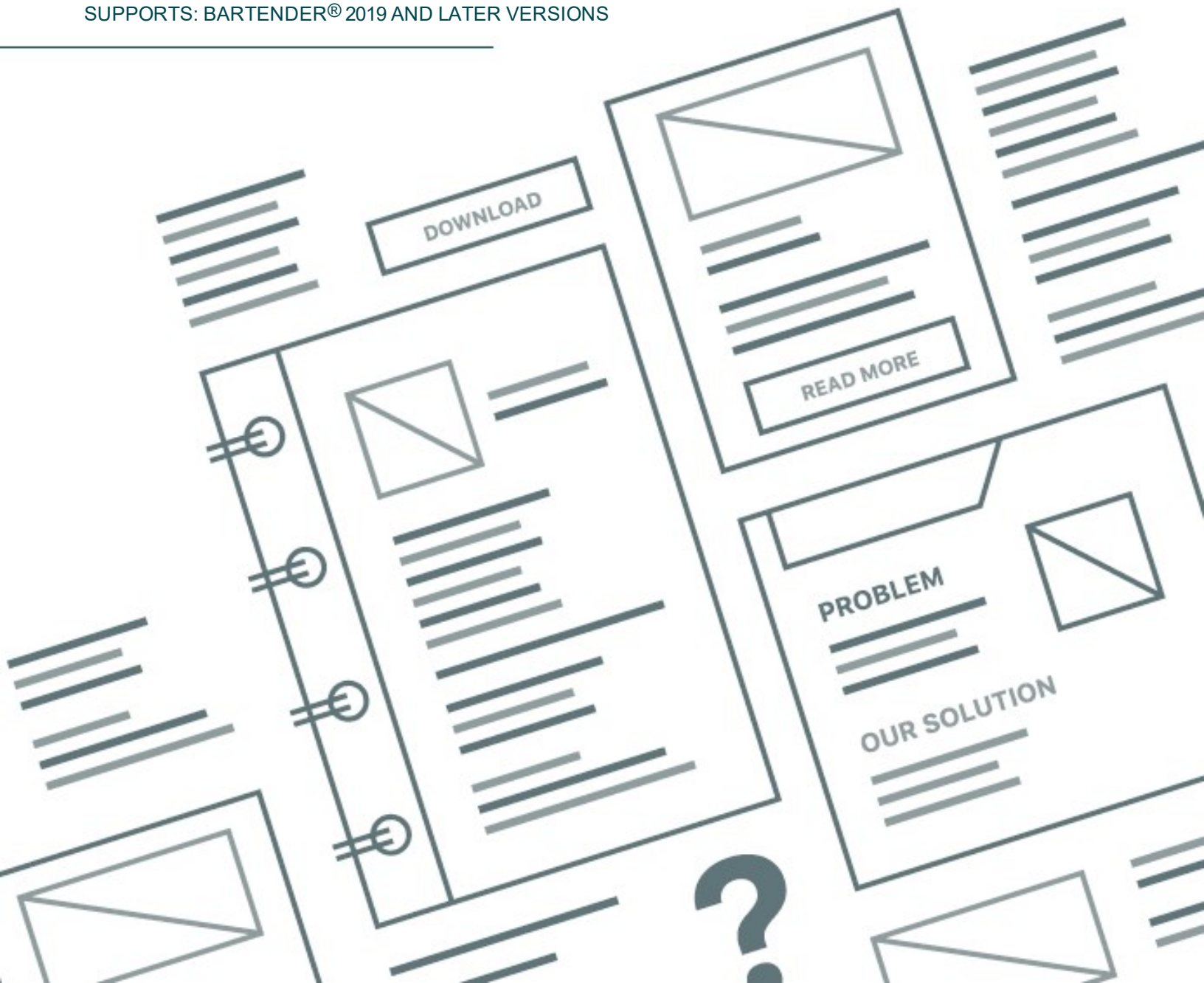
BarTender®
BY SEAGULL SCIENTIFIC

Technical Document
English

Print Station

POINT-AND-CLICK PRINTING

SUPPORTS: BARTENDER® 2019 AND LATER VERSIONS



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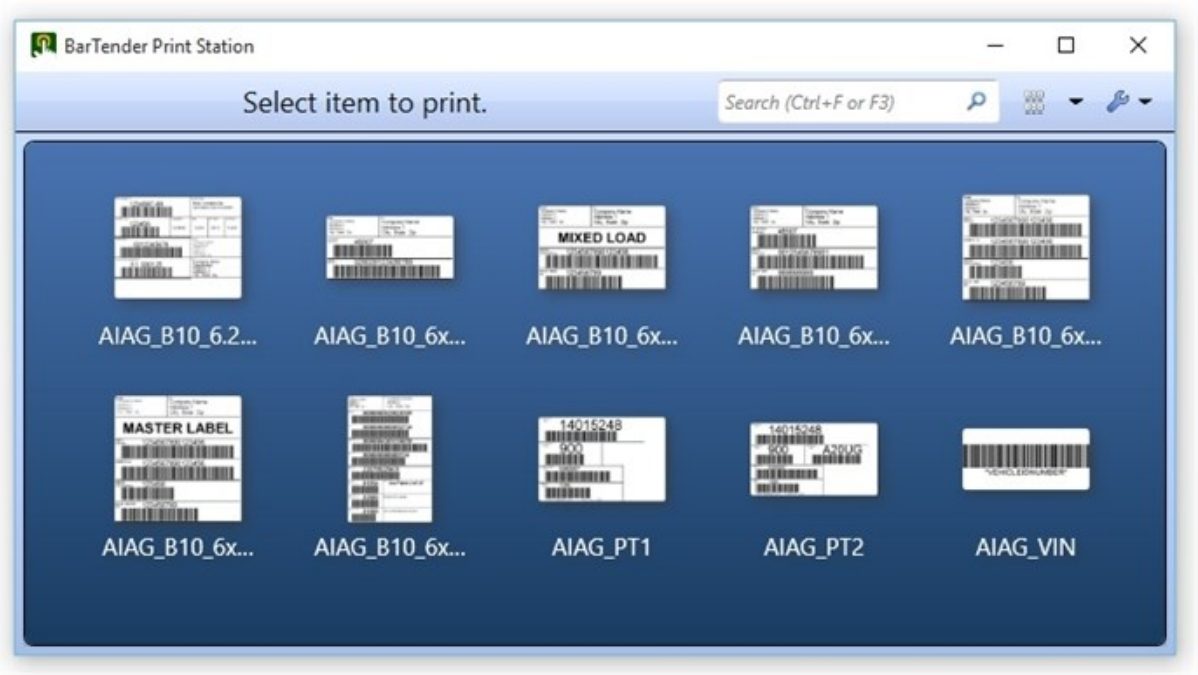
Overview

Print Station is a companion application to BarTender that makes it easy to print existing BarTender documents. By using Print Station, you eliminate the need to open and print documents through BarTender or an external application.



