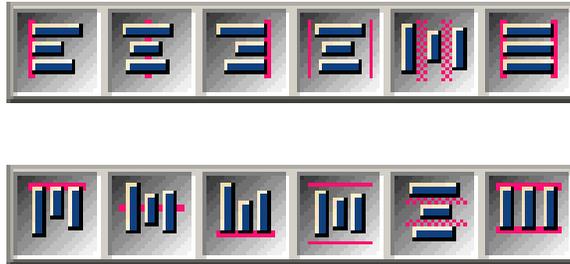




For most alignment options, the **first** component selected is what determines the alignment position. For example, when choosing Align Left, all selected components will be left aligned to the position of the first selected component. A red line on the icon designates the actual alignment.

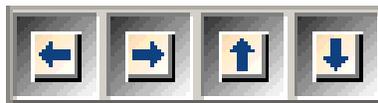


The Alignment Toolbar is divided into four sections by separators. The first two sections control horizontal and vertical alignment options. Both allow components to align on the edges, centers, or to be spaced equally.



The Order Alignment determines the Z order (depth along the Z axis) between components. Order Alignment does not require more than one component to be selected. To establish the Z order of a component, select the component and right-click the mouse button to display the popup menu. From the Order submenu choose one of the four options: Move Forward, Move Behind, Bring to Front or Send to Back. The figure to the right shows a Rectangle with an Ellipse imposed in front of it. To move the Ellipse to the back of the Rectangle, right-click the Ellipse (by right-clicking on a component previously unselected, it will select it and bring up the popup menu) and choose Send to Back from the Order submenu.

There are an additional four buttons on the Alignment Toolbar, Tap Tools, which allows small incremented movements of a component (or group of components). To move selected component(s), click on the corresponding arrow to move the component(s) towards the desired direction.



## Designer Toolbar

The Designer Toolbar is used to control the Preferences for the Page. All of the Designer Toolbar items toggle. By clicking on a button, the property of the component associated with the button will change status. To change it back to the previous state, click on the button once more. The top toolbar shows what the buttons look like when they are not pressed (toggle status off) and the bottom toolbar is the resulting toolbar when the buttons have been depressed (toggle status on).





"Activate Grid" controls whether the grid lines are visible or not on the Page Layout



"Snap To Grid" controls whether the objects on the Page 'snap'. Snap means that the component will only move and resize according to where the Grid Lines are present



"Grid On Top" determines whether the Grid Lines are always on top of the components or not (i.e. are not hidden when components are placed on the Page Designer)



"Always Show Band Headers" controls the displaying of band headers



"Show Rulers" toggles the appearance of guide rulers in the environment



"Show Waste Area" displays the space between the Page boundary and the end of the Page Setup Boundary



"Edit Preferences" will bring up the Preferences dialog

## Color Palette

---



The Color Palette is the tool used to change a color of a selected object such as a Line, Text component, or the fill area in one of the shapes (Circle, Ellipse, Rectangle, or Square). Color palettes are composed of several sections that show custom, standard and current colors. The left button on the right side displays the currently selected Primary, while the right button shows current Secondary color. All other color squares serve as the Color Palette from which you can select.

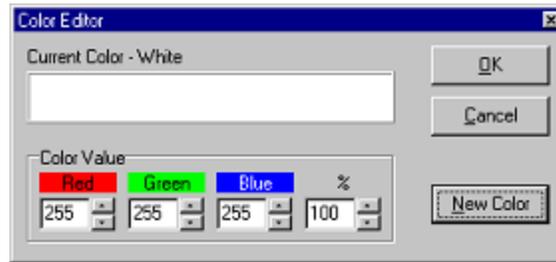
To change the color of an object, select the object and either left or right-click on the Color Palette. A left-click selects the Foreground Color (Primary) while the right-click selects the Background Color (Secondary).

When a Primary Color is selected, a "1" will be placed on the corresponding color indicator on the palette. Similarly, a "2" will be placed indicating the Secondary Color.

To change the color of an object (like a Rectangle), first select it and then click on the desired color with the left mouse button. To change the Fill Color, click on the desired color with the right mouse button.

Double-clicking on the user defined Custom Colors (right side) or on the Foreground and Background Color boxes will open a more detailed color control window called the Color Editor. From the Color Editor, custom colors can be created by adjusting the red, green and blue values,

as well as the saturation of the color by increasing or decreasing the color percentage.



To create and save a new color, use one of the Custom Colors to enter into the Color Editor, then click on the New Color button and choose the desired color from the Color dialog box. By entering the Color Editor from one of the Custom Color boxes, the new color will be saved. If the Color Editor is entered from either the Primary or Secondary Color boxes, the color will only be saved in those boxes until a new color is chosen (either by clicking on the right or left mouse button or by the creation of another color).

It is important to note that the actual exhibited colors are dependent on the display settings of the computer. If there are issues with colored objects when transferring reports from one system to another, check the display color settings. A 256-color setting only uses 256 colors for display, where as a True Color setting uses millions of colors. Thus, for example, if a Report is created on a system set at True Color, and then viewed on another system set at 256 Colors, some objects may appear grainy or to have the wrong color shadings.

## Font Editor

---



The Font Editor can be used to change the type, size, attributes and alignment of any text component in the report. Its aspect and functioning is very similar to Font Toolbars found in the most commonly used Word Processors.

