



Getting Started with BarTender

Contents

- Getting Started with BarTender** **3**
- Installation** **4**
 - Choosing What to Install 4
 - Automation Editions (Automation and Enterprise Automation) 4
 - Installing BarTender 5
 - Installing BarTender Print Portal 7
- For Designers and Print Operators** **9**
 - Creating a New Document 9
 - Using BarTender's Sample Documents 9
 - Adding Objects to Your Design 10
 - Using Databases with BarTender 11
 - Entering Data at Print-Time 12
 - Printing Your Document 13
- For Administrators** **15**
 - Managing Your Automation License 15
 - Setting Up the BarTender System Database 16
 - Configuring BarTender Security 16
 - Changing the Language 19
 - Managing BarTender Files and Folders 20
 - Logging Application Messages 21
 - Sending Email Alerts 22
- Related Documentation** **24**

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.

Installation

Choosing What to Install

BarTender includes a variety of applications that provide a level of power and flexibility not available in any other design and printing software package. The applications available to you depend on the edition of the BarTender that you purchased.

The following table defines the applications included in each edition of BarTender. If you choose a typical installation, these applications will be installed by default with BarTender.

	Basic	Professional	Automation	Enterprise Automation
BarTender Designer	✓	✓	✓	✓
Print Station	✓	✓	✓	✓
Batch Maker	✗	✓	✓	✓
History Explorer	✗	✗	✓ *	✓
Printer Maestro	✗	✗	✓ *	✓
Reprint Console	✗	✗	✓ *	✓
Integration Builder	✗	✗	✓ *	✓
Librarian	✗	✗	✗	✓
Print Portal	✗	✗	✗	✓ (only when specified)

* Limited functionality in Automation edition

Automation Editions (Automation and Enterprise Automation)

If you purchased an Automation edition of BarTender, you will also need to install a single copy of Seagull License Server (SLS) on your network in order to enforce licensing. Without this application, BarTender will run in demo mode, altering your print output from your intended design.

- *If you are running only one copy of BarTender*, SLS and BarTender are usually installed on the same computer. On the installer, simply check the box for Seagull License Server to install both applications.
- *If you are running BarTender on multiple computers within your environment*, SLS is installed on ONLY one computer. This computer, typically a server, must be accessible across your network by all installed copies of BarTender. When running the installer, you have the option to install Seagull License Server Only. Use this option if the computer (or server) running SLS will *not* also have BarTender running on it. If you choose to also install BarTender, run the installer and check the box for Seagull License Server to install both applications. All other installations should *not* include Seagull License Server.

If you will be creating your own custom applications to run and manage BarTender, the BarTender .NET SDK is also available for installation. This collection of APIs let your applications automatically perform all of the data-retrieval and high demand label printing tasks that BarTender itself performs.

Installing BarTender

BarTender is available in two versions: 32-bit and 64-bit.

- If you have a 32-bit operating system (OS), you must install the 32-bit version of BarTender.
- If you have a 64-bit version of Windows, you may install either the 64-bit or 32-bit version of BarTender. The 64-bit version is recommended, but you may need to install the 32-bit edition if you are using certain OLE DB or ODBC database drivers, or if you need to develop a 32-bit application using the SDK. For more detailed information, refer to the [32-bit and 64-bit BarTender](#) white paper.

Before installing BarTender, verify that you have the following easily accessible:

- Your Product Key Code (PKC) (if you purchased a license of BarTender)
- The correct 32-bit or 64-bit BarTender installation package, available on the BarTender DVD or downloaded from our website at <https://www.seagullscientific.com/label-software/barcode-label-printing-software-download.aspx>

In addition, determine which Companion Applications and additional features you wish to include with the BarTender installation. For more information about these applications, refer to [Choosing What to Install](#).

Use one of the following procedures to install BarTender and Companion Applications and to complete registration:

To install BarTender and Companion Applications (Basic and Professional Editions)

1. Double-click on the BarTender installation package.
2. If asked, pick your desired language for the installer and click **OK**.
3. If asked to install required components, click **Install**.
4. On the initial installer screen, click **Next**.
5. Read and accept the license agreement, then click **Next**.
6. Select the edition of BarTender you have purchased.
7. Check **Specify advanced installation options** if you want to specify which BarTender components and companion applications you want to install with BarTender or which folder you want to install the BarTender Suite to.
8. Click **Next**.
 - If you previously checked **Specify advanced installation options**, use the **Advanced Installation Options** page to check the BarTender components and companion applications you want to install, and to specify the install folder, then click **Next**.
9. Click **Install**.

