



Getting Started with BarTender

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Getting Started with BarTender

BarTender® software enables organizations around the world to improve safety, security, efficiency and compliance by creating and automating the printing and control of labels, barcodes, RFID tags, plastic cards and more. BarTender gives you the tools to easily and efficiently design labels and templates, configure and connect to data sources and business systems, and launch print commands from any system, OS or device.

Installation

Choosing What to Install

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

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

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

* Limited functionality in Automation edition

Automation Editions (Automation and Enterprise Automation)

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

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

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

Installing BarTender

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

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

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

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

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

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

1. Double-click on the BarTender installation package.
2. If asked, pick your desired language for the installer and click **OK**.
3. On the initial installer screen, click **Next**.
4. Read and accept the license agreement, then click **Next**.
5. Select the edition of BarTender you have purchased, then click **Next**.
6. To complete your installation of BarTender and the Companion Applications included with your edition, click **Install**.

To install BarTender and Companion Applications (Automation Editions)

1. Double-click on the BarTender installation package.
2. If asked, pick your desired language for the installer and click **OK**.
3. On the initial installer screen, click **Next**.
4. Read and accept the license agreement, then click **Next**.
5. Select the edition of BarTender you have purchased, then click **Next**.
6. Select your desired installation scenario:

- To install the entire BarTender Suite *without* SLS, click **Next**.
 - To install SLS alongside the entire BarTender Suite, check the box for **Seagull License Server** and click **Next**.
 - To specify which applications to install, check the box **Specify advanced installation options** and click **Next**. Check the applications you wish you install. Optionally, specify an alternative installation location on your computer. Click **Next**.
7. On the **Service Configuration** page, specify a user account for the services used by BarTender. Click **Create a New User Account** or **Select an Existing User Account** to change the default settings. Once your changes are made, or to keep the default settings, click **Next**.
 8. On the **Review Options** screen, verify that the components you want are being installed. To complete your installation of BarTender and the selected Companion Applications included with your edition, click **Install**.

Installing BarTender Print Portal

BarTender Print Portal is a web-based application that provides an interface for selecting and printing BarTender documents. A single web server "hosts" Print Portal, making its documents accessible to other computers, tablets, and even mobile devices over the internet. Users in your company can print documents simply by going to a website and selecting the document they want to print.

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

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

All client devices must have access to a web browser.

Enabling Authentication

Administrators can configure Print Portal so that users have log in using the Windows accounts. With authentication enabled, only users with the **Administer** permission in Administration Console will be able to change Print Portal's administrative settings. Authentication is enabled in the **Administrative Setup** settings of Print Portal.

If you wish to further secure your environment, you can choose to authenticate users over HTTPS. This requires that a security certificate and HTTPS binding is configured for the Print Portal website in IIS. Refer to the BarTender Print Portal help system for more information.

For Designers and Print Operators

Whether you are designing or printing items, the BarTender interface is powerful and using it can be intimidating for new users. This chapter is written to get you started with the most basic tasks in BarTender, including creating, designing, and printing items.

Creating a New Document

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

- The **New Document Wizard** opens, letting you manually specify the size and shape of your design area. (*Default behavior*)
- A blank template appears on screen, with the size and shape defined by the settings of the default printer on your computer.
- A copy of an existing document opens.

The design area on screen should match the dimensions and shape of the actual items that you are printing on. This verifies that what you create on screen is the same design that will print on your items. These settings, along with settings such as the number of items on a page, the orientation of your design, or the size of the gap between multiple items are defined using either the **New Document Wizard** or the **Page Setup** dialog.



Each on-screen design area is configured to a printer stock on a specific printer. If you need to change printers or media, BarTender will attempt to automatically change the dimensions of the design area to match the new printer or media. Due to the fact that different printers support different sizes of media, the positioning of your objects may no longer fit on your item, and you will need to either alter your design or change the page settings using the **Page Setup** dialog.

