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<u>BarTender 10 Pro & Adobe Acrobat X Pro</u> Installation and User Guide for Variable Data

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1. Installing Adobe Acrobat X Pro

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

TEP 2 of 17			
			2
	Adobe Acrobat X		
		ada (
	Folder Location		
	The downloaded files must be extracted to folder to extract them to and then click N	efore you can use them. Please specify a ext. If the folder does not exist, it will be	
	created for you.		
	Extract Adobe Acrobat X to:		
	C:\Users\TRADESHOW-1\Desktop\Adobe	Acrobat X	
	Existing Files - Overwrite Mode		
	Confirm O Skip	Overwrite	
	About	<u>N</u> ext > <u>Cancel</u>	
Run the Adol	e Acrobat X Pro setup file.	adobe-acrobat-x-pro-windo	ows.exe> Click Next >.

STEP 3 of 17	🔤 Adobe Acrobat X		
		Adobe	
	Preparing files Please wait while the downloaded files are bei Extracting: C:\Users\TRADESHOW-1\Desktop\A 47% completed	eing extracted. Adobe Acrobat X\Data1.cab	

TEP 4 of 17			
	🔤 Adobe Acrobat X		
			Adobe
	Files Are Ready The downloaded files have been extracted	and saved to the folder you spe	cified.
	✓ Launch Adobe Acrobat X Open the specified folder C:\Users\TRADESHOW-1\Desktop\Adob	e Acrobat X\	
			Einish
ce all the files have t	been extracted, click Finish to	launch the installer.	

STEP 5 of 17	
	Setup
	Select the language for this installation from the choices below. English (United States)
	OK Cancel
Select the preferred la	nguage> Click OK .

STEP 6 of 17	
	🛃 Adobe Acrobat X Pro - English, Français, Deutsch - Setup
	ADOBE' ACROBAT' X PRO
	Adobe InstallShield
Click Next > .	

🔁 Adobe Acrobat X Pro - English, Français, Deutsch - Setup	
The following information must be entered before installation of Adobe Acrobat can be completed.	
User Name:	
TRADESHOW-1	
Organization:	
Install the trial version.	
I have a serial number; install the full version.	
Serial Number:	
InstallShield	
< Back Next > Cancel	
Fill out the necessary information> Click Next >	-

TEP 8 of 17
🙀 Adobe Acrobat X Pro - English, Français, Deutsch - Setup
Setup Type
Please select a setup type.
© <u>Typical</u>
Program will be installed with the most common options. Recommended for most users.
Omplete
Program will be installed with all features. (Requires the most disk space.)
© Cu <u>s</u> tom
Choose the program features you want to install. Recommended for advanced users.
InstallShield
< Back Next > Cancel
Select Complete> Click Next > .

STEP 9 of 17	
문 Adobe Acrobat X Pro	- English, Français, Deutsch - Setup
	Destination Folder
	Click Next to install to this folder or click Change to install to a different folder.
	Install Adobe Acrobat X Pro - English, Français, Deutsch to:
	C: Program Files (X86) (Adobe (Acrobat 10.0)
InstallShield	
	Change < Back Next > Cancel
L	
Click Next >.	

词 Ado	be Acrobat X Pro - English, Français, Deutsch - Setup	×
	Ready to Install the Program	
	Setup is ready to begin installation.	
	Click Install to begin the installation.	
	If you want to review or change any of your installation sett Back. Click Cancel to exit Setup.	tings, dick
InstallSh	ield < <u>Back</u> Install Ca	ncel

الم	nglish, Français, Deutsch - Setup
I	Installing Adobe Acrobat X Pro - English, Français, Deutsch
r F	Please wait while Setup installs Adobe Acrobat X Pro - English, Français, Deutsch. This may take several minutes.
2	Status:
	The program features you selected are being installed.
InstallShield	
	< <u>B</u> ack Next > Cancel

STEP 12 of 17	
🛃 Adobe Acrobat X Pro) - English, Français, Deutsch - Setup
	Setup Completed.
	Setup has successfully installed Adobe Acrobat X Pro - English, Français, Deutsch. Click Finish to exit the wizard.
	Upon launching this product for the first time, you may be asked the following:
	* Accept the end user license agreement * Activate this product * Register your copy of the software
InstallShield	
	< Back Einish Cancel
The installation has completed> Click Fi	nish.

STEP 13 of 17



STEP 14 of 17			
	Acrobat X Pro		
		Loading Content	
The Loading Content Pa	ge will display.		

STEP 15 of 17	
Acrobat X Pro	
X	Acrobat X Pro Trial Provide a serial number Language: English (North America)
	Continue to use as a trial
	QUIT CONTINUE
If the Serial Number was not entered	earlier, please enter it now.> Click CONTINUE .

STEP 16 of 17		
Acrobat X Pro	Register Your Softwa	re
	Need an Adobe ID?	Already have an Adobe ID? Email (Adobe ID)
	CREATE AN ADOBE ID	 Password
		Forgot Password* >
	SRIP THIS STEP	BACK NEXT
Login with your Adobe ID. Enter your	login credentials> Cli	ck Next. If you do not have an Adobe ID, click
CREATE AN ADOBE ID, then enter you	ur newly created logir	credentials> Click Next .

STEP 17 of 17	
🔛 Acrobet X Pro	
C Than	< You
Getting Star	ted: Adobe Products and Services
<i>•</i>	
	View Video Tutorials
	DONE
Click Done . The installation of Adobe Acroba	t X Pro is completed.

