

# Getting started with BarTender<sup>®</sup>

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## USER GUIDE

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## Getting Started with BarTender

BarTender® software enables organizations around the world to improve safety, security, efficiency, and compliance by creating and automating the printing and control of labels, barcodes, RFID tags, plastic cards, and more. BarTender gives you the tools to easily and efficiently design labels and templates; to configure and connect to data sources and business systems; and to launch print commands from any system, operating system (OS), or device.

## Installing the BarTender Software

BarTender includes a variety of applications that provide a level of power and flexibility that is not available in any other design and printing software package. All applications and features in the BarTender Suite are available after you install and activate your software.



You can test or preview features and applications that are not included in your licensed edition of BarTender. When you do this, the application displays a message that you are using a feature that requires a higher edition; items that are printed by using the unlicensed features include a watermark to identify that the item is printed in demonstration mode. A list of all edition-specific features for the BarTender Suite is available on the [BarTender website](#).

### Installing BarTender

Before you install BarTender, make sure that the following items are easily accessible:

- Your product key code (PKC), which is typically available from one of the following sources:
  - The email that you received after purchasing BarTender that contains the license and installation instructions
  - The email that you received after requesting a 30-Day Trial PKC from our website: <https://www.seagullscientific.com/30-day-trial/>
  - A separate product key code card that came with your software package
- The correct BarTender installation package, which is available to download from our website: <https://portal.seagullscientific.com/downloads>

Before you install, decide on the type of installation that you need:

- If you are running only one copy of BarTender, the BarTender Licensing Service (BLS) and BarTender are usually installed on the same computer. Use the **To install BarTender and the BarTender Licensing Service** procedure for this type of installation.
- If you are running BarTender on multiple computers within your environment, BLS is installed on only one computer. This computer, which is typically a server, must be accessible across your network by all installed copies of BarTender. To install BLS on one computer or server, use the **To install the BarTender Licensing Service and Administration Console only** procedure. Subsequently, when you install BarTender on other computers, use the **To install BarTender only and link to an existing BarTender Licensing Service** procedure.
- By default, the BarTender Setup wizard installs Microsoft SQL Server Express for use by the BarTender System Database. When you have configured your own centralized database for the BarTender System Database, you can choose to not install Microsoft SQL Server Express by deselecting this option on the **Advanced Installation Options** page of the BarTender Setup

wizard. When you choose to not install SQL Server Express, you are prompted to set up the BarTender System Database when you first open BarTender, at which time you can specify the connection settings for your own database server. Alternatively, you can specify the connection settings on the **System Database** page of Administration Console.

Use one of the following procedures to install the BarTender software.

### To install BarTender and the BarTender Licensing Service

1. Double-click the BarTender installation package. The BarTender Setup wizard starts.
2. On the welcome page of the BarTender Setup wizard, read and accept the license agreement, and then click **Install**.
3. On the **Installation Complete** page, click **Finish**. The BarTender Licensing wizard starts.
4. Enter your product key code, and then click **Next**.
5. Click to select **Select a Licensing Server**, and then select the server from the list. Alternatively, click to select **Specify a Licensing Server**, and then enter the server and port that you want.
6. Click **Next**.
7. On the **Activation Policies** page, optionally click **Activation FAQ** to open the **Activating BarTender Software** page.
8. On the **Activation Policies** page, click **Next**.
9. On the **Activation Successful** page, click **Share this license with other computers on the network** when you want other installed copies of BarTender to be able to communicate with this BLS.
10. Click **Next**.
11. Complete the steps to register your BarTender installation, and then click **Finish** to close the wizard.

### To install the BarTender Licensing Service and Administration Console only

1. Double-click the BarTender installation package. The BarTender Setup wizard starts.
2. On the welcome page of the BarTender Setup wizard, read and accept the license agreement, click to select the **Specify advanced installation options** check box, and then click **Next**.
3. Click to select **Licensing Service and Administration Console Only**, and then click **Install**.
4. On the **Installation Complete** page, click **Finish**. The BarTender Licensing wizard starts.
5. Enter your product key code, and then click **Next**.
6. Click to select **Select a Licensing Server**, and then select the server from the list. Alternatively, click to select **Specify a Licensing Server**, and then enter the server and port that you want.
7. Click **Next**.

