

## Design Concepts

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

### Objects

#### Creating Objects

- ▶ Line
- ▶ Rectangle and Square
- ▶ Ellipse and Circle
- + Image
- Text
  - ▶ Linking to a Variable
  - ▶ Text Substitution
  - ▶ Symbol Characters

#### + Barcode

#### ▶ Deleting Objects

#### + Arranging Objects

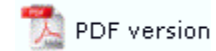
### Page Elements

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

### Preview the Forms

- ▶ Preview the Forms

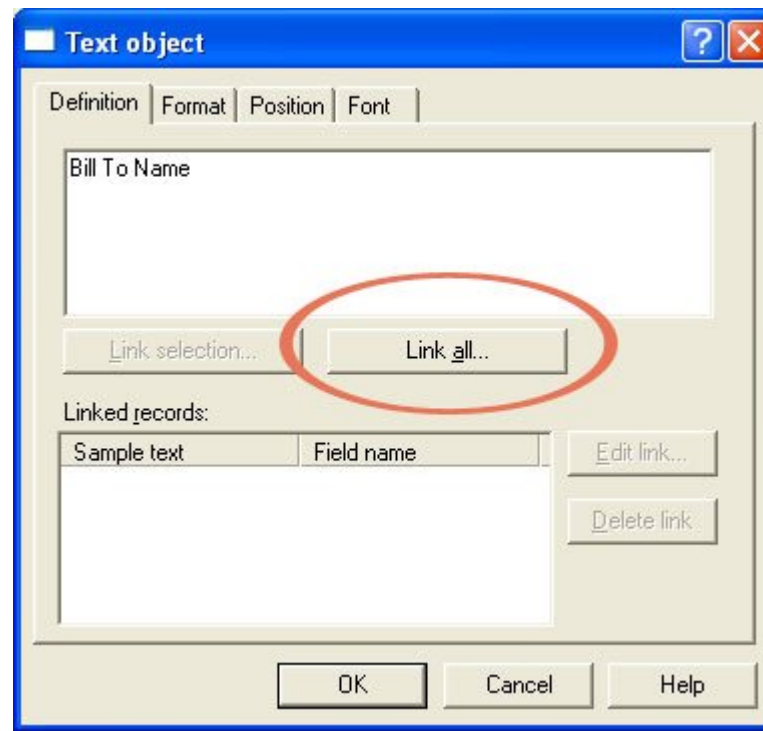
## Creating Text Objects



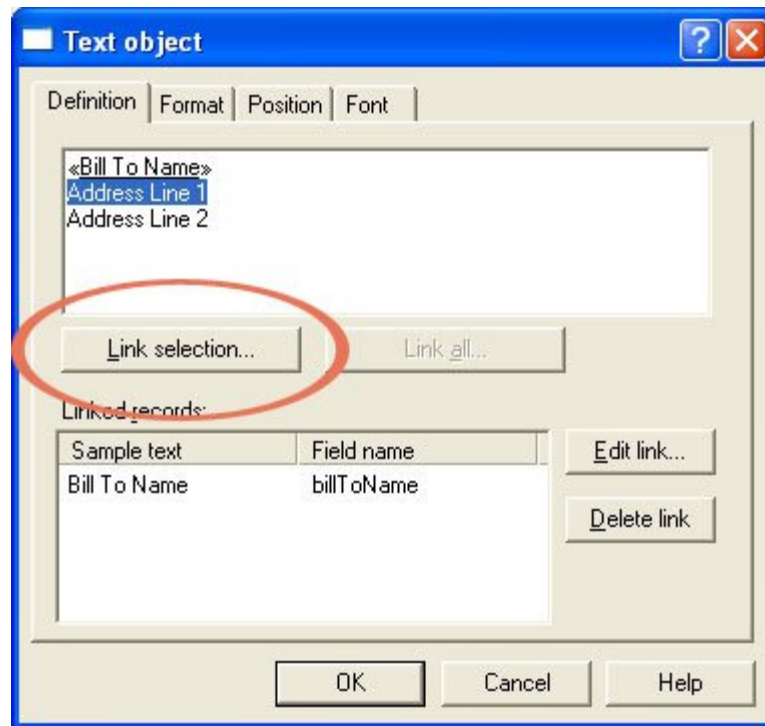
### Linking to a Variable

To link a text object to a variable:

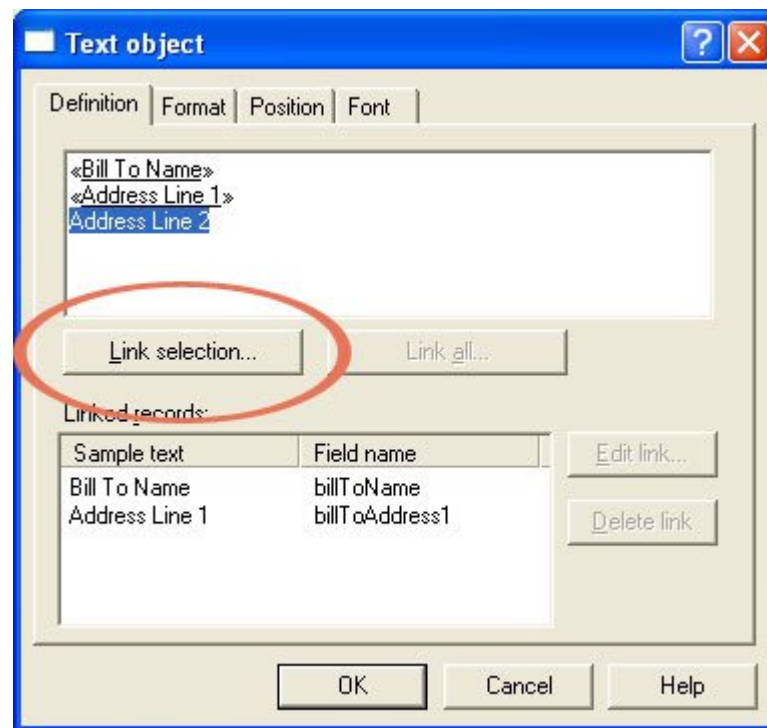
- Double click on the text object created.
- On the Definition tab, edit the sample text in the text box. The sample text should be the same length and similar data to the incoming field (for example, enter dates as valid and in the same format as the incoming data).
- To link all the sample text to the variable, click on the Link all button.



- To link a section of the sample text to the variable, highlight the relevant text and click the Link selection button.



- Using the Link selection button you can have a number of variables within the one text object.



- In the Link to field dialog box, select the variable name from the Field drop down menu.

Link to field

Field:  ...

Substitute from file

Prefix:

Suffix:

Mask as:

OK

Close

- Check the [Substitute from file](#) check box to insert information from external files onto the output form.
- From the [Mask as](#) drop down menu select a mask to format the variable.
- If the variable is not available, click on the new "..." button to add a new variable.

[More information on Defining Variable in Print Line Mode](#)

[More information on Defining Variable in Records Mode](#)

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