To change the Font settings of a Text component, first select the component. The font type can be adjusted by choosing a font from the drop-down list. Similarly the size can be changed by clicking on one of the available sizes for the font in question. The **Bold**, *Italic* and Underline buttons are toggled depending on the state of the text. To set the font to **Bold**, just click on the Text component and then press the **Bold** button. The button will then remain depressed until it is clicked on again or until focus is moved to a different text object that does not have the **Bold** set. The *Italics* and Underline button work in much the same way. There are three alignment buttons that indicate the alignment of the text within the area it is contained, and the options are left, centered, and right-justified. All text-based components have a property called Font that appears in the Property Panel when the component is selected. Any changes made to the Font, are reflected both in the font toolbar and in the Font property.

**NOTE:** It is important to note that if a font is chosen on the development machine and this font is not available on the deployment or any other machine, Rave will assign the next most similar font to the one chosen.

## Line Editor

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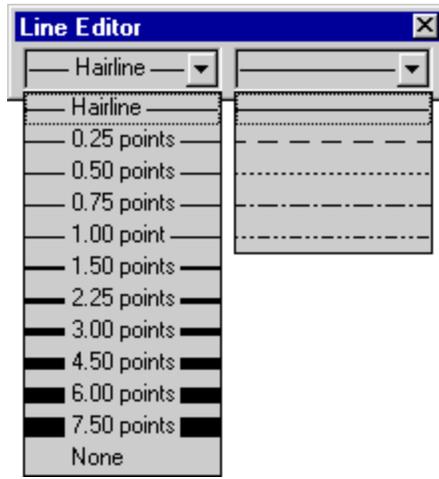
Use the Line Editor to modify the style and thickness of a line or the border of a shape. The Line

Editor Toolbar has several selections to choose from including line styles (solid or combinations of dots and dashes).

To change the style of a line, first select the line or shape, and then choose the point size of the line as Hairline. Finally, choose the style of the line.

To change the thickness of a solid line, first select the line or shape. Then choose the point size desired.

Line style only (dashes, dots, etc) applies if the line thickness is hairline. If a line is set to a certain style (like dashes) and then given a thickness other than hairline, the line style will be changed to a solid line.



## Project Toolbar

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The Project Toolbar provides the basic functionalities for a Project. It gives a quick easy way to complete the common tasks associated with managing a Project. All options available on the Project Toolbar are accessible through the main Project menu in Rave.

The first three icons deal with managing projects:

 "New Project" creates a new Project

 "Open Project" opens a previously saved Project

 "Save Project" saves the current Project

The next three icons deal with creating specific aspects of the current project:

- |   |                   |  |
|---|-------------------|--|
|  | "New Report"      | will create a new Report that will be contained in the same Project file (.rav file). Rave can have more than one Report per Project file            |
|  | "New Global Page" | creates a new Global Page  |
|  | "New Data View"   | allows the creation of DataViews that are associated to the current Project. Please see Connecting to Data chapter more information about DataViews. |

The last two icons deal with the currently selected Report.

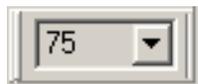
- |   |                  |                                       |
|---|------------------|---------------------------------------|
|  | "New Page"       | creates a new Page in current Report  |
|  | "Execute Report" | execute (or print) the current Report |

## Zoom Toolbar

---

The Zoom Toolbar allows the user to Zoom In to view the details of a document better or Zoom Out to view the overall Page uniformity. Within the Zoom Toolbar, there are several ways to zoom into and out from the details of the document.



 To Zoom by Percentage, the Zoom Factor drop menu has many preset percentage factors to Zoom in and Zoom out. Simply choose the desired Zoom Percentage. If one of the presets is not adequate the you can specify a percentage by typing the desired percentage into the edit box next to the zoom factor drop menu.

 Another method to get a customized size is to click on the Zoom Tool (magnifying glass). Drag the tool over the specified area that needs to be magnified.

 For a simple manual Zoom In and Zoom Out, click on the magnifying glasses with the "+" and "-" sign. Nothing will need to be selected to use this tool. Each click is set to a specified incremental amount that is set in the Preference settings. To get to the settings area, go to Preferences in the Edit Menu. In the Edit Menu, select the Designer Tab. In the area called "Zoom Increment", increase or decrease the percentage by using the up/down arrows to increase the percentage or simply type in the percentage.

 To zoom in on selected items, use the magnifying glass with the dashed box. First select the desired item(s), and then click on this tool. The viewable area will frame all item(s) selected.



Use the "Page Width" button to zoom to the full width of the currently selected Page.

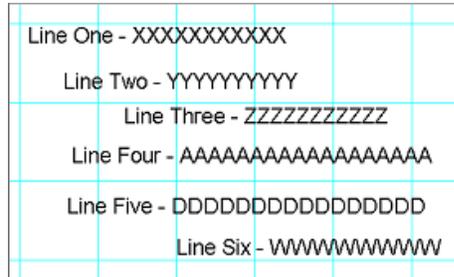
Use the "Whole Page" button to Zoom to the full page size of the current page.

