More Field Styles

This section teaches you how to draw and manipulate different styles of field objects. At the end of this section, you'll have finished drawing your template and you'll know how to perform the following tasks:

- select a new field style
- draw and manipulate checkboxes
- change the view scale of your form

Overview

Fields on a form can be as simple as a title with a line next to it...

Name   Evan Jordan

...or they can be complex, depending on the type of information the form is designed to hold.

As you've seen in the previous exercises, Informed Designer's default field style is a field with the title section on top and the cell section at the bottom. By choosing a different field style, or by modifying the parts of the default style, you can easily create the type of field that best suits your needs.

Drawing Different Fields

In this exercise, you'll select a new field style and draw a series of checkbox fields, graphics, and text objects. Draw the checkboxes first.

- Select the Pointer tool, then drag a new guide line down from the top ruler and position it at **3.0** inches from the top.

Choosing a New Field Style

To draw the checkboxes, you need to select a new field style.

◻ Double-click the Field tool on the Tool palette to display the Default Field Styles dialog box.

Select this style
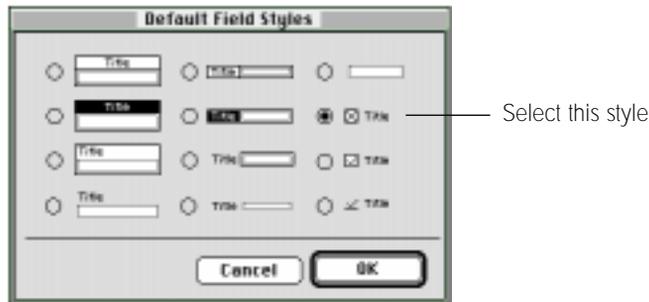
◻ Select the style that's second from the top in the right-hand column, then click 'OK.'

◻ Click in a clear area of the form and draw a field **0.1667** inches high by **0.5** inches wide.

◻ Select the new field with the Pointer tool and drag it **0.6111** inches from the left and **3.0** inches from the top.
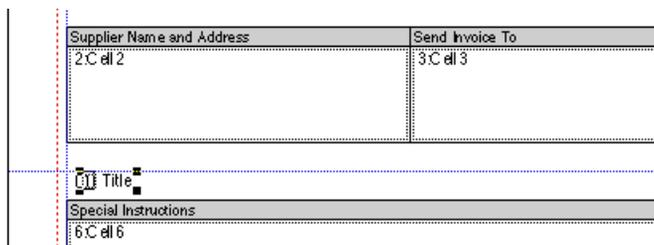
Replicating Objects

In this exercise, you'll create two more checkbox fields, but instead of drawing each field or duplicating multiple times, you can create multiple duplicates all at once by using the Replicate command.

◻ Make sure the first checkbox field is selected.

◻ Choose **Replicate...** from the Arrange menu to display the Replicate dialog box.
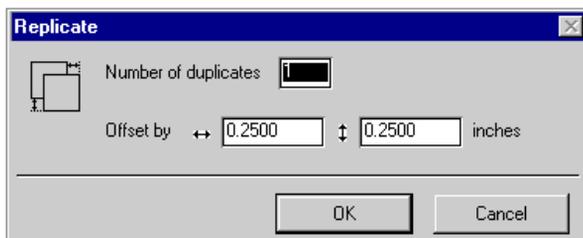
- Enter **2** in the 'Number of duplicates' text box, then press Tab.
- Enter **0.75** in the horizontal offset text box and **0** in the vertical offset text box.
- Click 'OK.'

Two new fields appear automatically to the right of the selected field.

- Double-click the Pointer tool on the Tool palette to deselect all objects on the form.
- Now select <u>only</u> the last checkbox field and drag its right edge until the width is **2.0** inches.

Now you'll change the titles of the checkbox fields.

- Select the title areas of all three checkboxes.
- Set the font and font size to **Arial** (Windows) **or Helvetica** (Mac OS), **9 point**.
- Select the Text tool by clicking it <u>once</u> on the Tool palette.
- Starting with the first checkbox on the left, change the titles to the following:

Yes, **No**, **Call First (412) 456-7890**

Changing the View Scale

In this exercise, you'll enlarge the view scale to make it easier to align a new graphic object with the existing objects on your template.

