



TFORMer Designer

Label and Report Printing

Version 6.0

Tutorial - First Steps

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3 Introduction

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 adjustments 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.**

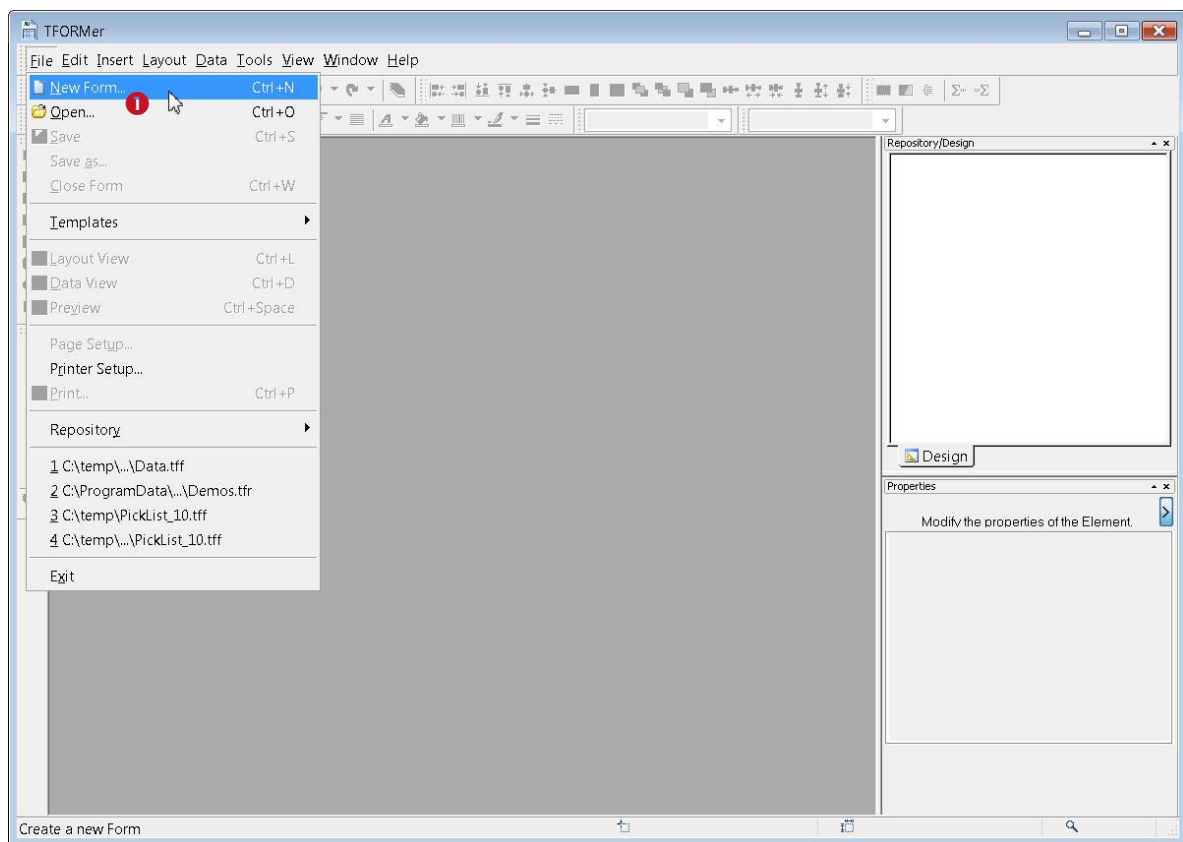


Figure 1: File – New Form...

4.2 Choose a Layout Template

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

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

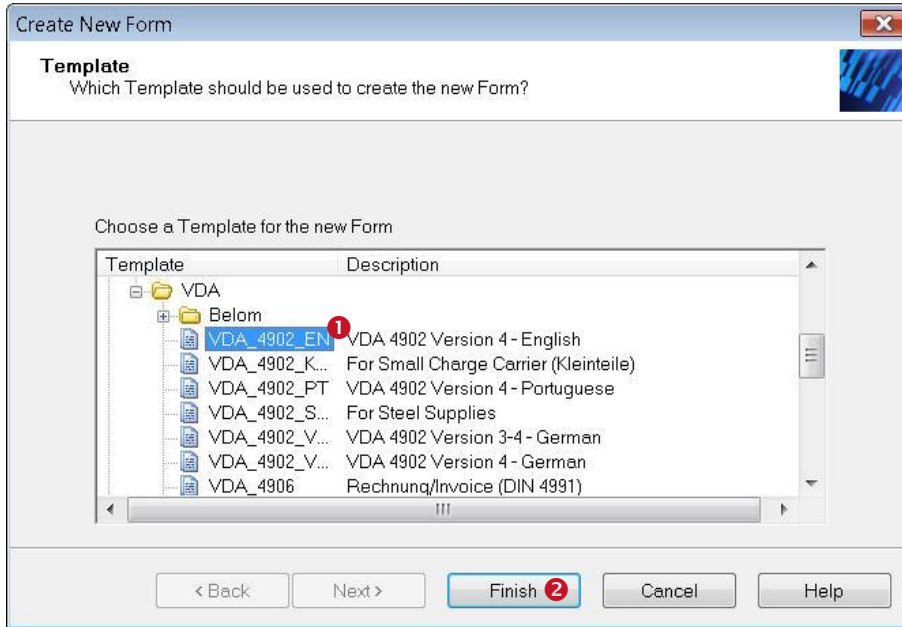


Figure 2: Create New Form – Template Selection

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

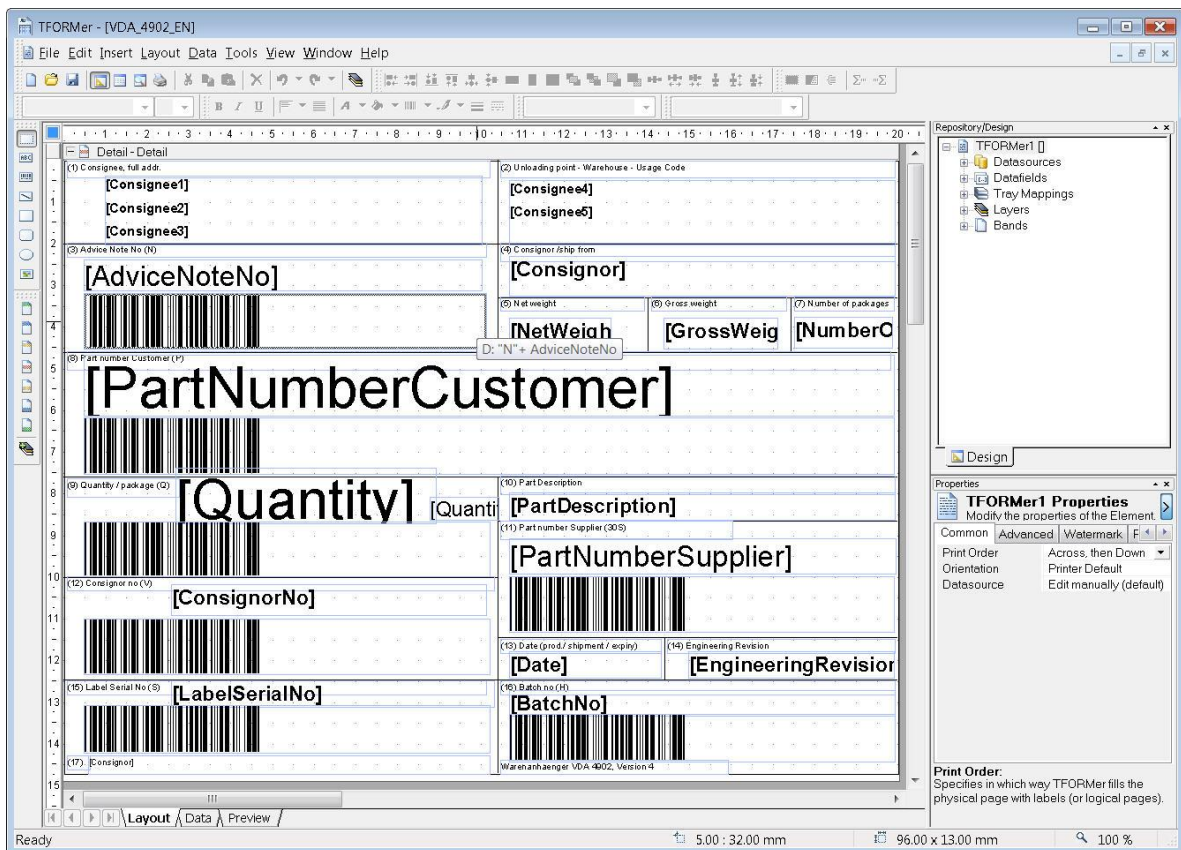


Figure 3: Layout View

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 ❶ 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 ❷). One record provides the dynamic data which is used for printing one VDA-4902 label.

Datasource: Edit manually (default) ❶ Edit... Parameter... Reload Filter... New Datafield...						
#	Copies	Consignee1	NumberOfPackages	PartNumberCustomer	Quantity	QuantityUnit
1 ❷	1	BAYERISCHE MOTORENWERKE AG ❸	2250	0 166 496	10340	
* ❹		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 ❸). Then type in the required value. If you want to change an existing value, double-click on the cell or press the *F2* 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.

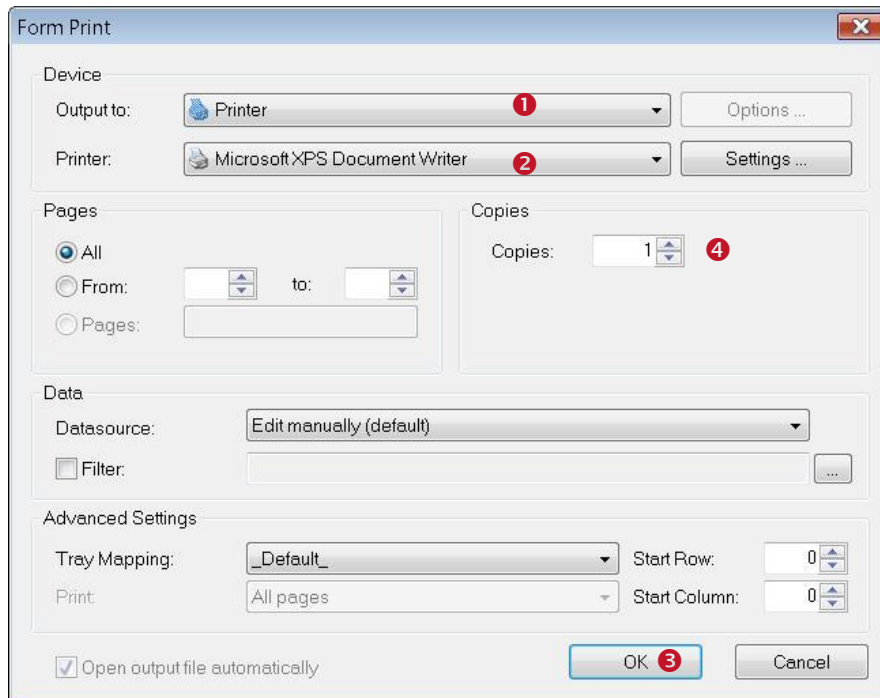
If you want to enter data for another label, insert a new record in the grid. Therefore place the mouse in any cell within the last row ❹ (which is marked with a '*') and enter the required data.

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...*).