## Exercise: Aligning Components

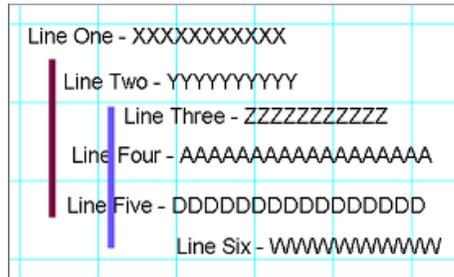
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This exercise will demonstrate how to align components. The example images have six numbered lines of text.

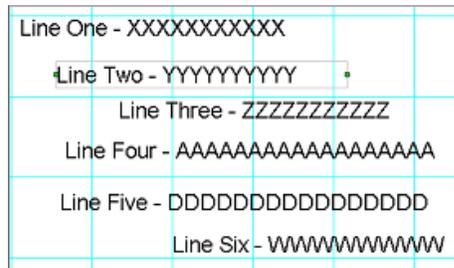
1. To begin, drop several Text components onto a Page. In this example, the components have been number labeled



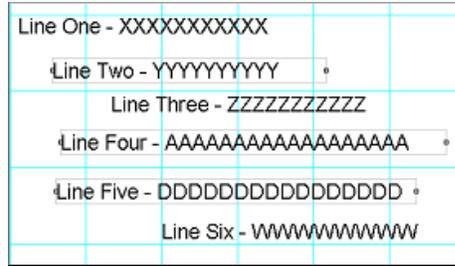
2. Lines two, four, and five will be aligned. Lines three and six will also be aligned



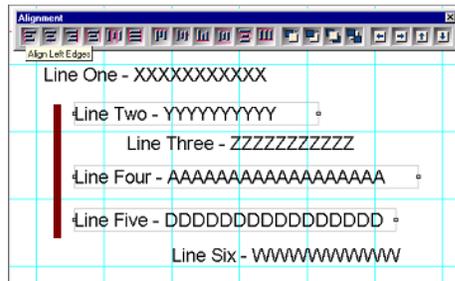
3. Select Line Two. This will be the primary component that the rest of the components alignments will be based on



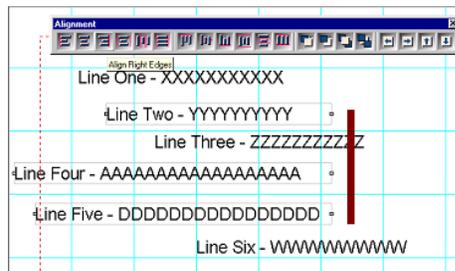
4. While holding the shift key, select lines Four and Five to be aligned with Line Two. Notice the light gray border that appears with pips



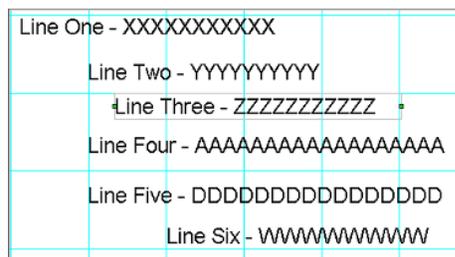
5. Once all components have been selected, choose Align Left Edges on the Alignment Toolbar. Notice that all three components left edges have been aligned



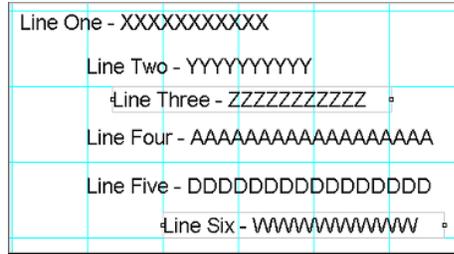
6. To further show how the alignment works, click on the Align Right Edges button on the Alignment Toolbar



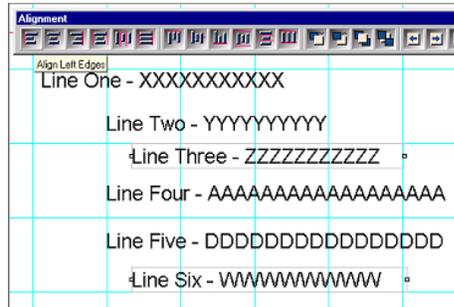
7. Go through the rest of the Alignment tools to see how they function
8. Let's align the second set of text. First, select the primary component to base the alignment on, in this case Line Three



9. Then select the other component(s) that will be aligned, by holding the shift key and clicking on Line Six



- Then click on the Align Left Edges to align the components.

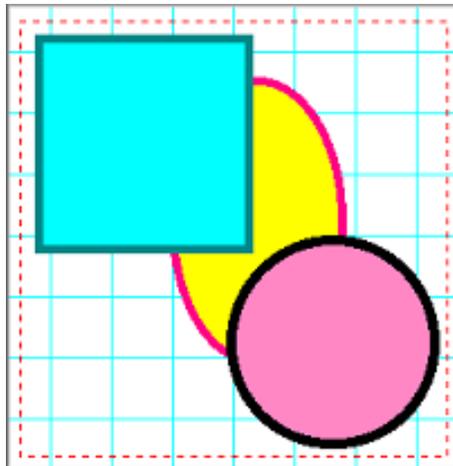


## Exercise: Ordering Components

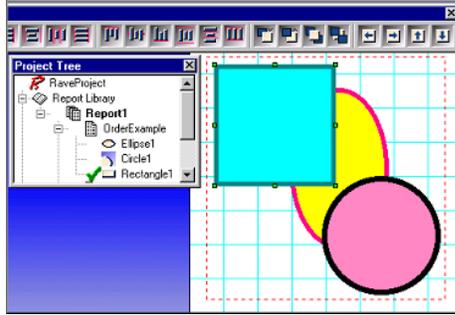
Ordering refers to the ordering of components along the Z-axis. This is the axis that comes out of the Page.

