

UniNet[®]

iColor[®]

PRINTING SOLUTIONS

powered by **UniNet**

BarTender 10 Pro & Adobe Acrobat X Pro Installation and User Guide for Variable Data

UniNet 3232 W. El Segundo Blvd., Hawthorne, California 90250 | sales@icolorprint.com
www.icolorprint.com

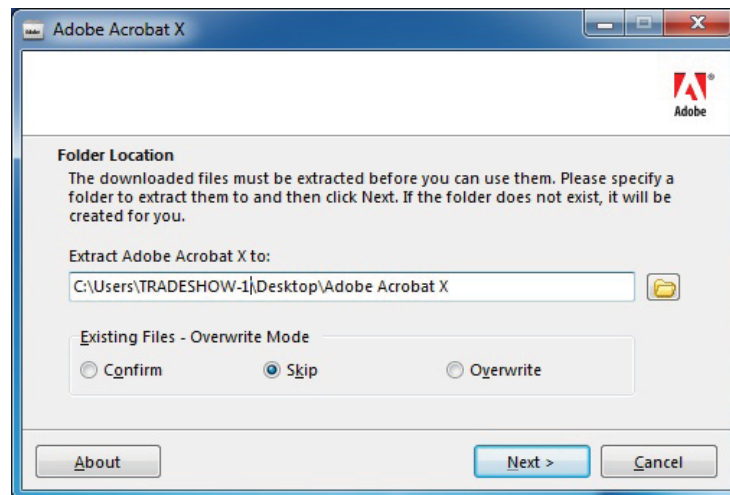
Contents

1. Installing Adobe Acrobat Pro	3
2. Installing Adobe PDF Printer	11
3. Installing Bartender: Professional.....	18
4. Configuring BarTender.....	24
(a) Page Setup	24
5. Creating a job in BarTender.	32
(a) Prerequisites	32
(b) Database Connection Setup (csv file).....	33
6. Bartender Job Options	40
(a) Inserting a Bar Code.....	40
(b) Inserting a Picture.....	46
(c) Resizing a Bar Code	51
(d) Inserting Text.....	52
(e) Inserting additional Bar Codes.....	56
(f) Saving a template	58
(g) Changing the background	59
(h) Steps before printing	62
(i) Printing the job	65

1. Installing Adobe Acrobat X Pro

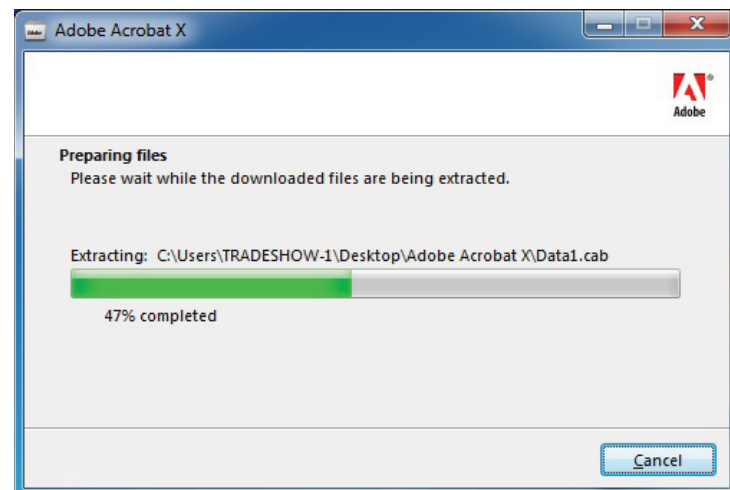
Step 1: Navigate to the Download URL link provided by your vendor> Download and save the installation file.

STEP 2 of 17



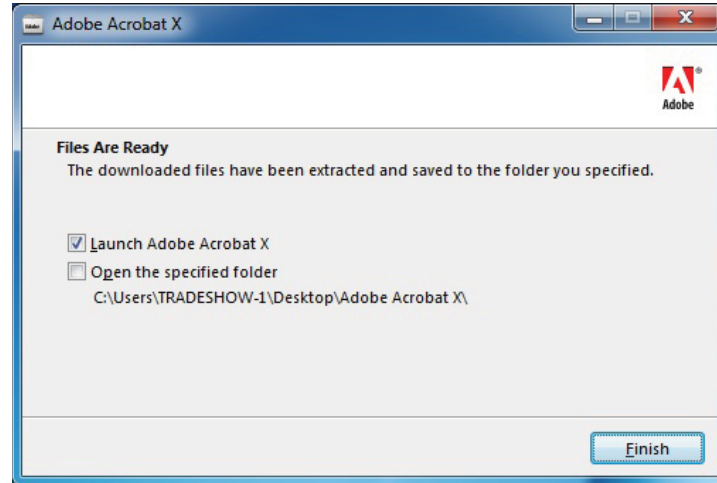
Run the Adobe Acrobat X Pro setup file, adobe-acrobat-x-pro-windows.exe> Click **Next >**.

STEP 3 of 17



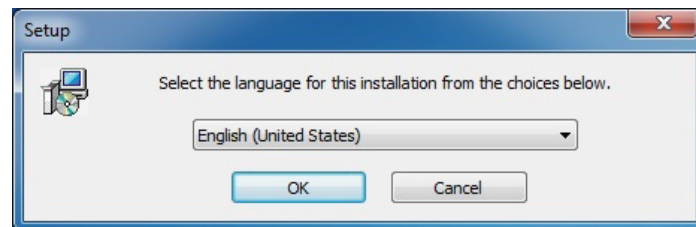
The Adobe Acrobat X Pro executable will extract all the necessary files for the installation.

STEP 4 of 17



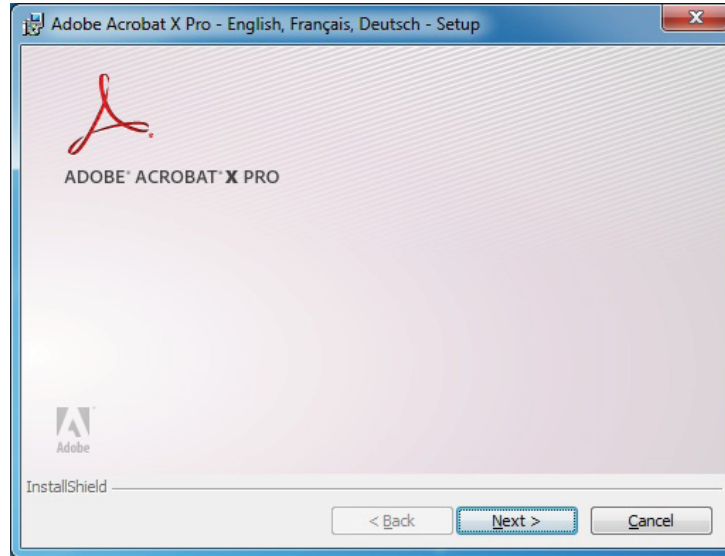
Once all the files have been extracted, click **Finish** to launch the installer.

STEP 5 of 17



Select the preferred language> Click **OK**.

STEP 6 of 17

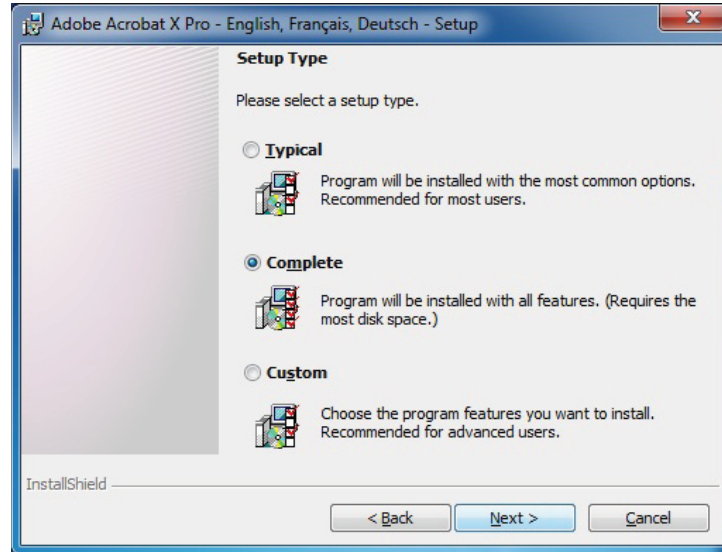


Click **Next >**.

STEP 7 of 17

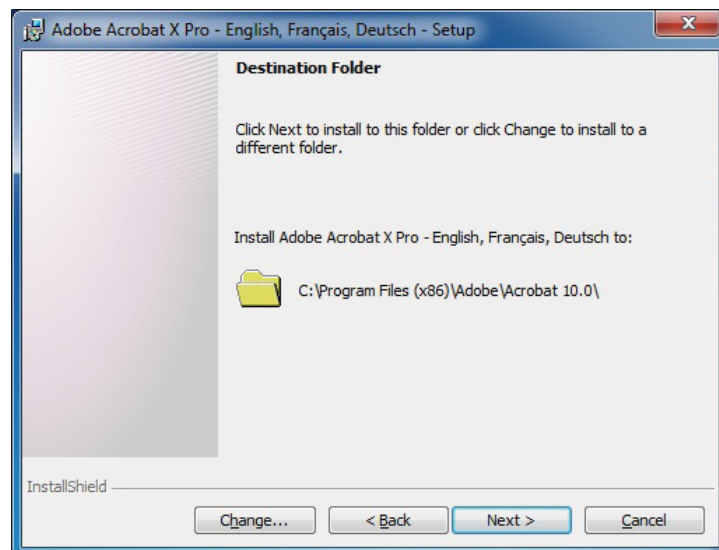
Fill out the necessary information> Click **Next >..**

STEP 8 of 17



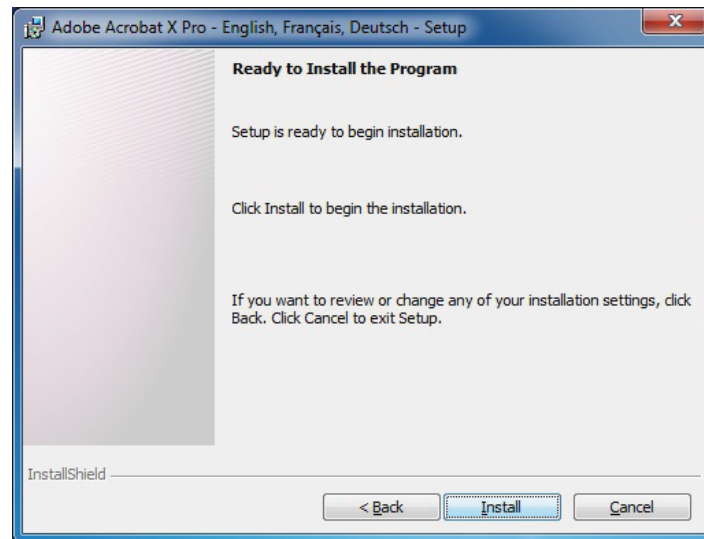
Select Complete> Click **Next >**.

STEP 9 of 17



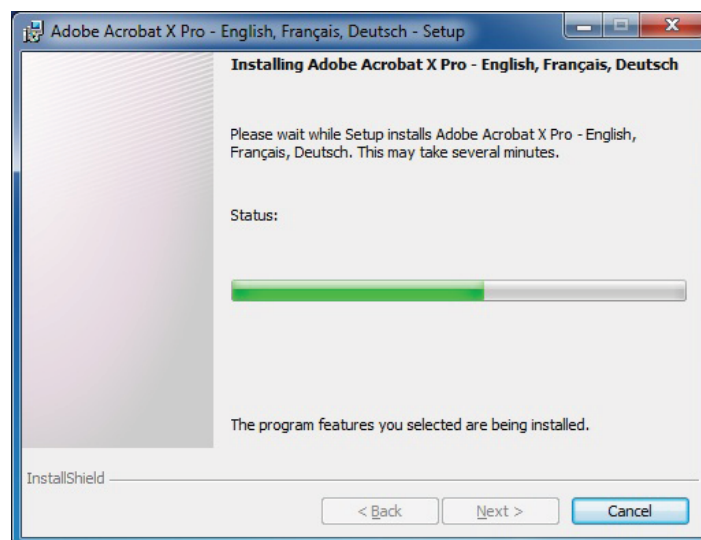
Click **Next >**.

STEP 10 of 17



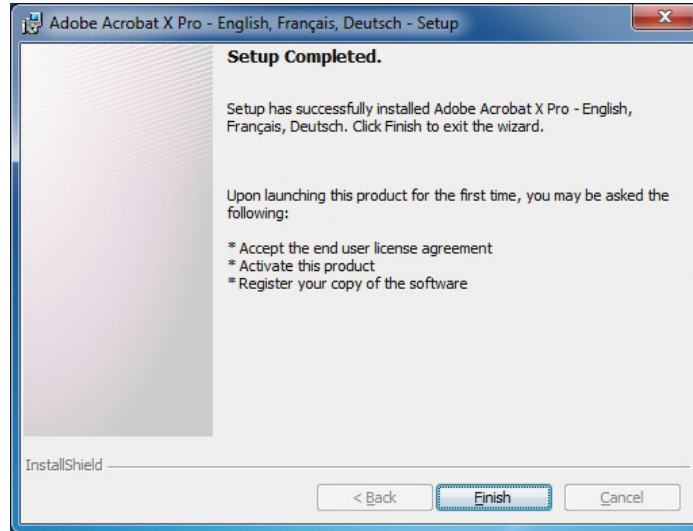
Click **Install**.

STEP 11 of 17



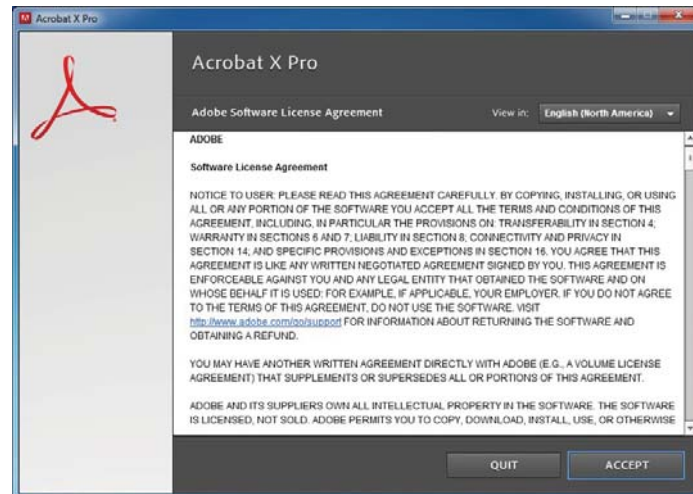
The installation will proceed.

STEP 12 of 17



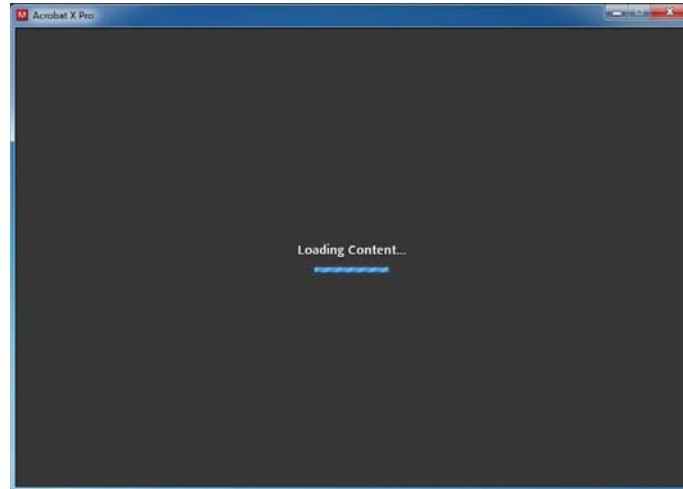
The installation has completed> Click **Finish**.

STEP 13 of 17



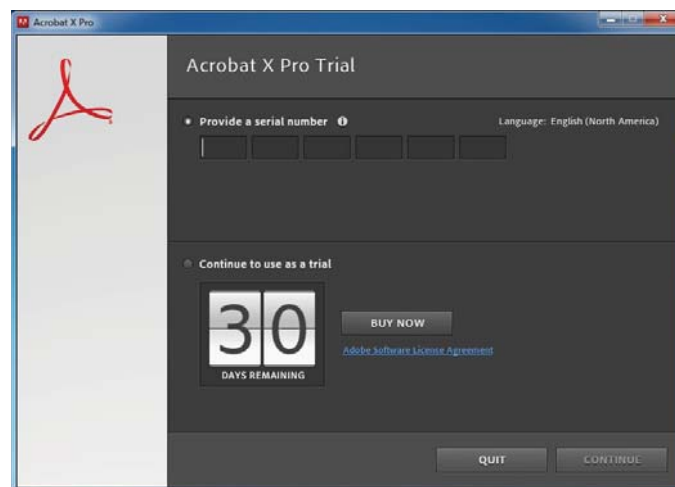
The Adobe Software License Agreement will display> Click **ACCEPT**.

STEP 14 of 17



The Loading Content Page will display.

STEP 15 of 17



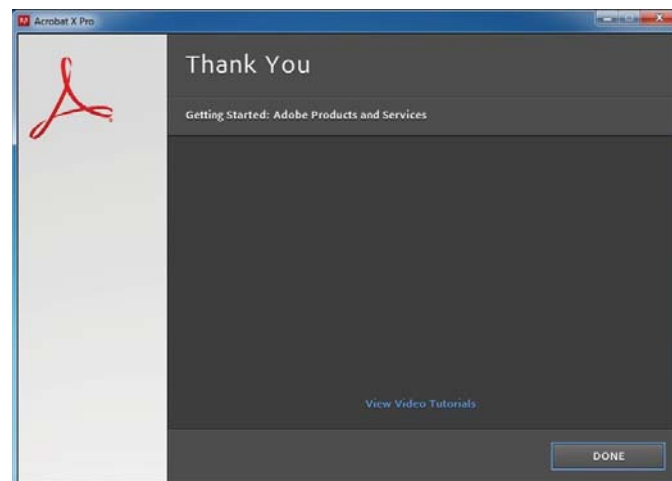
If the Serial Number was not entered earlier, please enter it now.> Click **CONTINUE**.

STEP 16 of 17



Login with your Adobe ID. Enter your login credentials> Click Next. If you do not have an Adobe ID, click CREATE AN ADOBE ID, then enter your newly created login credentials> Click **Next**.

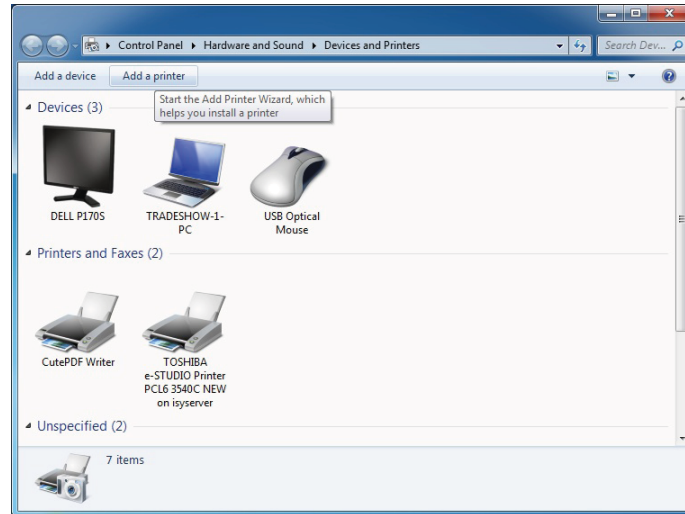
STEP 17 of 17



Click **Done**. The installation of Adobe Acrobat X Pro is completed.

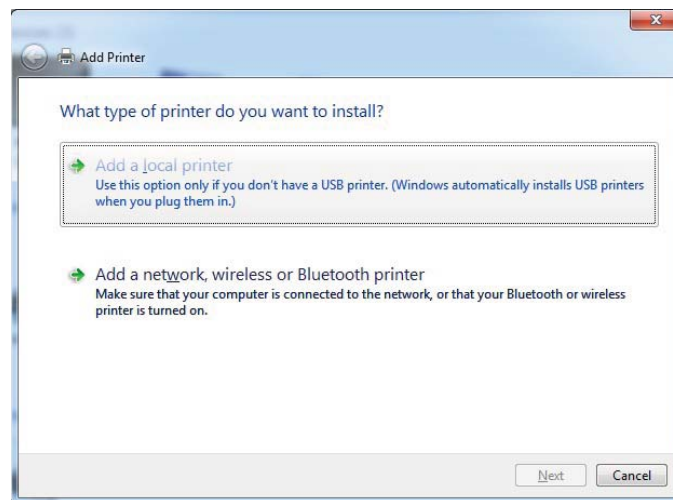
2. Installing Adobe PDF Printer

STEP 1 of 15



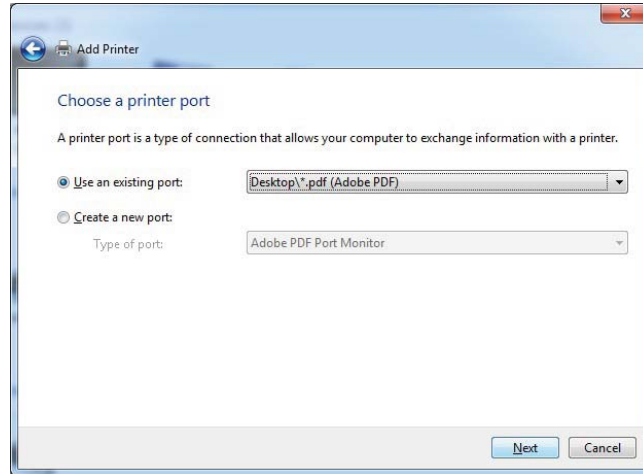
Navigate to Devices and Printers in the Control Panel. Click **Add a printer**.

