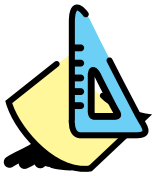


Setting Up

This section explains the basic procedures involved in setting up a form template. After completing this section, you'll know how to perform the following tasks:

- specify a drawing size and choose a paper size
- show and hide various drawing aids such as rulers, guides, and the Specs palette.

The Setup Process

Setting up a form template refers to the process of preparing a form for drawing. This process includes specifying the size of the template itself, choosing a paper size for printing, and displaying and configuring the various drawing aids available in Informed Designer.

Setting the Drawing Size

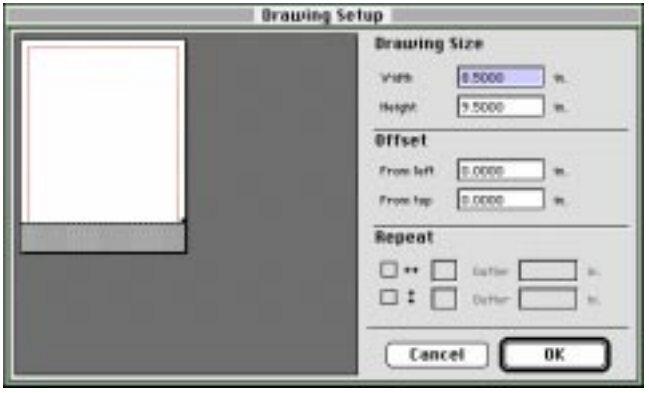
The actual size of a form template is called the drawing size. The minimum and maximum drawing sizes are 0.5 and 17 inches square, respectively. Before you begin drawing, you should determine what the size of your finished template will be, and set the drawing size accordingly.

The World Corporation purchase order template is 8.5 inches wide by 9.5 inches high. In this exercise, you'll use the Drawing Setup command to set these dimensions.

- Choose **Drawing Setup** from the Layout menu to display the Drawing Setup dialog box.

- Enter **8.5** in the 'Width' text box and press Tab.
- Enter **9.5** in the 'Height' text box and press Tab.

Notice how the drawing setup illustration on the left of the dialog box updates to show the new drawing area size.



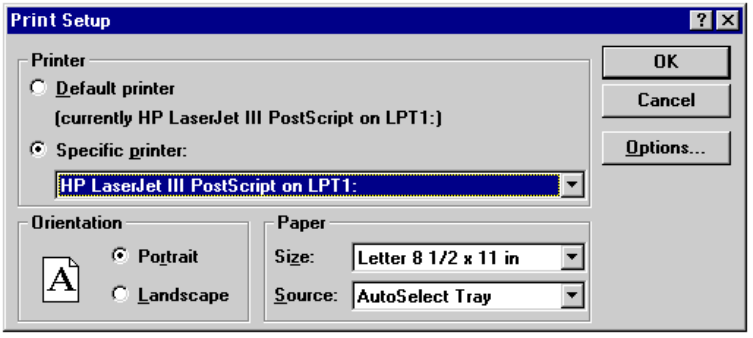
- Click ‘OK’ to return to the drawing window.

Choosing a Paper Size

If you’re going to print your form template, you must specify the size of the sheet of paper that the template will be printed on. For example, a form that measures 8 inches by 10 inches, would print on a standard 8.5 by 11 letter sized sheet of paper, while a form that measures 8 inches by 13 inches, would print onto a standard 8.5 by 14 legal sized sheet of paper.

Your template will be printed onto a standard 8 1/2 by 11 letter sized sheet of paper. In this exercise, you’ll choose the appropriate paper size for printing.

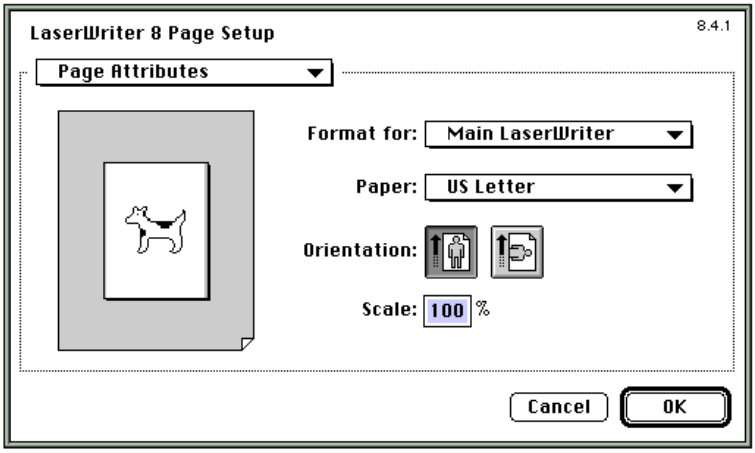
- Choose **Page Setup...** from the File menu to display the Page Setup dialog box associated with your printer.
- If you’re using an HP LaserJet (or compatible) printer, you’ll see a dialog box like the one shown on the following page.



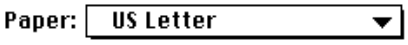
- Select the ‘Letter 8 1/2 by 11 in’ option from the ‘Size’ drop-down list.

- Click ‘OK’ to return to the drawing window.