2. Installing Adobe PDF Printer

P 1 of 15	
Constral Danal A Hardware and Sound A Devices and Direteer	C (a) Sarah Day 0
Control Panel + Hardware and Sound + Devices and Princers	search Dev. 2
Add a device Add a printer	
Devices (3) Start the Add Printer Wizard, which balax you install a printer	<u>^</u>
The pay you make a printer	
DELL P170S TRADESHOW-1- USB Optical	E
Drinters and Eaves (2)	
- Flintels and Faxes (2)	
CutePDF Writer TOSHIBA	
e-STUDIO Printer PCL6 3540C NEW	
on isyserver	
 Unspecified (2) 	-
7 items	
igate to Devices and Printers in the Control Panel, Click Add a	printer.

STEP 2 of 15	
51LF 2 01 15	
	Add Printer
	Vhat type of printer do you want to install?
	Add a local printer Use this option only if you don't have a USB printer. (Windows automatically installs USB printers when you plug them in.)
	Add a network, wireless or Bluetooth printer Make sure that your computer is connected to the network, or that your Bluetooth or wireless printer is turned on.
	Next Cancel
Click Add a local printer.	

CTED 2 of 1E				
STEP 3 01 15				
_				
			×	
8	Add Printer			
	Choose a printer port			
	encose a printer port			
	A printer port is a type of con	nection that allows your computer to exchange info	rmation with a printer.	
	Use an existing port:	Desktop*.pdf (Adobe PDF)		
	Create a new port:			
	Type of port:	Adobe PDF Port Monitor	*	
		(Next Cancel	
			y	
		C-l+Dl+* 16/4		
Under the Use an existing p	ort: selection>	Select Desktop*.pdf (A	aobe PDFJ> Click Ne	KT.

Choose your printer from the list. Click Windows Update to see more models. To install the driver from an installation CD, click Have Disk.
Manufacturer Printers
Adobe Adobe PDF Converter Version: 10.1.0.0 [8/14/2012] Brother Adobe PDF Converter Version: 8.6.0.0 [7/22/2009] Canon Canon
Epson r: v This driver is digitally signed. <u>W</u> indows Update <u>Have Disk</u>
Tell me why driver signing is important

STEP 4 of 15
Add Printer
Which version of the driver do you want to use?
Windows detected that a driver is already installed for this printer.
 Use the driver that is currently installed (recommended)
<u>Keplace the current driver</u>
Next Cancel
Select Use Driver that is currently installed. Click Next.

STEP 5 of 15	
	Add Printer
	Type a printer name
	Printer name: Adobe PDF Converter
	This printer will be installed with the Adobe PDF Converter driver.
	Next Cancel
Click Next.	

STED 6 of 15	
STEP 0 01 15	
💮 🖶 Add Printer	
Printer Sharing	
If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.	
Do not share this printer	
Share this printer so that others on your network can find and use it	
Location:	
Comment:	
Next Cancel	
Click Next.	

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7 01 15	
C Baunce	
i Add Printer	
You've successfully added Adobe PDF Converter	
Set as the <u>default printer</u> You can choose a default printer for home, work, and other places you go. <u>Set up multiple</u>	
default printers	
To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.	
Print a test page	
e is an option to Set as the default printer > Click Finish .	There is an option to Set



STEP 9 of 13		
STEP 9 of 13	ices ibe PDF Settings e Adobe PDF documents suitable for reliable viewing and printing reated PDF documents can be opened with Acrobat and Adobe Standard Standard Edit None Frompt for Adobe PDF filename Browse Letter Add	
Wew Addo PUP results Add document information Pely on system forts only: V Delete log files for success Ask to replace existing PDF Ask to replace existing PDF	do <u>n</u> ot use document forts ful jobs F file OK Cancel <u>Apph</u>	

Adobe PDF Printing Preferen	ces		×		
Layout Paper/Quality 🚣 Ado	be PDF Settings				
Adobe PDF Conversion Settings					
Use these settings to creat and proofers. Created PDI and later.	e Adobe PDF documents for quality printin F documents can be opened with Acrobat	ing on desktop prii t and Adobe Read	nters der 5.0		
Default Settings:	High Quality Print	• E	dit		
Adobe PDF Security:	None	• E	diţ		
Adobe PDF Output Folder	Prompt for Adobe PDF filename	▼ Bro	wse		
Adobe PDF Page Size:	Letter	- A	d <u>d</u>		
View Adobe PDF results					
Add document information					
Rely on system fonts only;	do not use document fonts				
Delete log files for success	ful jobs				
Ask to replace existing PD	Ffile				
	ОК	Cancel	Apply		

STEP 11 of 13			
Add Custom Paper Siz	ze		
Paper <u>N</u> ames:	Letter	•	
Paper Size		Unit	
Width	8.5	Inch	
Height	11.0	Millimeter ■ Point	
Add/Modify	Canc	el <u>D</u> elete	
The Add Custom Paper Size menu will disp	lav.		

STEP 12 of 13	78		
Paper <u>N</u> ames:	2x2		•
Paper Size <u>W</u> idth	2	Jnit Inch Millimeter	
Height	2	⊙ <u>P</u> oint	
Add/Modify	Cancel	<u>D</u> elete	
Make the necessary changes to the Width	and Height, us	e a suitable Pape	er Name>Click Add/Modify.