STEP 2 of 15



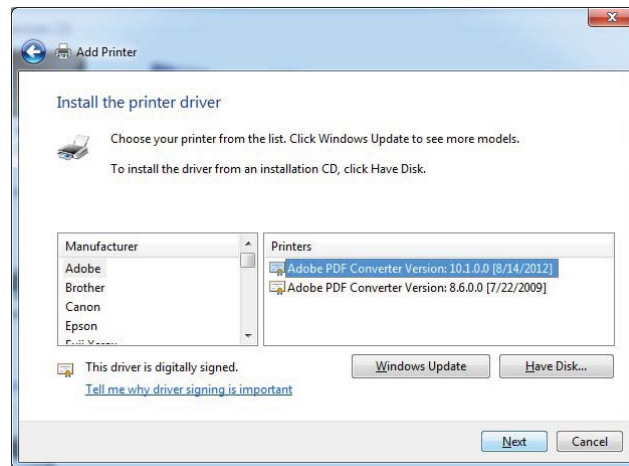
Click **Add a local printer**.

STEP 3 of 15



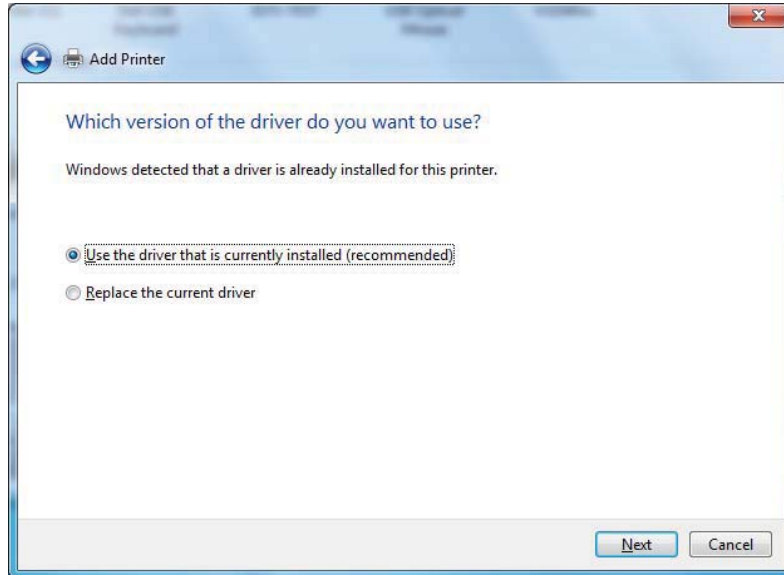
Under the **Use an existing port:** selection> Select Desktop*.pdf (Adobe PDF)> Click **Next**.

STEP 4 of 15



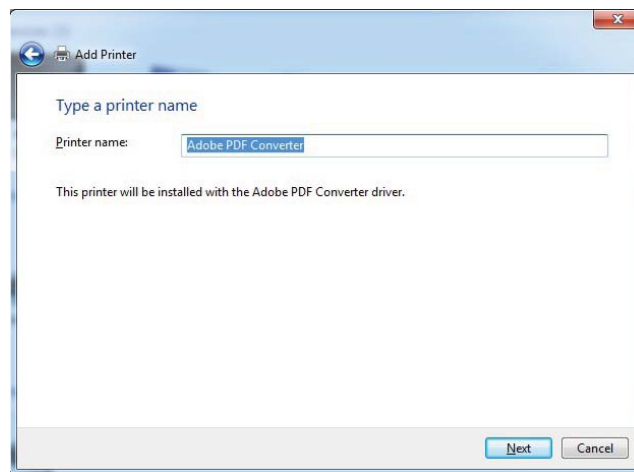
Under the Manufacturer pane, select **Adobe**> Select the **Adobe PDF Converter Version**> Click **Next**.

STEP 4 of 15



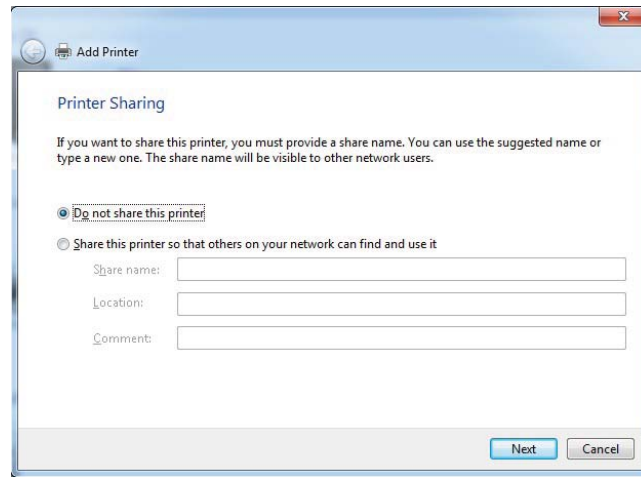
Select Use Driver that is currently installed. Click **Next**.

STEP 5 of 15



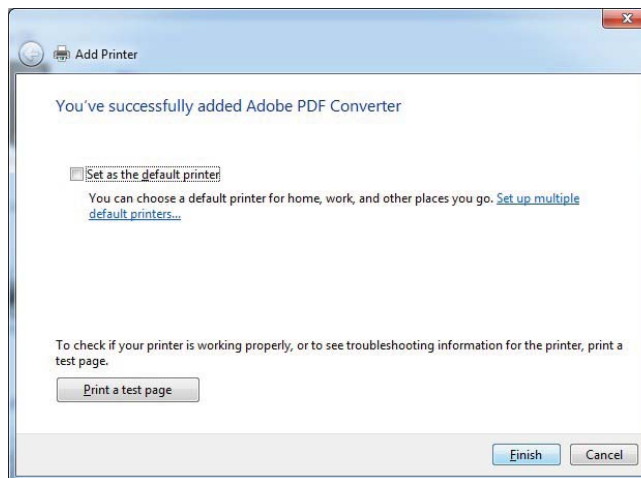
Click **Next**.

STEP 6 of 15



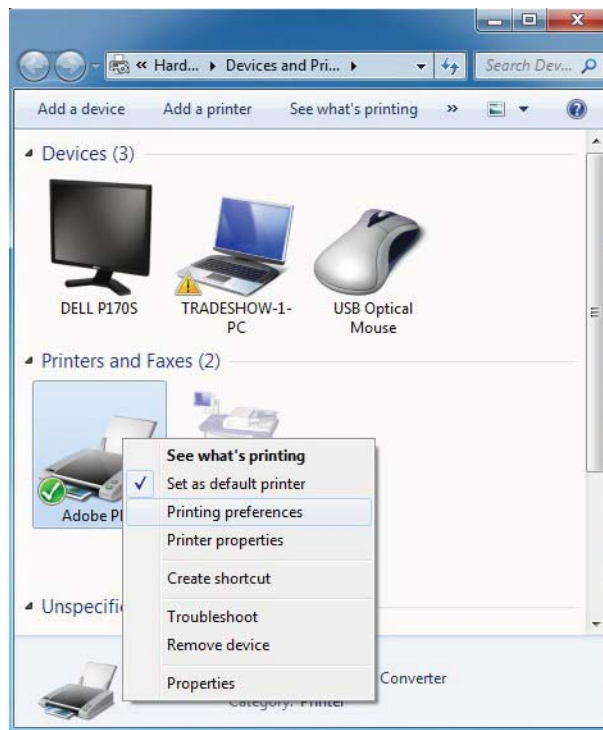
Click **Next**.

STEP 7 of 13



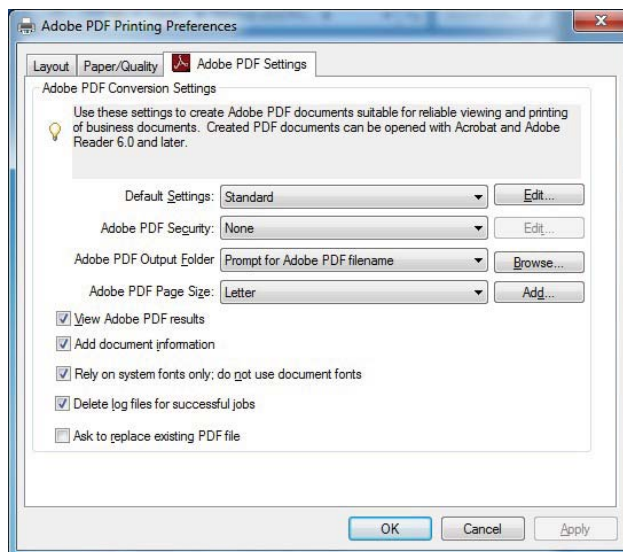
There is an option to **Set as the default printer**> Click **Finish**.

STEP 8 of 13



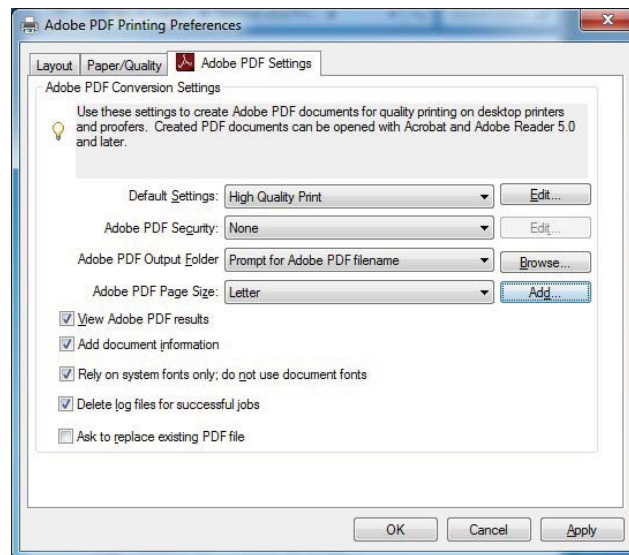
Select Adobe Print Converter> Right Click and select **Printing preferences**.

STEP 9 of 13



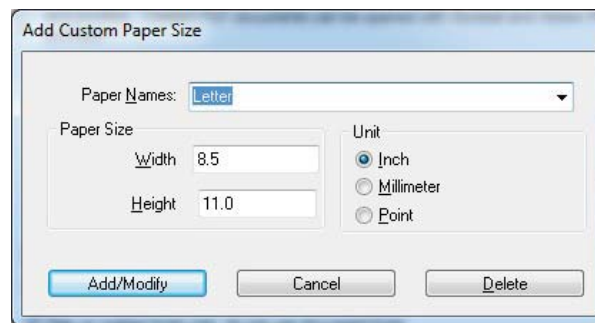
The Adobe PDF Settings window will display.

STEP 10 of 13



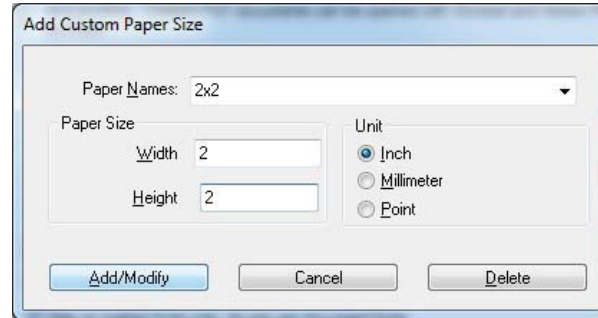
Change Default Settings: to **High Quality Print**> For Adobe PDF Page Size: click **Add**.

STEP 11 of 13



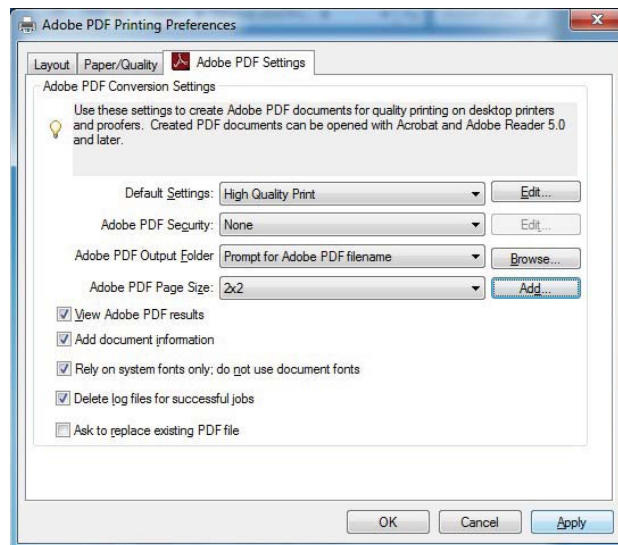
The Add Custom Paper Size menu will display.

STEP 12 of 13



Make the necessary changes to the Width and Height, use a suitable Paper Name>Click **Add/Modify**.

STEP 13 of 13



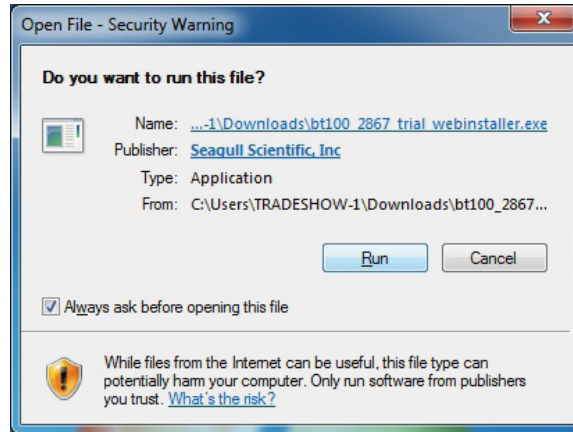
Notice that the Adobe PDF page Size: has changed. Click **Apply** to save changes.

3. Installing Bartender: Professional

Step 1: Navigate to <http://www.bartenderbarcodesoftware.com/label-software/barcode-label-printing-software-download.aspx>

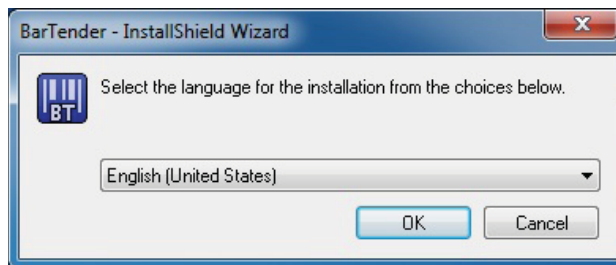
Download the latest version of BarTender. Execute the BarTender setup file.

STEP 2 of 13



Click **Run**.

STEP 3 of 13



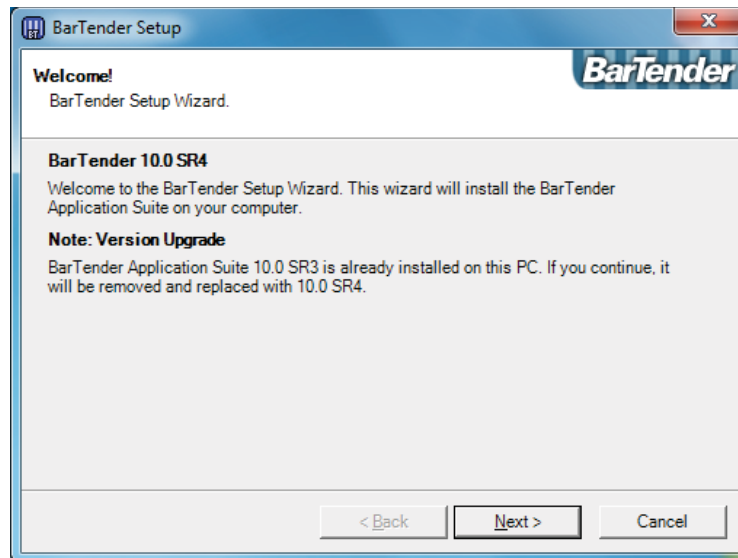
Select English [United States]> Click **OK**.

STEP 4 of 13



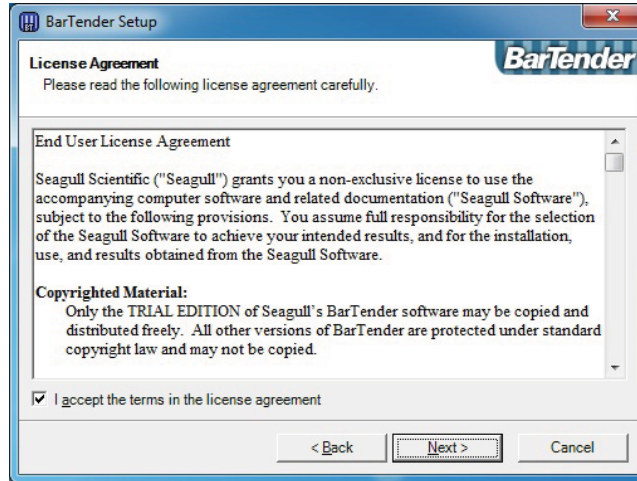
Setup will be prepared.

STEP 5 of 13



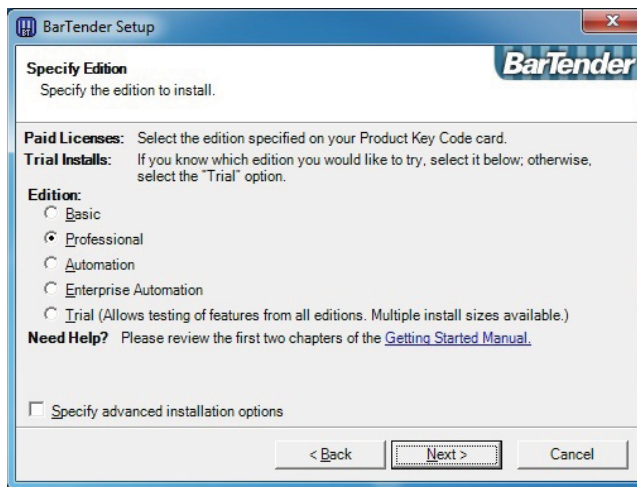
On the BarTender Setup page, click **Next >**.

STEP 6 of 13



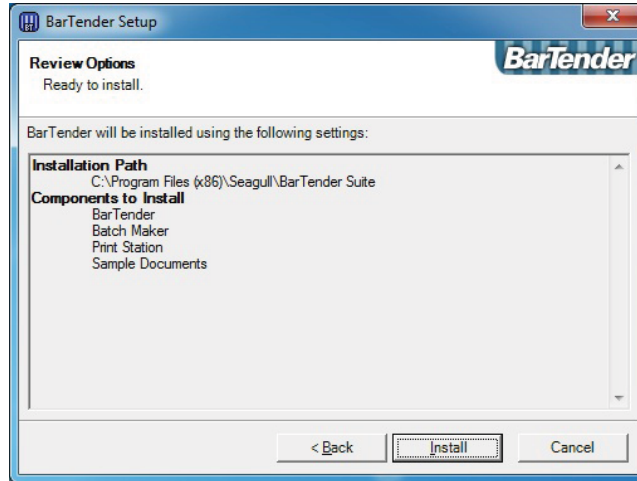
Accept the terms in the license agreement> Click **Next>**.

STEP 7 of 13



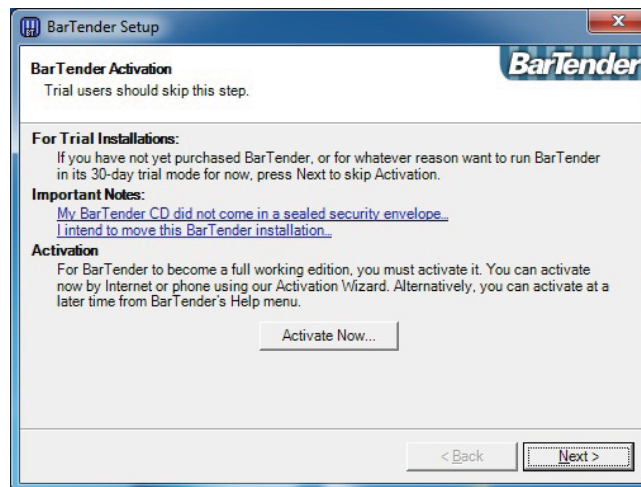
Under Edition: select **Professional**> Click **Next >**.

STEP 8 of 13



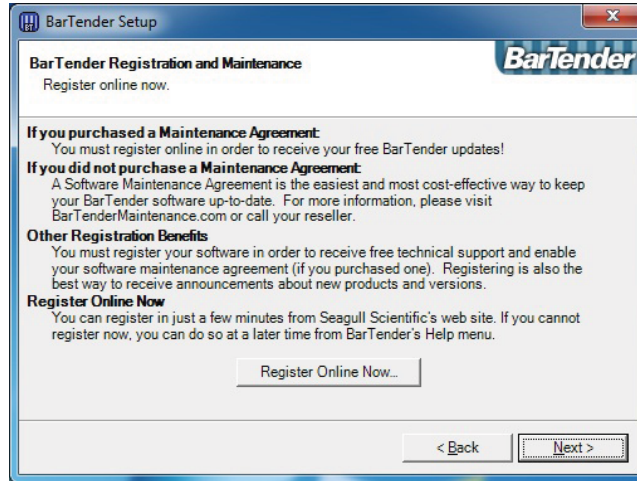
Review the options selected, click **Install**.

STEP 9 of 13



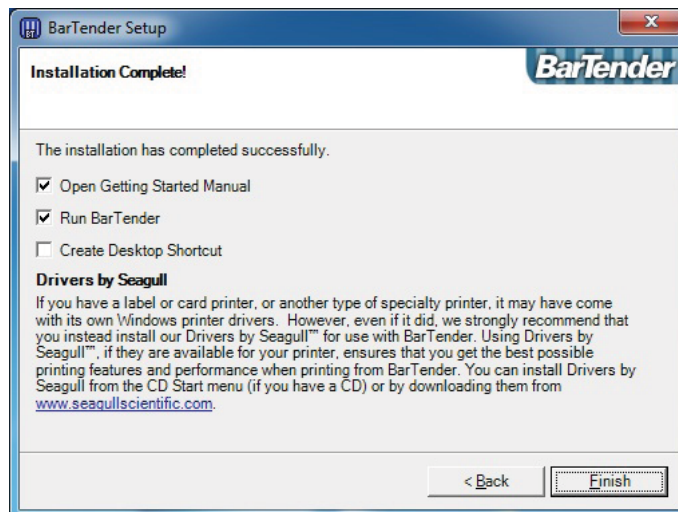
Either click Activate Now (If you have a code in possession), or **Next >** for Trial Installation.

