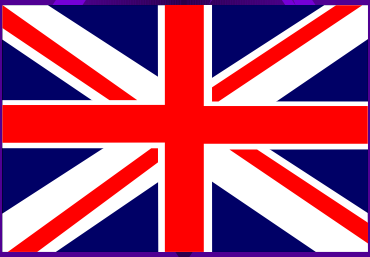


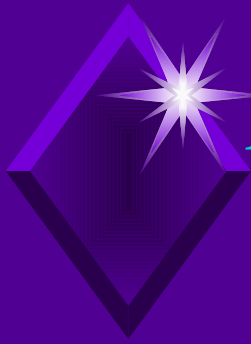
OfficeForms

Forms that communicate



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

Toplevel



Action buttons & checkboxes

In this lesson we'll be using the Drawing Toolbar to place these objects on the fax form:

We'll also group the checkboxes so that only one can be checked

Checkboxes

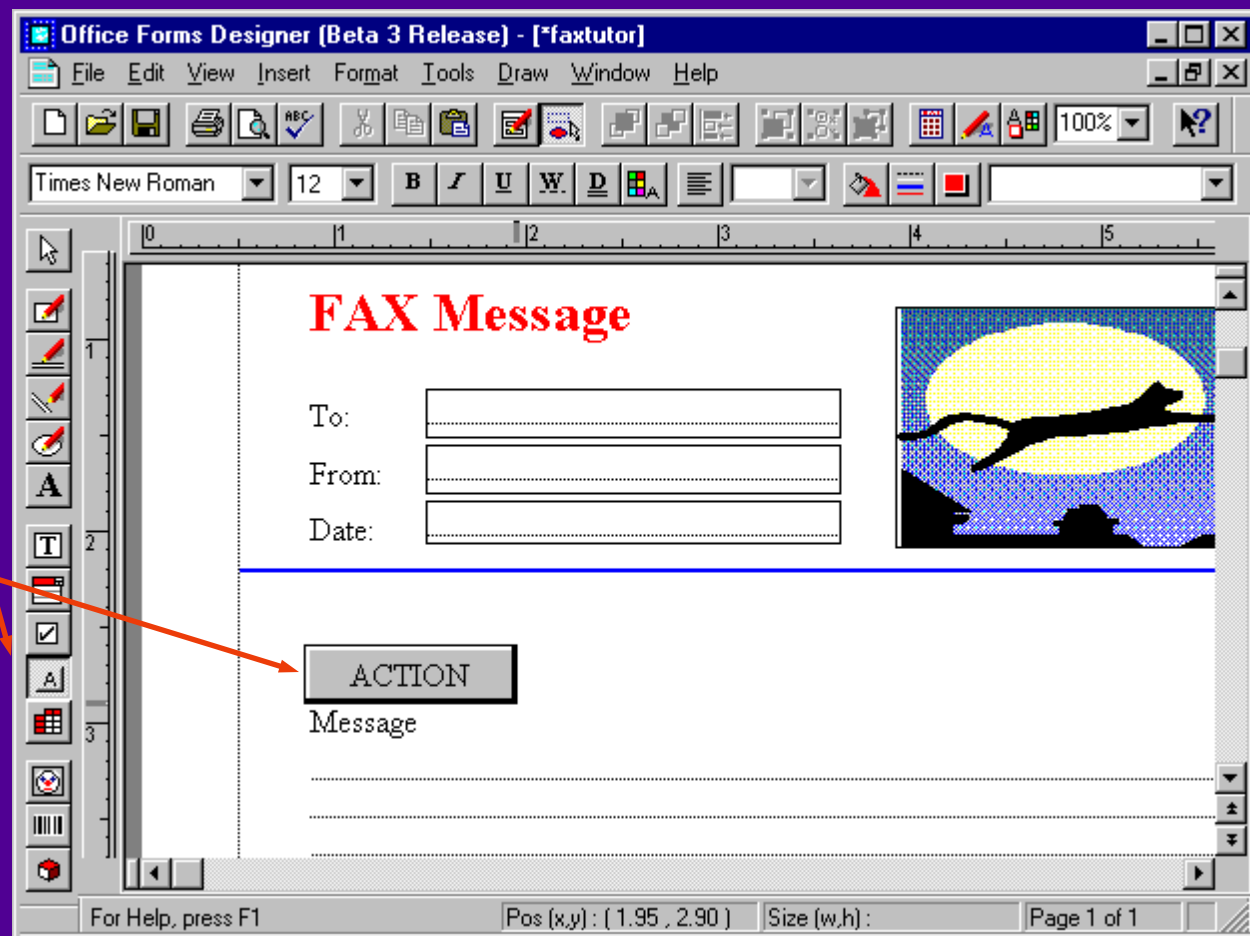
Pushbutton



Action buttons & checkboxes

We'll add an action button to automatically Fax the form back to head office. Note that for this to work users filling the form will need a fax modem on the computer.

