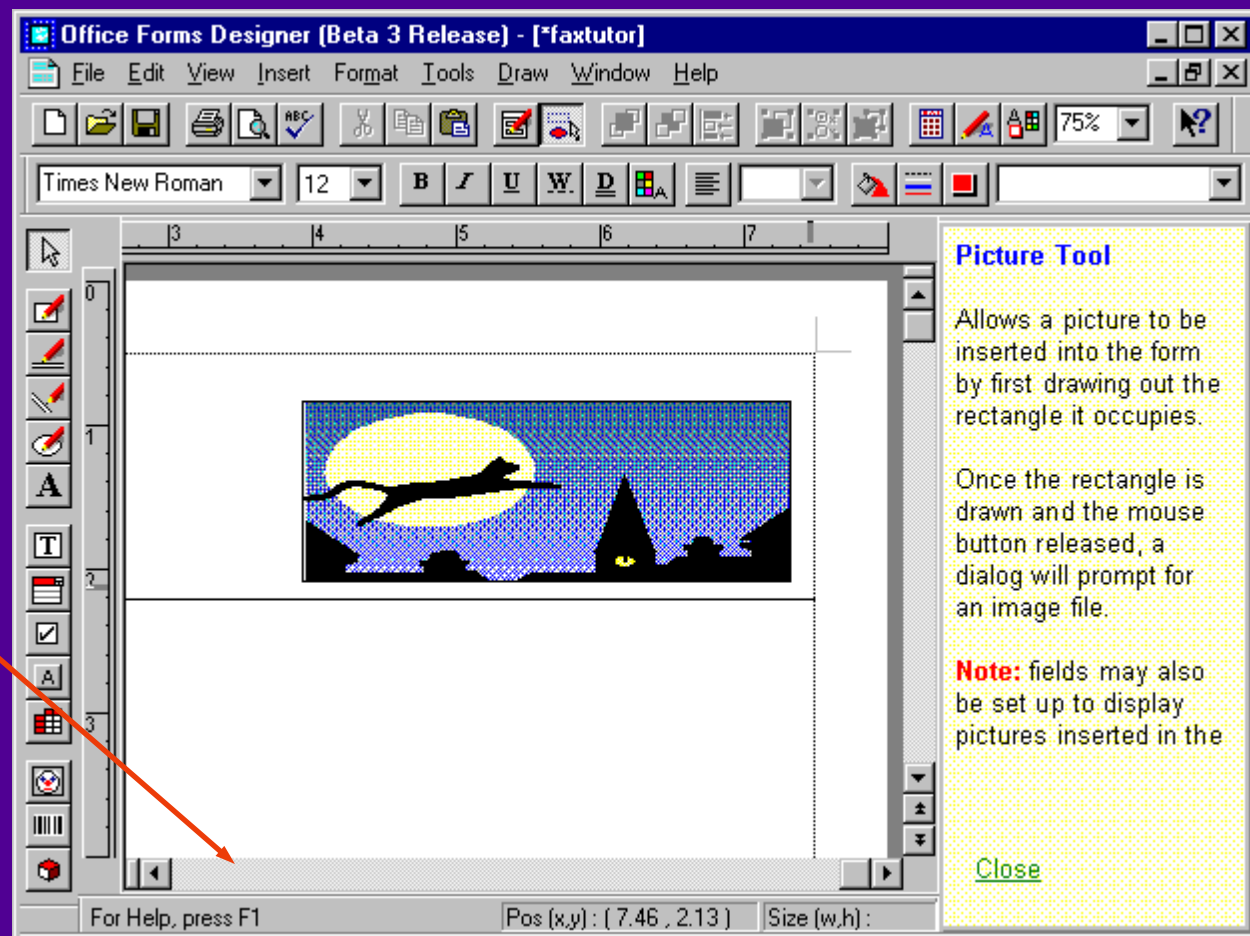
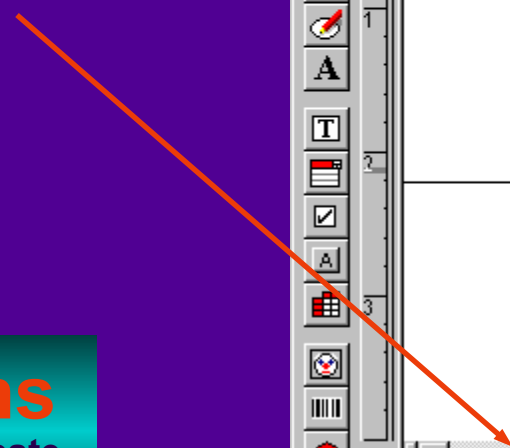


## Design a simple fax form

The picture will appear on your fax form.

