

## Design Concepts

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

### Objects

- + Creating Objects
- ▶ Deleting Objects
- Arranging Objects
  - ▶ Duplicating Objects
  - ▶ Grouping Objects
  - ▶ Changing Objects Order
  - ▶ Multiple Object Sizing
  - ▶ Multiple Object Properties
  - ▶ Using the Nudge Tool
  - ▶ Using the Alignment Tools
  - ▶ Examples

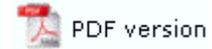
### Page Elements

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

### Preview the Forms

- ▶ Preview the Forms

## Special Tools - Examples

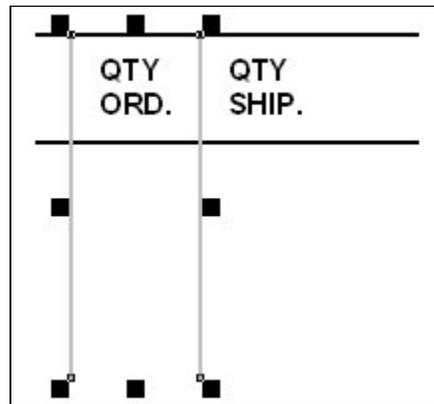


Here are some examples showing alignment tools in operation.

### Nudge Tool Example

Use Difference between selected objects nudge option to create quantity columns that are equal in width.

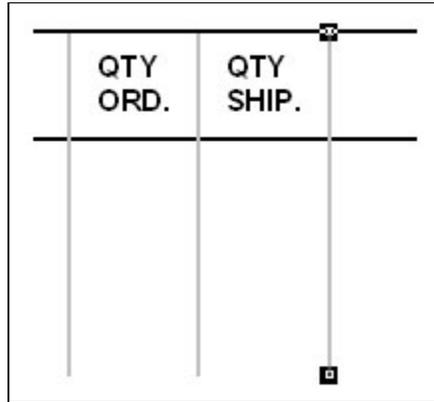
- Select two column lines on the QTY ORD. column.
- Choose Nudge from Tools menu, or click on the Nudge tool button from the toolbar.
- Select Difference between selected objects from the Pre-defined values menu.
- Click the OK button.



- Select the right column line and select Copy then Paste from the Edit menu, or click Copy tool  then Paste tool  from the Toolbar.

**Note:** Paste draws directly over the Cut or Copied object.

- Press the right arrow on the keyboard. Now you have columns for QTY ORD. and QTY SHIP. that are equal in width.

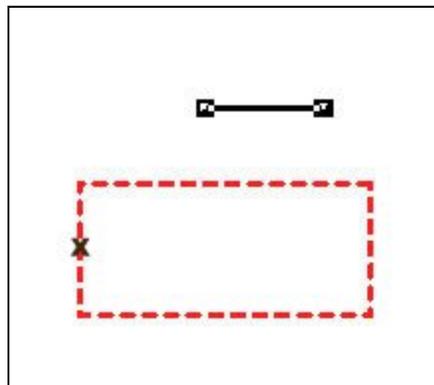


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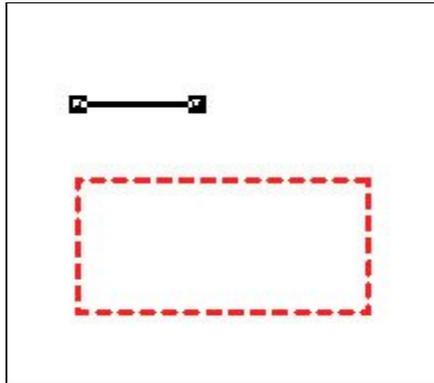
### Aligning Objects Example 1

Align the left side of an object to the left side of another object.

- Select the object to be aligned.
- Select the Left alignment tool on the alignment toolbar.
- Click on the left side of the second object.



- The first object aligns itself to the left of the second object.

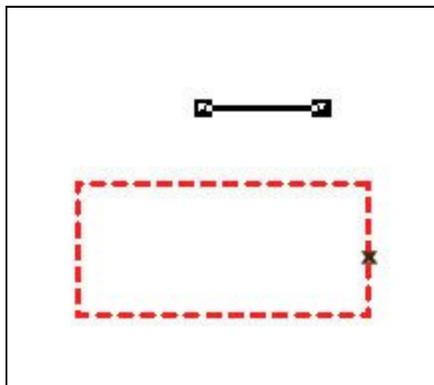


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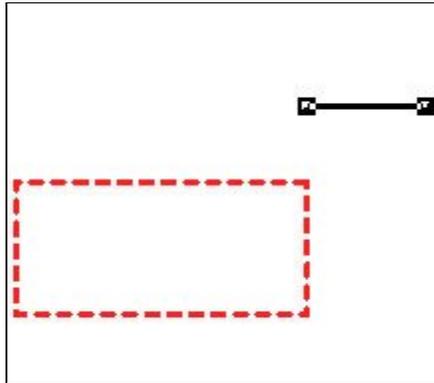
### Aligning Objects Example 2

Align the left side of an object to the right side of another object.

- Select the object to be aligned.
- Select the Left alignment tool on the alignment toolbar.
- Click on the right side of the second object.



- The first object left aligns itself to the right of the second object.