The image shows a 'Form Print' dialog box with several sections. The 'Device' section at the top has 'Output to:' set to 'Printer' (marked with a red 1) and 'Printer:' set to 'Microsoft XPS Document Writer' (marked with a red 2). Below this are 'Options ...' and 'Settings ...' buttons. The 'Pages' section has radio buttons for 'All' (selected), 'From:' to 'to:', and 'Pages:'. The 'Copies' section has a 'Copies:' spinner set to '1' (marked with a red 4). The 'Data' section has a 'Datasource:' dropdown set to 'Edit manually (default)' and a 'Filter:' checkbox. The 'Advanced Settings' section has 'Tray Mapping:' set to '_Default_', 'Print:' set to 'All pages', 'Start Row:' set to '0', and 'Start Column:' set to '0'. At the bottom, there is a checkbox for 'Open output file automatically', an 'OK' button (marked with a red 3), and a 'Cancel' button.

Figure 5: Print Form

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

By clicking **OK** (❸) the print job is started. If multiple identical copies are required adjust the value of *Copies* in ❹.

5 Print Serial Letters

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

5.1 Your Requirements

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

The figure shows a sample of a serial letter layout, divided into three main sections marked by red frames:

- Page Header:** Contains a bouquet of flowers and the company address: Flower Power, 123 Main Street, Nowhere, PA, 12334.
- Detail Area:** Contains customer-specific information. It includes the customer's name and address (Mr. Jephon Stobs, Main Street 6, 12334 Nowhere), a customer ID (HS12346), and a date (18.05.2006). The body of the letter starts with "Dear Mr. Jephon Stobs," and "We've moved to your area!". It then describes the company's new location and services, mentioning a "Grand Opening" on August 16, 2006, and a special gift for the customer. It also mentions worldwide flowers-by-wire service and convenient ordering.
- Page Footer:** Contains a greeting (Cordially, Martin Myers), a signature, a coupon for \$5,-, and a barcode encoding the customer ID (HS12346) and the date (Valid until 12/31/2006).

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 (❶). In addition the current date will be printed automatically (❷).
- **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 (❸).

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

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","SO33423","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.

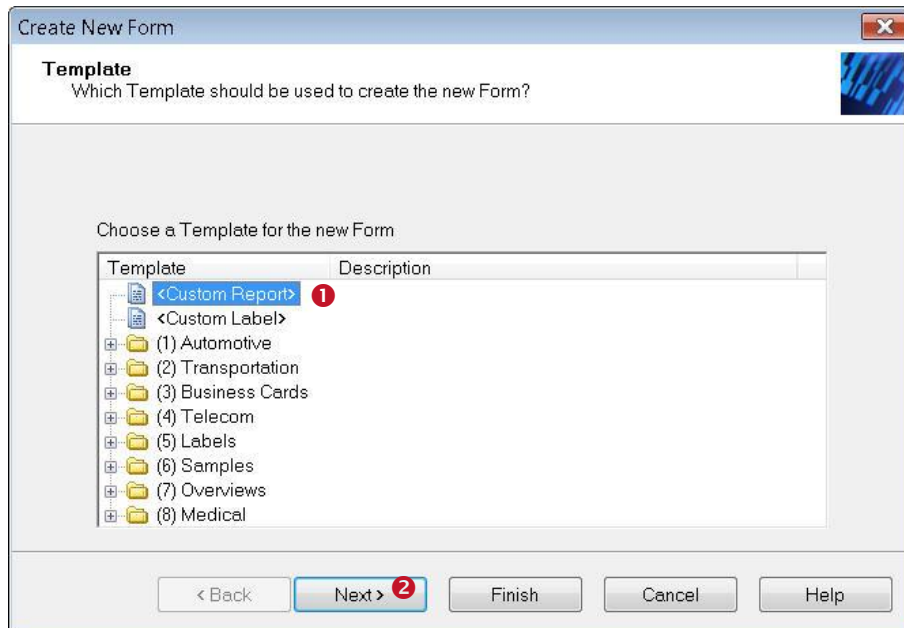


Figure 7: Create a New Report

The serial letter as outlined above is a report style output, therefore choose *Custom Report* (1) and click *Next* (2).

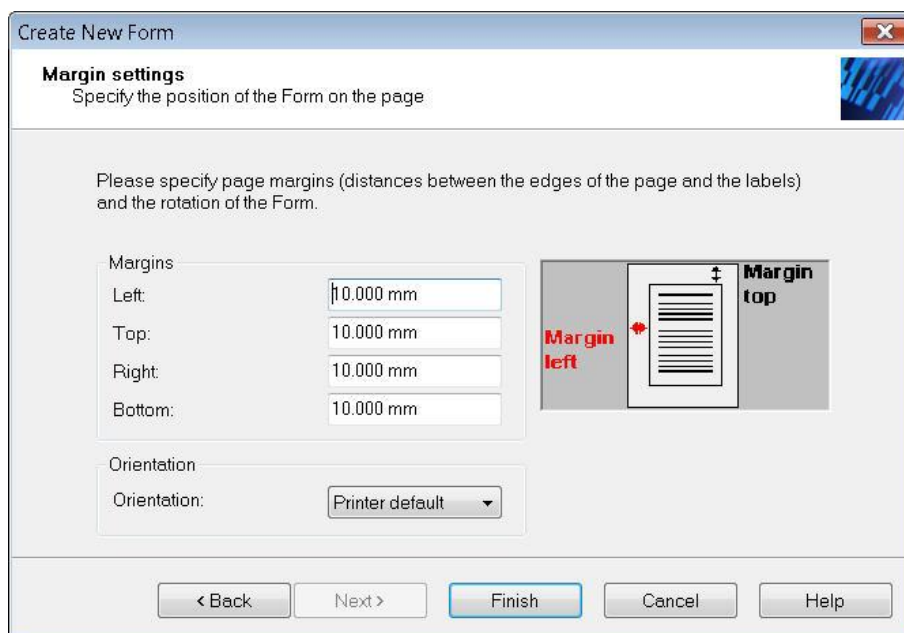


Figure 8: Adjust the Margins of the Report

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

TFORMer Designer opens a standard report.

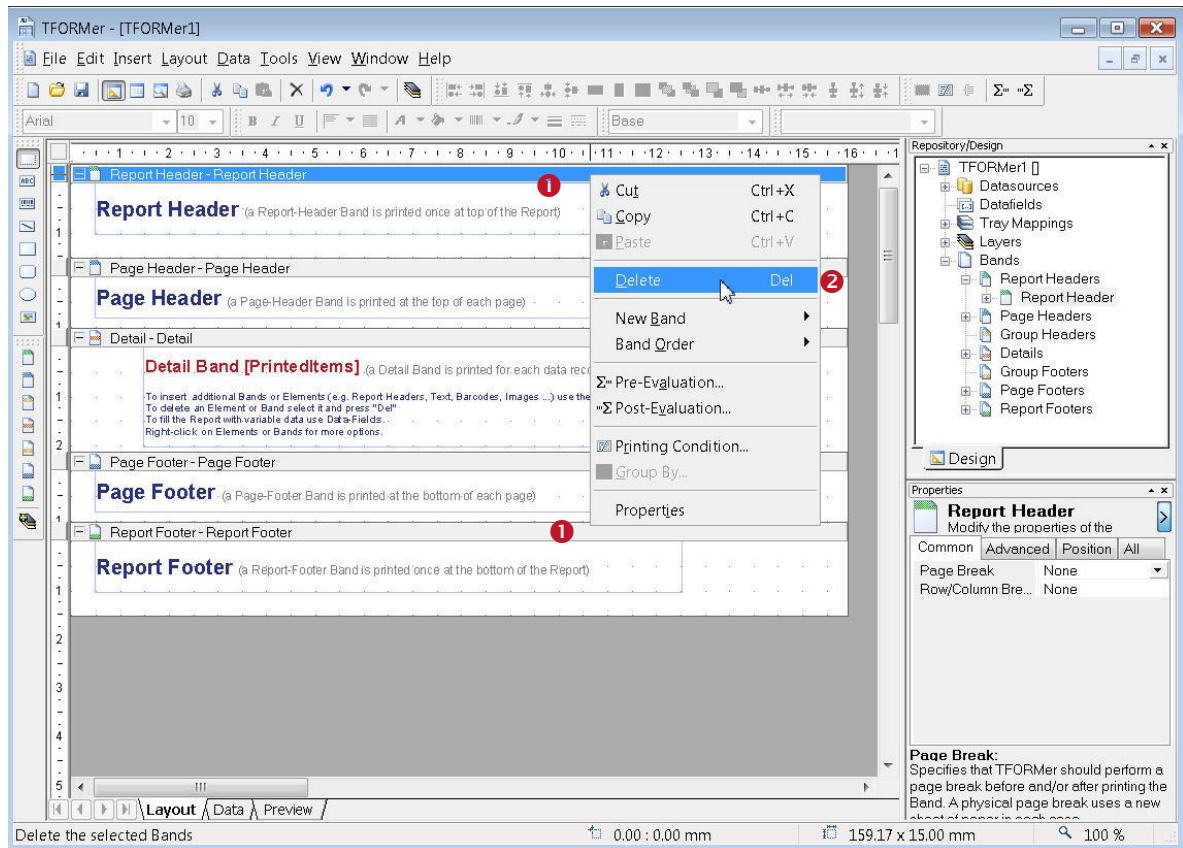


Figure 9: Standard Report

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:

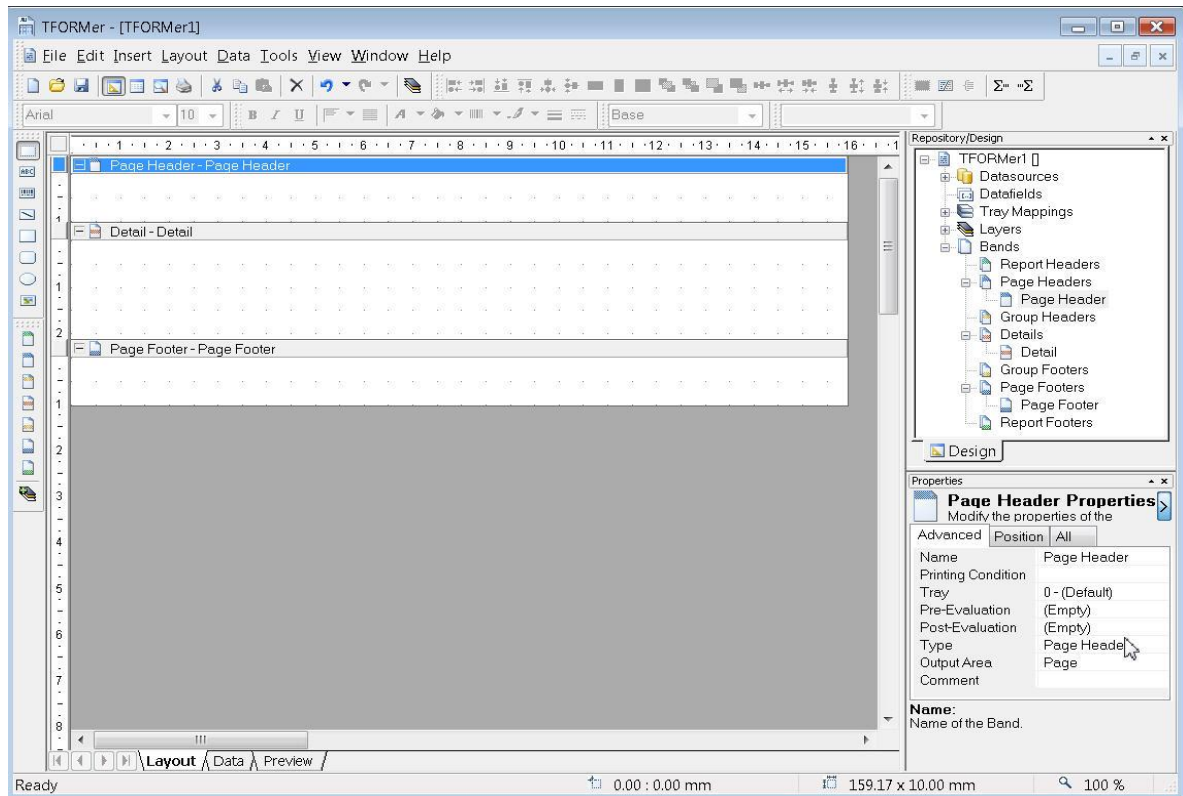


Figure 10: Empty Report for the Serial Letter

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 ❶ in Figure 11 below). 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  in the data toolbar. The **New Datasource** dialog will appear:

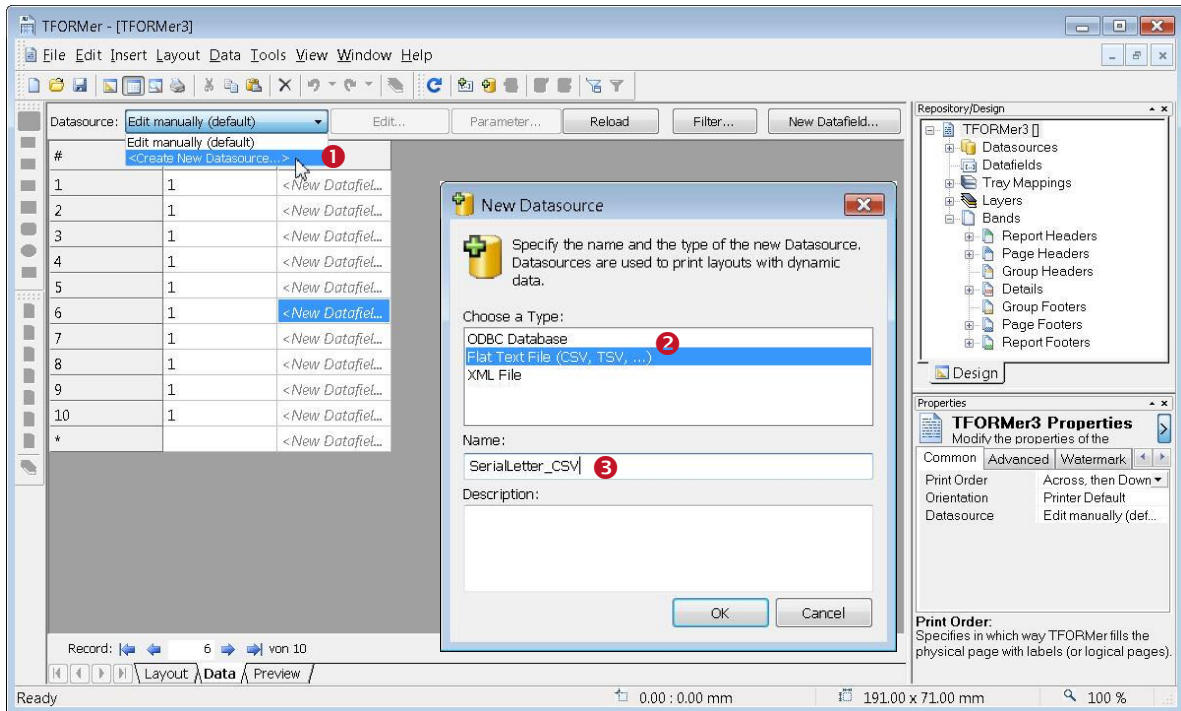


Figure 11: Create a new Datasource

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:

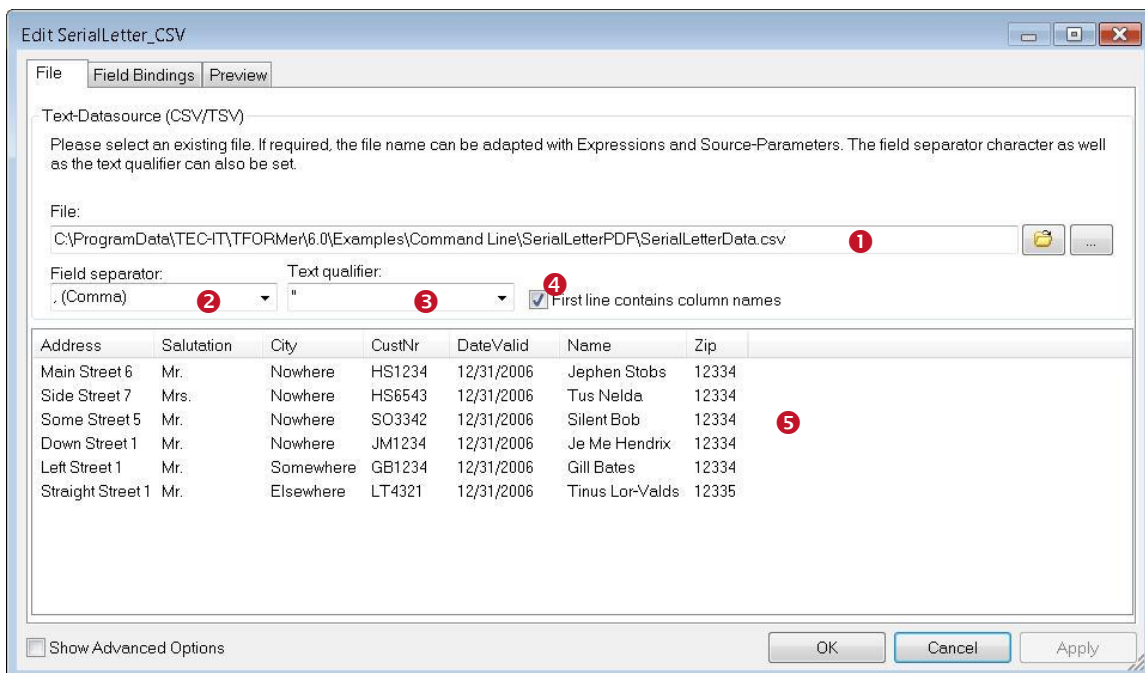



Figure 12: Datafield Import from CSV File

In ❶ specify the CSV file that want to use. Press the  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\TFormMer\6.0\Examples\Command
Line\SerialLetterPDF\SerialLetterData.csv
```

Other Windows versions:

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

In ❷ specify the character, which is used as column separator (in our example a comma ,). In ❸ 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 ❹ is checked.

The preview ❺ 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 ❷ to ❹ 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.

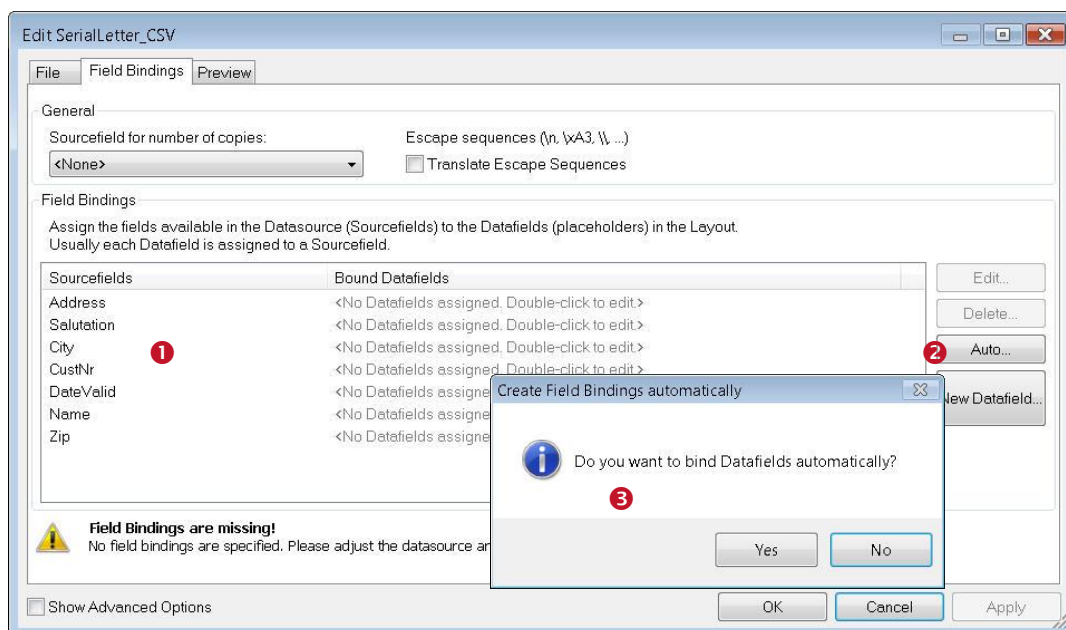


Figure 13: Bind Datafields Automatically

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

In list ❶ 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 ❷. **TFORMer** will prompt you if you want to bind them to datafields automatically (see ❸). Confirm this dialog with *Yes*.

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 ❶ 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:

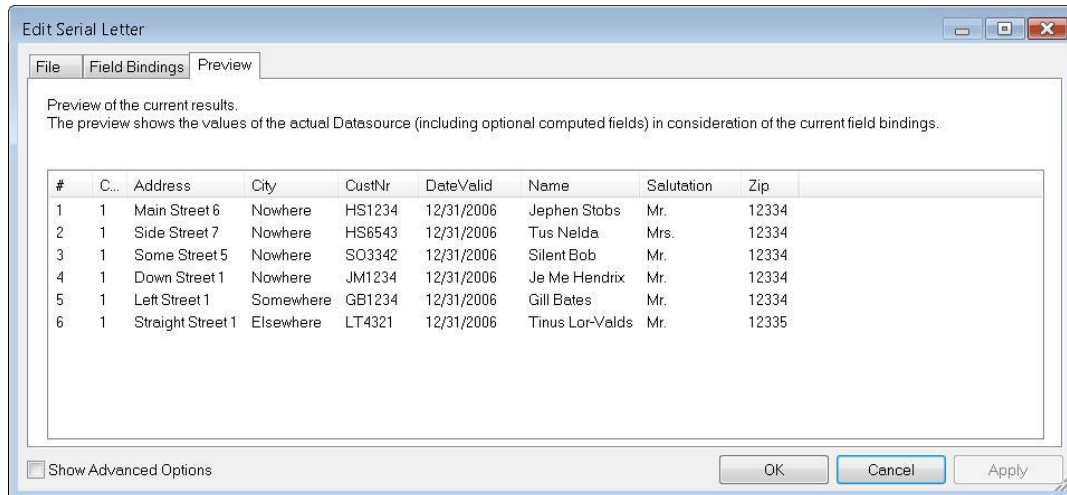


Figure 14: Preview of Data

5.2.5 Note for Defining Datafields Manually

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.

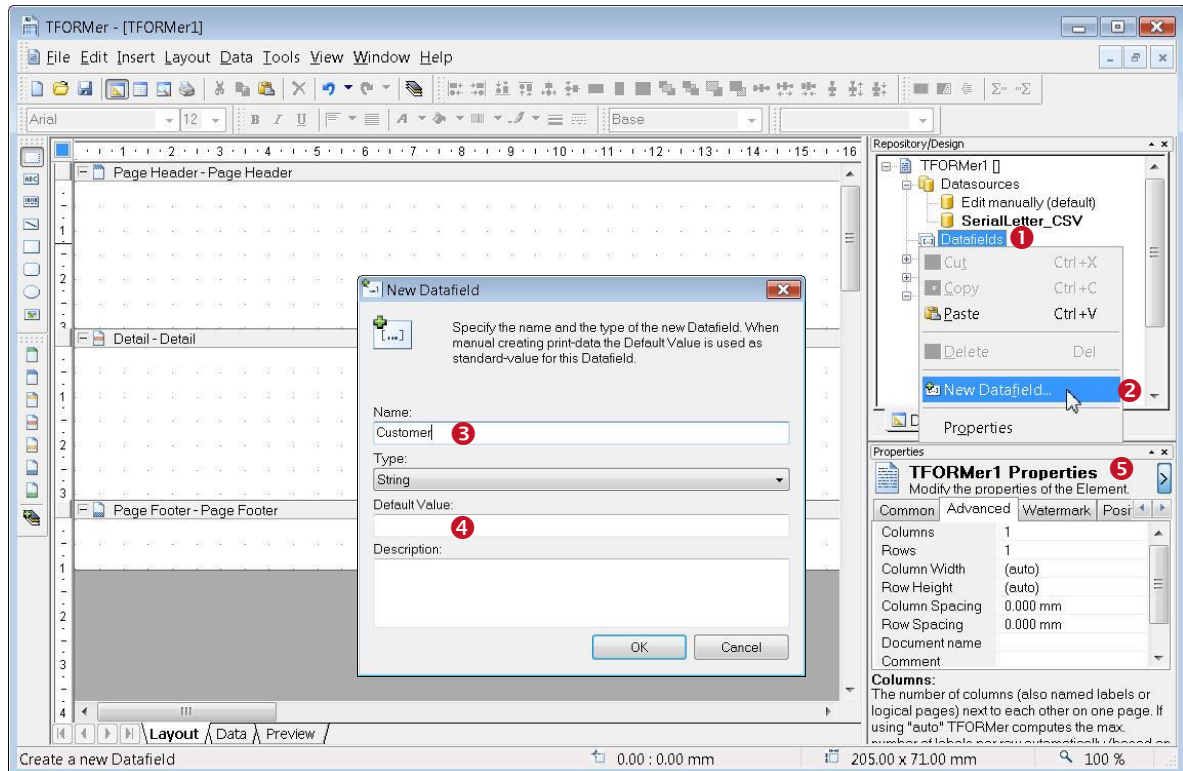



Figure 15: Create a Datafield Manually

Right-click on the node **Datafields** ① or on any existing datafield in the design tree. Select **New Datafield...** ② 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 ③ 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 ④ 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

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 **3**.

