

TFORMer Designer

Label and Report Printing

Version 6.0

Tutorial - First Steps

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TEC-IT Datenverarbeitung GmbH Wagnerstrasse 6 A-4400 Steyr, Austria

> t ++43 (0)7252 72720 f ++43 (0)7252 72720 77 office@tec-it.com www.tec-it.com

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1.2 List of Tables

Table 1: Column Names in the CSV File

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2 Disclaimer

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A-4400 Austria t.: +43 (0)7252 72720 f.: +43 (0)7252 72720 77 http://www.tec-it.com



Introduction 3

Many thanks for your interest in TFORMer Designer!

This document provides a quick introduction to **TFORMer Designer**. It focuses on the following topics:

- Printing ready-to-use industry templates Chapter 4 demonstrates how to print a VDA-4902 industry label.
- Generating serial letters . Chapter 5 provides a quick introduction for creating letter-style documents.
- Tool for simple and fast printing Chapter 6 describes how to use **TFORMer QuickPrint** – a tool for printing layouts instantly.
- Printing bar code labels Chapter 7 is a step-by-step guide for creating bar code labels.
- For a detailed description of the user interface, the range of functions and all possible adjust-ments offered by **TFORMer** please refer to the additional user manual.



4 **Print Ready-to-Use Industry Templates**

TFORMer Designer is shipped with a large number of predefined industry compliant document templates. This chapter demonstrates how to print VDA-4902 industry forms. (VDA is an abbreviation for "Vereinigung Deutscher Automobilzulieferer" and is a common standard in the automotive industry.)

4.1 Start TFORMer Designer

Start **TFORMer Designer** using the start menu of Microsoft[®] Windows[®]: Start ► All Programs ► TEC-IT TFORMer 6.0 ► TFORMer Designer 6.0.

TFORMer		
<u>File</u> Edit Insert Layout Data Io	ools <u>V</u> iew	<u>W</u> indow <u>H</u> elp
New Form	Ctrl +N	▼●▼ ● 開始推荐本任=目前指指指示式的 ■ 回 ● 2 - 2
🙆 <u>O</u> pen 🔍 😼	Ctrl +O	
Save	Ctrl +S	Repository/Design
Save <u>a</u> s		
Close Form	Ctrl +W	
Iemplates	•	
Layout View	Ctrl+L	
🛯 🛄 Data View	Ctrl +D	
Pre <u>v</u> iew Ctrl-	+Space	
Page Setup		
Printer Setup		
Print	Ctrl +P	
Repository	F	
1 C:\temp\\Data.tff		■ Design
2 C:\ProgramData\\Demos.tfr	-	Properties * x
<u>3</u> C:\temp\PickList_10.tff		Modify the properties of the Element.
4 C:\temp\\PickList_10.tff		
Exit		
Create a new Form		1: iii Q

Figure 1: File – New Form...

4.2 Choose a Layout Template

In order to create a new layout press *Ctrl+N* or use the menu: *File* ► *New Form...* (**0**).

In the appearing dialog you can choose between creating a new report, a new label or using one of the ready-to-use layouts.

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Figure 2: Create New Form – Template Selection

FC-IT

Select the template VDA_4902_EN (1) in group Automotive/VDA and click Finish (2).



Figure 3: Layout View

The VDA-4902 form is now displayed in the layout view.

You can adapt the layout to your requirements. Variable fields in the layout (e.g. the customer specific part number) are provided via datafields (e.g. *PartNumberCustomer*).



- Datafields are place-holders for dynamic data.
- Dynamic data is usually provided by external applications, by external datasources or by the user.
- The content of datafields is provided as described below.

4.3 Provide Data

Dynamic data is used as content for datafields. **TFORMer Designer** offers multiple ways to provide the dynamic data used in the layout. It may be entered manually by the user (for test purposes) or it may be imported from external datasources (ODBC, CSV, XML, ...).

To edit the data click on the *Data* tab at the bottom of the window or use the menu *Data* ► *Data View.* In this example we assume that the data should be entered manually. Therefore the *Manual Datasource* is used.

4.3.1 Select the Manual Datasource

For editing the data manually, in **1** the entry "Edit manually (default)" must be selected (see Figure 4 below).

4.3.2 Enter Datafield Values

This template already contains one record with test data (see line [€]). One record provides the dynamic data which is used for printing one VDA-4902 label.

Dati	asource: Edi	t manually (default) 🏾 🔹	Edit	Parameter	Relo	ad	Filter	New Datafield
#	Copies	Consignee1	Numb	erOfPackages	PartNumber	Customer	Quantity	QuantityUnit
1	1	BAYERISCHE MOTORENWERKE #	G 2250		0 166 496		10340	
*		AUTOMOTIVE SUPPLIER AG	2250		0 166 496		24	ST

Figure 4: Edit Data Manually

For the manual datasource, each record can be edited directly. To assign a new value to a datafield, first mark the cell with the mouse (see Θ). Then type in the required value. If you want to change an existing value, double-click on the cell or press the *F*2 key. The cursor can now be positioned inside the cell. To confirm your input press the *Enter* key. Alternatively you can also confirm with *Tab* and therewith jump to the next cell.

If you want to enter data for another label, insert a new record in the grid. Therefore place the mouse in any cell within the last row 4 (which is marked with a '*') and enter the required data.

If all datafields contain the required values you can continue with printing.

4.4 Preview or Print the Form

- **TFORMer** uses the term "Printing" when generating output of any kind.
- In addition to direct printing (on a physical printer) TFORMer also support the generation of HTML, Images, PostScript[®], ZPL-II code (for ZEBRA[®] printers) and even PDF output without the need for any additional software like a PDF-printer.

Open the dialog *Form Print* (Press *Ctrl+P* or use the menu *File* ► *Print...*).

