



**TEC-IT**

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# TFORMer QuickPrint

## Instant Form & Label Printing

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Version 6.0

### User Manual

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## 3 Introduction

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### 3.1 What is TFORMer QuickPrint?

**TFORMer QuickPrint** is a tool for quickly printing labels, reports and forms. It is shipped together with the form layout designer **TFORMer Designer**. The tool **QuickPrint** allows you to load existing layouts, fill them with data and print them on one of the supported output devices (or export them to one of the supported file formats).

### 3.2 How to run TFORMer QuickPrint?

In order to start **TFORMer QuickPrint** use the Windows® Start Menu:

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

### 3.3 System Requirements

- ▶ Windows 2000 or higher.
- ▶ **TFORMer QuickPrint** requires the .NET 2.0 runtime components!

### 3.4 About this Document

This document covers the following issues:

- User interface and workflow – see chapter 4.
- Select the form layout and the output type – see chapter 5.
- Provide the print data – see chapter 6.
- Start the print job – see chapter 7.
- Additional information on the use of serial numbers – see chapter 8.

## 4 General

### 4.1 User Interface

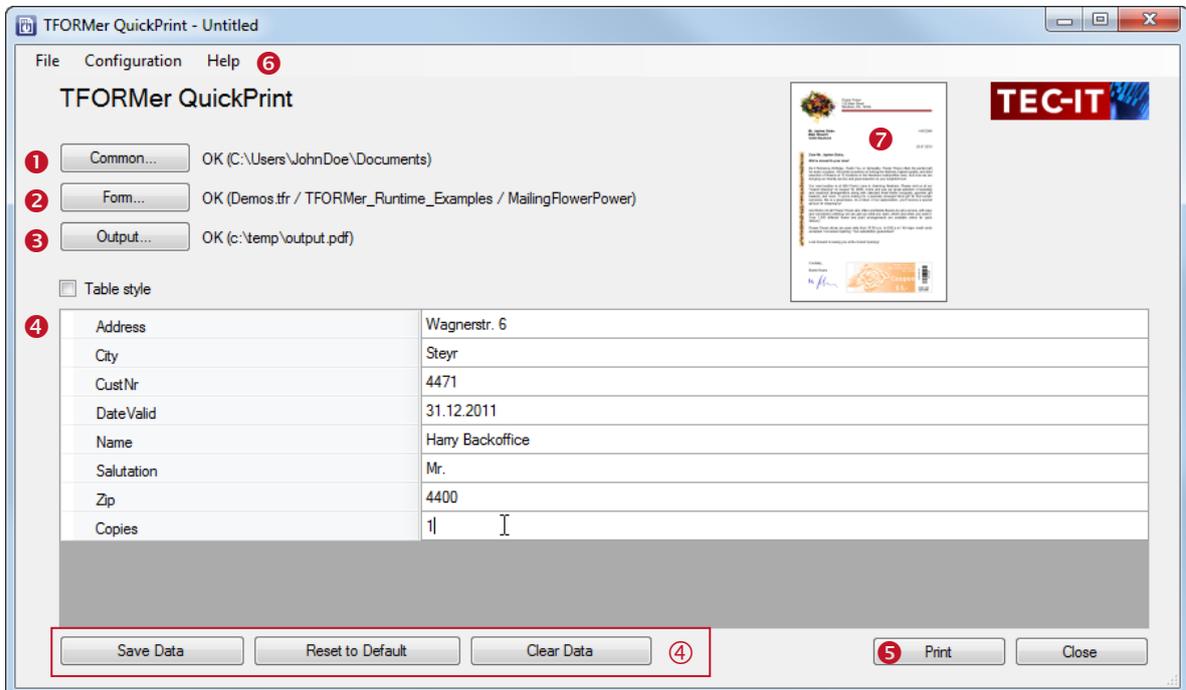


Figure 1: User Interface

The user interface contains the following sections:

- ❶ Common settings. See section 5.1.
- ❷ Form layout selection. See section 5.2.
- ❸ Output configuration. See section 5.3.
- ❹ Input area (and related functions ❹). See chapter 6.
- ❺ Print. See chapter 7.
- ❻ Menu.
- ❼ Preview of the form.