TEP 13 of 13
Adobe PDF Printing Preferences
Layout Paper/Quality 🛃 Adobe PDF Settings
Adobe PDF Conversion Settings Use these settings to create Adobe PDF documents for quality printing on desktop printers and proofers. Created PDF documents can be opened with Acrobat and Adobe Reader 5.0 and later.
Default <u>S</u> ettings: High Quality Print
Adobe PDF Segurity: None
Adobe PDF Output Folder Prompt for Adobe PDF filename
Adobe PDF Page Size: 2x2 Add
I wew Adobe PDF results
☑ Add document information
Rely on system fonts only; do not use document fonts
V Delete jog tiles for successful jobs
Ask to replace existing PDF file
otice that the Adobe PDF page Size: has changed. Click Apply to save changes.

3. Installing Bartender: Professional

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

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

STEP 2 of 13	
Open File - Security Warning	
Name: 1\Downloads\bt100 2867 trial webinstaller.exe Publisher: Seagull Scientific, Inc Type: Application From: C:\Users\TRADESHOW-1\Downloads\bt100_2867	
Image: Always ask before opening this file Image: Always	
Click Run.	

STEP 3 of 13	
BarTender - Inst	allShield Wizard
Select	he language for the installation from the choices below.
Englis	n (United States) 🔹
	OK Cancel
Select English [United States]> Click Ok	

STEP 4 of 13		
	BarTender - InstallShield Wizard Image: BarTender Setup is preparing the InstallShield Wizard, which will guide you through the program setup process. Please wait. Configuring Windows Installer Cancel	
Setup will be prepared.		

STEP 5 of 13		
	III BarTender Setup	
	Welcome! BarTender BarTender Setup Wizard.	
	BarTender 10.0 SR4	
	Welcome to the BarTender Setup Wizard. This wizard will install the BarTender Application Suite on your computer.	
	Note: Version Upgrade	
	BarTender Application Suite 10.0 SR3 is already installed on this PC. If you continue, it will be removed and replaced with 10.0 SR4.	
	< <u>Back</u> <u>N</u> ext > Cancel	
On the BarTender Set	up page, click Next > .	

STEP 6 of 13	
STEP 6 of 13	BarTender Setup License Agreement Please read the following license agreement carefully. End User License Agreement Seagull Scientific ("Seagull") grants you a non-exclusive license to use the accompanying computer software and related documentation ("Seagull Software"), subject to the following provisions. You assume full responsibility for the selection of the Seagull Software to achieve your intended results, and for the installation, use, and results obtained from the Seagull Software. Copyrighted Material: Only the TRIAL EDITION of Seagull's BarTender software may be copied and distributed freely. All other versions of BarTender are protected under standard copyright law and may not be copied.
	I accept the terms in the license agreement
	< <u>Back</u> Cancel
Accept the terms in the lice	ense agreement> Click Next> .

STEP 8 of 13		
[🔛 BarTender Setup	
	Review Options BarTender Ready to install.	
	BarTender will be installed using the following settings:	
	Installation Path C:\Program Files (x86)\Seagull\BarTender Suite Components to Install BarTender Batch Maker Print Station Sample Documents	
	< Back Cancel	
Review the options selecte	d, click Install.	

STEP 9 of 13		
	BarTender Setup	
	BarTender Activation BarTender Trial users should skip this step.	
	For Trial Installations: If you have not yet purchased BarTender, or for whatever reason want to run BarTender in its 30-day trial mode for now, press Next to skip Activation. Important Notes: My BarTender CD did not come in a sealed security envelope Lintend to move this BarTender installation Activation For BarTender to become a full working edition, you must activate it. You can activate now by Internet or phone using our Activation Wizard. Alternatively, you can activate at a later time from BarTender's Help menu. Activate Now	
	< <u>Back</u>	
Either click Activate Now (If	f you have a code in possession), or Next > for Trial Insta	alltion.

STEP 10 of 13	
	🗑 BarTender Setup
	BarTender Registration and Maintenance BarTender Register online now.
	If you purchased a Maintenance Agreement: You must register online in order to receive your free BarTender updates! If you did not purchase a Maintenance Agreement: A Software Maintenance Agreement is the easiest and most cost-effective way to keep your BarTender Software up-to-date. For more information, please visit BarTenderMaintenance com or call your reseller. Other Registration Benefits You unst register your software in order to receive free technical support and enable your software maintenance agreement (if you purchased one). Registering is also the best way to receive announcements about new products and versions. Register Online Now You can register in just a few minutes from Seagull Scientific's web site. If you cannot register now, you can do so at a later time from BarTender's Help menu. Register Online Now <a>Back
It purchased, there is an o	ption to register, click Next > to continue with the Trial Installation.

CTED 11 -612		
STEP 11 OF 13		
	BarTender Setup	
1	Installation Complete!	BarTender
	The installation has completed successfully.	
	Open Getting Started Manual	
	🔽 Run BarTender	
	Create Desktop Shortcut	
	Drivers by Seagull If you have a label or card printer, or another type of specialty printer with its own Windows printer drivers. However, even if it did, we str you instead install our Drivers by Seagull" for use with BarTender. I Seagull", if they are available for your printer, ensures that you get t printing features and performance when printing from BarTender. You Seagull from the CD Start menu (if you have a CD) or by downloading www.seagullscientific.com.	r, it may have come ongly recommend that Using Drivers by the best possible u can install Drivers by g them from
	<u><</u> <u>B</u>	ack <u>Finish</u>
The installation has compl	eted. Click Finish .	

