



Corporate Flow



Illustration



Image Editing



Automation



Web



Text Effects

Canvas Tips and Techniques



**Deneba
Creative Department**

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Creating a PDF Form

Use Canvas from start to finish to create a printable PDF form, complete with graphics, hyperlinks, and editable text fields.

As an owner of Canvas 8, you have at your command all of the tools that you will need to publish advanced PDF documents. Follow along with us in this tutorial and learn how you can deploy your work electronically from within Canvas without needing expensive additional third-party software or plug-ins..

A PDF (Portable Document Format) document is navigational, printable, compact, and viewable across a wide range of platforms. Once created, PDF files could be viewed on any platform. In other words, a PDF file, which is created on a Macintosh, can be downloaded from a Unix Web site and then read on a Windows platform.

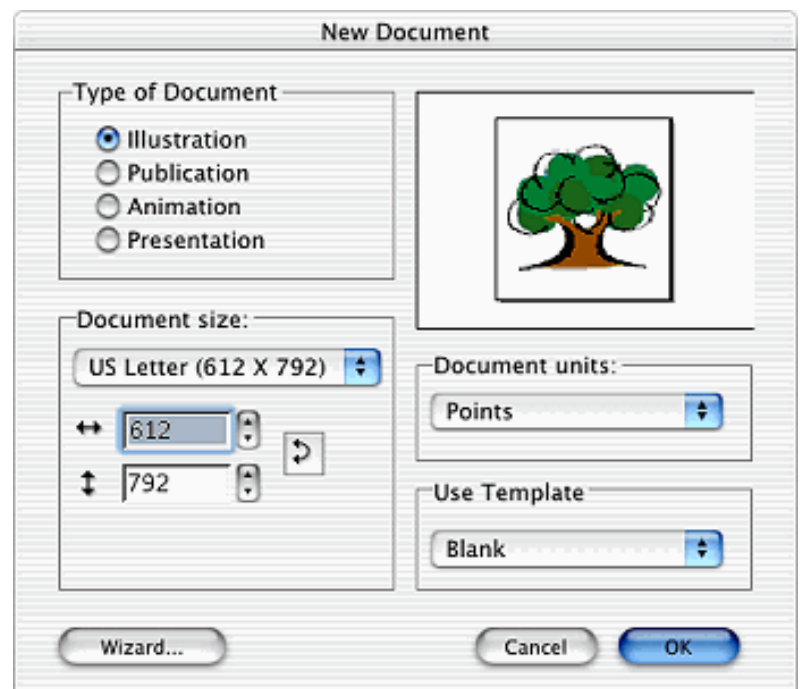
Even though PDF continues to be increasingly popular in the publishing industry, the format is also widely used among Web content creators due to its ability to be viewed on demand without browser compatibility issues or downloading problems.

Any Canvas document can be turned into a PDF document. In this example, we will use Canvas to create a custom PDF form which will contain graphics, hyperlinks, and editable text fields. This means that the Web page viewer will be able to enter text directly into the form and print it to a local printer.

Step 1

Preparing the Document

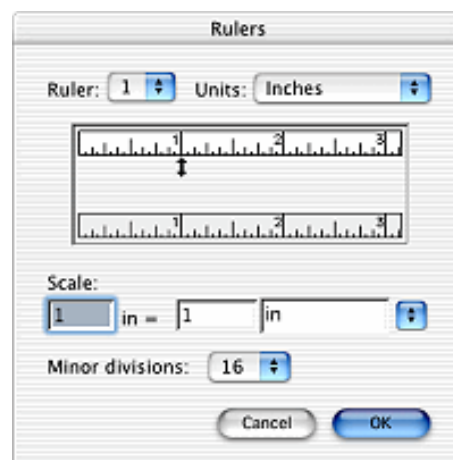
We start this tutorial by opening a new Canvas Illustration file. From within the New Document palette (File > New), choose Illustration as Type of Document. Next select US Letter as the Document size. When you are finished, click OK.



Creating a PDF Form (Continued)

Next, open the Rulers dialog box (Layout > Rulers from the main menu) and change the units of measurement to inches. Be certain that you adjust the Scale settings to 1 inch = 1 inch.

You need to do this because this form will be printed to a local printer. Therefore, we suggest that you use inches as the unit of measurement.

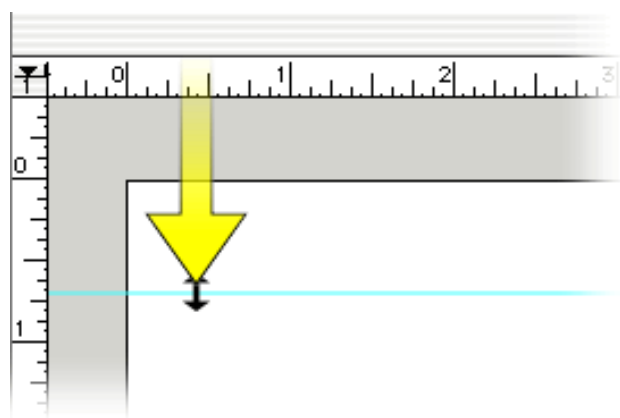


Setting Guides

We will be using Guides to help us to attain a visually pleasing and consistent border. The Guides function will also aid in the placement of text.