### 4.2 Working with TFORMer QuickPrint

After starting the tool **QuickPrint**, first you have to configure some settings (see also chapter 5). Use the buttons ❶ to ❸ to adjust the common settings, to select the desired layout and to select the output type (file or printer). – Instead of the buttons you can also use the *Configuration* menu.

Next enter the print data in the input area ❹ (see chapter 6).

Finally start printing with button ❺ (see chapter 7).

### 4.3 Configuration Files

**TFORMer QuickPrint** supports the loading and saving of configuration files. This gives you the possibility to change the layout, the output medium, an optional serial number file and an optional user data file with a few mouse-clicks.

Configuration files use the extension *.qpi* and are saved in XML format. They contain the settings from ❶ to ❸.

- ▶ When starting **TFORMer QuickPrint** the most recently saved settings are loaded automatically. You can continue with the data input and with the printing of the last form layout immediately.
- ▶ To load a specific configuration file use the menu *File ▶ Open...*, double-click the *.qpi* file or pass the *.qpi* file as a command line parameter to **TFORMer QuickPrint**.

You can manage different configurations via the *File* menu:

<b>New</b>	Creates a new configuration. All settings are reset to default.
<b>Open...</b>	Loads an existing configuration. The last used printing data is displayed in the input area.
<b>Save / Save as...</b>	Saves the current configuration. The filename can be assigned freely.

### 4.4 Print Mode

When you are done with the configuration you have the possibility to switch to the so called “*Print Mode*” (use the menu *Configuration ▶ Printmode*). In this mode all configuration dialogs are locked. The user can only change the print data and start a print-job.

The current mode (configuration mode or print mode) is stored in the configuration file. – In order to prevent the user from changing the configuration, the configuration file should be marked as read-only.

### 4.5 Storing the most recent Print Data

By default **TFORMer QuickPrint** automatically stores the most recently used print data (see section 5.2, checkbox “Save data automatically after printing”). This data is restored in the input area whenever a configuration file is opened respectively when **QuickPrint** is started.

For automatically saving the last printed record (and for manually saving the current record by clicking the button *Save Data*) **QuickPrint** internally creates one XML file per layout. This file is named <layout file name> + “\_QP.xml” and it is stored in the “Data Directory” (see section 5.1). It holds the data for one record.

For multiple customers you might probably want to use more than one data file for one layout. Thus the last printed data will be available for each single customer. In order to achieve this we recommend to create multiple configuration files. Then for each configuration file specify a separate data file (see section 5.2).

## 5 Configuration

### 5.1 Common Settings

Via the *Common* button the general program settings are adjusted:

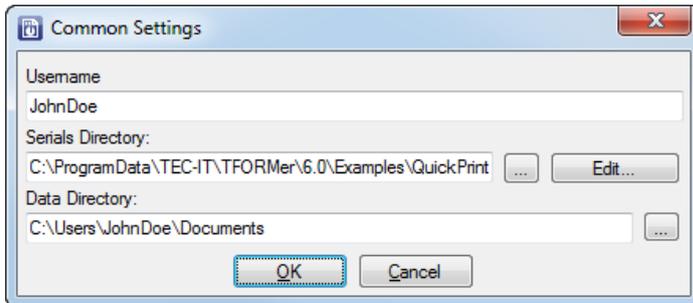


Figure 2: Common Settings

<b>Username</b>	An arbitrary username. <i>This name is only required when the QuickPrint serial number implementation is used instead of embedding the serial number in the form layout!</i> For more information on serial numbers, please refer to chapter 8.
<b>Serials Directory</b>	The directory for the serial number file "QuickPrint.XML". <i>This directory is only required when the QuickPrint serial number implementation is used instead of embedding the serial number in the form layout!</i> For more information on serial numbers, please refer to chapter 8.
<b>Data Directory</b>	The directory for storing the last printed data. In this directory, the last printed data for the layout is stored. This data is loaded together with the corresponding form layout and it is displayed in the input area. The data files are named <layout file name> + "_QP.xml". For projects new subfolders are created. Please note: This directory is only used if no specific data file is adjusted (see 5.2).

