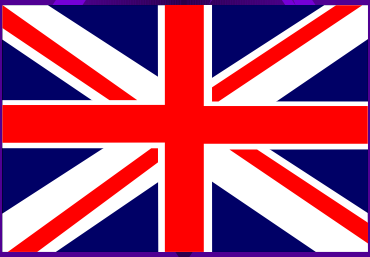


OfficeForms

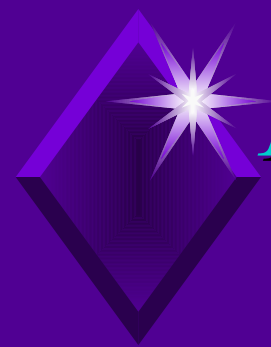
Forms that communicate



The new standard in desktop forms handling
for electronic and paper forms



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Rulers - position 0 is the top/left edge of the paper

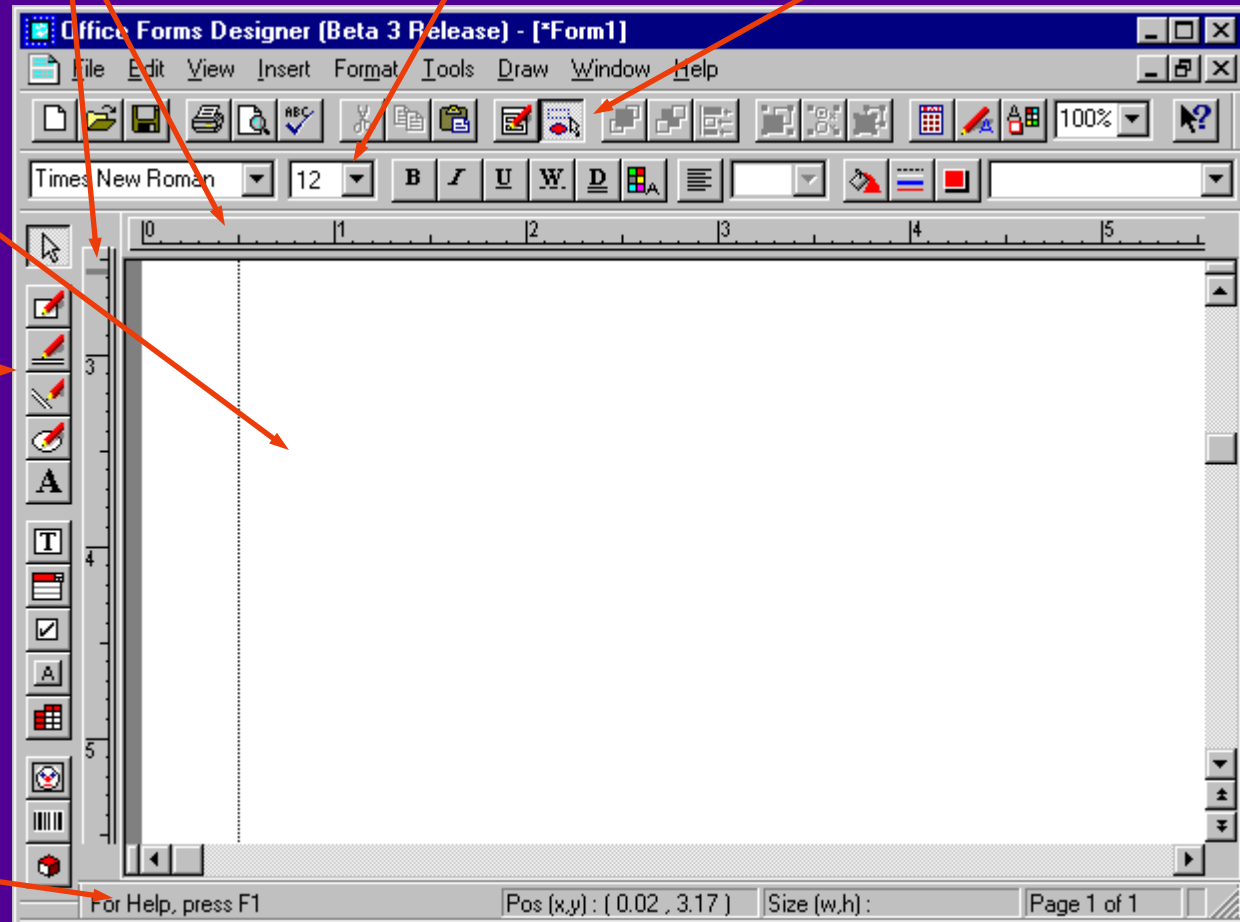
Format Toolbar used to control text appearance