To order components along the Z-Axis, the order buttons on the Alignment Toolbar must be used.

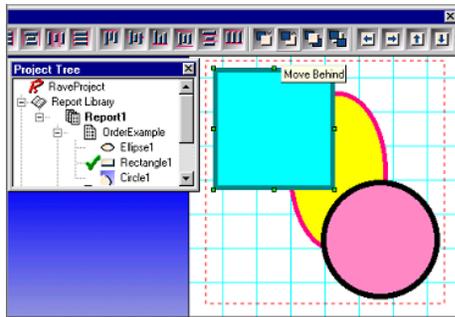
- To begin, there must first be components on page. These can be any components. For this example we will use a Rectangle, Oval, and Circle



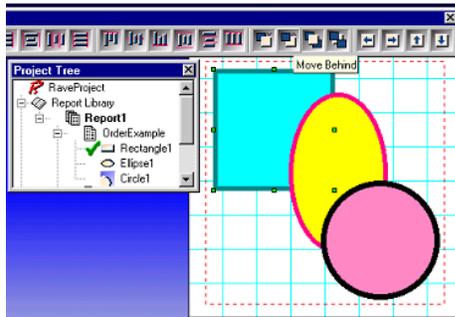
- First select a component to move. In this example, the rectangle will be moved behind the Oval. Notice in the Project Tree the placement of the Rectangle component



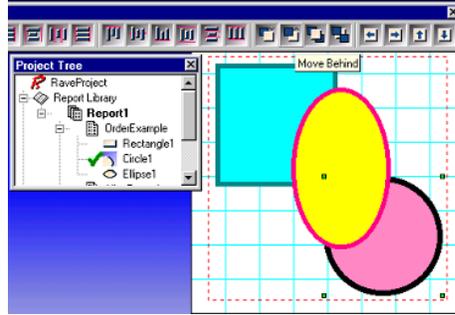
3. Once the rectangle is selected click on the Move Behind button on the Alignment Toolbar. Notice that after clicking the button once the rectangle has not moved behind anything yet, but on the Project Tree the rectangle has moved up the tree



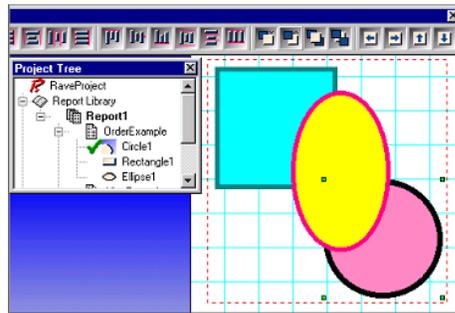
4. Try clicking on the Move Behind button one more time. The rectangle will move up the Project Tree and the Rectangle on the page will move behind the Ellipse



5. For the second component, select the circle and click the Move Behind button. The Circle component will move up the tree and move behind the Ellipse



6. Click on the Move Behind button once more and the Circle will move up the tree one more time and remain behind the Ellipse



## Exercise: Snapping to the grid

Snapping to Grid refers to the moving and resizing of components according to where the grid lines on the page are present.

1. To begin, bring up the Preferences Dialog box by selecting Preferences from the Edit menu
2. Select the Defaults tab and look for the area labeled Grid Spacing
3. In Grid Spacing, change to .02 units. Then look for the area called Draw Grid Every
4. In Draw Grid Every, enter 1 line (type or use the up and down arrow). Draw Grid Every 1 (that's what we chose) line, will show every Grid line made. If this were changed to Draw Grid Every 3 lines, then for every third line the Grid would be marked in the Visual Designer
5. Next go to the Project menu and choose New. This will create a new Project, as well as a new Report Page, that is based on the preferences that were just changed in the previous steps. Remember the Grid lines serve only as page guides for designing reports; they do not show up in any report executions
6. Go to the Designer Toolbar and click on the Snap To Grid
7. Now that the Report Page is created, drop a rectangle on the page
8. Now move the rectangle around and notice that the rectangle only moves according to where the lines are located. Try using the tap buttons. Notice that the component doesn't seem to move until the tap button moves are on one of the grid lines
9. Now to go the Designer Toolbar and click on the Snap To Grid button to turn the feature off
10. Move the rectangle and notice that the rectangle will move to positions between the grid lines

## Exercise: Changing Line Size and Color of a Rectangle

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1. Create a new Report Page
2. Drop a rectangle component on the Page
3. Look at the Color Toolbar. Notice the color blocks marked 1 and 2, you can review Primary and Secondary Designations in this chapter
4. To make the color change more notable in this example we will increase the boundary lines of the Rectangle. Bring up the Lines Toolbar. Select the Rectangle. Then in the first Lines Toolbar drop-down box, choose a larger border size. In this example, the borderline has been increased from hairline to 2.25 points.
5. Left-click on any color in the Color Toolbar. In this example the color Olive was selected. Notice that the border has changed to Olive. Also notice that the Primary Color has changed. The Primary Color is the color of the border.
6. **Right-click** on any color. In this example the color Blue was selected. Notice that the fill inside the Rectangle has changed to Blue. Also notice that the Secondary Color has changed. The Secondary Color is the color of the inside of the Rectangle

## Exercise: Changing Fonts

---

1.  Create a new Report Page.
2.  Drop four Text components on the Page.
3. Select a component, and then view the Font Toolbar.