⬜ Select the Zoom tool by clicking it <u>once</u> on the Tool palette.

⬜ Position the pointer to the left of the **Yes** checkbox, then click the mouse button.

Supplier Name and Address	Send Invoice To
2:Cell 2	3:Cell 3

☐ 1 Yes   2 No   3 Call First (412) 456-7890

Special Instructions
6:Cell 6
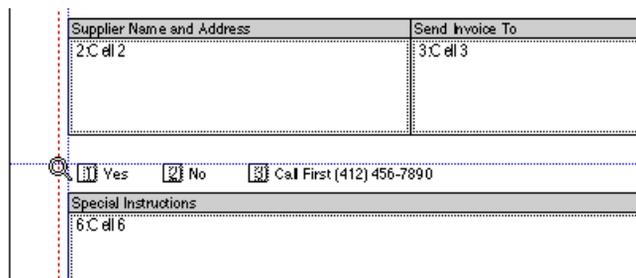
⬜ The view scale enlarges to 200 percent.

⬜ Click beside the **Yes** checkbox until the view scale reaches 400 percent. (The view scale is displayed in the 'View' drop-down list at the lower-left corner of the drawing window.)

⬜ Select the Line tool by clicking it <u>once</u> on the Tool palette.

⬜ Draw a vertical line **0.5** inches high, to the left of the **Yes** checkbox. If you hold down the Shift key while drawing, the line will be drawn perfectly straight.

1 Yes
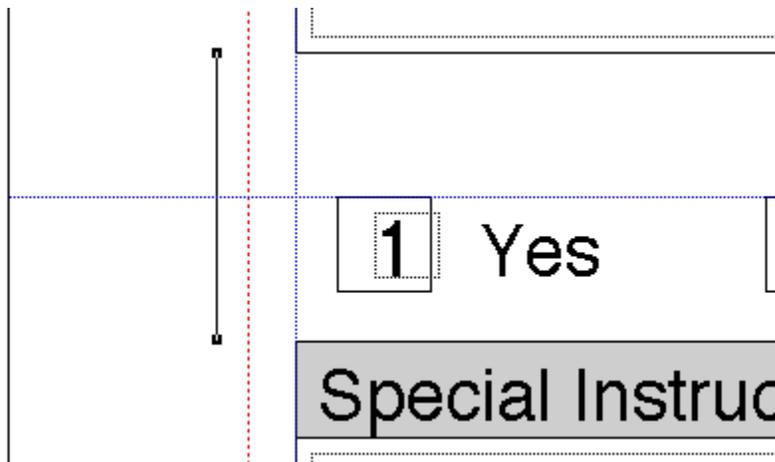
Special Instruc

⬜ Select the Pointer tool from the Tool palette.

■ Click and drag the new line object so that it connects the **Supplier Name** field and the **Special Instructions** field. The line's position should be **2.75** inches from the top and **0.5** inches from the left.

■ Double-click the Zoom tool on the Tool palette to return the view scale to 100 percent.

With the new line object in place, the row of checkboxes appears to be an enclosed section of the form.

To complete the checkbox section, you'll add filled rectangle and a text object.

■ Select the Rectangle tool.

■ Starting at **2.75** inches from the top and **0.5** inches from the left, draw a rectangle that's **0.1667** inches high by **5.25** inches wide.

■ Fill the new rectangle with the same color you used for the field and table titles.

■ Select the Text tool.

■ Click in a clear area of the form and type: **Ship Partial Orders?**

■ Set the font and font size to **Arial** (Windows) **or Helvetica** (Mac OS), **9 point**.

■ Choose **Snap to Guides** from the Layout menu to turn off the 'Snap to Guides' feature.

■ Reposition the new text object to **0.5278** from the left and **2.7639** from the top.

Now that you've finished drawing the form, you no longer need to display the drawing aids.

◻ Click the close boxes on the Specs and Command palettes.

◻ Choose **Guides** from the Show submenu under the Layout menu to hide the guide lines.

Note   To remove a single guide line without affecting any others, simply click the guide line with the Pointer tool and drag it back to the ruler it came from.

Your finished template should look like the one shown below.

This is the end of the section.