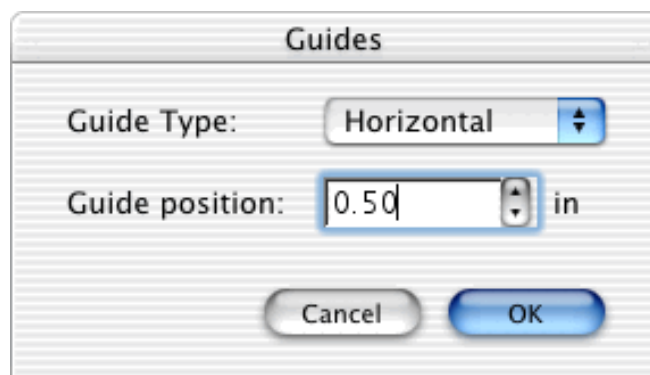
Begin by displaying your rulers (Layout > Display > Show Rulers). Next you will need to align the rulers along the top and left side of your work area.

Now place your pointer and click on the top ruler and drag the cursor down to where it will be slightly past the edge of the background paper. Your guide will appear as an aqua line.



To ensure accuracy you can double-click on a Guide. Doing so will open the Guides dialog box. From within this palette you can enter the precise horizontal position of the guide.

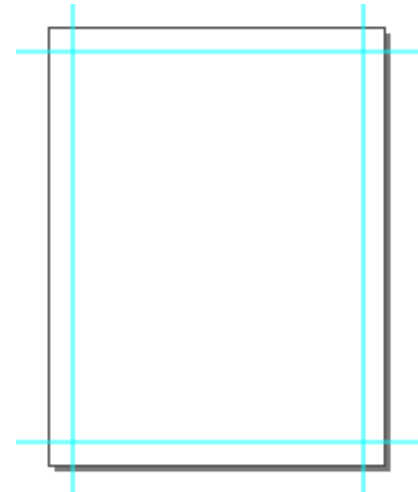
In this example, we want a half-inch border around the document; therefore you need to enter 0.50 and press OK.



Creating a PDF Form (Continued)

Use this method to place guides until you have a half-inch border completely around the page. When you have finished with this step, you should have two horizontal guides at 0.5 inches and 8 inches and two vertical guides at 0.5 inches and 11 inches.

Your document should look like the example on the right.



Step 2

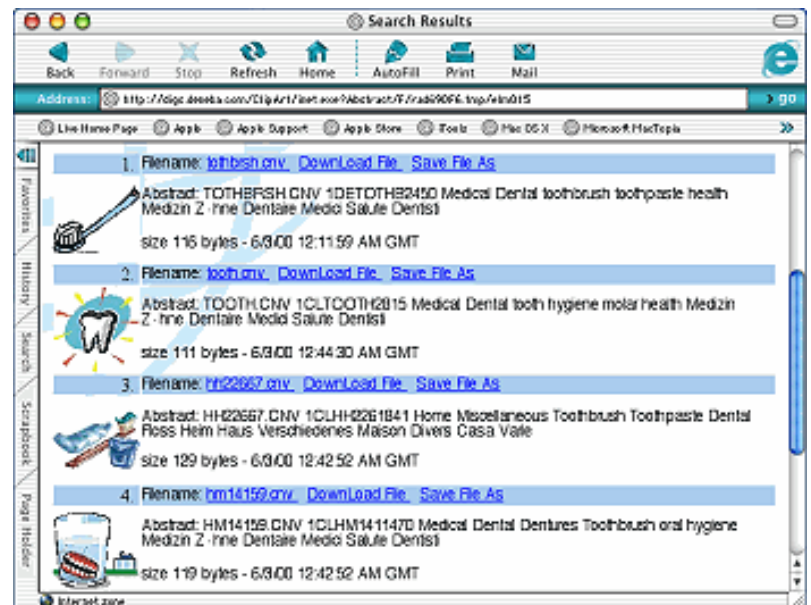
Placing Images

We want to add some color to our PDF form. So using the Canvas Clip Art Collection available on CD, [online](#), or through [DenebaShare](#) (Windows only), we will acquire an image of a tooth for our dentist's PDF form.



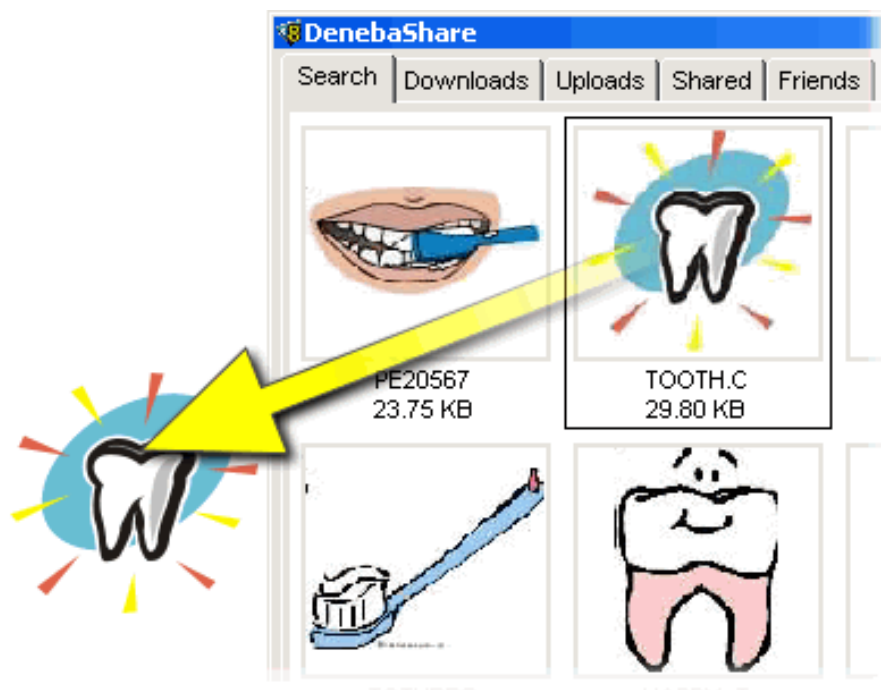
If you are using the Canvas Clip Art CD, choose File > Place and locate the picture or Canvas image you wish to use and press OK.

