



Design and Objects

- ▶ Designing a Static Form
- ▶ Designing a Dynamic Form

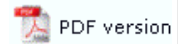
Objects

- ✚ Creating Objects
- ▶ Deleting Objects
- ✚ Arranging Objects
 - ▶ Duplicating Objects
 - ▶ Grouping Objects
 - ▶ Changing Objects Order
 - ▶ Multiple Object Sizing
 - ▶ Multiple Object Properties
 - ▶ Using the Nudge Tool
 - ▶ Using the Alignment Tools
 - ▶ **Examples**

Page Elements

- ✚ Creating Page Elements
- ▶ Deleting Page Elements
- ✚ Arranging Page Elements

Special Tools - Examples

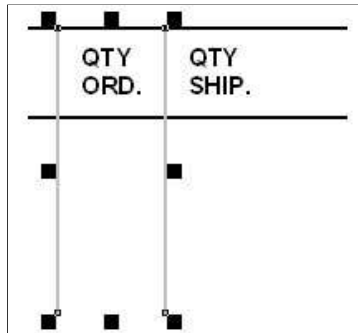


Here are some examples showing alignment tools in operation.

Nudge Tool Example

Use **Difference between selected objects** nudge option to create quantity columns that are equal in width.

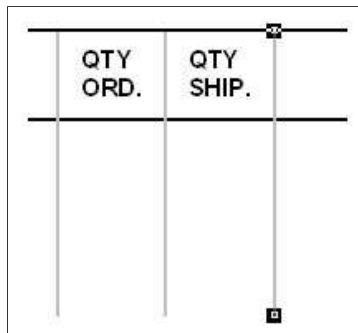
- Select two column lines on the **QTY ORD.** column.
- Choose **Nudge** from **Tools** menu, or click on the **Nudge tool** button from the toolbar.
- Select **Difference between selected objects** from the **Pre-defined values** menu.
- Click the **OK** button.



- Select the right column line and select **Copy** then **Paste** from the **Edit** menu, or click **Copy tool** then **Paste tool** from the Toolbar.

Note: Paste draws directly over the Cut or Copied object.

- Press the right arrow on the keyboard. Now you have columns for **QTY ORD.** and **QTY SHIP.** that are equal in width.



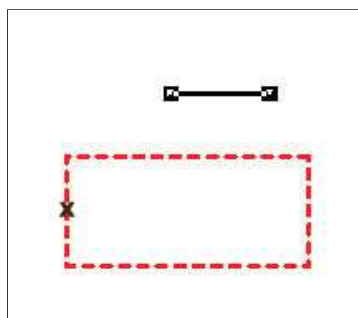
[Top](#)

Aligning Objects Example 1

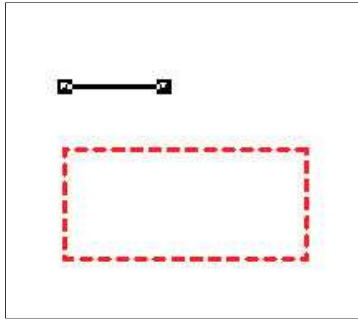
Align the left side of an object to the left side of another object.

Select the object to be aligned.

- Select the **Left** alignment tool on the alignment toolbar.
- Click on the left side of the second object.



- The first object aligns itself to the left of the second object.

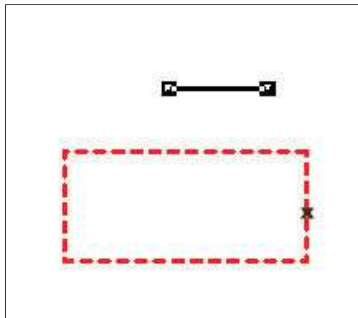


[Top](#)

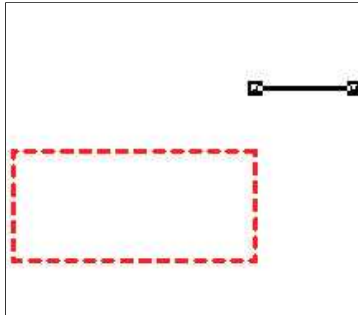
Aligning Objects Example 2

Align the left side of an object to the right side of another object.

- Select the object to be aligned.
- Select the **Left** alignment tool on the alignment toolbar.
- Click on the right side of the second object.



- The first object left aligns itself to the right of the second object.