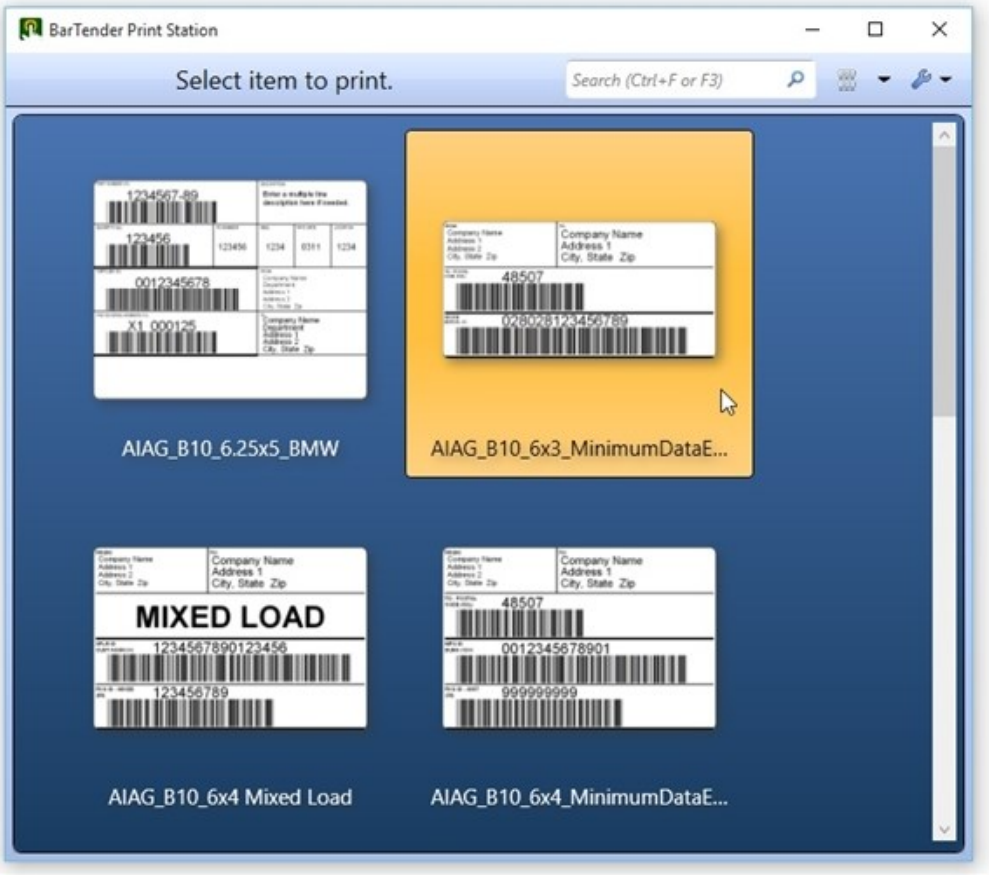
Printing with Print Station

Print Station offers the following benefits:

- Easy-to-use browser interface
- Support for multiple file types and folder locations
- Familiar folder navigation
- Search functionality
- Informative display of comments
- Easy one-click printing
- Interactive display of data entry forms and query prompts
- Secure printing
- Dedicated use

