

## Design Concepts

- ▶ Designing a Static Form
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### Objects

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    - ▶ Linking to a Variable
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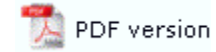
### Page Elements

- ▣ Creating Page Elements
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### Preview the Forms

- ▶ Preview the Forms

## Creating Objects

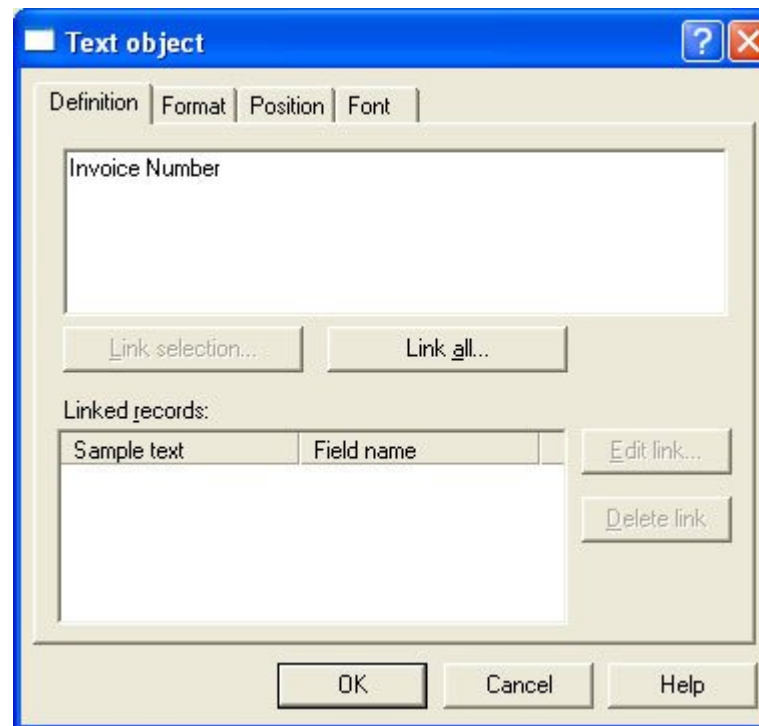


**T** The Text tool is used to insert a constant or variable text object.

### Creating Text Objects

To insert a text object:

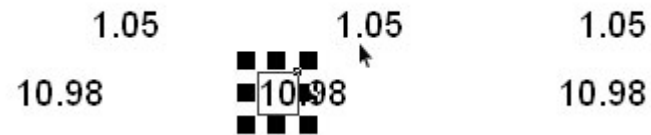
- Choose Text from the Draw menu or click the Text tool button on the toolbar. The cursor changes to a cross-hair pointer.
- Click and drag the mouse diagonally to add the text frame.
- Release the mouse button and the Text dialog box will open.
- On the Definition tab, enter the desired text into the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



The dialog box is titled "Text object" and has a blue title bar with a question mark and a close button. It contains four tabs: "Definition", "Format", "Position", and "Font". The "Definition" tab is selected. Inside the dialog, there is a text area containing the text "Invoice Number". Below the text area are two buttons: "Link selection..." and "Link all...". Below these buttons is a section labeled "Linked records:" which contains a table with two columns: "Sample text" and "Field name". The table is currently empty. To the right of the table are two buttons: "Edit link..." and "Delete link...". At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

Sample text	Field name
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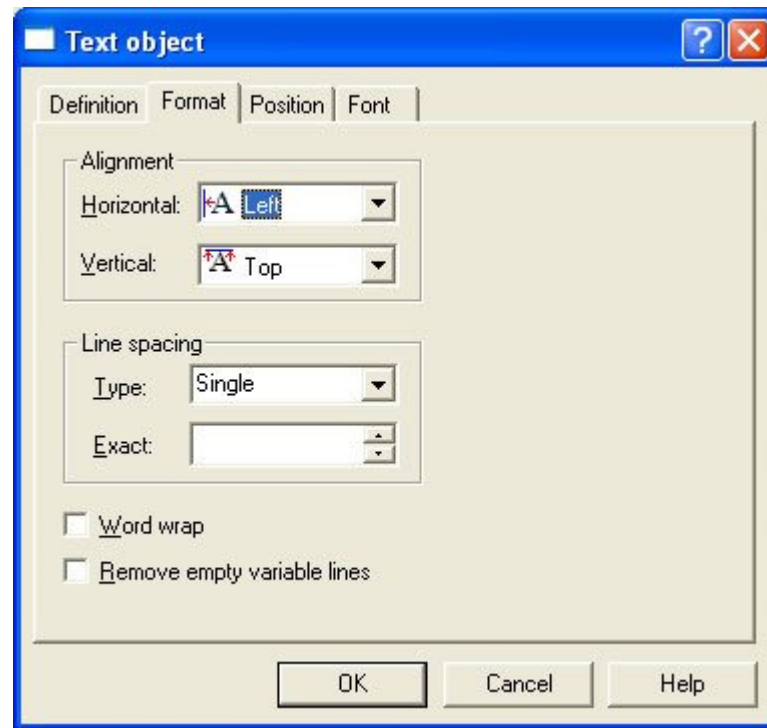
- On the Format tab, set the attributes of the constant text object:
  - Alignment - alignment of text within the text frame. Using decimal alignment as an example, which is often applied on numeric text objects,
    - Select the Decimal option for the Horizontal Alignment of the two text object to be 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.