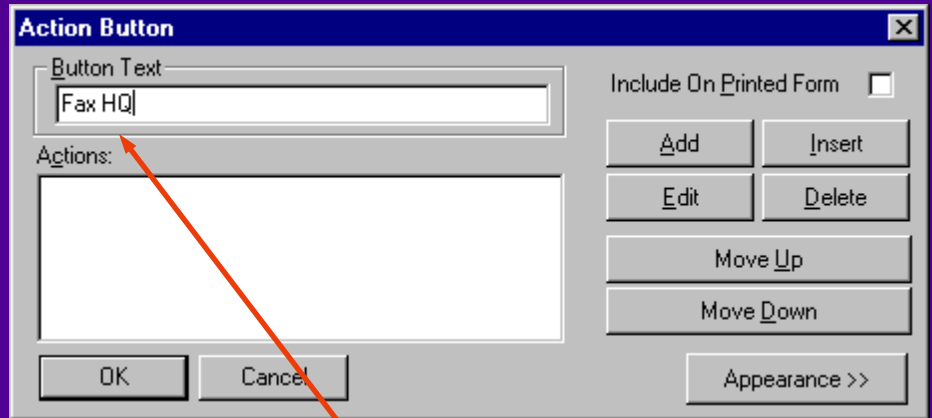
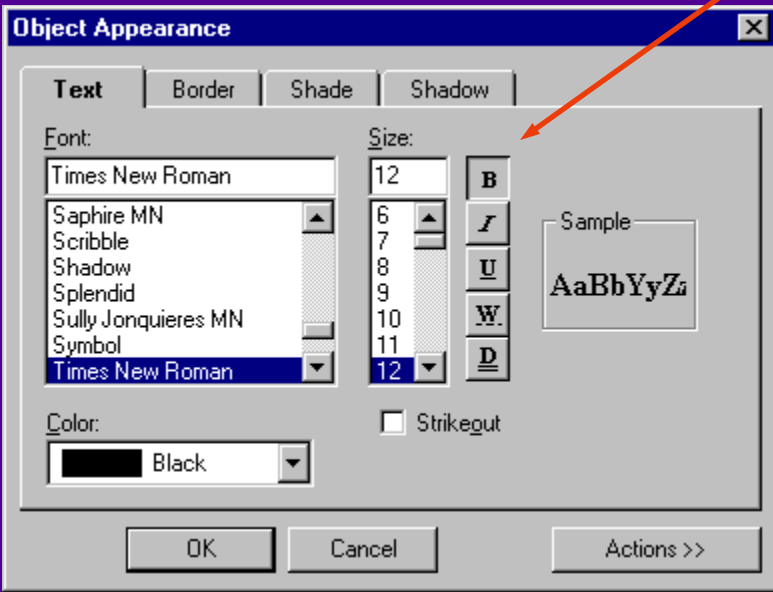
- a) Click the Action button tool
- b) Click and drag to pull out a frame about 1 inch wide and one third inch deep here
- c) Let go of the mouse and the button appears



Action buttons & checkboxes

1) Double click the Action button to get the Appearance box:-

2. Click Bold to get bold writing on the button top



3. Click Actions

4. The Action box appears. Type in "Fax HQ" to appear on your button top

Action buttons & checkboxes

1) Click Add to put in an Action

Action Button

Button Text: [Fax HQ]

Include On Printed Form

Buttons: Add, Insert, Edit, Delete, Move Up, Move Down, Appearance >>

Buttons: OK, Cancel

2. The Action list appears. Choose Fax to ...

Print Form
Close Form
Initialise All Fields
Validate All Fields
Fax Form to ...
Export Form Contents to ...
Import Form Contents from ...

Buttons: Continue, Cancel

3. Now fill in head offices name and number then click OK

Send Fax To ...

