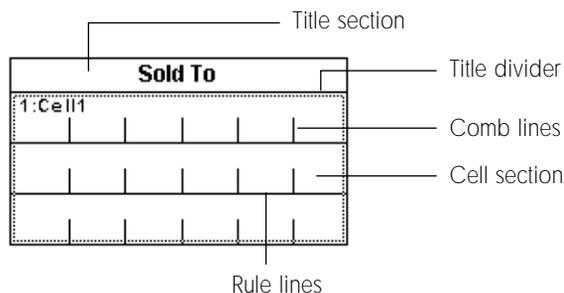# Fields

This section explains what a field is and shows you how to draw and manipulate field objects. At the end of this section, you'll know how to perform the following tasks:

- draw field objects
- select and modify the individual parts of a field
- duplicate an object
- replicate an object
- fill an object with a color.

Overview

Fields are graphic objects that hold information. Each field contains a cell—a holding place for data. When a form is filled out, information is entered into the cell.

Unlike other graphic objects such as lines, rectangles, and ovals, fields are composed of several different elements or parts. When you draw a field with Informed Designer's Field tool, these various parts are created automatically. The following illustration shows the parts of a typical field.

There are many 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.

The cell section of a field also has a variety of options that you can set. For example, you can specify what kind of information the cell will hold (text, date, number, and so on) and how that information will be displayed. See "Cells" in Part Two of this manual for more information.

Drawing a Field

In this exercise, you'll start drawing the fields where data will be entered on your template.

■ Select the Field tool by clicking it <u>once</u> on the Tool palette.

■ Click the mouse button in a clear area of the drawing window and drag the pointer diagonally to draw a field that's **0.5** high by **2.25** wide.

■ Select the Pointer tool, then click and drag the new field object to **5.75** inches from the left and **1.125** inches from the top.
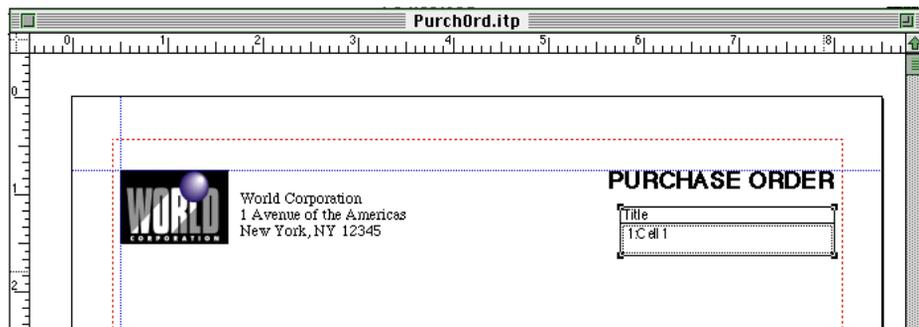
■ Select the Field tool again by clicking it <u>once</u> on the Tool palette.

■ Starting at **0.5** inches from the left and **1.75** inches from the top, draw a field that's **1.0** inch high by **3.0** inches wide.
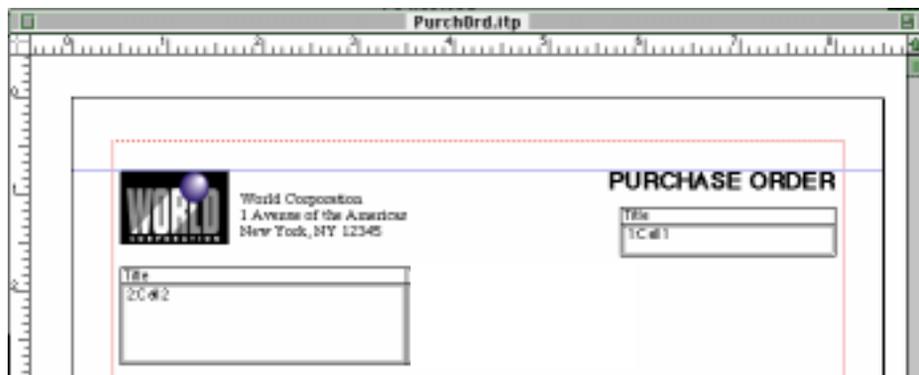
■ Starting at **3.5** inches from the left and **1.75** inches from the top, draw another field that's **1.0** inch high by **2.25** inches wide.
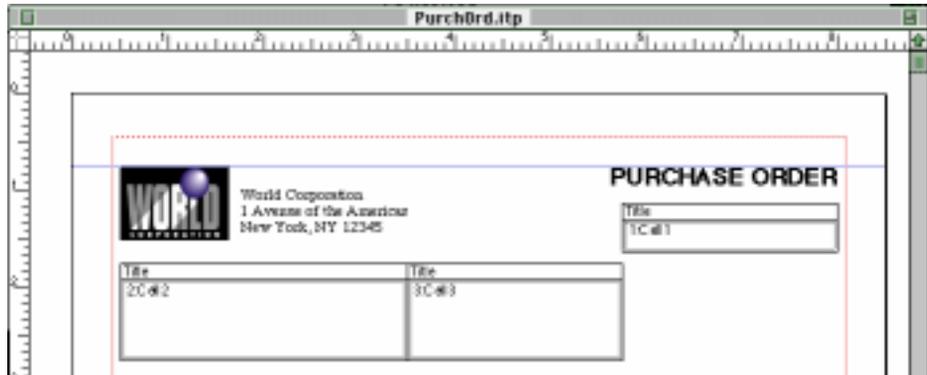
Duplicating an Object

