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# BarTender Print Station

## Point-and-Click Printing

Supports: BarTender® 12.0 and Later Versions



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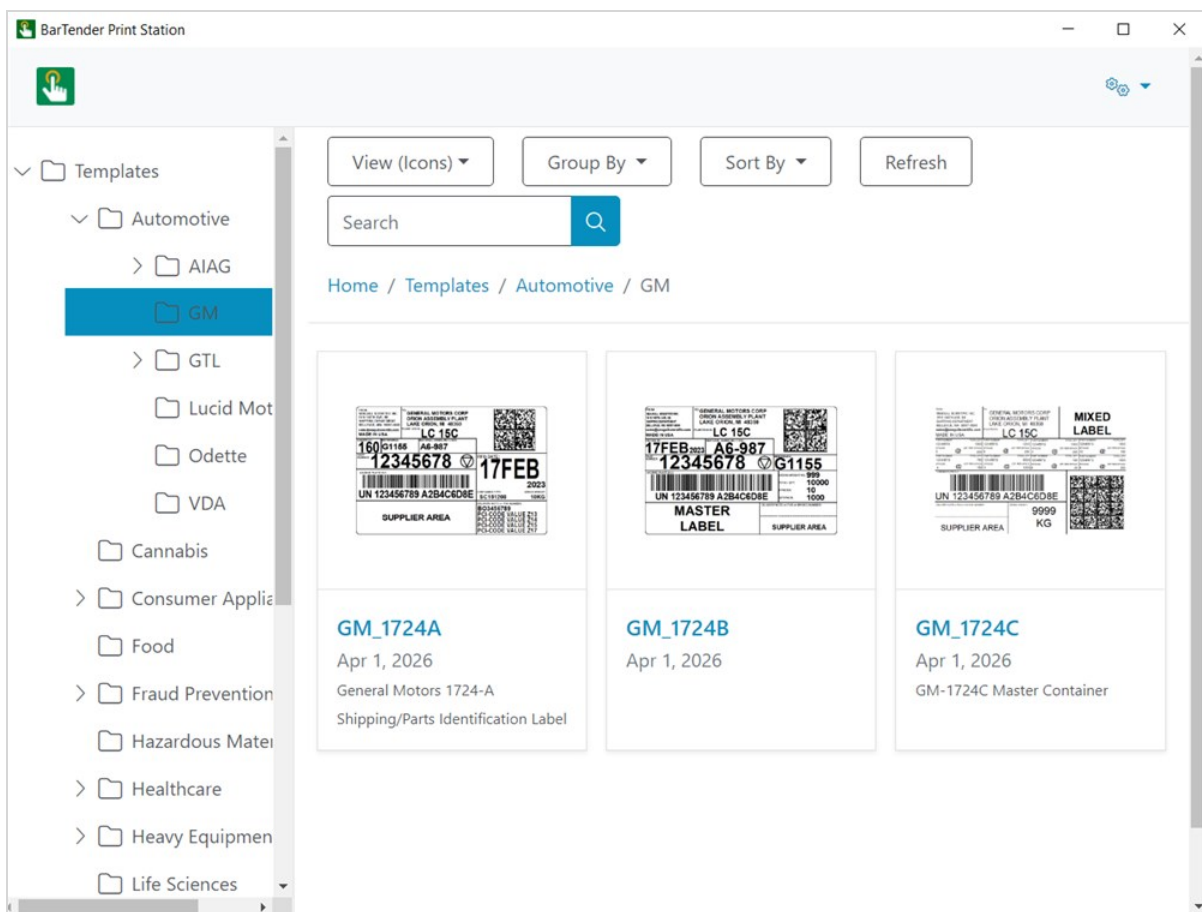
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## Overview

Print Station provides a user-friendly interface for selecting and printing BarTender documents, BarTender process files that you create by using Process Builder, legacy Batch Maker files, and BarTender XML (BTXML) script files. When you use Print Station, you eliminate the need to open and print documents through BarTender or through external applications. When you are running the BarTender Enterprise edition, you can use also Print Station to access documents that are stored in Librarian and add comments, review document revisions, compare revisions, and send documents that are assigned to workflows through the workflow states. If you set up the Hybrid Cloud, Print Station can work with files in the BarTender Cloud Librarian and access the Intelligent Form Builder.

You can run Print Station on any computer that has BarTender installed. It can access files on any of your local or network directories after you add these directories as root folders by using the Administrative Setup page. Print Station can access all the local printers and server-side printers that are configured on your computer.

Microsoft Kiosk mode for Windows 10 is also supported, so you can lock down a Windows device and dedicate it for Print Station use only. (For more information about Microsoft Kiosk mode, refer to your Windows documentation.)



## Printing with Print Station

Print Station offers the following benefits:

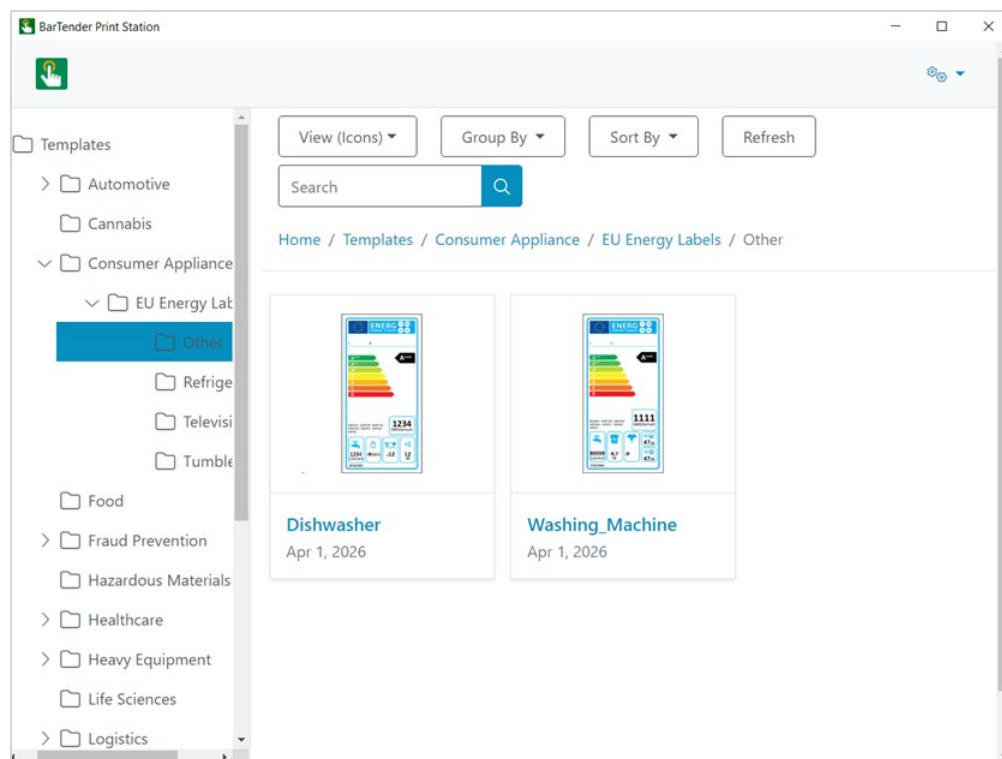
- Easy one-click printing
- Easy-to-use interface and familiar folder navigation
- Search functionality
- Informative display of comments
- Interactive display of data entry forms and query prompts
- Support for weighing scales

### Easy One-click Printing

When you set up Print Station, you can choose how much control users have over printing a file. One click or tap on a document, process file, or BTXML script file can do either of the following:

- Immediately send the document to the printer together with the default printer settings
- Display a print dialog that users can use to modify certain print settings (such as the printer to use or the number of copies to print) before they run the print job

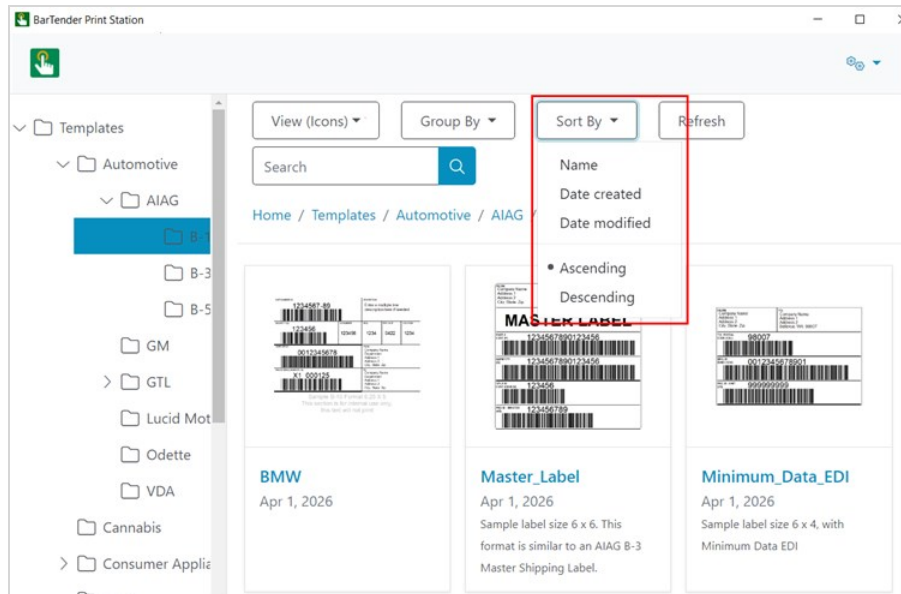
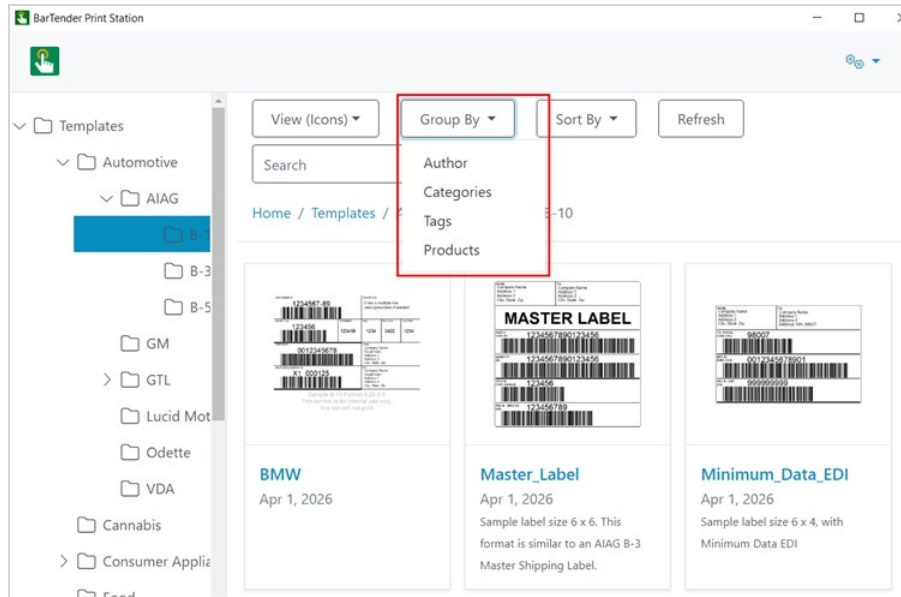
In either case, users can easily print any document that appears in the Print Station window with one click or tap.