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 **[]**.

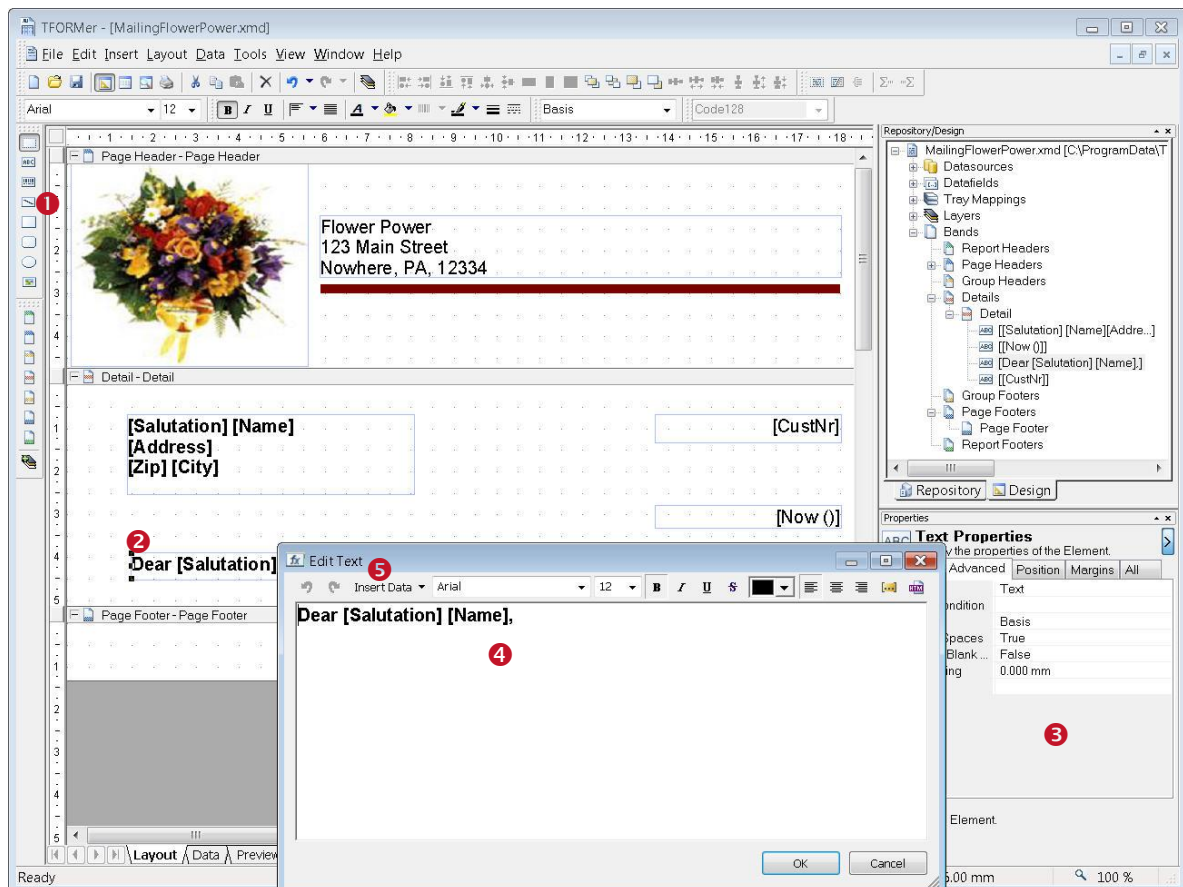


Figure 16: Serial Letter Design

- ▶ Always use the button **Insert Data** **5** 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 **5** the *Expression Builder* appears:

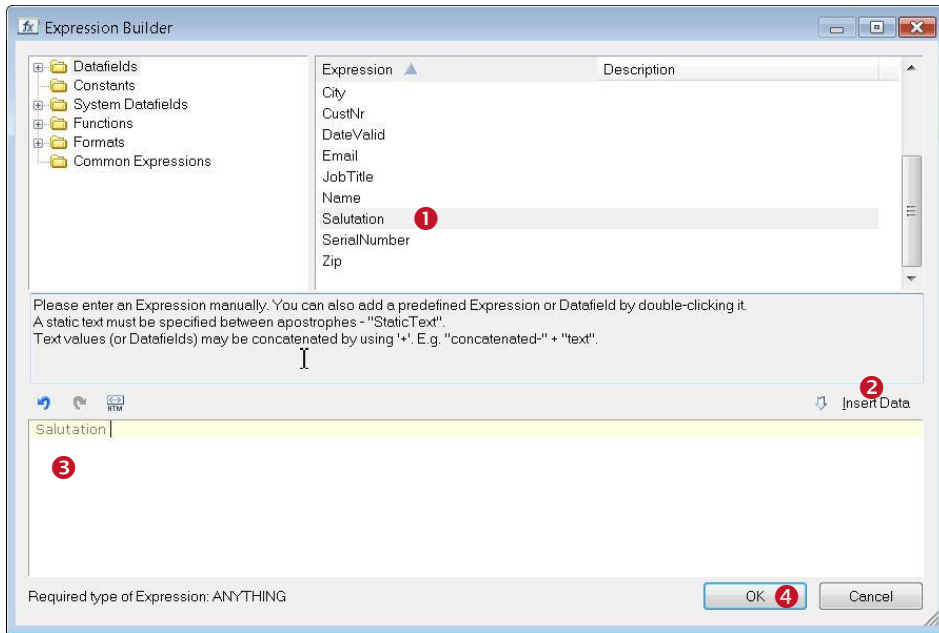


Figure 17: Expression Builder

In ① select the datafield to be embedded in the text. Insert it into the expression ③ 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 ④.

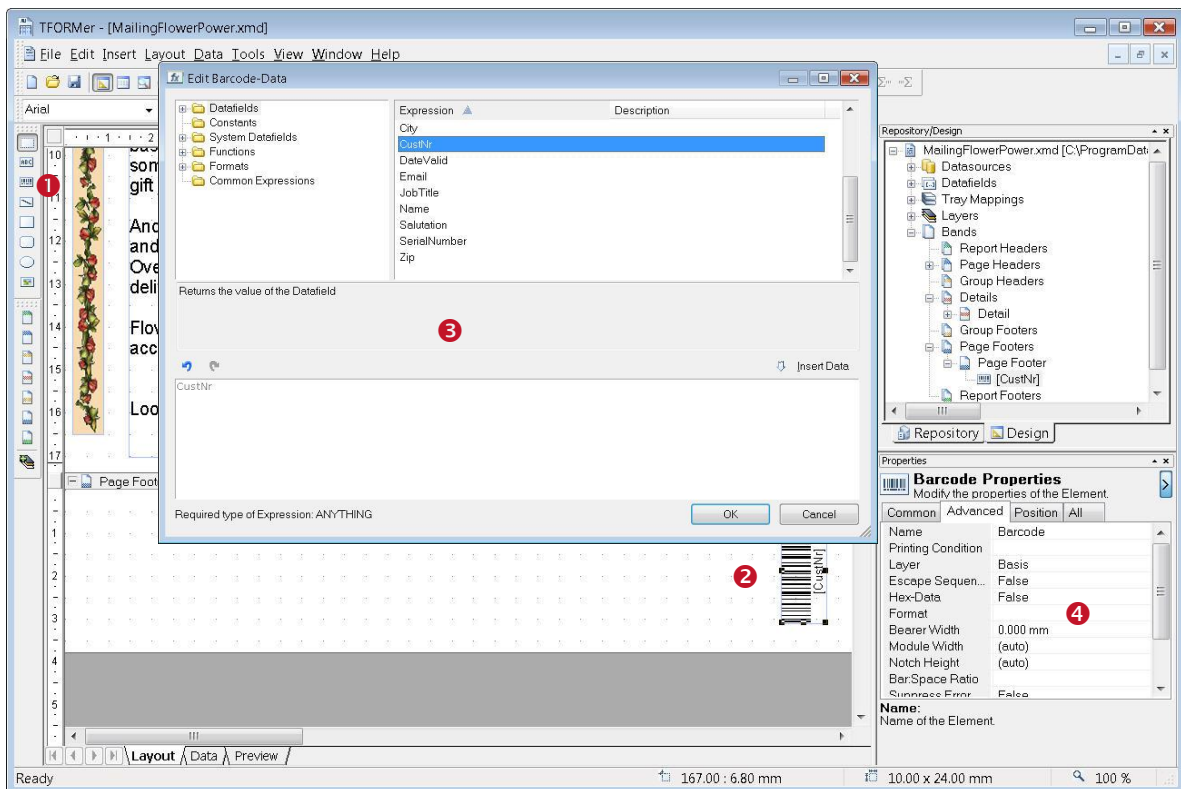


Figure 18: Insert a Bar Code

5.2.7 The Finished Serial Letter

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

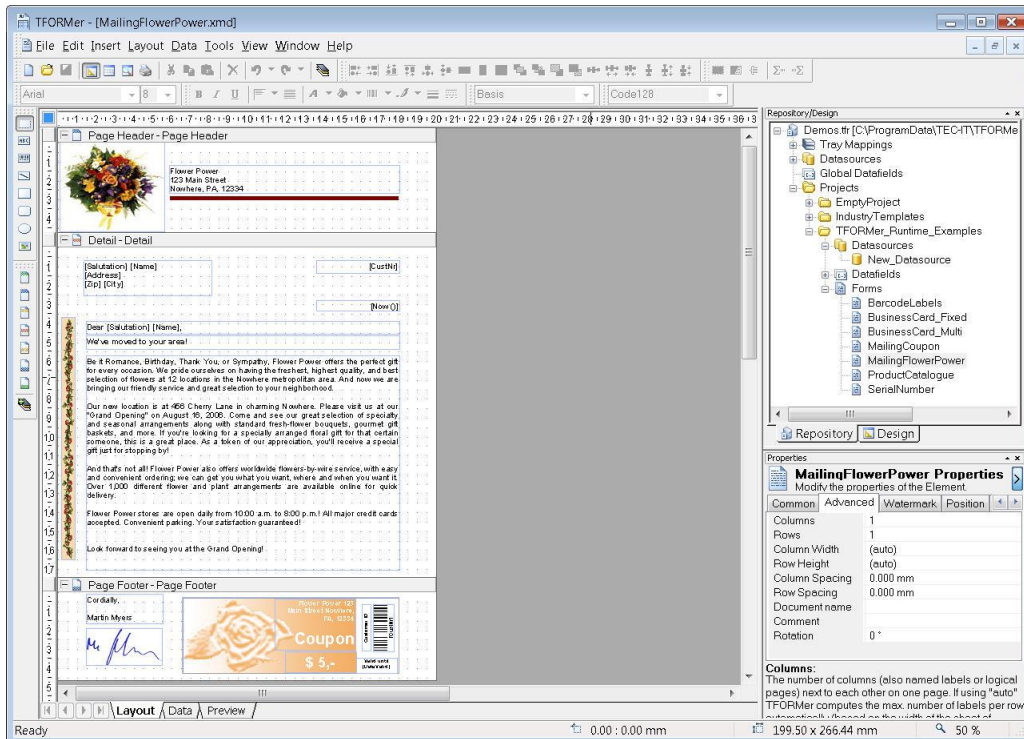


Figure 19: Finished Serial Letter

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...**

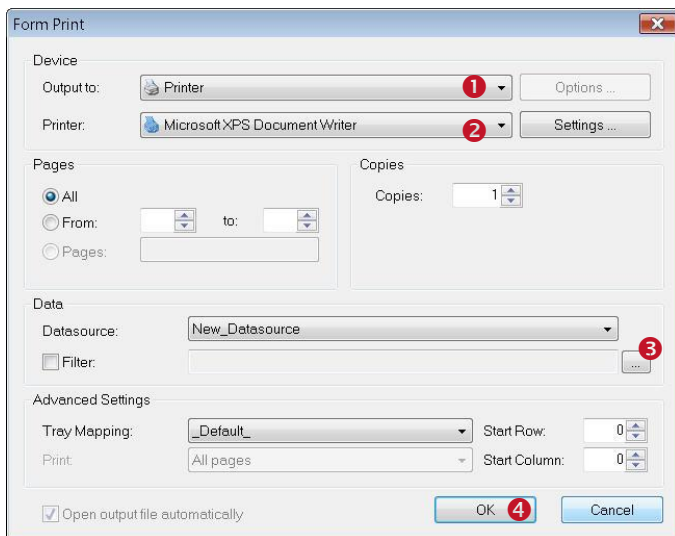


Figure 20: Printing

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 **3** click the button . The expression builder will appear.

Now click **OK** **4** and start the output:

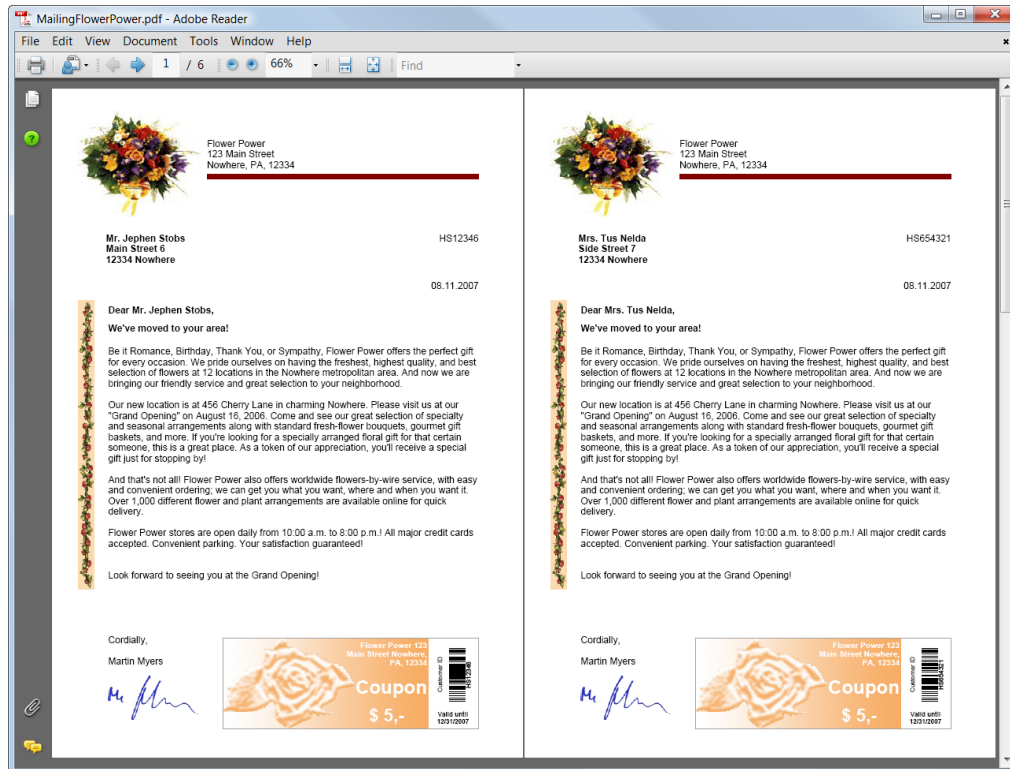


Figure 21: Serial Letter – PDF Output

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**

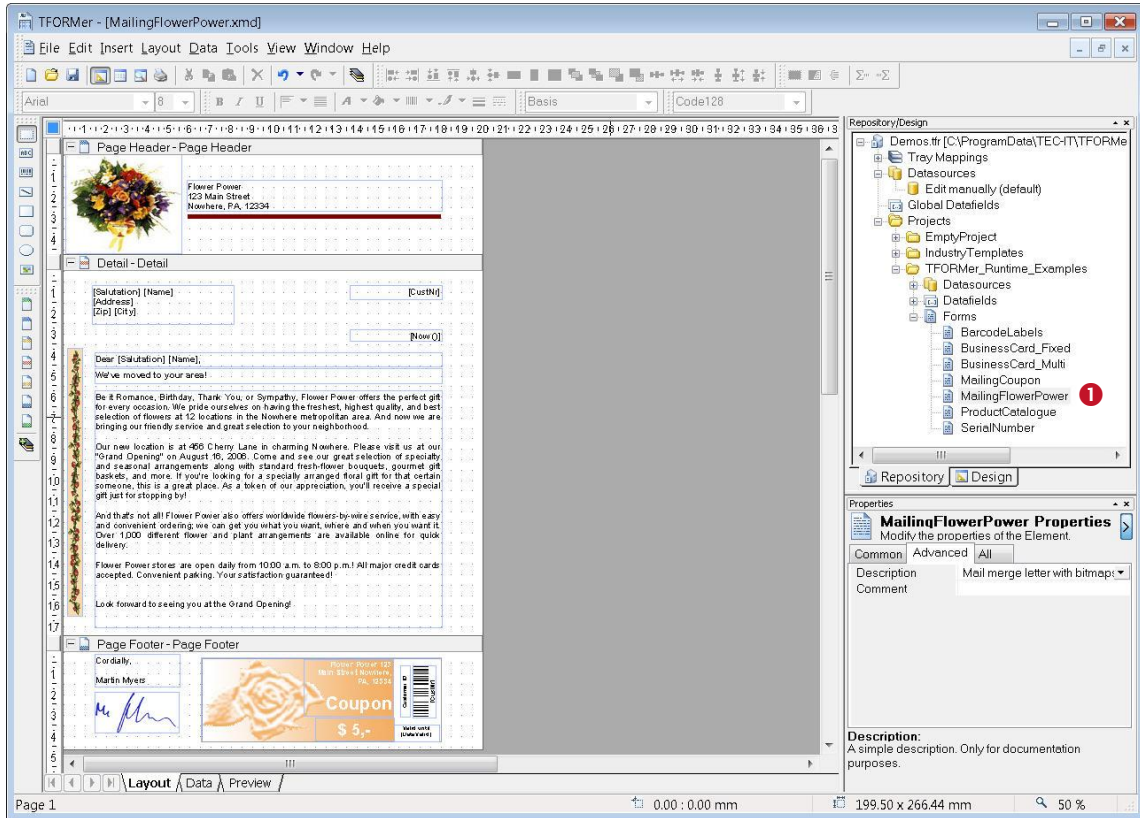


Figure 22: Open the Serial Letter

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

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 ► TFORMer QuickPrint

► **TFORMer QuickPrint** requires .NET Runtime 2.0!

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

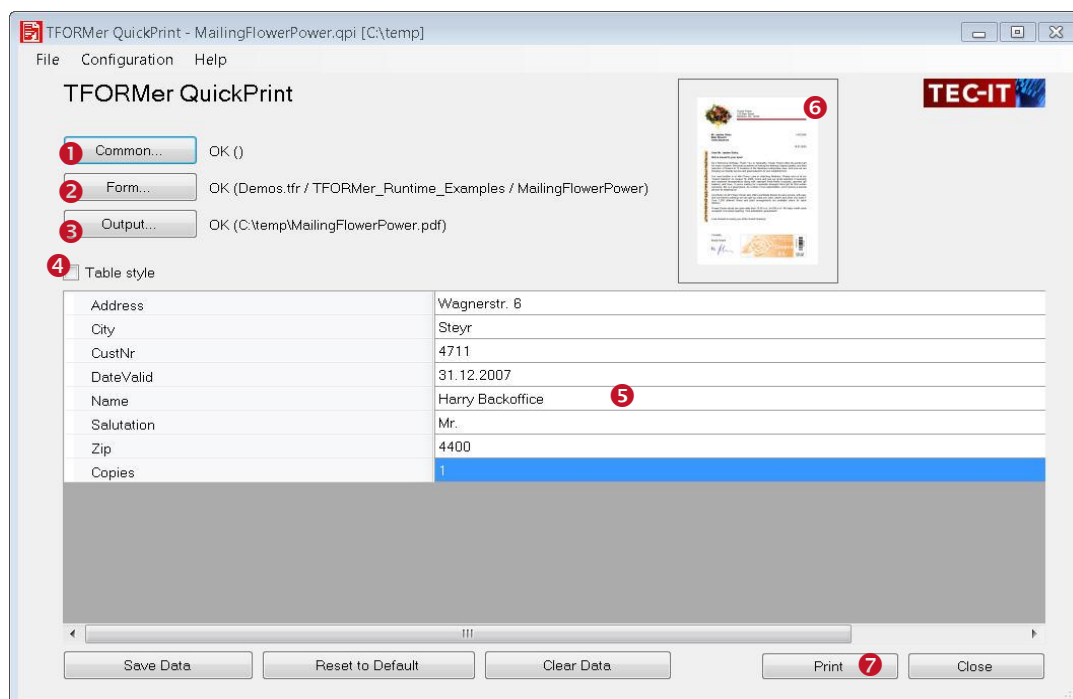


Figure 23: TFORMer QuickPrint Tool

The button **Common...** ① 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...** ③ is used to select the required printer or output format.