Using the [online clip art](#), we enter a keyword, in this case "tooth", and press Search. When you find a suitable image, choose "Download File" and save it to your computer. Then you go to File > Place and locate the Canvas file you just downloaded and press OK.



Creating a PDF Form (Continued)

Using [DenebaShare](#) (Windows only) open the DenebaShare Palette (Windows > Palette > DenebaShare) enter a keyword (e.g., tooth) and press search. When you see an image you want, click on it, and drag it into your working area.



The clip art image will appear as a group of objects. We are going to use it just the way it is; however, if you wanted to modify it, you would select the image and press Ctrl + U (Windows) or Command + U (Mac) to ungroup the objects. Once the objects are ungrouped, you could change the color, stroke, size, or even delete selections.

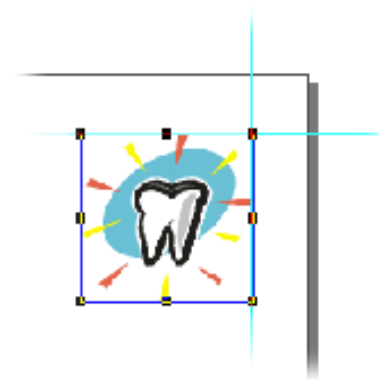


Tip: To regroup your clip art, select all of the objects you wish to group and press Ctrl + G (Windows) or Command + G (Mac).



Ungrouped Objects

Once you have acquired and modified or resized your clip art image, drag it to the upper right hand corner of your document or wherever it is going to reside.

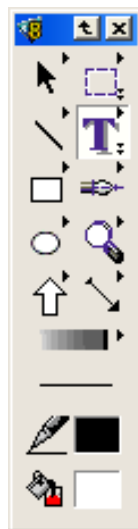


Creating a PDF Form (Continued)

Step 3

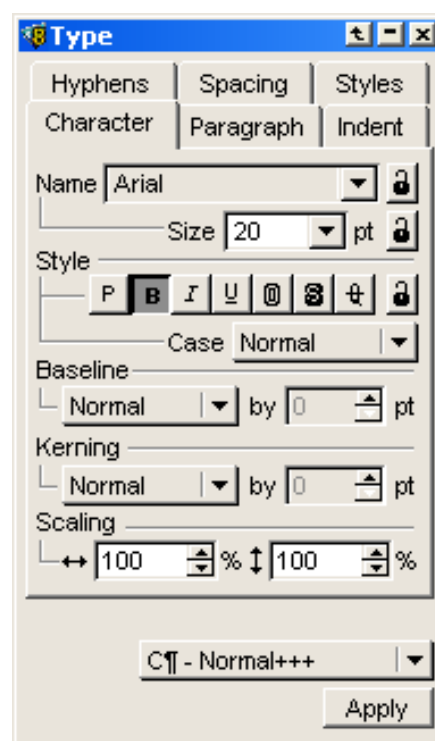
Adding Text

Next we are going to start adding text to our form. Begin by selecting the Text tool from the Toolbox and click inside the work area of your document. Then type, "Dental Credit Line."



DENTAL CREDIT LINE

You can change the font style very easily. Select the text, then double-click on the Text tool in the Toolbox. Doing so will open the Type palette. From within this palette, you can quickly adjust the appearance of your text. Size, font style, kerning, and baseline can be applied to any text that you have added to your document.



Because this text box will become our headline we would like to make certain that it stands out. Therefore we will modify the color of this text object.

To do this you need to select the text box, then click on the Ink Fill icon, which is located at the bottom of the Toolbox, and select a color that you wish to apply to the text.

Continue to add the text usually found on a form such as Last Name, Address, and Telephone.



DENTAL CREDIT LINE

Creating a PDF Form (Continued)

Step 4

Aligning the Text

After you have created all of the text form fields that will be used in this form, you will realise that you need to align them into a uniform arrangement.

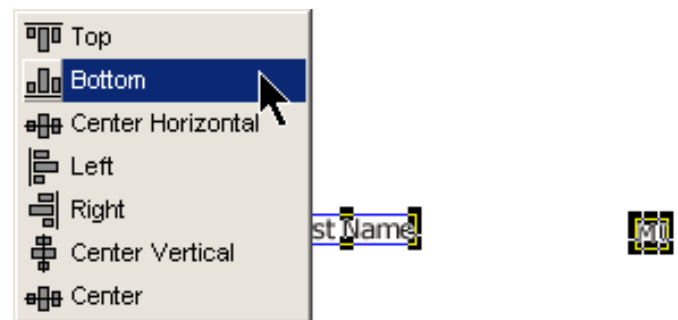
You could do so manually. However the manual method is time consuming and lacks precision. We will show you how to use the Align tool to make short work of this chore..