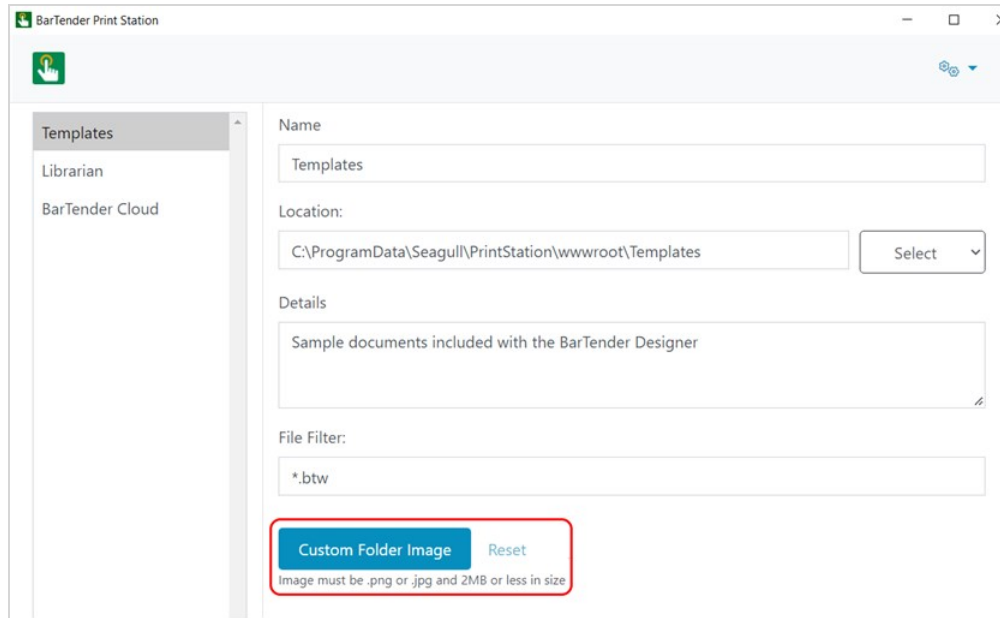
## Easy-to-use Interface and Familiar Folder Navigation

Print Station makes it easy to locate BarTender documents, process files, and BTXML files by using its interactive interface. Print Station can display thumbnail preview images, file information and comments for every BarTender file in a directory. Users can quickly locate the file that they want and then send it to the printer with one click of a mouse or tap of a finger (in touchscreen environments).

Grouping and sorting options make it easy to organize your folders and files and to find the file that you need. You can group by author, categories, tags, or products, and sort by name, date created, or date modified.

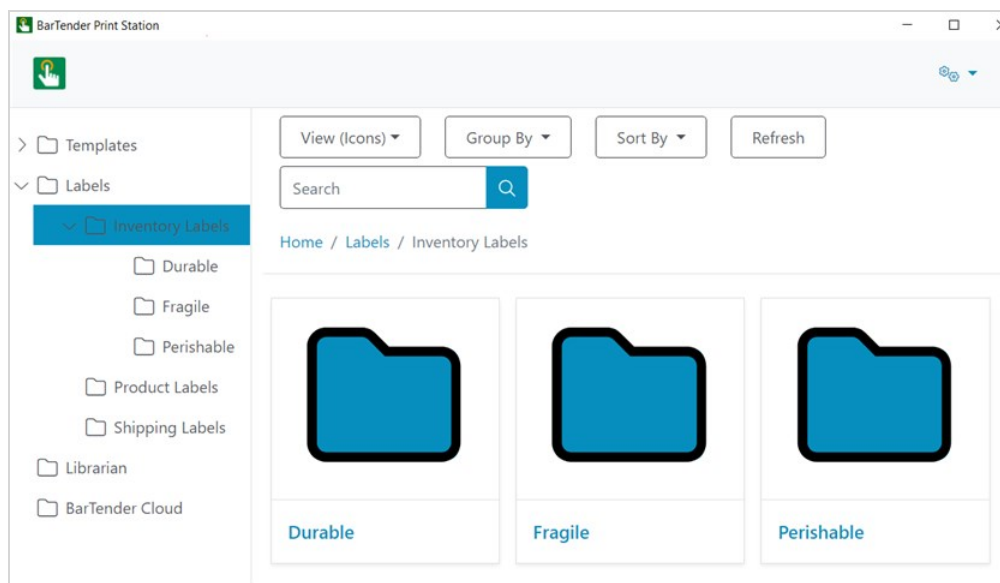


Users can also specify different images for individual folders by using the **Custom Folder Image** button.



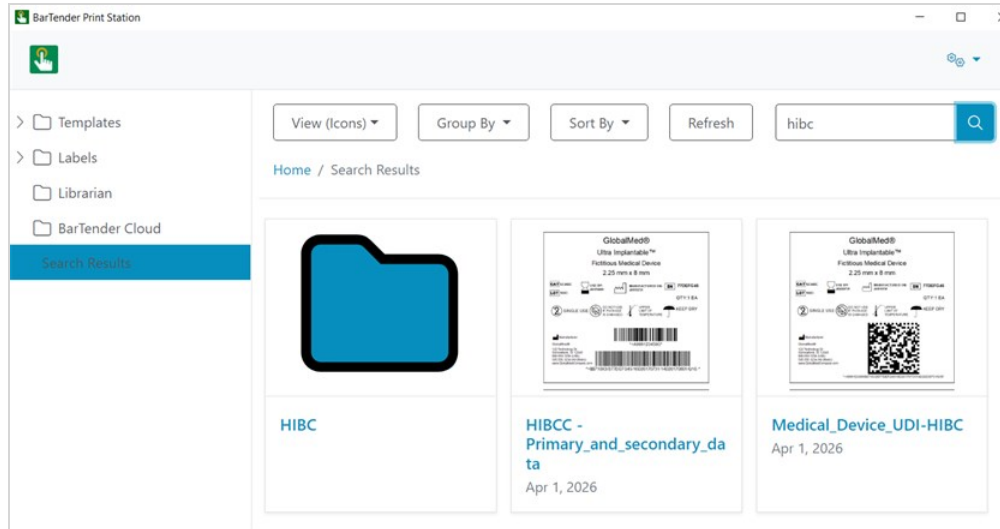
Print operators can use Print Station to preview and print BarTender documents, process files, and BTXML script files. Administrators can create any number of root folders for documents, process files, and scripts, and these root folders appear automatically in the Print Station window.