### 5.2 Select Form Layout

Via the *Form* button the form layout is selected:

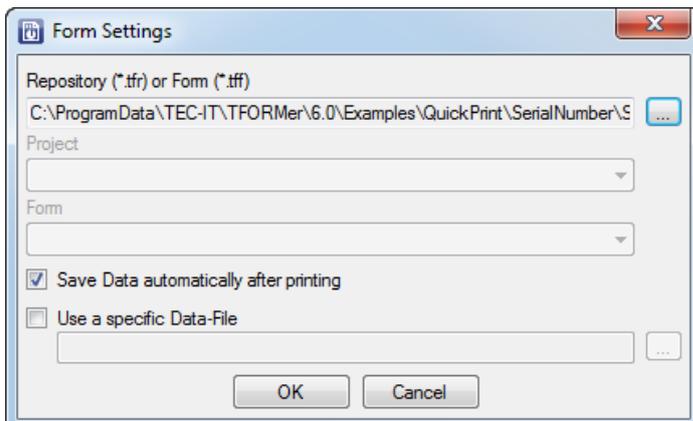


Figure 3: Form Layout Selection

<b>Repository</b>	Select a repository (*.tfr) or stand-alone form layout (*.tff).
<b>Project</b>	If a repository was selected use this combo-box to select the project inside the repository.
<b>Form</b>	If a repository was selected use this combo-box to select the form layout inside the project in the repository.

<b>Save data automatically after printing</b>	Use this checkbox to automatically save the entered data after printing. If enabled, <b>QuickPrint</b> will show the last printed data in the input area each time a form is re-opened. The data will either be stored in the Data Directory (see section 5.1) or in a specific data file (see below).
<b>Use a specific Data-File</b>	Using this property you can force <b>QuickPrint</b> to use a specific file name and location for the data file (which stores the last used data) instead of the default name and location. Please note: The specified file name does not have to exist yet. You can also create a new file by typing a new file name.

### 5.3 Output Configuration

Via the *Output* button the output format is selected:

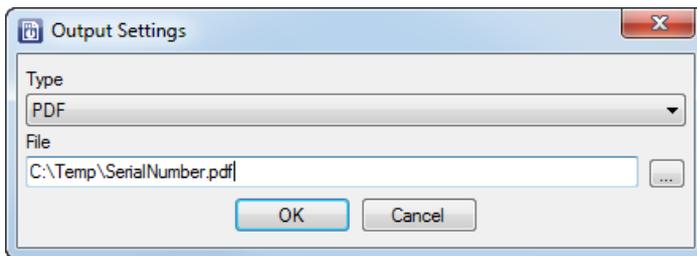


Figure 4: Output Configuration

<b>Type</b>	Select the output format. You can choose one of the following output types: <ul style="list-style-type: none"> <li>▪ Printer – output to a printer.</li> <li>▪ PDF – output to a PDF file.</li> <li>▪ PostScript® File – output to a PostScript file.</li> <li>▪ PostScript® Printer – output to a PostScript printer.</li> <li>▪ HTML – output to a HTML file.</li> <li>▪ Text – output to a text file.</li> <li>▪ BMP Image – output to a BMP image file.</li> <li>▪ GIF Image – output to a GIF image file.</li> <li>▪ JPG Image – output to a JPG image file.</li> <li>▪ PCX Image – output to a PCX image file.</li> <li>▪ PNG Image – output to a PNG image file.</li> <li>▪ TGA Image – output to a TGA image file.</li> <li>▪ TIF Image – output to a TIF image file.</li> <li>▪ Multi-Page TIF – output to a TIF image with multiple pages.</li> <li>▪ Zebra File – ZPL-II output to a file.</li> <li>▪ Zebra Printer – ZPL-II output to a Zebra printer.</li> </ul>
<b>File</b>	Output file or printer. Depending on the output type, select the output file name (including the file extension) or the printer.