4. On drop-down menu displaying the Font Name, click on the down arrow and choose a desired font.
5. Go to the next component and repeat Steps 3 and 4. Do this for all remaining Text components.
6. Also, try using the font-sizing drop-down menu. As well as the **Bold**, *Italic*, and Underline options
7. The last three buttons to the far right deal with placing the font as left-justified, centered, and right-justified. Practice using these options to get the desired formatting effect.

# Standard Components

## In this Section:

- Explains the difference between a Text component and a Memo component
- How to use a Section and its relationship to the Project Tree
- How to insert BMP and META files

## Overview



The Standard Toolbar contains seven components: Text, Memo, Section, Bitmap, Metafile, FontMaster, and PageNumInit. Several of the Standard Components are used most frequently when designing reports. This chapter will provide a detailed explanation of the first five. The remaining two (FontMaster and PageNumInit) are covered in the Advanced Components chapter.

Access to the Standard Toolbar is achieved in the same way as with other toolbars. If it is not present on the screen, it can be displayed by selecting it from the Toolbar submenu in the Tools menu.

## Text



The Text component is useful for displaying a single line of text on the report. It acts basically like a label that can contain simple text (not data). When placed on the report, the Text box is surrounded with a box that indicates its boundaries. This can only be seen while the text component is selected (represented by the pips).

The component can be used for labels, such as for figure or graphical titles, floating text, form titles, and in general just about anything that is denoted by a single line of text.

When the component is selected, the length of the text can be adjusted by resizing it using the pips. Note however that the height of the text is self-adjusting and does not require further intervention by the user.

Like any other text-based component, there is a Font property that can be used to change the font type, size and style. The color can be set using the Color property. The actual text of the component, which is seen on the screen, is denoted by the Text property.

There is an additional property called Rotation, which can be used to rotate the text by a specified number of degrees. The effect can only be seen at runtime.

## Memo



Memo components are similar to Text components. However the most noticeable difference is that Memos can contain multiple lines of text. Memos can be used on forms for areas of explanation, and for titles or comments that are longer than one line.

Similar to the Text component, the border around the Memo can only be seen when the component is selected. When setting the Font of the Memo, all the lines of text in the Memo will have the same font. *It is not possible to set different fonts for certain parts of the text.*

To change the text in the Memo, go to the Property Panel and use the Text property. The Text property will show "(Memo)" and an ellipse button, which are three dots. Click on the ellipse button. This will open up the Memo Editor. Text can be entered into the Memo Editor.

One of the main problems with using multi-line text components is that the text might overlap in height on to other components on the Report. To prevent this, set the ExpandParent property to **True**. This will expand the Parent of the Memo component to properly accommodate the Memo component.

Once the text is entered, the Memo box can be resized. The text within the Memo box will be repositioned accordingly. If there appears to be text missing from the Memo box, after it has been entered into the Memo Editor, resize the box to allow all text to be visible.

## Section

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The Section component is used to group components. This provides advantages, such as allowing all the components that form part of the Section to be moved together with one mouse-click, as opposed to moving each component individually or trying to select all components before moving.

To use the Section Component, first press the Section Component button and then use the cursor/arrow to make a selection on the Page. When the selection is completed, there will be a box marked by dashes with green pips. Within this area, place any components that need to be grouped together.

The Project Tree becomes very helpful when dealing with the Section component. From an expanded Tee, it is easy to see what components are in each Section. Each Section and component can also be easily selected simply by clicking on the appropriate object in the Tree.

If an object is ever placed beyond the viewable section area, the Project Tree can be used to select the object. Once the object is selected, the object's border pips can be seen and thus its location. The object can then be deleted or moved (hint: to move use the tap buttons in the Alignment toolbar).

As seen from the relationship with the Project Tree and the Section component, there is a need to understand Parent-Child relationships between components. To read more on these types of relationships see the Project Tree Panel chapter, it contains a section on Parent-Child Relationships. The Section component also becomes very important when mirroring. Mirroring will be covered in the Managing Report Projects chapter. For now, just know that once the Section component is mastered, using this with mirroring will become extremely helpful.

## Bitmap and Meta File

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The Bitmap and Metafile components enable images to be placed in a report. Bitmap supports image files with the extension ".bmp", and MetaFile supports image files with the extensions ".wmf" and ".emf".



To insert an image, first click on either the BMP or the META buttons on the Standard components toolbar, then click any location on the Page. A placeholder box with an X will appear on the Page, and the box may be bigger than what the image will be. This can be fixed after the image is loaded.

Once the BMP or META placeholder is on the Page, go to the Property Panel and to the FileLink property. Click on the ellipse, the button with three dots.

This will bring up the Open Dialog. Find the image file, select the file, and click Open.

Once the image is loaded, resize the placeholder pips on the image border.

## Exercise: Text vs Memo

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The decision to use either a Text or a Memo component is quite easy. If there is only a single line

of text to be placed on a Page, use the Text component. Use the Memo component when there is more than one line of text to be used.