Output to:	Printer	0	Ontions
Printer:	Microsoft XPS Documen	t Writer 🛛 🛛	✓ Settings
Pages		Copies	
 All 		Copies:	1 🚔 🚯
From:	🔹 to: 🌲]	
O Pages:		Ĵ	
Data			
Datasource:	Edit manually (defai	ult)	•
Filter:	1		
Advanced Settings			
Tray Mapping:	_Default_	+	Start Row: 0
Print	All pages	*	Start Column: 0

Figure 5: Print Form

Select the required output format in **0** (e.g. *Printer*). In **2** choose the appropriate output device (e.g. an available printer on your system).

By clicking $OK(\mathbf{S})$ the print job is started. If multiple identical copies are required adjust the value of *Copies* in **\mathbf{S}**.



Print Serial Letters 5

This chapter demonstrates how to use **TFORMer** for creating and printing a serial letter.

Your Requirements 5.1

Let us assume that this serial letter announces a new store of your company and will be sent to existing customers. All customer data (like customer number, name, and address) is stored in a Microsoft Excel table.

5.1.1 Serial Letter Layout



Figure 6: Sample of a Serial Letter

The serial letter is divided into three logical areas. These areas are marked with red frames in the figure above:

- Page Header
- The page header in this example contains only static data and is identical for all letters. **Detail Band**
- The detail band is used for the body of the letter. It contains some customer specific fields like the salutation or the address of the customer (0). In addition the current date will be printed automatically (2).
- Page Footer

Besides the static data like the greeting formula and the image for the signature the page footer also contains a bar code which encodes the customer number (6).

This conceptual partitioning of the letter is not a must – there are also other possible solutions: You might as well use *one* detail band which contains *all* the required elements. In such a case no page header and no page footer are required.

- TFORMer supports different types of printing areas called bands. Bands divide a layout into logical areas. Depending on the type of a band, TFORMer maintains its occurrence and position in the output automatically. E.g.: Page footers are always printed at the bottom of a page.
- Beside detail bands, which are usually used to print the body of the document, TFORMer supports report headers and report footers, page headers and page footers, group headers and group footers.

The layout which is used in this tutorial is the *MailingFlowerPower* example, which can be found in our *demo repository*. For details on how to open this example see section 5.4.

5.1.2 Data to be used in the Serial Letter

FC-IT

In this example we assume that a worksheet with customer specific data is maintained in Microsoft[®] Excel[®]. In order to use this data in **TFORMer** the excel spreadsheet is saved as CSV file (file with comma separated values). This file format can be exported in Microsoft Excel and it can be imported in **TFORMer**.

In this example we use the file "SerialLetterData.csv" as included in **TFORMer** (see also section 5.2.4.1). The following datafields are available in the CSV file:

Column Name	Description
Address	Street/Number
City	City
CustNr	Customer Number
DateValid	Valid until date
Name	First and last name of the customer
Salutation	Salutation (Mr., Mrs.,)
Zip	ZIP Code

Table 1: Column Names in the CSV File

Content of the CSV file:

```
"Address","Salutation","City","CustNr","DateValid","Name","Zip"
"Main Street 6","Mr.","Nowhere","HS12346","12/31/2006","Jephen Stobs","12334"
"Side Street 7","Mrs.","Nowhere","HS654321","12/31/2006","Tus Nelda","12334"
"Some Street 5","Mr.","Nowhere","S033423","12/31/2006","Silent Bob","12334"
"Down Street 1","Mr.","Nowhere","JM1234","12/31/2006","Je Me Hendrix","12334"
"Left Street 1","Mr.","Somewhere","GB1234","12/31/2006","Gill Bates","12334"
"Straight Street 1","Mr.","Elsewhere","LT4321","12/31/2006","Tinus Lor-Valds","12335"
```

If the first line of the CSV file contains the column names, TFORMer can create the corresponding datafields automatically using the auto import feature (see section 5.2.4.2).

5.2 Create the Serial Letter

5.2.1 Start TFORMer Designer

See section 4.1.

5.2.2 Create the Basic Layout

Create a new layout. Therefore press *Ctrl+N* or use the menu *File* ► *New Form*....

In the appearing dialog you can choose between creating a new report, a new label or using one of the pre-designed layouts.

pe used to create the n	ew Form?		
or the new Form Description			
	or the new Form Description	or used to create the new Form?	or the new Form Description

Figure 7: Create a New Report

The serial letter as outlined above is a report style output, therefore choose Custom Report ($\mathbf{0}$) and click Next ($\mathbf{2}$).

Create New Form			×
Margin settings Specify the position of t	the Form on the page		
Please specify pag and the rotation of th	e margins (distances between t e Form.	he edges of the page and the	labels)
Margins			Margin
Left:	10.000 mm		top
Top:	10.000 mm	Margin 🕈 📃	
Right:	10.000 mm	left 📃	
Bottom:	10.000 mm		
Orientation			
Orientation:	Printer default 👻		
< Back	Next > Ei	nish Cancel	Help

Figure 8: Adjust the Margins of the Report

Adjust the page margins as shown below and click *Finish*.

TFORMer Designer opens a standard report.

TFORMer - [TFORMer1]		
ile Edit Insert Layout Data Iools ⊻iew Window Help		_ 5 ×
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Delete the selected Bands	1 0.00 : 0.00 mm 10 159.17	x 15.00 mm

Figure 9: Standard Report

This report contains more printing areas (bands) than required for our example. According to section 5.1.1 we only need a page header, a detail band and a page footer.

Remove all unnecessary bands (report header and report footer) from this standard report. To do this right-click on the headline of the band (①) and choose *Delete* (②) in the pop-up menu.

Now delete all unwanted printing elements from the remaining bands by selecting them with the mouse and pressing the *Del* key.