Main Toolbar offers a variety of MS Office compatible buttons

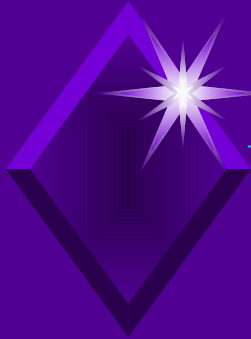
Initially Office Forms Designer will start with an empty window

This is the Design Toolbar for drawing objects on your form

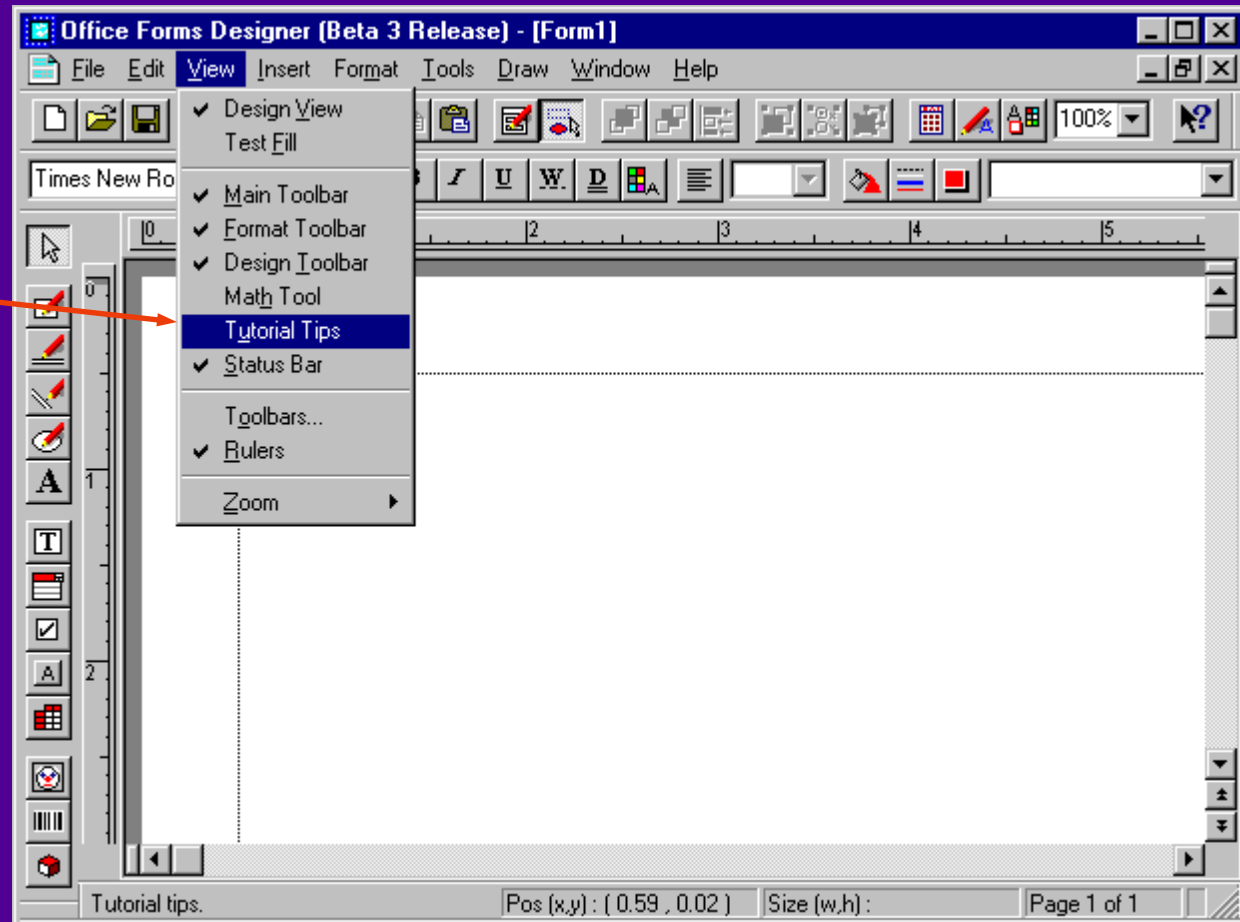
At the bottom of the screen you see position and size information, about the object you are drawing



