Design and Objects

▷ Designing a Static Form

▷ Designing a Dynamic Form

Objects
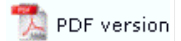
⊞ Creating Objects

▷ Deleting Objects

⊞ Arranging Objects

Page Elements

⊟ **Creating Page Elements**

    ▷ Base Page

    ▷ Detail Area

    ▷ Detail Lines

    ▷ Sub-forms

    ▷ Group Headers

    ▷ Report Header and Footer

    ▷ Page Header and Footer

    ▷ First Page Footer

    ▷ Second Page Footer

    ▷ Carried Forward and Brought Forward

    ▷ The Accumulative Field

▷ Deleting Page Elements

⊞ Arranging Page Elements

Creating Page Elements

PDF version

Page elements are defined before new objects are created.

- **Base page** is the only compulsory page element for a form design, and is created by default for each new page. Data included on the Base page is typically that which identifies and heads the document, and appears on every page of the output.
- **Detail Area** contains **Detail Lines** that print repeated variable data.
- **Sub-form** is defined for the additional information that occurs only once in the data, such as an invoice total, or occurs repetitively as a "Ship to" address.
- **Group headers** print heading information that appears at the top of a group of detail lines and automatically at the top of subsequent pages for this group.
- **Report header** is used to print information which is needed only on the FIRST page of the document. **Report footer** is used to print information which is needed only on the LAST page of the document. This may include information such as the total of an invoice or a remittance advice slip.
- **Page header** is used for a "miniaturized" version of the header, typically omitting address lines, thus creating extra space for details on all pages subsequent to the first page. **Page footer** is often used to print C/Fwd details and is smaller than a report footer and so creates extra space for details on all pages previous to the last page.
- **First Page footer** is a special footer that will be printed on the first page only, such as printing a check (cheque) form.
- **Second Page footer** is a special footer printed on the back of a first page footer on duplex documents to prevent detail lines occupying a tear-off portion (such as a payment slip).
- The **Carried forward** and **Brought forward** page elements are special types of detail lines that, enable the carrying of totals across pages.

When a form design becomes complex, some page elements may appear to obstruct others or may even not fit on the page in the design window. You can define which page elements are currently visible on screen and in which order to place those visible elements from the **Placement and visibility** option in the **Define** menu.