Now click the lower scroll bar here to scroll back over to the left



## Design a simple fax form

Now we'll add the fields. These are places where the form can be filled.

a) Click the field tool

b) Click and drag to pull out 3 equal sized fields

The screenshot shows the Office Forms Designer interface. The main window displays a form titled "FAX Message" with three input fields for "To:", "From:", and "Date:". A "Field Tool" is highlighted in the right-hand pane, with instructions: "Drag out fields with this tool. Fields are objects that are used in the form filler to allow data to be entered onto a predefined form." Below this, it says "See also: [Aligning Objects Using The Grid](#)". At the bottom of the pane is a "Close" button. The status bar at the bottom of the window shows "For Help, press F1", "Pos (x,y) : ( 3.61 , 2.07 )", and "Size (w,h) :".

## Design a simple fax form

The 4th field is huge - it's the "Message" field.

a) Click and drag just under the word message, then drag out a big box ending 7 inches across the paper and 10 inches down.

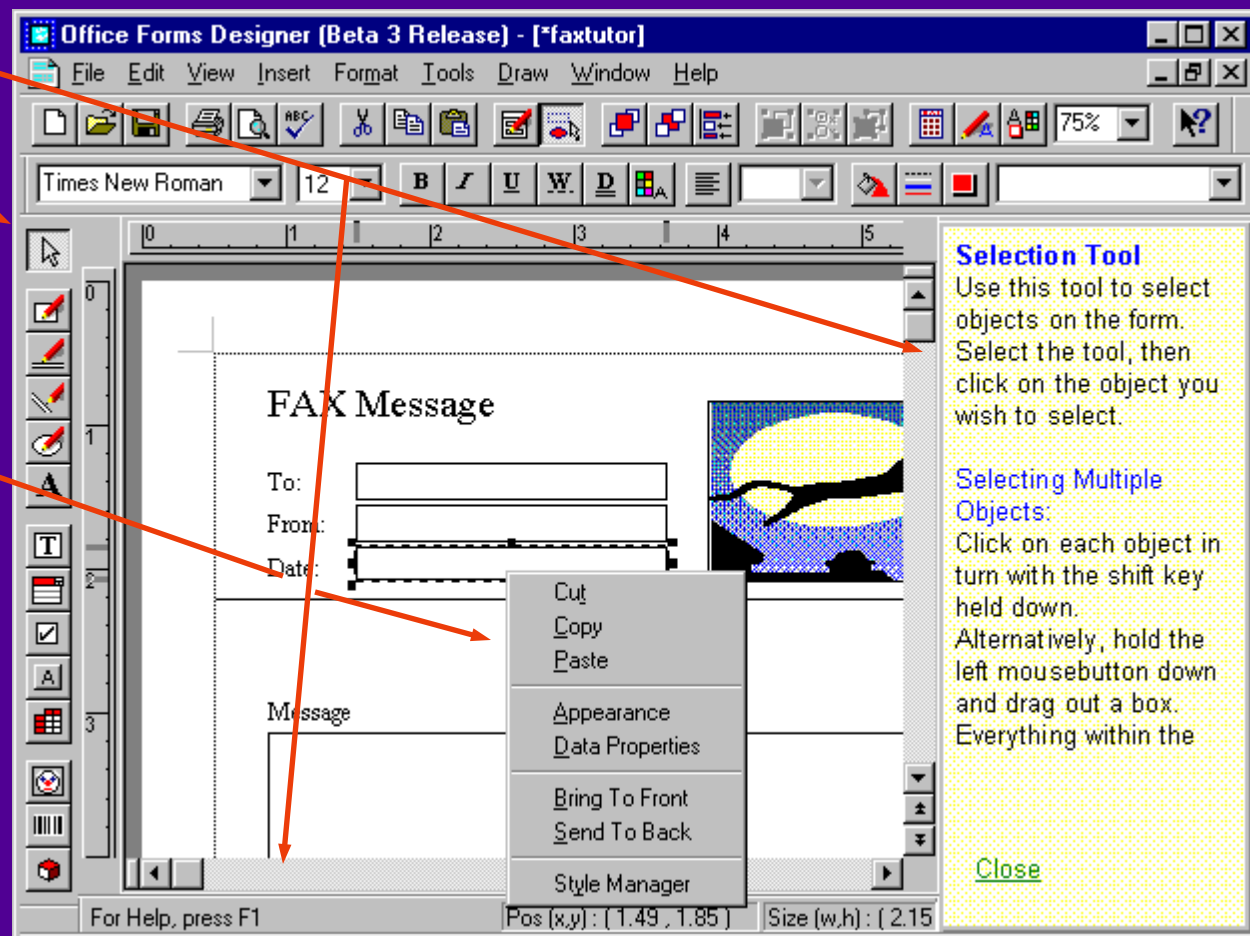
Notice that baselines appear as you drag out the field showing where the text will appear when it's filled. These baselines disappear when you let go of the mouse.

