

# How to Print Barcode Labels with BarTender

*Issue 1: January 2006*

## Objective:

A variety of different barcode labels can be printed using labels designed with **BarTender** from **Seagull Scientific**.

*Software Versions: Although the 'basic' version of Bartender from Seagull Scientific can be used to design new labels, please note that Bartender Professional or Enterprise versions are required to print from 'Barcode for Sage Line 50.*

This document describes how to design a new label format and print a test.

## Types of Labels

Before commencing, you will need to decide on the Type of label to print.

There are 3 different types of labels:

Type of Label	Description	Typical Usage
Barcode Label	This label relates to each of the barcodes for a given product in Sage.	To print price-ticket labels when the barcode is different to the stock code in Sage.  Also use these labels if you have multiple barcodes created for certain products; and need a different label for each one.
Shelf Label	This label relates to the product from Sage.	Use this label for shelf-edge labelling in the warehouse.
Serial Label	This label is used to print a Serial Number label.	Used when Serial Numbers are 'System Generated' when using the optional Serial Numbers module.

## Initial Configuration

### Shared Network Folder

Before BarTender can be used, a folder must be shared on the Core Server that can be accessed by the PC which runs BarTender. This will probably have been created at the time of installation.

Open Windows Explorer on the core server and navigate to

C:\Program Files\Beacon Link\Barcode For Sage Line 50 Core Server\Barcode Shared

Ensure that this folder has **Sharing** enabled.

In Barcode Admin, select the '**Settings**' tab, and browse to this shared folder.

Press Save.

## Designing a New Label in BarTender

1. Start Bartender
2. At the welcome box, click on '**Start a New label format...**'
3. Choose a '**Blank Label Format**'
4. Select your connected printer and required label size
5. Click **Save As**. Your new Bartender file should be saved to the 'Formats' folder in the shared folder.

```
C:\Program Files\Beacon Link\Barcode For Sage Line 50 Core Server\Barcode Shared\BarTender\Printers001\Formats
```

## Following the Database Connection Wizard

Select **File...Database Connection Setup**

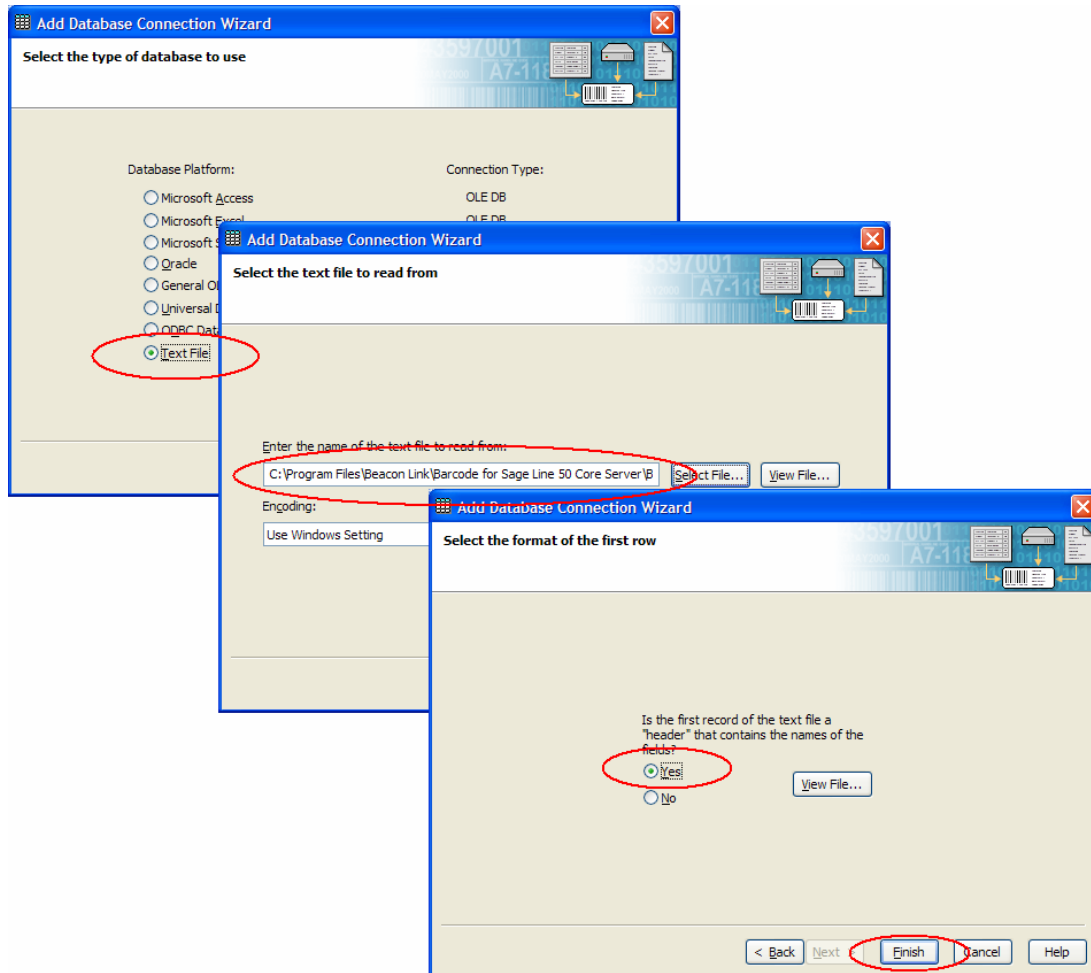
This will start the '**Database Connection Wizard**'.