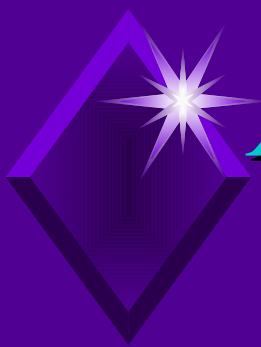
Supply now Supply later

Name: [Head Office]

Address: [01234 556677]

Buttons: OK, Cancel

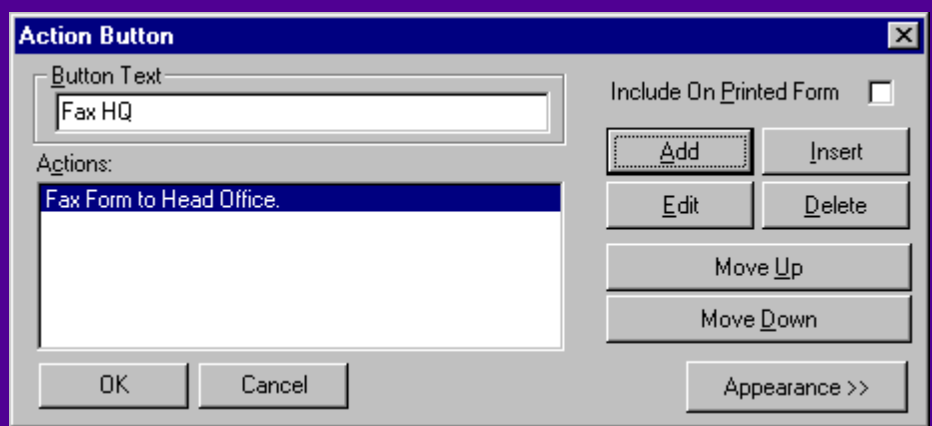
Action buttons & checkboxes



Your Action is now set up.

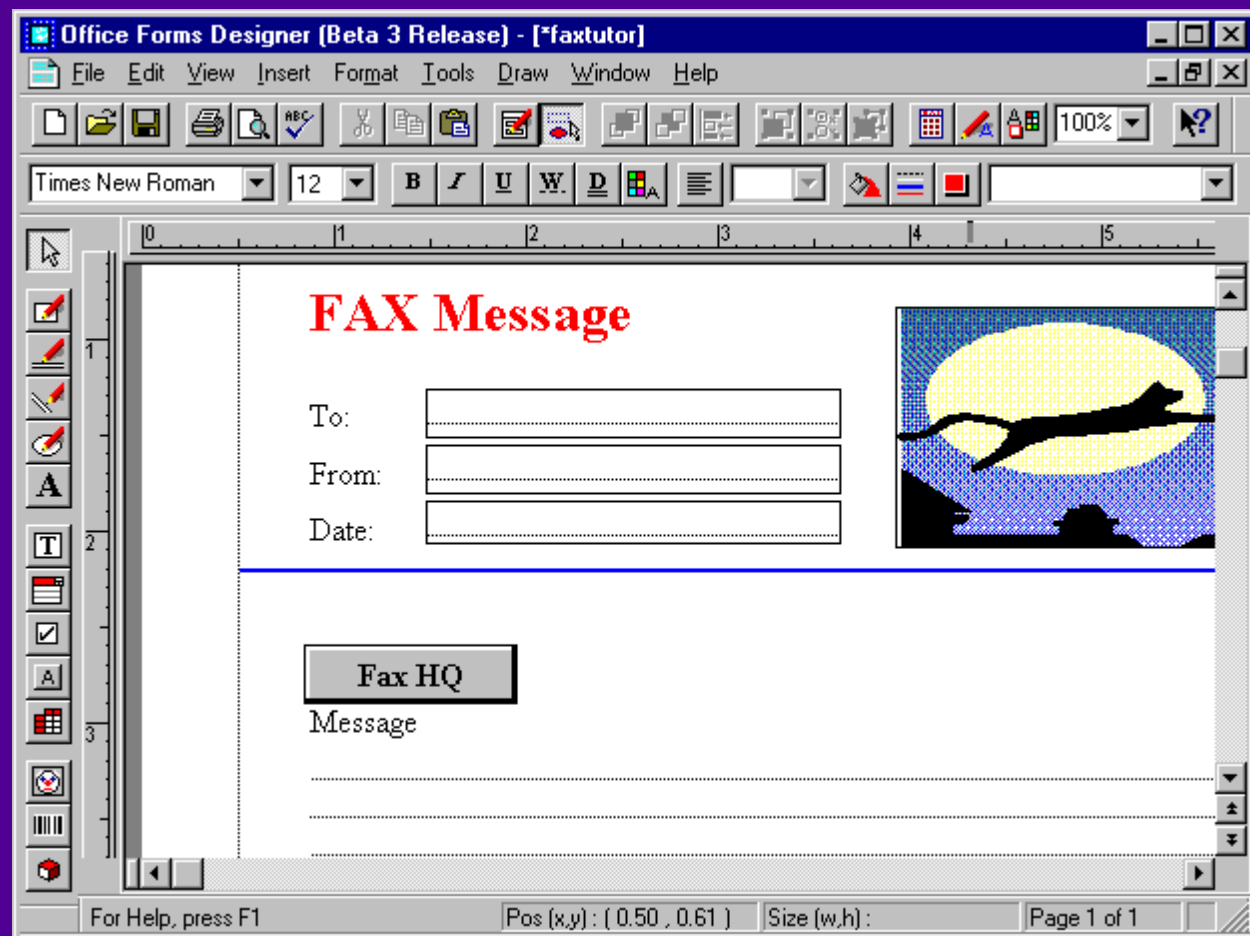
Notice that you could set a button to perform several actions - you would press Add again then choose the next action as before.