Using BarTender's Sample Documents

Because designing templates on your own may be time consuming, a number of standard documents can be installed using the BarTender installation package. Any of these documents can be modified to your own requirements. Oftentimes, you can even save time by modifying an existing document; if one is close to what you're looking to design, then you do not need to start from scratch.

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

To open a sample document

1. From the **File** menu, select **Open**. Alternatively, click the  icon on the **main toolbar**.
2. In the left Navigation Pane, select **BarTender Documents**. If this is not an option, browse to the **BarTender Documents** folder of **My Documents**.
3. Locate the sample document you wish to open, located in the respective industry or category folders.
4. Double-click on the desired document to open it in BarTender. Alternatively, click once on the document name, then click the **Open** button.

To create a copy of a sample document

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

Adding Objects to Your Design

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

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

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

 **Line:** Add a line to enhance the design of your items.

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

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

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

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

To add an object to your template

1. From the **object toolbar**, select the icon for the type of object you want to add. Alternatively, select the object type from the **Create** menu.
2. Select your desired object from the sub-menu. For line objects, skip this step.
3. Click on the desired location to add the object. For line objects, click and drag to the desired endpoint of the line.

Using Databases with BarTender

Many users store data, such as customer records or product information, in a file outside of BarTender, such as an Excel spreadsheet, SQL database, or text file. If you want to use this data, BarTender can pull the information directly into any barcode, text object, or encoder object on your template. These external data files are collectively known as *databases*. This topic walks through the steps needed to connect to a database and pull information into an object on your template.

To connect to a database

1. From the **File** menu, select **Database Setup**. Alternatively, click the  icon on the **main toolbar**. One of the following will occur:
 - If you have not previously connected to a database, this will launch the **Database Setup Wizard**.
 - If you are currently connected to a database, this will open the **Database Setup** dialog. Click the  icon to launch the **Database Setup Wizard**.
2. On the initial page of the **Database Setup Wizard**, select the type of file your data is stored in. Click **Next**.
3. Follow the wizard to complete the connection setup for the selected file type. At the end of the wizard, click **Finish** to open the **Database Setup** dialog.

Once you are connected to a database, the information stored in the file can be used to populate barcodes, text objects, or encoder objects on your template. The simplest way to pull in this information is to use the **Data Sources** pane of the **Toolbox**.

To link an object to a database field

1. Select **Data Sources** in the **Toolbox** to display the **Data Sources** pane.
2. Expand **Database Fields** to show all available fields in your database.
3. Click and hold down on the desired database field.
4. Drag the database field to the desired barcode, text, or encoder object.
5. Release the mouse button.

If the **Live Database Navigator** is enabled at the bottom of the design area, your data will be displayed directly on your template. Otherwise, select **Print Preview** from the **File** menu to view your data on your items.

Entering Data at Print-Time

In some cases, the data for one or more objects on your template might not be known until print-time. Consider the following two examples:

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

When you encounter this type of requirement, you can configure BarTender to display a data entry form at the start of the print job where users can enter the necessary data.

To create and design a data entry form

1. At the bottom of the design area, click the tab **Form 1** to open **Form Design View**.
2. From the **object toolbar**, select the icon for the control or object you want to add. Alternatively, select the object type from the **Create** menu.
3. Select your desired control or object from the sub-menu. For line objects, skip this step.
4. Click on the desired location to add the control or object. For line objects, click and drag to the desired endpoint of the line.

To link a control to a template object

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

To enter data into a form at print-time

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

Printing Your Document

Once an item is designed, you are ready to print your document. Depending on how your production environment is set up, you can print from a number of different applications in BarTender, as described below:

To print your document from BarTender Designer



Each on-screen design area is configured to a specific printer. Since different printers support different sizes of media, changing your printer may affect the positioning of objects on your items. If this occurs, you may need to modify your design to match the new printer and media chosen before printing.

