



Design and Objects

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

Objects

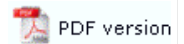
Creating Objects

- ▶ Line
- ▶ Rectangle and Square
- ▶ Ellipse and Circle
- + Image
- **Text**
 - ▶ Linking to a Field
 - ▶ Text Substitution
 - ▶ Associated File Text Objects
 - ▶ Symbol Characters
- + Barcode
- ▶ Print Rule for an Object
- ▶ Deleting Objects
- + Arranging Objects

Page Elements

- + Creating Page Elements
- ▶ Deleting Page Elements
- + Arranging Page Elements

Creating Objects

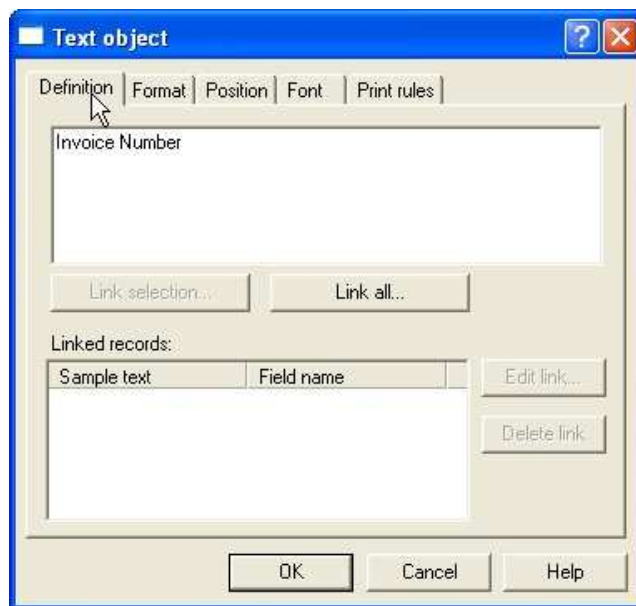



T The **Text tool** is used to insert a constant or variable text object.

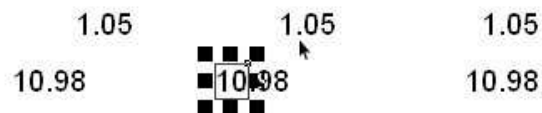
Creating Text Objects

To insert a text object:

- Choose **Text** from the **Draw** menu or click the **Text tool** button on the toolbar. The cursor changes to a cross-hair pointer.
- Click and drag the mouse diagonally to add the text frame.
- Release the mouse button and the **Text** dialog box will open.
- On the **Definition** tab, enter the desired text into the text area to create a constant text object. Click the **Link selection** or **Link all** button to **define a variable text object**. This object will "import" data from a field in the data file.



- On the **Format** tab, set the attributes of the constant text object:
 - **Alignment** - alignment of text within the text frame. Using decimal alignment as an example, which is often applied on numeric text objects,
 - Select the **Decimal** option for the **Horizontal Alignment** of the two text object to be aligned.
 - Select the **Right** alignment tool  on the alignment toolbar.
 - Click on the "." (dot) of the first object.
 - The second object decimal aligns itself to the "." (dot) of the first object.



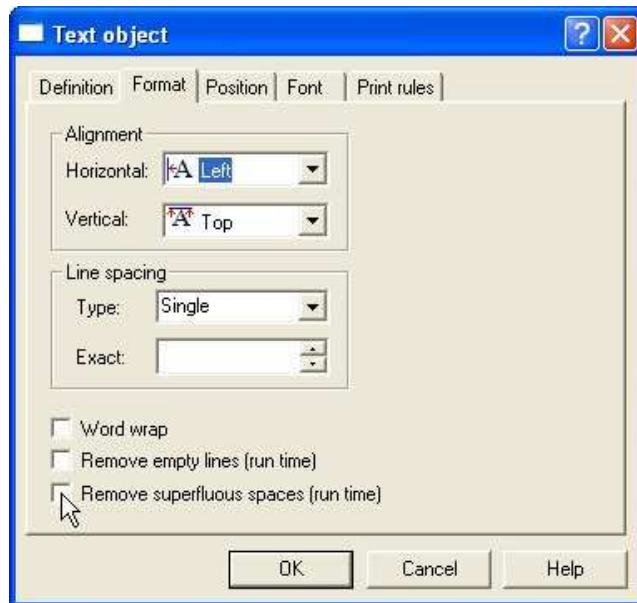
Note: to "push" a right aligned object a controlled distance to the left, see **Symbol Characters**

