



BarTender Ultralite

Instruction Manual

1 Introduction

This chapter provides instructions on BarTender Ultralite program according to PC operating systems(OS).

The followings are supported.

Microsoft Windows 10 (32 bit/64 bit)

Microsoft Windows 8 (32 bit/64 bit)

Microsoft Windows 7 SPI (32 bit/64 bit)

Microsoft Windows Vista SP2 (32 bit/64 bit)

Microsoft Windows Server 2012(64 bit)

Microsoft Windows Server 2008 R2

Microsoft Windows Server 2008 SP2(32 bit/64 bit)

Microsoft Windows Server 2003 R2 SP2(32 bit/64 bit)

2 Installation Preparation

Download BarTender Ultralite application program in CD.

3 Installation

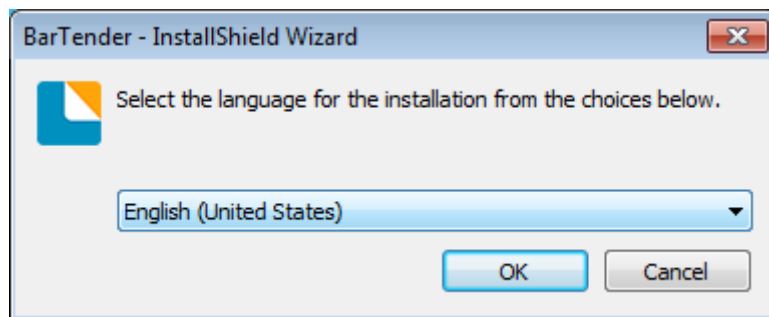


Note:

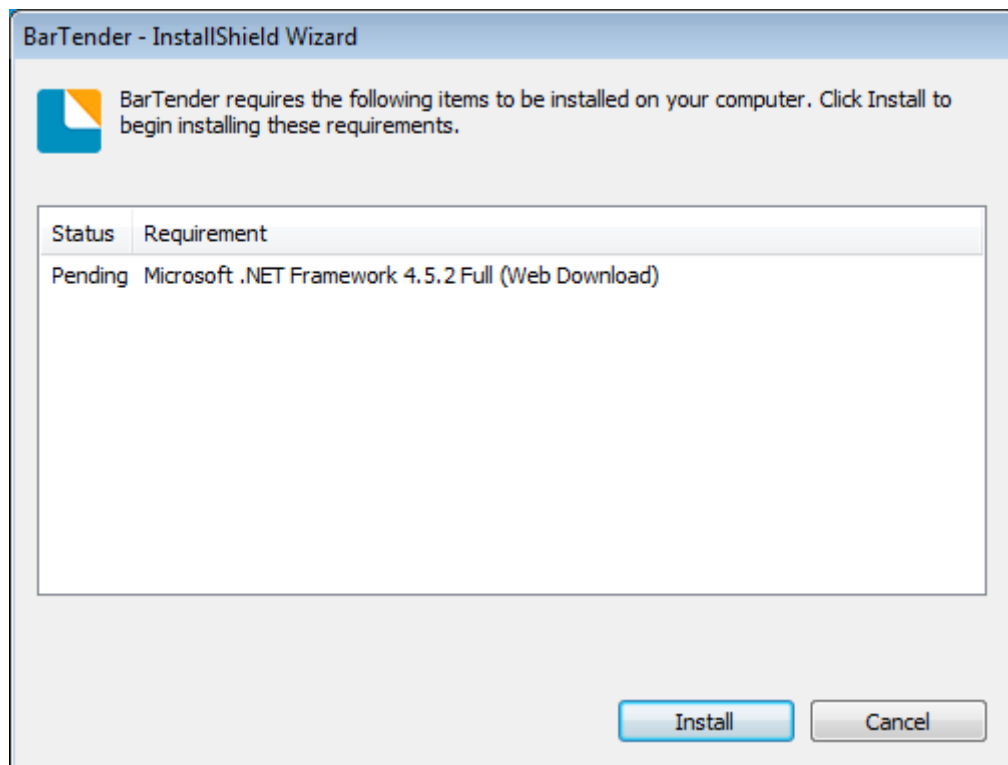
- Under different operating systems, the screen may be slightly different. Take Windows 7 as example.
- To avoid the prevention, recommend to close the security software before installation.