The screenshot shows the 'Office Forms Designer (Beta 3 Release) - [\*faxtutor]' window. It features a standard menu bar (File, Edit, View, Insert, Format, Tools, Draw, Window, Help) and a toolbar with various icons for file operations and design tools. Below the toolbar is a text formatting section with a font dropdown set to 'Times New Roman', a size dropdown set to '12', and buttons for bold, italic, underline, and text color. The main workspace is a large white area with a grid and a vertical axis on the left marked from 7 to 10. A large rectangular field is being drawn in this area. A right-hand panel titled 'Field Tool' contains instructions: 'Drag out fields with this tool. Fields are objects that are used in the form filler to allow data to be entered onto a predefined form. See also: [Aligning Objects Using The Grid](#)'. At the bottom of the window, there is a status bar with the text 'For Help, press F1', 'Pos (x,y) : ( 7.39 , 10.17 )', and 'Size (w,h) :'. A 'Close' button is located at the bottom of the right-hand panel.

## Design a simple fax form

- a) Scroll back to the top left of the form by clicking the scroll bars
- b) Make sure the Selection Tool is on
- c) Right Click over the Date field
- d) A right mouse menu appears, showing things we can do to the field.

You can right click on other objects too - what's on the right mouse menu depends on the object type, for example it's different for fields and lines.



# Design a simple fax form

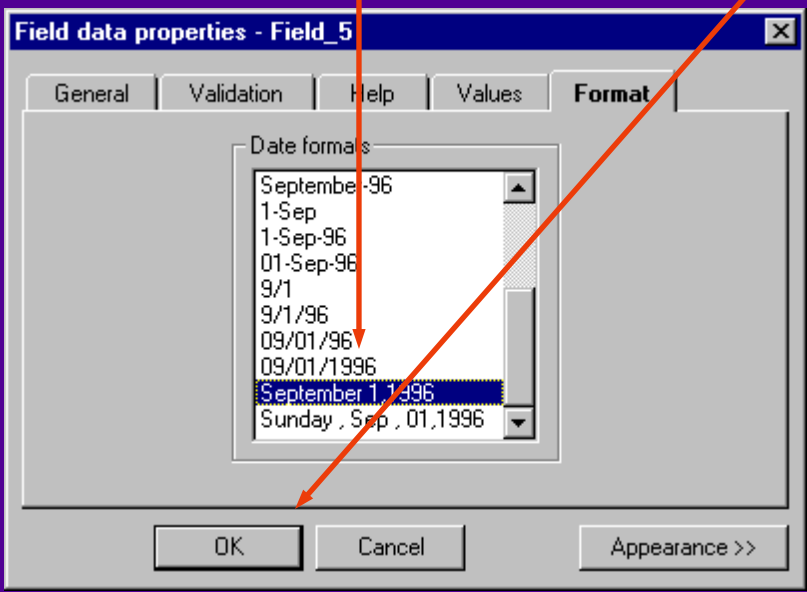
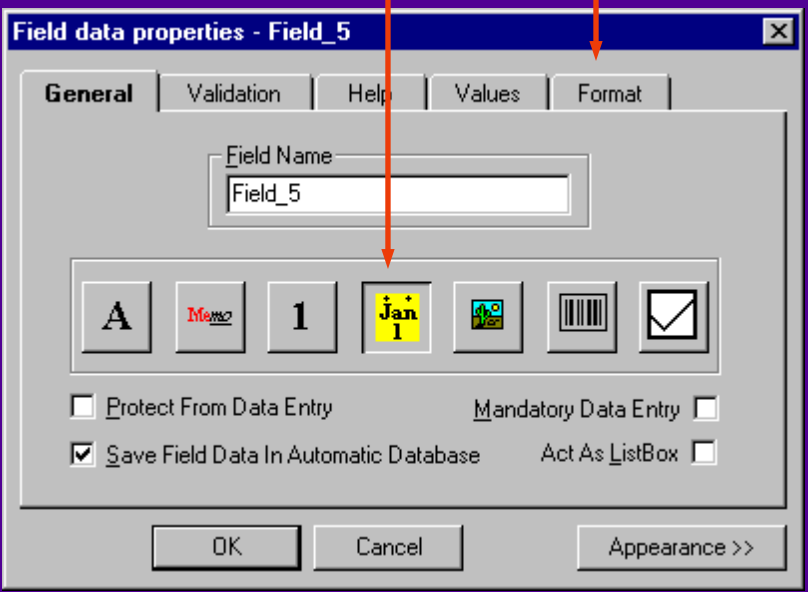
Choosing Data Properties from the field menu brings up the Field Data Properties box.