## 6 Input Area

### 6.1 General

After a form layout was selected (see section 5.2) the input area is enabled. This area is used for editing the print data. To type in the required field values you can either use the

- form view (for single records) – see Figure 5 or the
- table view (for multiple records) – see Figure 6.

Use checkbox ❶ to switch between the two styles.

Address	Main Street 6
City	Nowhere
CustNr	HS12346
DateValid	12/31/2007
Name	Jephen Stobs
Salutation	Mr.
Zip	12334
Copies	1

Figure 5: Input Area – Form View

	Address	City	CustNr	DateValid	Name	Salutation	Zip	Copies
	Main Street 6	Nowhere	HS12346	12/31/2007	Jephen Stobs	Mr.	12334	1
	Side Street 7	Nowhere	HS654321	12/31/2007	Tus Nelda	Mrs.	12334	1
✎	Some Street 5	Nowhere	SO33423	12/31/2007	Silent Bob	Mr.	12334	1
*								

Figure 6: Input Area – Table View

- Only the table view allows you to create and edit multiple records simultaneously. To insert a new record edit the record in the last row ❷ and press the *return key*. A new row will be added.

### 6.2 Functions for the Input Area

The following functions are available for the input area:

	Saves the data from the current record in the data file. So it will be available when re-opening the configuration for the next time (even if the form layout was not printed).
	Fills each datafield with its default value (as specified in the datafield definitions in the <b>TFORMer Designer</b> form layout).
	Clears all fields in the form view respectively all records in the table view.

## 7 Print Form

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### 7.1 General

When pressing the *Print* button (see Figure 1, ⑤) the output will be created according to the specified output settings (see Chapter 5.3).

- **File:**  
After the successful creation of the file it is automatically opened with the associated Windows® application (e.g. PDF with Acrobat Reader).
- **Printer:**  
No further confirmation is displayed.

## 8 Serial Numbers

### 8.1 General

There are two different methods for generating serial numbers:

- Serial Numbers in the Form Layout (recommended method) – see 8.2!
- QuickPrint Serial Numbers – see 8.3!

▶ Please note: Using serial numbers (both methods) also works with multiple users. **TFORMer** ensures the unique allocation of serial numbers within the whole network.

### 8.2 Serial Numbers in the Form Layout

For generating serial numbers **TFORMer Designer** provides a specific datafield type “Serial”. Using this datafield type allows you to embed the serial numbers directly in the form layout. This means the serial number is handled by the **TFORMer** print engine. No additional adjustments in **QuickPrint** are required.

### 8.3 QuickPrint Serial Numbers

This alternative method can be used if you do not want to define the serial number directly inside the form layout (see above). In this case the serial number is generated completely independent in **QuickPrint**. It replaces the value of an arbitrary datafield.

In order to generate a serial number with **QuickPrint** you have to

- create a serial number file named (see section 8.3.1) and
- specify the path to this file in the *Common Settings* dialog (see section 5.1).

Please make sure to use identical datafield names in the serial number file and in the form layout. Only in this case the datafield will be filled with the serial number.

#### 8.3.1 The Serial Number File

The serial number file has to be named “*QuickPrint.XML*” and can be saved in an arbitrary directory. It stores the actual values for one or more serial numbers (datafields). The step size for the increment of each serial number can be specified.

Example:

```
<?xml version="1.0" standalone="yes"?>
<root>
  <ItemNumber current="1017" stepSize="1" />
</root>
```

Figure 7: Serial number file (Example)

In this example the datafield “*ItemNumber*” is treated as a serial number. The actual value of the datafield is set to 1017. When printing a form which uses this datafield, the value of the datafield will be incremented by 1 (parameter *stepSize*) for each new record respectively record copy.