1. Double click application program .

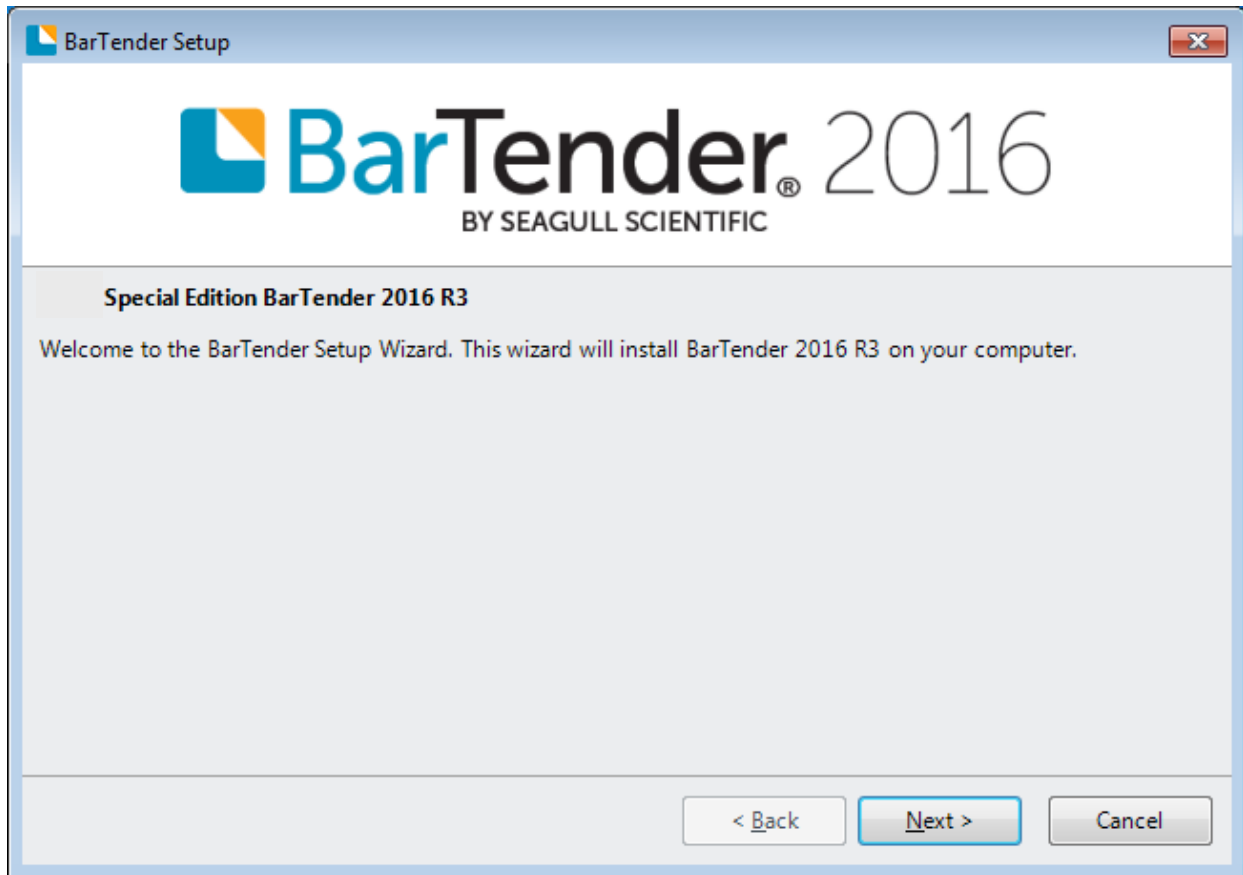
2. Select language, then click "OK".