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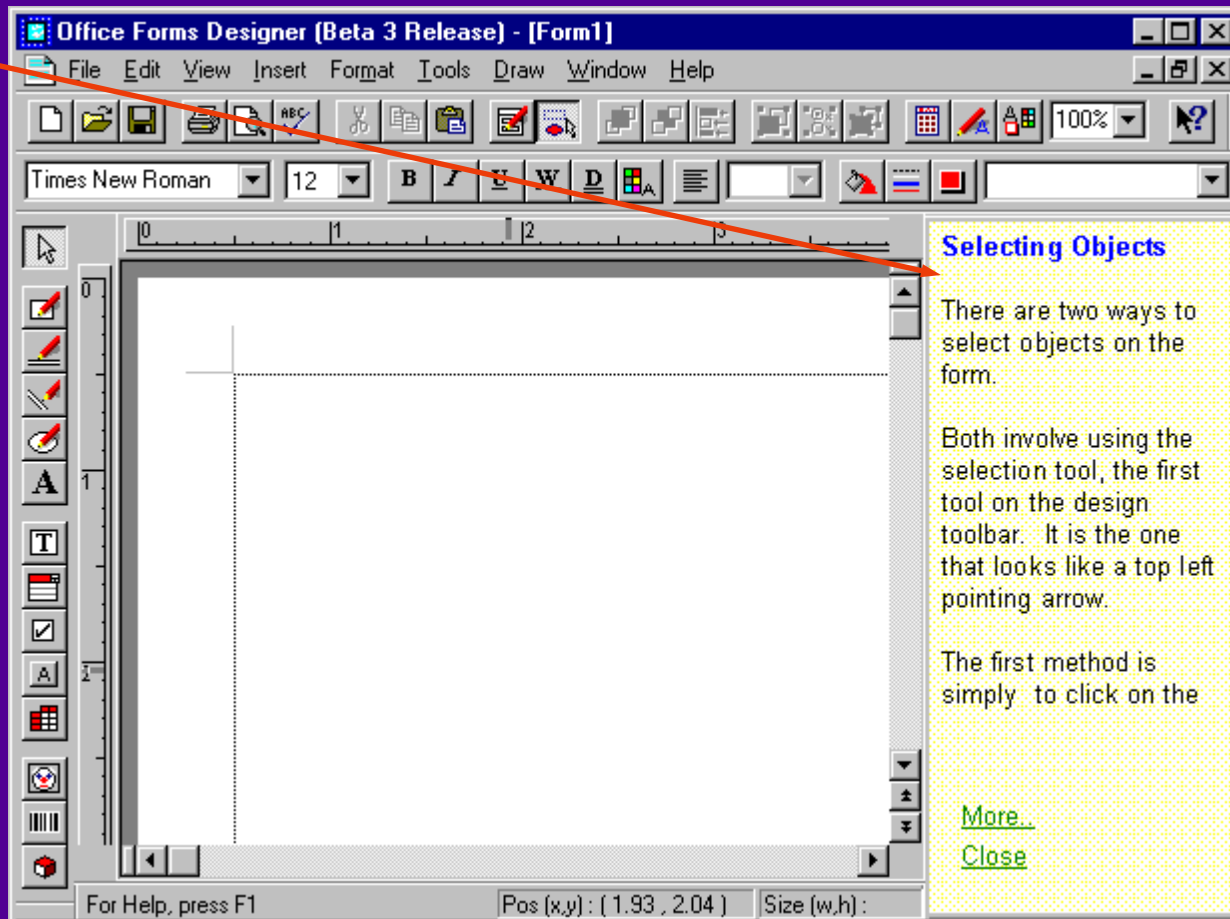
Before you start use View Tutorial Tips to turn on the Tip Window

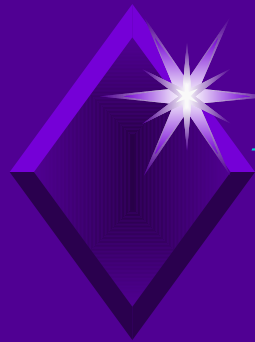


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Tutorial Tips give you advice as you work in 3 ways:-

- a) Right click on any button to get a tip on it
- b) As you work tips appear on the commands and buttons you are using
- c) If you don't do anything for 30 seconds Office Forms will display tips on features you might not have found yet.