- **Line spacing** - for multi-line text objects, select a fixed spacing or enter a custom line spacing. To enter a custom line spacing, select **Exact** from the **Type** menu and then enter a value in the **Exact** text box.
- **Word wrap** - for a multi-line text object, check the **Word wrap** box to wrap lines automatically, varying the height of the text object. according to the amount of text entered. The text may grow down, up or both ways depending on the Vertical alignment being Top, Bottom or Center.

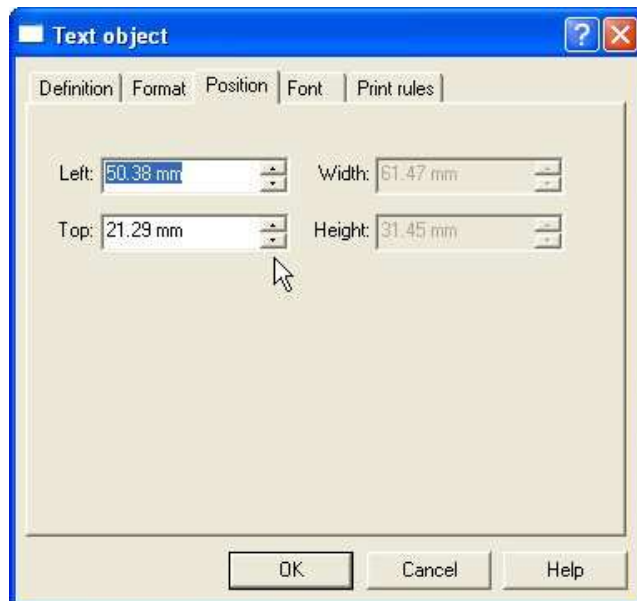
Note: The position at which the text word-wraps is defined by the size of the text frame which you can reset by moving the handles.

- **Remove empty variable lines** - remove blank lines from the variable data. For example, if a set address lines is missing line 2, the blank line is suppressed at runtime.
- **Remove superfluous spaces** - removes embedded multiple spaces in the

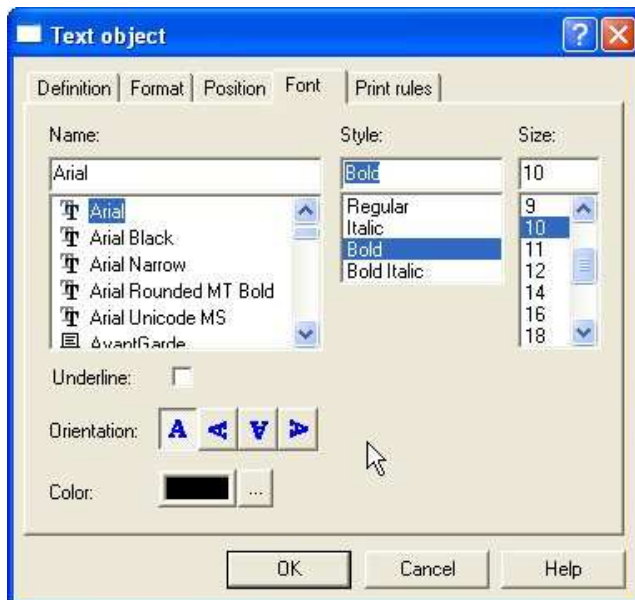
completed object, ideal for concatenation of multiple data fields, such as suburb, post code (zip-code) and state.



- On the **Position** tab, set the position of the constant text object. Enter a value in **Left**, for the object's offset from left value and **Top**, for the object's offset from top value.



- On the **Font** tab, set the attributes of the font used for the constant text object:
 - **Name** - select the font type.
 - **Style** - font can be Regular, Bold, Italic or Bold Italic.
 - **Size** - select the size of the font.
 - **Underline** - check the Underline box for the text to be underlined.
 - **Orientation** - orientation of the text relative to the page.
 - **Color** - select the color of the text.



The Print rules tab allows conditions to be set for printing of this object, see [Print Rule for an object](#).

[Top](#)