Easy-to-use Browser Interface

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



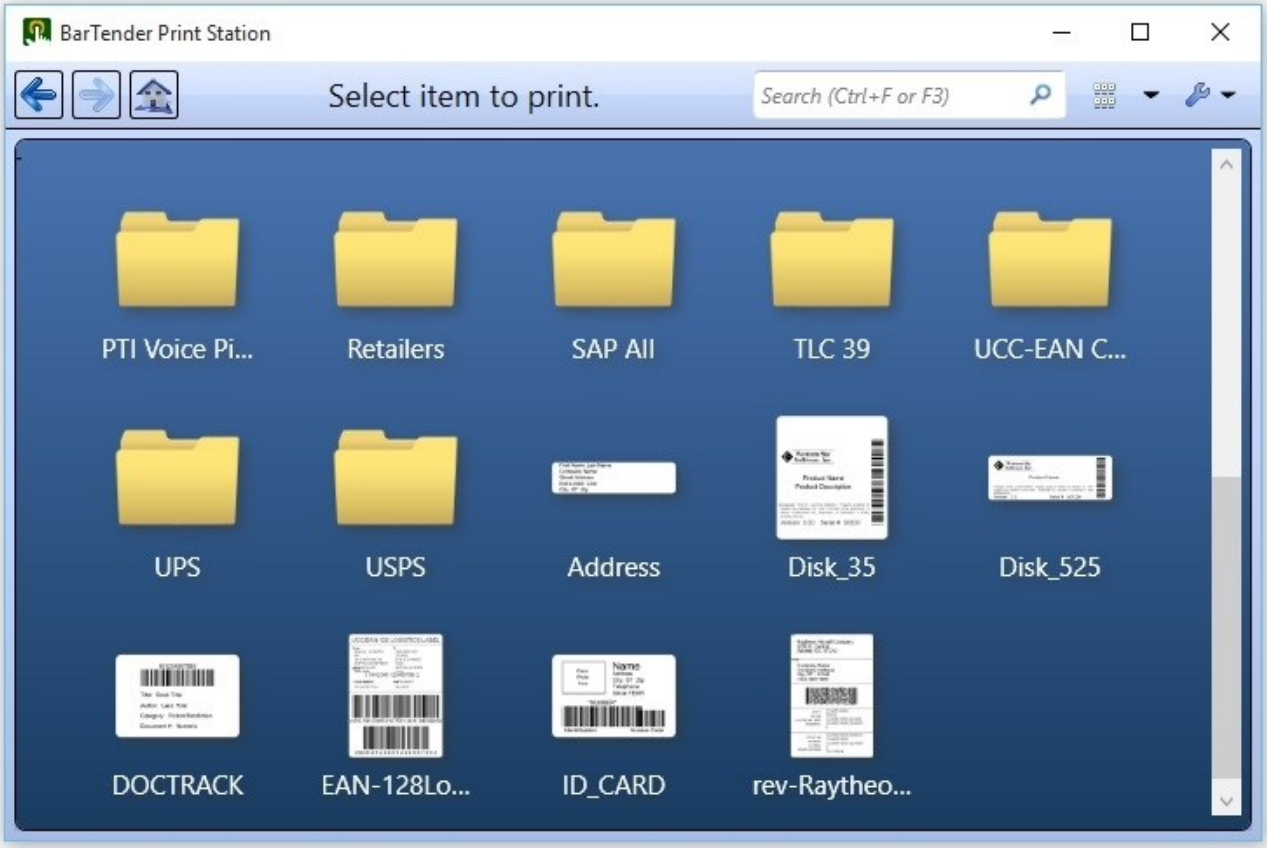
Familiar Folder Navigation

You can use Print Station to preview and print BarTender documents, BarTender process files (which you create by using Process Builder), and BarTender XML (BTXML) script files. After you specify the root folders for your documents, process files, and scripts, they appear automatically in the Print Station window.

To change a root folder, follow these steps:

1. Click the icon on the toolbar, and then click **Administrative Setup** to open the **Administrative Setup** dialog.
2. On the **Root Folders** page, click **Browse**. The **Browse for Folder** dialog opens.
3. Browse to the root folder that you want, and then click **OK**.
4. Click **OK** to close the **Administrative Setup** dialog.

You can configure Print Station to display folders within folders in addition to the BarTender documents, process files, and BTXML script files in the root directory. You can easily browse to any document that you want to print by clicking the folders.



This view works well for a smaller set of folders and documents, but you might want to add a folder navigation pane when you have many subfolders and files. To do this, follow these steps:

1. Click the icon on the toolbar, and then click **Administrative Setup** to open the **Administrative Setup** dialog.
2. On the **General** property page, click to select the **Show folder navigator** check box under **View Options**.
3. Click **OK** to close the **Administrative Setup** dialog.

Search Functionality

Use the **Search** bar at the top of the Print Station window to enter all or part of a file name to locate a document, or enter a file name extension to locate a particular type of file.

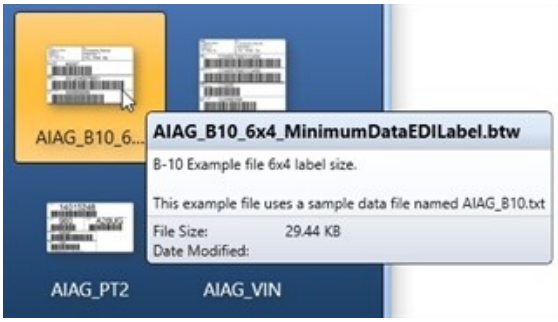
Informative Display of Comments and File Information

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

Displaying comments as tooltips

Displaying comments as tooltips is ideal when you want to display multiple files and folders in your Print Station window or when you are using small icons. To do this, follow these steps:

1. Click the icon on the toolbar, and then click **Administrative Setup** to open the **Administrative Setup** dialog.
2. On the **General** property page, click to select the **Display information when mouse pointer hovers over control** check box under **View Options**.
3. Click **OK** to close the **Administrative Setup** dialog.



Displaying comments in Print Station

You can configure Print Station so that your comments are displayed in the Print Station window alongside your file's preview images. If you choose this option, select a large enough tile size to accommodate both the preview image and the comments.