Since you only need one action here just click OK.



Action buttons & checkboxes

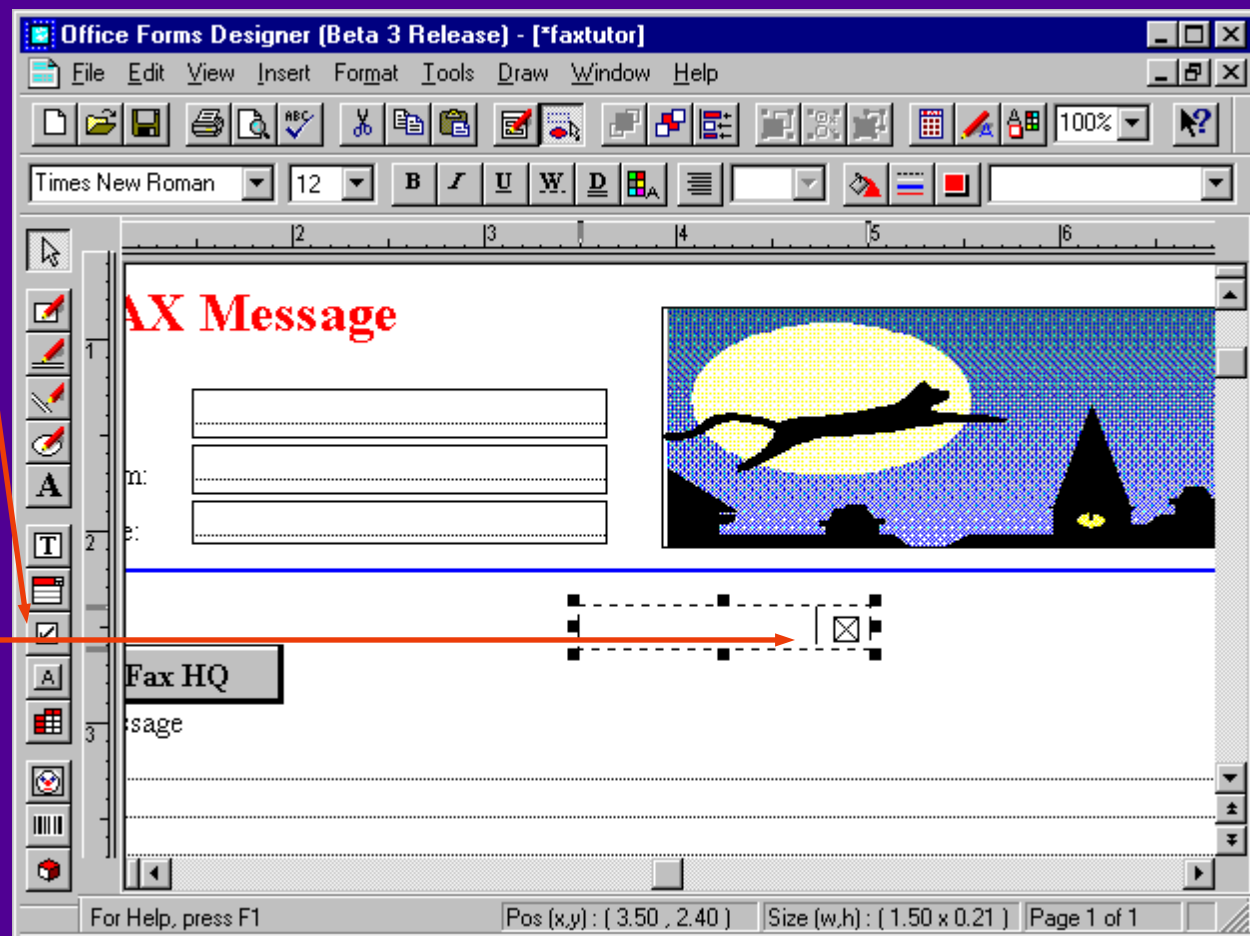
The Action button is displayed with its new bold message