1. Click the Date button

2. Click the Format tab

3. Choose your preferred date style

4. OK

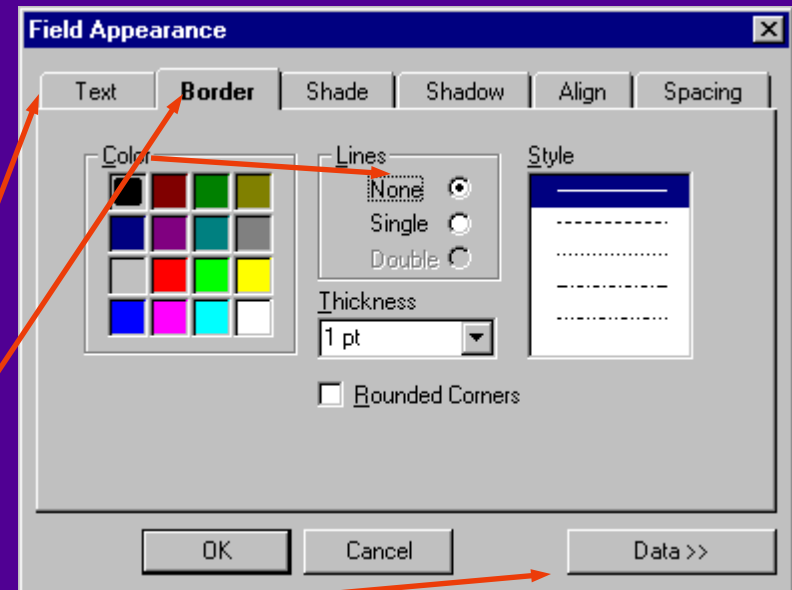


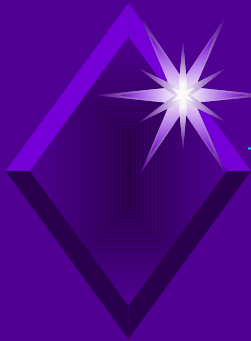
## Design a simple fax form

We want to set the big field under message to appear with no box drawn round it.

To do this you need to set the Field Appearance. You could use the right mouse technique again - but just to be different:-

- Double click in the message field
- The field appearance box will appear
- Click the tabs along the top to see all the different things you can change about a field appearance.
- Now click the Border tab and choose None under Lines
- Finish by swapping to the Data pages as there is a setting there which really needs changing too





# Design a simple fax form

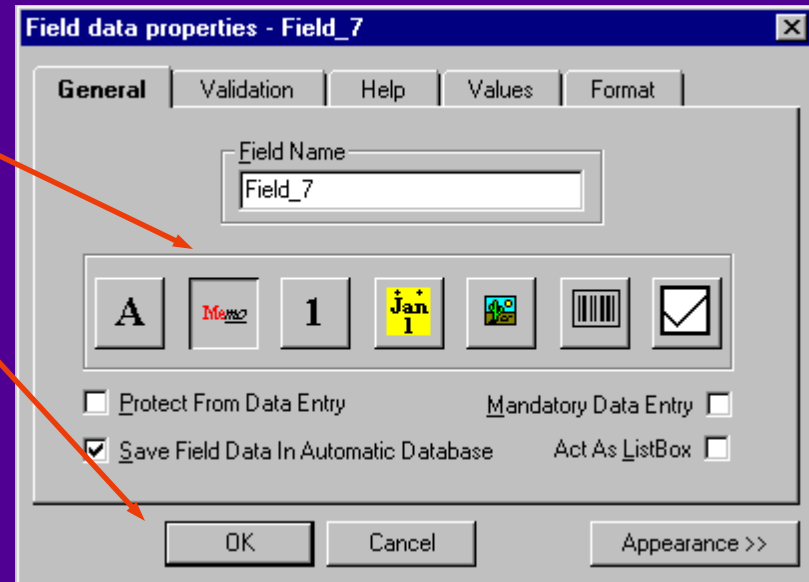
a) When Data Properties appears choose to make the message field a Memo field

b) OK

Why?

This will allow you to vary the text within the message field as you fill it in. For example you can turn on Bold and Italic, use coloured text and change fonts in a Memo field.