STEP 12 of 13	
ſ	Activation Wizard
	Enter Product Key Code A Product Key Code is required to activate BarTender Suite.
	There are 30 day(s) remaining in your 30-day free trial period. If you do not activate BarTender Suite before the 30 days expire, it will then run in demonstration mode.
	Enter the Product Key Code for the software.
	Show this dialog on startup if not activated.
	< Back Next > Cancel Help
The Activation Wizard wi Trial Installation.	ndow will display. If purchased enter your Product Key Code, or click Cancel for

STEP 13 of 13	
	Edition Selection
	Edition Selection Which edition would you like to try? C Enterprise Automation (Trial) Automation (Trial) Professional (Trial) Basic (Trial)
	Do not show this dialog again
On the Edition Selection w	ndow, select Professional (Trial)> Click OK .

4. Configuring BarTender

(a) Page Setup	
STEP 1 of 15	
	BarTender 🗾
	Welcome!
	What would you like to do? Image: Start a new BarTender document Image: Open an existing BarTender document
	Don't show this dialog again
Click Start a new BarTe	nder document.

STEP 2 of 15	
Rew Document Wizard	
Starting Point Select the starting point for the new document.	
You can start with a blank template, or base your new document on an existing one.	
Starting Point: Blank Template Existing BarTender Document Select	
	< Back Next > Einish Cancel
Select Blank Template> Click Next	

STEP 3 of 15			
	W Document Wizard		
	Printer Selection Specify the printer to use with this document.		
	Printer:		
	(Veyserver\TOSHIBA e-STUDIO Printer PCL6 3540C NEW Addbe PDF Default (currently Adobe PDF)	Document Properties Printer Properties	
		< Back Next > Einish Cancel	
Select the Adobe PDF pr	inter> Click Next > .		

New Document wizard	
Stock Selection	
A Stock specifies the size of the page, and the size, number, position of the items on the page. You may select a predefine Stock or specify your own custom settings.	and ed
Specify Custom Settings	
Use a Predefined Stock	
⊆ategory:	-
Stock Name:	
	*
	< Back Next > Finish Cancel

🛞 New Docum	ent Wizard	
Page Size Select a pag	e size and orientation.	
Page Size:	Letter	Preview:
- Orientation @ Pgrtrait © Landsca	e C	Page Size: 8.5 x 11 in Printed Item Size: 4 x 2 in
		< Back Next > Einish Cancel

STEP 6 of 15	H New Docur Page Size Select a page	ment Wizard ge size and orientation.		
	Page Size: Width: - Orientation Portrait Landsca	2x2 2x2 2x0 in Height: 2.0 in	Preview:	
Click Next >.				

Wew Document Wizard	×
Printed Item Shape Specify the shape of your items.	
	Preview:
Gectangle G	Page Size: 2 x 2 in Printed Item Size: 0.75 x 0.2 in
	< Back Next > Einish Cancel

Wew Document Wizard	
Margins Specify the margins for the page.	
	Preview:
Iop: b.5 in Bgttom: 0.5 in Left: 0.25 in Bight: 0.25 in	
	Page Size: 2 x 2 in Printed Item Size: 0.75 x 0.2 in

STEP 9 of 15 Wew Document Wizard Margins Specify the margins for the page.	
Iop: 0.0 in Bgttom: 0.0 in Left: 0.0 in Right: 0.0 in	Preview:
	< Back Next > Einish Cancel
Change all margins to 0.0 inches> Click Next >.	

I New Document Wizard	
Rows and Columns Specify the number of rows and columns of items on each page of stock.	
Preview:	
Rows: 5	
Page Size: 2 x 2 in Printed Item Size: 1 x 0.4 in	
< Back Next > Einish C	Cancel

New Document Wizard
Rows and Columns Specify the number of rows and columns of items on each page of stock.
Preview: Columns: 1 1 Page Size: 2 x 2 in Printed Item Size: 2 x 2 in Cancel
change the values to 12 click were 2.

STEP 12 of 15	ocument Wizard tem Size the size of your item.		
- Printed Width Height	Item Size	Preview:	
Click Next >.			

STEP 15 0F 15	Rew Document Wizard		
	Template Background Select a picture or color for your background.		
	Background Features Color Allows you to specify a fill color to use for the background. Picture Allow you to use a picture for the background. Template Image Allows you to display a picture of what you want your completed design to look like behind the design area: You can then design on top of that picture, making it easier to position and size objects.	Preview:	
Click Next >.			

Wew Document Wizard	-X
Finished!	
When you press Finish, a new BarTender document will be created using the settings that you specified. Review: Starting Document: Blank Printer: Adobe PDF Page Size: 2 x 2 in Printed Item Size: 2 x 2 in	Preview: Page Size: 2 x 2 in Printed Item Size: 2 x 2 in
	< Back Next > Einish Cancel

STEP 15 of 15	
🔀 Barfender Professional (fria) - [Document.libity *]	
File Edit View Create Arrange Administer Tools Window Help	
D 🚰 🖬 🖹 🗑 🖪 🛕 🏑 👘 🚺 I I 🐘 · A · ∖ 分 · 👷 · 🚆 ·] 🔍 🤍 😋 🔁 🛱 🗰 .	
Components 9 × Document1bbw* 4 > × ······	
La para size a la componente La para size a la para size	
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.