**To place and change a text component:**

1.  Click on the Text component located on the Standard Toolbar. The component button will change colors to designate activation.
2. Click once on the Page. The Text component will appear on the Page. Also notice that a new component will be added to the Project Tree under the Page that it was placed.
3. Go to the Property Panel and in the Name property change the name of the Text component.
4. In the Text property, change the default text to the desired text to be displayed on the Page.
5. View the Property Panel and the Page. Notice that the Project Tree has the Text component changed to the name entered in the Name property. Also, on the Page the component has the desired text typed into the Text property.

**To place and change a memo component:**

1.  Click on the Memo Component located on the Standard Toolbar. The component button will change colors to designate activation.
2. Click once on the Page. The Memo component will appear on the Page. Also notice a new Memo component will be added to the Project Tree under the Page that it was placed.
3. Go to the Property Panel and in the Name property change the name of the Memo component. This will change the name of the Memo component in the Project Tree under the Page that the component was placed on.
4. In the Property Panel, go to the Text property. Click on the ellipse, the button with three dots (...).
5. The Memo Editor will appear. In the Memo Editor, type in the text that needs to be placed on the Page. The Memo will recognize returns made with the Enter key. Remember though, that the Memo will be subject to the size of the Memo box on the Page.
6. When the text has been entered, click OK.
7. When done, the Memo component can be moved or resized by using the green pips.

## Exercise: Section

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**To create and use a Section Component:**

1.  Click on the Section component. The component button will change colors to designate activation.
2. Click on the Page, and a dotted box will appear with pips at its boundaries. This is the Section component.
3. In the Project Tree, notice that the Section component was added under the Page it was

- placed.
4. While the Section component is selected, place any other component into the Section. When done, notice that the placed components will now be under the section in the Project Tree.
  5. Once components are placed into a Section, all the components can be moved together. To try this out, place the cursor on the border of the Section, click and hold, then drag the Section around the Page.
  6. The Section can also be resized. Click and hold any of the pips and then move the cursor in the desired direction, the Section box will resize.
  7. When done, click anywhere on the Page to deselect the Section component. The Section is an invisible border displayed by a dashed rectangle, but it will not be printed.

## Exercise: Placing and Resizing Bitmaps

---

1. To complete this exercise, find a Bitmap (BMP) image on your computer. The image will have a ".bmp" extension at the end of the file name. Remember the location of this image.
2.  Create a New Report Page. Do this by selecting New Report Page from the Project menu.
3.  On the Standard Toolbar, click on the BMP button.
4. Then click once on the Page to drop the Bitmap component. The green pips will appear around the edges to indicate that it is selected.
5. While the Bitmap component is still selected, go to the Property Panel. Look for a property called FileLink Property. There will be three dots, called an ellipse button, to the right of it. Click on the ellipse button.
6. Using the Look in drop-down menu and selecting the image in the box below. Once The Open Bitmap dialog will appear. Find your Bitmap image on your computer by the file is selected, click Open.
7. The image will appear on the Page with green pips around the image.
8. Now look at the Property Panel and look at the property MatchSide. This property deals with the proportions of the image when it is resized using the pips.
9. Click on each of the MatchSide choices and move the image around a bit to see the effects of the choices.
10. This is msBoth. The pips on all sides allow the resizing of all pictures in all directions.
11. This is msHeight. This helps in resizing the pips according to height, while still keeping the image proportional. Using the top and bottom pips will resize the image.
12. This is msInside. This allows proportional resizing, but all resizing is done with in the limits of the pip. The image doesn't leave the borders of the pips.
13. This is msWidth. This does proportional resizing according to the left and right pips of the image.

# Drawing Components

## In this Section:

- Explains how to place a Drawing Component.
- Describes all the Drawing Components.
- Discusses Pixels vs. Points.

## Drawing Component Basics

All the Rave graphical components are created using the Drawing Components.



To use any of the Drawing Components, click on the desired component in the Drawing Toolbar then click once on the Page or other container component. This will create the object on the Page or other container component. Once the component object is created it can be resized to the desired dimensions by dragging the pips around the selected object border. Also, to color and stylize the components, use the Fills (where applicable), Lines, and Colors Toolbars. For more information on these toolbars, see the Utility Toolbars chapter.

The Property Panels of each drawing components are almost identical. The Name property may be the only thing that distinguishes one Property Panel from another.



The Line component can be used to draw a line in any direction. Angled lines may be used to draw lines between rotated lines of text. They may also be used as diagonal lines inside a square giving the effect of a box with an "X" in it.

Line styles may be set for the line; however, you should be aware that when setting line styles it is best to stick with a line width of one. Line styles are often ignored when the line width is any greater than this.



The HLine component may be used to draw horizontal lines. One of the common uses for the horizontal line is to drop one into a DataBand and set it so that it is positioned at the very bottom of the Band. It is also set to stretch the whole length of the Band. When the Band is printed, the line creates the effect of having the Band information printed on lined paper.



The VLine component may be used to draw vertical lines. One of the more common uses for the vertical line is to drop one into a DataBand and set it so that it is positioned in between various data fields that are being printed. The height of the line is set to the same height of the Band. When the Band is printed, the vertical line gives the effect of having the information printed in nice neat columns.