10. On the **BarTender Activation** screen, click **Activate Now** to activate your software now, or click **Next** to activate your software later.
11. On the **Registration and Maintenance** screen, click **Register Online Now** to register your software now, or click **Next** to register your software later.
12. On the **Installation Complete** screen, you can optionally enable the following actions:
 - Run BarTender
 - Create Desktop Shortcut
 - Open Getting Started Manual

When you have made your selections, click **Finish**. Installation is complete.

To install BarTender and Companion Applications (Automation Editions)

1. Double-click on the BarTender installation package.
2. If asked, pick your desired language for the installer and click **OK**.
3. If asked to install required components, click **Install**.
4. On the initial installer screen, click **Next**.
5. Read and accept the license agreement, then click **Next**.
6. Select the edition of BarTender you have purchased, then click **Next**.
7. Under **Optional Modules**, check the component(s) you want to install with BarTender. Alternatively, you can install these components at a later time. Options include the following:
 - **BarTender .NET SDKs**
 - **BarTender Print Portal**
 - **Seagull License Server**



You do not need to install Seagull License Server for a trial installation, but it *must* be installed somewhere on your network for BarTender to fully function beyond the 30-day trial period.

8. Check **Specify advanced installation options** if you want to specify which BarTender components and companion applications you want to install with BarTender or which folder you want to install the BarTender Suite to.
9. Click **Next**.

- If you previously checked **Specify advanced installation options**, use the **Advanced Installation Options** page to check the BarTender components and companion applications you want to install, and to specify the install folder, then click **Next**.
10. On the **Service Account** page, you can click **Create a New User Account** or **Select an Existing User Account** to specify a user account for the services used by BarTender. Alternatively you can keep the default settings by not making changes on this page.
 11. Click **Next**.
 12. If you installed Print Portal, create an IIS_WEBPRINT account. If you already have an IIS_WEBPRINT account, enter your password and click **Next**.
 13. On the **Ready to Install** page, verify that the components you want installed are listed. If a change is needed, click the **Back** button on each page of the wizard until you locate the page that allows you to change the desired option. Alternatively, click **Install** to install BarTender and the listed components.
 14. On the **BarTender Activation** screen, click **Activate Now** to activate your software now, or click **Next** to activate your software later.
 15. On the **Registration and Maintenance** screen, click **Register Online Now** to register your software now, or click **Next** to register your software later.
 16. On the **Installation Complete** screen, you can optionally enable the following actions:
 - Run BarTender
 - Create Desktop Shortcut
 - Open Getting Started Manual
 - Run the System Database Wizard (Recommended)
 17. When you have made your selections, click **Finish**. Installation is complete.

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 its documents accessible to other computers, tablets, and even mobile devices over the Internet. Users in your company can print documents simply by going to a website and selecting the document they want to print.

Print Portal must be hosted on a computer that is running the following software:

- Internet Information Services (IIS)
- ASP.NET
- BarTender (Enterprise Automation or Trial edition)

All client devices must have access to a web browser.



The BarTender System Database must be set up for Print Portal to function. For more information, refer to [Setting Up the BarTender System Database](#).

Enabling Authentication


Administrators can configure Print Portal so that users log in by using Windows accounts. With authentication enabled, only users with the **Administer** permission in Administration Console will be able to change Print Portal's administrative settings. Authentication is enabled 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 requires that a security certificate and HTTPS binding is 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. This chapter is written to get you started with the most basic tasks in BarTender, including creating, designing, and printing items.

Creating a New Document

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

- The New Document wizard opens, which enables you 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 should match 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 on the page, are defined by using either the New Document wizard or the **Page Setup** dialog.




Each on-screen design area is configured to a printer stock on a specific printer. If you need to change printers or media, BarTender will try 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, and you will need to either change your design or change the page settings by using the **Page Setup** dialog.

Using BarTender's Sample Documents


Because designing templates on your own may be time-consuming, a number of standard documents can be installed by using the BarTender installation package. You can modify any of these documents to your own requirements. Often, you can even save time by modifying an existing document; if a sample document is similar to what you want to design, then you do not need to start from scratch.

Viewing the sample documents in BarTender is an easy way to discover the many features and capabilities of the application. After you have loaded a document, you can examine the various dialog settings to determine what features and customization options are available.