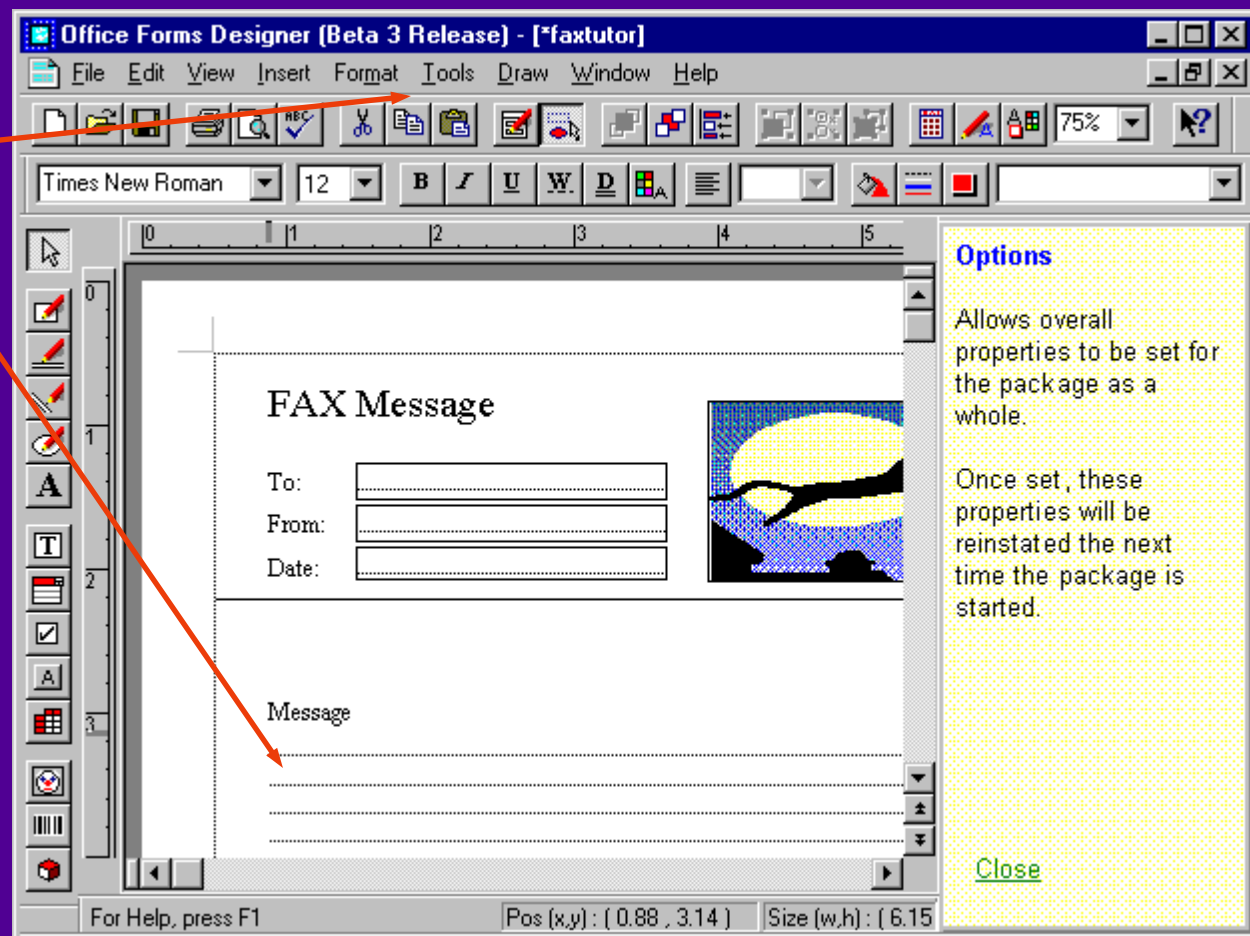
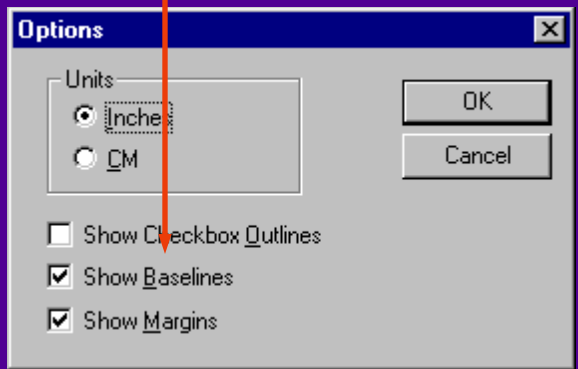
These things aren't possible in an ordinary text field.