8. On the **Activation Policies** page, optionally click **Activation FAQ** to open the **Activating BarTender Software** page.
9. On the **Activation Policies** page, click **Next**.
10. On the **Activation Successful** page, click **Share this license with other computers on the network** when you want other installed copies of BarTender to be able to communicate with this BLS.
11. Click **Next**.
12. Complete the steps to register your BarTender installation, and then click **Finish** to close the wizard.

### To install BarTender only and link to an existing BarTender Licensing Service

1. Double-click the BarTender installation package. The BarTender Setup wizard starts.
2. On the welcome page of the BarTender Setup wizard, read and accept the license agreement, and then click **Install**. Alternatively, read and accept the license agreement, click to select the **Specify advanced installation options** check box, click **Next**, click to select **BarTender**, and then click **Install**.
3. On the **Installation Complete** page, click **Finish**. The BarTender Licensing wizard starts.
4. Click **Search for Existing License**, enter the server name or IP address for the server, and then click **Search**.
5. Click to select the license that you want, and then click **Next**.
6. Click **Next**.
7. Complete the steps to register your BarTender installation, and then click **Finish** to close the wizard.

### **Installing BarTender Print Portal**

BarTender Print Portal is a web-based application that provides an interface for selecting and printing BarTender documents. A single web server "hosts" Print Portal, making the documents accessible to other computers, tablets, and mobile devices over the Internet. Users can print documents simply by visiting a website and selecting the document they want to print.

All client devices must have access to a web browser, and Print Portal must be hosted on a computer that is running the following software:

- Microsoft Internet Information Services (IIS)
- BarTender

For detailed information about how to configure and troubleshoot Print Portal, refer to the *BarTender Print Portal* technical document at the following Seagull Scientific web page:

<https://www.seagullscientific.com/resources/white-papers/>

### To install Print Portal when you first install BarTender

1. Double-click the BarTender installation package. The BarTender Setup wizard starts.
2. On the welcome page of the BarTender Setup wizard, read and accept the license agreement, click to select the **Specify advanced installation options** check box, and then click **Next**.
3. On the **Advanced Installation Options** page, click to select **BarTender with Print Portal**, specify a folder to install to, and then click **Next**.
4. Complete the remaining pages in the wizard.

### To install Print Portal on an existing installation of BarTender

1. Browse to and then double-click the BarTender installation package file. Alternatively, in Windows Control Panel, click **Programs**, click **Uninstall a program**, click **BarTender**, and then click **Change**.
2. In the **User Account Control** dialog, click **Yes**. The BarTender Setup wizard starts.
3. Click to select **Modify**, and then click **Next**.
4. On the **Advanced Installation Options** page, click to select **BarTender with Print Portal**, and then click **Next**.
5. Complete the remaining pages in the wizard.

### Enabling Authentication


Administrators can configure Print Portal so that users log in by using Windows accounts. When authentication is enabled, only users who have the Print Portal **Administer** permission in Administration Console can change the Print Portal administrative settings. You can enable authentication in the **Administrative Setup** settings of Print Portal.

If you want to further secure your environment, you can choose to authenticate users over HTTPS. This process requires that a security certificate and HTTPS binding are configured for the Print Portal website in IIS. For more information, refer to the BarTender Print Portal help system.

## For Designers and Print Operators

Whether you are designing or printing, the BarTender interface is powerful, and using it can be intimidating for new users. The information in this chapter can get you started with basic tasks to create, design, and print items in BarTender.

### Creating a New Document

Depending on how BarTender is configured, one of three things happen when you click **New** on the **File** menu or click  on the **main toolbar**:

- The New Document wizard starts, which you can use to manually specify the size and shape of your design area. *(This is the default behavior.)*
- A blank template appears on screen that has the size and shape that are defined by the settings of the default printer on your computer.
- A copy of an existing document opens.