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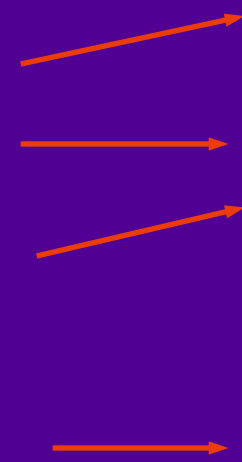
We'll be using the Drawing Toolbar to place these objects on the fax form:

Line

Text

Fields

Graphic

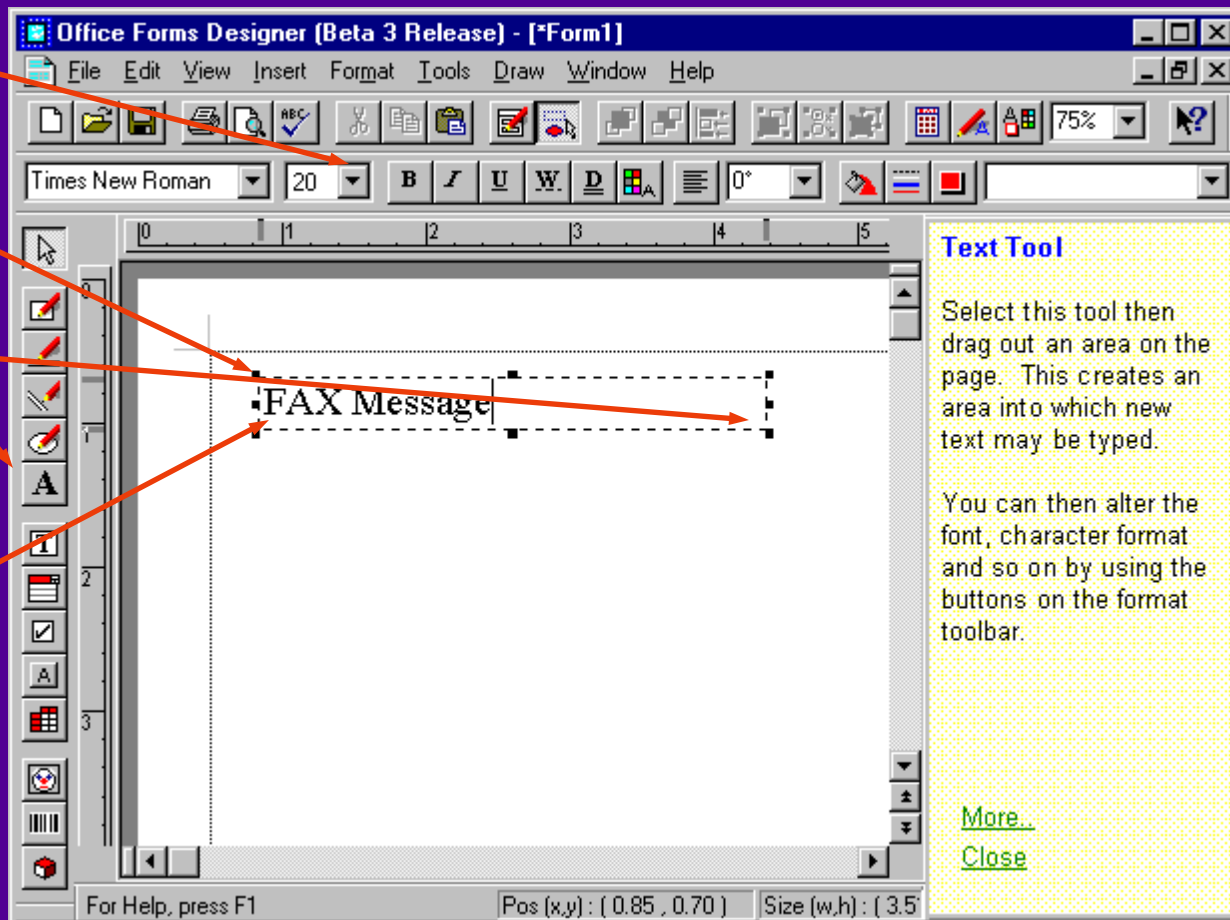


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Toplevel

Now we're ready to place the first piece of text :-

- Choose a large font
- Click the text tool
- Put the pointer in the top left of where you want the text, make sure you are below and to the right of the margin guides
- Click and drag to pull out a box big enough for 1 line of text
- Release the mouse and a flashing cursor will appear
- Type "Fax Message"
- Click elsewhere on the page to finish



Text Tool

Select this tool then drag out an area on the page. This creates an area into which new text may be typed.

You can then alter the font, character format and so on by using the buttons on the format toolbar.

[More..](#)
[Close](#)

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You're ready to put in the 4 text prompts shown.

- a) Choose a smaller font - 12 point here
- b) Click the text tool
- c) Click and drag to pull out the frame for the first piece of text
- d) Finish typing each piece of text by clicking the text tool
- e) Click and drag to pull out the next text frame and repeat this

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You'll notice that our text isn't lined up properly - that's easy to correct:-

a) Select all the pieces of text you want to align, by pressing Shift and then clicking the left mouse button on each one in turn.

b) Choose Draw
Align Objects