To organize documents more efficiently, administrators can also configure the root folders to contain as many subfolders as are needed. Then, print operators can easily browse to any document that they want to print by clicking the folders.



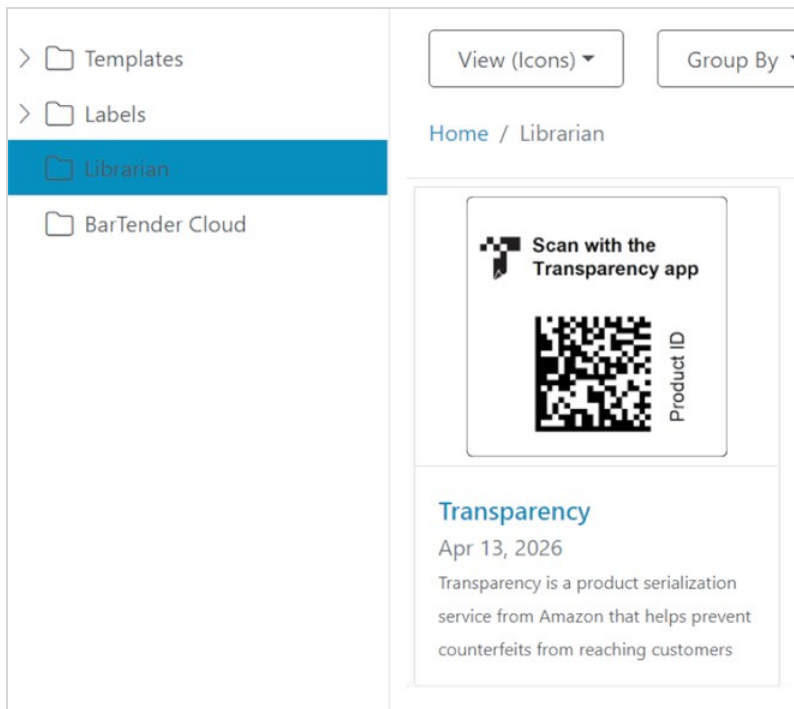
## Search Functionality

By using the Search bar at the top of the Print Station window, print operators can enter all or part of a keyword to locate a document or folder or enter a file name extension to locate a particular type of file.



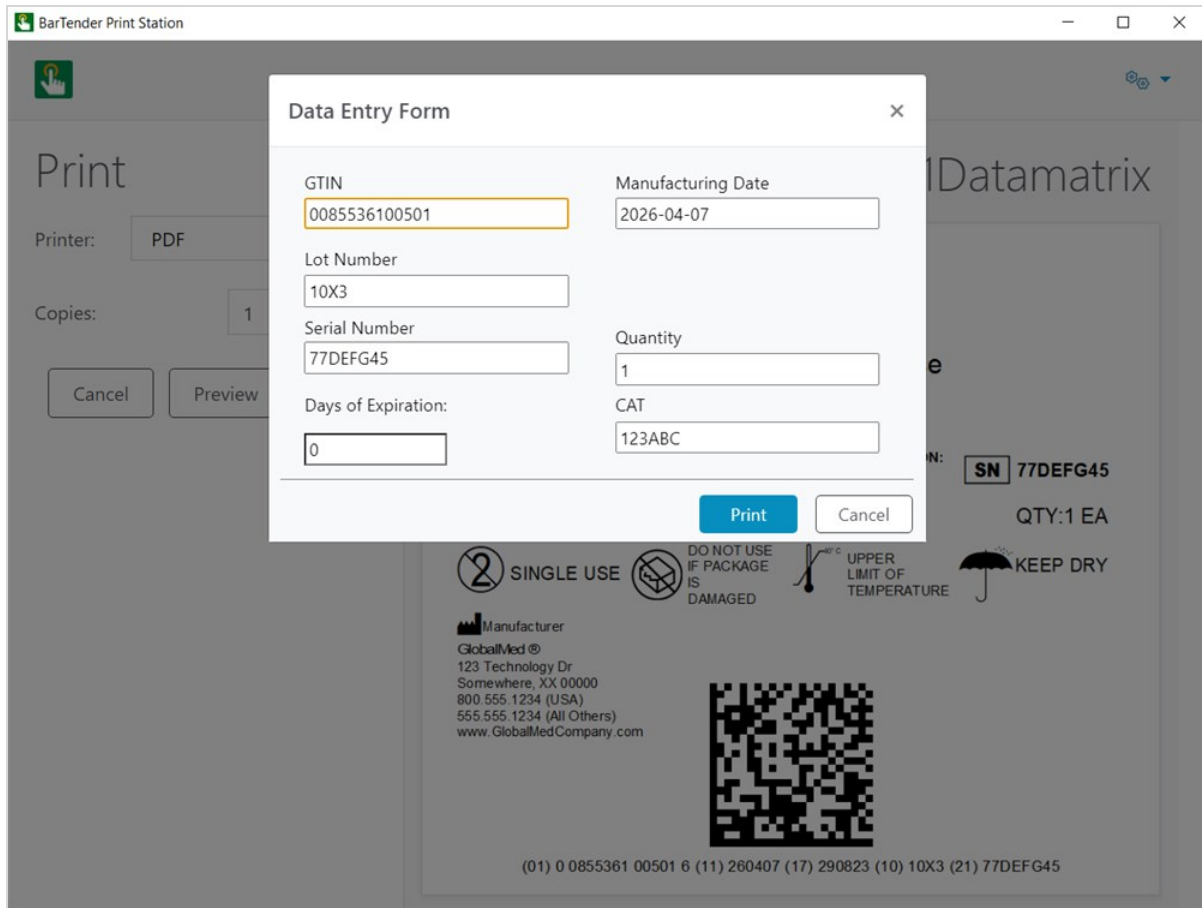
## Informative Display of Comments and File Information