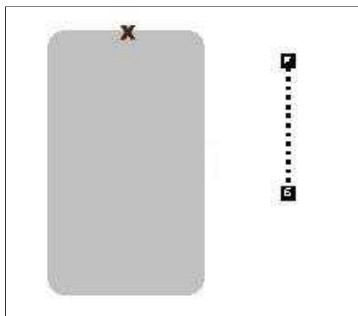


[Top](#)

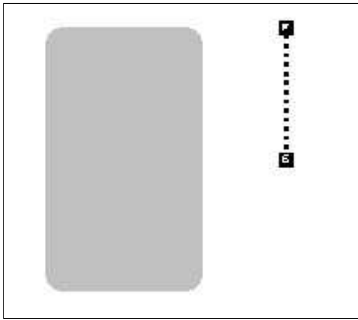
Aligning Objects Example 3

Align the top of an object to the top of another object.

- Select the object to be aligned.
- Select the **Top** alignment tool on the alignment toolbar.
- Click on the top of the second object.



- The first object aligns itself to the top of the second object.

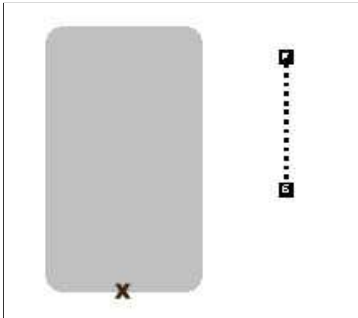


[Top](#)

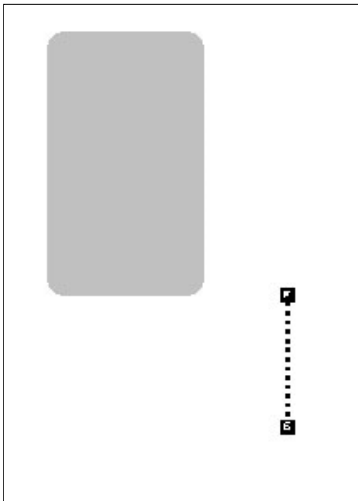
Aligning Objects Example 4

Align the top of an object to the bottom of another object.

- Select the object to be aligned.
- Select the **Top** alignment tool on the alignment toolbar.
- Click on the bottom of the second object.



- The first object aligns itself to the bottom of the second object.

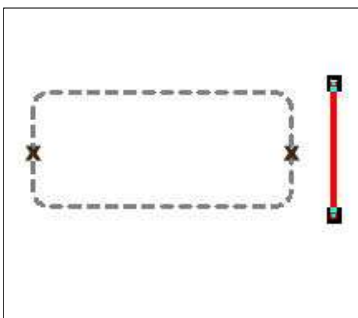


[Top](#)

Aligning Objects Example 5

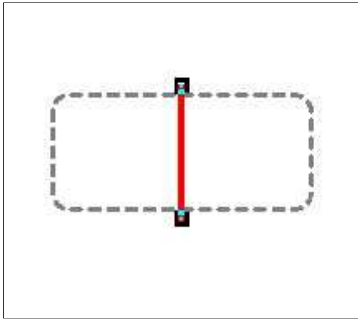
Horizontally center a selected object between the left and right sides of another object.

- Select the object to be aligned.
- Select the **Horizontal center** alignment tool on the alignment toolbar.
- Click on the left and right sides of the second object.



- The first object is horizontally centered between the left and the right sides of

the second object.

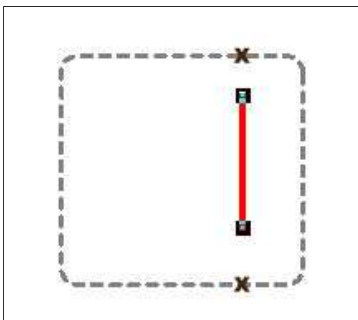


[Top](#)

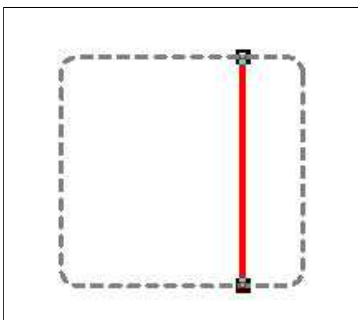
Using Stretch Alignment Example

Stretch the vertical line to fit the height of the rectangle.

- Select the object to be stretched.
- Enable the **Stretching tool**.
- Select the **Vertical center** alignment tool on the alignment toolbar.
- Click on the top and bottom sides of the second object.



- The first object (vertical line), is stretched to be the same height as the second object (rectangle).



[Top](#)