If you’re using an Apple LaserWriter, you’ll see a dialog box similar to this:



- Select the ‘US Letter’ option from the ‘Paper’ drop-down list.



- Click ‘OK’ to return to the drawing window.

Showing the Drawing Aids

Informed Designer provides a number of drawing aids that make it easier for you to draw and position objects on your form. You can show or hide each of these drawing aids as required.

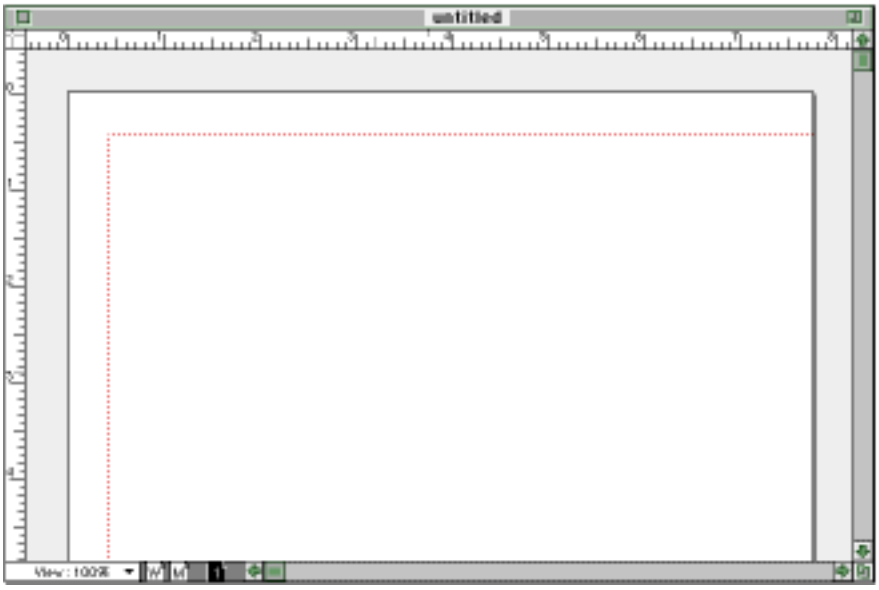
Rulers

The rulers help you measure and align objects on your form. Use the rulers to help draw, position, and resize objects accurately. When visible, the rulers appear at the top and left edges of the drawing window.

In this exercise you’ll use the Show Ruler command to display the rulers in your drawing window.

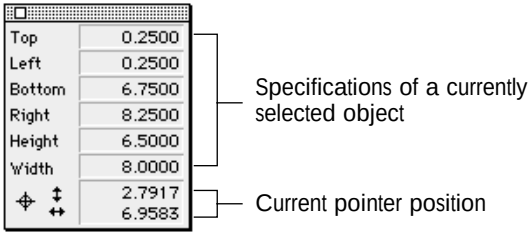
- Choose **Show Ruler** from the Layout menu or...
- ...use the keyboard shortcut Ctrl-R (Windows) or Cmd-R (Mac OS).

Your drawing window should now look like the one shown below:



The Specs Palette

The Specs (specifications) palette helps you resize and reposition objects on your template. The Specs palette displays coordinate information pertaining to the pointer and any currently selected object. The Specs palette can be displayed, hidden, or dragged, but not resized.



In this exercise, you'll use the Specs command to display the Specs palette in the drawing window.

- Choose **Specs** from the Show submenu under the Layout menu.

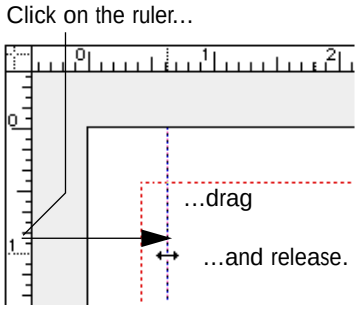
The Specs palette will now be visible.

Guide Lines

Guide lines are alignment aids that run vertically and horizontally along the drawing area of your form. You create and adjust each guide line independently and you can place a guide line at any position on the drawing area, allowing you to align objects to a specific position on your form.

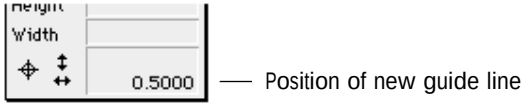
In this exercise, you'll create a guide line so that you can align objects along the left side of your form template.

- Make sure the rulers are visible.
- Click on the left-side ruler, hold the mouse button down, and drag the pointer onto the drawing area.



As you move the mouse, a thin, dotted line called a *guide line* follows the pointer.

- Release the mouse button when the guide line's position is **0.5** inches from the left. Watch the bottom portion of the Specs palette to get the proper coordinate.



- You should now see a blue, dotted line along the left edge of the drawing area, inside the left print margin.
- Click on the top ruler and create a second guide line that lies **0.75** inches from the top. Again, watch the Specs palette to get the proper coordinate.

The Snap To Guides Feature

Informed Designer provides a feature called *Snap to Guides* to help you position objects on your form. With the Snap to Guides feature on, any object that you draw, drag, or resize will automatically align to the nearest guide line, provided that the object falls within 5 pixels of the guide.

By default, the Snap to Guides feature is turned on when you start Informed Designer.

This is the end of the section.