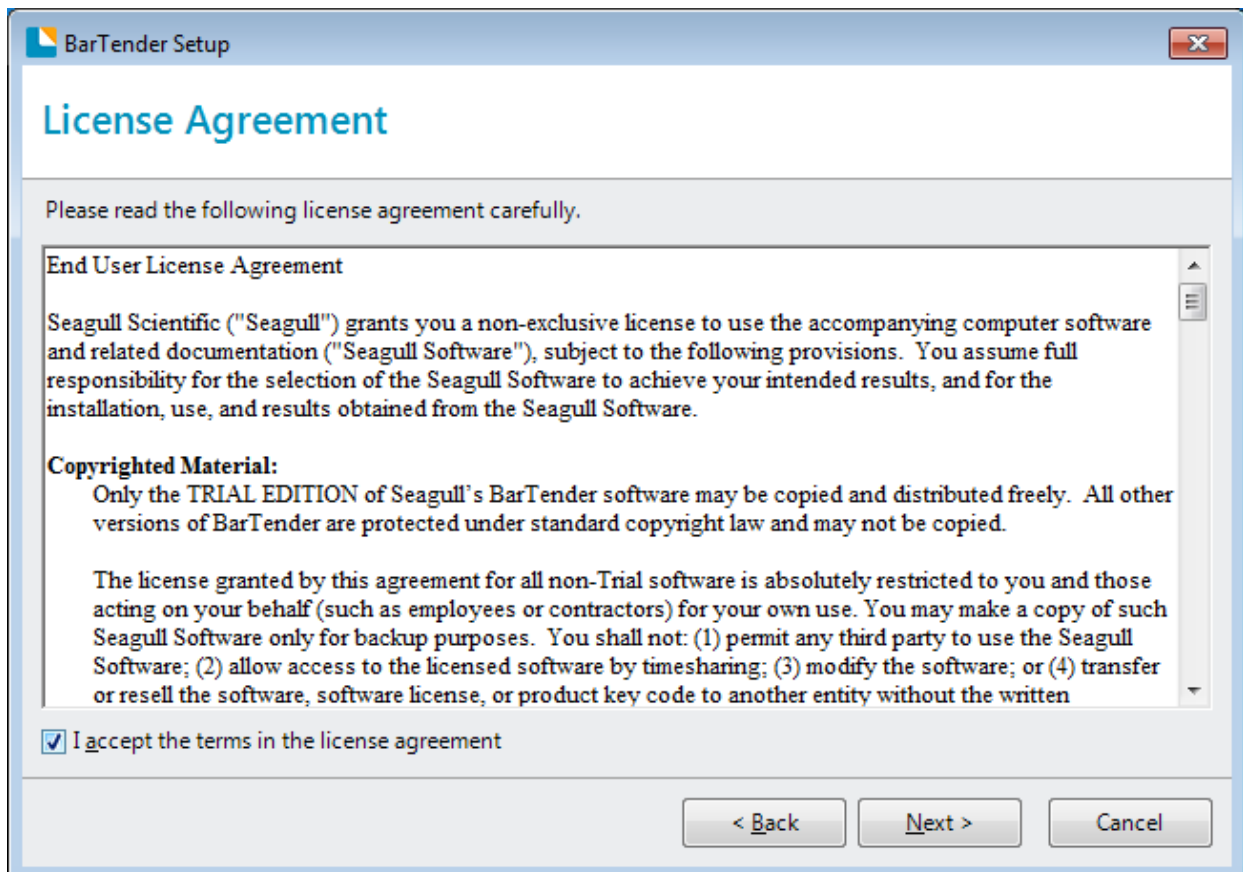
3. Click "Install".



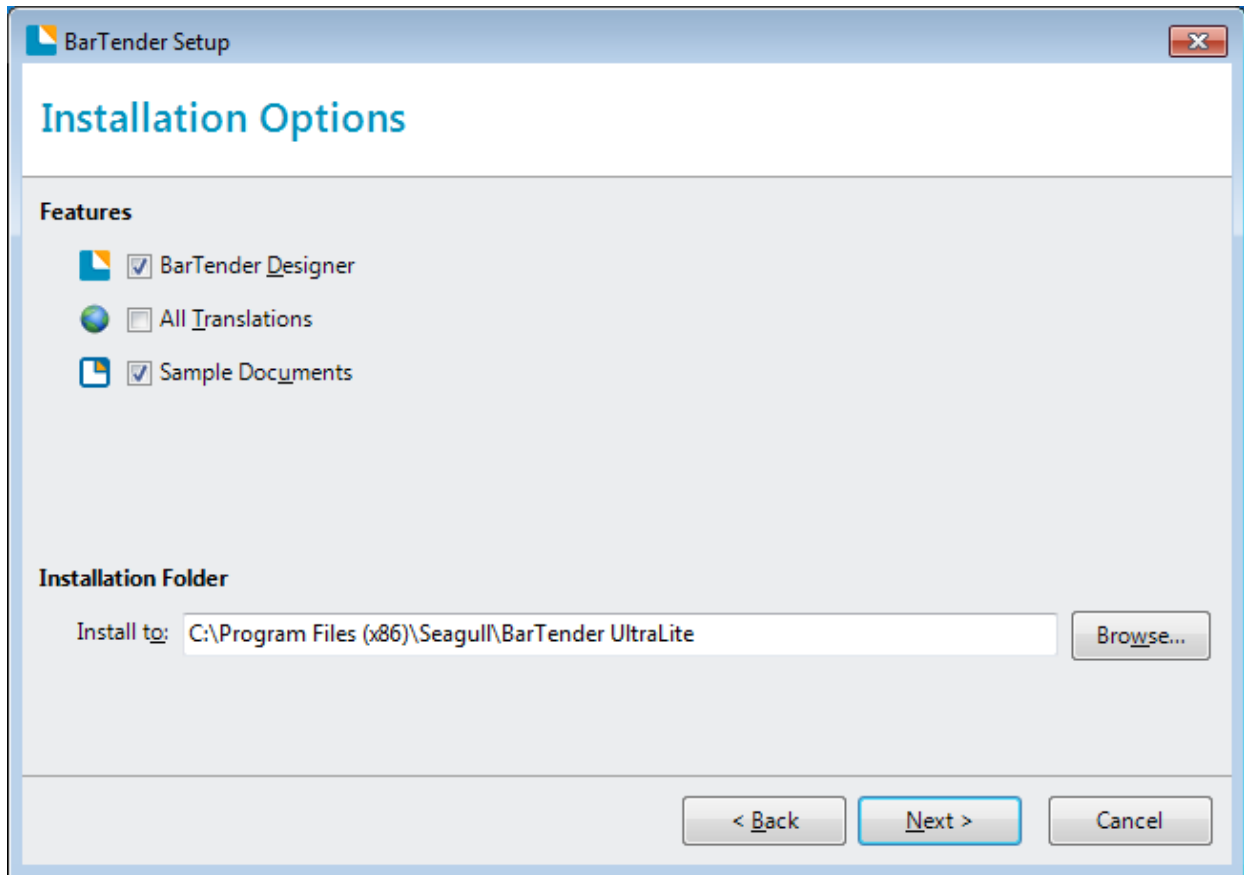
4. Click "Next".



