

# How To Do It: Software

## ***BarTender Ultralite***

Most BarTender operations can be viewed on video (no sound required). Click [here](#) for a list.

### **Make a simple label**

Q. ***How do I make a simple label in BarTender?***

A. Click [here](#) for a beginner's guide.

### **Export to printer**

Q. ***How do I export a label to the printer for stand-alone printing?***

A. To print independently of a PC you need the Remote Keyboard type KP200 (KDU4350) and a label template that has been set up for this.

1. Assuming your template is suitable, click on the 'File' menu and choose 'Export Printer Code Template'.
2. Choose 'KDU-200' and click 'Export'. If your label contains any errors these will be reported along with the details. Correct them before proceeding.

### **Export to printer – copy quantity**

Q. ***I want to export a label to the printer for stand-alone printing. How do I transfer control of copy quantity?***

*The text below applies to BarTender version 9. If you have version 10 or later then why not watch a quick, silent [video demonstration](#) instead? This shows all aspects of exporting a label template to the printer's memory for access via the KP-200 (KDU4350) standalone keyboard.*

A. To print independently of a PC you need the Remote Keyboard type KP200. For this keyboard to provide control of print quantity, the control has to be transferred from BarTender's Print dialogue box to a field on the label itself. Do as follows:

1. Click to print the label, and in the 'Print' dialogue box go to the 'Quantity' tab (lower half of box) and click the 'Options' button to the right of 'Identical Copies of Label'.
2. In the 'Identical Copies of Label' tab select 'Set by Data Source'.  
**NOTE:** If this not done then BarTender transfers the print quantity that is in the Print dialogue box at the time of the export and this becomes the fixed print quantity with no flexibility at the keyboard.
3. In the 'Data Source' tab click the 'More Options' button.
4. Go to the 'Prompting' tab.
5. Under 'Prompt Control' click the 'Create' button.

6. For 'Prompt Text' type "Number of copies" (or something similar). Also put a tick against 'Enable Prompting with Printer Code Template'.  
**USEFUL TIP:** For 'Prompt Text' don't simply put 'Quantity' because if the label has field entitled 'Quantity' relating to something else, when the keyboard displays this prompt you won't know which is which!
7. Close out all dialogue boxes to return to the label.
8. Check the following:  
File > 'Export Printer Code Template' > KDU200 > 'More Options' button. Under the 'Job Options' tab make sure that 'Identical Copies' is set to 'Set by Print Dialog'.

### **Export to printer – variable data**

**Q. How do I export a label containing prompted (variable) data fields to the printer for stand-alone printing.**

*The text below applies to BarTender version 9. If you have version 10 or later then why not watch a quick, silent [video demonstration](#) instead? This shows all aspects of exporting a label template to the printer's memory for access via the KP-200 (KDU4350) standalone keyboard.*

A. To print independently of a PC you need the Remote Keyboard type KP200 (KDU4350). Once in the printer's flash memory a label can be accessed by this keyboard making a computer unnecessary, but each variable data field (text box) must be prepared correctly before exporting.

1. Select (double-click) the appropriate text box and click the 'More Options' button under the 'Data Source' tab.
2. Under the 'Prompting' Tab click 'Create' and select 'Input Text Box' to create a control for this text box. Also tick the 'Enable Prompting With Printer Code Template' checkbox (for this option to appear you must set BarTender to 'Enable Trial Features' mode even if you have had UltraLite for more than 30 days). To enable Trial Features click the 'File' menu and choose 'Trial Features'. Under the 'Trial Features' tab tick 'Enable Trial Features'.
3. When exporting the file (File > Export Printer Code Template > KDU-200) any errors in the label setup are reported and should be rectified.

**NOTE:** A variable data text box will only export successfully if it uses a built-in printer font or a Windows font that has been exported to the printer in advance. BarTender can be used to export a font to the printer. The Diagnostic Tool may also be used.

### **Export to printer – multi column labels**

**Q. Can I export multiple column type labels to the printer for stand-alone printing?**

*The text below applies to BarTender version 9. If you have version 10 or later then why not watch a quick, silent [video demonstration](#) instead? This shows all aspects of exporting a label template to the printer's memory for access via the KP-200 (KDU4350) standalone keyboard.*

A. To print independently of a PC you need the Remote Keyboard type KP200 (KDU4350). Templates for multi-column labels such as horticultural, which are up to four labels wide across the roll, cannot be exported in their common form. This is because the printer can only translate one

'page' (row of labels) at a time rather than one label at a time. However, this limitation can be circumvented using our Group label templates. A group template combines a row of labels into a single page with information being required only for the first label, the remaining labels duplicating it. See our [Templates](#) page > *Templates For Special Situations*.

## **Serial numbering**

**Q. *How do I set up a sequential number field in a label?***

A. Click below to see a short video showing how to do this (no sound required).

[BarTender Version 9](#)  
[BarTender version 10](#)

Alternatively, do as follows:

Create a text box and open its Properties (double-click it). In the **Data Source** tab type your start number, e.g. 'A1'

Click: **Data Source** (tab) > **More Options** (button) > **Serialization** (tab)

Now tick **Serialize** and **Serialize Identical Copies**

With the remaining settings left at default, with the start number 'A1' you'll get:

A(0 -9)  
then  
B(0-9)  
then  
C90-9)  
etc.

If you want the screen to display the last number printed, tick **Update sub-string after print**. Otherwise the text displayed stays the same.

## **Mirror printing**

**Q. *How do I get reverse (mirror image) printing?***

A. **NOTE:** Early versions of BarTender can only print an entire label in reverse, not individual label objects, and the label does not preview reversed.

Click below to see a short video showing how to reverse print individual label objects (no sound required).

[BarTender Version 10](#)

For whole label mirror effect, do as follows:

Right-click a blank part of the label and select **Page Setup**. Tick **Mirror Image**

### **Colour reversal**

Q. *How do I get colour reversed printing?*

Click below to see a short video showing how to get black-on-white reversed to white-on-black style printing (no sound required).

[BarTender Version 10](#)

### **Database connection**

Q. *How do I populate a label with information from a database or spreadsheet?*

UltraLite cannot do this. You need to upgrade to one of the higher versions of the software, such as Enterprise Automation. Click below to see a short video showing how database connectivity works (no sound required).

[BarTender Version 10 - Professional or an Automation edition](#)

### **Measuring units**

Q. *How do I change the units of measurement in BarTender?*

To change the measuring units from inches to millimetres or vice versa, there are two methods:

1. File > BarTender document options > Regional Settings.
2. Right-click the Ruler.