STEP 10 of 13



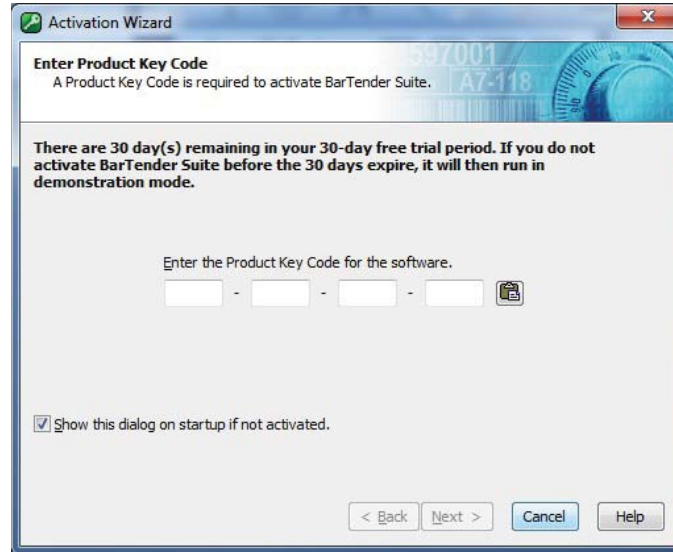
If purchased, there is an option to register, click **Next >** to continue with the Trial Installation.

STEP 11 of 13



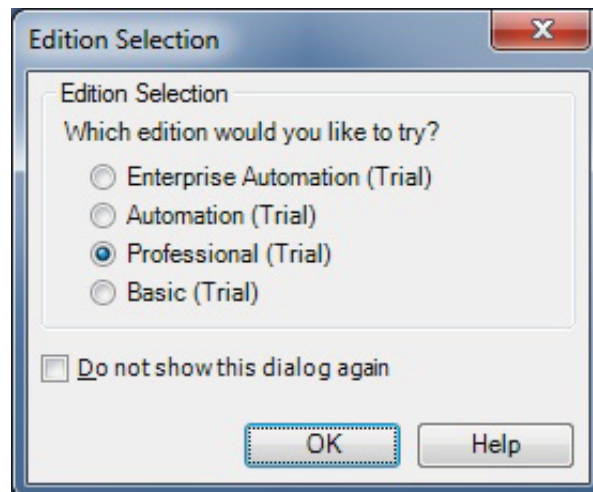
The installation has completed. Click **Finish**.

STEP 12 of 13



The Activation Wizard window will display. If purchased enter your Product Key Code, or click **Cancel** for Trial Installation.

STEP 13 of 13

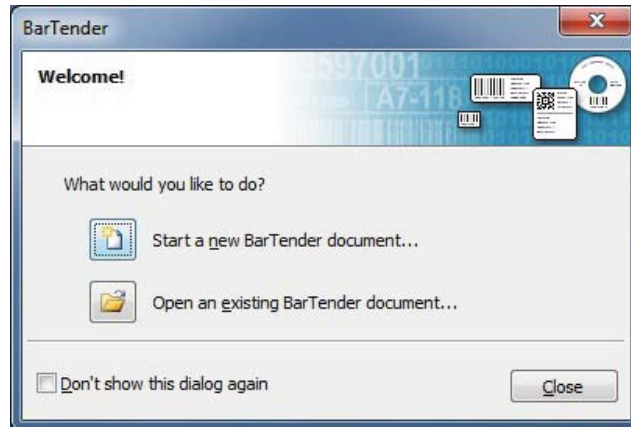


On the Edition Selection window, select **Professional (Trial)**> Click **OK**.

4. Configuring BarTender

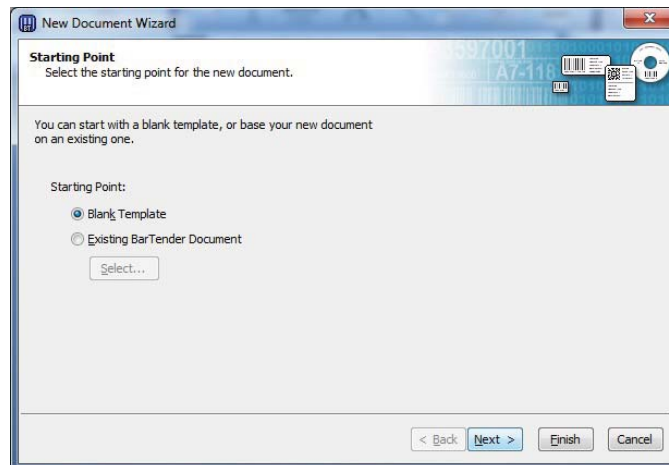
(a) Page Setup

STEP 1 of 15



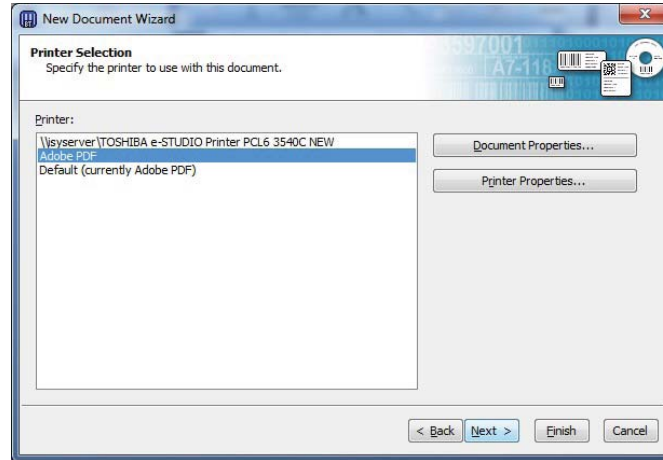
Click **Start a new BarTender document**.

STEP 2 of 15



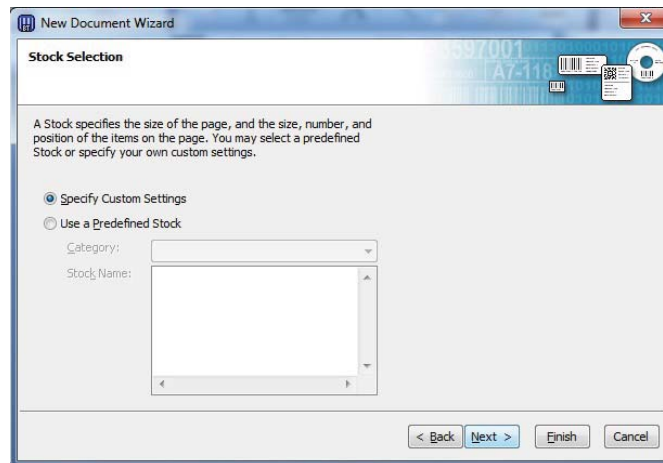
Select **Blank Template**> Click **Next**

STEP 3 of 15



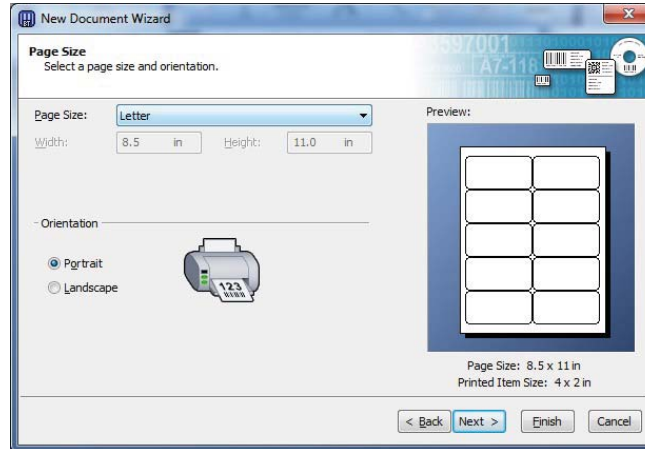
Select the Adobe PDF printer> Click **Next >**.

STEP 4 of 15



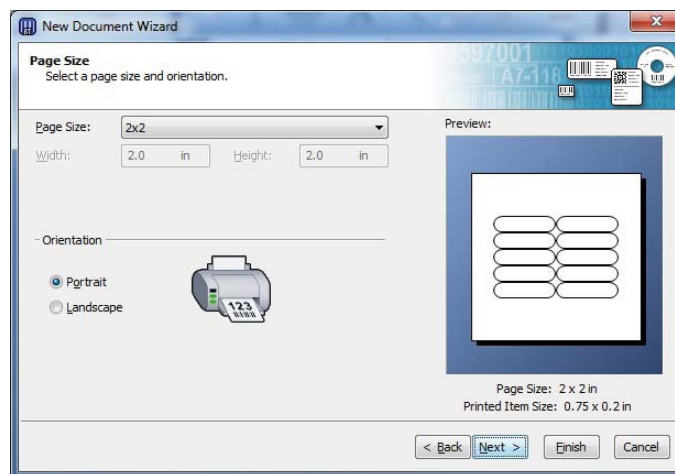
Select Specify Custom Settings. Click **Next >**.

STEP 5 of 15



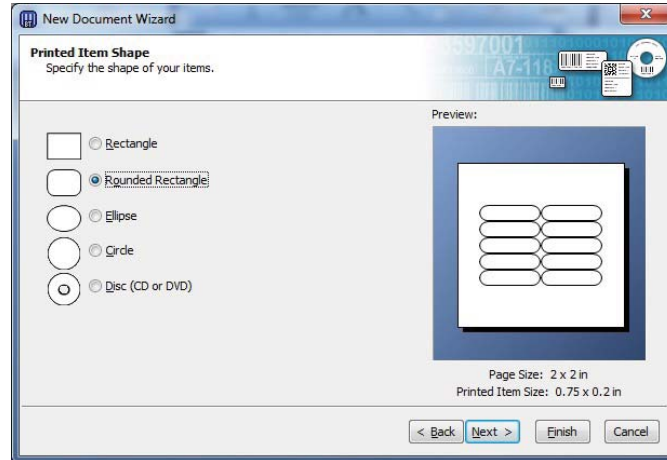
Change the Page Size: to the custom Paper Size Created for the Adobe PDF printer> Click **Next >**.

STEP 6 of 15



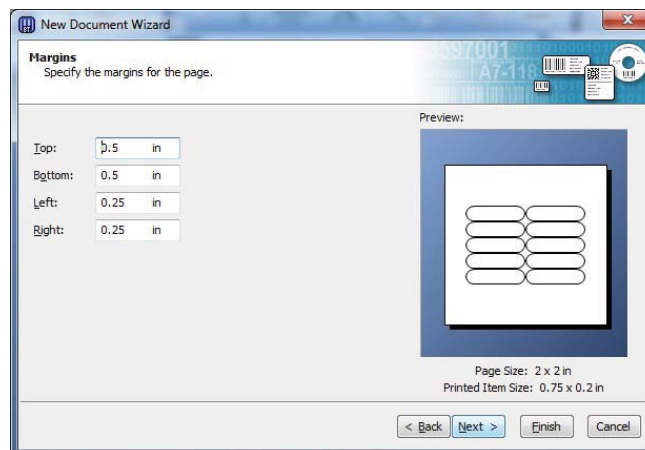
Click **Next >**.

STEP 7 of 15



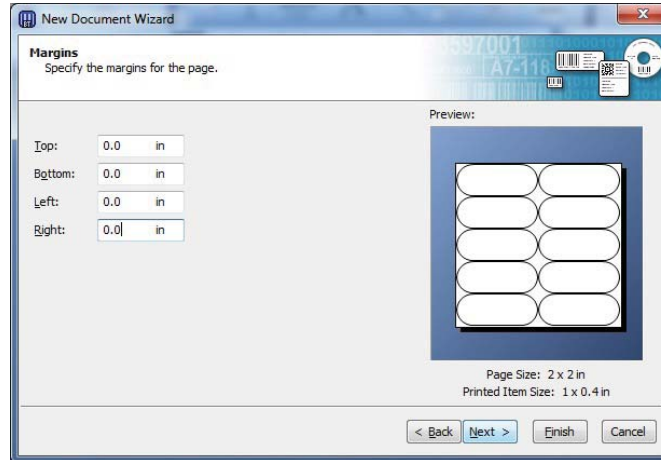
Select a preferred Item Shape> Click **Next >**.

STEP 8 of 15



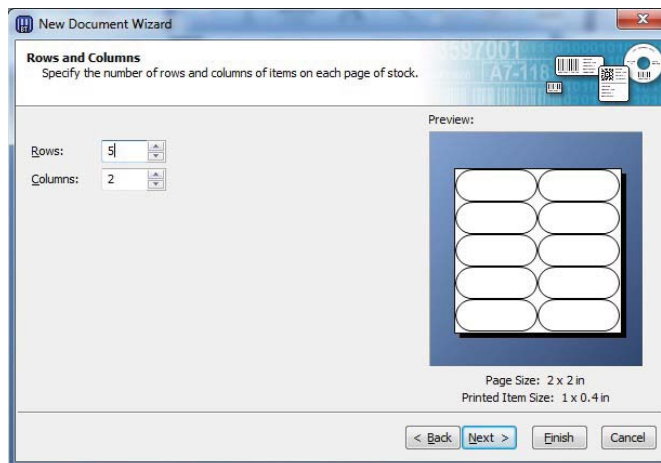
The predefined margins will display in the Margin window. The values need to be changed.

STEP 9 of 15



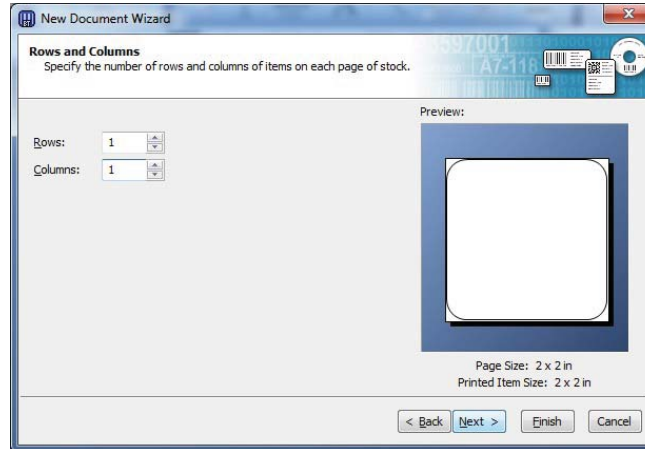
Change all margins to 0.0 inches> Click **Next >**.

STEP 10 of 15



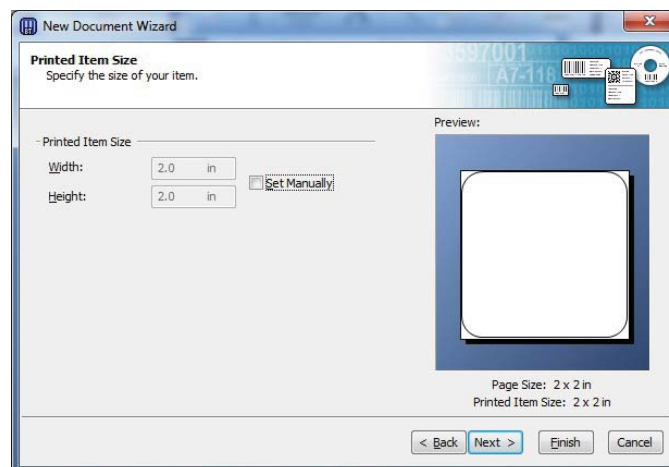
The predefined values for Rows and Columns will display in the Rows and Columns window. These values need to be changed.

STEP 11 of 15



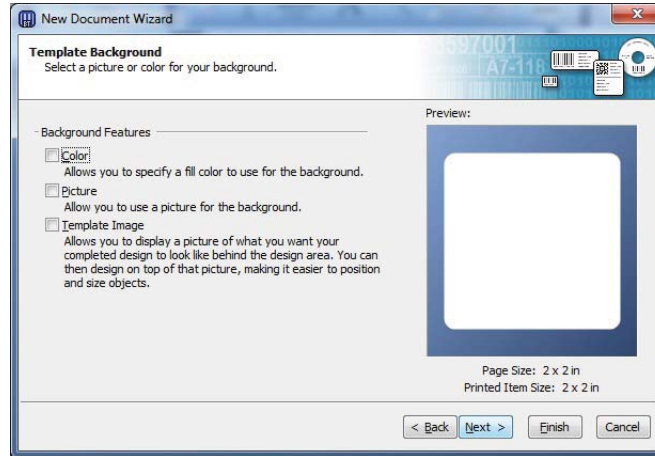
Change the values to 1> Click **Next >**.

STEP 12 of 15



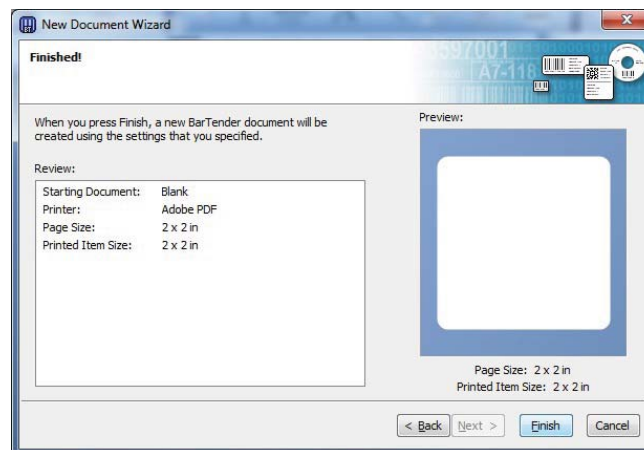
Click **Next >**.

STEP 13 of 15



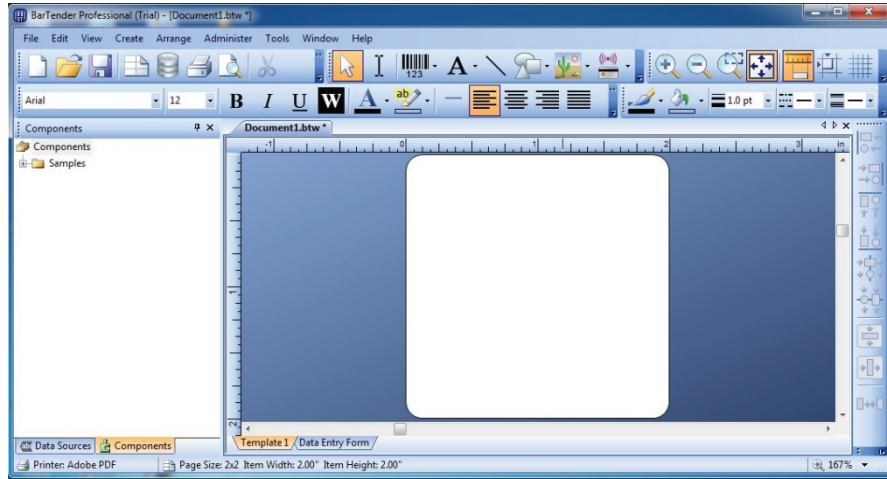
Click **Next >**.

STEP 14 of 15



Click **Finish**.

STEP 15 of 15



The page is ready for use.

5. Creating a job in BarTender.

(a) Prerequisites

Before a job can be created, there are three prerequisites that are needed:

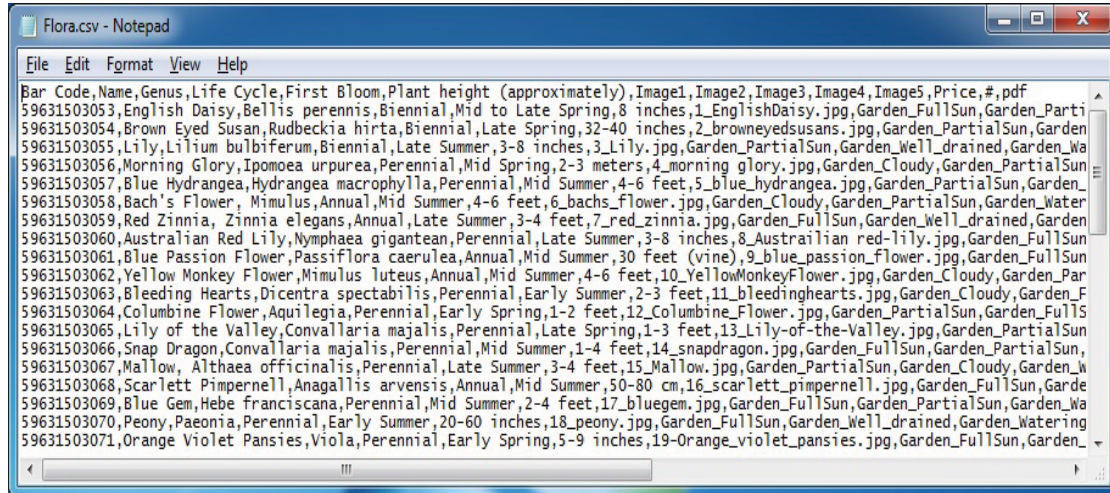
- (1) CSV File with image information and details for products
- (2) Images
- (3) Standard Folder Structure - **Note: the csv file and all images must be in the same folder.**

CSV FILE EXAMPLE

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Bar Code	Name	Genus	Life Cycle	First Bloom	Plant height	Image1	Image2	Image3	Image4	Image5	Price	#	pdf
2	59631503053	English Daisy	Bellis perenni	Biennial	Mid to Late S	8 inches	1_EnglishDaisy.jpg	Garden_Ful	Garden_Par	Garden_V	Garden_	7,99	1	4x4.pdf
3	59631503054	Brown Eyed Susan	Rudbeckia hir	Biennial	Late Spring	32-40 inches	2_browneyedsusans.jpg	Garden_Par	Garden_Wa	Garden_V	Garden_	2,99	2	4x4.pdf
4	59631503055	Lily	Lilium bulbife	Biennial	Late Summer	3-8 inches	3_Lily.jpg	Garden_Par	Garden_We	Garden_V	Garden_	10,99	3	4x4.pdf
5	59631503056	Morning Glory	Ipomoea urpu	Perennial	Mid Spring	2-3 meters	4_morning glory.jpg	Garden_Clc	Garden_Par	Garden_V	Garden_	1,99	4	4x4.pdf
6	59631503057	Blue Hydrangea	Hydrangea m	Perennial	Mid Summer	4-6 feet	5_blue_hydrangea.jpg	Garden_Par	Garden_Full	Garden_V	Garden_	11,99	5	4x4.pdf
7	59631503058	Bach's Flower	Mimulus	Annual	Mid Summer	4-6 feet	6_bachs_flower.jpg	Garden_Clc	Garden_Par	Garden_V	Garden_	2,99	6	4x4.pdf
8	59631503059	Red Zinnia	Zinnia elega	Annual	Late Summer	3-4 feet	7_red_zinnia.jpg	Garden_Ful	Garden_We	Garden_V	Garden_	10,99	7	4x4.pdf
9	59631503060	Australian Red Lily	Nymphaea gi	Perennial	Late Summer	3-8 inches	8_Australian red-lily.jpg	Garden_Ful	Garden_Par	Garden_V	Garden_	4,99	8	4x4.pdf
10	59631503061	Blue Passion Flower	Passiflora cae	Annual	Mid Summer	30 feet (vine)	9_blue_passion_flower.jpg	Garden_Ful	Garden_We	Garden_V	Garden_	7,99	9	4x4.pdf

Create a csv (Comma Separated Values) file with all relevant information with relation to your products (images, Text, Barcode numbers, etc.). The example above was built for a plant seed distributor. Notice the Field Headers used to govern the data. The order in which you place your data will generate an output exactly in that order. Notice that all images, including PDFs have their extensions included e.g The first barcode, 59631503053 is attached to the English Daisy with the image 1_EnglishDaisy.jpg. A csv file can be easily created from exporting an inventory list directly as a csv file or an excel file.