Action buttons & checkboxes

Now we're ready to add the checkboxes

- a) Click the check box tool
- b) Click and drag to pull out a frame for the checkbox. The frame will be rectangular because it contains the check box text too
- c) Make the frame from about 3.5" across to about 5" across. Make sure you drag the mouse far enough down to see a baseline appear for your checkbox prompt
- d) As soon as you release the mouse it's ready for you to put in the prompt

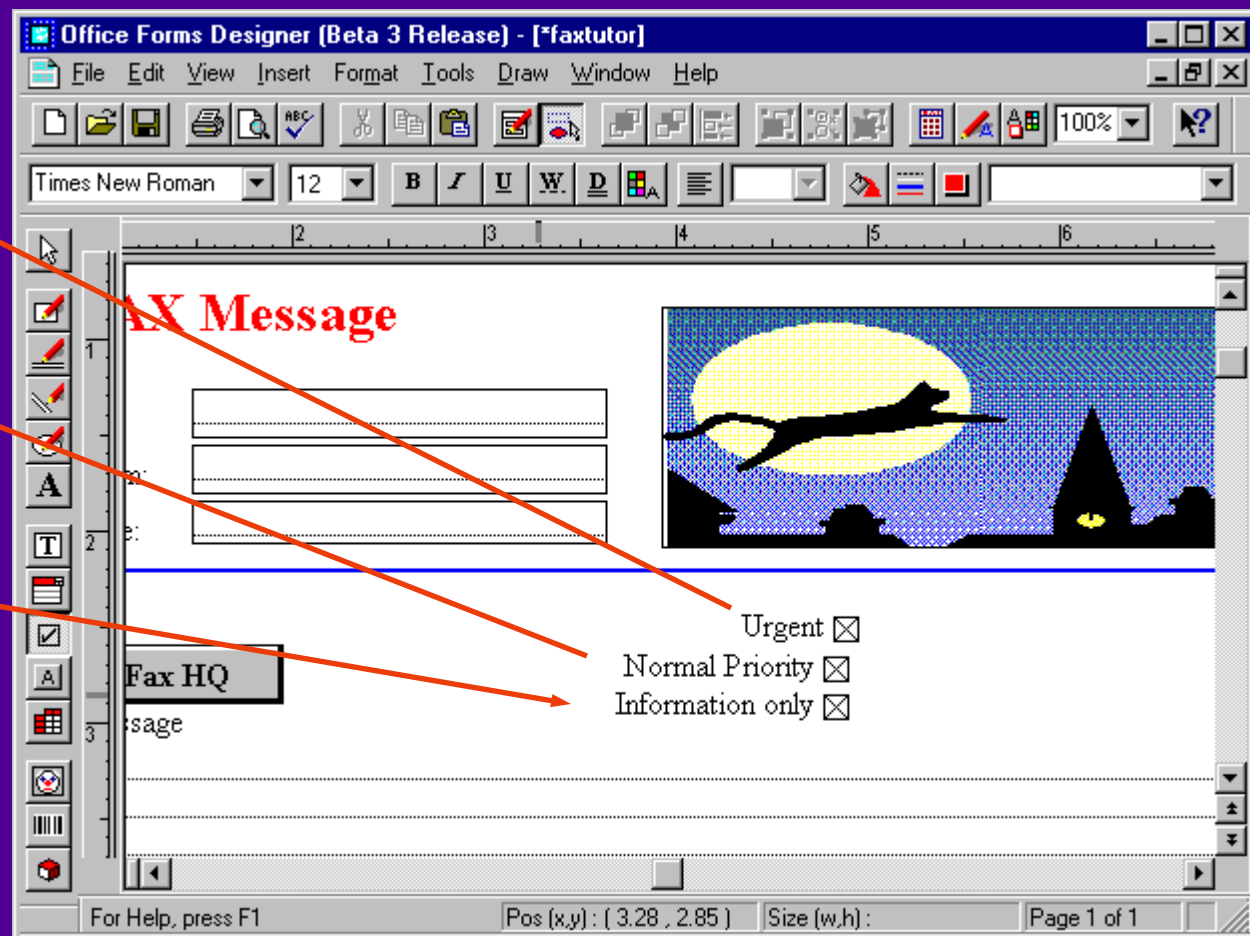


Action buttons & checkboxes

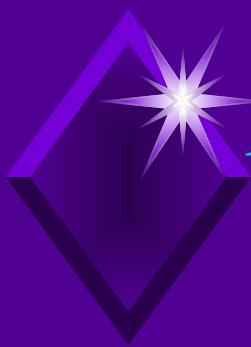
a) Type in "Urgent" as the prompt for the 1st checkbox

b) Create 2 more checkboxes labelled "Normal Priority" and "Information only" beneath it