After performing these steps **TFORMer Designer** displays the following layout:

TFC	TFORMer - [TFORMer1]						
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		🗉 🔄 Tray Mappings					
	E Detail - Detail	Bands					
01		Report Headers					
		🖻 🖻 Page Headers					
-		- A Group Headers					
2		Details					
	Page Footer-Page Footer	Group Epoters					
		Page Footers					
1		Page Footer					
		Design					
		Properties ×					
		Modify the properties of the					
.4		Advanced Position All					
1		Name Page Header					
.5		Tray 0 - (Default)					
-		Pre-Evaluation (Empty)					
. 6		Post-Evaluation (Empty)					
		Output Area					
ż		Comment					
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		Name of the Band.					
-							
Pandy	1 P P Layout A Data A Preview /	10.00 mm 9 100 %					
Ready		TO'OO IIIII - TOO 20 - 11					

Figure 10: Empty Report for the Serial Letter

5.2.3 Define Datafields (Placeholders for Dynamic Data)

Before we can continue with the design work, we must define datafields for the serial letter (e.g. the name of the customer or the customer number).

Datafield definitions may be created automatically or they may be created manually.

Here we will use the automatic generation of datafields. This method uses the columns names contained in the CSV file and creates equally named datafields. Therefore we first have to specify the datasource. So **TFORMer** can read all column names of this datasource and create datafields for each of the columns automatically. For detailed information see sections 5.2.4 and 5.2.4.2.

Information on how to create datafields manually, please refer to section 5.2.5, if required.

Please note:

- A datafield is a placeholder for dynamic data. When printing a layout **TFORMer** updates the values of datafields with the values provided by a datasource or by the user.
- A datafield may be used in layouts in different ways: Its content can be printed as text as bar code, as picture (filename for dynamic logos) and it can be used for computations and for controlling the output behavior.
- Datafields must be defined before they can be used in a layout.

5.2.4 Create New Datasource

To create a new datasource switch to the *Data* tab and select <*Create New Datasource*...> from the drop down menu (see **1** in Figure 11 unterhalb). Alternatively you can right-click on the *"Datasources"* entry in the design tree and select *New Datasource*... from the pop-up menu or click on the *"New Datasource"* icon **1** in the data toolbar. The *New Datasource* dialog will appear:

È.	TFORMer -	[TFORMer3]							
	🗟 Eile Edit Insert Layout Data Iools View Window Help								
D) 😂 🖬 🔄 🔄 🕹 🕹 🖏 🖏 X 19 * 9 * 18 🖉 😫 🞯 🖶 🗑 🗑 🗑 🗑 🐨 🗑 🐨								
	Datasource	Edit manually (default)	Edit	Parameter Reload Filter New Datafield	Repository/Design				
		Edit manually (default)	Earch		□ □ □ TFORMer3 []				
	#	<create datasour<="" new="" th=""><th>rce></th><th></th><th></th></create>	rce>						
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	2	1	<new datafiel<="" th=""><th>1 New Datasource</th><th>Bands</th></new>	1 New Datasource	Bands				
	3	1	<new datafiel<="" th=""><th>Specify the name and the type of the new Datasource.</th><th>😨 🎦 Report Headers</th></new>	Specify the name and the type of the new Datasource.	😨 🎦 Report Headers				
	4	1	<new datafiel<="" th=""><th>Datasources are used to print layouts with dynamic</th><th>B - B Page Headers Group Headers</th></new>	Datasources are used to print layouts with dynamic	B - B Page Headers Group Headers				
	5	1	<new datafiel<="" th=""><th>data.</th><th>⊕-È Details</th></new>	data.	⊕-È Details				
	6	1	<new datafiel<="" th=""><th>Choose a Type:</th><th>Group Footers</th></new>	Choose a Type:	Group Footers				
	7	1	<new datafiel<="" th=""><th>ODBC Database</th><th>erage robers erage robers</th></new>	ODBC Database	erage robers erage robers				
	8	1	<new datafiel<="" th=""><th>Flat Text File (CSV, TSV,)</th><th></th></new>	Flat Text File (CSV, TSV,)					
	9	1	<new datafiel<="" th=""><th></th><th></th></new>						
	10	1	<new datafiel<="" th=""><th></th><th>TEORMer3 Properties</th></new>		TEORMer3 Properties				
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				OK Cancel	Print Order:				
	Record:	ka (a 6 a) a	Vinn 10		Specifies in which way TFORMer fills the				
			Preview /		- physical page with labels (of logical pages).				
Read	dy	(set ese Vesta V		10.00 : 0.00 mm	0 x 71.00 mm 9 100 %				

Figure 11: Create a new Datasource

In our example we want to use the CSV file "SerialLetterData.csv" as datasource. Therefore select *"Flat Text File (CSV, TSV, ...)"* as datasource type in **2**. In **3** enter an appropriate name for the datasource (e.g. "SerialLetter_CSV"). Then confirm with *OK*.

The Edit Datasource dialog will appear.

