Form Design Template

For information about how a specific shape behaves, right-click the shape, then choose Shape Help.

To create a form:

1. Drop column, line, box, and grid shapes on the drawing page to create the spaces you want.

2. Duplicate lines and boxes to create repeating elements.

3. Drop a border shape on the drawing page, then size it to the size you want the form.

4. Press Shift+Ctrl and drag the cursor to zoom in so you can align parts of the form framework with one another and with the border.

Dating your form

By default, when you drop the Date/Time/Page shape on the drawing page, it includes the date and time you created the form. You can also revise the Date/Time/Page shape to update to the current date and time each time you open the drawing.

To revise the Date/Time/Page shape to reflect the current date and time:

1. Select the Date/Time/Page shape. Choose Edit > Open Date/Time/Page.

2. Click the date numbers (not the word "Date"), then choose Insert > Field.

3. Under Field, click Current Date, then click OK.

4. Click the time numbers (not the word "Time"), then choose Insert > Field.

5. Under Field, click Current Time, then click OK.

6. Click the close box to return to the drawing page.

Tip: To remove information from the Date/Time/Page shape, select the shape, then choose Edit > Open Date/Time/Page. Select the text you want to delete, then click Delete. Click the close box to return to the drawing page.

Adding text to a grid

You can easily add text to a grid by creating text blocks the same size as the grid's rows and using tabs.

To add text to a row in a grid:

1. Choose the text tool from the Standard toolbar.

2. Drag to outline a text block the size of the row where you want to add text.

3. Choose Format > Paragraph. Set Horizontal Alignment to Left and Indents to zero, then click OK.

4. Hold down the Ctrl key and drag from the vertical ruler to move the vertical ruler's zero point to the left edge of the text block.

5. Choose Format > Tabs to set tabs for the text block so that each tab coincides with the center of each column.

See also:
Setting, changing, and deleting tabs

Creating repeating elements

Forms often have repeating elements, such as lines, text boxes, or check boxes. You can quickly duplicate, align, and offset repeating elements.

To simultaneously duplicate, align, and offset repeating elements:

1. Format and size the original element the way you want, then select it.

2. Hold down the Ctrl key and drag to where you want the copy. Release the mouse button.

3. Press F4 for each additional copy you want.

Adding colored backgrounds to parts of a form

You can add a colored background to make one section of a form stand out.

To add a colored background:

1. Choose the rectangle tool from the Standard toolbar.

2.   Draw a rectangle the size of the section of the form you want to color.
3.   Choose Format > Fill. Under Fill/Foreground, choose the color you want, then click OK.
4. Choose Shape > Send To Back to put the background rectangle behind the text and other shapes in the section of the form.

Creating a form by modifying a completed form shape

The Forms stencil includes Fax Cover and Business Card shapes that are completed forms in themselves. You can replace the text and use the forms as they are or modify them further to meet your needs. For more information about making modifications, right-click either shape, then choose Shape Help.