The design area on screen matches the dimensions and shape of the actual items that you are printing on. These settings, along with such settings as the number of printed items on a page, the orientation of your design, or the size of the gap between multiple items, are defined by using either the New Document wizard or the **Page Setup** dialog.



Each on-screen design area is configured to match a printer stock on a specific printer. If you need to change printers or media, BarTender tries to automatically change the dimensions of the design area to match the new printer or media. Because different printers support different sizes of media, the positioning of your objects may no longer fit on your printed item. If this occurs, you must either change your design or change the page settings by using the **Page Setup** dialog.

You can visit the BarTender online [Support Center](#) to watch the following training videos:

- [Setting up a plastic card document \(online video tutorial\)](#)
- [Setting up a thermal label document \(online video tutorial\)](#)
- [Setting up a laser/inkjet label document \(online video tutorial\)](#)

### Using BarTender Sample Documents

Because designing templates on your own may be time-consuming, you can use a number of sample documents that are installed with the BarTender software. You can use these documents as a starting point and modify them to your own requirements. If a sample document is similar to what you want to design, then you do not need to start from scratch.




When you view the sample documents in BarTender, you can easily discover the many features and capabilities of the application. After you load a document, you can examine the various dialog settings to determine what features and customization options are available.



When you want to use a sample document as a starting point for your own design, you must save a copy of the document to a location outside the sample documents folder. This process ensures that the original sample document is not edited and is available for future reference.


### To create a copy of a sample document


1. On the **File** menu, click **New**. Alternatively, click  on the **main toolbar**.
2. In the New Document wizard, select **Select template from library**, and then click **Select** to open the **Select Document** dialog to the **Templates** directory (\Program Files\Seagull\BarTender <version>\Templates).
3. Double-click the industry or category folder that you want, and then locate the sample document that you want to open.
4. Double-click the sample document. Alternatively, click the document name, and then click **Select**.
5. Click **Finish** to exit the New Document wizard and to open the copy of the document in BarTender.
6. When you want to save your copy of the sample document, click **Save** on the **File** menu, and then use the **Save As** dialog to browse to a location that is outside the sample documents folder, such as the **BarTender Documents** folder. Then, click **Save**.

### Adding Objects to Your Design


When you have a blank template (or design area) to work with, you can start to design your printed items by adding objects to the template. BarTender includes the following object types:


 **Barcode:** Adds a barcode to the design area. Click to select the barcode that you want.


 **Text:** Adds a text object to the design area. Click to select the type of text that you want.

 **Line:** Adds a line to the design area.

 **Shape:** Adds a shape to the design area. Click to select the shape that you want.

 **Picture:** Adds a picture to the design area. Click to select the source of the picture that you want.

 **Table:** Adds a table object to the design area.

 **Layout Grid:** Adds a layout grid object to the design area.



**Encoder:** Adds an encoder object to the design area. After you add a printer that supports the encoder technology that you want to use, you can click to select the encoder object that you want after you have selected a printer that supports the encoder technology that you want to use. Encoder objects include radio-frequency identification (RFID), magnetic stripe, and smart card technologies.

One way to add these objects to your design is by using the **object toolbar** or the **Create** menu. After you add an object, there are many ways to position it and customize it to your needs. For more information about how to add and modify template objects, refer to the [Creating and Modifying Template Objects](#) topic in the BarTender help system.

### To add an object to your template

1. On the **object toolbar**, click the icon for the type of object that you want to add. Alternatively, click the object type on the **Create** menu.
2. On the sub-menu, click the object that you want. For line objects, skip this step.
3. Click the location where you want to add the object. For line objects, click and drag to the endpoint of the line.

## Using Databases with BarTender


Many users store data, such as customer records or product information, in a file outside of BarTender, such as a Microsoft Excel spreadsheet, an SQL database, or a text file. If you want to use this data, BarTender can pull the information directly into any barcode, text object, table object, or encoder object on your template, and into various controls on the data entry form. These external data files are collectively known as *databases*.