5.2.4.1 Specify CSV File

In the *File* tab you have to specify the name and the location of the CSV file:

dit SerialLetter_	.csv									- • ×
File Field Bir	ndings Previe	вw								
Text-Datasourc	e (CSV/TSV)									
Please select as the text qua File:	an existing file lifier can also	. If required, the be set.	file name ca	an be adapted v	with Expressions ar	nd Source	-Parameters. Ti	ne field se	parator char	acter as well
C:\ProgramDa	ata\TEC-IT\TF	ORMer\6.0\Exa	mples\Com	mand Line\Seri	alLetterPDF\Serial	LetterData	a.csv			ö
Field separato	ır:	Text qualif	er:		1					
, (Comma)	2	•	6	-	First line contains o	olumn na	mes			
Address	Salutation	City	CustNr	DateValid	Name	Zip				
Main Street 6	Mr.	Nowhere	HS1234	12/31/2006	Jephen Stobs	12334				
Side Street 7	Mrs.	Nowhere	HS6543	12/31/2006	Tus Nelda	12334				
Some Street 5	Mr.	Nowhere	SO3342	12/31/2006	Silent Bob	12334	6			
Down Street 1	Mr.	Nowhere	JM1234	12/31/2006	Je Me Hendrix	12334	•			
Left Street 1	Mr.	Somewhere	GB1234	12/31/2006	Gill Bates	12334				
Straight Street 1	Mr.	Elsewhere	LT4321	12/31/2006	Tinus Lor-Valds	12335				
Show Advance	ed Ontions						OK		Cancel	Annly

Figure 12: Datafield Import from CSV File



In **1** specify the CSV file that want to use. Press the is button to select the required file from your file system. Depending on your operating system you will find the example file in one of the following locations:

Windows Vista:

```
C:\ProgramData\TEC-IT\TFORMer\6.0\Examples\Command
Line\SerialLetterPDF\SerialLetterData.csv
```

Other Windows versions:

```
C:\Documents and Settings\All Users\Application Data\TEC-IT\TFORMer\6.0\Examples\Command Line\SerialLetterPDF\SerialLetterData.csv
```

In ② specify the character, which is used as column separator (in our example a comma ,). In ③ adjust the text qualifier character to match your input file (in our example a quotation mark "). The text qualifier is used to enclose single values within the text file.

Since the file "SerialLetterData.csv" contains the column names in the first line make sure that the checkbox **4** is checked.

The preview **6** allows you to check if the data from the source file is read correctly. If no columns are recognized, or if any data is shifted to a wrong column, the parameters **2** to **3** were not adjusted correctly.

5.2.4.2 Specify Field Bindings

In the next tab, *Field Bindings*, you provide the basis that the data from the source file can be used in the layout. In this step you associate all required sourcefields of the external datasource with datafields. Only datafields can be used as placeholders within text boxes, barcodes, images etc. Sourcefields are not directly available in the layout.

Here you set the bindings for all datafields. If you do not have created any datafields yet you have the possibility to create them in this dialog automatically.

Sourcefield for number of cop <none></none>	ies: Escape sequences (\n, \xA3, \) Translate Escape Sequences	
ield Bindings Assign the fields available in Usually each Datafield is ass	the Datasource (Sourcefields) to the Datafields (placeholders) in the Layout. igned to a Sourcefield.	
Sourcefields	Bound Datafields	Edit
Address	<no assigned.="" datafields="" double-click="" edit.="" to=""></no>	Doloto
Salutation	No Datafields assigned. Double-click to edit.>	
City 🚹	No Datafields assigned. Double-click to edit.>	Auto
CustNr	No Datafields assigned. <u>Double-click to edit ></u>	
DateValid	<no assigner="" automatically<="" bindings="" create="" datafields="" field="" td=""><td>lew Datafield</td></no>	lew Datafield
Name	<no assigne<="" datafields="" td=""><td></td></no>	
Ζιρ	CNo Datatields assigne Do you want to bind Datafields automati	cally?

Figure 13: Bind Datafields Automatically

Currently no datafields are available (only sourcefields). So we have to create datafields and bind them to the sourcefields.

In list **1** you see all sourcefields which are available in the CSV file. To create a datafield for each of these sourcefields automatically click on the *Auto*... button **2**. **TFORMer** will prompt you if you want to bind them to datafields automatically (see **5**). Confirm this dialog with <u>Yes</u>.

However, currently there are no datafields available, yet. Therefore, in the next dialog, press Yes to All to instruct **TFORMer** to create new datafields for all existing sourcefields.

As result for each sourcefield in list **0** an equally named datafield is assigned.

In the *Preview* tab you can check the bindings. If all sourcefields were bound correctly you should see the screenshot below:

t Seri	ial Leti	ter								
le	Field	Bindings Previe	w							
⊃revi The p	ew of th preview	ne current results. I shows the values	s of the actual [Datasource	(including optic	onal computed field	s) in consider	ation of the cur	rrent field bindings	3.
#	C	Address	City	CustNr	DateValid	Name	Salutation	Zip		
1	1	Main Street 6	Nowhere	HS1234	12/31/2006	Jephen Stobs	Mr.	12334		
2	1	Side Street 7	Nowhere	HS6543	12/31/2006	Tus Nelda	Mrs.	12334		
3	1	Some Street 5	Nowhere	SO3342	12/31/2006	Silent Bob	Mr.	12334		
4	1	Down Street 1	Nowhere	JM1234	12/31/2006	Je Me Hendrix	Mr.	12334		
5	1	Left Street 1	Somewhere	GB1234	12/31/2006	Gill Bates	Mr.	12334		
6	1	Straight Street 1	Elsewhere	LT4321	12/31/2006	Tinus Lor-Valds	Mr.	12335		
Show	v Advai	nced Options					[OK	Cancel	Apply

Figure 14: Preview of Data

5.2.5 Note for Defining Datafields Manually

EC-IT

If you followed the instructions above there is no need to create datafields manually. However, instead of automatic datafield generation you may also create datafields manually. To do this follow the steps below.

