default Field Styles dialog box. Select a checkbox style then click 'OK.'

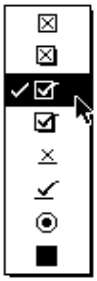


Now draw the checkbox using the new field style.

With the new checkbox field selected, choose **Checkbox** from the Settings menu. The Checkbox Settings dialog box appears.

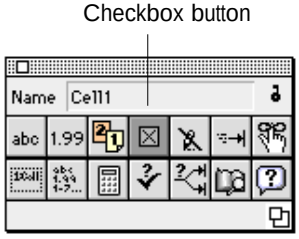


Choose a checkbox style from the 'Style' drop-down list.



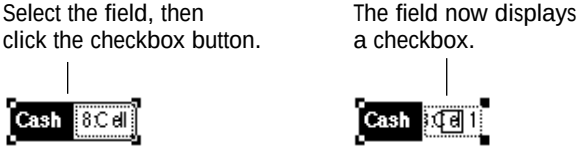
Specify the dimensions of the checkbox by typing values in the 'Height' and 'Width' text boxes. If you enter a dimension that exceeds the size of the cell that holds the checkbox, Informed Designer will alert you with a message.

As a shortcut to selecting the Checkbox command, you can use the checkbox button on the Cell palette to configure a field or table column to hold a checkbox.

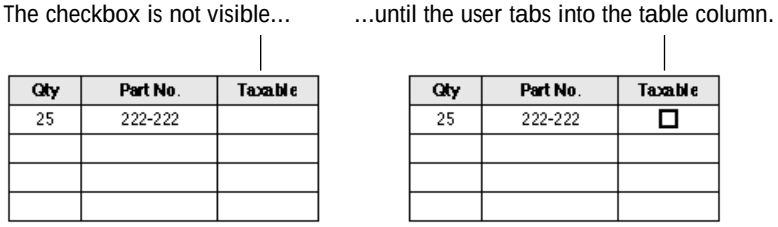


Select a field or table column with the Pointer tool, then click the checkbox button on the Cell palette to make the selected field a checkbox field.

The selected field will display a checkbox with a plain frame measuring 0.1667 inches by 0.1667 inches, with an 'X' check symbol. For more information about the Cell palette, see "Using the Cell Palette" in Chapter 1 of your *Informed Designer Forms Automation* manual.



If a table column is configured to hold a checkbox, the checkbox is not visible until the person filling out the form tabs into that table column. After a value is entered and the user tabs out of the cell, the checkbox frame disappears again, but the checkmark remains visible.



You can test this feature using Informed Designer's Test mode. See Chapter 1 of your *Informed Designer Forms Automation* manual for information about Informed Designer's Test mode.

Informed Filler stores a different value for each of the checked and unchecked settings of a checkbox cell. The values that correspond to checked and unchecked depend on the cell's type. The following table lists each cell type and the corresponding checked and unchecked values. Note that checkboxes do not work with picture and signature cells.

Checked and Unchecked Values

Cell Type	Checked Value	Unchecked Value
Text	"True"	"False"
Character	"True"	"False"
Number	1	0
Name	"True"	"False"
Date	"Current Date"	No Value
Time	"Current Time"	No Value
Boolean	True	False
Picture	n/a	n/a
Signature	n/a	n/a

For information about the intelligence features that can be applied to checkbox fields, please see "Clustering Checkboxes" in Chapter 1 of your *Informed Designer Forms Automation* manual.