This topic describes the steps to follow to connect to a database and pull information into a barcode, text object, or encoder object on your template.



For information about how to connect a database to a table object, refer to the [Creating Tables that Use Dynamic Data](#) topic in the BarTender help system. For information about how to connect a database to a data entry control, refer to the BarTender help system regarding the specific control.

### To connect to a database

1. On the **File** menu, click **Database Connection Setup**. Alternatively, click  on the **main toolbar**. One of the following results occurs:
  - If you have not previously connected to a database, this operation starts the Database Setup wizard.

- If you are currently connected to a database, this operation opens the **Database Setup** dialog. Click  to start the Database Setup wizard.
2. On the initial page of the Database Setup wizard, select the type of file that your data is stored in, and then click **Next**.
  3. Follow the steps in the wizard to complete the connection setup for the selected file type. At the end of the wizard, click **Finish** to open the **Database Setup** dialog.

After you connect to a database, the information that is stored in the file can be used to populate barcodes, text objects, or encoder objects on your template. The simplest way to pull in this information is to use the **Data Sources** pane of the **Toolbox** to link the object to the database field.

#### To link an object to a database field

1. In the **Toolbox**, click the **Data Sources** tab to show the **Data Sources** pane.
2. Expand the **Database Fields** node to display all database fields in your connected database.
3. Drag the database field that you want to the barcode, text, or encoder object that you want. Alternatively, drag the field to the template to create a text object that is linked to the field.

The record navigation bar is available at the bottom of the template design area after you connect a database file to your document and link one or more fields to an object. Use the arrows to display on your template the records that are printed with your document.



You can also click **Print Preview** on the **File** menu to view your data.


### **Entering Data at Print Time**

In some cases, the data for one or more objects on your template might not be known or available until print time. Consider the following examples:


- A standard shipping label includes the weight of a package, but the package is not weighed until print time.
- A product label for perishable items needs the current date to be entered each time you print the label.
- The print operator must specify a particular database record to be printed from a group of records that are contained in a database table.

These types of scenarios, and more, are supported by BarTender data entry forms. At print time, you can use the data entry form to enter the data (or the criteria that are used to determine the data) that is subsequently printed on your items.

### To add a control to the data entry form

1. In the **Template Design** view, add a new text object to your template.
2. At the bottom of the design area, click the **Form 1** tab to open the **Data Entry Form** view.
3. On the **object toolbar**, click the icon for the control type that you want to add. Alternatively, click the control type on the **Create** menu.
4. On the sub-menu, click the control that you want.
5. Click the location on the form where you want to add the control.
6. In the **Data Sources** pane of the **Toolbox**, expand the **Template Object Data Sources** node, locate the text object that you created on the template, and then expand its node.
7. Drag the data source for that template object to the control on the data entry form. This operation links the text object to the control.
8. Click  on the **main toolbar** to open the Print Preview window.
9. When the data entry form opens, enter sample text or select an option for the control, and then click **Preview** to preview how your printed items appear.
10. Click **Close** on the **print preview toolbar** to return to the Data Entry Form view.

### To enter data into a form at print time

1. On the **File** menu, click **Print** to open the **Print** dialog. Alternatively, click  on the **main toolbar**.
2. Click **Print** to display the data entry form for your document.
3. Enter the data into the controls on your form, and then click **Print**.


## Printing Your Document

After you complete the design, you are ready to print your document. Depending on how your production environment is set up, you can print from several different applications in BarTender.

### To print your document from BarTender Designer



Each on-screen design area for a document is configured to match a printer stock on a specific printer. Because different printers support different sizes of media, if you need to change printers or media, the positioning of objects on your printed items might be affected. If this occurs, you might need to modify your design to match the new printer and media before you print.

1. Open the document that you want to print.
2. On the **File** menu, click **Print** to open the **Print** dialog. Alternatively, click  on the **main toolbar**.
3. Verify that the correct printer is selected.
4. If you are connected to a database, verify that the **Use database** check box is selected.
5. For **Copies**, enter the number of copies that you want to print. If you are connected to a database, this is the number of copies for each record in your database and not the total number of items that will be printed.
6. Click **Print**.