## Design a simple fax form

Now that its border has gone you won't see the message field, although it's still there.

If you find this disconcerting, then choose Tools Options and check Show Baselines, so the field shows up





# Design a simple fax form

Changing objects on the form is easy. You don't have to redraw an object to change it.

For example to change text:-

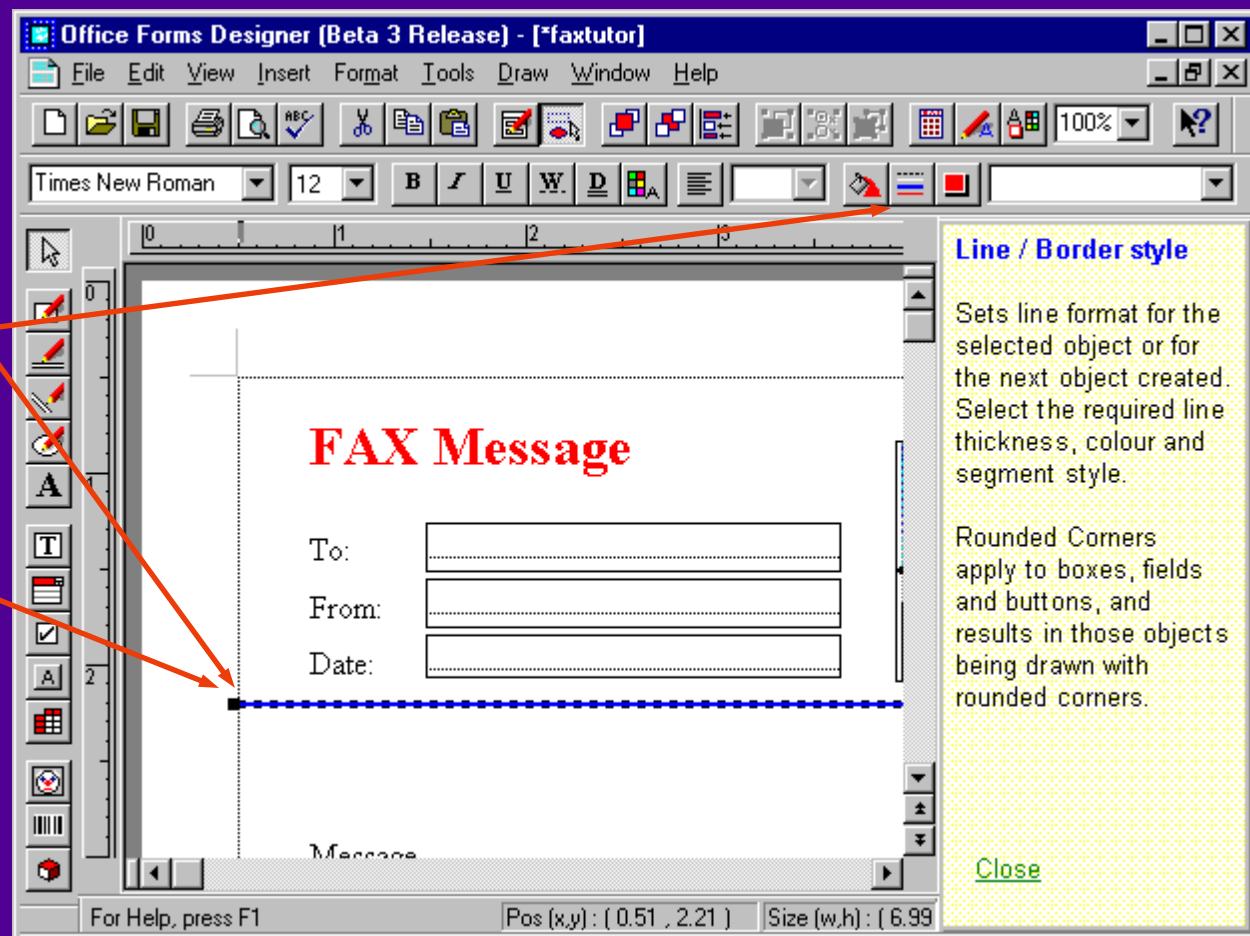
- a) Click on the text to select it. Black "handles" appear
- b) Use the Format Toolbar to change it.
- c) We've clicked B for Bold
- d) And red using the colours button

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 formatting. The format toolbar shows 'Times New Roman' font, size '20', and the 'B' (Bold) button is active. The text color palette is open, showing a red color selected. The form contains the text 'FAX Message' in bold red, followed by 'To:', 'From:', and 'Date:' labels, each with an input field. A 'Message' label is at the bottom. The status bar at the bottom shows 'For Help, press F1', 'Pos (x,y) : ( 0.85 , 0.70 )', and 'Size (w,h) : ( 3.51 )'.

