Touch2Print Quick Guide

Version 2026

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Overview

This tool is designed to help you print labels from a touch screen.

To achieve this, it has several features like:

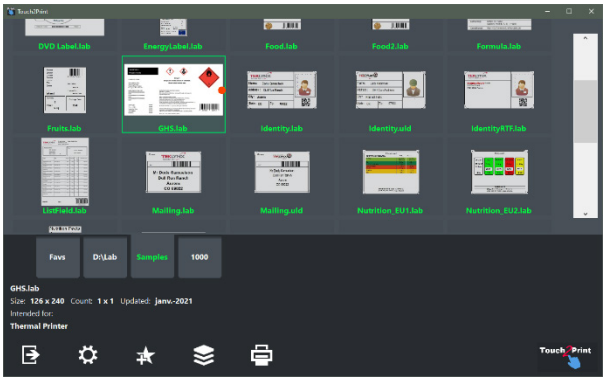
- larger buttons and texts to avoid mistakes
- buttons/menus on the bottom to avoid having your hand and forearm hiding the screen
- option for left handed users (buttons will be on the left of texts in dialog boxes)
- a blank rectangular area to display Windows virtual keyboard on top of Touch2Print
- two themes, one clear, one dark, to accommodate for your work place

You need a working Label Designer application on the station running Touch2Print.

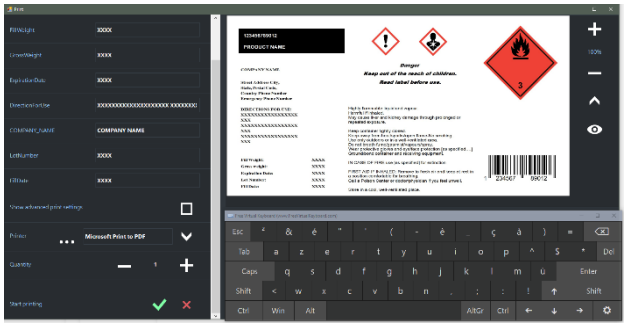
The interface

Touch2Print has two main screens:

- The first shows label subsets (Tabs) and allows the selection of one label template:

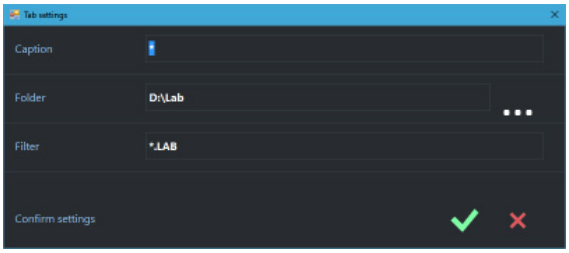


- The second shows the label content and allows the input of any piece of data before printing (The virtual keyboard displayed on top comes from a free third party).

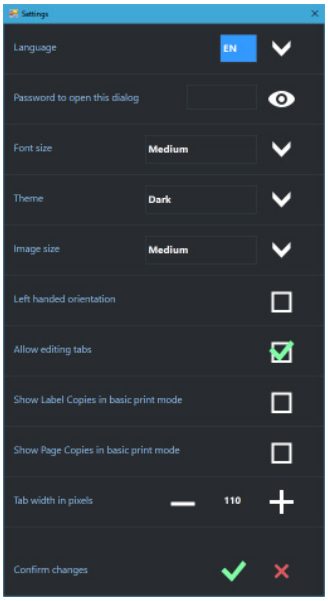


Touch2Print has two dialog boxes:

- One to show the label subset settings:



- One to show the application settings:



Commands

From the main screen, the commands from left to right are:

Exit Touch2Print

Open the Settings dialog box

Create a new tab to show a subset of the label templates

Show a menu listing all the command available for the selected tab (edit, delete, sort)

Open the Print screen.

Getting Started

The first time **Touch2Print** runs, it will have a single tab defined to list the Label Designers' built-in samples.

Click the **Menu** button and select "**Edit tab settings**"

Change the tab **Caption** and **folder** to points to your label templates. Confirm the settings and you are ready to print.

Select the label template to print, review its detail displayed on the bottom left of the screen to check that the right paper is loaded in the printer.

Click the Print button. input any required data, select printer and quantity and validate the print screen.

Restricted access

In the Settings Dialog, there are two options to restrict users access.

One is to set a **password**. Once set, opening the Settings again requires to enter the password.

The second option is to **hide the edition of subsets** (no Add command, no Edit or Delete menu command).

Label subset settings

Defining a subset requires a **Caption** (displayed on the tab), a **Folder** where to locate the templates and an optional file **Filter**.

Tip: Several filters can be combined with the | (pipe) character like: A.*|B.*|C.*

Tip: To reorders tabs, just click and hold (double tap and hold) then drag to the wanted position.

Option: When the **LABEL ARCHIVE** extension is installed, it is also possible to target a category rather than a file folder. You will have to configure Touch2Print to select the connection mode to LABEL ARCHIVE: either through the current implicit Windows account, either through an explicit LABEL ARCHIVE account.

Advanced print settings

The print screen has a check box labelled "**Show Advanced print settings**". Checking it will display the other seldom used print settings like Label Copies, Start at Label, Offsets....

If you often use the "**Copy of each label**" or the "**Copy of each Page**" settings, you can have them displayed in the basic print screen. Check the **Settings** dialog for these options.

Pro Tips

On numerical fields with + and - buttons, you can **hold down to keep spining** (click and hold or double-tap and hold).

Windows location and size are persisted per user.

Application settings and subset definitions are persisted by station.
To replicate to another station, copy the folder `C:\ProgramData\Teklynx\Touch2Print.`

When the application finds that more than 10 labels were updated in a subset, it will ask you to confirm before it launches its **update process**. If you deny, it will not ask any more for this subset as long as Touch2Print is open. In other words, to force the update later, restart Touch2Print and select the tab.

If you sort a tab by "**Last Print Date**" the labels you use the most will be listed on top.

The **red dot** on some previews shows the location of the top of the paper for templates designed sideway. This should help putting the paper in the right direction in the printer if it has some pre-printed elements.

When creating a **new tab**, the settings of the current tab are duplicated to initiate the fields.

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