Graphics and Text

This section explains how to draw and manipulate graphics and text objects on your form template. At the end of this section, you'll know how to:

- ◼ draw and reposition graphics and text objects
- ◼ import and resize artwork from other applications
- ◼ lock the position of objects on your form template.
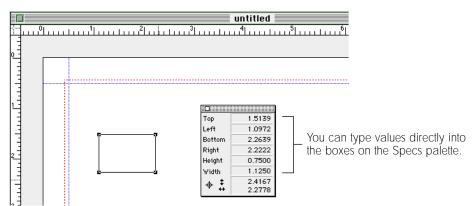
Drawing a Graphic Object

The World Corporation art department is in the process of completing a new company logo for you to add to your purchase order form. Although the logo is not ready yet, you can draw a rectangle to use as a placeholder for the logo on your form.

- ◼ Select the Rectangle tool by clicking it <u>once</u> on the Tool palette.
- ◼ Click in a clear area of the form and draw a rectangle **0.75** inches high by **1.125** inches wide. Watch the 'Height' and 'Width' portions of the Specs palette to get the proper dimensions.
- ◼ Release the mouse button when the rectangle is the right size.

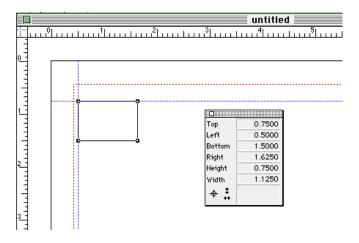**If you have difficulty getting the rectangle to the correct size, here's a helpful hint:**

- ◼ Draw a rectangle <u>approximately</u> the size you want, then release the mouse button.
- ◼ Double-click the pointer in the 'Height' box on the Specs palette.
- ◼ Type the exact height dimension and press Tab to highlight the 'Width' box.
- ◼ Type the exact width dimension and press Tab.
- ◼ The rectangle automatically adjusts to reflect the proper dimensions.

Top	1.5139
Left	1.0972
Bottom	2.2639
Right	2.2222
Height	0.7500
Width	1.1250
⊕ ↕	2.4167
↔	2.2778

You can type values directly into the boxes on the Specs palette.

Repositioning an Object

Once you've drawn the rectangle to the correct size, you'll need to reposition it.

■ Select the Pointer tool by clicking it once on the Tool palette.

■ Click in the middle of the rectangle and hold the mouse button down.

■ Drag the rectangle toward the point where your guide lines intersect. As you drag close to the guides, the Snap to Guides feature automatically aligns the rectangle to the guides at **0.75** inches from the top and **0.5** inches from the left.

Drawing a Text Object

Now that you know where the company logo will be positioned, you can add the company address and the title of the form. First, you'll create the address text.

■ Select the Text tool by clicking it once on the Tool palette.

■ Click the pointer to the right of the rectangle and type the following address, pressing Return at the end of each line:

World Corporation
1 Avenue of the Americas
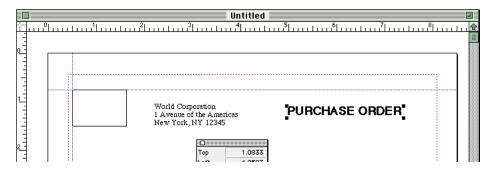**New York, NY 12345**

■ Press Enter on the numeric keypad to select the new text object.

You can change the appearance of a text object by changing its font, font style, or size attributes.

■ Choose **Times** from the Font submenu under the Style menu.

■ Choose **12** point from the Size submenu under the Style menu.
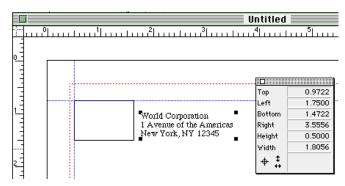
Now create the form title text.

- ▨ Select the Text tool by clicking it <u>once</u> on the Tool palette.
- ▨ Click to the right of the address text and type **PURCHASE ORDER** in upper case letters.
- ▨ Press Enter on the numeric keypad to select the new text object.
- ▨ Choose **Arial** (Windows) **or Helvetica** (Mac OS) from the Font submenu under the Style menu.
- ▨ Choose **18** point from the Size submenu under the Style menu.
- ▨ Choose **Bold** from the Type Style submenu under the Style menu.