TFORMer - [TFORMer1]	
ie Edit Insert Layout Data Tools ⊻iew Window Help	_ 8 ×
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 • • • • • • • • • • • • • • • • • • •	🚨 Paste Ctrl + V
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Type:	
String	Modify the properties of the Element.
Page Footer - Page Footer Default Value:	Common Advanced Watermark Posi
<u>4</u>	Columns 1
	Column Width (auto)
	Row Height (auto)
	Column Spacing 0.000 mm
- OK Cancel	Document name
3	Comment
4 III ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	Loiumns: The number of columns (also named labels or logical pages) next to each other on one page. If using "auto" TFORMer computes the max.
Create a new Datafield 10.00 : 0.00 mm to 20	15.00 x 71.00 mm 🔍 100 %

Figure 15: Create a Datafield Manually

Right-click on the node *Datafields* ● or on any existing datafield in the design tree. Select *New Datafield*... ● in the pop-up menu. Alternatively select *Data* ► *New Datafield*... from the menu or click on the "*New Datafield*" icon in the toolbar.

The dialog *New Datafield* appears. In this dialog enter the name of the datafield **€** and confirm with *OK*.

- Generally it is recommended to use datafield names which are identical to the column names in the datasource.
- Speaking field names will help you to identify the use of each datafield when creating the layout.
- TFORMer is able to provide standard values for datafields. Such default values can be useful as test data during the development process. The default values are defined in the New Datafield dialog in ③ or in the property window ⑤.

Once the datafield is inserted you will find the appropriate entry in the design tree.

5.2.6 Finish the Layout

TEC-IT

Now start to insert the required elements into the layout. To insert an element first select the element type in the layout toolbar **1** and then click on the suitable area of the layout in **2**. To change the properties of an element (e.g. color, font, bar code, ...) select it with the mouse and then use the property window **6**.

5.2.6.1 Insert Text Elements

For text elements **TFORMer Designer** opens a dialog which allows you to enter the content of the element (see **④**). You may mix static text with datafields (like Dear [Salutation] [Name],). Datafields are enclosed in square brackets [].

TFORMer - [MailingFlowerPower.xmd]		
■ Eile Edit Insert Layout Data Tools	<u>V</u> iew <u>W</u> indow <u>H</u> elp	_ <i>8</i> ×
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2		App Text Properties with the properties of the Element.
Dear [Salutation]		Advanced Position Margins All
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🔄 🧮 📮 Page Footer - Page Footer	Dear [Salutation] [Name],	Basis
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1		ing 0.000 mm
2.		
3		•
4		
		Element
Layout (Data) Preview		
Ready		.00 mm 🔍 100 %

Figure 16: Serial Letter Design

- Always use the button Insert Data Y S to embed a datafield or an expression into your text.
- If you enter the expression markers [] (or <>) directly, they will be printed as typed on the keyboard. The expression will not be evaluated in such a case!

When inserting an expression via **9** the *Expression Builder* appears:



∋ 🫅 Datafields	Expression 🔺	Description	
Constants Constants Constants Constants Constants Constants Constants Constants Common Expressions	City		
	CustNr		
	DateValid		
	Email		
	JobTitle		
	Name		
	Salutation 🚺		
	SerialNumber		
	Zip		
Please enter an Expression manual static text must be specified betwe fext values (or Datafields) may be o	lly. You can also add a predefined Expre sen apostrophes - "StaticText". concatenated by using '+'. E.g. "concater	ssion or Datafield by double-clicking it. nated-" + "text".	
lease enter an Expression manual static text must be specified betwe ext values (or Datafields) may be o	III. You can also add a predefined Expre en apostrophes - "StaticText". concatenated by using '+'. E.g. "concater I	ssion or Datafield by double-clicking it. nated-" + "text".	
Please enter an Expression manual static text must be specified betwe "ext values (or Datafields) may be o	III. You can also add a predefined Expre en apostrophes - "StaticText". concatenated by using '+'. E.g. "concater I	ssion or Datafield by double-clicking it. nated-" + "text".	و InsertDate
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lease enter an Expression manual static text must be specified betwe ext values (or Datafields) may be o 이 안 때 Salutation [3	III. You can also add a predefined Expre en apostrophes - "StaticText". concatenated by using '+'. E.g. "concater I	ssion or Datafield by double-clicking it. nated-" + "text".	() Insert Dat
lease enter an Expression manual static text must be specified betwe ext values (or Datafields) may be o C C Em Salutation	III. You can also add a predefined Expre en apostrophes - "StaticText". concatenated by using '+'. E.g. "concater I	ssion or Datafield by double-clicking it. nated-" + "text".	∂_Insert Dat

Figure 17: Expression Builder

In **1** select the datafield to be embedded in the text. Insert it into the expression **6** by clicking **2**. Confirm the dialog with OK **4**.

5.2.6.2 Insert the Bar Code

To insert a bar code into your layout select the bar code tool **1** and then click into the suitable area of the layout (**2**). Because a bar code usually contains no static text, **TFORMer** will open the *Expression Builder* **3** directly. The properties of the bar code element (like the bar code type to be used or the rotation) can be changed in the property window **3**.

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🖹 Eile Edit Insert La	yout <u>D</u> ata <u>T</u> ools <u>¥</u> iew <u>W</u> indow <u>H</u> elp		_ <i>6</i> ×
	📧 Edit Barcode-Data		Σ
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			Hex-Data False
3			Format 4
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			Module Width (auto)
4			Notch Height (auto)
-			Bar:Space Ratio
5			Name:
	ut (Data) Preview /	1 16700 680 mm	Name of the Element.
nearry		G 10/100 . 0.80 mm	1000 A 2400 HILL

Figure 18: Insert a Bar Code



5.2.7 **The Finished Serial Letter**

If all required elements have been inserted, then you should see the following layout:

TFORMer - [MailingFlowerPower.xmd]	
≧ Eile Edit Insert Layout Data Iools View Window Help	_ # X
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Ready	📁 0.00 : 0.00 mm 🛛 🖾 199.50 x 266.44 mm 🔍 50 %

Figure 19: Finished Serial Letter

5.3 Preview or Print the Serial Letter

To get a preview of the resulting output simply click on the Preview tab. TFORMer will instantly render the serial letter in the main window. This output uses the data from the CSV file as described above. However, if you want to use different data you can create additional datasources and switch between them as required.