Print Station displays file names, comments and file information for each BarTender document. The comment that is displayed is the one that is specified for the document in BarTender Designer by using the **Comments** tab of the **BarTender Document Options** dialog.



## Interactive Display of Data Entry Forms and Query Prompts

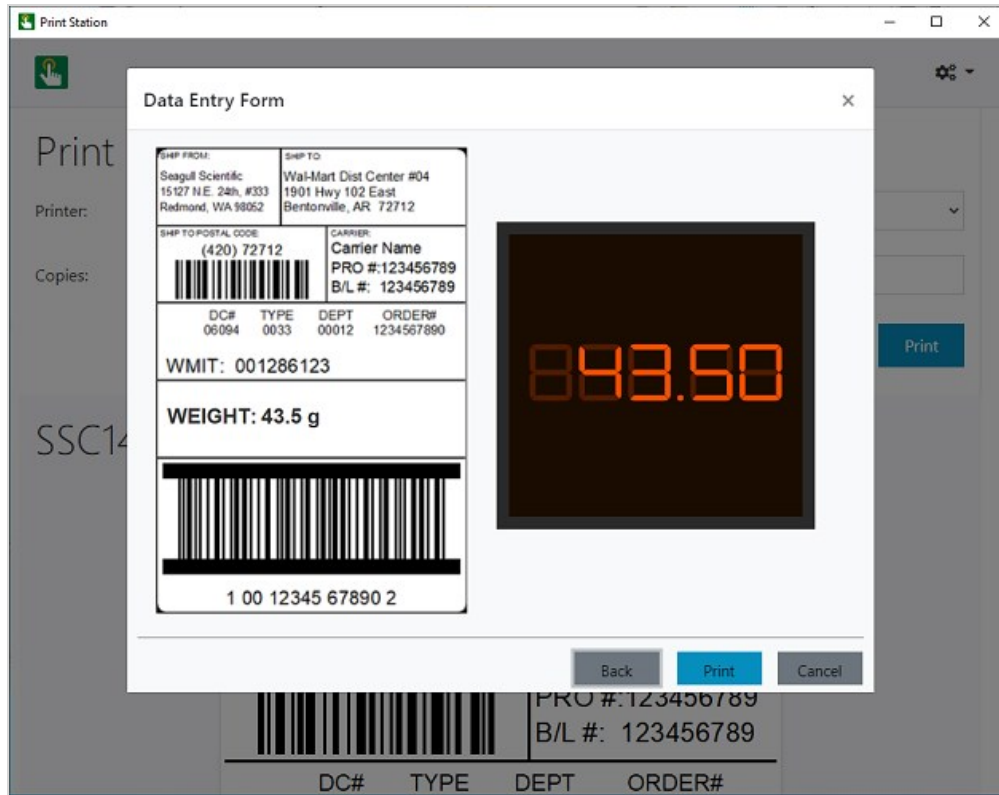
If a BarTender document uses data entry forms or query prompts, these dialogs appear in Print Station when the user starts a print job.



## Support for Weighing Scales

You can use Print Station to print BarTender documents that include weighing scale data sources.

The following image shows a data entry form that includes a Scale Display data entry control and a Preview of Template picture object that shows the captured weight as it will appear on the printed item.

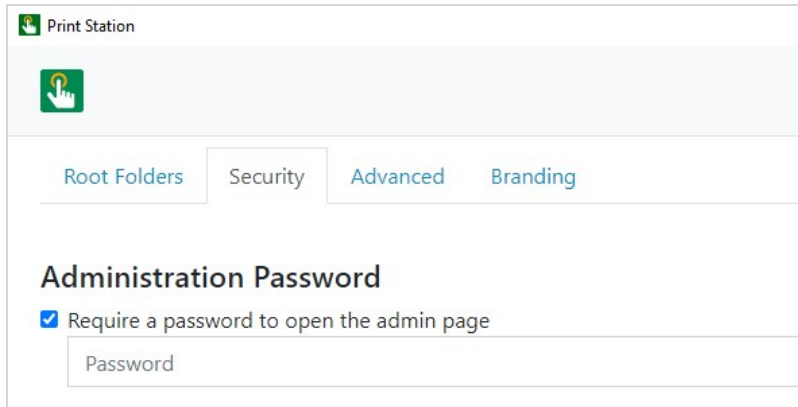


## Configuring Print Station Security

You can use one or more of the following methods in Print Station to ensure the security of printing activities in the production environment.

### Configure Password Protection

You can configure a password for the Print Station application so that users cannot modify Print Station configuration settings. When such a password is specified, users can print items but cannot access the Administrative Setup dialog unless they supply the password.