1. Open the document you wish to print.
2. From the **File** menu, select **Print** to open the **Print** dialog. Alternatively, click the  icon on the **main toolbar**.
3. Confirm that the correct printer is selected.
4. If you are connected to a database, verify that the **Use Database** check box is enabled.
5. For **Copies**, enter the number of copies you wish to print. If you are connected to a database, this is the number of copies for each record in your database, and not the total number of items that will print.
6. Click **Print**.

To print your document from Print Station

1. Open Print Station.
2. Browse to the document you wish to print.
3. Click once on the document. Depending on how Print Station is configured, this will either initiate the print job or open the **Print Document** dialog.
4. If prompted, select the printer you'd like to use and enter the number of copies to print.
5. Click **Print**.

To print your document from Print Portal

1. Open Print Portal.
2. Browse to the document you wish to print.
3. Click once on the document. Depending on how Print Portal is configured, this may prompt you to connect to a printer. In this case, follow the wizard until it displays the **Print** page.
4. On the **Print** page, select the printer you'd like to use and enter any other information.

5. Click **Print**.

Clicking **Print** may do any of the following, depending on the setup of your document:

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

For Administrators

While BarTender is fully functional once you install it, you can customize many of BarTender's configuration settings to optimize the use of the application in your printing environment. As an administrator of BarTender, you are responsible for managing licensing, configuring application settings, and monitoring BarTender's performance. Essentially, it is up to you to customize BarTender in a way that matches the needs of your company. This section is written to help you locate the different administrative settings, and to intelligently set up BarTender for your printing environment.

Managing Your Automation License

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

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

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

To manage Seagull License Server connection options

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



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

In the event that BarTender cannot connect to the preferred Seagull License Server, you can specify the network location of another installed instance of SLS. The alternate SLS must be installed and activated independently of the preferred one, thus requiring the purchase of an additional software license.

Setting Up the BarTender System Database

The BarTender System Database is the central data storage for applications in the BarTender Suite. It is required for most of the features included in the Automation and Enterprise Automation editions. It includes data such as:

- Events encountered by any BarTender application (such as error messages and "pop up" dialogs)
- Information about each print job sent from BarTender (such as the document that was printed, along with the time the job was sent)
- Security checks defined in Administration Console
- Template designs and preview images (for reprinting items)
- Global data fields
- Librarian files and revision information

The default BarTender System Database uses Microsoft SQL Server Express, which is free but has a 10 GB database size limit. If you want multiple computers to share a centralized database, or if you have a single computer logging a high volume of print jobs, you may want to use your own database server.

The **BarTender System Database Setup Wizard** can be run from the BarTender installer, following the installation of BarTender. If it was not installed at that time or if you wish to install another BarTender System Database, you can run the wizard directly from Administration Console.

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

Configuring BarTender Security

There are a number of security measures available in BarTender to help you protect your documents, and to regulate your printing environment. Security in BarTender is highly customizable, ranging from simple document protection to more complex user permission systems. Refer to the [BarTender System Security](#) white paper for a comprehensive description of all available security measures to help you decide which methods are most appropriate for your environment.

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

- *Application-level security* limits someone's ability to run or administer BarTender as an application. For example, applying a "Print-Only Password" affects a user's ability to modify every document in BarTender.
- *Document-level security* affects only a single document. These security settings are stored with the document; therefore, moving the document to another computer will not affect the document's security settings. Examples include defining a "Document Password" or encrypting a document.

Application-level Security

The following application security methods are available:

- **Print-Only Password:** A *print-only password* locks BarTender, so that without the password, users have limited access to BarTender's design functionality. This is the quickest security method to set up, but also the most easily defeated.

To define a Print-Only password

1. From the **Administer** menu, select **Print-Only Password Setup** to open the corresponding dialog.
 2. Enter and confirm the password.
 3. Click **OK**.
- **User Permissions:** With Administration Console, a companion application to BarTender, administrators can control user access for different actions across the BarTender Suite. Specifically for BarTender, administrators can prevent users from making configuration changes, modifying documents, or even printing.