Use the Selection tool and drag your text into the approximate position on the page that you would like them to be in the document.



Next, find all the text that will appear on the same line and select them.

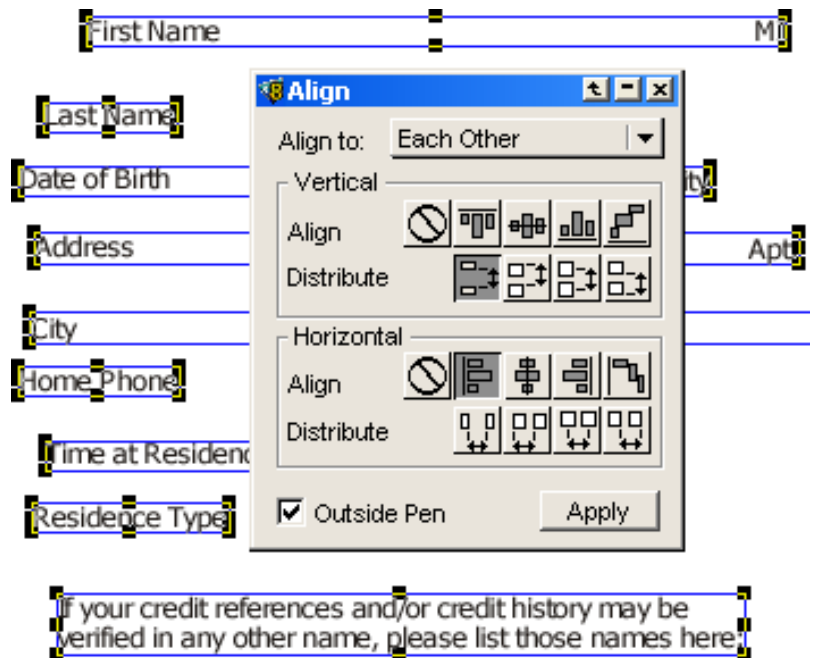
Since First Name and MI will be on the same line we will select them both and then choose Object > Align > Bottom. This will precisely align the text horizontally. After you have aligned your text, you will group it (Ctrl + G for Windows or Command + G in Mac) to keep it from becoming unaligned.



Continue to align and group the rest of the text that will reside on the same plane.

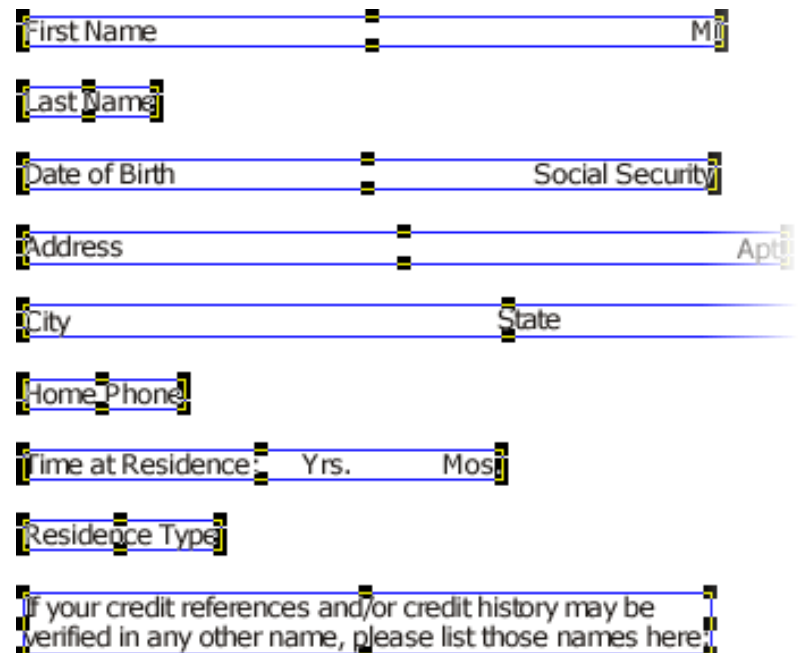
Creating a PDF Form (Continued)

Now we need to vertically align the rest of the text and space the lines evenly to give a uniform look. To do this, first select all the text you wish to align. Then open the Align palette (Object > Align and choose Show Palette). From this palette, select Vertical Inside Distribute and Horizontal Align Left, see example. When you are ready, press OK.



Your text should now be perfectly aligned and spaced.

At this point, it is a good idea to group your text to keep it aligned (Ctrl + G in Windows or Command + G in Mac).