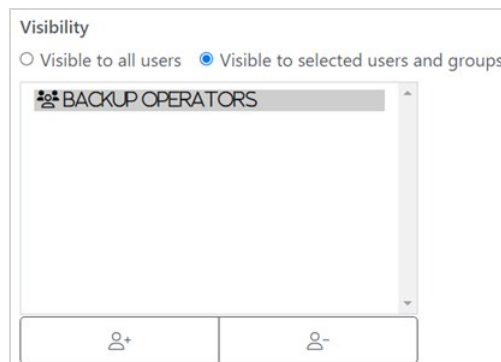
### Grant or Deny User Permissions in Administration Console

When you are running the Professional, Automation, or Enterprise edition of BarTender, you can use Administration Console to grant or deny user permissions to prevent unauthorized access to and administration of Print Station. To do this, use the **Print Station** section of the **User Permissions** page in Administration Console.

### Configure Folder Visibility

By default, all root folders are visible to all users, but you can make specific folders visible or not visible to specific users or groups of users. To do this, select the folder that you want, and then select one of the visibility options on the **Root Folders** property page of the **Administrative Setup** page.

When you select **Visible to selected users and groups**, you use the  and  options to add or remove users and groups from the list.

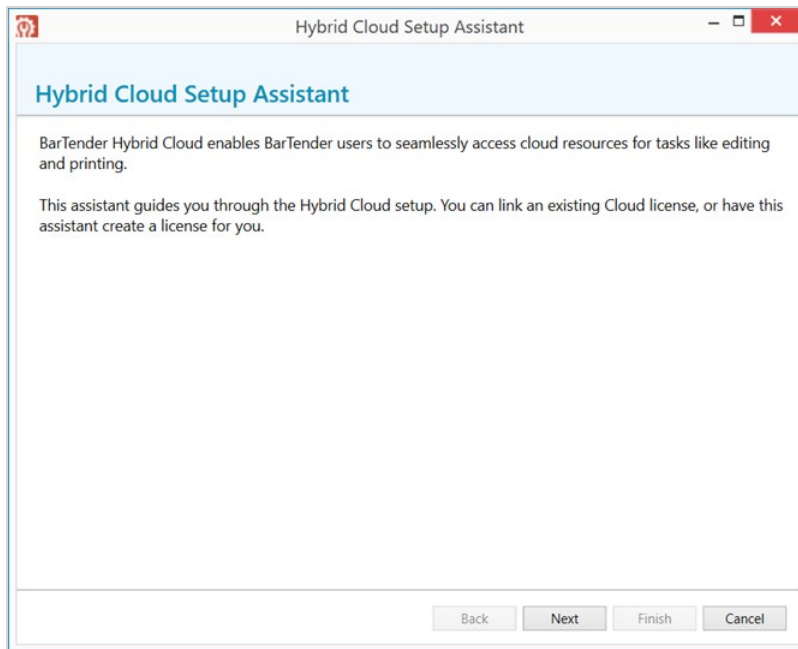


## Using Hybrid Cloud With Print Station

The Hybrid Cloud enables BarTender users to work with files from BarTender Cloud and use the new Intelligent Form Builder. The Hybrid Cloud is a true hybrid solution. In addition to using the new designer, Hybrid Cloud also enables BarTender users to grab documents from BarTender Cloud and print them on local printers.

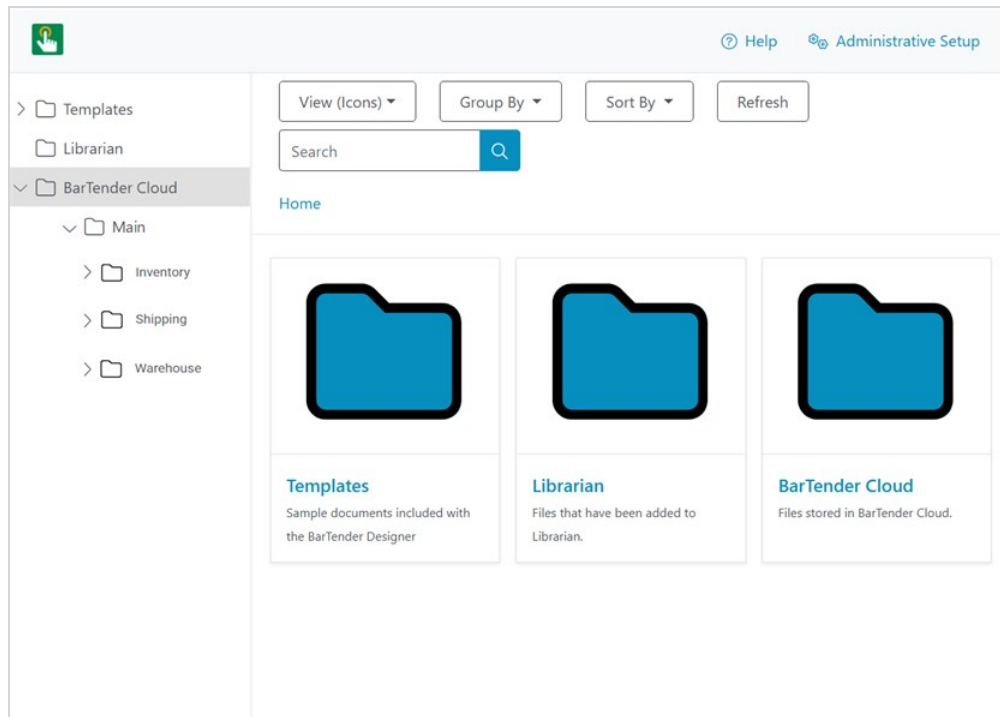
### Setting Up Hybrid Cloud

Use the **Hybrid Cloud Setup Assistant**, accessed from the **BarTender Hybrid Cloud** tab on the **Administration Console**, to connect BarTender with BarTender Cloud.