Remember to keep the checkbox tool selected as you do this



Action buttons & checkboxes

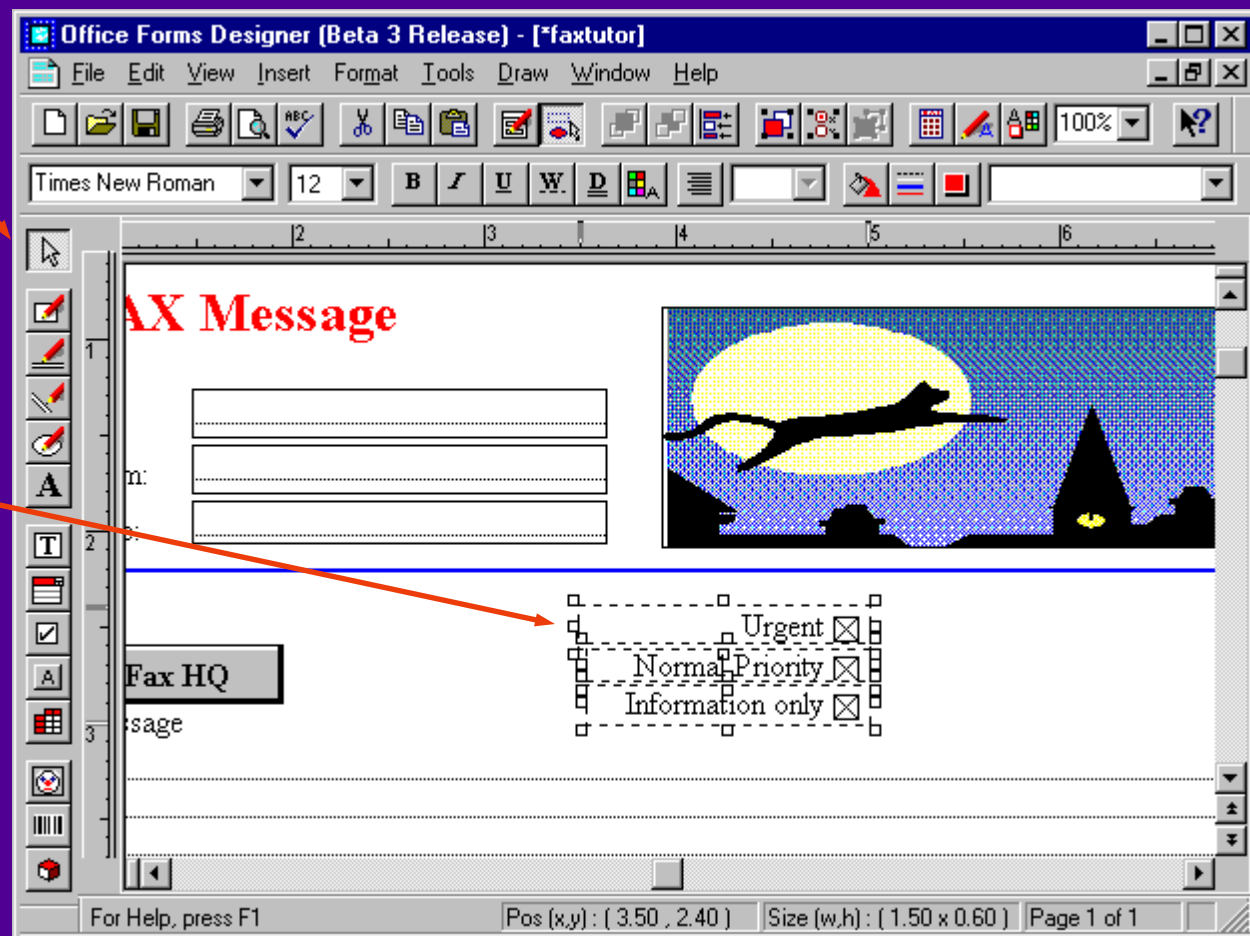


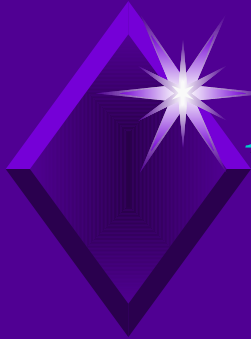
a) Click the Selector tool. We'll use this to select all the checkboxes at once.

b) Pull out a frame around the checkboxes - make sure it is big enough to completely surround them including the 'empty' parts on the left of the prompts.