The Rectangle component may be used to draw rectangles. One of the more common uses for the Rectangle is to drop one into a DataBand and set it so that it is sized to completely fill the band. It is then moved to the back so that other components dropped on the Band will print over the top of the rectangle. When the Report is printed, this gives the effect of having a nice block around the rows of printed data.



The Square component may be used to draw squares. A common usage of this component is showing checked or unchecked boxes. The checked boxes are created with the use of the Square component and the Line component, or perhaps by simply by placing an "X" in the Square. This is useful when trying to illustrate items that have been selected.



The Ellipse component can be used to draw an ellipse or oval shape, more simply defined as a flattened circle. If you want to change the shape of the Ellipse, you can do this by clicking on the Ellipse with the left mouse button. Then move the mouse over one of the pips that will appear. Press the left mouse button again, and while continuing to hold the mouse button down, move the mouse until the Ellipse is the desired size and shape. You can also resize the Ellipse by setting the properties directly using the Property Panel. Simply enter new values for the Width or Height properties.



The Circle component can be used to draw a circle with a constant radius. If you want to change the size of the Circle, you can do this by clicking on the Circle with the left mouse button. Then move the mouse over one of the pips that will appear. Press the left mouse button again, and while continuing to hold the mouse button down, move the mouse until the Circle is the desired size. You can also resize the Circle by setting the properties directly using the property panel. Simply enter new values for the Width or Height properties.

## Pixels vs Points

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For every Drawing Component, the Property Panel has two properties that deal with Line Width. The LineWidth property is a numeric value for the width of the line, which depends on the LineWidthType. The LineWidthType property actually lets the user determine which type of value the line will be set. The Types available are Points and Pixels.

When creating drawing objects, it is important to determine in what format the audience will be seeing the Report. This is important when determining if Points or Pixels will be used for the line width type.

Points are a unit of print, not a unit of screen space. Points are the unit of measurement used most commonly with paper design. It has meaning in the paper medium. Unfortunately, points are meaningless on the screen and the web. Due to platform and resolution differences, something like 14pt can mean many things. What it does not mean is a specific unit of screen size. Pixels, on the other hand, are defined unit. A pixel is always equal to a pixel.

Points and Pixels Preferences are dependent upon what the designer wishes the user to experience. To let the user adjust the text size at will or let the user's internet browser preference determine the size, specify points. If the design depends on a rigid text size or if the text size must be consistent across platforms, specify Pixels.

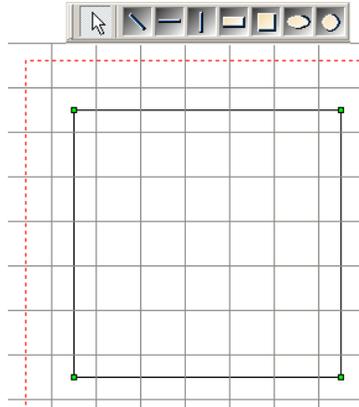
To print the thinnest possible line, use a Line Width of 1 pixel. For thicker lines, values in points should be used for consistency across printers with different resolutions.

## Exercise: Creating Drawing Components

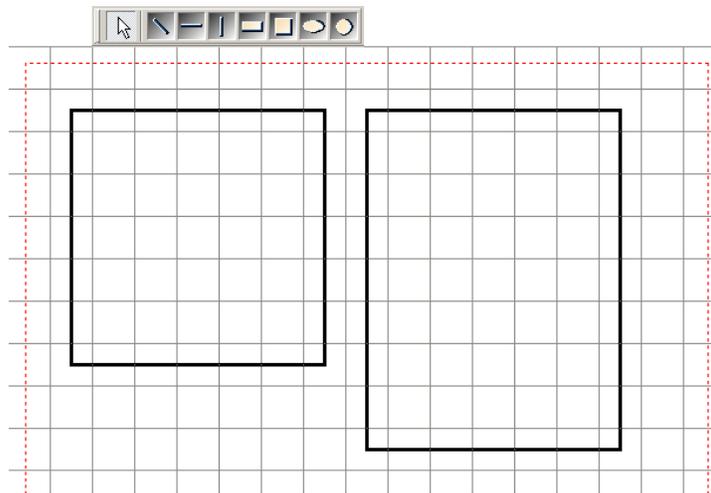
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1. First create a new Page. Use New Report Page from the File menu, or use the icon on the Project Toolbar.
2. Now, go to the Drawing Toolbar. Pull it down from the Tab area, so that we can concentrate on it here.
3. Click on the Square, notice that it's button changes to a depressed button and changes color. Click your cursor on the Page and hold down the left mouse

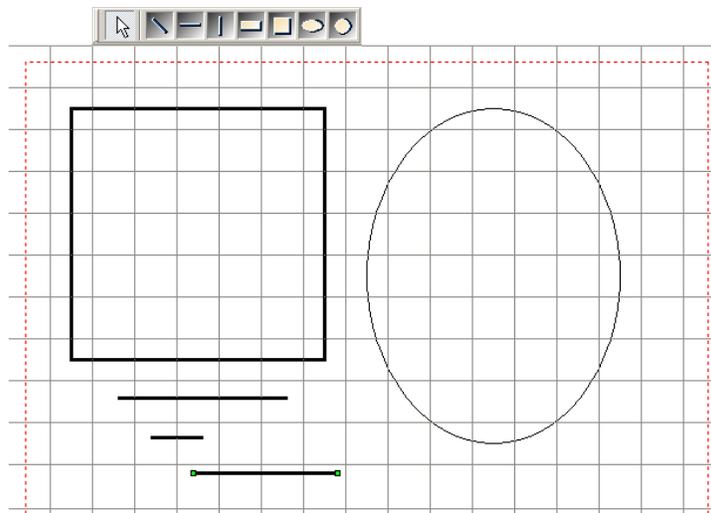
button while dragging out the shape of the square.