Creating a PDF Form (Continued)

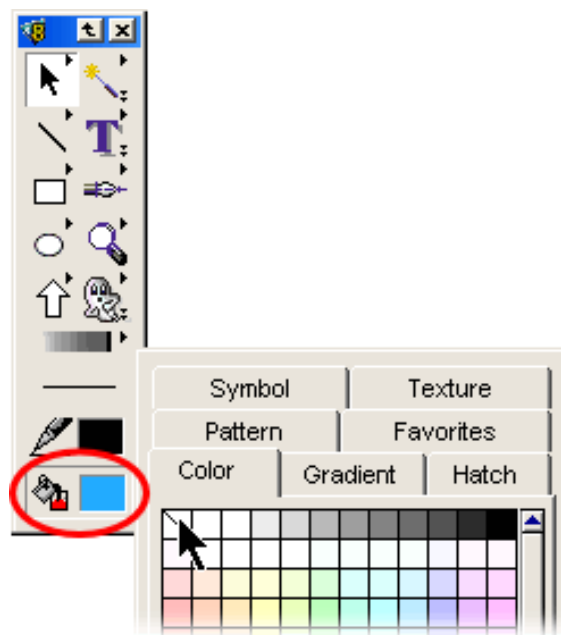
Step 5

Adding Style

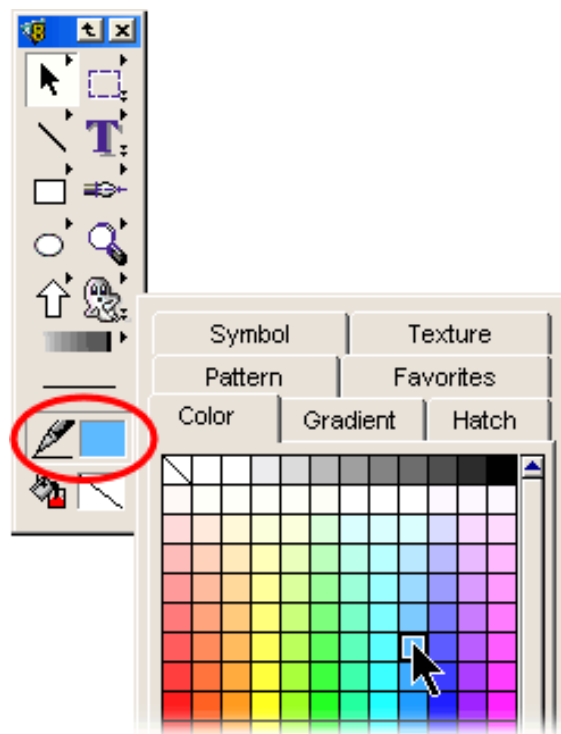
We would also like to enhance the appearance of our work. One easy method is to add a stylish border around some of the sections within the form. In addition to improving the visual appeal, this effort should promote a higher level of understanding.

Prior to beginning this step, make certain that you do not have a Canvas object selected. You may quickly ensure this by pressing the ESC key at least once or twice.

Next open the Ink Fill palette by clicking on the Ink Fill icon in your Toolbox and select no color from the Inks palette.

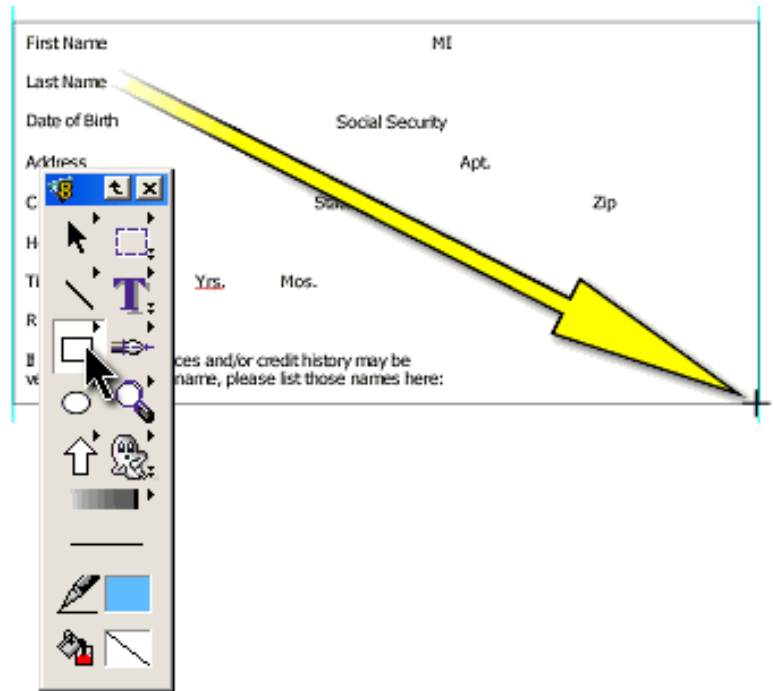


For the next step, you will need to choose the Pen Ink fill and select the color that you wish to use for the border of the text box. In this case, we selected a light blue color.



Next, select the Rectangle tool from the Toolbox. Place the pointer in the upper left-hand corner of the document and click and drag across the text to create a border.

Note: We suggest that you use the guides that you prepared in Step 1 of this tutorial to help you to align the new border.



You could use these same steps to create titles for each section.

APPLICANT		Please tell us about YOURSELF	
First Name		MI	
Last Name			
Date of Birth		Social Security	
Address		Apt.	
City		State	Zip
Home Phone			
Time at Residence:	Yrs.	Mos.	
Residence Type			
If your credit references and/or credit history may be verified in any other name, please list those names here:			

You may also want to create text borders for the text fields by using these same steps.