0	a 🗄 🤊 -	(× •) ≎				Flora.csv	- Microsoft Exc	el							X
C	Home	Insert Page Layout	Formulas (Data Rev	iew View	Add-Ins	Acrobat							0 - 1	•
	a 🕺 Ca	libri - 11 - A	▲	₩	Wrap Text	General	*	5		-		Σ AutoSun	A	A	
P	aste 🥑 🖪	I <u>U</u> · <u>A</u> ·A		<	Merge & Cer	nter - %	• • • • • • • • • •	Conditional Format Formatting • as Table	t Cell	Insert Dele	e Format	Fill *	Sort 8 Filter	& Find & • Select •	
Clip	board 🖻	Font	G	Alignme	nt	NL NL	mber 🕞	Styles		Cell	5		Editing		
	A1		Bar Code												
1	А	В	С	D	E	F		G	Н	The second se	J	K	L	M N	
1	Bar Code	Name	Genus	Life Cycle	First Bloom	Plant height (Image1		Image2	Image3	Image4	Image5	Price	# pdf	
2	5963150305	3 English Daisy	Bellis perenn	Biennial	Mid to Late S	8 inches	1_EnglishDai	isy.jpg	Garden	Ful Garden	Par Garden	W Garden	7,99	1 4x4.pdf	
3	5963150305	4 Brown Eyed Susan	Rudbeckia hir	Biennial	Late Spring	32-40 inches	2_browneye	dsusans.jpg	Garden	Par Garden_	Na Garden	W Garden	2,99	2 4x4.pdf	
4	5963150305	5 Lily	Lilium bulbife	Biennial	Late Summe	3-8 inches	3_Lily.jpg		Garden	Par Garden	Ne Garden	W Garden	10,99	3 4x4.pdf	
5	5963150305	6 Morning Glory	Ipomoea urpu	Perennial	Mid Spring	2-3 meters	4_morning g	lory.jpg	Garden	Clc Garden_I	Par Garden	W Garden	1,99	4 4x4.pdf	
6	5963150305	7 Blue Hydrangea	Hydrangea ma	Perennial	Mid Summer	4-6 feet	5_blue_hydr	angea.jpg	Garden	Par Garden_I	ul Garden	W Garden	11,99	5 4x4.pdf	
7	5963150305	8 Bach's Flower	Mimulus	Annual	Mid Summer	4-6 feet	6_bachs_flow	wer.jpg	Garden	Clc Garden_I	Par Garden	W Garden	2,99	6 4x4.pdf	
8	5963150305	9 Red Zinnia	Zinnia elegar	Annual	Late Summe	13-4 feet	7_red_zinnia	a.jpg	Garden	Ful Garden	Ne Garden	W Garden	10,99	7 4x4.pdf	
9	5963150306	0 Australian Red Lily	Nymphaea gi	Perennial	Late Summe	3-8 inches	8_Austrailian	n red-lily.jpg	Garden	Ful Garden_I	Par Garden	W Garden	4,99	8 4x4.pdf	
10	5963150306	1 Blue Passion Flower	Passiflora cae	Annual	Mid Summer	r 30 feet <mark>(vine</mark>)	9_blue_pass	ion_flower.jpg	Garden	Ful Garden	Ne Garden	W 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 Flora.csv - Notepad File Edit Format Yiew Help Bar Code, Name, Genus, Life Cycle, First Bloom, Plant height (approximately), Imagel, Image2, Image3, Image4, Image5, Price, #, pdf S9631503053, English Daisy, Bellis perennis, Biennial, Atta Summer, 3-4 inches, J. EnglishDaisy, Jag, Garden, FullSun, Garden, Wat S9631503054, Morning Glory, Ipomoea unpurea, Perennial, Mid Spring, 2-3 meters, 4, morning glory, Jag, Garden, Well, drained, Garden, Wat S9631503054, Morning Glory, Ipomoea unpurea, Perennial, Mid Spring, 2-3 meters, 4, morning glory, Jag, Garden, PartialSun, Garden, Wat S9631503055, Morning Glory, Ipomoea unpurea, Perennial, Mid Spring, 2-3 meters, 4, morning glory, Jag, Garden, PartialSun, Garden, Wat S9631503056, Morning Glory, Ipomoea unpurea, Perennial, Mid Spring, 2-3 meters, 4, morning glory, Jag, Garden, PartialSun, Garden, Wat S9631503057, Blue Hydrangea, Hydrangea macrophylla, Perennial, Mid Summer, 4-6 feet, S, Dule, hydrangea, Jpg, Garden, PartialSun, Garden, Wat S9631503058, Mach's Flower, Mimulus, Annual, Mid Summer, 3-4 feet, 7, T-ed zinnia, Jpg, Garden, FullSun, Garden, Vatil, S9631503068, Mustralian Red Lily, Nymphaea gigantean, Prennial, Late Summer, 3-5 feet, 110, Plue, Dassion, flower, Jpg, Garden, Cloudy, Garden, PartialSun, Garden, Flues, S9631503068, Net Flower, Passiflora caerulea, Annual, Mid Summer, 3-5 feet, 110, Plue, Dassion, Flower, Jpg, Garden, Cloudy, Garden, Partisoso, S0631503068, S190 eding, Haerts, Dicentra spectabilis, Perennial, Late Summer, 2-3 feet, 11, Pleedinghearts, Jpg, Garden, Cloudy, Garden, Partisoso, S0631503068, S190 eding, Haerts, Dicentra spectabilis, Perennial, Late Summer, 3-4 feet, 15, Mallow, Jpg, Garden, Cloudy, Garden, PartialSun, S0631503068, S190 eding, Annual, Mid Summer, 3-4 feet, 15, Mallow, Jpg, Garden, Cloudy, Garden, PartialSun, S0631503068, S190 eding, Annual, Mid Summer, 3-4 feet, 15, Mallow, Jpg, Garden, Cloudy, Garden, PartialSun, S0631503068, Sapa Dragon, Convallaria a majalis, Perennial, Late Summer, 3-4 feet, 11, Nu

(b) Database Connection Setup (csv file)





Add Database Connection Wizard	×
Select the type of database to use	
Database Platform:	Connection Type:
Microsoft Access	OLE DB
Microsoft Excel	OLE DB
Microsoft SQL Server	OLE DB
© <u>O</u> rade	OLE DB
General OLE DB Provider	OLE DB
🔘 Universal Data Link (UDL) File	OLE DB
ODBC Data Source	ODBC
I <u>Text File</u>	Native
< Back	Next > Einish Cancel Help

STEP 4 of 13	Add Database Connection Wizard
	Select the text file to read from
	Enter the name of the text file to read from: Engoding: Windows' System Default
	< Back Next > Enish Cancel Help
Click Select File.	