The screenshot shows the 'Office Forms Designer (Beta 3 Release) - [faxtutor]' application. The 'Draw' menu is open, and the 'Align Objects...' option is highlighted. The form being designed is a 'FAX Message' form with fields for 'To:', 'From:', 'Date:', and 'Message'. The 'Draw' menu also includes options for 'Group', 'Group Radio Buttons', 'UnGroup', 'Bring To Front', 'Send To Back', and 'Snap To Grid'. A help window titled 'Aligning Objects' is open on the right, providing instructions on how to align objects. The status bar at the bottom shows 'Align selected object(s)', 'Pos (x,y) : (0.85 , 0.70)', and 'Size (w,h) : (3.51)'.

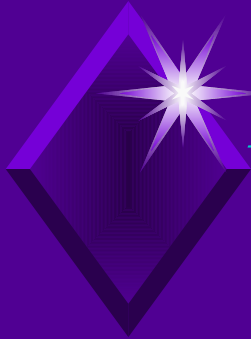
Aligning Objects

Aligning objects - either with respect to each other or relative to points on the page may be accomplished quickly and easily using the **Alignment Tool**.

Select the objects you wish to align, then choose **Align Objects** from the **Draw** menu.

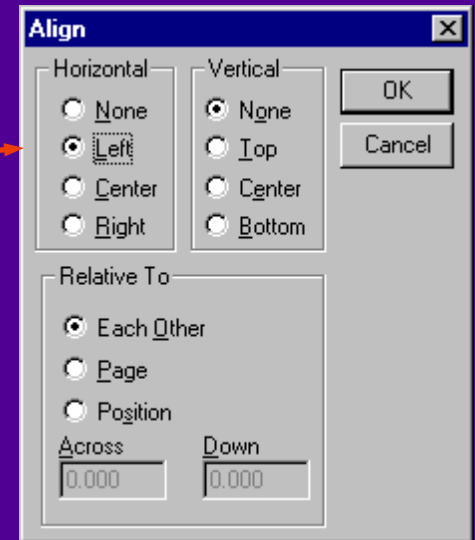
[Close](#)

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The Align dialog will appear:-

Choose Left alignment



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Your pieces of text are now aligned on the left

The screenshot shows the 'Office Forms Designer (Beta 3 Release) - [*faxtutor]' window. The menu bar includes File, Edit, View, Insert, Format, Tools, Draw, Window, and Help. The toolbar contains various icons for file operations, editing, and drawing. The text area shows a form with the following text:

FAX Message

To: _____

From: _____

Date: _____

Message _____

The 'Align Objects' dialog box is open on the right side of the window. It contains the following text:

Align Objects

Allows objects to be lined up - either with each other, with one of the margins, or with a point on the page.