APPLICANT		Please tell us about YOURSELF	
First Name	<input type="text"/>		M
Last Name	<input type="text"/>		
Date of Birth	<input type="text"/>	Social Security	

Step 6

Adding Text Fields

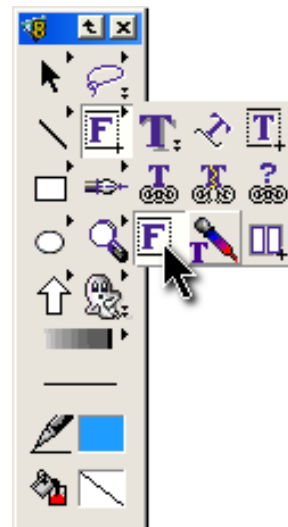
At this stage you have finished with the form creation portion of the tutorial.

For the next step, we are going to add editable text fields to our form. Doing so will allow the viewer the ability to enter text directly into your new form when it appears online.

Without this ability, your Web visitor would have to print the blank form and write the information into blank fields. This could result in data that would be open to penmanship or other typographical errors thus rendering the data useless.

By adding editable text field boxes to your form, you will allow the visitor to enter data directly into the form, prior to printing it out.

To add an editable text field, first select the Text Form Field tool from the Toolbox (see right).



Now you will need to place the pointer on the location where you would like to create the text box. Then click and drag the cursor across to create the text field.

Continue to use this same technique to create editable text form fields for the rest of the form.



Note: The text field borders have been purposely left out of this image to avoid confusion.

APPLICANT		Please tell us about YOURSELF
First Name	<input type="text"/>	MI
Last Name		
Date of Birth		Social Security
Address		Apt.

Creating a PDF Form (Continued)

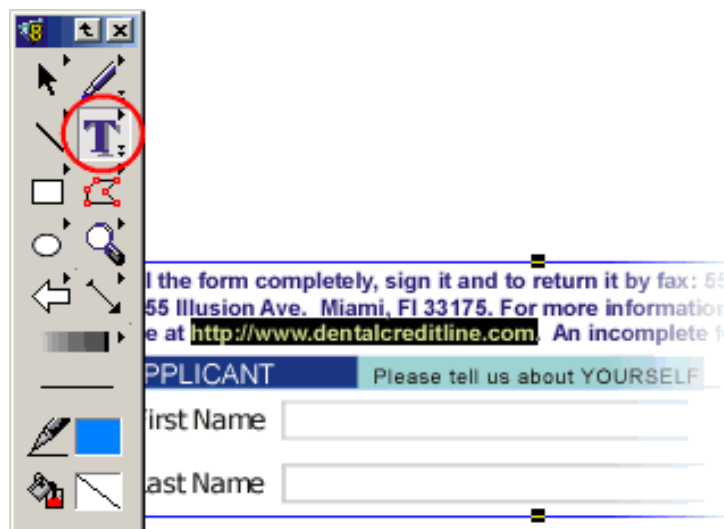
Step 7

Adding Hyperlinks

To assist people in reaching our site we have decided that we would like to add a hyperlink to our form.

A hyperlink is a visible object such as text, a button, or graphic image that directs a visitor to another Web page on the Internet.

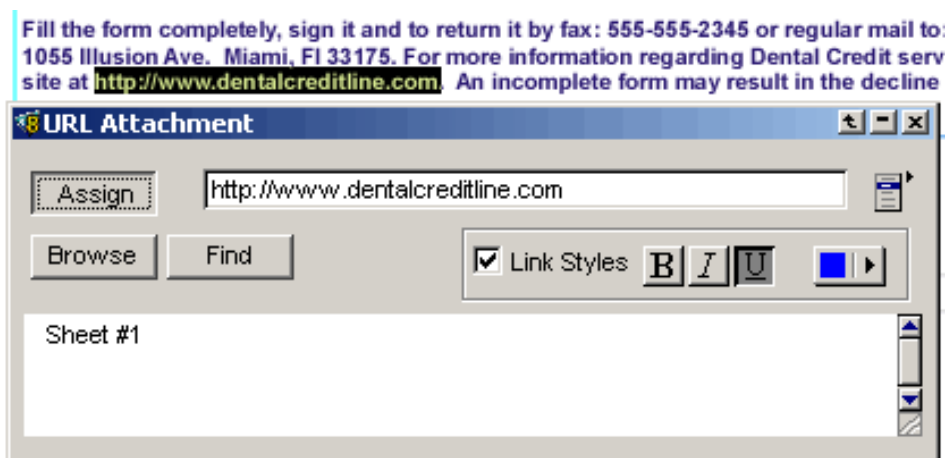
This is an extremely useful feature that will assist the viewer should they need additional information.



To add a hyperlink begin by selecting the text that you wish to convert into a link. Do this by using the Text tool.

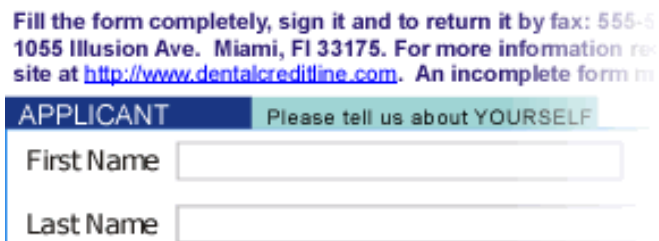
Then, open the URL Attachment palette. Choose Window > Palettes > URL Tag from the main menu or click on the URL Tag icon just above the Docking Bar.

Inside the Assign window, type in the complete URL or Web address. Click the Assign button to convert the selected text into a hyperlink.