#### To print your document from Print Station

1. Open Print Station.
2. Browse to the document that you want to print.
3. Click the document one time. Depending on how Print Station is configured, this operation either starts the print job or opens the **Print Document** dialog.
4. If prompted, select the printer that you want to use, and then enter the number of copies to print.
5. Click **Print**.

#### To print your document from Print Portal

1. Open Print Portal.
2. Browse to the document that you want to print.
3. Click the document one time. Depending on how Print Portal is configured, this operation might prompt you to connect to a printer. In this case, follow the steps in the wizard until it displays the **Print** page.
4. On the **Print** page, select the printer that you want to use, and then enter any other information that you want.
5. Click **Print**.

When you click **Print**, one of the following actions takes place, depending on the configuration of your document:

- The print job is sent to the printer.
- A data entry form opens.

## For Administrators

BarTender is fully functional when you install it, but you can customize many of its configuration settings to optimize the use of the application in your printing environment. As an administrator of BarTender, you can manage licensing, configure application settings, monitor how BarTender performs, and generally customize BarTender in a way that matches the needs of your company. This section helps you locate the different administrative settings so that you can set up BarTender for your printing environment.

### Managing the BarTender Licensing Service

Each installation of BarTender must be able to communicate with the BarTender Licensing Service (BLS), which monitors printer usage and enforces licensing based on your purchased edition of the BarTender software. Your installation of BLS will be one of the following configurations:

- If you are running only one copy of BarTender, you have most likely installed BLS and BarTender on the same computer.
- If you are running BarTender on multiple computers within your environment, you have installed BLS on only one computer, typically a server, which is accessible across your network by all installed copies of BarTender. *You can also install a single copy of BarTender by using this configuration.*

By using the property pages in the Licensing section of Administration Console, you can manage all aspects of the BarTender Licensing Service. You can track the number of printers in use and trends in printer usage, block printers that you do not want BarTender to use, and configure BLS to email notifications or create a message log when your printer limit is reached. In environments where you have more than one BLS, you can create groups of printers that are used for each BLS.

For more information about how to configure BLS, refer to the [Licensing](#) section of the BarTender help system.

#### To access the property pages for configuring BLS

1. Open Administration Console. To do this, on the **Tools** menu, click **Administration Console**. Alternatively, in Windows, click **Start**, click to expand the BarTender <version> folder in the apps list, and then click the Administration Console icon.
2. In the navigation pane, click **Licensing** to open the **Licensing** page.
3. Expand the **Licensing** node to access the **Printer Usage**, **User Activity**, **License Setup**, and **Alert Setup** pages.

## Setting Up the BarTender System Database

The BarTender System Database is the central data storage for applications in the BarTender Suite. It includes data such as the following:

- Events that are encountered by any BarTender application (such as error messages and "pop-up" dialogs)
- Information about each print job that is sent from BarTender (such as the document that was printed and the time the job was sent)
- Security checks that are defined in Administration Console
- Template designs and preview images (for subsequent reprinting)
- Global data fields
- Librarian files and revision information

The default BarTender System Database is created when you install BarTender. It uses Microsoft SQL Server Express, which is free but which has a 10 GB database size limit. If you want multiple computers to share a centralized database, or if you have a single computer logging a high volume of print jobs, you may want to use your own database server.

You can run the BarTender System Database Setup wizard from Administration Console after you install BarTender. By using the wizard, you can create a centralized system database, or connect to an existing centralized system database.

For more information about how to create, administer, and maintain the BarTender System Database, refer to the [System Database](#) section of the BarTender help system.