4. Next, click on the Ellipse. Click on the Page and hold down the left mouse button while dragging out the shape of the Ellipse. The Ellipse outline will look like a Rectangle, but once the mouse button is let go the ellipse shape will appear.

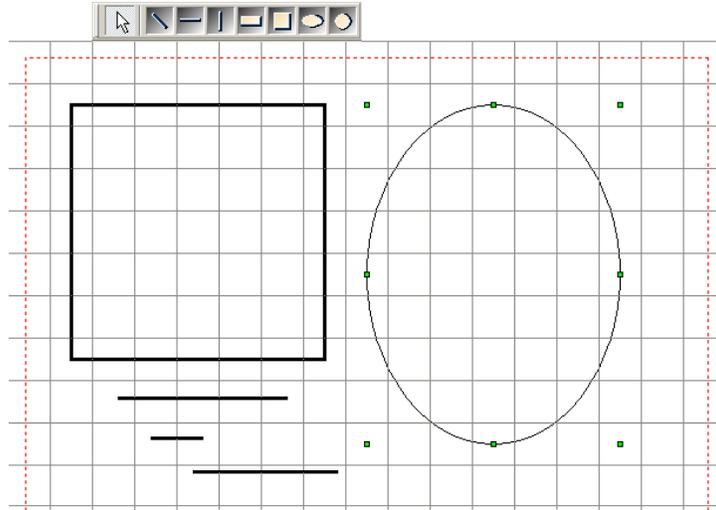


5. Then, click on the Horizontal Line and draw them on the Page. Do this for several lines. Make them different lengths.



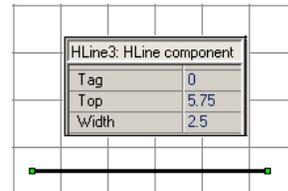
6. One thing to notice for every shape, when the mouse button is released

pips outline the shapes.  
When all shapes are  
selected the pips appear.

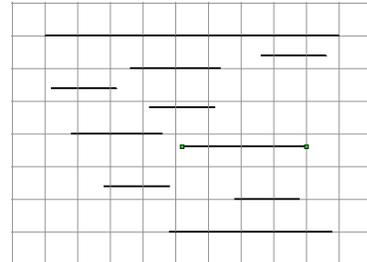


## Exercise: Alignment

1. First create a new Page. Use New Report Page from the File menu, or use the icon on the Project Toolbar.
2. From the Drawing Toolbar, click on the horizontal line button then click on the Page. The line will appear as the default line size on the Page. The clicking on the button and clicking on the Page is what we call dropping an object on the Page.
3. Select the horizontal line by clicking on it.

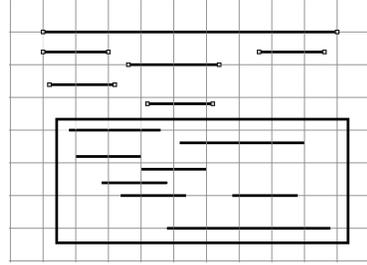


4. Go to the Property Panel and change the default value of the line by typing 2.5 into the Width property edit box.
5. Drop down at least 10 additional horizontal lines about an inch below the first one.

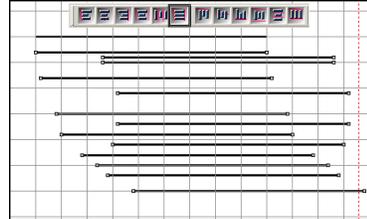


6. Drop down one more horizontal line about 3 inches below the first group of lines.
7. Select the top horizontal line by clicking on it. The green pips will appear at the ends of the line when selected.
8. While the first line is still selected, hold down the Shift

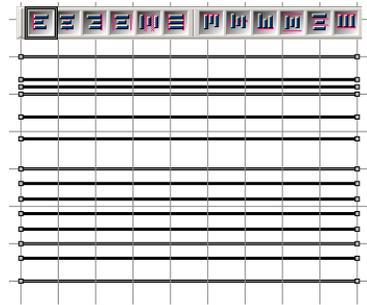
key and start clicking on the other lines. This will add all the other horizontal lines to the selection. To select the remaining lines faster, while the first line is selected and any other additional lines are also selected, keep holding the Shift key and click on the Page and drag the resulting box over the rest of the lines.



- 9. In the Alignment toolbar, click on Equate Widths alignment button. This will make all the lines the same width as the first selected line.



- 10. On the Alignment Toolbar, click on Align Left Edges button. This will align all the lines to the left edge of the first selected line.



- 11. Next, on the Alignment toolbar, click on Space Equally Vertically. This will space the lines equally away from each other on the vertical axis. For more exercises on Alignment, see the Utility Toolbars. Chapter.