Please note:

- ▶ The serial number must be named identical as the datafield in the form layout.
- ▶ One serial number file can contain multiple serial numbers.
- ▶ The path to the serial number file has to be specified in the *Common Settings* dialog (see section 5.1). You can also use several directories with different serial number configurations. For better handling multiple configuration files are recommended.

### 8.3.2 Visualization in the Input Area

In the input area all serial number datafields are shaded in gray (see below). These datafields cannot be edited by the user.

Table style

ItemName	Table
ItemDesc	Dining table with wood inlay
ItemPrice	500
ItemNumber	1017 <b>1</b>
Count of Serials	1
Copies	1

Figure 8: Serial Numbers in the Form View

Table style

	ItemName	ItemDesc	ItemPrice	ItemNumber	Count of Serials	Copies
	Table	Dining table with ...	500	1017 <b>1</b>	1	1
▶	Chair	Kitchen chair	80	1018	4	1
	Vase	Ground vase (whi...	120	1022	1	1
*						

Figure 9: Serial Numbers in the Table View

The datafield “ItemNumber“ will be filled with a serial number (see **1**). All other data is entered manually.

### 8.3.3 Printing

When printing **TFORMer QuickPrint** uses the following procedure:

1. When loading a form layout **TFORMer QuickPrint** checks whether the form contains datafields marked as serial numbers. If so, these datafields are shaded in gray. They cannot be altered manually.
2. If the button *Print* is pressed **TFORMer QuickPrint** opens the serial number file and locks it for other users.
3. The current serial number values are read from the serial number file.
4. After the print-job is finished, the serial number file is updated and unlocked. Other users can now again print forms, which are using the same serial number file.

- ▶ During each print job, the current user is granted exclusive access to the serial number file. For all other users the file is locked. The username specified in the common settings (see section 5.1) serves as information which user is currently printing.

### 8.3.3.1 Changed Serial Numbers

If the serial number has changed while editing the printing data (another user has printed the same form in the meantime), you will get the following message:

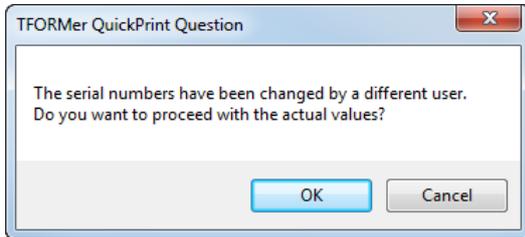


Figure 10: Print dialog – changed serial numbers

You can react on the changed counter state as follows:

- **OK:** The used serial numbers will be updated and printed.
- **Cancel:** The used serial numbers will be updated and the printing is aborted.

### 8.3.3.2 Simultaneous Printing

If you try to print a form containing serial numbers which is already being printed by another user, you will get the following message:

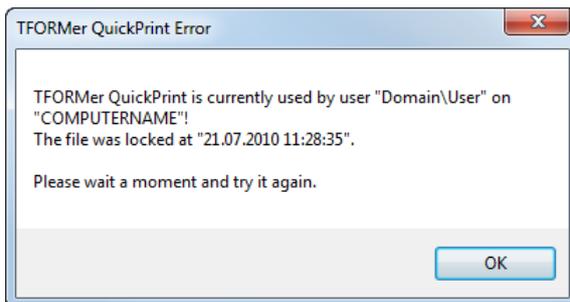


Figure 11: Print dialog– simultaneous printing

Solution: Wait a few moments and then start the print job again.

- ▶ If you cannot print for a considerable time, check whether the print job which causes the lock is still active. If not, delete the lock file "*QuickPrint.lck*". You can find this file in the same directory as the file "*QuickPrint.XML*" (see also section 5.1).

## 9 Contact and Support Information

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### 9.1 Free Support

If you have any questions, please contact us:

Email: [support@tec-it.com](mailto: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.

### 9.2 How to unlock the Demo Version

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](mailto:sales@tec-it.com)

Online: <http://www.tec-it.com/order/>

Fax: +43 / (0)7252 / 72 72 0 – 77

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