To print the serial letter on a printer or to create an output file (e.g., a PDF file) open the print dialog. Therefore press *Ctrl+P* or use the menu *File* ▶ *Print....*

Device				
Output to:) Printer		U 🔹 🚺	ions
Printer:) Microsoft XPS Docume	nt Writer	2 • Set	tings
Pages		Copies		
 All 		Copies:	1 🌩	
From:	🔷 to:			
Pages:				
Data				
Datasource:	New_Datasource			•
Filter:				
Advanced Settings				
Tray Mapping:	_Default_	•	Start Row:	0 🌲
Dist	All names		Start Column	0

Figure 20: Printing



In **1** choose the required output format (e.g. *Printer*). In **2** select a suitable output device or output file.

If you want to add a filter ⁶ click the button . The expression builder will appear.

Now click OK 4 and start the output:



Figure 21: Serial Letter – PDF Output

5.4 Ready-To-Use Example

The finished example can be opened with the following steps: *Start* ► *All Programs* ► *TEC-IT TFORMer 6.0* ► *Examples* ► *Demo Repository*



Figure 22: Open the Serial Letter

TEC-IT

In the tree view open the layout *MailingFlowerPower* located in *Projects* > *TFORMer_Runtime_Examples* by expanding the tree and by double-clicking item **1**.



6 Quick-Print Existing Layouts

TFORMer comes with a tool which is named **TFORMer QuickPrint**. This tool allows you to select a layout and to print it on any supported output device. Besides simple output functionality it also offers network-wide serial number support. Start **TFORMer QuickPrint** with:

Start ► All Programs ► TEC-IT TFORMer 6.0 ► Tools ► Print Tool QuickPrint

TFORMer QuickPrint requires .NET Runtime 2.0!

The screenshot below shows how to quick print the serial letter designed in chapter 5.

FORMer QuickPrint - MailingFlowerPower	qpi [C:∖temp]		- • ×
File Configuration Help			
TFORMer QuickPrint		🌰 🔤 🌀	TEC-IT
Common OK () Form OK (Demos.tfr / TFC	RMer_Runtime_Examples / MailingFlowerPower)	A state of the state of th	
Output OK (C:\temp\Mailing Table style	∃owerPower.pdf)	English and the state of the s	
Address	Wagnerstr. 6		
City	Steyr		
CustNr	4711		
DateValid	31.12.2007		
Name	Harry Backoffice 5		
Salutation	Mr.		
Zip	4400		
Copies	1		
4	Ш		Þ.
Save Data Res	set to Default Clear Data	Print 7	Close

Figure 23: TFORMer QuickPrint Tool

The button *Common...* • is used to configure serial number printing. More details regarding this functionality are available in the **TFORMer QuickPrint** manual.

The button *Form...* **2** is used to select the layout to be printed. **TFORMer** offers two different possibilities for organizing layouts:

- Stand-alone layouts: Per default TFORMer Designer creates layouts which may be used on its own. These layouts are stored with the file extension *.tff.
- Repository-based layouts: A repository is used for organizing multiple layouts within a structured database. A repository is stored on the file system with the file extension *.tfr.

When using a stand-alone layout just select the appropriate filename in **2**. For repository based layouts enter the filename of the repository, the project and the name of the layout.

The button *Output...* **9** is used to select the required printer or output format.

Table style **3** switches between the default input dialog and a table-style input dialog.

Enter data values in the area **6** and start printing with *Print* **7**.

In **6** a preview of the selected layout (MailingFlowerPower example) is displayed.



Print Bar Code Labels with Serial Numbers 7

This chapter describes how to print bar code labels with serial numbers.

In contrast to a report (see chapter 5) a label is usually printed multiple times on a page of the output. The basic layout of the label remains unchanged, only the dynamic data (in this example the serial number) changes from label to label. In order to compute a serial number a datafield must be created. A datafield is a placeholder for variable data. It may be used in computations.

TFORMer is able to perform computations within a layout. Such computations utilize data-fields for storing intermediate results. For more information refer to the **TFORMer Designer** manual.

7.1 Your Requirements

7.1.1 **Bar Code Label Layout**

The layout of the labels in this example is very simple. A serial number should be printed as bar code and as text. The bar code encodes the serial number with leading zeros.



Figure 24: Labels with Serial Number

7.1.2 Serial Numbers

This example demonstrates how **TFORMer** can be used to automatically create serial numbers. The serial number is computed by **TFORMer** itself. No external programming is required!



7.2 Create the Bar Code Labels

7.2.1 Start TFORMer Designer

See section 4.1.

7.2.2 Create the Basic Layout

▶ **TFORMer Designer** unifies the generation of reports and labels. Only the parameters of the layout are used to differentiate between the two possible output styles. This very flexible printing concept allows the generation of simple labels as well as full-featured reports. For more information, please check out the TFORMer Designer user manual.

Create a new layout. Therefore press *Ctrl+N* or use the menu *File* ► *New Form...*

In the appearing dialog you can choose between creating a new report, a new label or using one of the pre-designed layouts.

Template Which Template should b	e used to create the ne	ew Form?		
Choose a Template fo	r the new Form Description			
 Custom Reported Custom Label Custom Label<th>rtz 2 1 on ards</th><th></th><th></th><th></th>	rtz 2 1 on ards			
< Back	Next > 2	Finish	Cancel	Help

Figure 25: Create a New Label

The bar code labels as outlined above are a label-style output, therefore choose *Custom Label* (**0**) and click Next (2).