To open a sample document


1. From the **File** menu, select **Open**. Alternatively, click the  icon on the **main toolbar**.
2. In the left Navigation Pane, select **BarTender Documents**. If this is not an option, browse to the **BarTender Documents** folder under **My Documents**.
3. Double-click the appropriate industry or category folder, and then locate the sample document that you want to open.
4. Double-click the sample document to open it in BarTender. Alternatively, click the document name, and then click the **Open** button.

To create a copy of a sample document


1. From the **File** menu, select **New**. Alternatively, click the  icon on the **main toolbar**.
2. In the **New Document Wizard**, select **Existing BarTender Document** as your starting point.
3. Click the **Select** button.
4. In the left Navigation Pane, select **BarTender Documents**. If this is not an option, browse to the **BarTender Documents** folder under **My Documents**.
5. Double-click the appropriate industry or category folder, and then locate the sample document that you want to open.
6. Double-click the sample document. Alternatively, click the document name, and then click the **Open** button.
7. Click **Finish** to close the **New Document Wizard** and to open the copy of the document in BarTender.

Adding Objects to Your Design

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

 **Barcode:** Select from hundreds of barcode symbologies and specifications by using the **Select Barcode** dialog, or select a recently used symbology from the list.

A Text: Add a simple text object to your template, or specify formatted text by entering RTF, HTML, or XAML code.

 **Line:** Draw horizontal, vertical, or diagonal lines.

 **Shape:** Select from a variety of shapes, including rectangles, arrows, polygons, and more.

 **Picture:** Import a picture into your design from an existing file on your computer.

 **Encoder:** Add a magnetic stripe, RFID tag, or smart card encoder to your template.

The process for adding objects to your design is the same for all types of objects.



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, or encoder object on your template. 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 an object on your template.

To connect to a database

1. On the **File** menu, click **Database Setup**. Alternatively, click the  icon on the **main toolbar**. One of the following occurs:
 - If you have not previously connected to a database, this operation launches the Database Setup wizard.
 - If you are currently connected to a database, this operation opens the **Database Setup** dialog. Click the  icon to launch 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 are connected 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 an object to a database field

1. Click **Data Sources** in the Toolbox to display the **Data Sources** pane.
2. Expand **Database Fields** to display all available fields in your database.
3. Drag the database field that you want to the barcode, text, or encoder object that you want.

If the **Live Database Navigator** feature is enabled at the bottom of the design area, your data will be displayed directly on your template. Otherwise, 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 until print-time. Consider the following examples:

- A standard shipping label that includes the weight of a package, but the weight of the package is not known until print-time
- A product label for perishable items for which you need to enter the current date each time you print the label

When you encounter this type of requirement, you can configure BarTender to display a data entry form at the start of the print job. Users can then use this form to enter the data that is required to complete the print request.


To create and design a data entry form

1. At the bottom of the design area, click the **Form 1** tab to open the Data Entry Form view.
2. On the **object toolbar**, click the icon for the control or object that you want to add. Alternatively, click the object type on the **Create** menu.
3. On the sub-menu, click the control or object that you want. For line objects, skip this step.
4. Click the location where you want to add the control or object. For line objects, drag the pointer to the endpoint of the line.

To link a control to a template object

1. In the **Data Sources** pane of the Toolbox, locate the data source whose text you want to enter at print-time.
2. Drag the data source onto the control that you want.
3. Release the button to link the control to the object or data source on your template.

To enter data into a form at print-time

1. On the **File** menu, click **Print** to open the **Print** dialog. Alternatively, click the  icon on the **main toolbar**.
2. Click **Print** to display the data entry forms for your document.
3. Enter the data into the controls on your form. The data that you enter will appear on your printed item at the location of the linked control.


Printing Your Document

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

To print your document from BarTender Designer



Each on-screen design area is configured to a specific printer. Because different printers support different sizes of media, changing your printer may affect the positioning of objects on your printed items. If this occurs, you may 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 the  icon on the **main toolbar**.
3. Confirm 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 will either initiate the print job or open 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 may 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.
5. Click **Print**.

Clicking **Print** may do either of the following, depending on the configuration of your document:

- Send the print job to the printer
- Open a data entry form

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 are responsible for managing licensing, configuring application settings, and monitoring BarTender's performance. Essentially, it is up to you to customize BarTender in a way that matches the needs of your company. This section was written to help you locate the different administrative settings and intelligently set up BarTender for your printing environment.

Managing Your Automation License

When either the Automation or Enterprise Automation edition of BarTender is running, the application must be able to communicate with Seagull License Server (SLS) to monitor printer licensing. Each time a user prints an item, BarTender scans the network, trying to connect to SLS on the specified port.