To assign permissions using Administration Console

1. Open Administration Console.
2. In the Navigation Pane, click **Security**.
3. If needed, enable the check box **Enable Security for this PC**.
4. In the Navigation Pane, click **User Permissions** to open the **User Permissions** page.
5. At the bottom of **Users and Groups**, click **Add** to open the **Add User or Group** dialog.
6. Select the user you wish to add. You can refine the users and groups in the list by selecting a **Location** or by entering search criteria, such as a user or group name.
7. Click **OK** to close the **Add User or Group** dialog.
8. With the newly added user or group selected in the **Users and Groups** pane, specify the permissions you wish to allow or deny.
9. Click **Apply** to apply the settings. Click **OK** to apply the settings and close Administration Console.

Document-level Security

The following document security methods are available:

- **BarTender Document Password:** A *BarTender document password* protects various aspects of a document from all users who don't know the password. These protected actions include opening the document, modifying the design, or changing VB scripts.



Document passwords cannot be recovered if lost. That means that, once you configure your document with a document password, losing the associated password would likely prevent you from using that document again.

To set up a BarTender document password

1. Open the BarTender document you wish to password protect.
 2. From the **File** menu, select **BarTender Document Password** to open the corresponding dialog.
 3. Set the password and an optional password hint.
 4. Under **Protected Actions**, enable (or check) the actions you want to password-protect.
 5. Click **OK** to close the dialog.
- **Document Encryption:** By enabling document encryption in Administration Console, administrators prevent unauthorized users from accessing encrypted documents on unsecured PCs. If an encrypted document is moved to a different PC, it cannot be opened unless Administration Console is also installed *and* someone has defined the same key used to encrypt the document.

To create an encryption key

1. Open Administration Console.
2. In the Navigation Pane, click **Security**.
3. If needed, enable the check box **Enable Security for this PC**.
4. In the Navigation Pane, click **Encryption** to open the **Encryption** page.
5. Click **Add** and enter the key of your choice, along with any comment you wish to associate with it.
6. Click **OK** to close the dialog.
7. To automatically encrypt all documents in BarTender when you save them, enable **Encrypt documents when saving**.
8. Click **Apply** to apply the settings. Click **OK** to apply the settings and close Administration Console.

To encrypt existing documents

1. Open Administration Console.

2. In the Navigation Pane, click **Security**.
3. If needed, enable the check box **Enable Security for this PC**.
4. In the Navigation Pane, click **Encryption** to open the **Encryption** page.
5. At the bottom of the **Encryption** page, click the **Document Encryptor** link to open the **BarTender Document Encryptor** dialog.
6. Click the **Add** button to open Windows Explorer.
7. Browse to and select the desired document(s), then click **Open**.
8. In the **BarTender Documents** pane, highlight the document(s) that you want encrypted.
9. Select the desired encryption key from the **New Key** dropdown list.
10. Click **Encrypt Selected Documents Using New Key**.
11. Click **Close** to close the **Document Encryptor**.
12. Click **Apply** to apply the settings. Click **OK** to apply the settings and close Administration Console.

Changing the Language

BarTender is available in 23 languages, and provides on-demand switching of the user interface between:

Chinese (Simplified and Traditional), Czech, Danish, Dutch, English, Finnish, French, German, Greek, Hungarian, Italian, Japanese, Korean, Norwegian, Polish, Portuguese (European and Brazilian), Russian, Spanish, Swedish, Thai, and Turkish.

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

To install additional languages

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

1. Double-click on the BarTender installation package.
2. On the initial installer screen, select **Modify** and click **Next**.
3. Enable the box for **All Translations**.
4. To complete the language installation, click **Next**.
5. Once installation is complete, click **Finish** to close the installer.

To change the language of the user interface

1. From the **Administer** menu, select **User Preferences** to open the corresponding dialog.

2. Click the **Regional Settings** tab.
3. From the **Language** dropdown list, select the desired language.
4. Click **OK** to apply your settings and close the dialog.