Specify the position of t	he Form on the page		
Please specify page	e margins (distances between o Form	he edges of the page and th	e labels)
	er onn.		
Margins Left	20.000 mm	Aargin top	
Top	10.000 mm) (
Right	20.000 mm	++	
Bottom:	10.000 mm	Margin left	$\neg \frown$
Orientation			
Orientation:	Printer default 🔹		

Figure 26: Adjust the Margins of the Label

Set all margins to the values shown above and click Next.

Specify the size and the layo	ut of the page	
These settings specify ho dimension of the physical	w many labels (logica page depends on the	I pages) are printed per physical page. The settings of the output device.
Label Settings		Columns →
Number of Columns:	3	R
Number of Rows:	5	o height w ← width →
Column Width:	50.000 mm	s t interview
Row Height:	(auto)	
Column Spacing:	10.000 mm	Printing Order
Row Spacing:	5.000 mm	 Down, then Across Across. then Down

Figure 27: Label-Specific Settings

Adjust the required label settings. This example uses 3 columns of labels (each 50 mm width) and 5 rows of labels per page. The horizontal and vertical distance between the single labels is set to 10 respectively 5 millimeters. When clicking *Finish* **TFORMer Designer** opens a standard layout using the adjusted basic settings:

TFORMer - [TFORMer3]	
Bile Edit Insert Layout Data Tools View Window Help	_ <i>8</i> ×
□ 😂 📓 🗐 🗟 🌭 🕹 🖦 🗙 🔊 × 🔍 💌 🗮 雄 雄	蔣赤寺=■■唱唱唱唱いきまま Ё■⊠ ∉ ΣΣ
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Label [PrintedItems] on Page [Page	Group Footers
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	ABC Modify the properties of the Element.
4	Common Advanced Position Margins All
	Font (Arial 10pt)
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-	 Text: Text with embedded Expressions and Datafields
	• • • • • • • • • • • • • • • • • • •
H Layout (Data) Preview /	
Ready	💴 5.00 : 5.00 mm 👘 40.00 x 30.00 mm 🔤 4200 % 🔛

Figure 28: Standard Label

The standard layout contains some graphical elements. Most likely they are not needed, so select them with the mouse $(\mathbf{0})$ and press *Del*.

▶ Please note: The screenshot above uses a zoom factor of 200%. You can change the viewing zoom factor for your layouts in the menu *View* ▶ *Zoom*.

7.2.3 Create a Datafield to be used as a Serial Number

As mentioned before, we need a datafield to hold the serial number. The name of this field should be *SerialNumber*. To simplify computation with this datafield, the data type will be set to *Long* (an integer number).

Bile Edit Insert Layout Data Iools View Window Help Image: Second Seco	~
Arial VIV B I U F V A HAR A + E Base Code128 V Arial VIV B I U F V A + V + 5 + 1 + 6 + 1 Detail-Detail Detail-Detail	×
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Specify the name and the type of the new Datatield. When manual creating print-data the Default Value is used as	•
standard-value for this Datafield.	
Name:	
3 SerialNumber	
I Jong A Properties	• X
BerialNumbers 1	>
Common Advanced Watermark Pos	
4 Description: Print Order Across, then Down	•
Orientation Printer Default	
UK Cancel	
Print Order: Specifies in which way TFORMer fills the	
physical page with labels (or logical pages	
Curch a num Date all A Data / Preview /	

Figure 29: Create the Datafield SerialNumber

Right-click onto *Datafields* (\bullet) in the design tree and select *New Datafield...* (\bullet) in the pop-up menu. In the following dialog enter the name of the datafield (*SerialNumber* – \bullet) and select *Long* (\bullet) as data type. Confirm with *OK*.

The default data type is String. This type is generally suitable for all kinds of applications unless you want to perform computations. For computations strings must be converted to numbers (e.g. with CLng or CDbl). Alternatively use the data type Long or Double.



7.2.3.1 Insert the Bar Code



Figure 30: Insert a Bar Code

In the layout toolbar select the bar code symbol (**0**) and click onto the desired position on the detail band (**2**). A bar code will be inserted and the *Expression Builder* for the bar code data is opened automatically (**5**).

As bar code data the value of the datafield *SerialNumber* should be used. Therefore double-click the datafield *SerialNumber* (\mathfrak{G}). It will be inserted in the edit area \mathfrak{G} . Then press $OK(\mathfrak{G})$.

Tip: In order to provide a fixed number of digits in the serial number (add leading zeros), you can use the *Format()* function. For example, if you want to receive six digits, use the expression Format(SerialNumber, "000000").

In the property window (1) you can adjust all barcode properties (e.g. barcode type, color, ...).



7.2.3.2 Insert the Text Element



Figure 31: Insert a Static Text and a Datafield

In the layout toolbar select the text symbol (**0**) and click on the desired position on the detail band (**2**). A text element will be inserted and the *Edit Text* dialog is opened.

The content of the text field is a combination of a fixed text and the actual value of the serial number. The fixed text "Serial:" can be entered directly in **6**.

The datafield *SerialNumber* is inserted via the Insert Data * menu of the dialog. After selecting the entry *Datafield* (the dialog *Select Datafield* (popens.

Double-click the datafield SerialNumber (6) to insert it directly into the text.

The resulting text is now Serial: [SerialNumber]. Close the *Edit Text* dialog with $OK(\mathbf{O})$.

- TFORMer displays expressions (or single datafields) which are embedded into text or bar code element with surrounding square brackets [] or angle brackets <>.
- Angle brackets are used for interpreting the result of an expression as HTML.

7.2.3.3 Format the Text Element

The newly inserted text element should be printed centered. Word-wrap should be disabled. To do so select the text element and edit its properties in the property window. The alignment is adjusted in **0** word-wrap is disabled by selecting *False* in **0**.