One copy of SLS must be installed on your network to monitor printer usage and enforce licensing. From SLS, you can track the number of printers in use and trends in printer usage. In addition, SLS can email notifications or create a message log when your printer license is reached.

BarTender's connection to SLS is configured by using the **Licensing Setup** dialog. If BarTender cannot locate SLS on the network, verify the connection settings and then test the connection by using this dialog.

To manage Seagull License Server connection options

1. On the **Administer** menu, click **Licensing Setup** to open the corresponding dialog.
2. To use the default connection settings, click to select **Automatically Find Seagull License Server**. Otherwise, click to clear this option, and then manually enter the **Server** name or address where SLS is installed.
3. In the **Preferred** section, modify the **Port**, **Timeout**, and **Attempts** settings.
4. Click **Test** to verify that the connection is working properly.
5. Click **OK** to close the dialog.



If SLS is running behind a network router or if you have a firewall enabled, the **Automatically Find Seagull License Server** option might not locate the server. If the connection test fails, manually enter the network address into the **Server** field.

If BarTender cannot connect to the preferred SLS, you can specify the network location of another installed instance of SLS. The alternate SLS must be installed and activated independently of the preferred one, which requires the purchase of an additional software license.

Setting Up the BarTender System Database

The BarTender System Database is the central data storage for applications in the BarTender Suite. It is required for most of the features that are included in the Automation and Enterprise Automation editions. It includes such data 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 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 the BarTender installer after you install BarTender. If it was not installed at that time or if you want to install another BarTender System Database, you can run the wizard directly from Administration Console.

For more information about creating, administering, and maintaining the BarTender System Database, refer to the [System Database](#) section of the BarTender help system.

Configuring BarTender Security

There are a number of security measures 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](#) white paper for a comprehensive description of all the available security measures.

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

- *Application-level security* limits someone's ability to run or administer BarTender as an application. For example, applying a print-only password affects 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; therefore, moving the document to another computer will 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 BarTender's design functionality. This is the quickest security method to set up but also the most easily defeated.

To define a print-only password

1. From the **Administer** menu, select **Print-Only Password Setup** to open the corresponding dialog.
 2. Enter and confirm the password.
 3. Click **OK**.
- **User Permissions:** With Administration Console, a companion application to BarTender, administrators can control user access for different actions across the BarTender Suite. Specifically 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.
2. In the Navigation Pane, click **Security**.
3. Click to select the **Enable Security for this PC** check box if it is not already selected.
4. In the Navigation Pane, click **User Permissions** to open the **User Permissions** page.
5. At the bottom of **Users and Groups**, click **Add** to open the **Add User or Group** dialog.
6. Select the user whom you want to add. You can refine 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. With the newly added user or group selected in the **Users and Groups** pane, specify the permissions that you want to allow or deny.
9. Click **Apply** to apply the settings. Or, 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 lost. This means that after you configure your document to have a document password, losing the associated password is likely to prevent you from using that document again.

To set up a BarTender document password

1. Open the BarTender document that you want to protect with a password.
 2. From the **File** menu, select **BarTender Document Password** to open the corresponding dialog.
 3. Set the password and an optional password hint.
 4. Under **Protected Actions**, click to select 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 PCs. If an encrypted document is moved to a different PC, it cannot be opened unless Administration Console is also installed and someone has defined the same key that was used to encrypt the document.

To create an encryption key

1. Open Administration Console.
2. In the Navigation Pane, click **Security**.
3. Click to select the **Enable Security for this PC** check box if it is not already selected.
4. In the Navigation Pane, click **Encryption** to open the **Encryption** page.
5. Click **Add**, and then enter the key of your choice along with any comment that you want to associate with it.
6. Click **OK** to close the dialog.
7. To automatically encrypt all documents in BarTender when you save them, click to select **Encrypt documents when saving**.
8. Click **Apply** to apply the settings. Or, click **OK** to apply the settings and also close Administration Console.

To encrypt existing documents

1. Open Administration Console.

2. In the Navigation Pane, click **Security**.
3. Click to select the **Enable Security for this PC** check box if it is not already selected.
4. In the Navigation Pane, click **Encryption** to open the **Encryption** page.
5. At the bottom of the **Encryption** page, click the **Document Encryptor** link to open the **BarTender Document Encryptor** dialog.
6. Click the **Add** button 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. From the **New Key** dropdown list, select 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. Or, click **OK** to apply the settings and also close Administration Console.

