G R A P H I C S M O D E T I P S

Full Graphics Mode requires either a licensed Panorama Direct or Panorama IV NOT the free Panorama Engine provided with some HindSight products.

Graphics Mode gives you full hands on to modify the layout and design of labels. It also gives you the greatest ability to wreak havoc. Graphics Mode should not be feared, but it should be used with some awareness of the cause and effect of changes that you make. ◗ Tip

Graphics Mode is located in the Windows menu of most printable and editable forms in HindSight software. In some cases it's in a menu named Graphics. It switches the form from the normal Data Mode into Graphics Mode. The window may resize itself, the menus are replaced with a new set and a new tool palette appears along the left side of the window.

| 2X VIEW | ⌘2 |
| **Graphics Mode** | ⌘Y |

G R A P H I C S M O D E T O O L S

When a form is in Graphics Mode, the tool palette contains several tools with substantial design and report building capabilities.

Click on the Data Mode tool to exit Graphics Mode. Use it to Print or Preview the results of your editing efforts.

The Pointer tool is used to select, resize and move objects. This is the tool that's in your hand as soon as you enter Graphics Mode.

The Magnifying Glass is to enlarge the display in graphics windows for fine tuning. Shift-click or Opt/Alt-click to reduce the display.

The Text tool is used to edit Text. Be sure to see the section on Text Blocks later in this chapter for details on this very important tool.

The Line tool is used for drawing lines. Use the Graphics menu to select the line width, pattern and color.

The Rectangle tool draws squares and rectangles. Color or shade them, drop them behind text.

T I L E S A N D L A B E L S

When you first open any Label template, the first thing you may notice is that it's made of several parts. The largest parts are the tiles. Tiles look a lot like window shades.

The white area of a tile represents the paper on which the report is to be printed. Only text and graphics within the white area of a tile are printed.
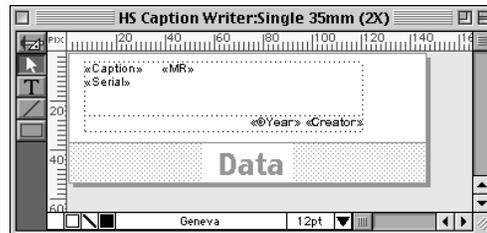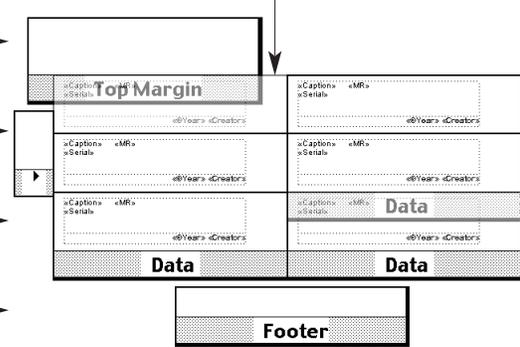
They're called tiles because they are tiled together to create the printed report. The size of each tile has considerable influence over the result. A small Data tile may be able to repeat on a page 80 times before the page is full while a large Data tile may be fill the page all by itself.

For labelling, the Data tile is the most used tile. It gets repeated for as many times as there are labels to be printed.

Tile height controls how much vertical space is devoted to each tile and the number of horizontal rows that fit on a page. The Left margin tile is an exception. Tile width controls horizontal spacing and determines the number of columns

The extra space on the right side of the text area becomes the space between labels.

The Height of the Top Margin tile controls how far down the page the Data tiles begin.

The Left Margin tile controls how far from the left edge of the page the Data tiles begin.

The Height and Width of the Data tiles control how closely labels are spaced on the page and how many can fit on the page.

The Height of the Footer tile controls the minimum of space that must be left at the bottom.

that can fit on a page. The Top Margin and the Footer are the exceptions on width. Their width affects nothing.

When any tile is shortened vertically the whole set is shortened too. The height of the white area of the Data tiles added together controls how many rows fit on a page. Shorten a Data tile that is about to print for 20 rows and the overall difference per page is 20 times the amount of the change. The width of the Data tiles added together determine how many can fit side by side on a page.

The Footer dictates how much white space is to be left at the bottom of the page. Printing ends on a page when no more complete Data tiles can fit between the last row printed and the Footer tile. Precision is much less critical with the Footer tile size since it only has to admit or block adequate space for another row of Data tiles.

TEXT BLOCKS

When you switch a form into graphics mode you see that the Data tile has dotted boxes containing text on it This text has the names of the fields that hold your information from the database, such as the Caption and Creator.

«Caption»   «MR»
«Serial»

«®Year» «Creator»
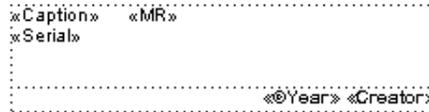
This is Merge Text. That is, the words you see in Graphics Mode aren't printed, but rather the contents of the named field get printed. Because the amount of text to be printed varies constantly by the size of the Caption and such, the text is dynamic and may require more or less space from one Caption to the next. The dotted box outlines the maximum area that this text is allowed to occupy.