The assistant helps link an existing BarTender Cloud license to the current instance of BarTender, enabling BarTender to work within BarTender Cloud's Librarian.

When the Hybrid Cloud is set up, the BarTender Cloud folder in Print Station becomes accessible.




Before upgrading to a new version of BarTender, make sure to disconnect your Hybrid Cloud license from the older version. If you do not, the license may not work with the new version of BarTender.

## **The Intelligent Form Builder**

BarTender now enables users to access the new Intelligent Form Builder from the Hybrid Cloud environment. The new Builder enables you to create a simple form with basic functionality using named data sources that can be manipulated at print time.

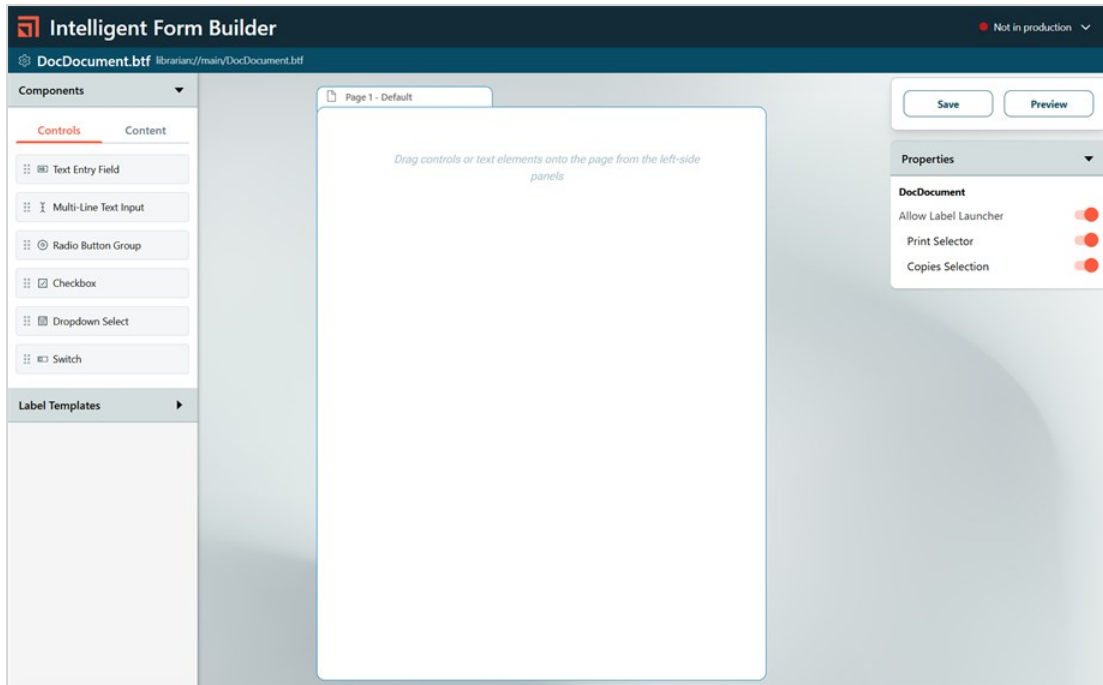
Within Print Station:

- Documents display a thumbnail of the content.
- Forms use the  icon.

### **Creating Intelligent Forms**

When you create a new Intelligent Form, BarTender opens the Intelligent Form Builder in a new tab in your browser.

- To create a new Intelligent Form, navigate to the folder where you want to store the document, click **New**, then select **Data Entry Form**.




From the **Components** section, drag controls and content onto the form, then use **Properties** section to specify how the control or content item appears and behaves.


- **Controls** enable the user to enter data at print time. Drag individual controls from the **Controls** tab onto the form to position them.
- **Content** components enable the user to control how the form will appear at print time, whether it includes any explanatory text, and whether any external links are included. Drag individual components from the **Content** tab onto the form to position them.
- **Attribute** properties control the naming and default values of the component, including the size of a component's fields, and whether the component is visible, enabled, or required.
- **Layout** and **Style** properties control the size and alignment of the component.
- **Options** properties enable the user to add more options to a component and control their default settings.

### Linking an Intelligent Form to a document

One of the advantages of working with Intelligent Forms is that a single form can be connected to multiple documents.

1. On the **Intelligent Form Builder** page, open the **Label Templates** panel.
2. Click **Link a Label File** to open **Link Label Template** dialog.

3. Select the space containing the templates you want to link, then select the checkbox for the template or templates you want to link to the form.
4. Click **Link Files**.
5. In the **Label Templates** panel, click  beside the label you want to map variables for.
6. For each variable you want to connect, select the component you want to map to the corresponding label variable.
7. Click **Save**.

Once the components in a form have been linked to the variables in a template file, the icon for that link changes to .

