



Design Concepts

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

Objects

- + Creating Objects
- ▶ Deleting Objects
- + Arranging Objects

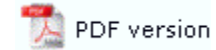
Page Elements

- 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



Detail Area

The Detail Area is a bounding box surrounding the incoming variable data. A Detail Area needs to be defined as part of the Base Page if you intend to include the variable detail lines from the data file. The figure below outlines a sample Detail Area on a form.

Detail Area

TCG Information Systems
A.S.A. 100 100 100 - A.S.A. 100 100 100
Level 2, 88 Dufferin St. A.S.A. 11 88 88 88
Chippendale NSW 2006
Email: support@tgs.com.au
Tel: 001 800 2400 Fax: 001 800 9190

TAX INVOICE Page 1

Invoice No: 107551
Invoice Date: 28 Apr 91
Customer No: 222841

Example Address
Level 2
123 Brook Road
Florence, WA 6010

CODE	DESCRIPTION	QUANTITY	UNIT PRICE	VALUE (incl. S.G.S.T.)
00-1000-00	ITEM 0000 00000000 0000	10.000	800.00	8000.00
00-1000-00	ITEM 0000 00000000 0000	10.000	800.00	8000.00
00-1000-00	ITEM 0000 00000000 0000	10.000	800.00	8000.00
00-1000-00	ITEM 0000 00000000 0000	10.000	800.00	8000.00
00-1000-00	ITEM 0000 00000000 0000	10.000	800.00	8000.00
00-1000-00	ITEM 0000 00000000 0000	10.000	800.00	8000.00
00-1000-00	ITEM 0000 00000000 0000	10.000	800.00	8000.00
00-1000-00	ITEM 0000 00000000 0000	10.000	800.00	8000.00
00-1000-00	ITEM 0000 00000000 0000	10.000	800.00	8000.00
00-1000-00	ITEM 0000 00000000 0000	10.000	800.00	8000.00

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There are two types of Detail Areas:

- Static - the Detail Area remains in the same position on each page.
- Floating - the Detail Area moves up and down the page and changes in size to provide room for Report and Page headers and footers.

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Static Detail Area

To define a static Detail Area:

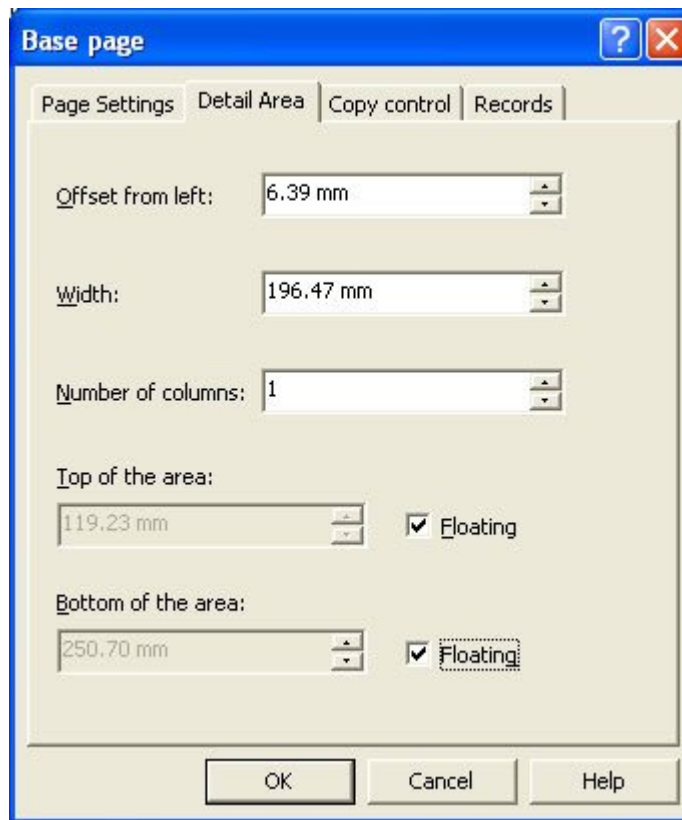
- Ensure the Base page is selected on the Go menu. Select Properties of the Base page... from the Define menu.
- Set the properties of Detail Area on the [Detail Area tab](#).
- Un-tick both Floating checkboxes of Top of the area and Bottom of the area.
- Click the OK button. The Detail Area is delineated by a faint grey outline, which can be adjusted using the mouse by pulling the handles. This facility is only available when the Base page is in focus.

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Floating Detail Area

To define a floating Detail Area:

- Ensure the Base page is selected on the Go menu. Select Properties of the Base page... from the Define menu.
- Set the properties of Detail Area on the [Detail Area tab](#).
- Tick the Floating checkbox next to Top of the area to make the top edge of the Detail Area float. The top of the Detail Area moves up and down to cater for the Report and Page headers.
- Tick the Floating checkbox next to Bottom of the area to make the bottom edge of the Detail Area float. The bottom of the Detail Area moves up and down to cater for the Report and Page footers.
- Click the OK button.



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