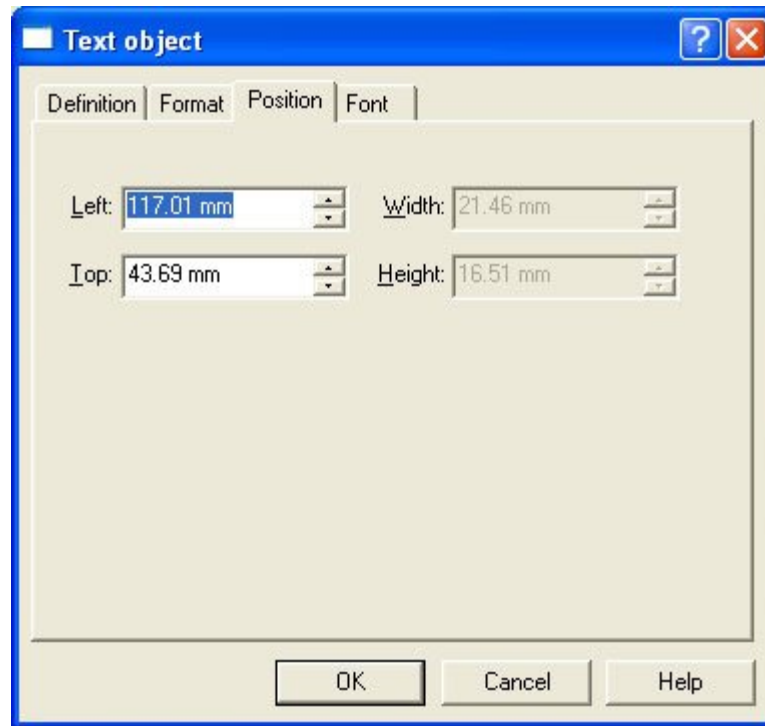
- Line spacing - for multi-line text objects, select a fixed spacing or enter a custom line spacing. To enter a custom line spacing, select Exact from the Type menu and then enter a value in the Exact text box.
- Word wrap - for a multi-line text object, check the Word wrap box to wrap lines automatically, 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.

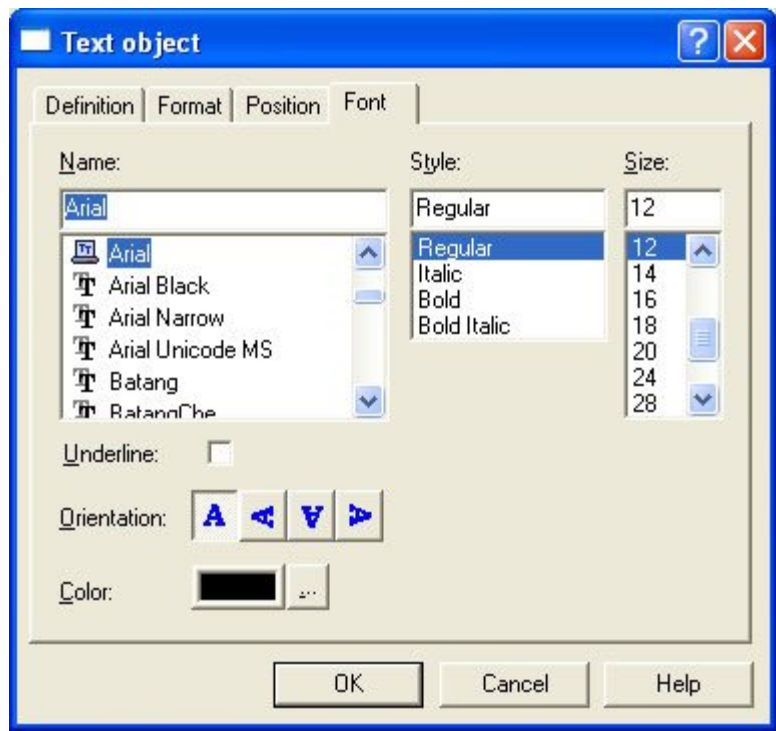
- Remove empty variable lines - remove blank lines from the variable data. For example, if an address line is missing, the blank line will be suppressed at runtime.



- 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.



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