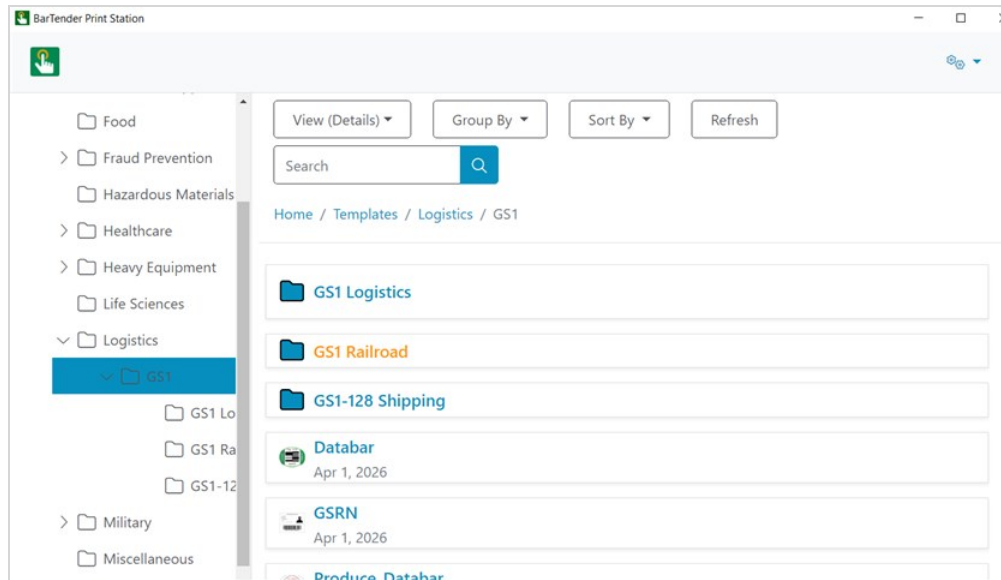
## Customizing Print Station

You can customize the appearance of Print Station by replacing the default Print Station branding with your company's branding and by replacing the folder icon for root folders with custom images.

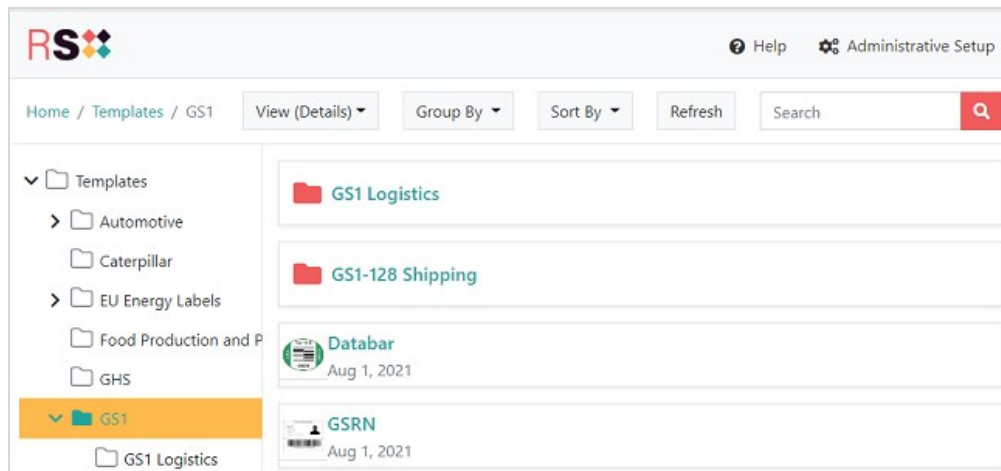
### Using Custom Branding

By using the new **Branding** property page on the Print Station **Administrative Setup** page, you can replace the Print Station icon with your company logo (or other image) and change the colors of items in the user interface to your company's branded colors.

The following image shows the default Print Station branding.



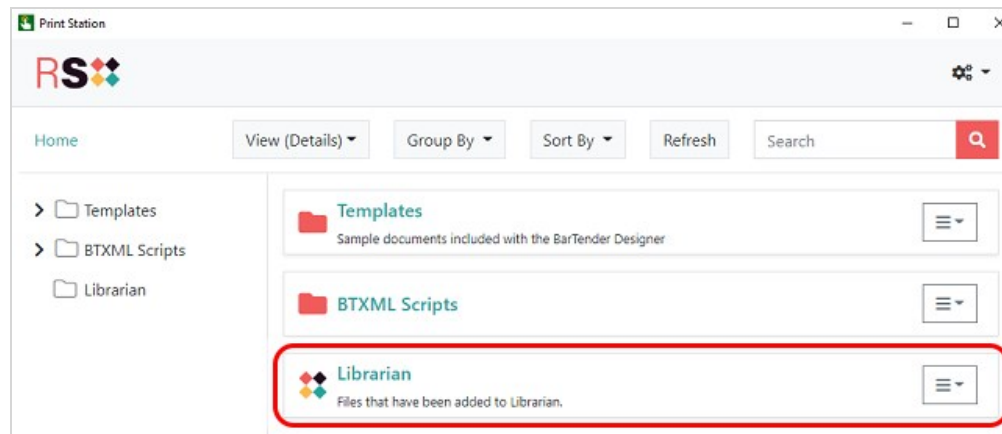
The following image shows an example of custom branding.



For more information, refer to the [Branding Property Page](#) topic in the Print Station help system.

## Using a Custom Image Instead of a Root Folder Icon

You can also specify a custom image to be displayed instead of the standard folder icon for a selected root folder, as shown in the following example.



To specify a custom image, click **Custom Folder Image** on the **Root Folders** property page, and then upload the \*.png or \*.jpg file that you want to use.

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## Related Documentation

### Technical Documents

- *BarTender Administration Console*
- *BarTender Librarian*
- *Understanding Librarian Workflows*

To view and download technical documents, visit:

<https://www.bartendersoftware.com/resources/library>

### User Guides

- *Getting Started with BarTender*  
<https://support.seagullsoftware.com/hc/en-us/articles/9926265797143-Getting-Started-with-BarTender-Software>

### BarTender Help System

- [Print Station](#)
- [Librarian](#)
- [Using Librarian with Print Station](#)
- [Process Builder](#)

### Other Resources

Please visit the BarTender website at <https://www.bartendersoftware.com>.

## bartendersoftware.com