Changing the Language

BarTender is available in 23 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, Greek, Hungarian, Italian, Japanese, Korean, Norwegian, Polish, Portuguese (European and Brazilian), Russian, Spanish, Swedish, Thai, Turkish

By default, BarTender is installed in English and in the locale of your operating system. Additional languages can be added by using the BarTender installer.

To install additional languages

This procedure assumes that you have already installed BarTender on your computer.

1. Double-click the BarTender installation package.
2. On the initial installer screen, click **Modify**, and then click **Next**.
3. Click to select the **All Translations** check box.
4. Click **Next** to complete the language installation.
5. After the installation is complete, click **Finish** to close the installer.

To change the language of the user interface

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

Managing BarTender Files and Folders

As an administrator, you can specify where BarTender will store application-specific files. You can also set the default directories where BarTender will save and retrieve documents, images, and scripts. If you are running the Enterprise Automation edition of BarTender, you can use Librarian for file revision control and workflow.

The **File Location** page in Administration Console defines all of these locations, whether they are on your local PC, somewhere on the network, or stored in Librarian. 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 it is saved, the XML file can be loaded into another instance of BarTender by using the **Import Settings** option.

To set a default file location

1. In **Administration Console**, select the **File Locations** node to open the corresponding page.
2. Locate and then select the folder or file location that you want to set.
3. Click **Change Location**.
4. 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.
5. Click **OK** to close both dialogs.

Using Librarian

Librarian enables you to store files in a centralized database rather than “loose” on various hard drives, so 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. Librarian can be used with Security Center, letting you control which users can access files within Librarian and what they can do with them.

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



Librarian is available with the Enterprise Automation edition of BarTender.

Logging Application Messages

When you encounter a message, BarTender has the ability to log the message content and relevant information about the occurrence to a text file or to the BarTender System Database. Examples of these messages might include:

- Save changes to Document1.btw?
- Although BarTender cannot connect to Seagull License Server, your BarTender will continue to function normally for another 1 day(s). However, after this grace period ends, BarTender will refuse to print or export printer code templates until a connection with Seagull License Server is reestablished.

- 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.

These messages may be purely 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's severity, and the computer in use. These logs can be viewed and audited at a later time to evaluate BarTender's performance, or to identify common user error within the application.

To log application messages to the BarTender System Database

1. From the **Administer** menu, select **Log Setup** to open the corresponding dialog.
2. On the **Database Log** tab, enable **Log To BarTender System Database**.
3. If you are not currently connected to a BarTender System Database, click **Setup** to connect to an existing one or to create a new one.
4. Under **Information To Log**, enable **Application Messages**.
5. From the **Severity** dropdown list, select the severity level of the messages you wish to log. If you wish to manually select the messages to log, select **Custom**, then **Select**. Check the messages you want, then click **OK** to return to the **Log Setup** dialog.
6. Click **OK** to close the **Log Setup** dialog.

You can view all messages logged to the BarTender System Database in History Explorer, one of the companion applications included with the Automation and Enterprise Automation editions.

To log application messages to a text file

1. From the **Administer** menu, select **Log Setup** to open the corresponding dialog.
2. On the **Text File Log** tab, enable **Log Messages**.
3. Click the **Setup** button to open the **Text File Log Message Setup** dialog.
4. For **Log File Folder**, enter the location where you want to save the log file.
5. To manually select the messages to log, click the **Select** button. Check the messages you want, then click **OK** to return to the **Text File Log Message Setup** dialog.
6. Click **OK** to close both dialogs.

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

Sending Email Alerts

When BarTender generates an error or warning message, you can have an email message delivered to your inbox that notifies you of its occurrence. The message information includes the following details (sections), in this order: Date, Time, Message Number, Message Type, Message Category, Response to Message, and Message Body.

When setting up 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, you must configure the outgoing mail server and specify one or more recipients by using the **Alert Setup** dialog.

To enable email alerts

1. From the **Administer** menu, select **Alert Setup** to open the **Alert Setup** dialog.
2. On the **E-Mail** tab, click to select the **Enable E-Mail** 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 recipients for the alerts, separated by semicolons.
6. For **Output Type**, select the desired delivery format.

7. To manually select the messages that will trigger a notification, click **Select Messages** to open the **Select Messages: Email Alerts** dialog.
8. Click to select 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

- Seagull Scientific Website
<https://www.seagullscientific.com>
- BarTender Support Center
<https://support.seagullscientific.com>
- BarTender Online Help System
<http://help.seagullscientific.com>
- Seagull White Papers
<https://www.seagullscientific.com/support/white-papers>