Note: From this palette, you could also modify the Link Style. Examine the section detailing the URL Attachment palette in the *Canvas Users' Guide* for further information.

Your link will now appear as underlined blue text if you have decided to use the default settings as your style.



Creating a PDF Form (Continued)

Step 8

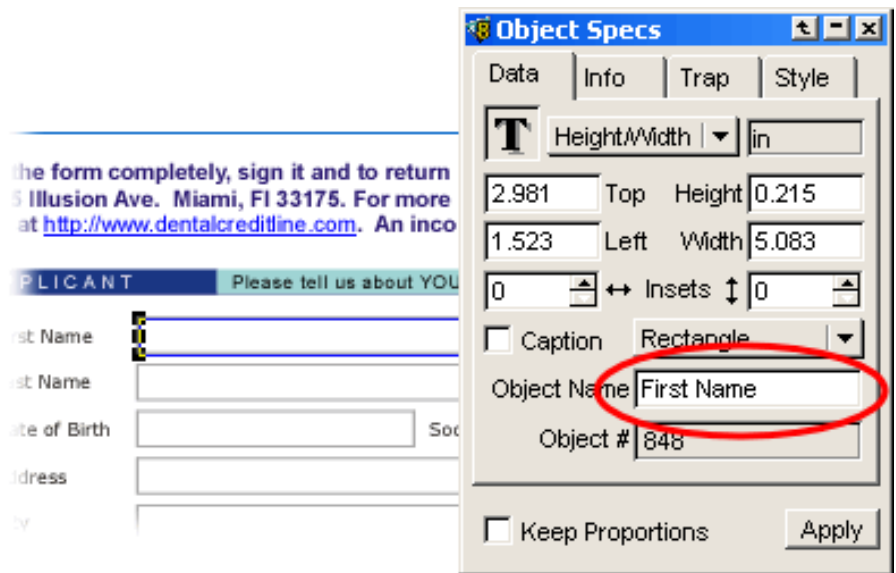
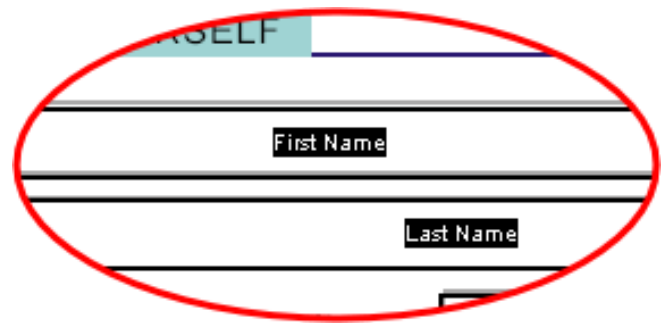
Adding Field Properties

For the next step, we are going to define an Object Name for each text field using the Object Specs palette.

To add specs, first open the Object Specs palette by choosing Object > Object Specs (see right). Select the Data tab.

Select the text field and then enter the name in the Object Name field. Click Apply.

We recommend this step if you eventually plan to have the PDF form submitted via e-mail, script, or HTML. Once your document is saved as PDF, the Object Names appear in the text fields when the PDF form is opened in Adobe Acrobat.



Step 9

Saving Your Form

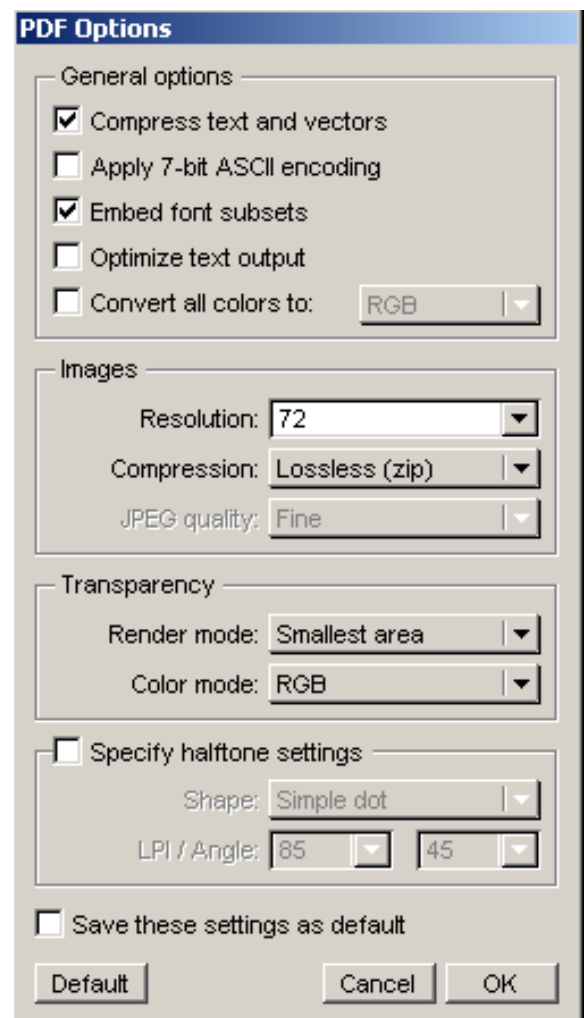
In our final step, we will save our Canvas document as a PDF document. To begin, choose File > Save As and enter a name for your PDF form. Choose a file location within your computer or network, and then select "Acrobat(*.PDF)" as the file format. Click Save.