Common	Advance	ed Position Margins All
Text		Serial: [SerialNumber]
Font		(Arial 12pt)
Auto-Fonts	size	False
Auto-Fonts	size Mi	50 %
Auto-Fonts	size M	200 %
Fore Colo	r	
Fill Color		No Color
Line Color	r	No Line
Line Width	1 I	0.100 mm
Line Style		
Text Align	ment	Center 1
Justify		False
Word-Wra	ар	False 2
Text Rotat	tion	0 - 0 *

Figure 32: Properties Window of a Text Element



7.2.4 The Resulting Layout

Figure 33: The Resulting Layout

7.2.5 The Print Preview

The print preview is opened by pressing the keyboard shortcut *Ctrl+Space* or by clicking on the symbol in the toolbar. **TFORMer Designer** shows the following output. The bar codes are marked with crosses indicating that no data was encoded. This is because the datafield *SerialNumber* is not provided with any data yet.





Figure 34: Print Preview with Empty Datafield

7.3 Printing Serial Numbers with TFORMer QuickPrint

The simplest way to print serial numbers is to use **TFORMer QuickPrint**.

TFORMer QuickPrint is able to maintain a pool of serial numbers. This even works if multiple users are printing the same layout and are therefore using the same serial numbers. TFORMer QuickPrint takes care that serial numbers are always unique.

For this purpose a simple configuration file must be created. This configuration file holds the names of the datafields which should be used as serial numbers.

7.3.1 **Create a Serial Number Configuration File**

The configuration file must be named QuickPrint.xml. It is structured as follows:

```
<?xml version="1.0" standalone="yes"?>
<root>
  <SerialNumber current="1000" stepSize="1" />
</root.>
```

This file contains the name of the datafield SerialNumber along with its current value (1000). The value in stepSize is used for incrementing the value of SerialNumber for one print-out.

Save this file in an arbitrary directory.

7.3.2 Start TFORMer QuickPrint

Start TFORMer QuickPrint using the start-menu of Microsoft[®] Windows[®]:

Start ► All Programs ► TEC-IT TFORMer 6.0 ► Tools ► Print Tool QuickPrint



7.3.3 Set up TFORMer QuickPrint

Click on the Common... button and enter the directory containing the QuickPrint.xml file as the serial directory (**0**) in the following dialog.

Enter the directory where you want to save the last printed data (by default your My Documents folder) in **2**.

Choose an arbitrary username, enter it in **6** and close the dialog with OK.

FORMer QuickPrint - T	Tutorial.qpi [C:\temp]	
File Configuration H	Help	
TFORMer Q	QuickPrint	TEC-IT
Common	OK (C:\ProgramData\TEC-IT\TFORMer\6.0\Examples\QuickPrint\SerialNumber, Serials configured)	
Form	Form not specified.	
Output	OK (C:\temp\outtutorial.pdf)	
Table style	Common Settings Username JohnDoe 3 Serials Directory: Edit C\ProgramData\TECHT\TFORMer\& 0\Examples\QuickPrint\Serie Edit Data Directory: C\Templ OK Cancel	
Save Data	Reset to Default Clear Data Print	Close

Figure 35: QuickPrint – Common Settings

Next click on the Form... button and enter the directory where you saved your layout in the Repository field.

Choose the output format (and the filename if you are exporting to a file) in the dialog accessible via the button Output....

You can save this configuration if you want to use it later with File > Save As...

With the Save Data button you can save the data which you have entered manually. The data is stored in the XML file. It is available at the next start of TFORMer QuickPrint.

The *Reset to default* button resets all datafields in the current record to their default values.

The Clear Data button clears the current record.

7.3.4 Enter the Printing Data

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Enter the printing data for your label in the input area. In this case, the label contains only the serial number. This field cannot be changed (read-only fields are marked with gray background color). The field *Count of Serials* • specifies how many serial numbers should be created. For each serial number one label is printed. If you want to print more than one label for each serial number adjust the number of copies.

FORMer QuickPrint - Untitled		- •
File Configuration Help		
TFORMer QuickPrint	350	TEC-IT
Common OK (C:\ProgramData\TEC-IT\TFOF	Mer\8.0\Examples\QuickPrint\SerialNumber, Serials configur	
Form OK (SerialNumbers_2.tff)	-	
Output OK (C:\temp\Output.pdf)	- 	
Table style		
SerialNumber	1000	
Count of Serials	5	
Copies	1	
Save Data Reset to Default	Clear Data	Print Close

Figure 36: QuickPrint – Printing Data

7.3.5 Print the Label

To start printing simply click the *Print* button. If you are exporting to a file, **TFORMer QuickPrint** opens the file with the linked Windows[®] application (e.g. PDF with Acrobat Reader).

7.3.6 Ready-To-Use Example

The finished example can be opened after the installation of **TFORMer Designer** with the following steps:

Start ► All Programs ► TEC-IT TFORMer 6.0 ► Examples ► QuickPrint ► Serial Numbers



Contact and Support Information 8

8.1 Free Support

If you have any questions, please contact us:

- Email: support@tec-it.com
- Web: http://www.tec-it.com/support/

Don't hesitate to tell us your feedback! If the product does not fulfill your requirements, please tell us why. We are highly interested in meeting the requirements of our customers.

How to Unlock the Demo Version 8.2

You can unlock the demo version with a license key. License keys can be obtained from TEC-IT by Email, online order form or FAX.

Email: sales@tec-it.com Online: http://www.tec-it.com/order/ Fax: +43 / (0)7252 / 72 72 0 - 77

8.3 **Company Contact Information**

TEC-IT Datenverarbeitung GmbH

Address:	Wagnerstr. 6
	AT-4400 Steyr
	Austria/Europe
Phone:	+43 / (0)7252 / 72 72 0
Fax:	+43 / (0)7252 / 72 72 0 – 77
Email:	support@tec-it.com
Web:	http://www.tec-it.com

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