You need to draw another field that's identical to the one you just created, but rather than draw another field, it's often faster to duplicate it.
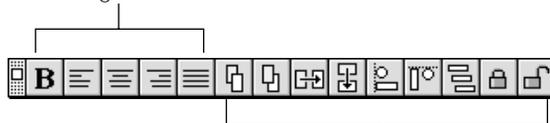
☐ Select the last field, then choose **Duplicate** from the Arrange menu.

☐ A duplicate field appears to the right of the original field, and is the currently selected object.

The Command Palette

The Command palette provides shortcuts to many of Informed Designer's object manipulation commands. You can use the Command palette to perform such tasks as aligning text or duplicating objects.

Text settings shortcuts

Object manipulation shortcuts

☐ Choose **Command Palette** from the Show submenu under the Layout menu to display the Command palette.

☐ If it's not already selected, select the last field with the Pointer tool.

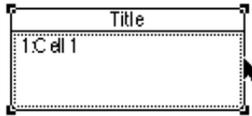☐ Click the vertical duplicate button to duplicate the fourth field.

Resizing with the Pointer Tool

In the "Graphics and Text" section, you learned how to resize an object by using the Resize command. You can also use the Pointer tool to quickly resize objects on your form.
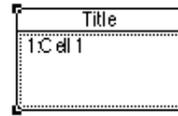
Select a field…   …drag the edge…   …release the mouse button.

Use the Pointer tool to change the height of the last field you created.

- Select the Pointer tool.
- Click the last field to select it.
- Click the bottom edge of the last field and drag it up until the height of the field is **0.5** inches.

Note   You can only drag the edges of field or table objects. To resize other types of objects with the Pointer tool, you must click and drag the handles at the corners of the selected object.

To finish off this section of the tutorial, you'll draw four more fields and then learn how to modify individual parts of the fields.

- Select the Field tool from the Tool palette.
- Starting at **0.5** inches from the left and **3.25** inches from the top, draw a field that's **1.0** inch high by **7.5** inches wide.

Now draw the final three fields.

- Starting at **8.25** inches from the top and **0.5** inches from the left, draw a field that's **0.5** inches high by **3.5** inches wide.
- Make sure the new field is selected, then choose **Duplicate** from the Arrange menu to create a second field.
- Use the Pointer tool to change the width of the second field to **1.75** inches.
- Duplicate the second field.
- Use the Pointer tool to change the width of the final field to **2.25** inches.
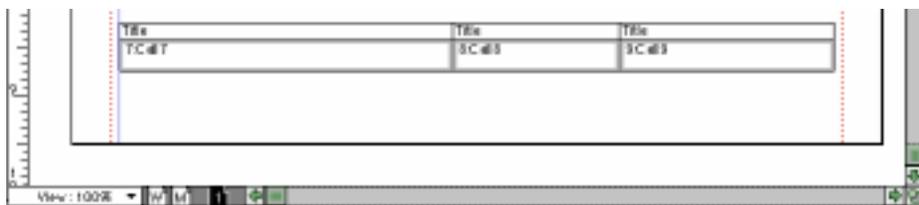

Modifying Parts of a Field

In this exercise, you'll select and modify specific parts of the fields on your template.

- Click once with the Pointer tool to select the first field that you created.
- Click again in the title area to select only that specific part.