For example:

To align selected all objects with their left edges 1.6 inches from the paper edge:

Set Horizontal = Left

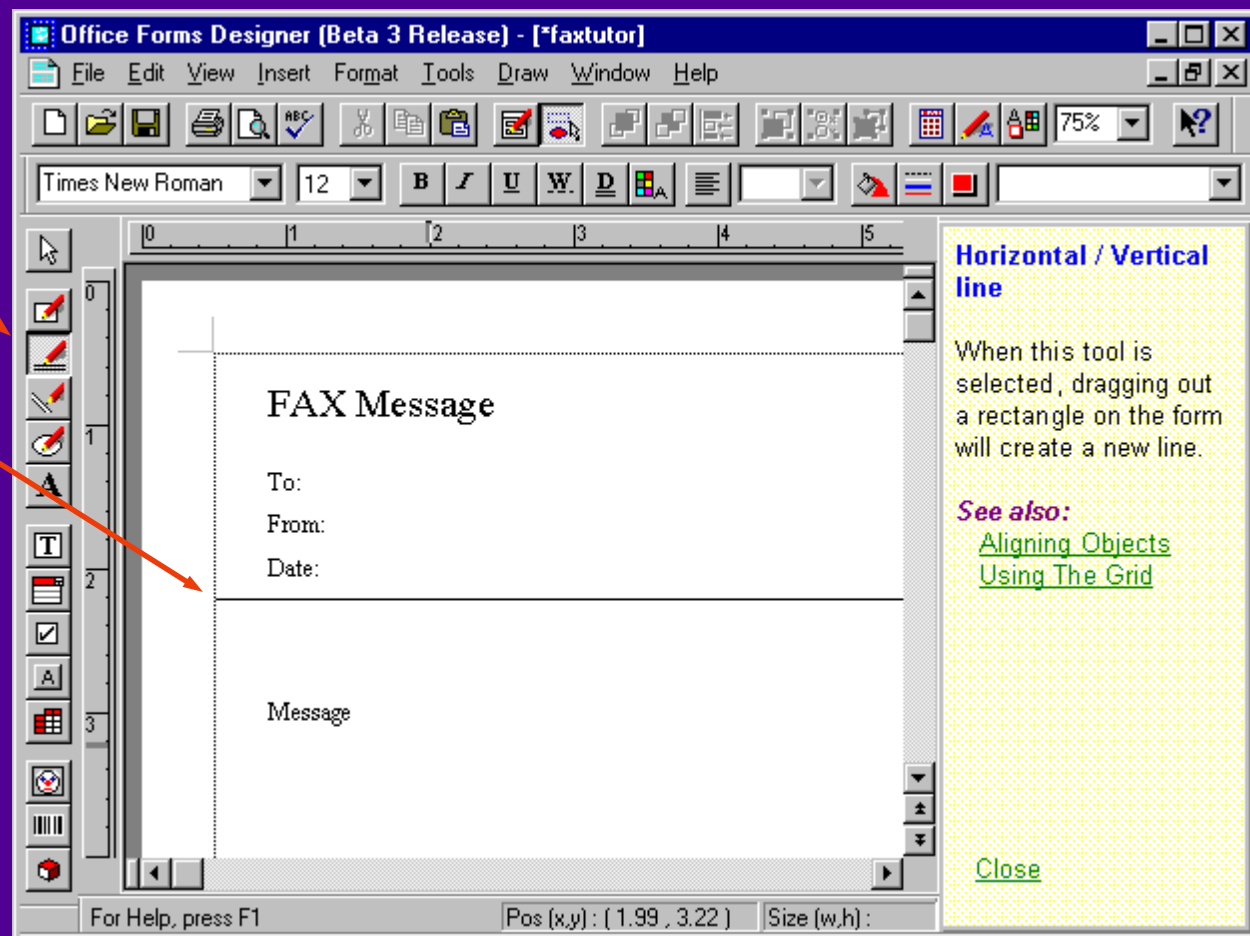
Relative to:

[Close](#)

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Now we'll place a horizontal line on the form:-

