



## Design Concepts

- ▶ [Designing a Static Form](#)
- ▶ [Designing a Dynamic Form](#)

### Objects

- + [Creating Objects](#)
- ▶ [Deleting Objects](#)
- + [Arranging Objects](#)

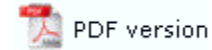
### Page Elements

- [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](#)

### Preview the Forms

- ▶ [Preview the Forms](#)

## Creating Page Elements



Page elements are defined before new objects are created.

- Base page is the only compulsory page element for a form design, and created by default for each new page. Data included on the Base page is typically that which identifies 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 occur only once in the data, such as invoice total.
- 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 to create extra space for details on all pages subsequent to the first page. Page footer is used to create 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 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.

[Disclaimer](#) | [Home](#) | [About Us](#) | [News](#)  
[Solutions](#) | [Customer Area](#) | [Free Trial](#) | [Success Stories](#) | [Contact Us](#)

**Copyright © 1995 - 2009 TCG Information Systems Pty. Ltd. All rights reserved.**