Table style ④ switches between the default input dialog and a table-style input dialog.

Enter data values in the area ⑤ and start printing with **Print** ⑦.

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

7 Print Bar Code Labels with Serial Numbers

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 datafields 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.

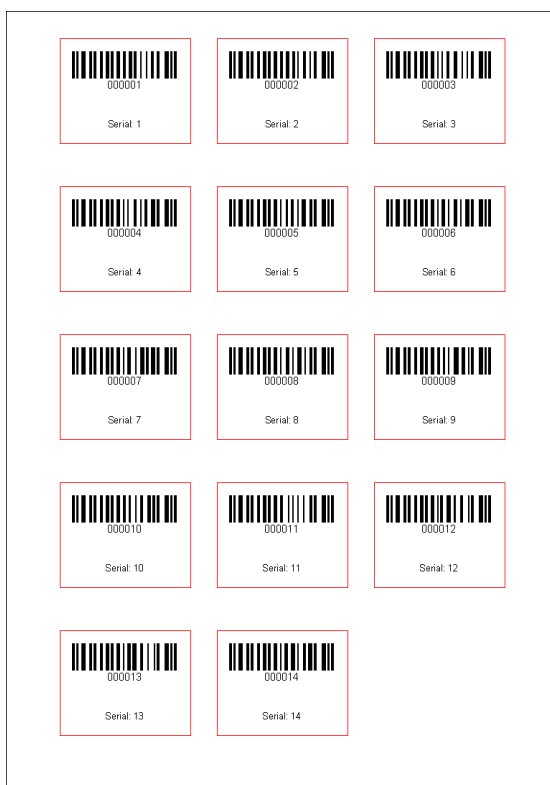


Figure 24: Labels with Serial Number

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.

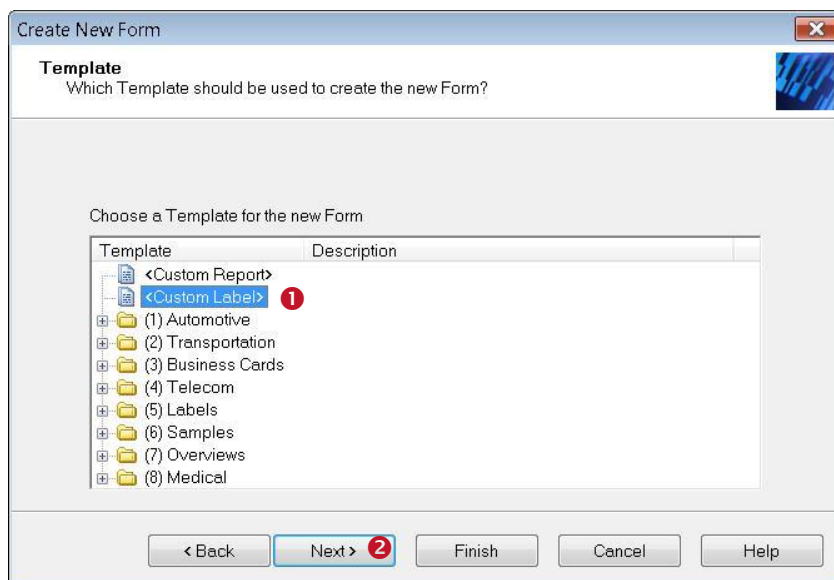
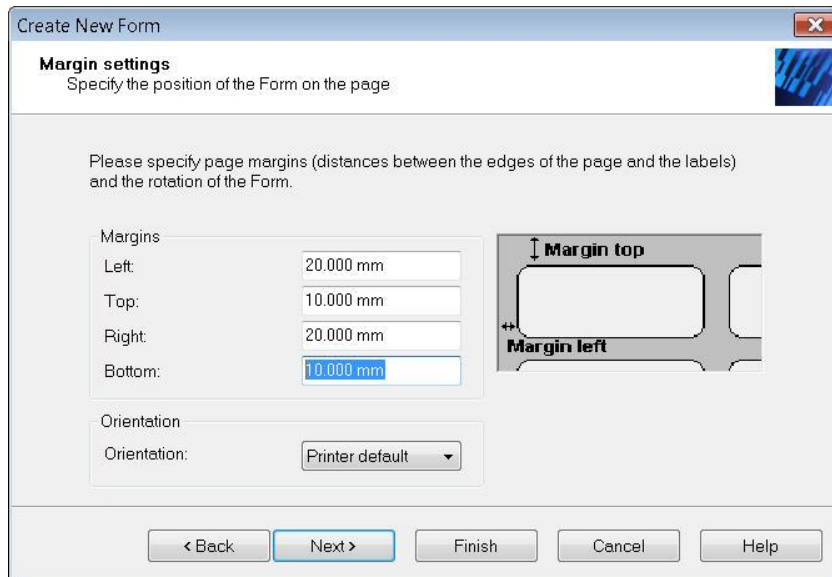


Figure 25: Create a New Label

The bar code labels as outlined above are a label-style output, therefore choose **Custom Label** (1) and click **Next** (2).



Create New Form

Margin settings
Specify the position of the Form on the page

Please specify page margins (distances between the edges of the page and the labels) and the rotation of the Form.

Margins

Left:	20.000 mm
Top:	10.000 mm
Right:	20.000 mm
Bottom:	10.000 mm

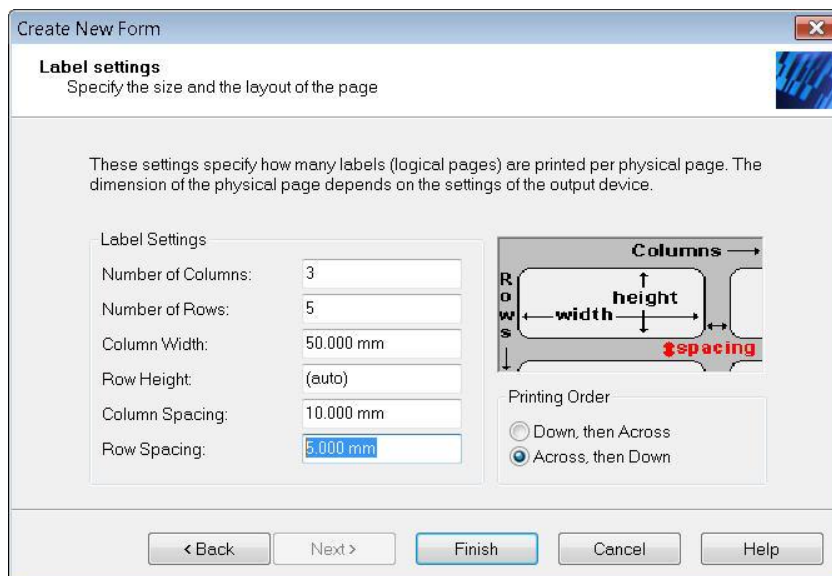
Orientation

Orientation: Printer default

< Back Next > Finish Cancel Help

Figure 26: Adjust the Margins of the Label

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



Create New Form

Label settings
Specify the size and the layout of the page

These settings specify how many labels (logical pages) are printed per physical page. The dimension of the physical page depends on the settings of the output device.

Label Settings

Number of Columns:	3
Number of Rows:	5
Column Width:	50.000 mm
Row Height:	(auto)
Column Spacing:	10.000 mm
Row Spacing:	5.000 mm

Printing Order

☐ Down, then Across

☒ Across, then Down

< Back Next > Finish Cancel Help