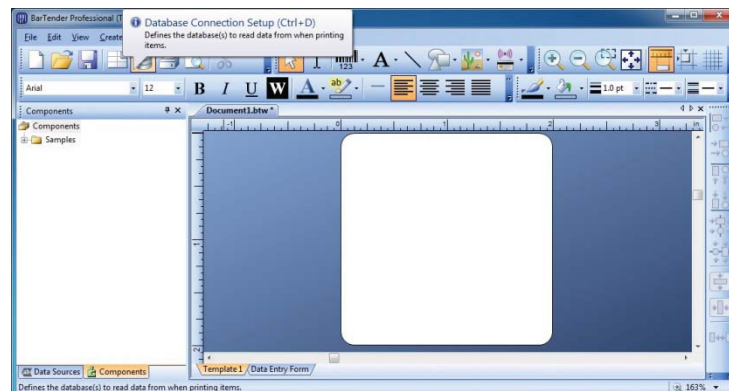
CSV AS TEXT EDITOR



If a csv file is opened with a text editor such as Notepad (as shown above), the extension name Comma Separated Values is completely understood. All data is separated by commas.

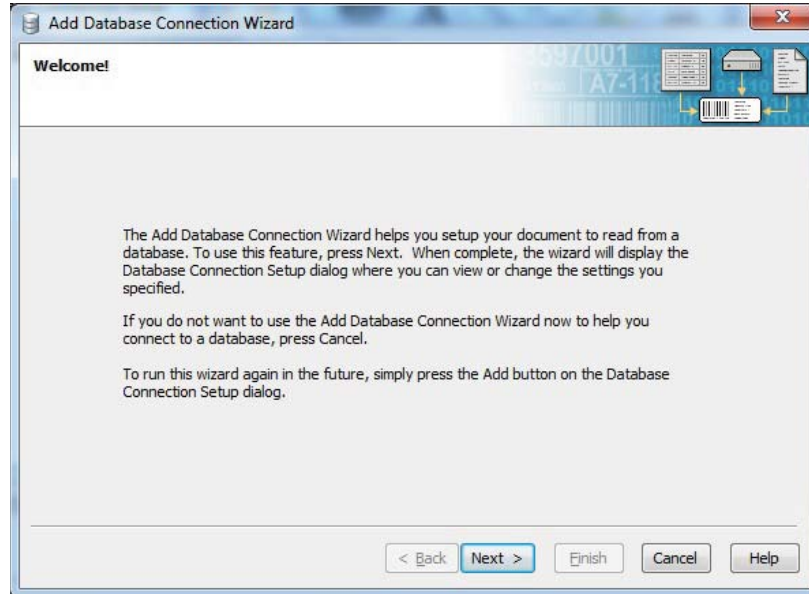
(b) Database Connection Setup (csv file)

STEP 1 of 13



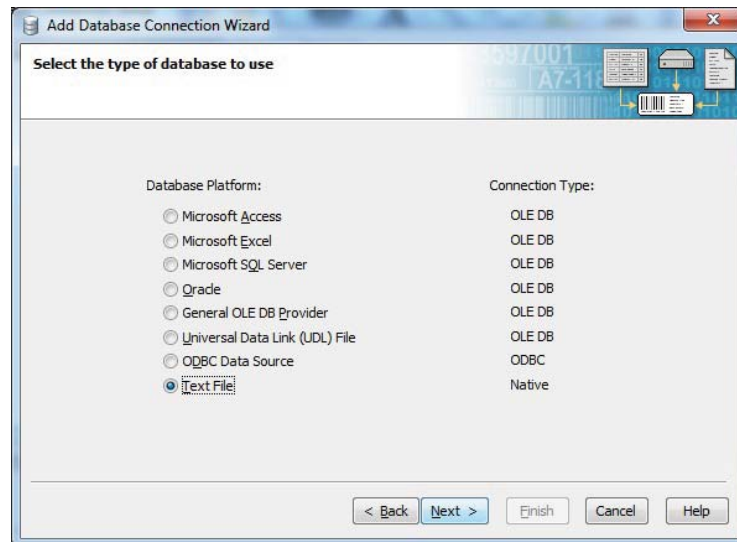
Open BarTender and configure your page setup accordingly. Refer to the previous page set up steps if needed. To connect a csv file in BarTender, select the **Database Connection Setup** button.

STEP 2 of 13



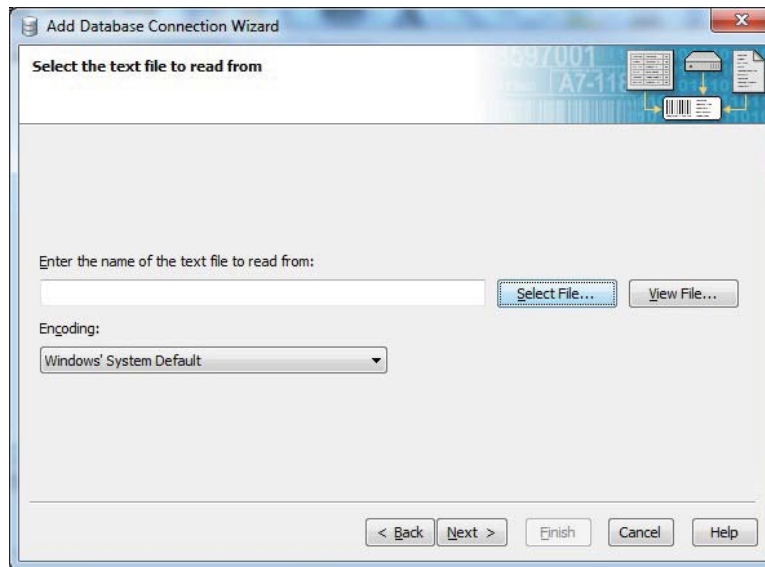
The Add Database Connection Wizard window will display. Click **Next >**.

STEP 3 of 13



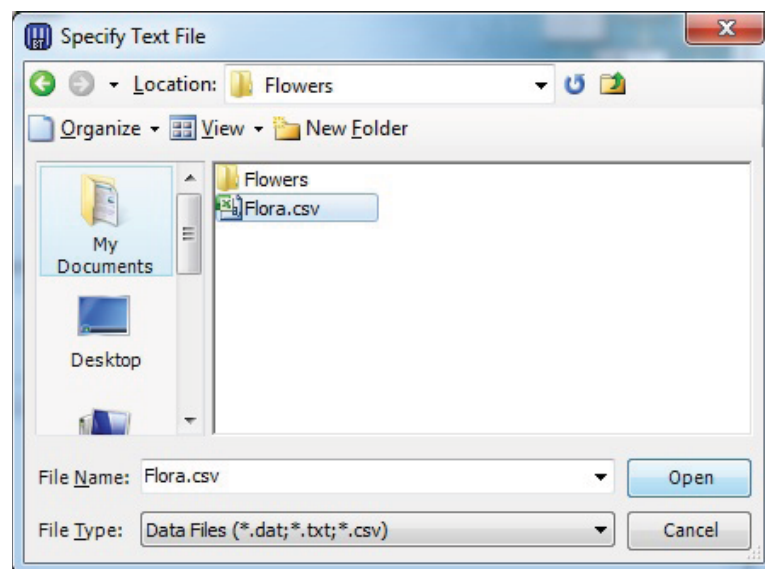
Under the Database Platform: options, select **Text File** > Click **Next >**.

STEP 4 of 13



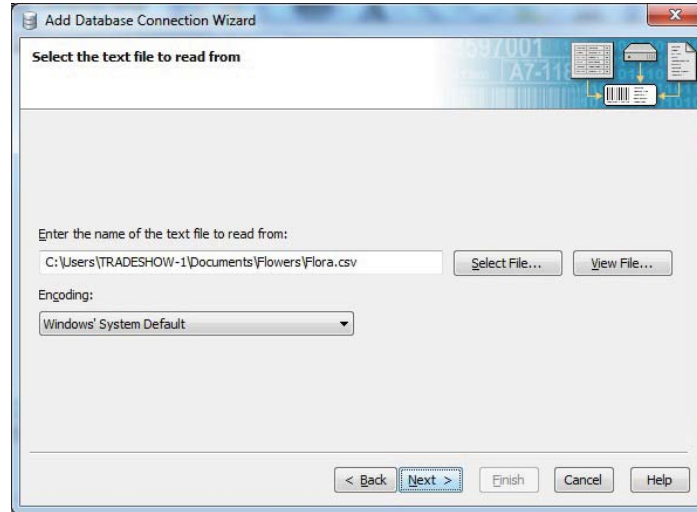
Click **Select File**.

STEP 5 of 13



Navigate to the folder that contains the csv file. Select the csv file > Click **Open**.

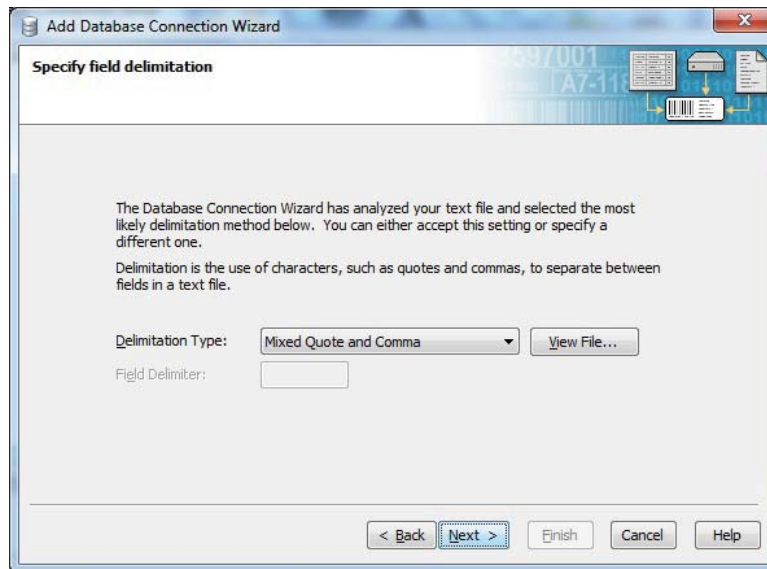
STEP 6 of 13



The screenshot shows the 'Add Database Connection Wizard' window, step 6. The title bar reads 'Add Database Connection Wizard'. The main heading is 'Select the text file to read from'. Below this, there is a text input field containing the path 'C:\Users\TRADESHOW-1\Documents\Flowers\Flora.csv'. To the right of the input field are two buttons: 'Select File...' and 'View File...'. Below the input field is a label 'Encoding:' followed by a dropdown menu currently set to 'Windows' System Default'. At the bottom of the window are five buttons: '< Back', 'Next >', 'Finish', 'Cancel', and 'Help'. The 'Next >' button is highlighted with a blue border.

Click **Next >**.

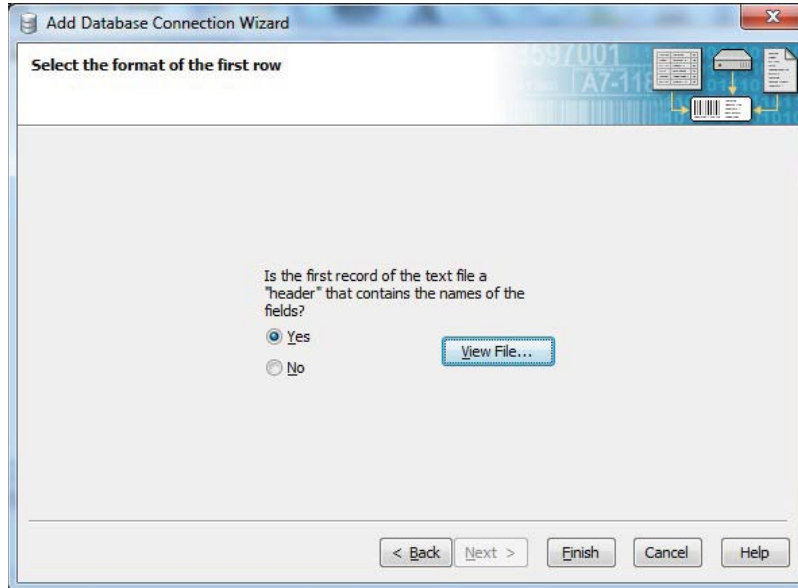
STEP 7 of 13



The screenshot shows the 'Add Database Connection Wizard' window, step 7. The title bar reads 'Add Database Connection Wizard'. The main heading is 'Specify field delimitation'. Below this, there is a paragraph of text: 'The Database Connection Wizard has analyzed your text file and selected the most likely delimitation method below. You can either accept this setting or specify a different one.' followed by another paragraph: 'Delimitation is the use of characters, such as quotes and commas, to separate between fields in a text file.' Below the text is a label 'Delimitation Type:' followed by a dropdown menu currently set to 'Mixed Quote and Comma'. To the right of the dropdown is a button labeled 'View File...'. Below the dropdown is a label 'Field Delimiter:' followed by an empty text input field. At the bottom of the window are five buttons: '< Back', 'Next >', 'Finish', 'Cancel', and 'Help'. The 'Next >' button is highlighted with a blue border.

Click **Next >**.

STEP 8 of 13



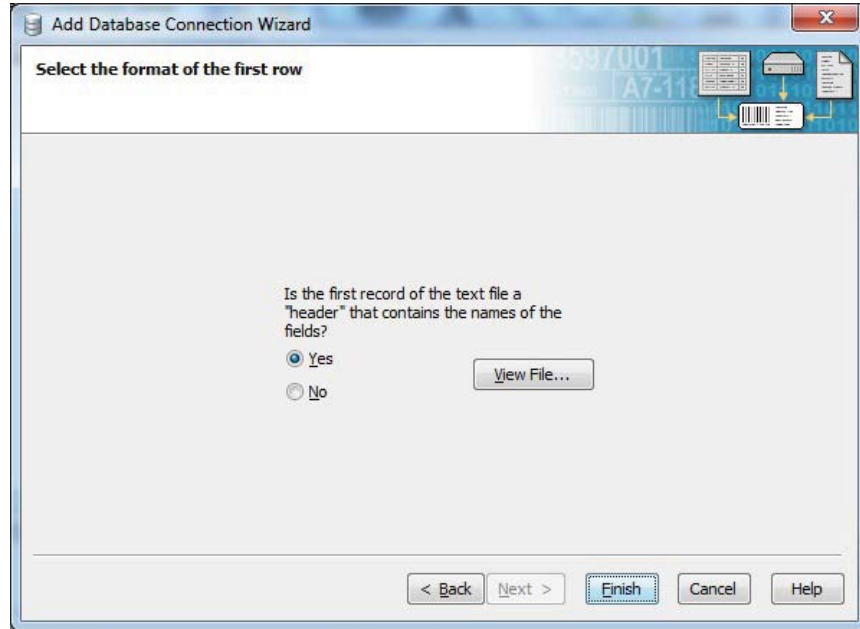
The first record, or first row of the text file are the Header Fields for the data in the csv file. Select **Yes** > Click **View File**. to verify that The Headers are in the csv file.

STEP 9 of 13

Flora.csv - Microsoft Excel																																									
Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat																																									
Clipboard			Font			Alignment			Number			Styles			Cells			Editing																							
Paste			Calibri 11			Wrap Text			General			Conditional Formatting			Format as Table			Cell Styles			Insert			Delete			Format			AutoSum			Fill			Sort & Find			Filter & Select		
Clipboard			Font			Alignment			Number			Styles			Cells			Editing																							
A1 fx Bar Code																																									
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P																									
1	Bar Code	Name	Genus	Life Cycle	First Bloo	Plant heig	Image1	Image2	Image3	Image4	Image5	Price	#	pdf																											
2	59631503053	English Daisy	Bellis per	Biennial	Mid to Lat 8 inches	1	EnglishDaisy.jpg	Garden_Fi	Garden_P	Garden_V	Garden_ci	7,99		1 4x4.pdf																											
3	59631503054	Brown Eyed Rudbeckia	Biennial	Late Sprin	32-40 Inch	2	browneyedsusans.jpg	Garden_P	Garden_V	Garden_V	Garden_ci	2,99		2 4x4.pdf																											
4	59631503055	Lily	Lilium bul	Biennial	Late Sumr	3-8 inches	3	Lily.jpg	Garden_P	Garden_V	Garden_V	Garden_ci	10,99		3 4x4.pdf																										
5	59631503056	Morning Gl	Ipomoea	Perennial	Mid Spring	2-3 meter	4	morning glory.jpg	Garden_C	Garden_P	Garden_V	Garden_ci	1,99		4 4x4.pdf																										
6	59631503057	Blue Hydr Hydrangea	Perennial	Mid Summ	4-6 feet	5	blue_hydrangea.jpg	Garden_P	Garden_Fi	Garden_V	Garden_ci	11,99		5 4x4.pdf																											
7	59631503058	Bach's Flo	Mimulus	Annual	Mid Summ	4-6 feet	6	bachs_flower.jpg	Garden_C	Garden_P	Garden_V	Garden_ci	2,99		6 4x4.pdf																										
8	59631503059	Red Zinnia	Zinnia ele	Annual	Late Sumr	3-4 feet	7	red_zinnia.jpg	Garden_Fi	Garden_V	Garden_V	Garden_ci	10,99		7 4x4.pdf																										
9	59631503060	Australian Nymphaea	Perennial	Late Sumr	3-8 inches	8	Australian red-lily.jpg	Garden_Fi	Garden_P	Garden_V	Garden_ci	4,99		8 4x4.pdf																											
10	59631503061	Blue Passi	Passiflora	Annual	Mid Summ	30 feet	9	blue_passion_flower.jpg	Garden_Fi	Garden_V	Garden_V	Garden_ci	7,99		9 4x4.pdf																										
Ready Count: 14 100%																																									

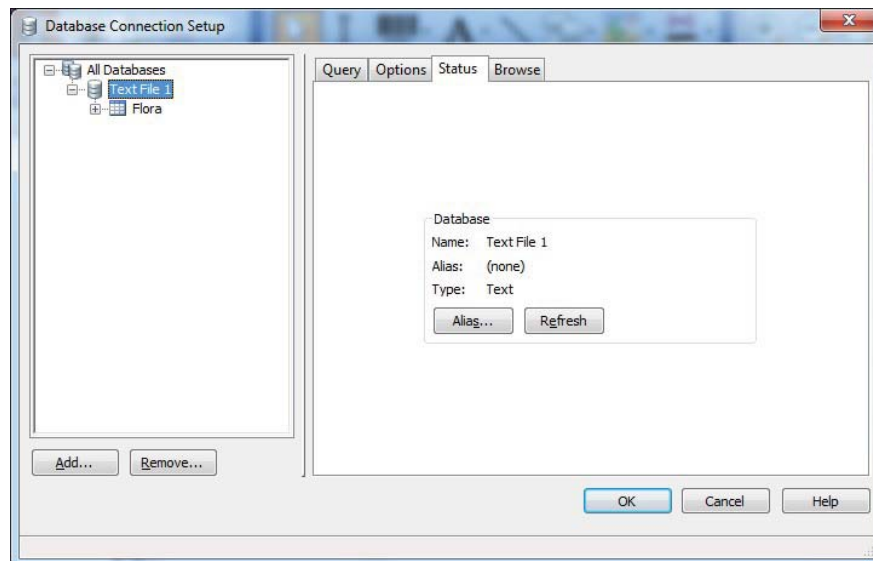
The csv file does have the Field Headers included. It is important that the first row be filled with the Header Fields.

STEP 10 of 13



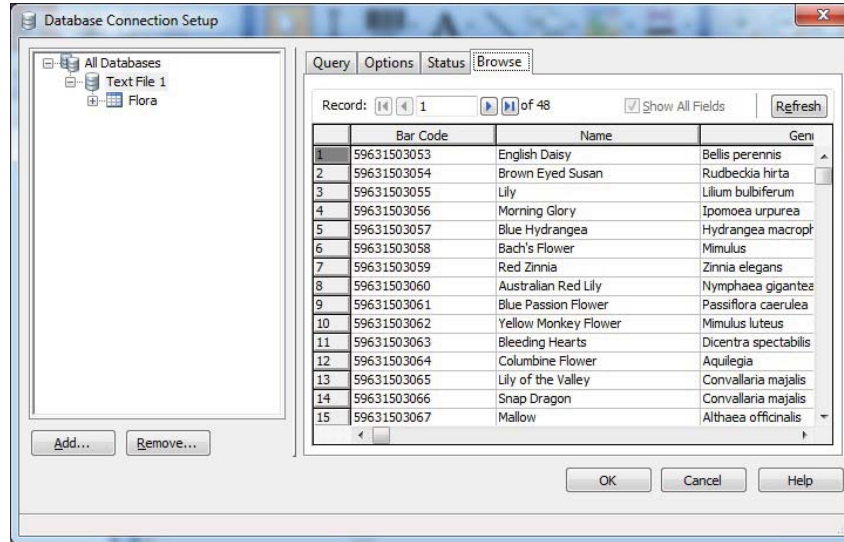
Click **Finish**.