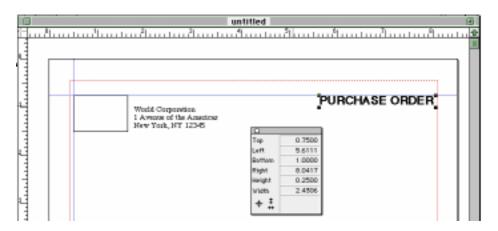Now move the text objects to their final positions.

- ▨ Select the Pointer tool.
- ▨ Click and drag the address text to **0.9722** inches from the top and **1.75** inches from the left.

You can also use the Arrow keys (Up, Down, Left, Right) to nudge an object to a new position.

- ▨ Select the **PURCHASE ORDER** text with the Pointer tool.
- ▨ Use the Arrow keys to nudge the text so that its top edge is at **0.75** inches and its left edge is at **5.611** inches.
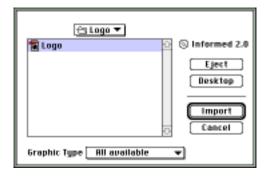
Your template should now look like the one shown below.

Importing a Graphic

The art department has finished the new logo and sent it to you. You can now import the logo into your template.

☐ Insert the Informed Designer CD-ROM into your CD-ROM drive.

☐ Choose **Import...** from the File menu.

☐ If your computer uses Windows, the standard Windows Open dialog box appears.

☐ Select Mac OS PICT (*.pct) from the 'List File of Type' drop-down list.

☐ Select the file named **Logo** from the Logo folder inside the Informed Designer folder.

☐ Click 'OK.'

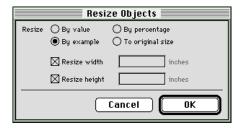☐ If you're using a Mac OS compatible computer, the Import dialog box appears.

- Select the file named **Logo** from the Logo folder inside the Informed Designer folder.
- Click 'Import.'
- The logo is imported at full size and needs to be resized to fit the template.

Resizing an Object

Informed Designer provides several methods of resizing objects, but since you already have a placeholder that's the same size as the logo needs to be, use the 'Resize by example' method.

- If it's not already selected, select the imported logo with the Pointer tool.
- Choose **Resize…** from the Arrange menu to display the Resize Objects dialog box.
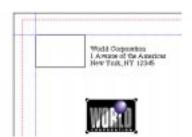
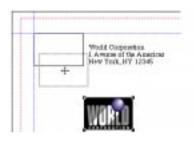■ Select the 'By example' option, then click 'OK.'

When you return to the drawing window, notice how the pointer has changed to a hand.

■ Click the rectangle placeholder with the "hand" pointer; the logo is automatically resized.

■ Using the Pointer tool, click and drag the logo so that it sits directly on top of the rectangle placeholder at **0.75** inches from the top and **0.5** inches from the left.
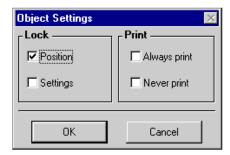

Locking Objects in Place

In this exercise, you'll lock the position of the objects on your template to prevent them from being moved accidentally. It's usually faster to select and manipulate multiple objects at once, so you'll use the Select All command.

■ Choose **Select All** from the Edit menu to select all the objects on your template.
■ Choose **Object...** from the Settings menu to display the Object Settings dialog box.
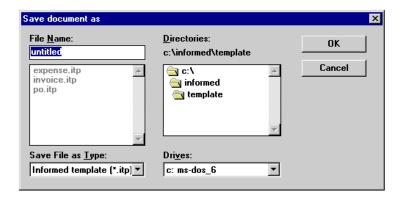
■ Click the 'Position' checkbox, then click 'OK.'

If you select a locked object, the handles on the corners of the object appear in gray. If you attempt to drag a locked object, the pointer changes to a lock. This indicates that the object cannot be moved unless the 'Position' checkbox on the Object Settings dialog box is turned off.

Saving a Template

It's a good idea to save your form template frequently during the creation process. You can save the changes to your template at any time by using the Save command. Since you're saving this template for the first time, you'll be asked to name it and specify where it is to be saved.

■ Choose **Save...** from the File menu. Depending on which operating system you use, you'll see either the standard Windows or Mac OS Save dialog box.

The World Corporation Purchase Order will be used on both Windows and Mac OS compatible computers, so you should limit the filename to eight characters and include a suffix. The suffix for Informed templates is .itp.

◻ Name the file **PurchOrd.itp**.

◻ Specify a location to store the new form template.

◻ Click 'OK' (Windows) or 'Save' (Mac OS).

Notice how the title bar changes to reflect the saved filename.

This is the end of this section.