## Configuring Document and Application Security

Several security measures are available in BarTender to help you protect your documents and to regulate your printing environment. Security in BarTender is highly customizable, ranging from simple document protection to more complex user permission systems. To help you decide which methods are most appropriate for your environment, refer to the *BarTender System Security* technical document for a comprehensive description of all the available security measures. This document is located at the following Seagull Scientific web page:

<https://www.seagullscientific.com/resources/white-papers/>

All of the BarTender security settings fall into one of the following categories:

- *Application-level security* limits someone's ability to run or administer BarTender as an application. For example, when you apply a print-only password, you can limit a user's ability to modify every document in BarTender.
- *Document-level security* affects only a single document. These security settings are stored with the document, so moving the document to another computer does not affect the document's security settings. Examples include defining a document password or encrypting a document.

## Application-Level Security

The following application-level security methods are available:

- **Print-Only Password:** A print-only password locks BarTender so that without the password, users have limited access to the BarTender design functionality. This is the quickest security method to set up but also the most easily defeated.

### To define a print-only password

1. On the **Administer** menu, click **Print-Only Password Setup** to open the **Print-Only Password Setup** dialog.
  2. Enter and confirm the password.
  3. Click **OK**.
- **User Permissions:** By using Administration Console, a companion application to BarTender, administrators can restrict user access for different actions across the BarTender Suite. For BarTender, administrators can prevent users from making configuration changes, modifying documents, or printing.

### To assign permissions by using Administration Console

1. Open Administration Console. To do this, on the **Tools** menu, click **Administration Console**. Alternatively, in Windows, click **Start**, click to expand the BarTender <version> folder in the apps list, and then click the Administration Console icon.
2. In the navigation pane, click **Security** to open the **Security** page.
3. Click to select the **Enable Security for this computer** check box if it is not already selected.
4. Expand the **Security** node and in the navigation pane, click **User Permissions** to open the **User Permissions** page.
5. At the bottom of the **Users and Groups** pane, click **Add** to open the **Add User or Group** dialog.
6. Select the user or group that you want to add. You can filter the users and groups in the list by selecting a location or by entering search criteria, such as a user or group name.
7. Click **OK** to close the **Add User or Group** dialog.
8. In the **Users and Groups** pane, select the newly added user or group, and then click to select the check boxes for the permissions that you want to allow or deny.
9. Click **Apply** to apply the settings. Alternatively, click **OK** to apply the settings and also close Administration Console.



## Document-Level Security

The following document-level security methods are available:

- **BarTender Document Password:** A *BarTender document password* protects various aspects of a document from all users who don't know the password. These protected actions include opening the document, modifying the design, or changing VBScripts.



Document passwords cannot be recovered if they are lost. This means that if the password is lost after you configure your document to have a document password, you are likely to be unable to use that document again.

### To set up a BarTender document password

1. Open the BarTender document that you want to protect with a password.
  2. On the **File** menu, click **BarTender Document Password** to open the **BarTender Document Password** dialog.
  3. Enter and confirm the password. Optionally, specify a password hint.
  4. Under **Protected Actions**, click to select the check boxes of the actions that you want to protect.
  5. Click **OK** to close the dialog.
- **Document Encryption:** By enabling document encryption in Administration Console, administrators prevent unauthorized users from accessing encrypted documents on unsecured computers. If an encrypted document is moved to a different computer, it cannot be opened unless Administration Console is also installed on that computer and someone has defined the same key on that computer that was used to encrypt the document.

### To create an encryption key

1. Open Administration Console. To do this, on the **Tools** menu, click **Administration Console**. Alternatively, in Windows, click **Start**, click to expand the BarTender <version> folder in the apps list, and then click the Administration Console icon.
2. In the navigation pane, click **Security** to open the **Security** page.
3. Click to select the **Enable Security for this computer** check box if it is not already selected.
4. Expand the **Security** node and in the navigation pane, click **Document Encryption** to open the **Document Encryption** page.
5. Click **Add** to open the **Add Document Encryption Key** dialog.

6. Enter a user-friendly name for the key and the encryption key that you want. Optionally, enter any comments that you want to associate with the key.
7. Click **OK** to close the dialog.
8. To automatically encrypt all documents in BarTender when you save them, click to select the **Encrypt documents when saving** check box and then select the encryption key that you want from the **Encryption Key Name** list.
9. Click **Apply** to apply the settings. Alternatively, click **OK** to apply the settings and also close Administration Console.