STEP 5 of 13	
O ● Location: B Flowers	- U 🗋
📄 <u>O</u> rganize 👻 📰 <u>V</u> iew 👻 🎦 New <u>F</u> older	
My Documents Desktop	
File Name: Flora.csv	Open
File <u>Type</u> : Data Files (*.dat;*.txt;*.csv)	Cancel
Navigate to the folder that contains the csv file. Select the csv f	file > Click Open .

Add Database Connection Wizard		
Select the text file to read from	A7-118	
Enter the name of the text file to read from:		
C:\Users\TRADESHOW-1\Documents\Flowers\Flora.	sv <u>S</u> elect File,	View File
En <u>c</u> oding:		10
Windows' System Default	•	
	< Back Next > Einish (Cancel Help

Add Database Connection Wizar	a second and a second as	Sand Street and	×
Specify field delimitation			
The Database Connection likely delimitation method different one. Delimitation is the use of a fields in a text file. <u>D</u> elimitation Type:	Wizard has analyzed your text file . elow. You can either accept this se aracters, such as quotes and comr red Quote and Comma	and selected the most etting or specify a mas, to separate between <u>View File</u>	
	< <u>B</u> ack	Einish Cancel	Help

STEP 8 of 13	
-	
	Add Database Connection Wizard
	Select the format of the first row
	Is the first record of the text file a Theader* that contains the names of the fields? Yes Yes Yew File
	< Back Next > Einish Cancel Help
The first record, or fi	irst row of the text file are the Header Fields for the data in the csv file. Select Yes >
Click View File. to ve	erify that The Headers are in the csv file.

		Flora.csv - Micros	soft Excel		
9	Home Insert Page Layout Formulas	Data Review View Add-Ins Acrobat			Ø – ť
Pas	$\begin{array}{c c} & & \\ & &$	■ <mark>● ◇ ・)</mark> ③ Wrap Text General ■ ■ 律 律 函 Merge & Center ・ \$ ~ % ~ (*	to and tional Format Cell	Insert Delete Format	AutoSum * 27 111 Fill * Sort & Find & Clear * Either * Select *
lipt	board 🖻 Font 🕼	Alignment 😡 Number	Styles	Cells	Editing
	A1 • 🖉 🏂 Bar Code				
4	A B C D	E F G	H I I I	K L M	N O
	Bar Code Name Genus Life Cycle I	First Blooı Plant heig Image1	Image2 Image3 Image4 Ima	age5 Price #	pdf
	59631503053 English Da Bellis per(Biennial	Mid to Lat 8 inches 1_EnglishDaisy.jpg	Garden_FiGarden_P Garden_W Gar	den_c: 7,99	1 4x4.pdf
	59631503054 Brown EyeRudbeckie Biennial	Late Sprin 32-40 inch 2_browneyedsusans.jpg	Garden_P Garden_W Garden_W Gar	rden_ca 2,99	2 4x4.pdf
	59631503055 Lily Lilium bul Biennial	Late Sumr 3-8 inches 3_Lily.jpg	Garden_P Garden_W Garden_W Gar	den_c: 10,99	3 4x4.pdf
		Mid Sprin 2-3 meter 4 morning glory.jpg	Garden_C Garden_P Garden_W Gar	den_c: 1,99	4 4x4.pdf
	59631503056 Morning Cipomoea (Perennial)	1 00 700			
	59631503056 Morning Cipomoea (Perennial 59631503057 Blue Hydr Hydrange Perennial	Mid Sumn 4-6 feet 5_blue_hydrangea.jpg	Garden_P Garden_F Garden_W Gar	den_c: 11,99	5 4x4.pdf
	59631503056 Morning Cipomoea (Perennia) 59631503057 Blue Hydr Hydrange Perennial 59631503058 Bach's Flo Mimulus Annual	Mid Sumn 4-6 feet 5_blue_hydrangea.jpg Mid Sumn 4-6 feet 6_bachs_flower.jpg	Garden_P Garden_Fi Garden_W Gar Garden_C Garden_P Garden_W Gar	den_c: 11,99 den_c: 2,99	5 4x4.pdf 6 4x4.pdf
	59631503056 Morring cipomoea (Perennial 59631503057 Blue Hydr Hydrange: Perennial 59631503058 Bach's Flo Mimulus Annual 59631503059 Red Zinni; Zinnia ele Annual	Mid Sumn 4-6 feet 5_blue_hydrangea.jpg Mid Sumn 4-6 feet 6_bachs_flower.jpg ate Sumr 3-4 feet 7_red_zinnia.jpg	Garden_P Garden_F Garden_W Gai Garden_C Garden_P Garden_W Gai Garden_F Garden_W Garden_W Gar	den_c: 11,99 den_c: 2,99 den_c: 10,99	5 4x4.pdf 6 4x4.pdf 7 4x4.pdf
	S9631503056 Morning c Ipomoea i Perennial S9631503057 Blue Hydr Hydrange Perennial S9631503058 Bach's Flor Mimulus Annual S9631503059 Red Zinni: Zinnia ele Annual S9631503060 Australiar Nymphae Perennial	Mid Sumn 4-6 feet 5_blue_hydrangea.jpg Mid Sumn 4-6 feet 6_bachs_flower.jpg Late Sumr 3-4 feet 7_red_zinnia.jpg Late Sumr 3-8 inches 8_Austrailian red-lily.jpg	Garden_P Garden_F Garden_W Gar Garden_C Garden_P Garden_W Gar Garden_F Garden_M Garden_W Gar Garden_F Garden_P Garden_W Gar	rden_c; 11,99 rden_c; 2,99 rden_c; 10,99 rden_c; 4,99	5 4x4.pdf 6 4x4.pdf 7 4x4.pdf 8 4x4.pdf