Managing BarTender Files and Folders

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

The **Folder and File Locations Setup** dialog defines all of these locations, whether they're on your local PC, somewhere on the network, or stored in Librarian. All of the defined locations can be transferred between installed instances of BarTender. To save the current locations in an XML file, select **Export Locations** and browse to the desired destination directory. Once saved, the XML file can be loaded into another instance of BarTender using the **Import Locations** option.

To set a default file location

1. From the **Administer** menu, select **Folder and File Locations Setup** to open the corresponding dialog.
2. Locate the folder or file location you wish to set.
3. Once highlighted, click the **Select Location** button.
4. Browse to the desired directory where you want BarTender to save and/or retrieve files. For File Locations, also enter a file name for the configuration file.
5. Click **OK** to close both dialogs.

Using Librarian

Librarian allows you to store files in a centralized database rather than “loose” on various hard drives, so files are easier to track and manage. File check-in and check-out prevents users from overwriting each others' changes. You can use revision control to retain copies of all previous versions of a file so that you not only have a history of who has made what changes and when, but you can retrieve actual copies of the previous versions and even “rollback” to an older version if desired. Librarian can be used with Security Center, letting you control which users can access files within Librarian, and what they can do with them.

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

Logging Application Messages

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

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

- **No Data Sources Are Set To Be Serialized**

You have specified a number of serialized templates but none of the data sources for any of the objects are set to be serialized. To enable serialization for an object, see the Object Properties dialog.

- Your printer does not support the page size specified in this document. You will be unable to print until the page size settings are adjusted.

You can automatically adjust your page size settings using the closest possible settings, or you can address the problem yourself later using the Page Setup dialog.

These messages may be purely informational, while others require that you make some sort of modification to your document. When a message is logged, BarTender also saves relevant information about the message, such as the time it occurred, the user's response, the message's severity, and the computer in use. These logs can be viewed and audited at a later time to evaluate BarTender's performance, or to identify common user error within the application.

To log application messages to the BarTender System Database

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

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

To log application messages to a text file

1. From the **Administer** menu, select **Log Setup** to open the corresponding dialog.
2. On the **Text File Log** tab, enable **Log Messages**.
3. Click the **Setup** button to open the **Text File Log Message Setup** dialog.

4. For **Log File Folder**, enter the desired location where you want to save the log file.
5. To manually select the messages to log, click the **Select** button. Check the desired messages, then click **OK** to return to the **Text File Log Message Setup** dialog.
6. Click **OK** to close both dialogs.

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

Sending E-mail Alerts

When BarTender generates an error or warning message, you can have an e-mail message delivered to your inbox, notifying you of its occurrence. When setting up these alerts, many delivery formats are available:

- **Text Report:** Each message encountered will appear as a separate line in this order: Date, Time, Message Number, Message Type, Message Category, Response to Message, and Message Body.
- **Tab Delimited:** Each message section is separated by a tab character.
- **Comma Delimited:** Each message section is separated by a comma.
- **Quote and Comma Delimited:** Each message section is enclosed in quotation marks, and separated by a comma.

In order to receive alerts, you must first configure the outgoing mail server and specify one or more recipients using the **Alert Setup** dialog.

To enable e-mail alerts

1. From the **Administer** menu, select **Alert Setup** to open the corresponding dialog.
2. On the **E-Mail** tab, check **Enable E-Mail**.
3. For **Mail System** select the e-mail protocol you wish you use to send the messages. Click **Setup** to configure the outgoing mail server and to enter credentials, then click **OK** to return to the **Alert Setup** dialog.
4. In the **To** field, enter one or more recipients for the alerts, separated by semi-colons.
5. For **Output Type**, select the desired delivery format.
6. To manually select the messages that will trigger a notification, click the **Select Messages** button. Check the desired messages, then click **OK** to return to the **Alert Setup** dialog.
7. Click **OK** to close the **Alert Setup** dialog.

Related Documentation

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