### To encrypt existing documents

1. Open Administration Console. To do this, on the **Tools** menu, click **Administration Console**. Alternatively, in Windows, click **Start**, click to expand the BarTender <version> folder in the apps list, and then click the Administration Console icon.
2. In the navigation pane, click **Security** to open the **Security** page.
3. Click to select the **Enable Security for this computer** check box if it is not already selected.
4. Expand the **Security** node and in the navigation pane, click **Document Encryption** to open the **Document Encryption** page.
5. At the bottom of the **Document Encryption** page, click the **Document Encryptor** link to open the **BarTender Document Encryptor** dialog.
6. Click **Add** to open Windows Explorer.
7. Browse to and select the documents that you want, and then click **Open**.
8. In the **BarTender Documents** pane, select the documents that you want to be encrypted.
9. In the **New Encryption Key Name** list, click the encryption key that you want.
10. Click **Encrypt Selected Documents Using New Key**.
11. Click **Close** to close the **Document Encryptor** dialog.
12. Click **Apply** to apply the settings. Alternatively, click **OK** to apply the settings and also close Administration Console.

## Changing the Language

BarTender is available in over 20 languages and provides on-demand switching of the user interface between the following languages:

Chinese (Simplified and Traditional), Czech, Danish, Dutch, English, Finnish, French, German, Italian, Japanese, Korean, Norwegian, Polish, Portuguese (European and Brazilian), Russian, Spanish, Swedish, Thai, Turkish

### To change the language of the user interface

1. On the **Tools** menu, click **User Preferences** to open the **User Preferences** dialog.
2. Click the **Regional Settings** tab.
3. In the **Language** list, select the language that you want.
4. Click **OK** to apply your settings and close the dialog.
5. Restart BarTender.

## **Managing BarTender Files and Folders**

As an administrator, you can specify where BarTender stores application-specific files. You can also set the default directories where BarTender saves and retrieves documents, images, and scripts. The **File Locations** page in Administration Console defines all of these locations, whether they are on your local computer, somewhere on the network, or stored in Librarian.

### To set a default file location

1. Open Administration Console. To do this, on the **Tools** menu, click **Administration Console**. Alternatively, in Windows, click **Start**, click to expand the BarTender <version> folder in the apps list, and then click the Administration Console icon.
2. In the navigation pane, click **File Locations** to open the **File Locations** page.
3. Locate and then select the folder or file location that you want to set.
4. Click **Change Location**.
5. In the **Browse for Folder** dialog, browse to the directory where you want BarTender to save and/or retrieve files. For configuration files, also enter a file name for the configuration file.
6. Click **OK** to close the **Browse for Folder** dialog.
7. Click **Apply** to apply the settings. Alternatively, click **OK** to apply the settings and also close Administration Console.

All of the defined locations can be transferred between installed instances of BarTender. To save the current locations in an XML file, select **Export Settings**, and then browse to the destination directory that you want. After the XML file is saved, you can load it into another instance of BarTender by using the **Import Settings** option.

### **Using Librarian**

Use Librarian to store files in a centralized database rather than “loose” on various hard drives, so that files are easier to track and manage. File check-in and check-out processes prevent users

from overwriting each others' changes. You can use revision control to retain copies of all previous versions of a file so that not only do you have a history of who has made what changes and when, but you can also retrieve actual copies of the previous versions and even roll back to an older version if you want. You can specify security settings in Administration Console to control which users can access files within Librarian and what they can do with them.

For more information, refer to the [Librarian](#) section of the BarTender help system.