STEP 11 of 13



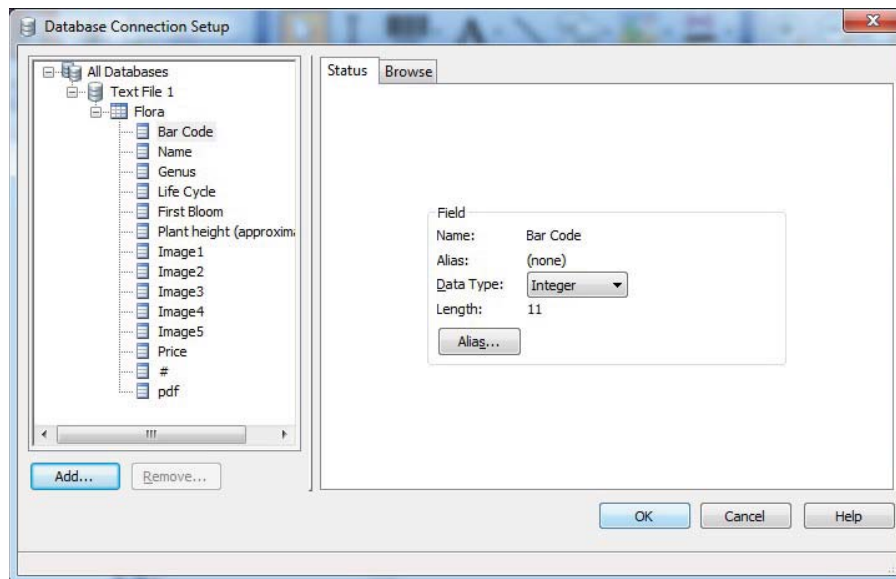
The Database Connection Setup window will display.

STEP 12 of 13



Select the **Browse** Tab to verify that the data was formatted correctly.

STEP 13 of 13

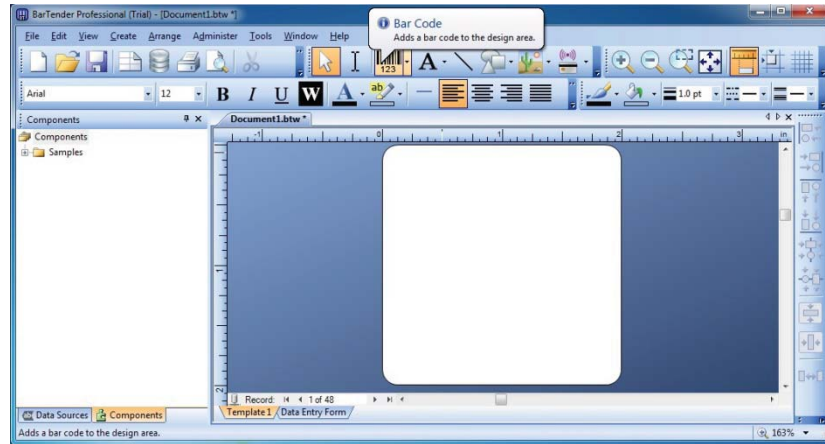


Expand the Flora Menu by clicking + to the left of the Menu > Select **Bar Code** > Under Data Type: Select **Integer** > Click **OK**.

6. Bartender Job Options

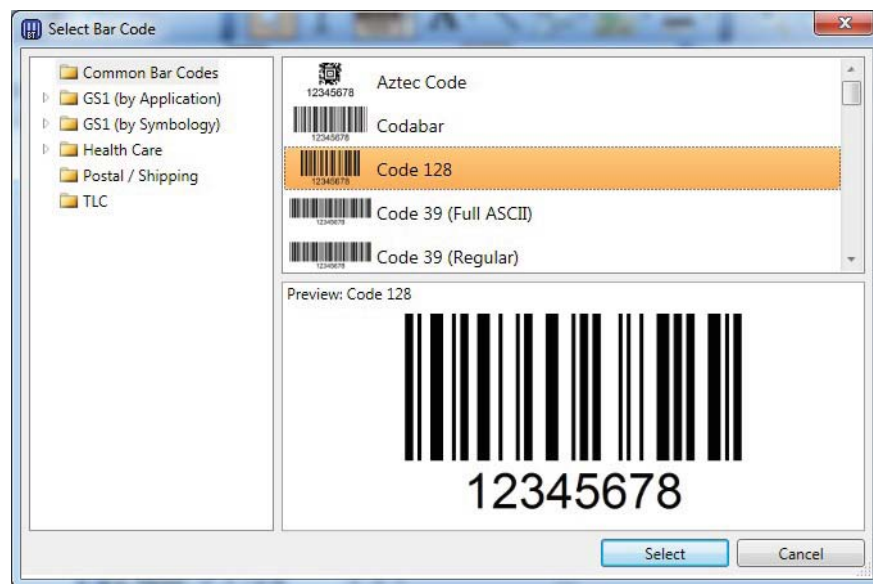
(a) Inserting a Bar Code

STEP 1 of 12



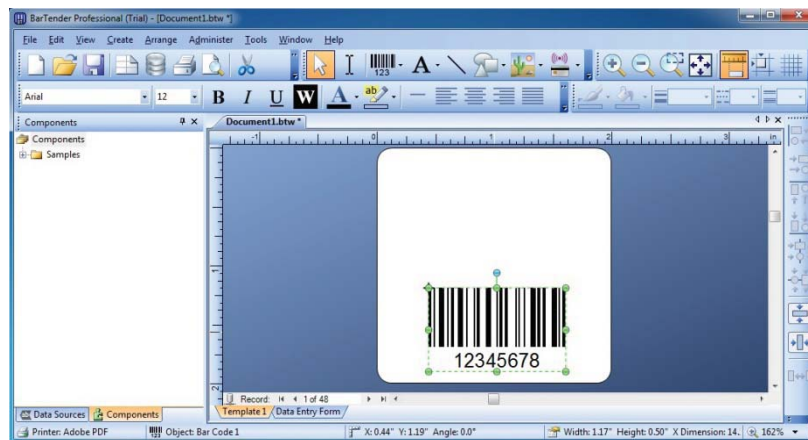
To insert a Bar Code, click the **Bar Code** button.

STEP 2 of 12



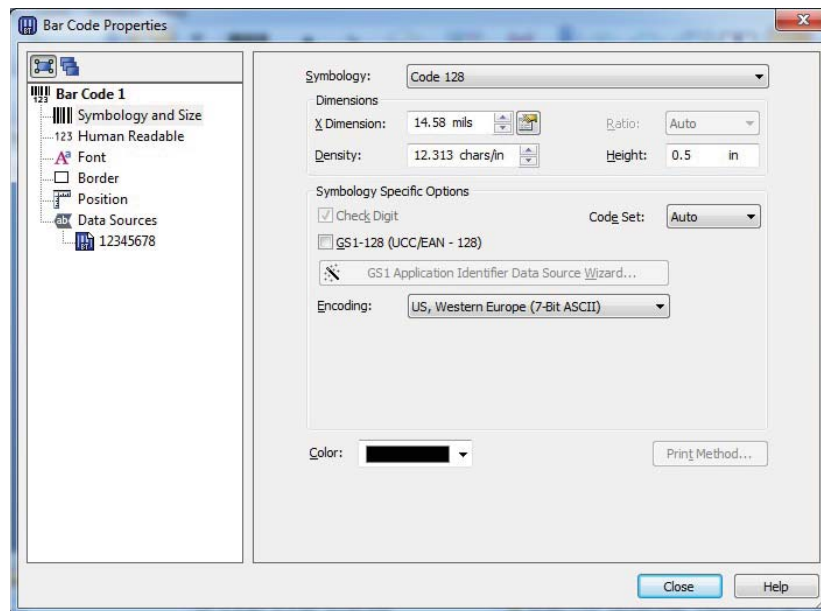
Select the Bar Code related to your product > Click **Select**.

STEP 3 of 12



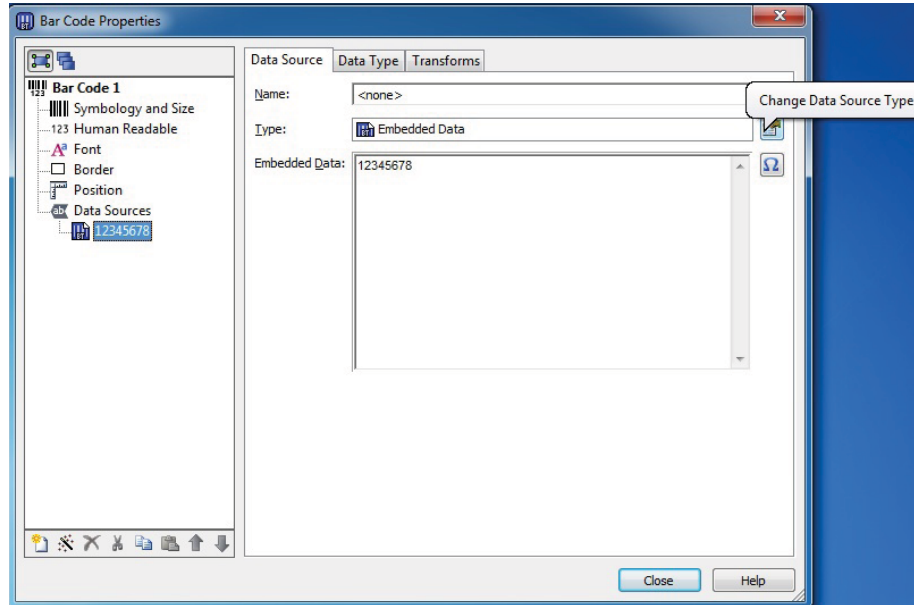
Move the cursor over the page and click to place the Bar Code. Double click the Bar Code to open the Bar Code Properties window.

STEP 4 of 12



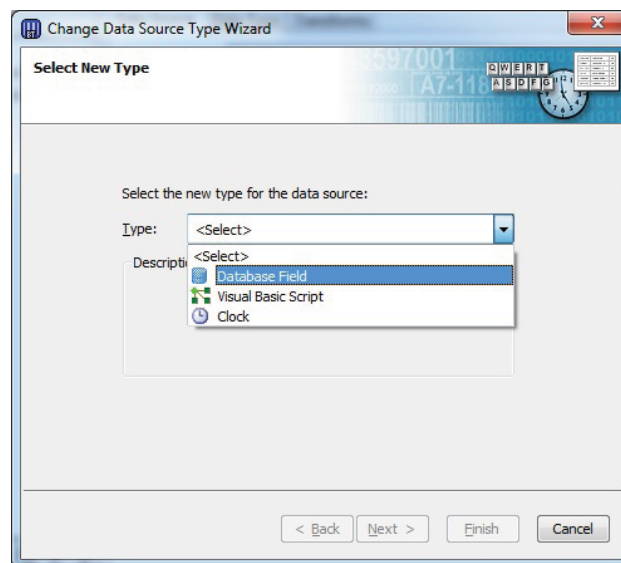
The Bar Code Properties window will display. Notice the different menus available for editing.

STEP 5 of 12



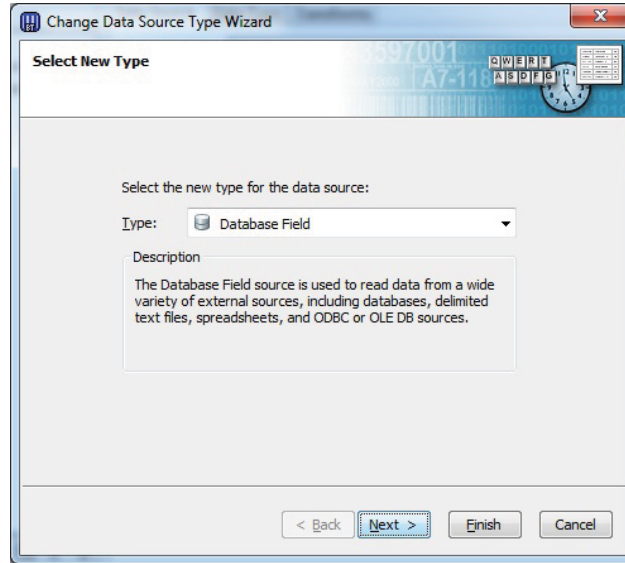
Under Data Sources, select the Bar Code placed on the page > Under the Data Source tab, click the **Change Data Source Type** button.

STEP 6 of 12



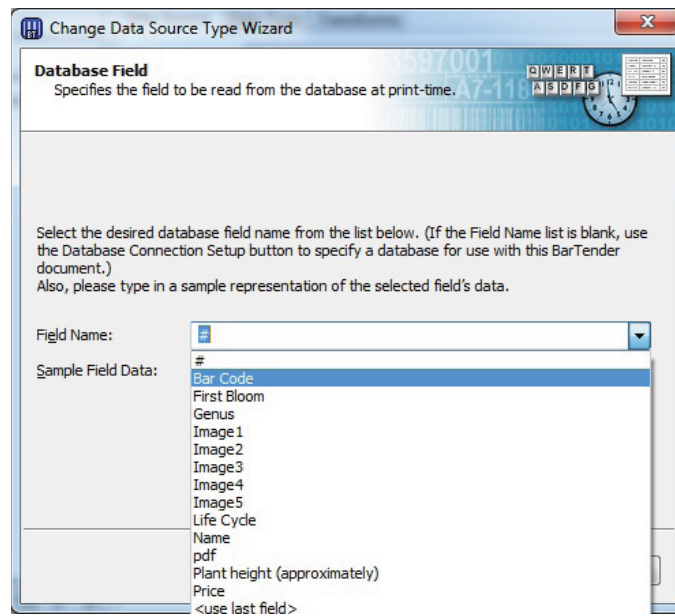
The Change Data Source Type Wizard will display. Under Type: select **Database Field**.

STEP 7 of 12



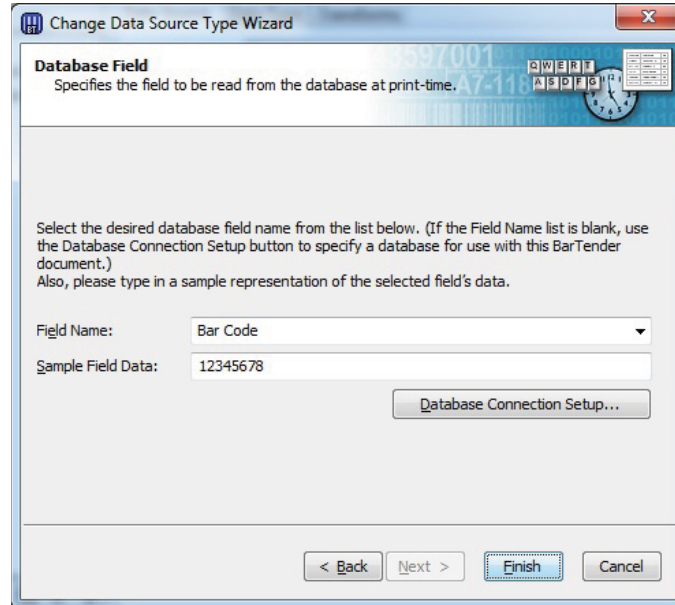
With Database Field selected, click **Next >**.

STEP 8 of 12



Under Field Name: Select **Bar Code**.

STEP 9 of 12



Change Data Source Type Wizard

Database Field
Specifies the field to be read from the database at print-time.

Select the desired database field name from the list below. (If the Field Name list is blank, use the Database Connection Setup button to specify a database for use with this BarTender document.)
Also, please type in a sample representation of the selected field's data.

Field Name: Bar Code

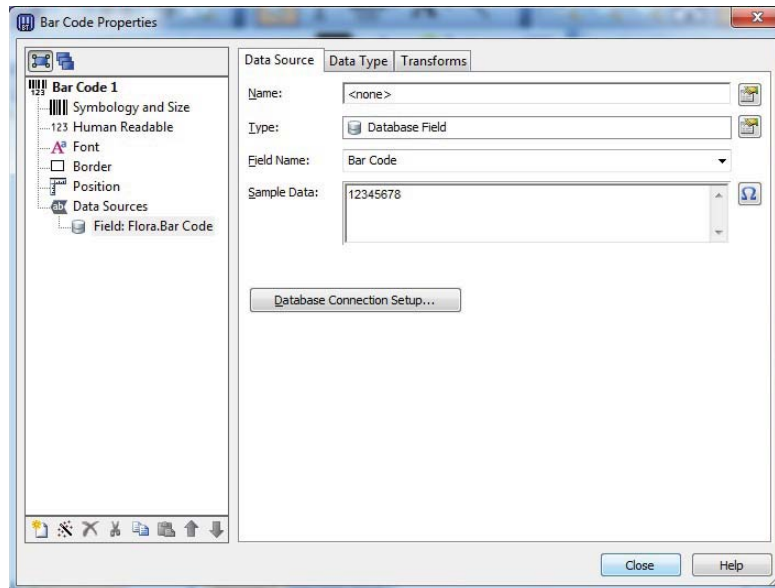
Sample Field Data: 12345678

Database Connection Setup...

< Back Next > Finish Cancel

Click **Finish**.

STEP 10 of 12



Bar Code Properties

Bar Code 1

- Symbology and Size
- 123 Human Readable
- Font
- Border
- Position
- Data Sources
 - Field: Flora.Bar Code

Data Source | **Data Type** | **Transforms**

Name: <none>

Type: Database Field

Field Name: Bar Code

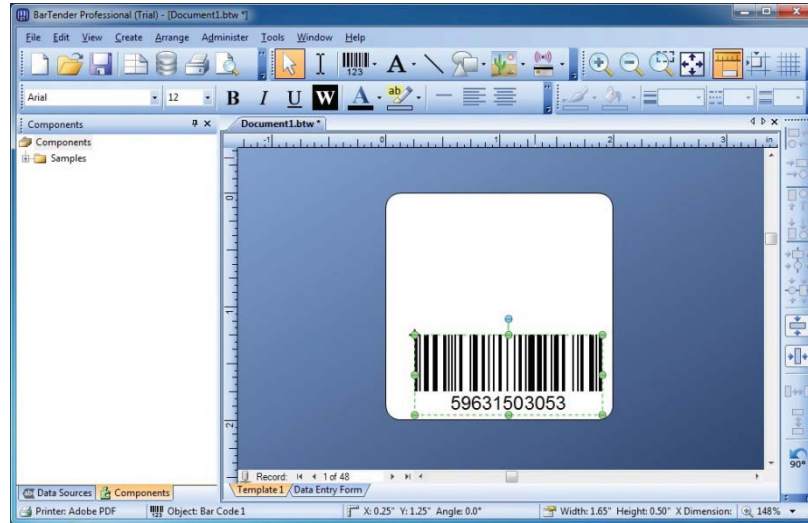
Sample Data: 12345678

Database Connection Setup...

Close Help

Click **Close**.

STEP 11 of 12



Notice that the first Bar Code from the csv file will be displayed on the page.

STEP 12 of 12

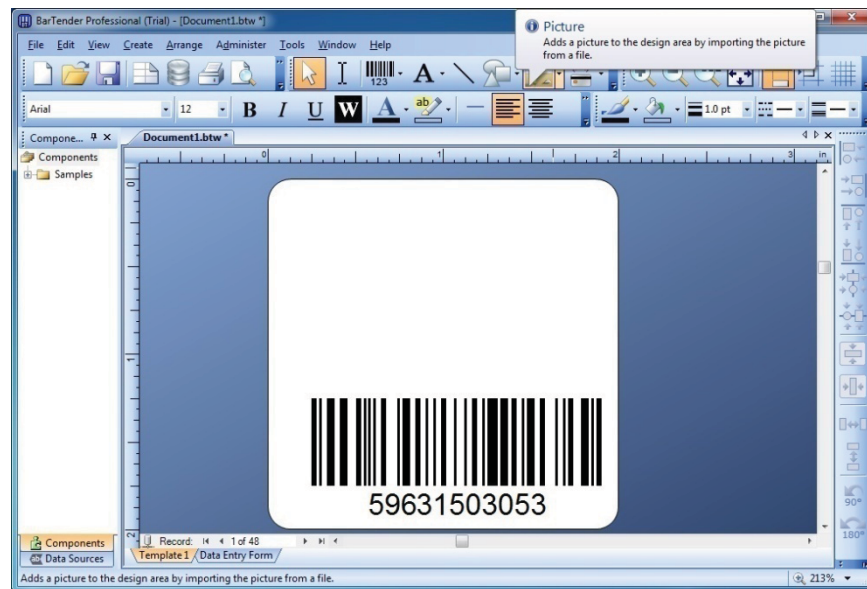
The screenshot shows the Microsoft Excel application window titled 'Flora.csv - Microsoft Excel'. The 'Home' tab is active, showing the ribbon with options for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The active cell is A2, which contains the value '59631503053'. Below the ribbon, a table of data is visible, with the first row highlighted in orange. The table has 8 columns: Bar Code, Name, Genus, Life Cycle, First Bloo, Plant heig, Image1, and Image2.

	A	B	C	D	E	F	G	H
1	Bar Code	Name	Genus	Life Cycle	First Bloo	Plant heig	Image1	Image2
2	59631503053	English Da	Bellis per	Biennial	Mid to Lat	8 inches	1_English	Garden
3	59631503054	Brown Eye	Rudbeckia	Biennial	Late Sprin	32-40 inch	2_browne	Garden
4	59631503055	Lily	Lilium bul	Biennial	Late Sumr	3-8 inches	3_Lily.jpg	Garden
5	59631503056	Morning Gl	Ipomoea	Perennial	Mid Sprin	2-3 meter	4_morning	Garden
6	59631503057	Blue Hydr	Hydrangea	Perennial	Mid Sumn	4-6 feet	5_blue_hy	Garden
7	59631503058	Bach's Flo	Mimulus	Annual	Mid Sumn	4-6 feet	6_bachs_f	Garden
8	59631503059	Red Zinnia	Zinnia ele	Annual	Late Sumr	3-4 feet	7_red_zin	Garden
9	59631503060	Australian	Nymphae	Perennial	Late Sumr	3-8 inches	8_Austral	Garden
10	59631503061	Blue Passi	Passiflora	Annual	Mid Sumn	30 feet (vi	9_blue_pe	Garden

Verify the Bar Code displayed on the page is indeed the first item in the csv file. Open the csv file and cross check with the Bar Code value in the first data field.