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	Add Database Connection Wizard	A COLOR		
	Select the format of the first row	3597001 [<u>****</u>]A7-		
	Is the first rec "header" that fields? ⊚ ⊻es ⊘ №o	ord of the text file a contains the names of the <u>Vi</u> ew File		
		< Back Next > Finish	Cancel Help	
Click Finish.				

EP 11 of 13	
Database Connection Setup Query Options Status	
Database Name: Text File 1 Alias: (none) Type: Text Aliag Remove	
OK Cancel Help	
e Database Connection Setup window will display.	

Database Connection Setup	Que	ry Options Status	Browse	w All Fields
		Bar Code	Name	Geni
	1	59631503053	English Daisy	Bellis perennis
	2	59631503054	Brown Eyed Susan	Rudbeckia hirta
	3	59631503055	Lily	Lilium bulbiferum
	4	59631503056	Morning Glory	Ipomoea urpurea
	5	59631503057	Blue Hydrangea	Hydrangea macroph
	6	59631503058	Bach's Flower	Mimulus
	7	59631503059	Red Zinnia	Zinnia elegans
	8	59631503060	Australian Red Lily	Nymphaea gigantea
	9	59631503061	Blue Passion Flower	Passiflora caerulea
	10	59631503062	Yellow Monkey Flower	Mimulus luteus
	11	59631503063	Bleeding Hearts	Dicentra spectabilis
	12	59631503064	Columbine Flower	Aquilegia
	13	59631503065	Lily of the Valley	Convallaria majalis
	14	59631503066	Shap Dragon	Convaliaria majalis
	15	59631503067	Mallow	Althaea officinalis
Add			ОК	Cancel Help

Database Connection Setup	Status Browse Field Name: Bar Code Alias: (none) Data Type: Integer Length: 11 Aliag OK Cancel Help
Expand the Flora Menu by clicking + to	the left of the Menu > Select Bar Code > Under Data Type: Select

6. Bartender Job Options

(a) Inserting a Bar Code



Select Bar Code	
GS1 (by Application)	12345678 Aztec Code
 GS1 (by Symbology) Health Care 	1284/078 Codabar
Postal / Shipping TLC	Code 128
(all the second second	Code 39 (Full ASCII)
	Preview: Code 128
	12345678
	Select Cancel





STEP 5 of 12				
Bar Code Properties			— X	
Image: Symbology and Symbol	Data Source	Data Type Transforms Image: Transforms	Chan	ge Data Source Type
☐ Position ☐ Data Sources ☐ ∰ 12345678			Ŧ	
<u>°</u> 1 * ¥ 4 ªa @			Close Help	
Under Data Sources, select t	he Bar Code p	placed on the page > l	Under the Data S	ource tab, click the
Change Data Source Type b	utton.			

STEP 6 of 12	() Change Data Source Type Wizard	×	
	Select New Type		
	Select the new type for the data Iype: <select> Select></select>	source:	
	< <u>E</u>	ack Next > Einish Cancel	

Change Data Source Type Wizard
Select New Type
Select the new type for the data source: Iype: Database Field Description The Database Field source is used to read data from a wide variety of external sources, including databases, delimited text files, spreadsheets, and ODBC or OLE DB sources.
< Back Next > Einish Cancel

STEP 8 of 12	
Change Data Source Type Wizard	x
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, u 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: Sample Field Data: Bar Code First Bloom Genus Image 1 Image 2 Image 3 Image 4 Image 5 Life Cycle Name pdf Plant height (approximately) Price <use field="" last=""></use>	JSE
Under Field Name: Select Bar Code.	

STEP 9 of 12		
(III) Change Dat	Source Type Wizard	
Database Fiel Specifies the	field to be read from the database at print-time.	
Select the desir the Database C document.) Also, please ty Fi <u>e</u> ld Name:	ed database field name from the list below. (If the Field Name list is blank, use onnection Setup button to specify a database for use with this BarTender e in a sample representation of the selected field's data.	
Sample Field Da	ta: 12345678 Database Connection Setup	
	< Back Next > Finish Cancel	
Click Finish .		

	Bar Code Properties	Data Source <u>N</u> ame: <u>I</u> ype: Field Name:	Data Type Transforms	4 4 400		
	Position	Sample Data:	Connection Setup		Ω	
	<u>*</u>			Close	Help	
Click Close.						