Select the title section
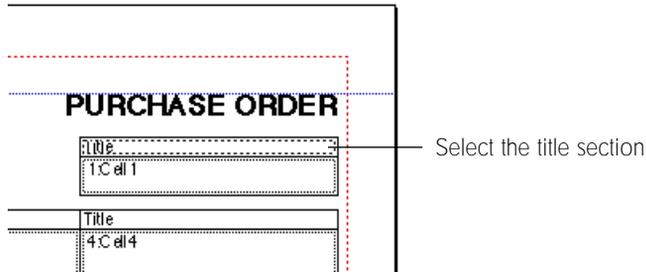
Since you are going to modify the title area for each field on the template, the most efficient way to do this is to select all the title areas and modify them all at once.

☐ With the title section of the first field selected, choose **Select Same** from the Edit menu. The titles areas of the other fields are now selected as well.
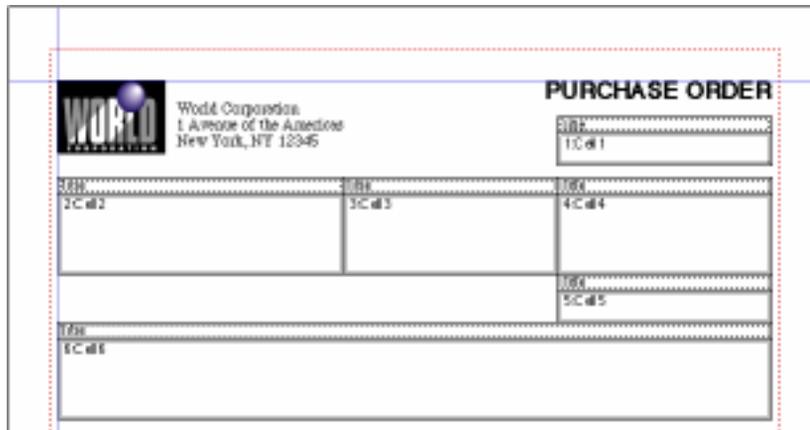
☐ Choose **Type…** from the Style menu to display the Type Settings dialog box.
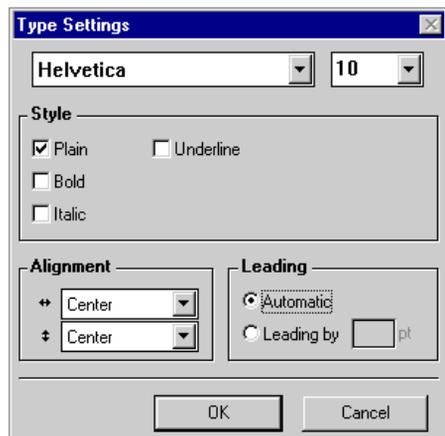
■ On the Type Settings dialog box, change the type attributes to **Arial** (Windows) **or Helvetica** (Mac OS), **9 point**, then click 'OK.'

■ Each field title now appears in 9 point type.

Changing a Field's Title

Each time you create a new cell, the title area appears with the word "Title" in it. Use the Text tool to change this text to a relevant field title for each field.

■ Select the Text tool and double-click the word "Title" in the top right field.

■ Type **Purchase Order Number**, then press Tab to highlight the next title area.

■ Type **Supplier Name and Address**, then press Tab.

■ Type **Send Invoice To**, press Tab.

■ Type **Delver Goods To**, press Tab. ("Delver" is an intentional spelling error).

■ Type **Ship Via**, press Tab.

■ Type **Special Instructions**, press Tab.

■ Type **Authorizing Signature**, press Tab.

■ Type **Date Issued**, press Tab.

■ Type **Total**. Do NOT press Tab.

Adding a Colored Fill

In this exercise, you'll fill the title area of the fields with a color.

■ Using the Pointer tool, select the title area of the **Purchase Order Number** field.

■ Choose **Select Same** from the Edit menu to select all the field title areas.

■ Choose **Fill** from the Style menu and select a color of your choice from the color palette.
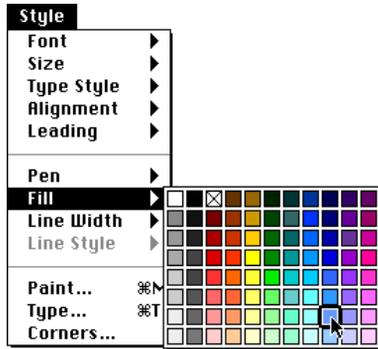
◻ Choose **Save** from the File menu to save your changes.

Your template should now look like the one below.

This is the end of the section.