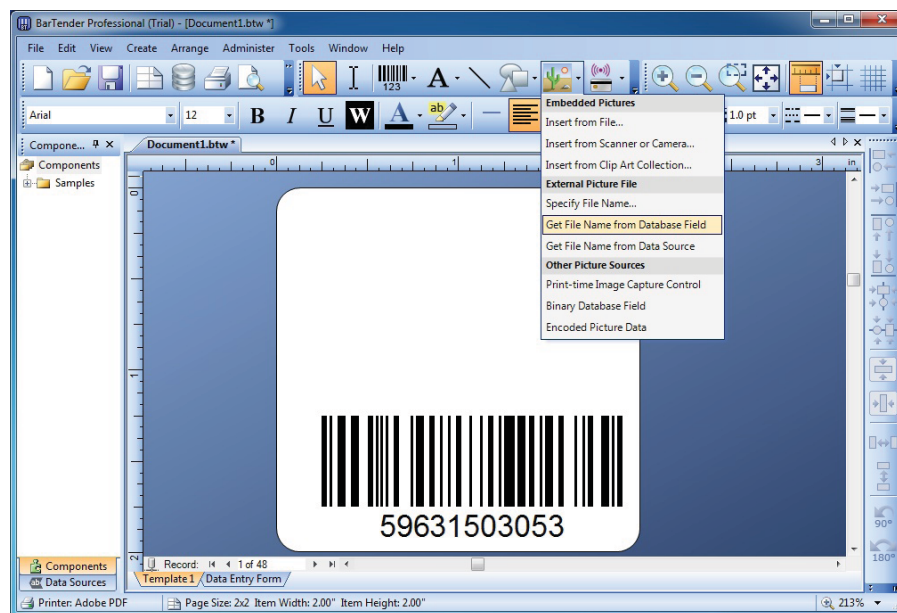
(b) Inserting a Picture

STEP 1 of 10



To insert a picture into the page, click the **Picture** button.

STEP 2 of 10



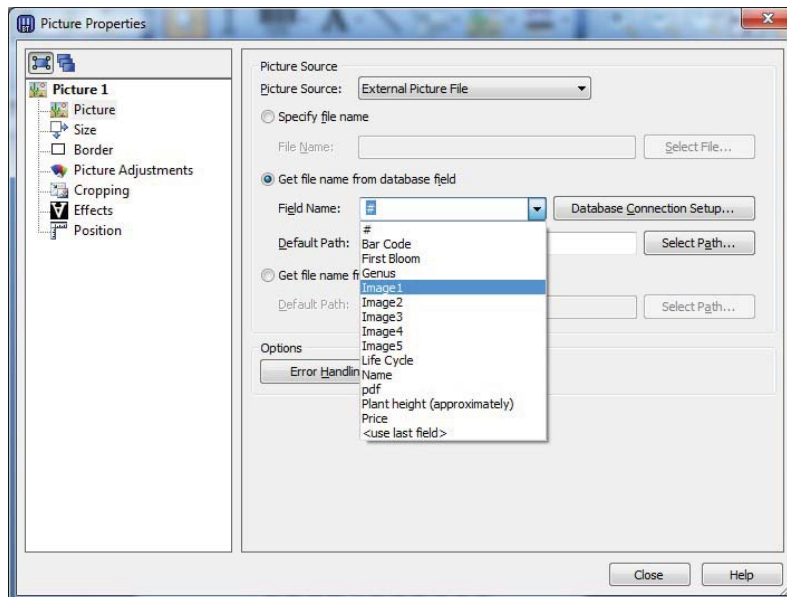
Select **Get File Name from Database Field**. An image will be inserted on the page.

STEP 3 of 10



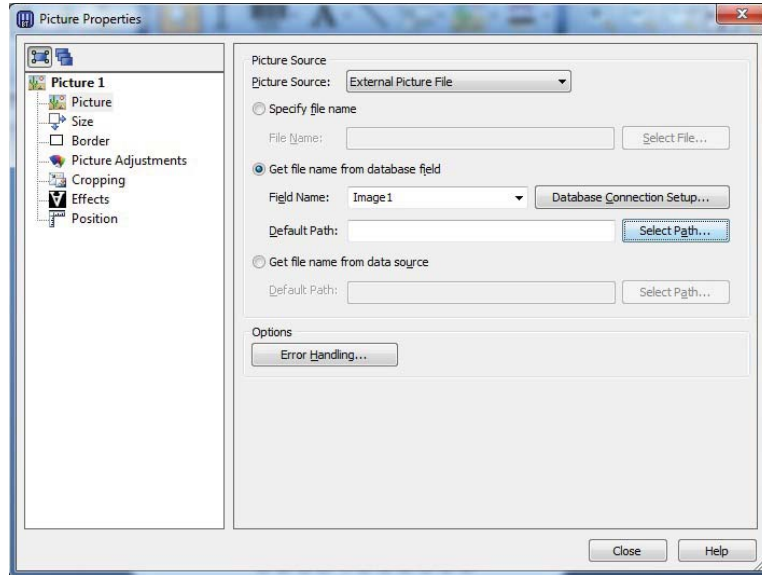
Double click the image to open Picture properties.

STEP 4 of 10



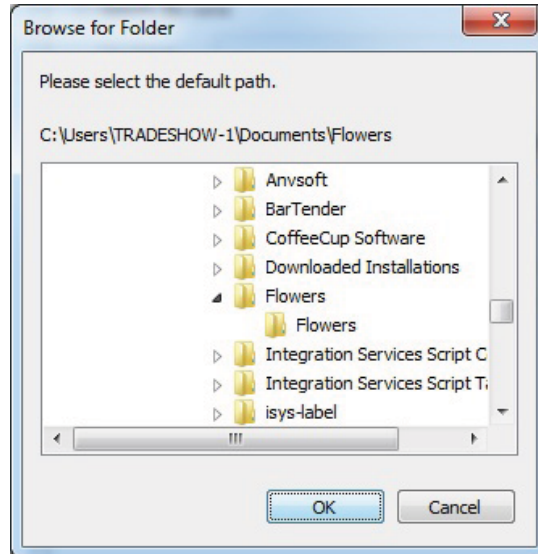
Select Picture in the left pane > Under Field Name: select your image field.

STEP 5 of 10



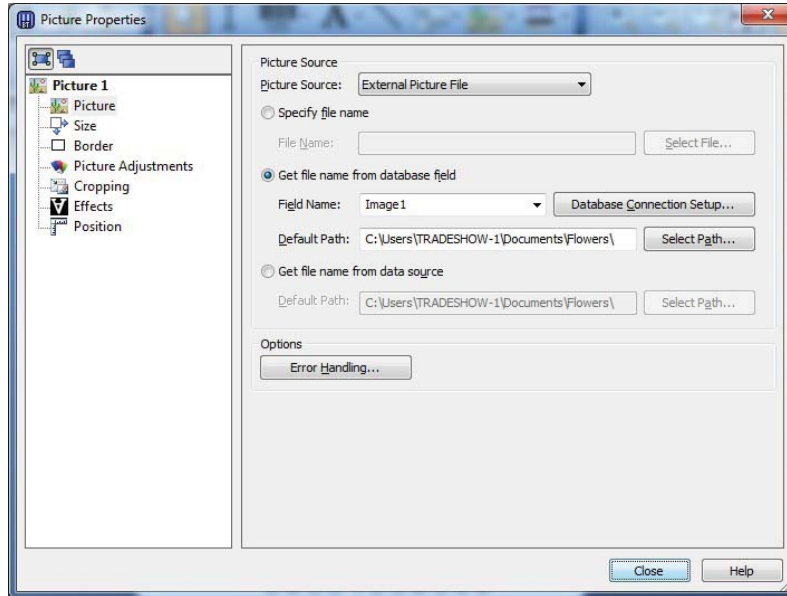
Under Default Path: click **Select Path**.

STEP 6 of 10



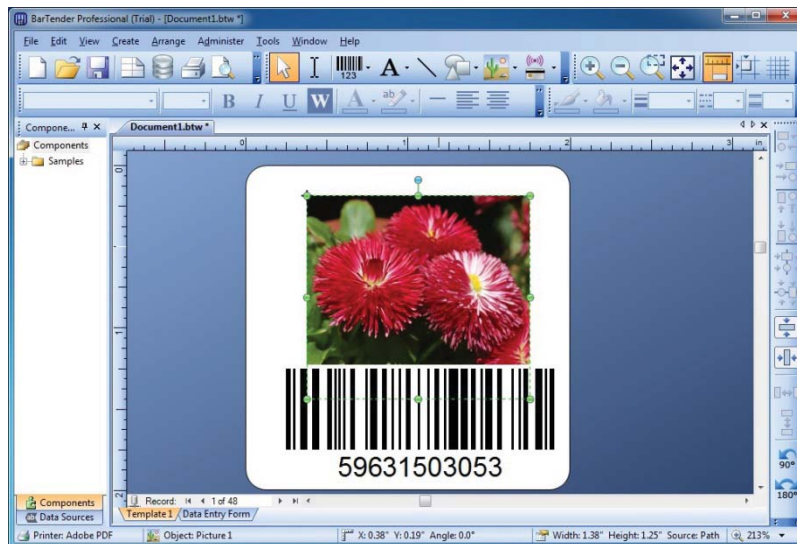
Browse for the correct folder that contains the images Note: **the csv file and images must reside within the same folder.**

STEP 7 of 10



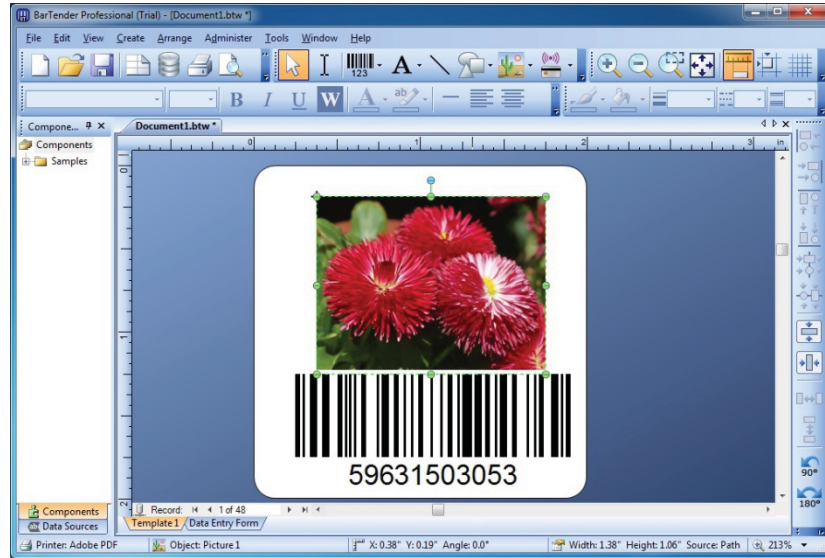
Click **Close**.

STEP 8 of 10



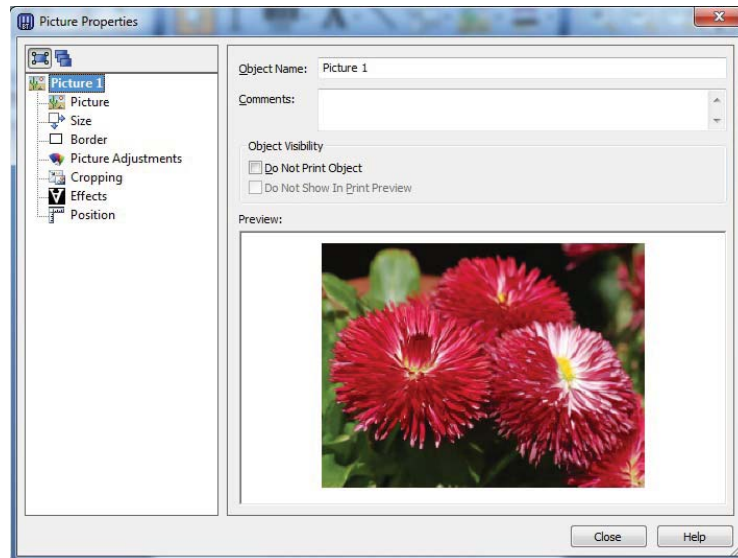
The first image defined in the csv file, attached to the first Bar Code will be inserted into the page. Notice that the image is not evenly shaped, so there is extra space below the image border.

STEP 9 of 10



Move the image border as close as possible to the original shape of the image to prevent overlapping with the Bar Code. Double click the image to open the Picture Properties window.

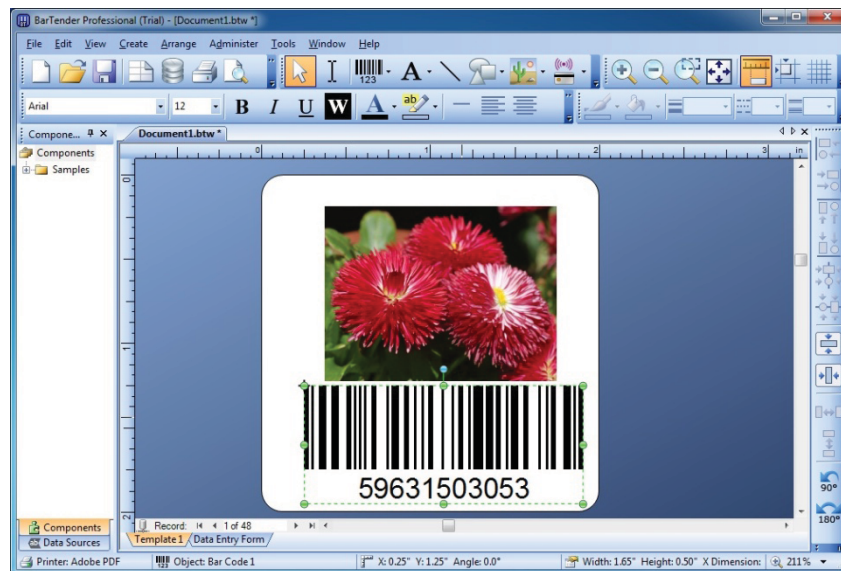
STEP 10 of 10



The Picture Properties window will display. Notice the options available for editing the image if needed. Click **Close**.

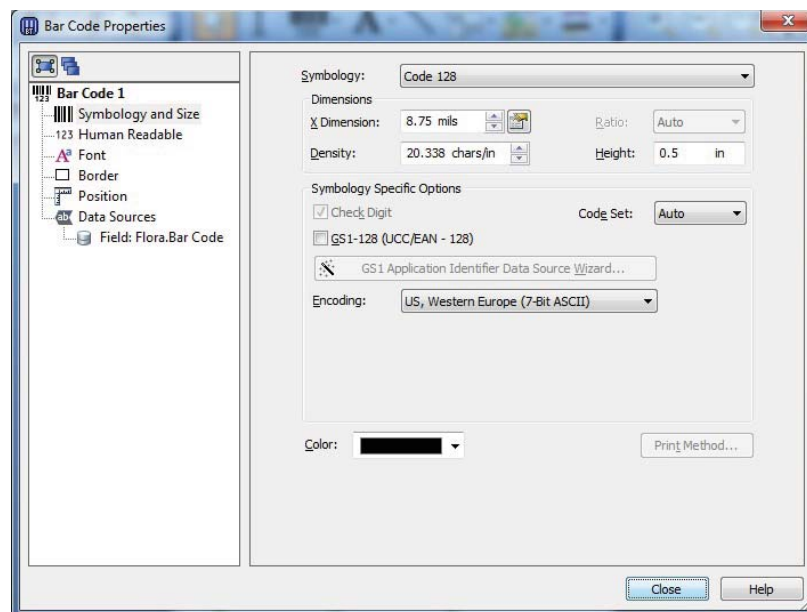
(c) Resizing a Bar Code

STEP 1 of 2



The Bar Code is too large at this point. **Never try to manually resize the Bar Code on the page, since the size of the bars may become deformed, changing the information of the Bar Code itself.** Double click the Bar Code to open the Bar Code Properties.

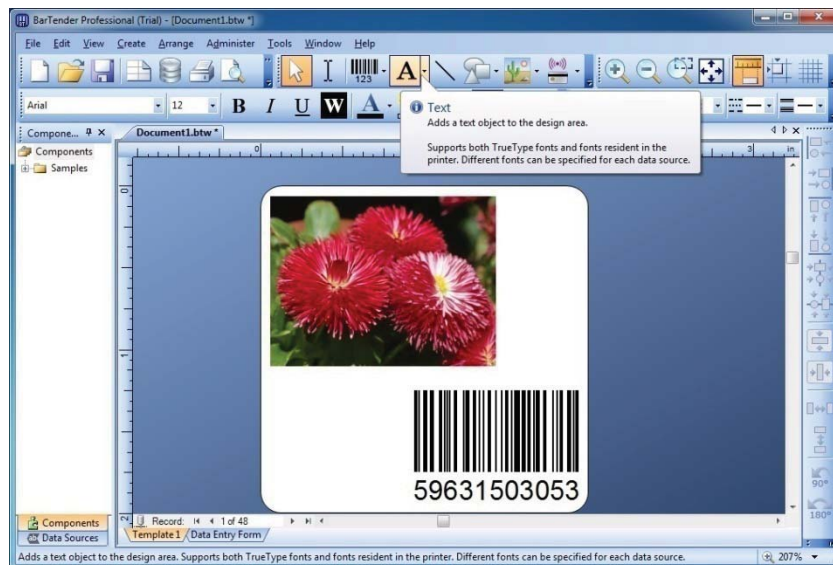
STEP 2 of 2



In the left pane, select **Symbol and Size** > Decrease the X Dimension until it is suitable.

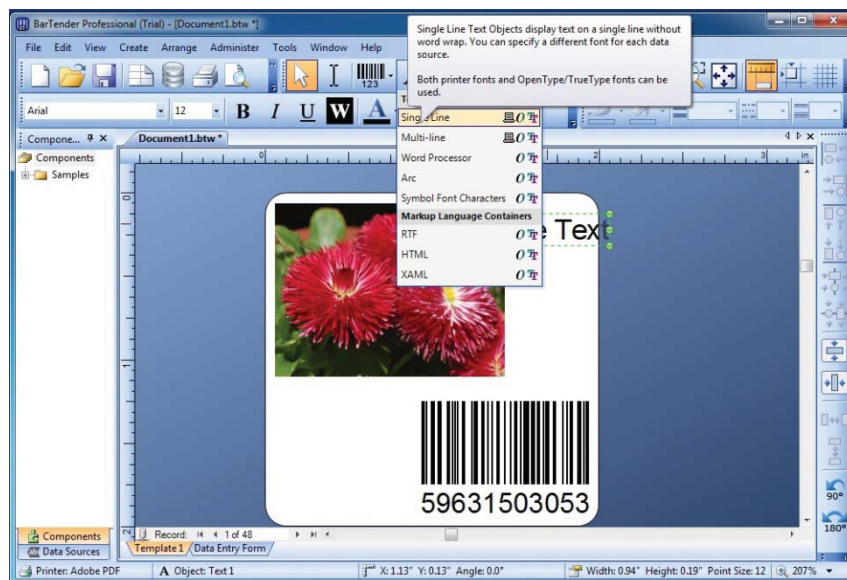
(d) Inserting Text

STEP 1 of 8



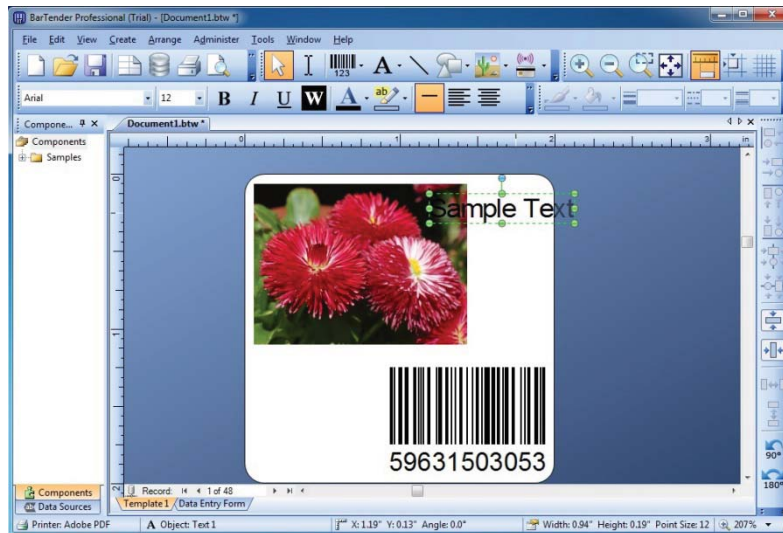
Move the image and the Bar Code as preferred. To add text, click the **Text** button. **Note: When resizing Bar Codes, always use a Bar Code Scanner to verify that the Bar Code remains readable with the correct information.**

STEP 2 of 8



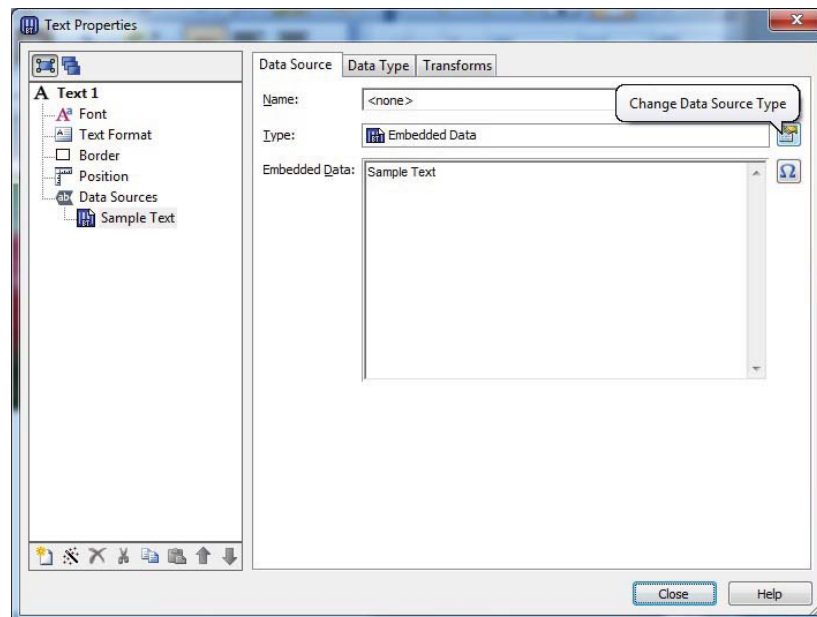
Select either of the options displayed according to preference.