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:

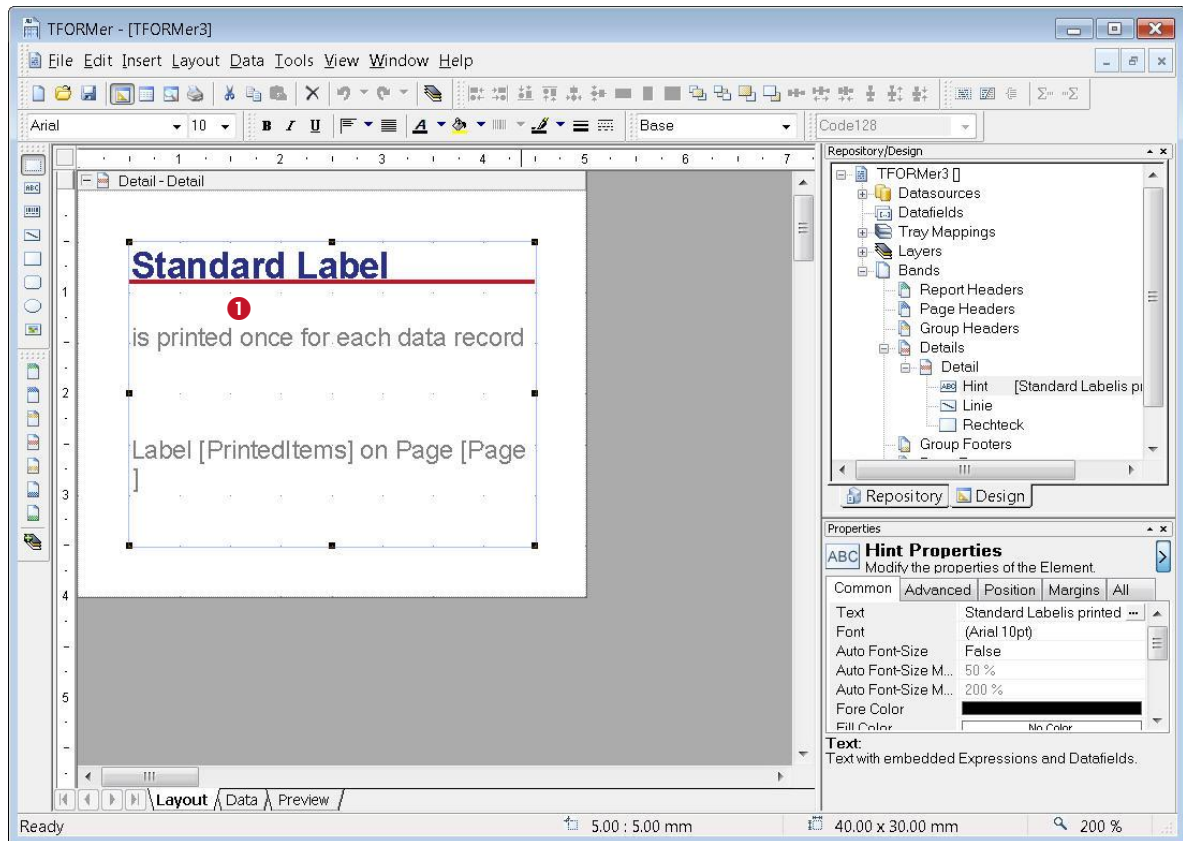


Figure 28: Standard Label

The standard layout contains some graphical elements. Most likely they are not needed, so select them with the mouse (1) 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).

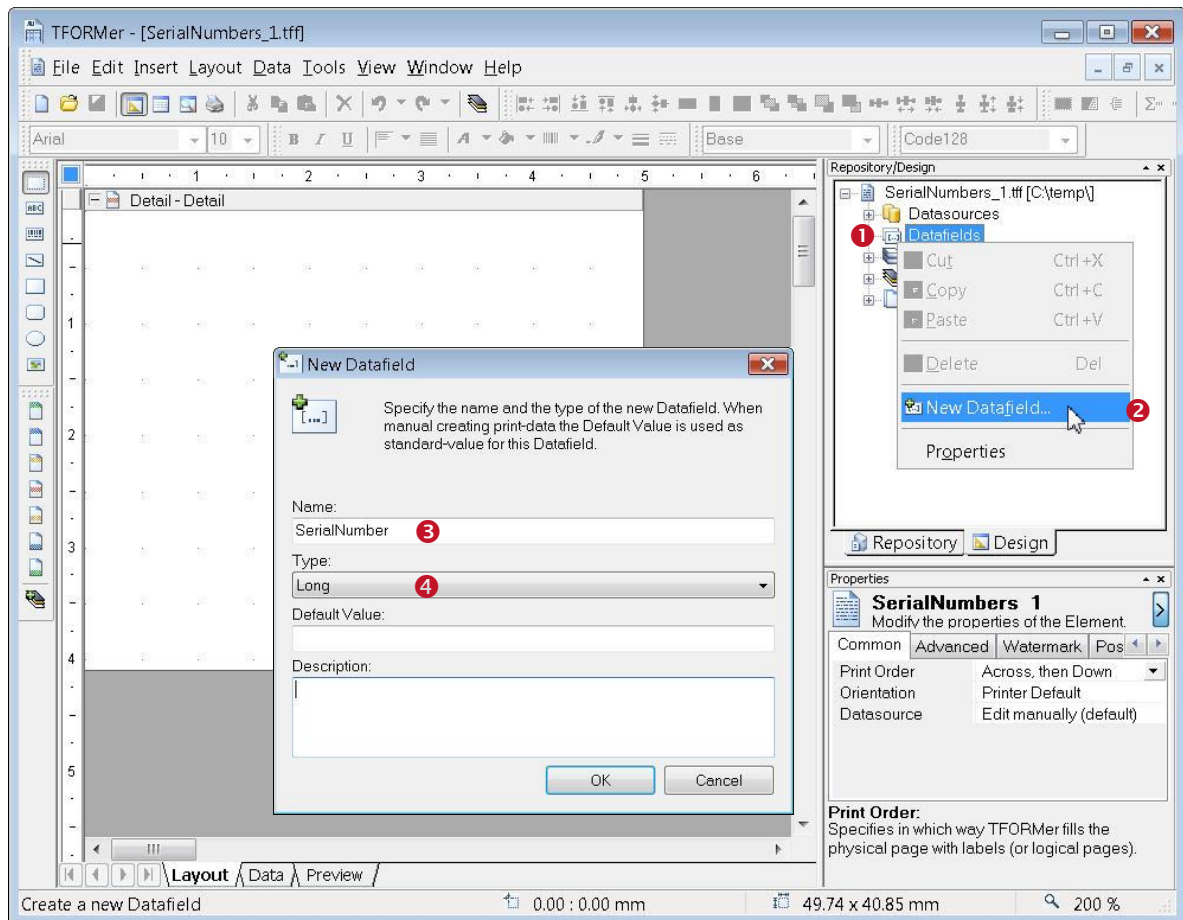


Figure 29: Create the Datafield SerialNumber

Right-click onto **Datafields** (1) in the design tree and select **New Datafield...** (2) in the pop-up menu. In the following dialog enter the name of the datafield (**SerialNumber** – 3) and select **Long** (4) 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 CDbI). Alternatively use the data type **Long** or **Double**.

7.2.3.1 Insert the Bar Code

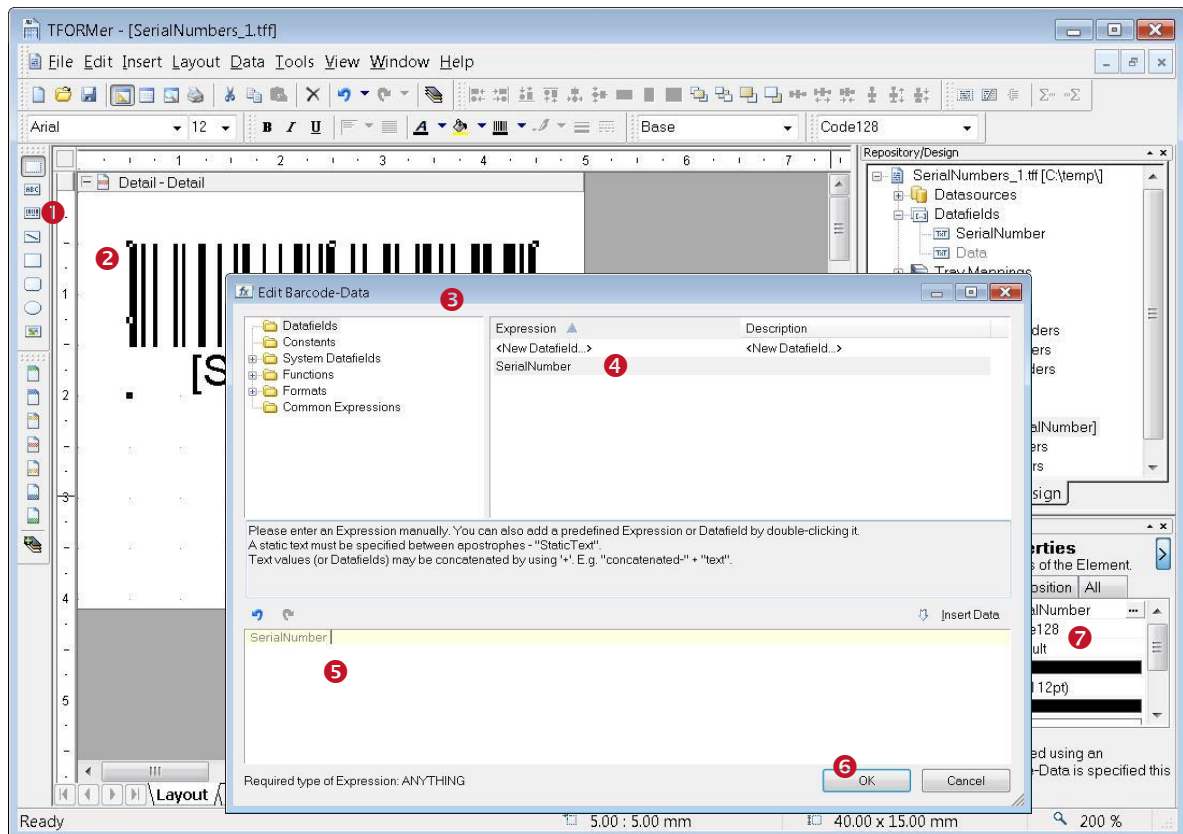


Figure 30: Insert a Bar Code

In the layout toolbar select the bar code symbol (1) 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 (3).

As bar code data the value of the datafield *SerialNumber* should be used. Therefore double-click the datafield *SerialNumber* (4). It will be inserted in the edit area (5). Then press *OK* (6).

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 (7) you can adjust all barcode properties (e.g. barcode type, color, ...).

7.2.3.2 Insert the Text Element

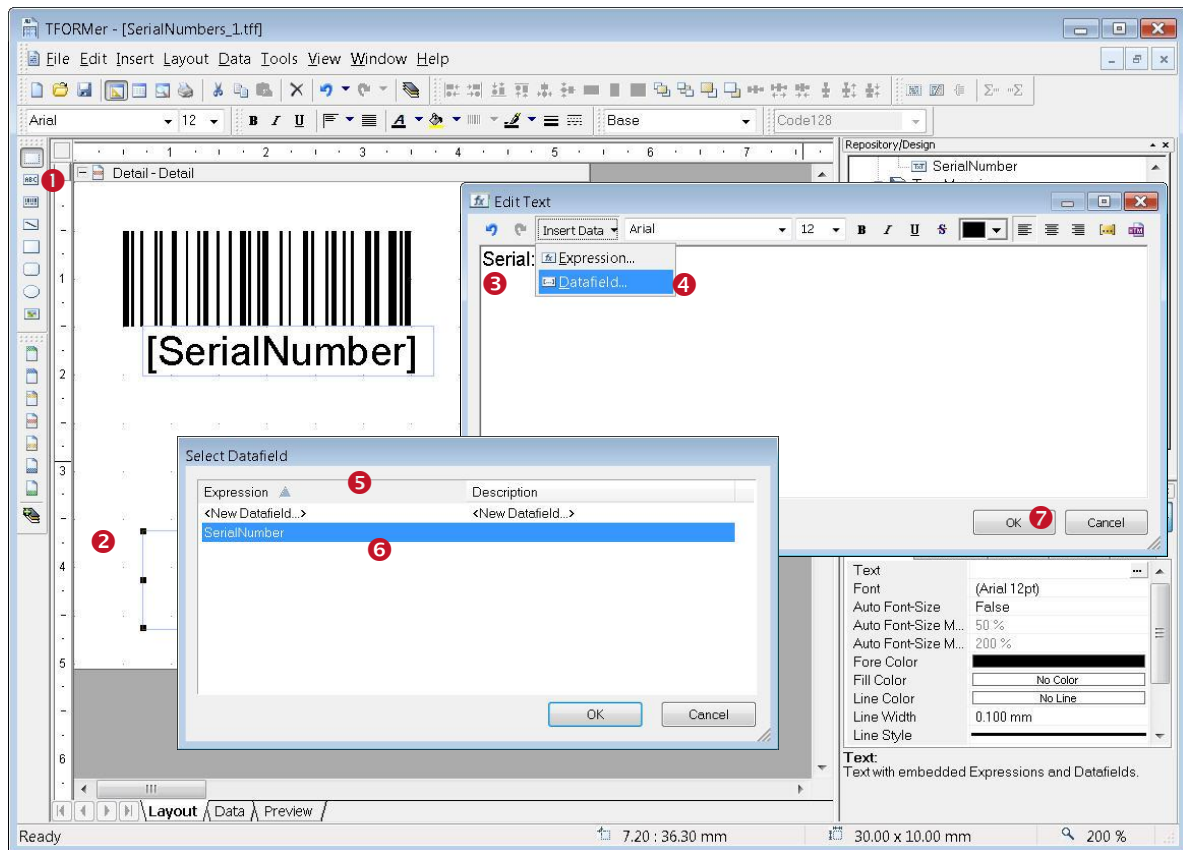


Figure 31: Insert a Static Text and a Datafield

In the layout toolbar select the text symbol (1) 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 3.

The datafield *SerialNumber* is inserted via the *Insert Data* menu of the dialog. After selecting the entry *Datafield* 4 the dialog *Select Datafield* (5) opens.

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* (7).