## Design a simple fax form

Similarly you can change a line without redrawing it. To make the line blue and thicker:-

- a) Click the line to select it. Black handles will appear
- b) Click the Line Format button
- c) Choose Blue and Thickness 2 points then OK it
- d) Your line is now changed

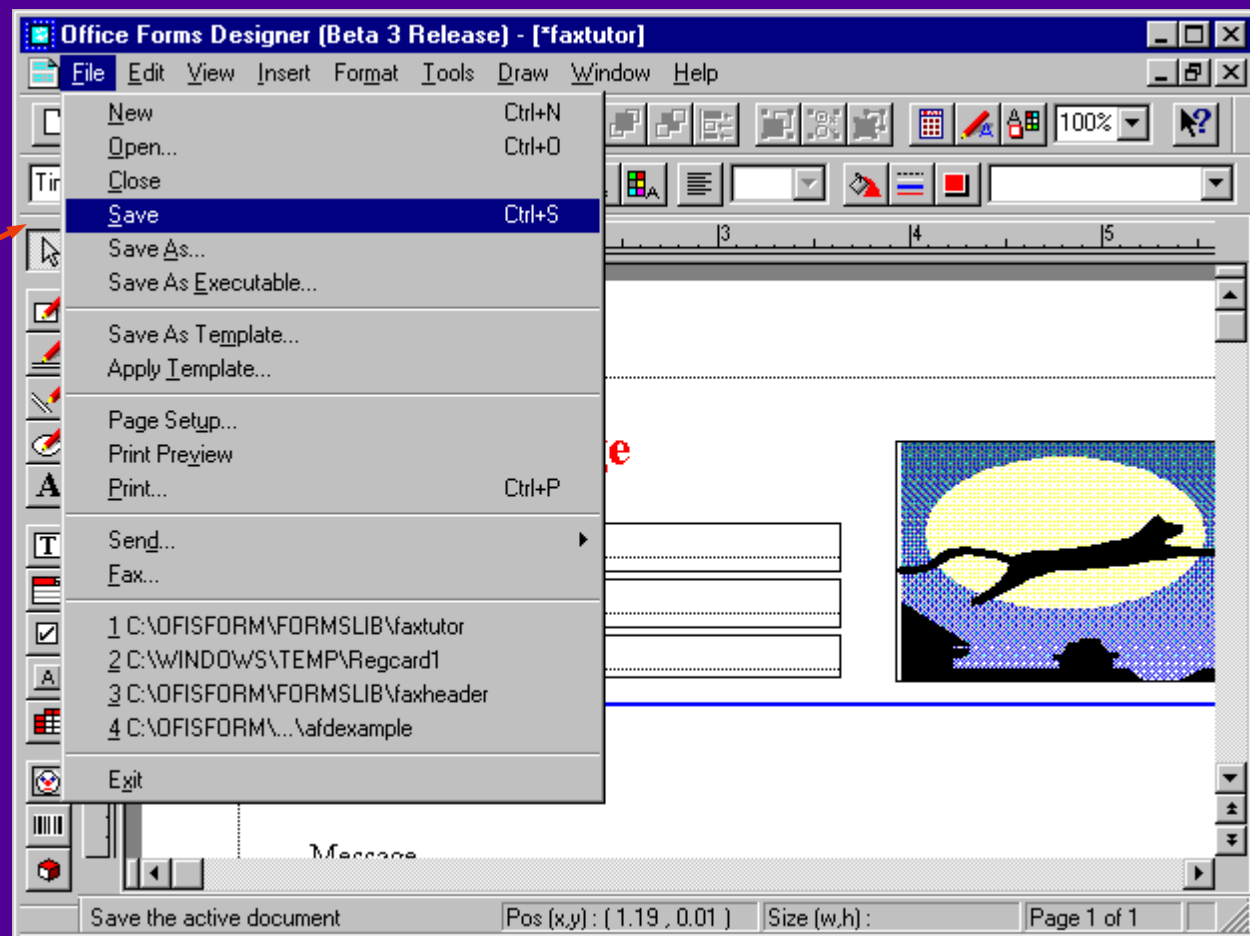


## Design a simple fax form

We're ready to test fill the form. But before we do:-

- a) Use View Tutorial Tips to turn off the Tip Window
- b) Use File Save to save the form.
- c) You'll be asked for a name - give it a name you can remember

In Win 3.1 names should be up to 8 characters at most with no spaces.