STEP 3 of 8



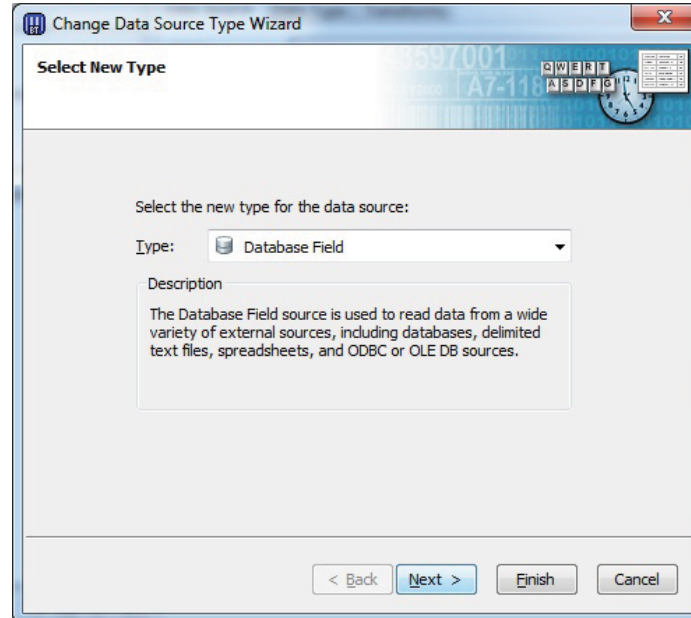
A Sample Text box will be inserted into the page. Double click the Text Box to open Text Properties.

STEP 4 of 8



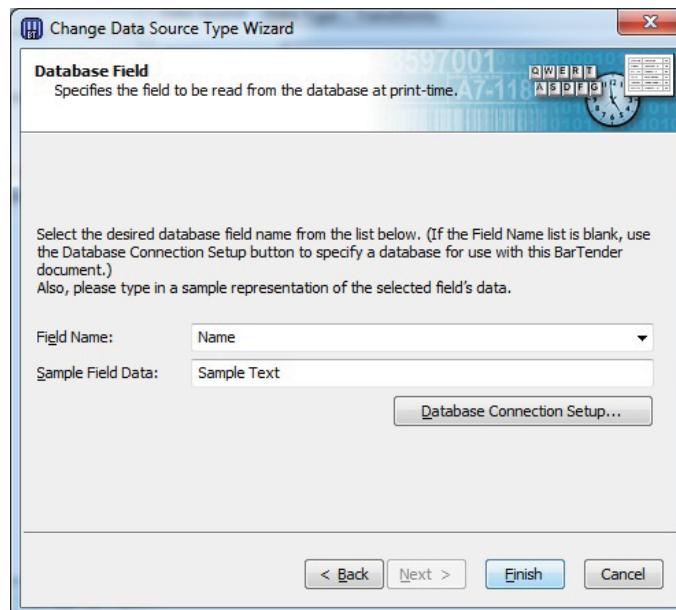
In the left pane, select **Sample Text** under Data Sources > Click the **Change Data Source Type** button to open the Change Data Source Type Wizard.

STEP 5 of 8



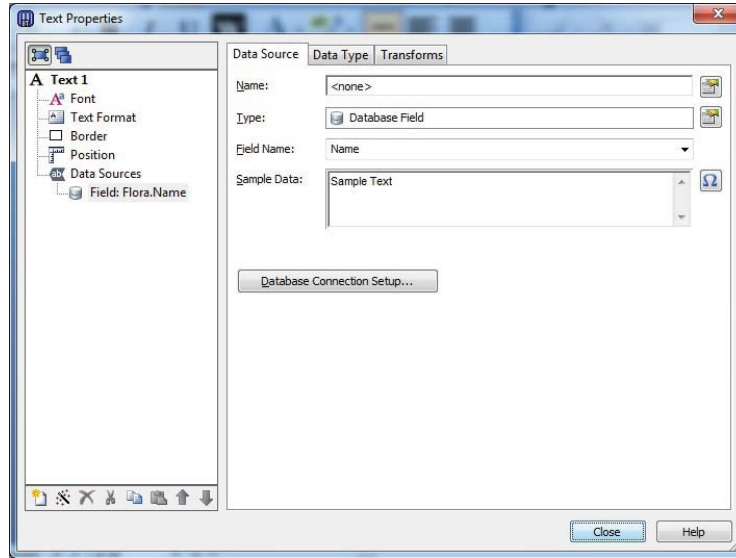
The Change Data Source Type Wizard will display. Under Type:, select **Database Field** > Click **Next >**.

STEP 6 of 8



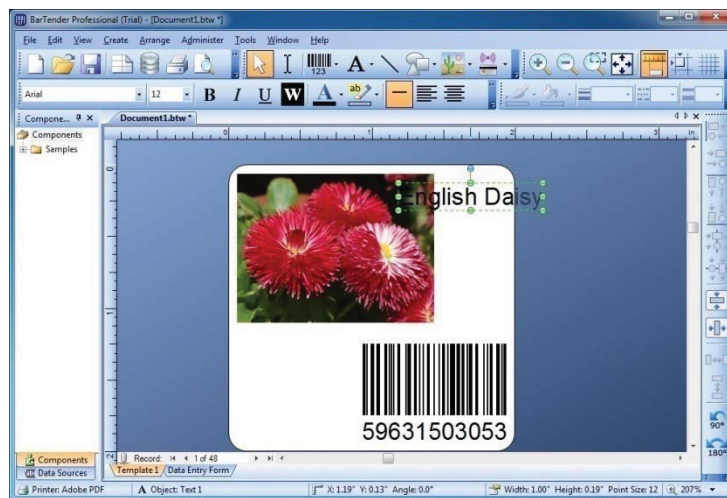
Under Field Name, select the Field of preference > Click **Finish**.

STEP 7 of 8



Click **Close**.

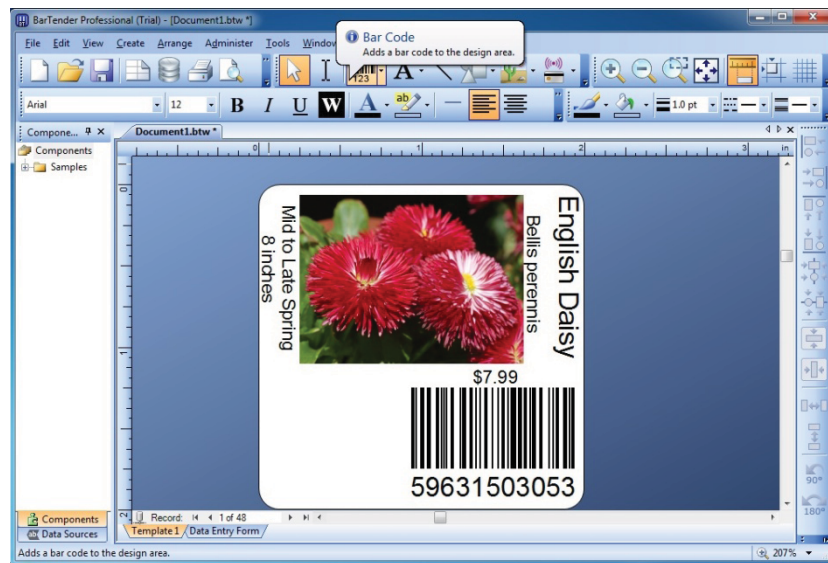
STEP 8 of 8



The corresponding information from the csv file will be inserted into the page. Click the top button to rotate the text box.

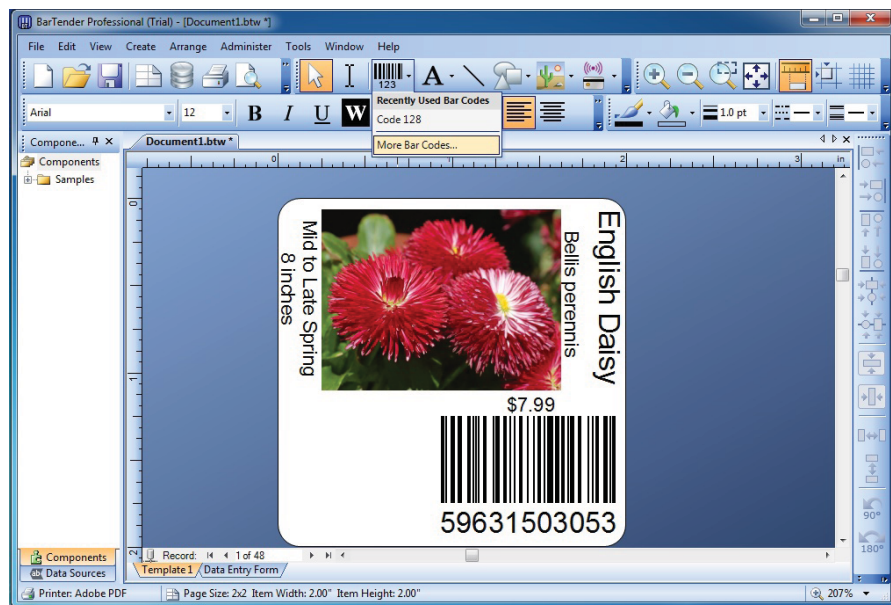
(e) Inserting additional Bar Codes

STEP 1 of 4



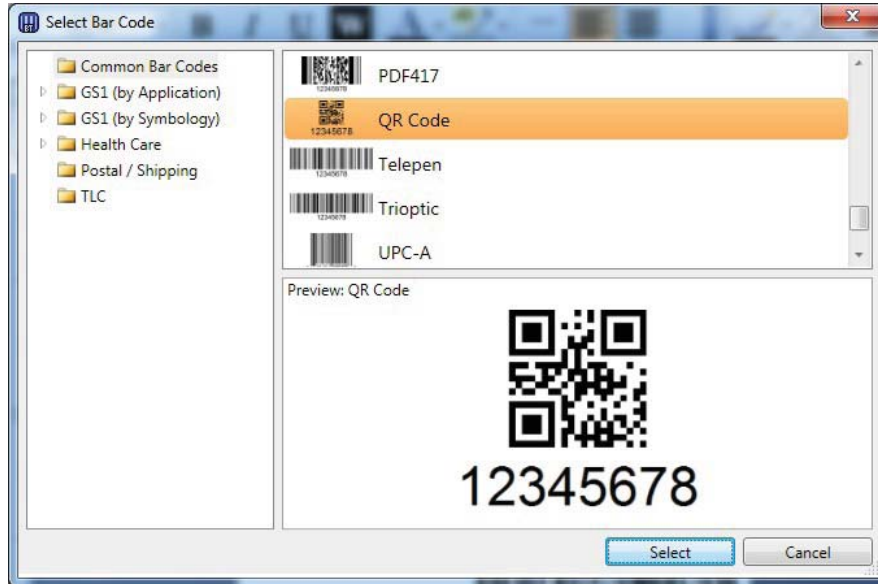
Add the necessary fields to complement the predefined layout. To add another Bar Code, click the **Bar Code** button.

STEP 2 of 4



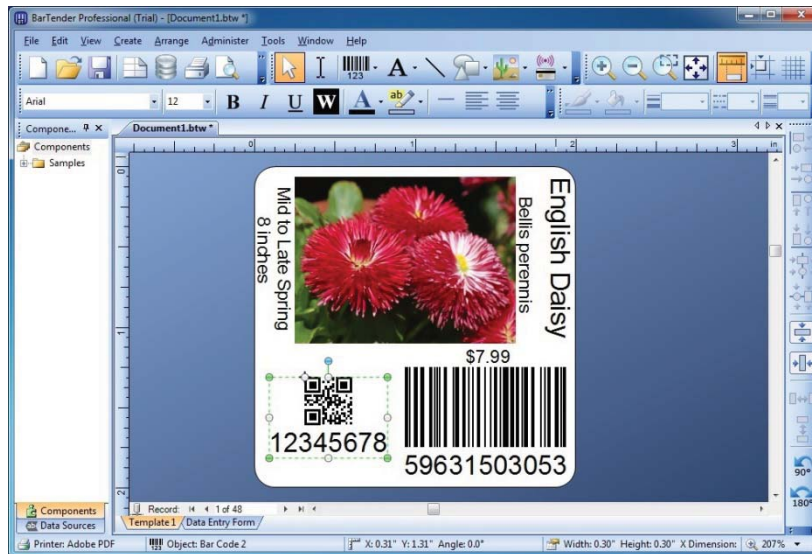
Click **More Bar Codes**.

STEP 3 of 4



Select the Bar Code of preference > Click **Select**.

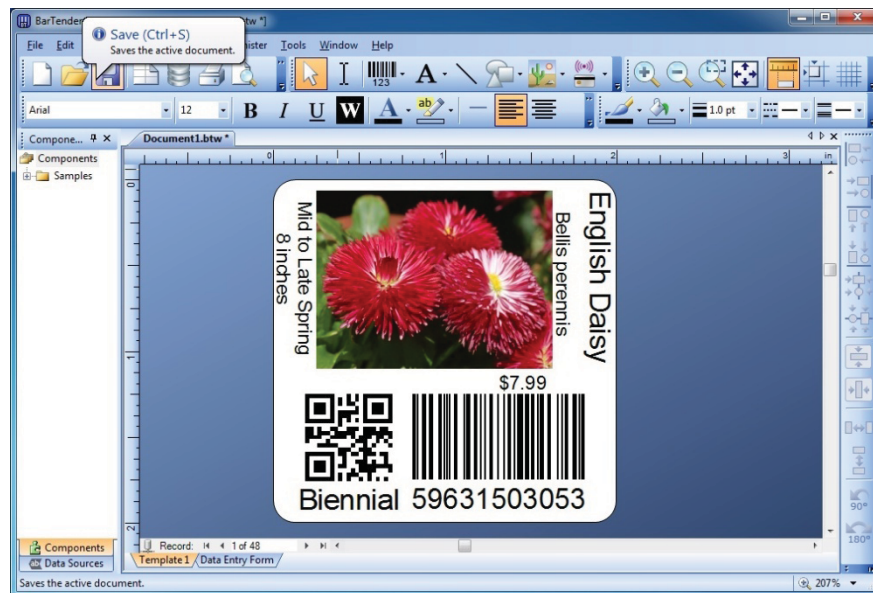
STEP 4 of 4



Click to insert Bar Code into the page. Make the necessary Field Name selection and formatting adjustments to the Bar Code.

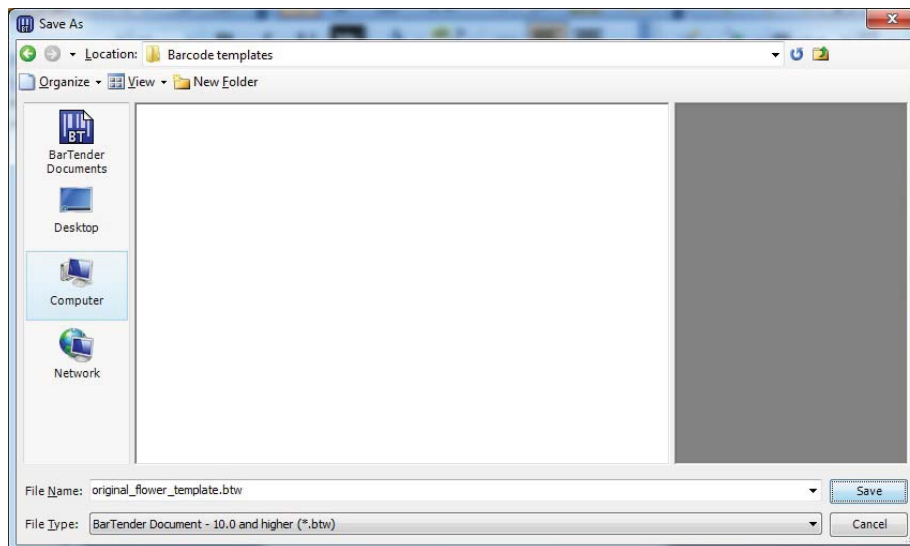
(f) Saving a template

STEP 1 of 2



All the necessary changes have been made to the page. This is now the template for this particular job. Click the **Save** button.

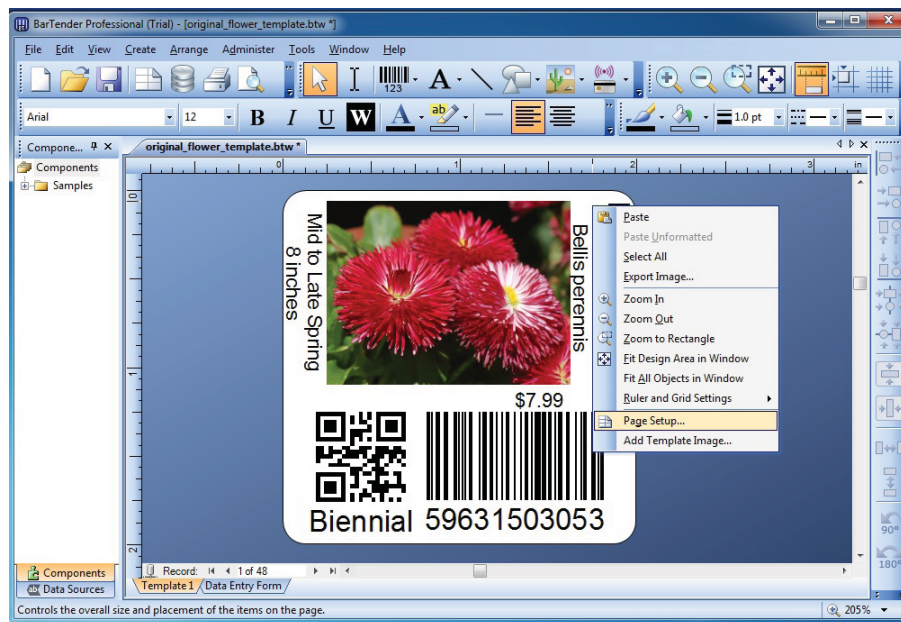
STEP 2 of 2



Create a Folder for Job Templates. Click **Save**.

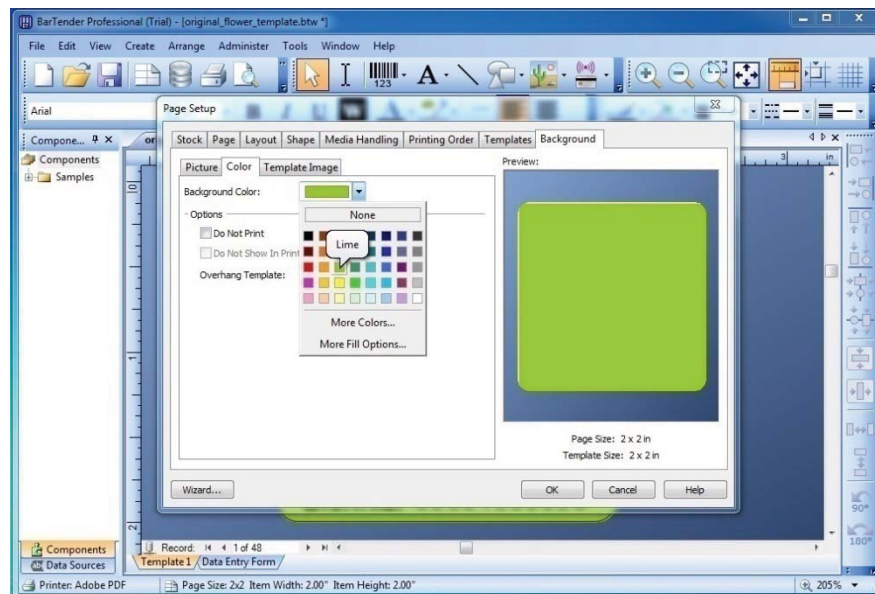
(g) Changing the background

STEP 1 of 7



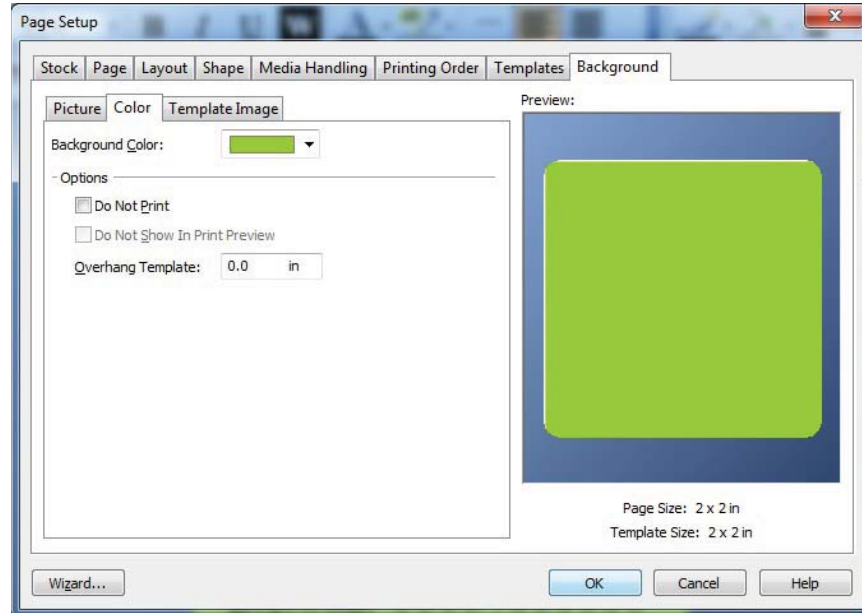
Right click on any white space on the page > select **Page Setup**.