(b) Inserting a Picture



















(c) Resizing a Bar Code



	Symbology: Code 128
Symbology and Size	Dimensions X Dimension: 8.75 mils 🔄 🚰 Batio: Auto 👻
	Density: 20.338 chars/in 🔄 Height: 0.5 in
Position	Symbology Specific Options
Data Sources	Code Set: Auto ✓ GS1-128 (UCC/EAN - 128)
	SS 1 Application Identifier Data Source Wizard
	Encoding: US, Western Europe (7-Bit ASCII)
	Color: Print Method

(d) Inserting Text







STEP 4 of 8				
Te	ext Properties	THE REAL PROPERTY AND INCOME.		
	Data Sou	rce Data Type Transforms		
A	A ^a Font	<none></none>	Change Data Source Type	
	Text Format <u>Type:</u> Border	Embedded Data		
	Position Embedd	d Data: Sample Text	2	
	Sample Text			
			*	
2	※ X X 🖬 🛍 🛉 🖡			
			Close Help	
In the left name select	Sample Text under [)ata Sources > Click the	Change Data Source Type	outton to
onen the Change Data	Source Type Wizard		e change bata source ryper	Juctori to
open the change Data	Source Type Wizaru.			

STEP 5 of 8	
Change Select Net	Data Source Type Wizard
	Select the new type for the data source: Iype: Database Field Description The Database Field source is used to read data from a wide variety of external sources, including databases, delimited text files, spreadsheets, and ODBC or OLE DB sources.
	< Back Next > Einish Cancel
The Change Data Source Type W	/izard will display. Under Type:, select Database Field > Click Next > .

STEP 6 of 8	
Change Data Sou Database Field Specifies the field	to be read from the database at print-time,
Select the desired da the Database Connec document.) Also, please type in a Figld Name: Sample Field Data:	tabase field name from the list below. (If the Field Name list is blank, use tion Setup button to specify a database for use with this BarTender a sample representation of the selected field's data. Name Sample Text Database Connection Setup
	< Back Mext > Finish Cancel
Under Field Name, select the Field of	preference > Click Finish .

STEP 7 of 8				
	Text Properties	1.4.1		
		Data Source [Data Type Transforms	
	A Text 1	Name:	<none></none>	
	Text Format	<u>Type</u> :	Jatabase Field	
	Border	Field Name:	Name	•
	Data Sources Field: Flora.Name	Sample Data:	Sample Text	- Ω
				•
		Database C	Connection Setup	
	An of the M D, see A 10			
			Close	Help
Click Close.				



(e) Inserting additional Bar Codes





STEP 3 of 4	
Select Bar Code	
Common Bar Codes GS1 (by Application) CG1 (by Symbology) CG2 (
Core	
TLC Trioptic	
UPC-A *	
三日の「日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日	
12345678	
Select Cancel	
Select the Bar Code of preference > Click Select .	



(f) Saving a template

Click the Save button.



🔛 Save As	 ×
O → Location: Barcode templates	- 0 🖄
📄 Organize 👻 🔠 View 👻 🎦 New <u>F</u> older	
BarTender Documents Desktop Desktop Computer	
File Name: original_flower_template.btw	▼ Save
File Type: BarTender Document - 10.0 and higher (*.btw)	▼ Cancel

(g) Changing the background





Background Color:, select your color of preference.

STEP 3 of 7	
Page Setup	• • • • • • • • • • • • • • • • • • •
Stock Page Layout Shape Media Handling Printing Order Te	nplates Background
Picture Color Template Image	Preview:
Background Color:	
Options Do Not Print	
Do Not Show In Print Preview	
Overhang Template: 0.0 in	
	Page Size: 2 x 2 in Template Size: 2 x 2 in
Winned	
VVIZer G	
Click OK .	

Stock Page Layout Shape Media Handling Printing Order Templates Background
Picture Color Template Image Preview:
Source: Embedded Picture
Get Picture From
Ele Scanner or <u>C</u> amera
Size Method: Stretch
- Ontions
Do Not Print
Do Not Show In Print Preview
Overhang Template: 0.0 in
Image Processing Error Handling
Page Size: 2 x 2 in
Template Size: 2 x 2 in



Stock Page Layout Shape Media Handling Printing Order Templates Background	
Picture Color Template Image	
Source: Embedded Picture	
Get Picture From Elle Scanner or Camera	
Size Method: Stretch	
- Options	
Do Not Print	
Do Not Show In Print Preview	
Overhang Template: 0.0 in	
Image Processing Error Handling	
Page Size: 2 x 2 in	
Template Size: 2 x 2 in	



(h) Steps before printing



bottom of bartender to move to the next record.









(i) Printing the job



more for verification, then click **Print**.

STEP 2 of 5
Print [original_flower_template.btw]
Print Object Print Method Printer
Name: Adobe PDF
Status: Ready Document Properties Model: Adobe PDF Converter
Port: Documents*.pdf Printer Properties
Location: Print on Both Sides Comment:
Quantity Options
Copies: 1
- Record Selection
Use Database Database Connection Setup
Queried Records:
Selected Records: 1 Select <u>Records</u>
Example: 1,3,7-10,50
Test Print Previous Close Cancel Help
Ensure that the Printer Name is that of the Adobe PDF printer. Click Print .

Save PDF File As	
Organize	folder
🔆 Favorites	↑ Documents library Variable data jobs Arrange by: Folder ▼
Downloads	Name E No items match your search.
Documents Documents Music Pictures Videos	
👰 Computer	• • •
File <u>n</u> ame: O Save as <u>t</u> ype: P	rriginal_flower_jobs_48.pdf DF files (*,PDF)
lide Folders	Save Cancel

STEP 4 of 5
Creating Adobe PDF Document Name : original_flower_template.btw PDF Progress Checking fonts PDF Name : original_flower_jobs_48.pdf PDF Folder : C:\Users\TRADESHDW-1\Documents\Variable data jobs\ Sending Page : 1 Hide
The progress of the PDF generation will be displayed.