To do this, follow these steps:

1. Click the **Change Current View** icon on the toolbar.
2. Adjust the tile size as needed by clicking the arrow next to the **Change Current View** icon and then clicking **Small Tiles**, **Medium Tiles**, **Large Tiles**, or **Extra Large Tiles**. Alternatively, use the slider to adjust the tile size.

> If you select a smaller tile size, the document image might be too small to show all the comments.

Easy One-Click Printing

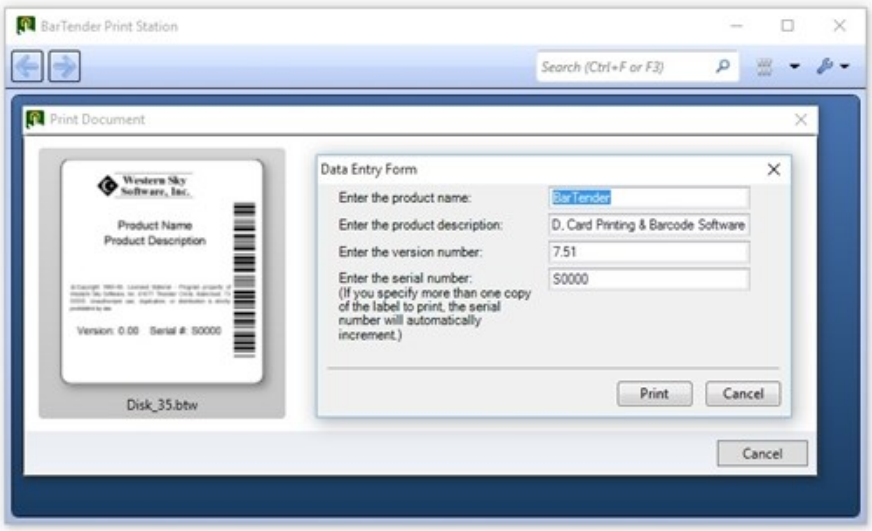
When you set up Print Station, you can choose how much control users have over printing a file. One click or tap on a document, process file, or BTXML script file can do either of the following:

- 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.

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.



Secure Printing

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.

To add or change the password, follow these steps:

1. Click the icon on the toolbar, and then click **Administrative Setup** to open the **Administrative Setup** dialog.
2. On the **Security** property page, click **Set or Change Password**. The **Administration Password Setup** dialog opens.
3. If you are adding a new password, enter the password, and then confirm it. If you are changing an existing password, enter the existing password, enter the new password, and then confirm it.
4. Click **OK** to close the **Administration Password Setup** dialog.

Grant user permissions in Administration Console

When you are running the Professional, Automation or Enterprise editions 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

You can make specific folders or documents visible or not visible to specific users or groups of users. For each root folder that you configure in Print Station, you can configure unique visibility settings. To do this, select one of the visibility options in the **Root Folders** page of the **Administrative Setup** dialog.

Dedicated Use

You can lock Print Station into Full Screen mode, which turns it into a workstation that is completely dedicated to the quick and easy selection and printing of BarTender documents.

To lock Print Station into Full Screen mode, follow these steps:

1. Click the icon on the toolbar, and then click **Administrative Setup** to open the **Administrative Setup** dialog.
2. On the **General** property page, under **View Options**, click to select the **View full screen on startup** check box.
3. On the **Security** property page, under **Administration Password**, click to select the **Require password to exit full screen** check box.
4. On the **Security** property page, under **Administration Password**, click **Set or Change Password**, and then create a password in the **Administration Password Setup** dialog.
5. Click **OK** to close the **Administration Password Setup** dialog.
6. Click **OK** to close the **Administrative Setup** dialog.

When you set a password, users cannot use the `Esc` key to leave Full Screen mode. Additionally, users cannot access the **Administrative Setup** dialog.

Related Documentation

Technical Documents

- *BarTender Print Portal*
- *Administration Console*

To view and download technical documents, visit:

https://www.seagullscientific.com/resources/white-papers/

User Guides

- *Getting Started with BarTender*
  https://support.seagullscientific.com/hc/categories/200267887

BarTender Help System

- Print Station
- Process Builder

Other Resources

Please visit the BarTender website at *https://www.seagullscientific.com*.

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