STEP 2 of 7



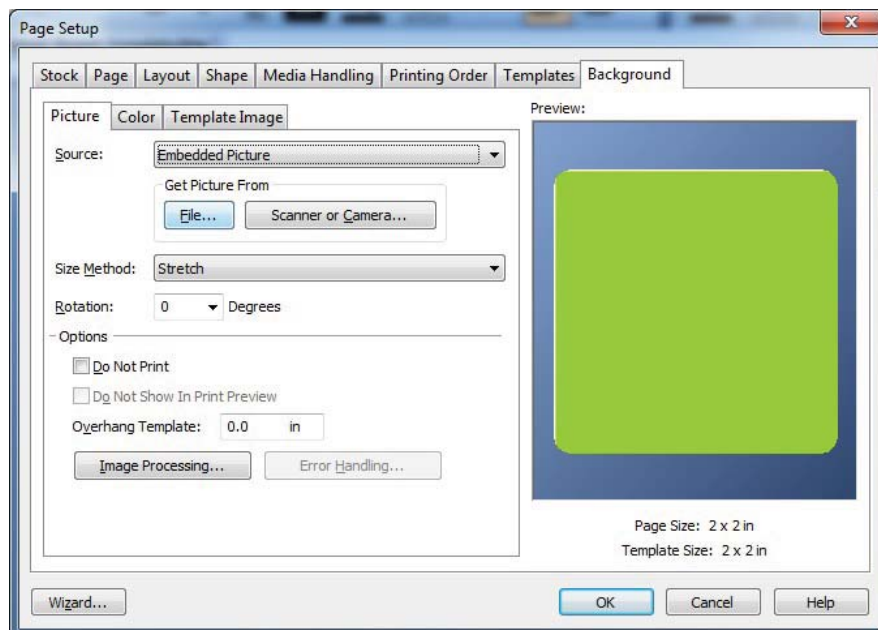
The Page Setup window will display > Select the **Background** tab > Select the **Color** tab > Under Background Color:, select your color of preference .

STEP 3 of 7



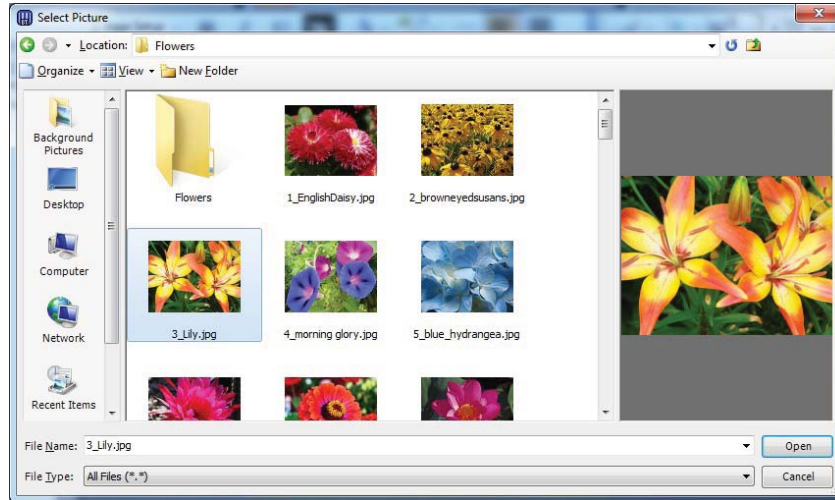
Click **OK**.

STEP 4 of 7



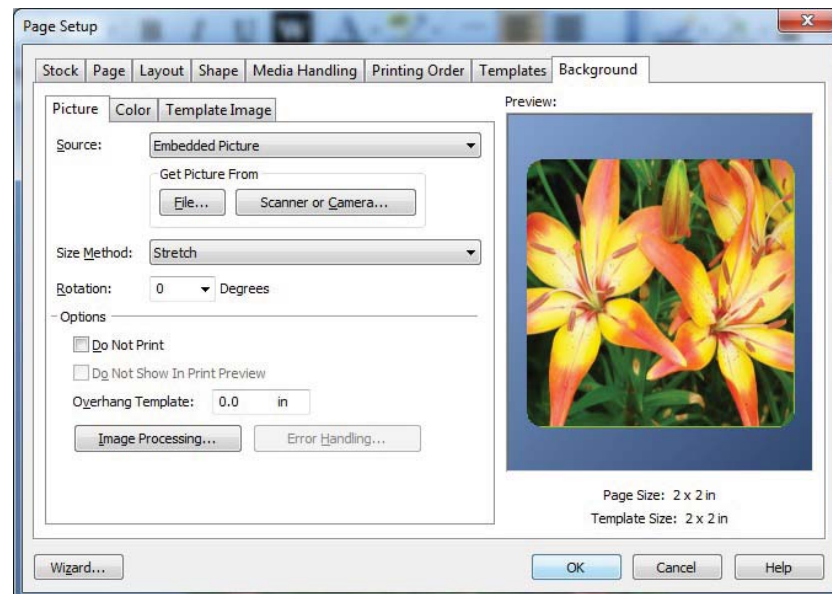
To insert a Picture as background, enter the Page Setup window > Select the Background tab > Select the Picture tab > Change Source: to **Embedded Picture**. Click **File**.

STEP 5 of 7



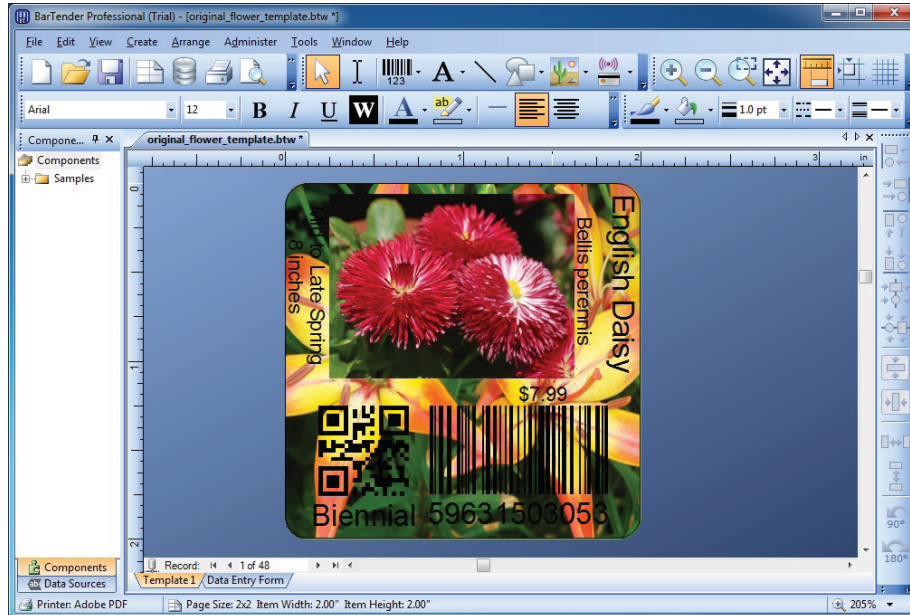
Browse for your image > Select image > Click **Open**.

STEP 6 of 7



Click **OK**.

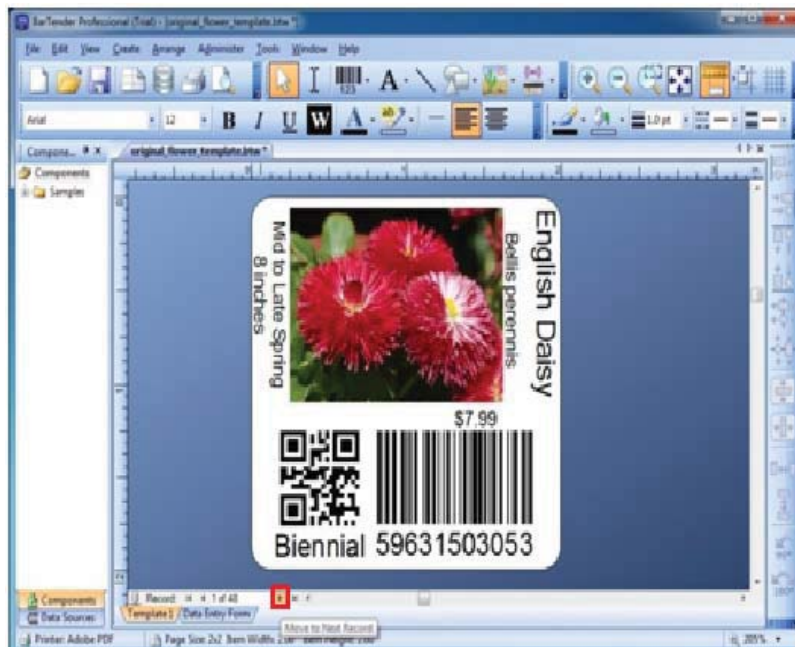
STEP 7 of 7



The Background will be inserted on the page.

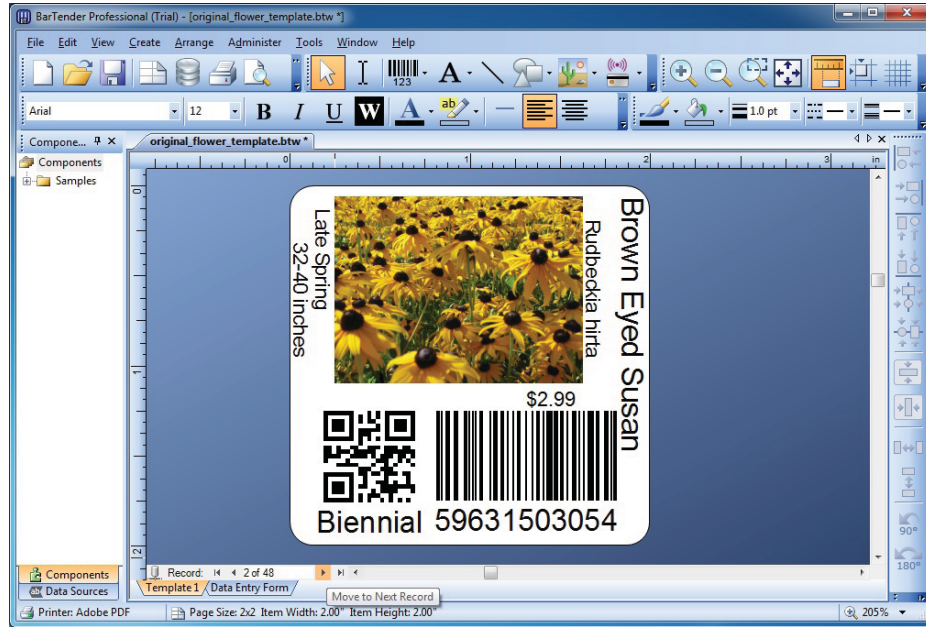
(h) Steps before printing

STEP 1 of 5



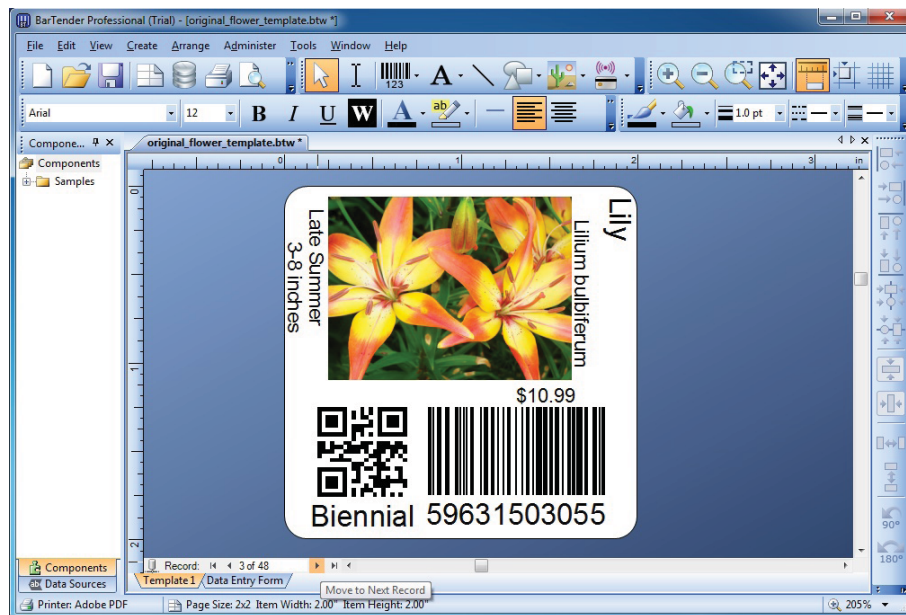
Verify that all data from the csv file has been imported into the template. Click the > button at the bottom of bartender to move to the next record.

STEP 2 of 5



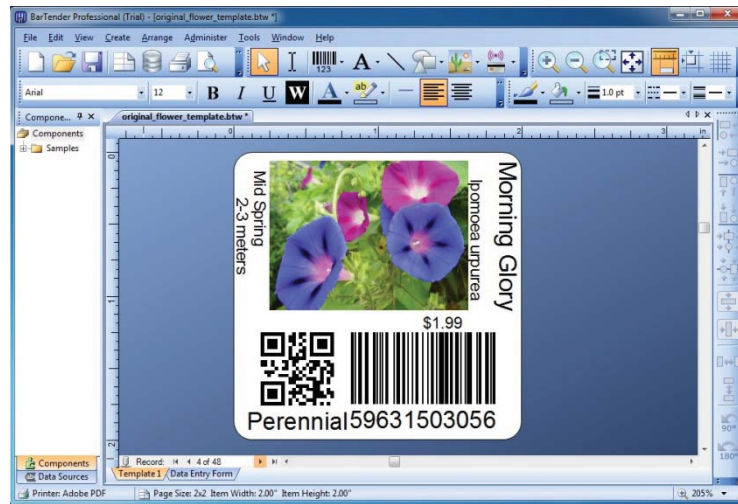
Verify that the data in each record matches the csv file.

STEP 3 of 5



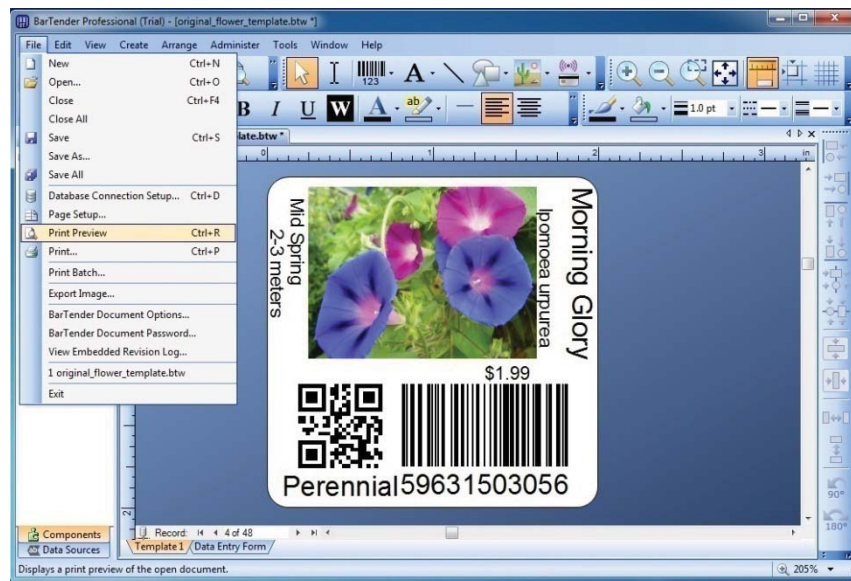
Notice how the Field information is displayed. Make adjustments in positioning as required.

STEP 4 of 5



Once all records have been adjusted, if needed, the job is ready for printing. Scan the Bar Codes one last time before printing.

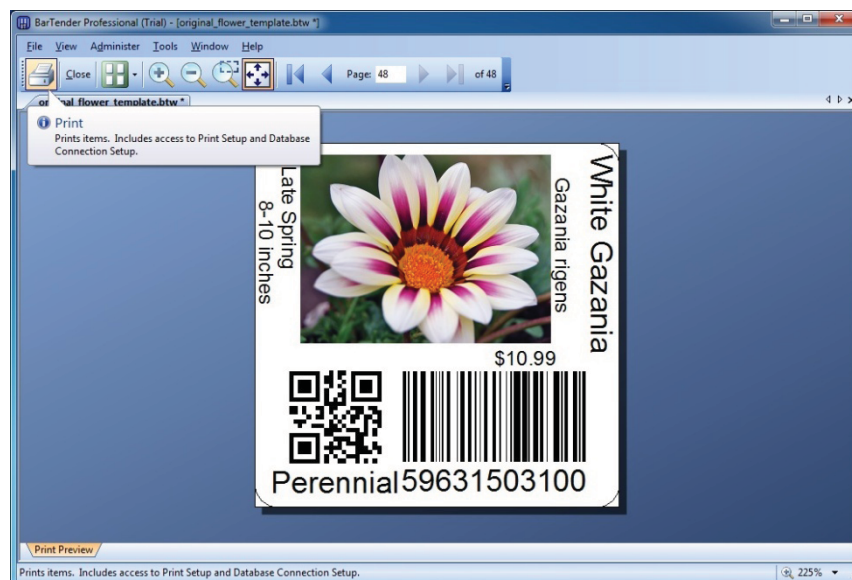
STEP 5 of 5



Click **File** > Click **Print Preview**.

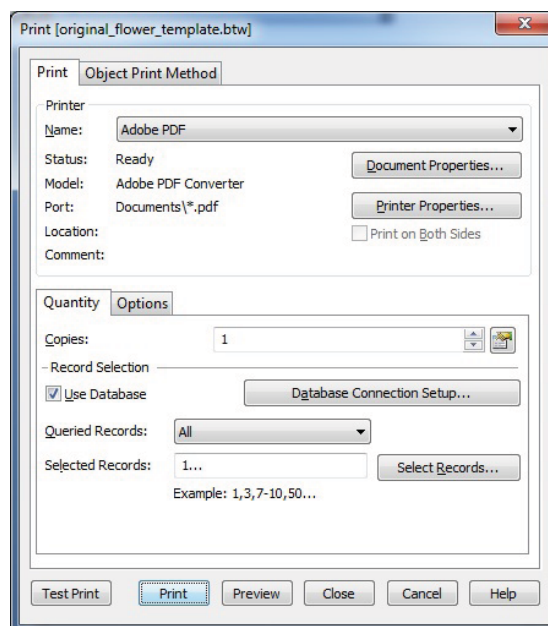
(i) Printing the job

STEP 1 of 5



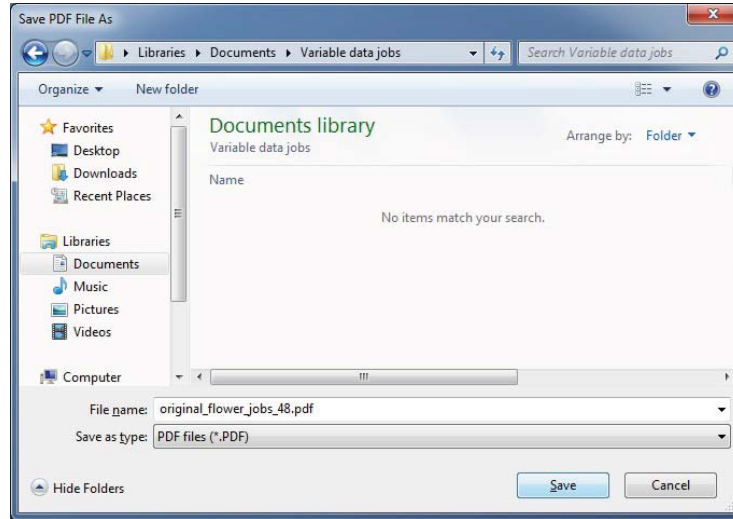
Check for any adjustments that are needed on the layout and make those changes. Print Preview once more for verification, then click **Print**.

STEP 2 of 5



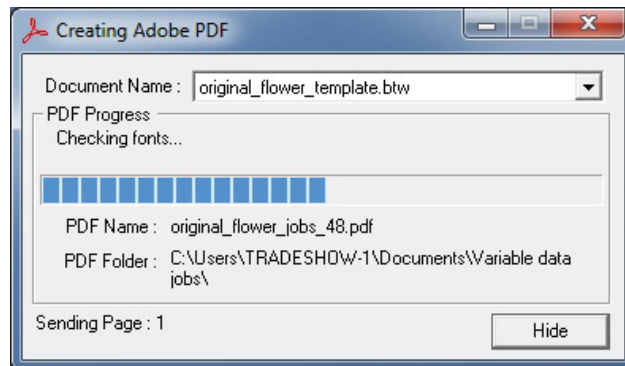
Ensure that the Printer Name is that of the Adobe PDF printer. Click **Print**.

STEP 3 of 5



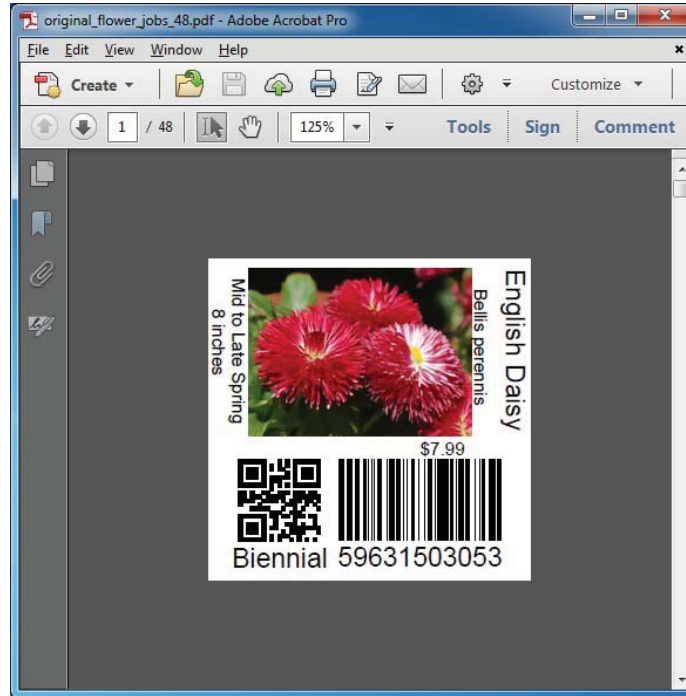
Save the generated PDF file.

STEP 4 of 5



The progress of the PDF generation will be displayed.

STEP 5 of 5



- i) Upon completion of the print job, the file will be opened. Check all pages for consistency.
- ii) Select File > **Print**