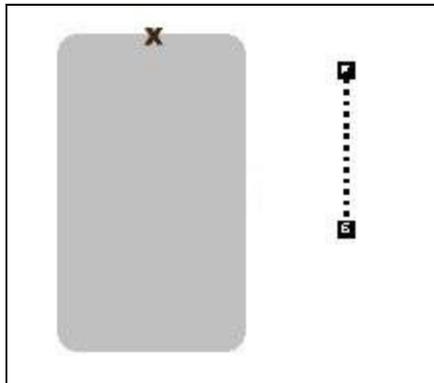


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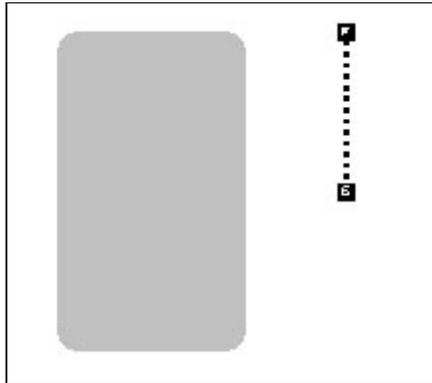
### Aligning Objects Example 3

Align the top of an object to the top of another object.

- Select the object to be aligned.
- Select the Top alignment tool on the alignment toolbar.
- Click on the top of the second object.



- The first object aligns itself to the top of the second object.

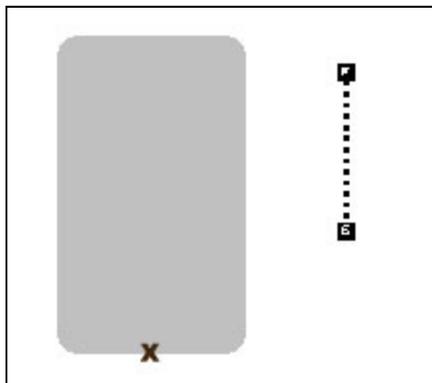


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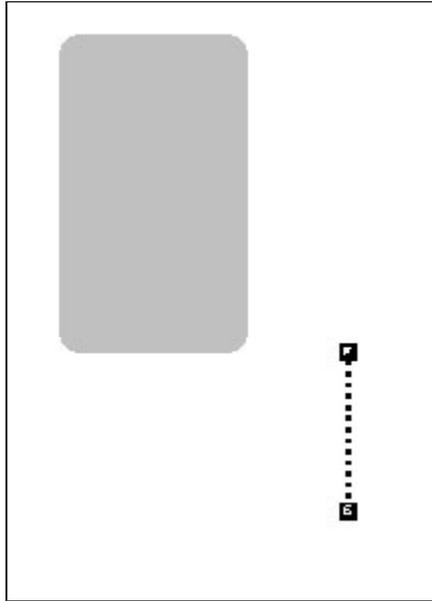
#### Aligning Objects Example 4

Align the top of an object to the bottom of another object.

- Select the object to be aligned.
- Select the Top alignment tool on the alignment toolbar.
- Click on the bottom of the second object.



- The first object aligns itself to the bottom of the second object.

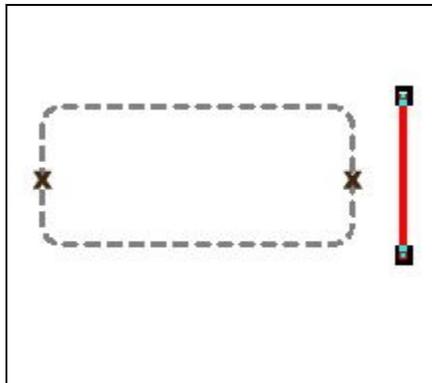


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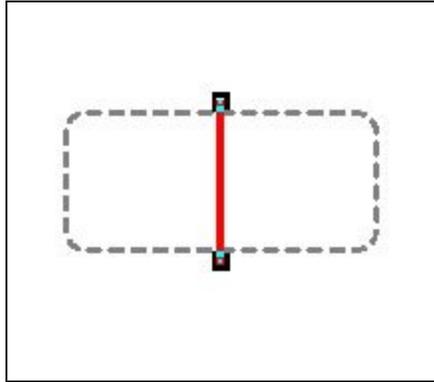
### Aligning Objects Example 5

Horizontally center a selected object between the left and right sides of another object.

- Select the object to be aligned.
- Select the Horizontal center alignment tool on the alignment toolbar.
- Click on the left and right sides of the second object.



- The first object is horizontally centered between the left and the right sides of the second object.

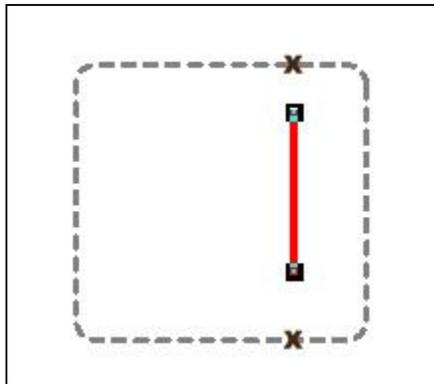


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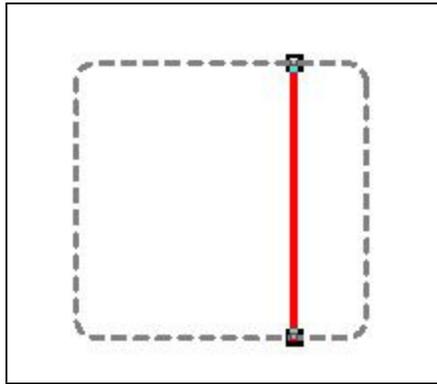
### Using Stretch Alignment Example

Stretch the vertical line to fit the height of the rectangle.

- Select the object to be stretched.
- Enable the Stretching tool.
- Select the Vertical center alignment tool on the alignment toolbar.
- Click on the top and bottom sides of the second object.



- The first object (vertical line), is stretched to be the same height as the second object (rectangle).



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