After doing so, you will be presented with a number of options. Take a look at these capabilities so that you can better understand how PDF export process works.

General Options

Once a document is ready to be saved as a PDF, there are five general options:

1.) Whenever Compress text and vectors is checked, all vector graphics will be compressed including a stream of text data.



Creating a PDF Form (Continued)

- 2.) For PDFs that will pass through data channels that support only 7-bit data (such as e-mail), the Apply 7-bit ASCII encoding option is recommended.
- 3.) To ensure safe electronic transfer of documents, Embed font subsets will embed all TrueType and PostScript (Type 1) fonts used in a particular PDF document. Note: Embedding fonts will increase the size of the file; however, should your form be printed locally, all fonts will retain precise appearance and spacing.
- 4.) If exact character positioning is not necessary, then Optimize text output should be chosen to reduce a PDF's file size.
- 5.) Canvas also offers the choice to convert files into either RGB or CMYK as the color mode. The CMYK color system is used in four-color process printing. The RGB color system is used for computer monitors.

Images

Most documents will contain photographs or rendered images of some sort. Regardless of the final destination - be it print or the web - you will need to decide on how the PDF export engine will handle these images. The standard resolution for online documentation is 72 dpi, while either 150 or 300 dpi is recommended for most print documents.

It is also important to remember that the PDF export filter will compress all bitmap images. Lossless compression is available for technical drawings and illustrations, while JPEG compression is ideal for photographs.

Transparency

When exporting documents that contain transparent objects, the PDF Options dialog box has two considerations:

- 1.) Render mode lets you choose to render:
 - a.) only the objects that contain the transparency
 - b.) all of the transparent objects and those that touch them
 - c.) the entire page
- 2.) There is also the option to select CMYK or RGB as the Color mode.
(Please see [#5 of General Options](#) for an explanation of these color modes.)

Creating a PDF Form (Continued)

Specify halftone settings

For print production purposes, there are a number of halftone shapes available from a drop-down menu. In addition, LPI will define the density of the grid in lines per inch and Angle will define the orientation of the grid. The particular choices for Shape and LPI/Angle depend upon specific pre-production needs.

Since this is a simple downloadable form, we are just going to choose Compress text and Vectors, Embed Font Subsets, and set the resolution at 72 ppi.

Once you have made your selections, press OK and you are done.

Congratulations! The form is now ready for deployment. Because your work is now a PDF document it can easily be used either on a Web site or e-mailed to a customer. As mentioned earlier, the advantage of creating this style of form is that your Web visitor has the ability of directly entering editable text that, when printed and mailed to you, can be easily read and understood. The alternative would be receiving hand-written forms that may be difficult to decipher. In addition to your ability to receive vital information, you have also included a hyperlink into your document which will grant your customer the ability to contact you for additional details.



[View the completed form.](#)

DENTAL CREDIT LINE



Fill the form completely, sign it and to return it by fax: 555-555-2345 or regular mail to: Dental Credit Services, 1055 Illusion Ave. Miami, FL 33175. For more information regarding Dental Credit services please visit our website at <http://www.dentalcreditline.com>. An incomplete form may result in the decline of your application.

APPLICANT

Please tell us about YOURSELF

First Name MI
Last Name
Date of Birth Social Security No.
Address Apt.
City State Zip
Home Phone Residence Type:
Time at Residence: Mortgage/Rent Payment: \$

If your credit references and/or credit history may be verified in any other name, please list those names here:

APPLICANT

Please tell us about INCOME

Employer Name
Time Employed: Employment Phone:
Occupation:
Gross Employment Income: \$
*Other Income: \$

* INCOME NOTICE: You need not disclose alimony/child support or separate maintenance income if you do not wish to have it considered as a basis for repaying this obligation.

Instructions to DCL USA to provide credit and other information

Dental Credit is affiliated with other subsidiaries of DCL Corporation ("Affiliates"). While you understand that the following authorization and instruction is not a requirement to qualify for an Account, in order that you may learn about the credit or other offerings of Affiliates, merchant or their agents, you authorize and instruct DCL USA to provide to Affiliates, merchant or their agents, any credit or other information about you that you have provided on this application or that DCL USA obtains from any credit reporting agency or third party. You understand that if you do not want to authorize and instruct DCL USA to provide such information to Affiliates, merchant or their agents, you should call within 10 calendar days after the date of this Application. DCL USA may begin to provide such information to Affiliates, merchant or their agents if you do not call within those 10 days. At any time thereafter however, you may call the 800 telephone number and upon your request, DCL USA will promptly cease any further provision of such information to Affiliates, merchant or their agents. However, depending on when in a given month you call, you may receive one solicitation after you call.

By signing below, you (1) hereby apply to Dental Credit Line USA ("DCL USA") for a credit card account; (2) agree that everything stated on this application is true to the best of your knowledge; (3) agree that DCL USA will retain this application or the information in this application whether or not it is approved; (4) make the instructions concerning credit and other information above; (5) agree to the terms and conditions of the DCL USA Cardholder Agreement, which is available from DCL USA, which will be given to you at the time your account is opened, and which is made a part of this application; (6) agree that we will have a purchase money security interest in the goods purchased on your account; and (7) authorize and instruct DCL USA to request and receive credit information about you from any credit reporting agency or third party.



X

Applicant's Signature

Date