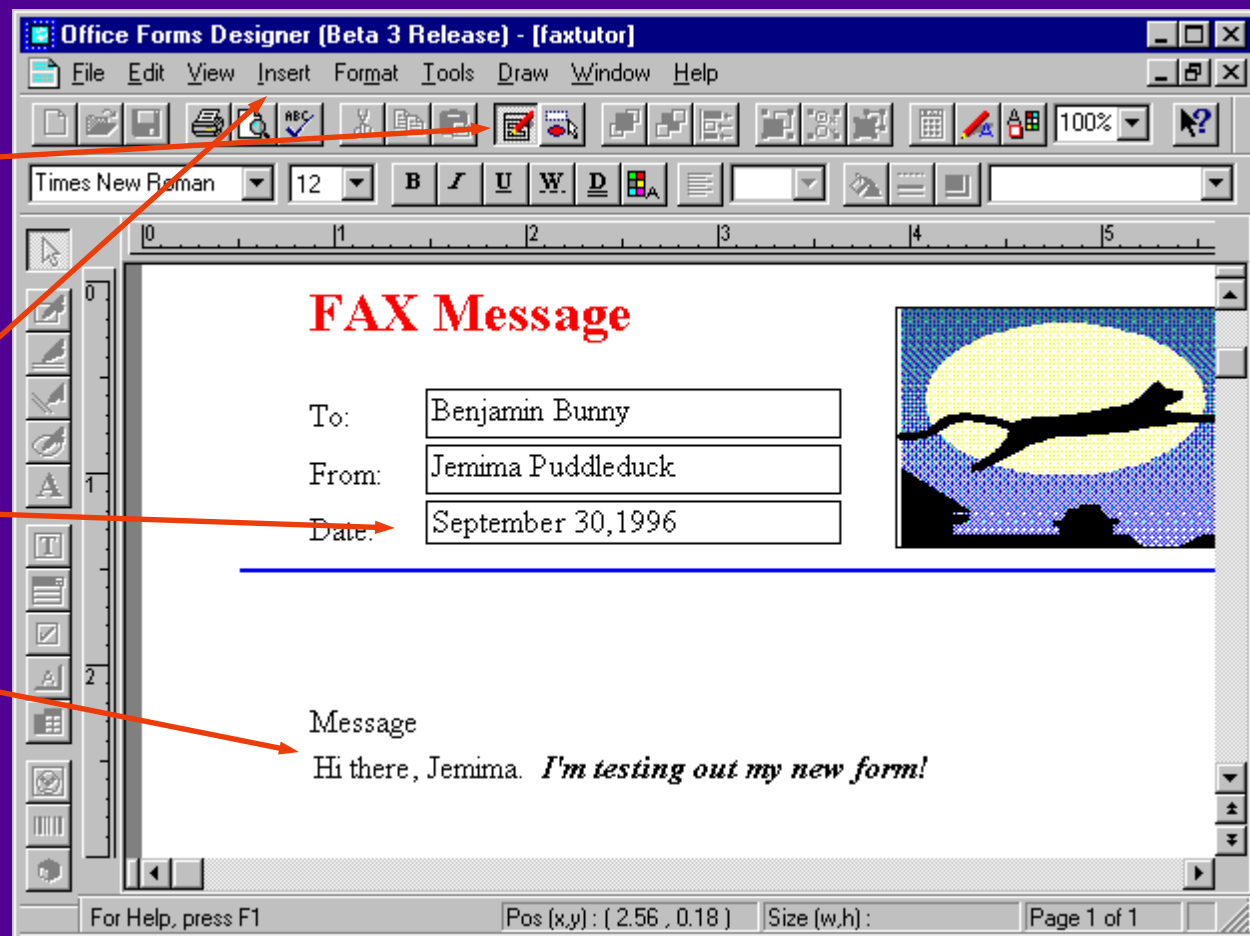


# Design a simple fax form

## Testing out filling the form

Although the form will be filled in the form filler application we can do a simple test fill without leaving the designer:-

- a) Click the Test Fill button
- b) Fill in the fields using the TAB key to move from field to field
- c) When you reach the date field use Inser Date/Time to put in today's date
- d) Notice that the date is displayed in your chosen format when you tab away
- e) Mix your text styles in the Memo field



# Design a simple fax form

**Toplevel**

This is the end of this lesson

a) Click the Design button on the toolbar to return to the designer

b) If you have changed the form since you last saved it you'll see a \* next to the form name on the title bar.

You'll need the form for the next lesson, so save it again if necessary