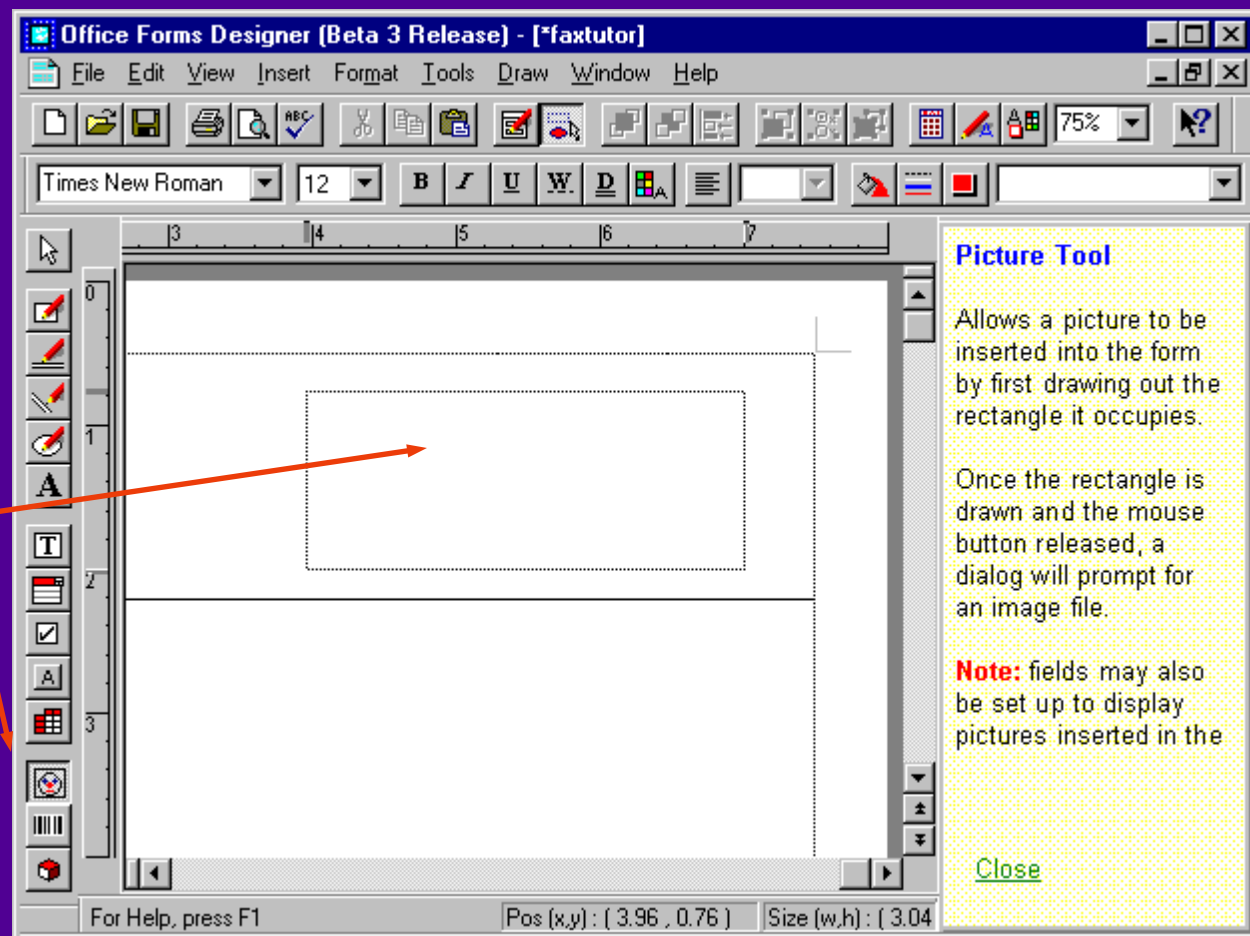
- a) Click the top line tool
- b) Click on the form beneath and to the left of "Date", where you want the line to start
- c) Drag the mouse right across to the far right of the page - the screen will scroll as you go.
- d) Release the mouse button at the far right



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Now we'll put a picture on to represent our logo.

- a) Click the picture tool
- b) A crooshair cursor will appear
- c) Click and drag out a rectangular box, starting about 4 inches along and just under an inch down.



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An Open dialog will appear - it should be set to look in Pictures initially at the top:-

a) Here we chose the “Animals” folder

b) Then we picked Cat-leap

