

Resizing/Moving Objects

Select the object you want to size or move. This is usually done by clicking the item once.

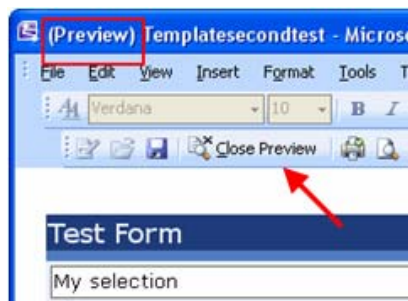
To **Resize**, move your mouse to the edge or corner of an object. Your mouse will change to a double-headed arrow that will indicate the dimensions that the object can be scaled:



To **Move**, select an object and then move your mouse to the interior portion of the object (away from the edges). Your mouse will change into a four-headed arrow, like the points of the compass. Click and drag the object to its new location.

Testing a Form

InfoPath 2007 includes the ability to test your form as others would see it. This enables you to check consistency and clean up any problems you may have missed. Click File → Preview → Form to open the form in Preview mode. This mode does not allow any changes to be made to the form until the preview mode is closed:



Basic Text Formatting Options

If you have ever used a word processor before, these commands should be easily for you to recognize and use. Nearly every piece of text that can be inserted or typed into a form has the ability to be formatted. Let's go over the commands on the Formatting toolbar:

Styles



Font Styles are collects of any of the following commands. If you want to make all titles of a form the same, it is much easier to design a style and then use that style over and over.

Font Selector



Use this combo box to pick between any of the fonts that are installed on your computer.

Font Size



Use this combo box to select a size of font from 8 point to 72 point. If you require a larger size, click inside the combo box and type a specific size.

Text Effects



Select text and click these buttons to make it **bold**, *italic*, or underlined.

Text Alignment



(left to right): Left align, centre, right align, or justify a paragraph of text. The final command lets you set the line spacing.

Numbered / Bulleted List



Click this command to insert a number or bullet at the start of the line. Each time you press enter, a new number or bullet will appear.

Increase / Decrease Indent



Increase indentation will move the current text farther away from the margin; decrease will bring the text closer in line.

Highlighting Options



Use this command like a highlighter pen. Choose from a number of different colours and then click and drag over the text you want to highlight. The text will automatically change colour. You can also remove highlight by highlight the text with white (no colour).

Text Colour



Change the colour of the selected text with this command. Click the pull-down arrow and choose a colour.

Types of Form Controls

Text Box Control



Can be used to enter just about any type of unformatted text or numbers.

Rich Text Box



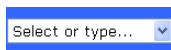
Something like a text box, but can contain formatted text.

Drop Down List



Users must select one of the options that are provided in the drop list by clicking the option.

Combo Box



Users can select an option from the list provided, or enter their own response.

List Box



Presents users with a scrolling list of options to choose from.

Date Picker



Allows users to select a date with a point and click calendar.

Check Box



Allows users to specify true or false values by checking or clearing the box.

Option button (Radio button)



Provides a mutually exclusive choice. When one option button in a group is selected, the others are deselected.

Button



A control that can be associated with a number of functions, including the submission of form data.

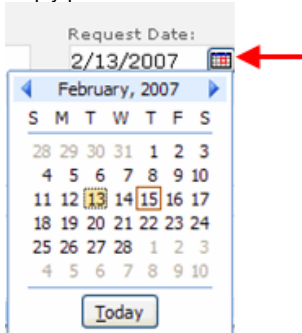
Section



A control that is used to group other controls.

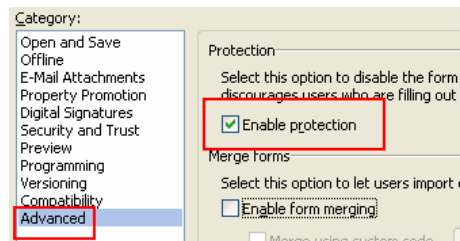
The Date Picker

If you are filling out a form while using InfoPath, and need to enter a date, the form will hopefully have been designed in such a way that you can see a small calendar icon. Click this icon and simply point and click a date on the calendar:



Enabling Form Security

There are two types of security that can be enforced on a form: enabling protection and setting trust levels. Form Protection is making the form a special type of 'read-only'. Users can open the form and enter information into the form, but cannot modify the design of the form in any way. Click Tools → Form Options → Advanced Tab, and check Enable protection:



You may receive forms often in your organization. In order to determine what to do with a form who's source you cannot verify, click Tools → Form Options → Security and Trust. By default, InfoPath will automatically determine what to do with unknown forms, and in most cases this level of protection is fine. However, you can uncheck this option and hard-wire InfoPath to do one of the following. You can also digitally sign the document with these options:

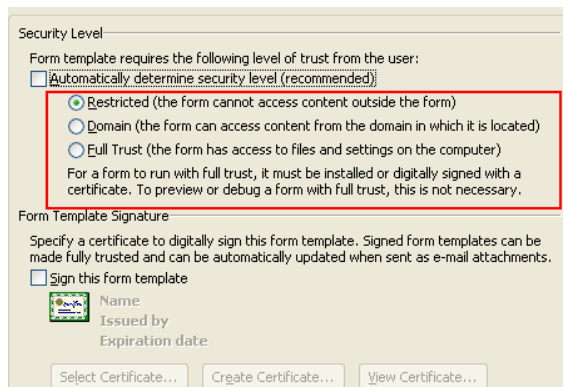
Cut, Copy, & Paste

One of the first things many people master when using a computer are the cut, copy, and paste commands. Your computer contains a special section of memory (called the clipboard) to hold one item that has been cut or copied. Use the commands as follows:

To **Cut** something, select it and click Edit → Cut or press Ctrl + X. This will remove the object and place it in memory

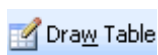
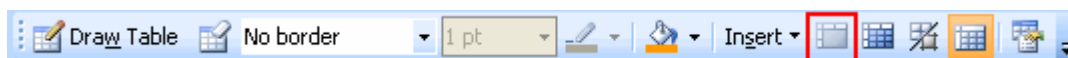
To **Copy** something, select it and click Edit → Copy or press Ctrl + C. The original will remain and a copy will be placed in memory.

To **Paste** something that has been cut or copied, click an insertion point in the document and press Ctrl + V. A cut object is pasted once. A copied object can be pasted multiple times, like a photocopier can make many copies of the same thing.



The Tables Toolbar

It is more than likely that you will be using tables in your form. If nothing else, tables make aligning things on a form easy to do – all you need to do is define table boundaries, the number of rows and columns, then fill in the cells with controls and data.



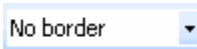
Draw Table

Click and drag an area to outline the border of the table. Then click and drag as many column/row dividers as you need inside



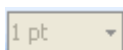
Table Eraser

Use the table eraser to remove the outside rows/columns of a table, or remove the table altogether.



Border Style

Choose between solid or dashed border styles.



Border Thickness

Choose the width, in pixels, that a border should be.



Border/Line Colour

Change the colour of the selected border



Fill Colour

Shade the background of cells or the whole table.



Insert Menu

Insert rows or columns above/below/beside the currently selected cell.



Merge Cells

All currently selected adjacent cells (in square or rectangle formation) will be merged together into a single cell



Split Cells

This command will in a sense 'undo' a merge operation or will split a selected large cell into the adjacent number of rows and columns.



Borders and Shading

Choose a border style, line colour, and other physical attributes in a separate dialogue box.



Hide Gridlines

Hide or show the gridlines of the selected cells/table.



Table Properties

Modify other table properties like cell padding, borders, etc.