Select '**Text File**' in the list of Database Platforms, and click **Next**

Click '**Select File**'. There is a sample test file available which can provide example fieldnames and test data for creating new labels. Select the file according to the type of label required:

C:\Program Files\Beacon Link\Barcode For Sage Line 50 Core Server\Barcode Shared\BarTender\Printers001\Sample Text File\Sample Barcode Data.txt

Leave Encoding as the default option ('Use Windows Settings'). Click **Next**



*Using the Bartender Database Connection Wizard*

Click **'Yes'** - the first record is a 'header' record.

Click **Finish**

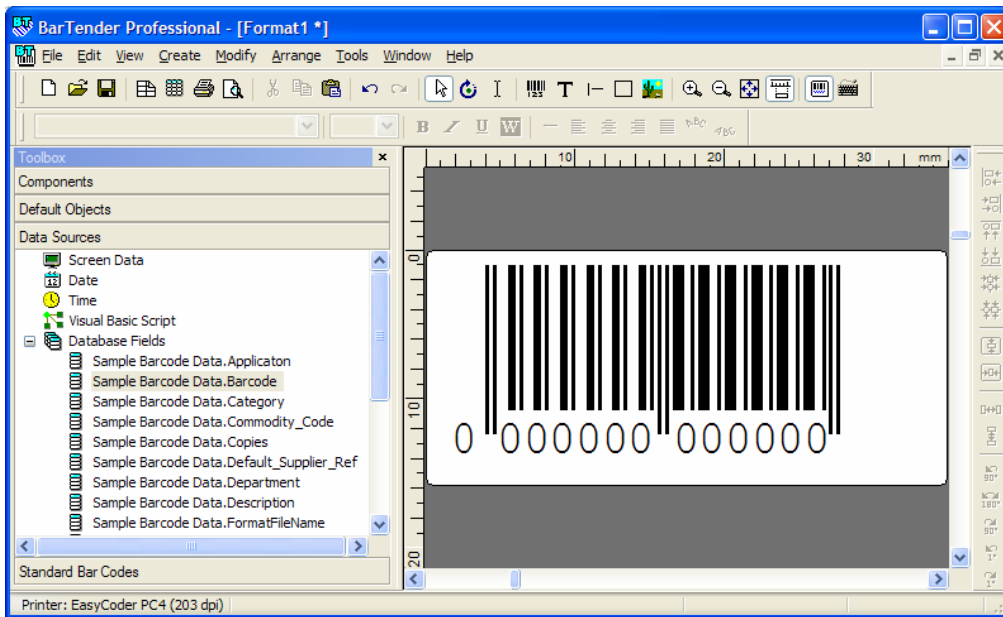
## Designing the Label.

The available data fields will be shown in the left-hand Toolbox window. Each data field is added to the label by simply dragging and dropping the required fields.

The Barcode object will be set to the field: e.g. Stock\_Code

The fields 'Barcode', and 'Stock\_Code' are the most common fields to be displayed as a Barcode when printed, although any data field can be printed as a barcode.

Select **'Create a Barcode'** when dropping these data fields onto the label. Other data fields are normally used to **'Create Text'**.



*The finished label created in BarTender.*

Save your new Label.

*Ensure the file is saved into 'Formats' folder otherwise the handheld terminals will be unable to locate it.*

The label can now be tested. Select **File...Print**

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