## Logging Application Messages

When you use BarTender, you sometimes see application messages that are related to information, warnings, or errors. BarTender can log these messages to the BarTender System Database and/or to a text file. Examples of these messages include the following:

```
Save changes to document [documentName.btw]?
```

```
No Data Sources Are Set To Be Serialized
You have specified a number of serialized templates but none of the data sources
for any of the objects are set to be serialized. To enable serialization for an
object, see the Object Properties dialog.
```

```
Your printer does not support the page size specified in this document. You will
be unable to print until the page size settings are adjusted.
You can automatically adjust your page size settings using the closest possible
settings, or you can address the problem yourself later using the Page Setup
dialog.
```

Some of these messages are only informational, while others require that you make some sort of modification to your document. When a message is logged, BarTender also saves relevant information about the message, such as the time it occurred, the user's response, the message severity, and the computer in use. You can view and audit these logs at a later time to evaluate how BarTender performs, or to identify common user errors within the application.

### To log application messages to the BarTender System Database

1. On the **Administer** menu, click **Log Setup** to open the **Log Setup** dialog.
2. Click to select the **Log messages to system database** check box.
3. In the **Severity** list, click to select the severity level of the messages that you want to log.
  - To manually select the messages that you want to log, click **Custom** in the **Severity** list, and then click **Select** to open the **Select Messages** dialog. Click to select the check boxes for the messages that you want, and then click **OK** to close the dialog.
4. Click **OK** to close the **Log Setup** dialog.

You can view all messages that are logged to the BarTender System Database by using History Explorer, which is one of the companion applications that are included in the BarTender Suite.

## To log application messages to a text file

1. On the **Administer** menu, click **Log Setup** to open the **Log Setup** dialog.
2. Click to select the **Log messages to text file** check box.
3. Click **Setup** to open the **Text File Log Message Setup** dialog.
4. Specify the folder location that you want to save the log file to by entering the location in the **Log file folder** field. Alternatively, click **Browse** to select the folder location.
5. To manually select the messages that you want to log, click **Select** to open the **Select Messages** dialog. Click to select the check boxes for the messages that you want, and then click **OK** to return to the **Text File Log Message Setup** dialog.
6. Click **OK** to close the **Text File Log Message Setup** dialog.
7. Click **OK** to close the **Log Setup** dialog.

You can view the message log at any time in the **Text File Log Message Setup** dialog or by browsing to the location where the log file is saved.

## **Sending Email Alerts**

You can configure an email alert message to be sent when BarTender generates error, warning, and informational messages. The email message includes the following information:

- Date
- Time
- Message Number
- Message Type
- Message Category
- Response to Message
- Message Body

When you configure these alerts, you can specify one of the following delivery formats:

- **Text Report:** Each message section appears as separate line.
- **Tab Delimited:** Each message section is separated by a tab character.
- **Comma Delimited:** Each message section is separated by a comma.
- **Quote and Comma Delimited:** Each message section is enclosed in quotation marks and separated by a comma.

To receive alerts, use the **Alert Setup** dialog to configure the outgoing mail server and specify one or more recipients.

### To configure email alerts

1. On the **Administer** menu, click **Alert Setup** to open the **Alert Setup** dialog.
2. On the **Email** tab, click to select the **Enable Email** check box.
3. For **Mail System**, select the email protocol that you want to use to send the messages.
4. Click **Setup** to configure the outgoing mail server and to enter credentials, and then click **OK** to return to the **Alert Setup** dialog.
5. In the **To** field, enter one or more recipient email addresses, separated by semicolons.
6. For **Output Type**, select the delivery format that you want.
7. To manually select the messages that trigger a notification, click **Select Messages** to open the **Select Messages: Email Alerts** dialog.
8. Click to select the check boxes for the messages that you want to trigger a notification, and then click **OK** to return to the **Alert Setup** dialog.
9. Click **OK** to close the **Alert Setup** dialog.

## Related Documentation

### Technical Documents

- *BarTender System Security*
- *Understanding the BarTender System Database*
- *BarTender Administration Console*
- *BarTender Librarian*
- *BarTender Print Portal*

To view and download technical documents, visit:

<https://www.seagullscientific.com/resources/white-papers/>

### Other Resources

- BarTender Software Website  
<https://www.seagullscientific.com>
- BarTender Support Center  
<https://support.seagullscientific.com>
- BarTender Online Help System  
<http://help.seagullscientific.com>