All of this text is created and/or edited using the Text tool on the graphics mode tool palette. To use the Text tool, click on it's icon. It creates Merge Text and Static Text.

Static text is text that simply prints as it looks, is created by clicking somewhere and typing whatever words you want. After they've been typed they can be resized and repositioned as you desire. This same text is edited or modified by clicking into it wherever the changes are to be made.

CREATING MERGE TEXT

To print the Merge Text requires only the name of the field bracketed in chevrons, « and ». The field names must be spelled and capitalized exactly as they are in the file; «Caption».

To alleviate the need for you to figure all of this out, a very handy feature is included with the Text tool. Find some open space to work in within the window. It doesn't matter where because you can move and resize things later. With the Text tool selected, click and drag the mouse to create a rectangle then release the mouse button. A blinking cursor should now be inside a dotted rectangle.

With the mouse located anywhere over the box, hold the Cmd/Ctrl key, then click and hold the mouse button. A menu pops up right where you clicked, listing all of the available fields. Choose one and it gets entered, chevrons and all, ready to drop in the appropriate data.

Caption
Creator
®Year
MR
MR#
Serial
~~Data Entered~~

Several fields can share a single text box or they can each be given a box all their own.Text boxes can overlap one another. In fact, the 35mm layout shown above has the Caption text box overlapping the Creator text box. A long Caption can then share a bit of the last line with the Creator as long as it's not a long Creator name like Henry Wadsworth Longfellow..

Static text and Merge text can be used together in a single text box, but anything between chevrons must be a proper field name or it prints as static text, chevrons and all.

Copyright«Creator»
All Rights Reserved
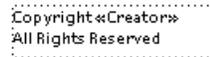
Fonts Note: You can't have more than one font in one style and one size in a text box. For example, you can't have part of a text box print in Palatino Plain and a word or two in Palatino Bold. Similarly, you can have only one size font per text box. You can use several different fonts and/or font styles in a label that has a number of individually styled text boxes. This is an advantage of selecting fonts in Graphics Mode instead of Data Mode.

SELECTING OBJECTS

All of the parts in a report form are graphics objects. Graphic objects must be selected to be affected by changes you make. In order to reposition, resize or change fonts, it must be selected! Objects are selected by clicking on them with the Pointer tool. To make a simple change, such as a different font, click on the objects, one at a time, and make the change. To select several objects at once, Shift-click the objects to change and apply
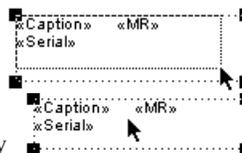
«Caption»   «MR»
«Serial»

«Caption»   «MR»
«Serial»

the change to all the selected objects.

To resize graphic objects, click and hold, then drag on the handles (small black squares) at the corners.

To move Graphic objects, click inside the object and drag it to a new position.

If you accidentally resize or delete anything, there is a path to recovery. Use Revert to Saved or, if you already saved the changes, make another copy of your working file and try again. You are working on a modification copy, yes?

PRECISION RESIZING

Any of the click and drag methods we've described leave a lot to be desired when you want to make accurate adjustments to a hundreths of an inch or a centimeter. The mouse is pretty much a hit and miss proposition when it comes to fine tuning.

With any single text box selected, look at the bottom of the window. If the display doesn't show XY co-ordinates, click on the black triangle to toggle the display.
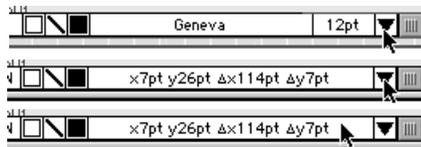
Once the co-ordinates are displayed click once on them to open a dialog window that displays the exact location and sizes of the selected object.
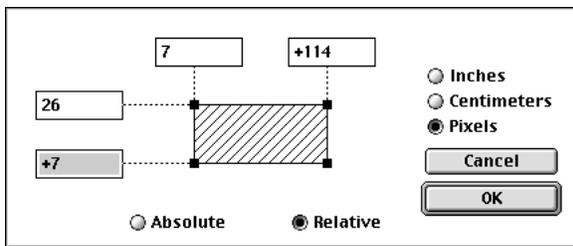
The numbers coming from the top left corner represent the position within the window at which the object starts. In most cases as long as you leave the radio button setting on Relative, all you need to worry about is where the object ends.

The highlighted box in the lower left indicates the vertical size of the object, the height. The box in the top right indicates the horizontal size of the object, the width. If you need a tile to be two and a quarter inches wide, set the measurements to Inches and change the top right number to +8.25, click OK and it's done - exactly.

UNITS OF MEASUREMENT

Speaking of inches and pixels, you can use your preferred units of measurement.Just click on the top left corner of the window where the rulers intersect to select the one that works best for you.