- ▶ **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 1 word-wrap is disabled by selecting *False* in 2.

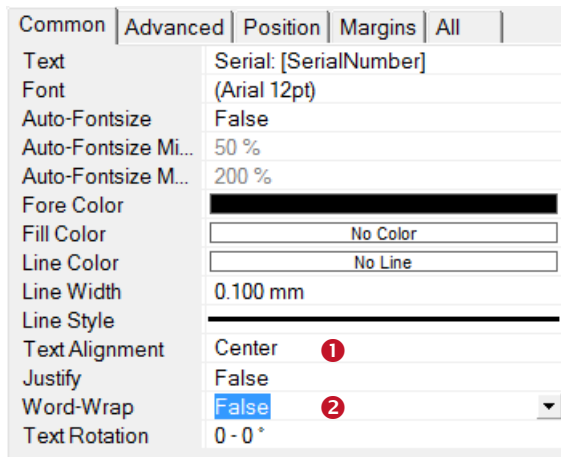


Figure 32: Properties Window of a Text Element

7.2.4 The Resulting Layout

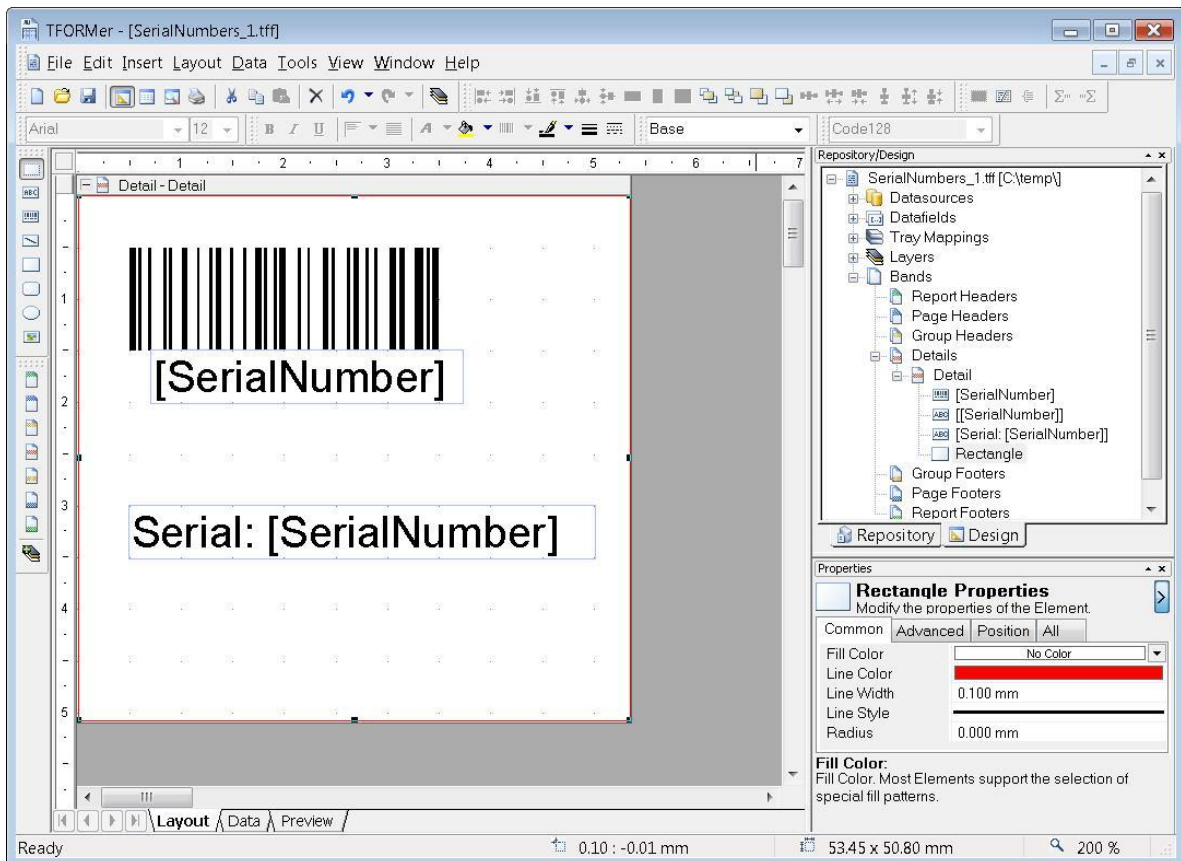



Figure 33: The Resulting Layout

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.

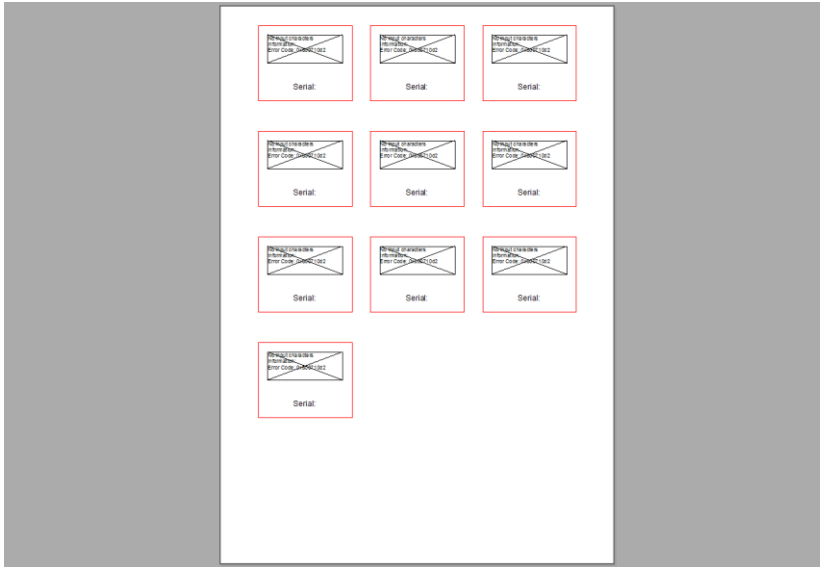


Figure 34: Print Preview with Empty Datafield

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 ► TFORMer 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 (❶) in the following dialog.

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

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

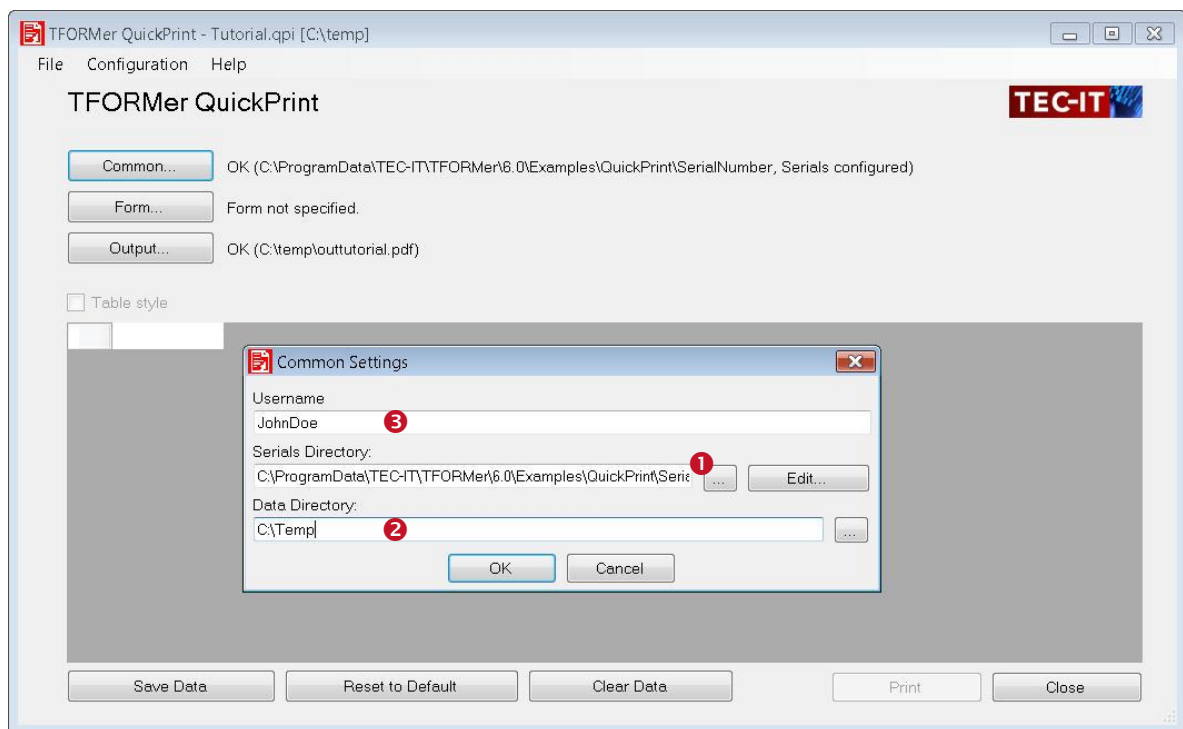


Figure 35: QuickPrint – Common Settings

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

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* ❶ 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.

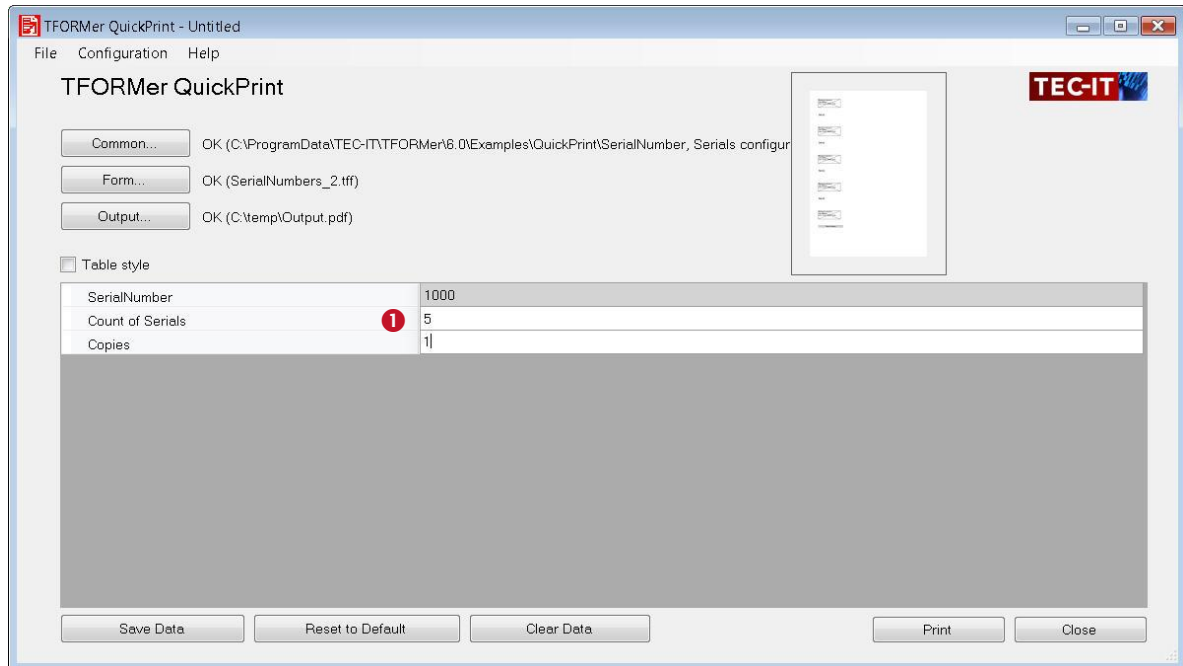


Figure 36: QuickPrint – Printing Data

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

8 Contact and Support Information

8.1 Free Support

If you have questions, need help or simply want to tell us about your application, contact:

Email: support@tec-it.com

Web: <http://www.tec-it.com/support/>

Don't hesitate to contact us - let us hear 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.

8.2 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

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

Fax: +43 / (0)7252 / 72 72 0 – 77

8.3 Company Contact Information

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Web: <http://www.tec-it.com>

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