When you let go the mouse they'll all be selected - like this

c) Now tidy them up - use Draw Align Objects to align them on the right



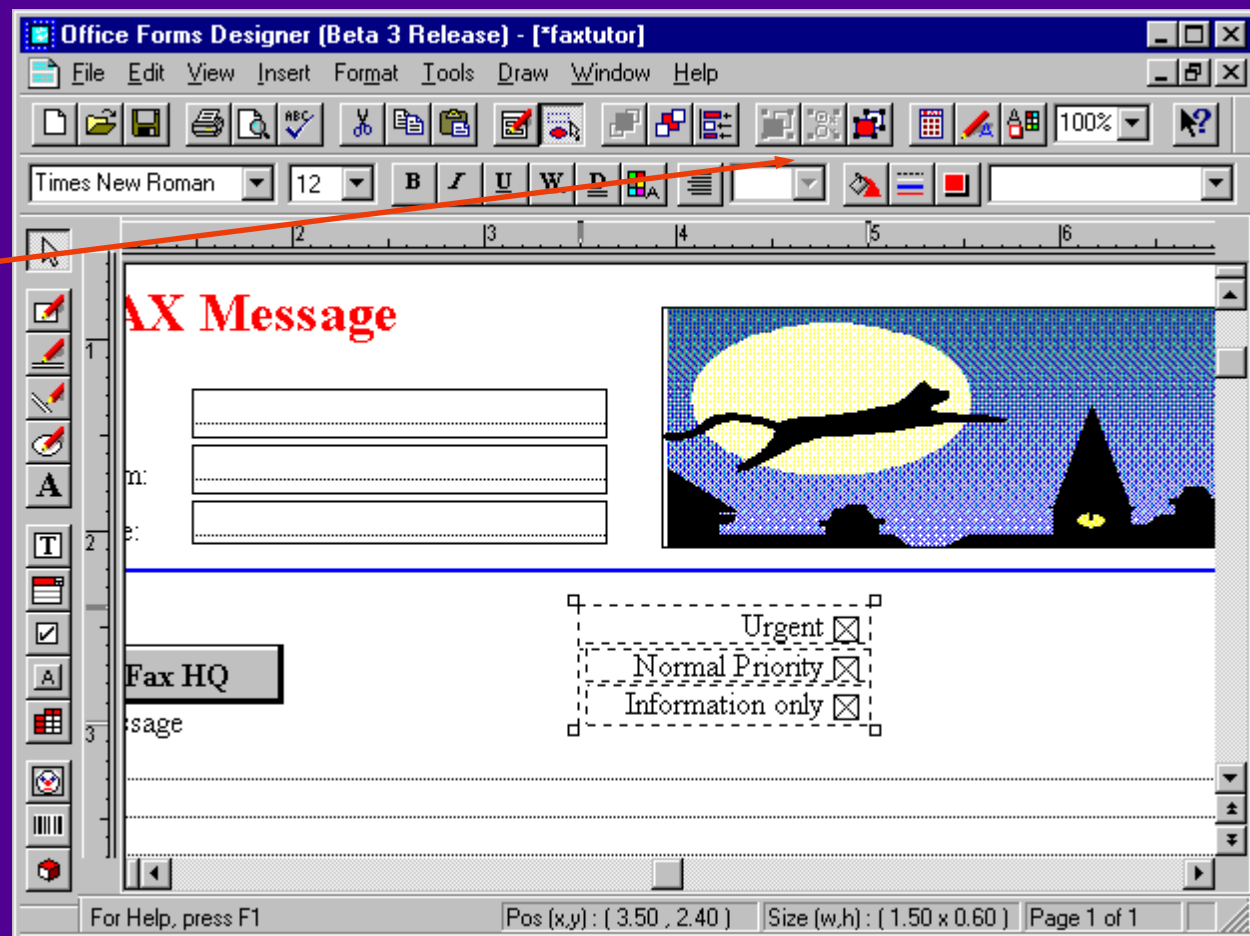


Action buttons & checkboxes

Now to make the checkboxes mutually exclusive, so that only one can be checked at a time

Click the Group Radio Buttons tool.

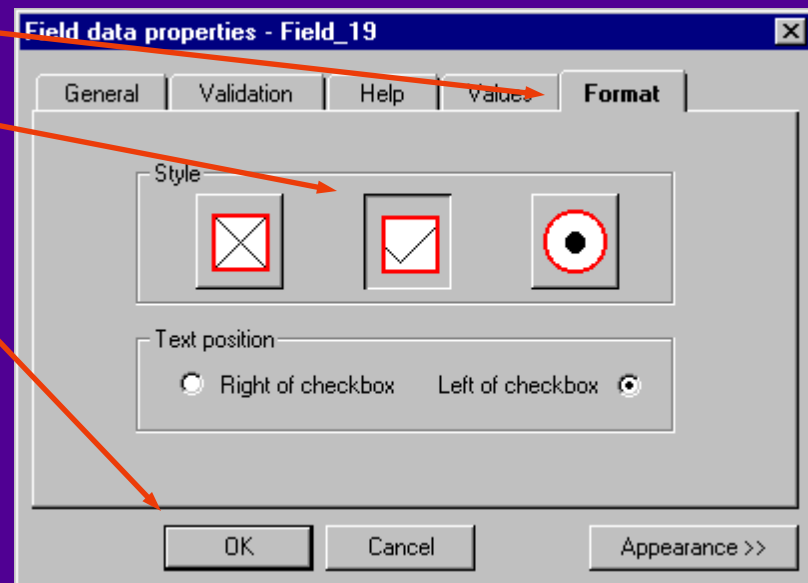
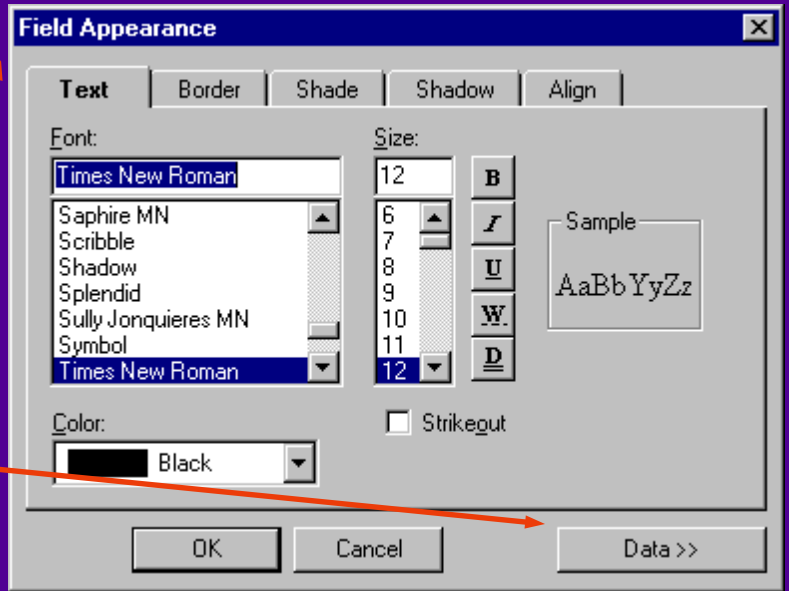
This tool only applies to check boxes, once clicked they will act as a radio button group.



Action buttons & checkboxes

Finally we'll change to a tick instead of a cross in the box

- a) Double click on the actual box part of the top checkbox
- b) The Field Appearance box appears. Notice that checkboxes are really a special type of field
- c) Click Data
- d) The Field data properties box appears
- e) Choose the Format tab
- f) Now click the ticked style
- g) OK it
- h) Repeat this for the other two checkboxes



Action buttons & checkboxes

Your fax form should now look like this:-

This is the end of this lesson.

You may like to save the form.