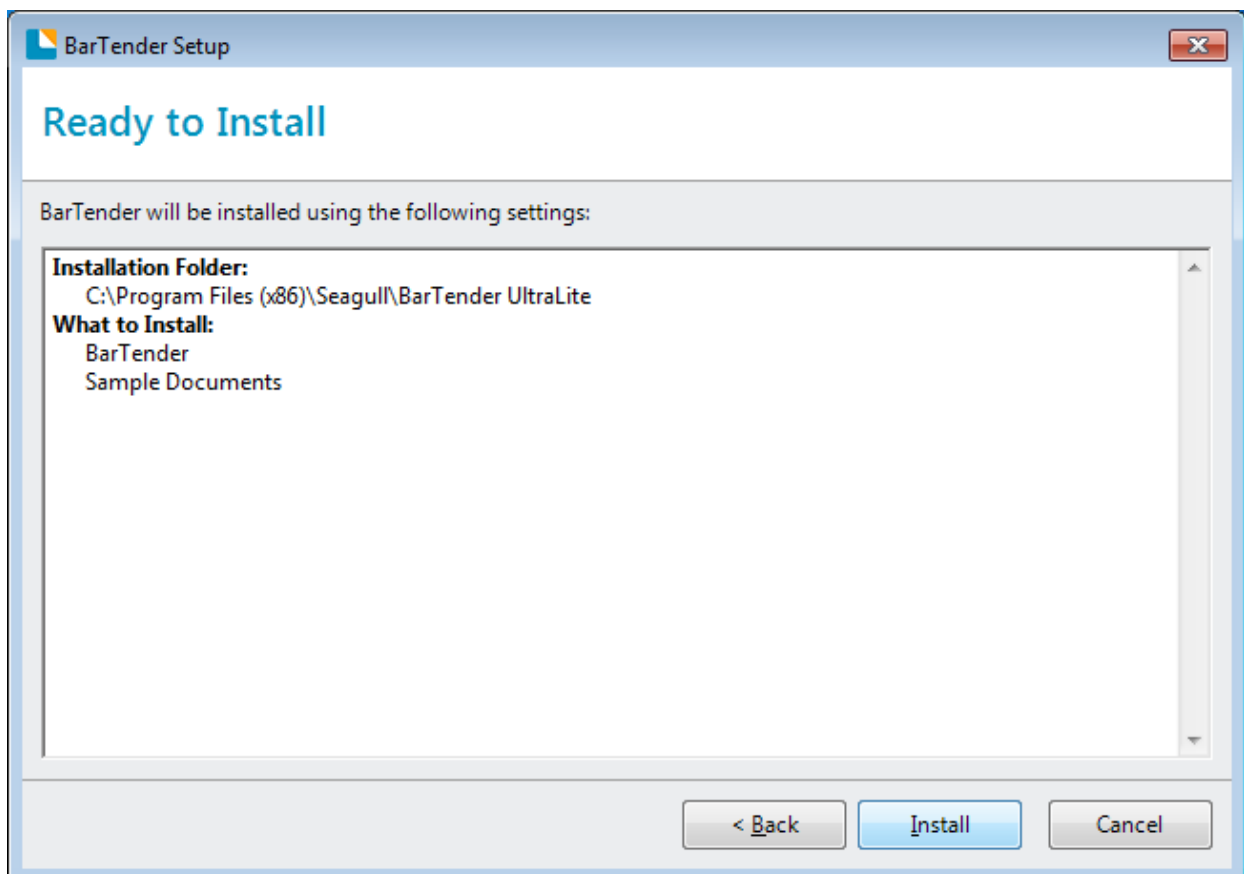
5. Read and accept the license agreement, then click "Next".



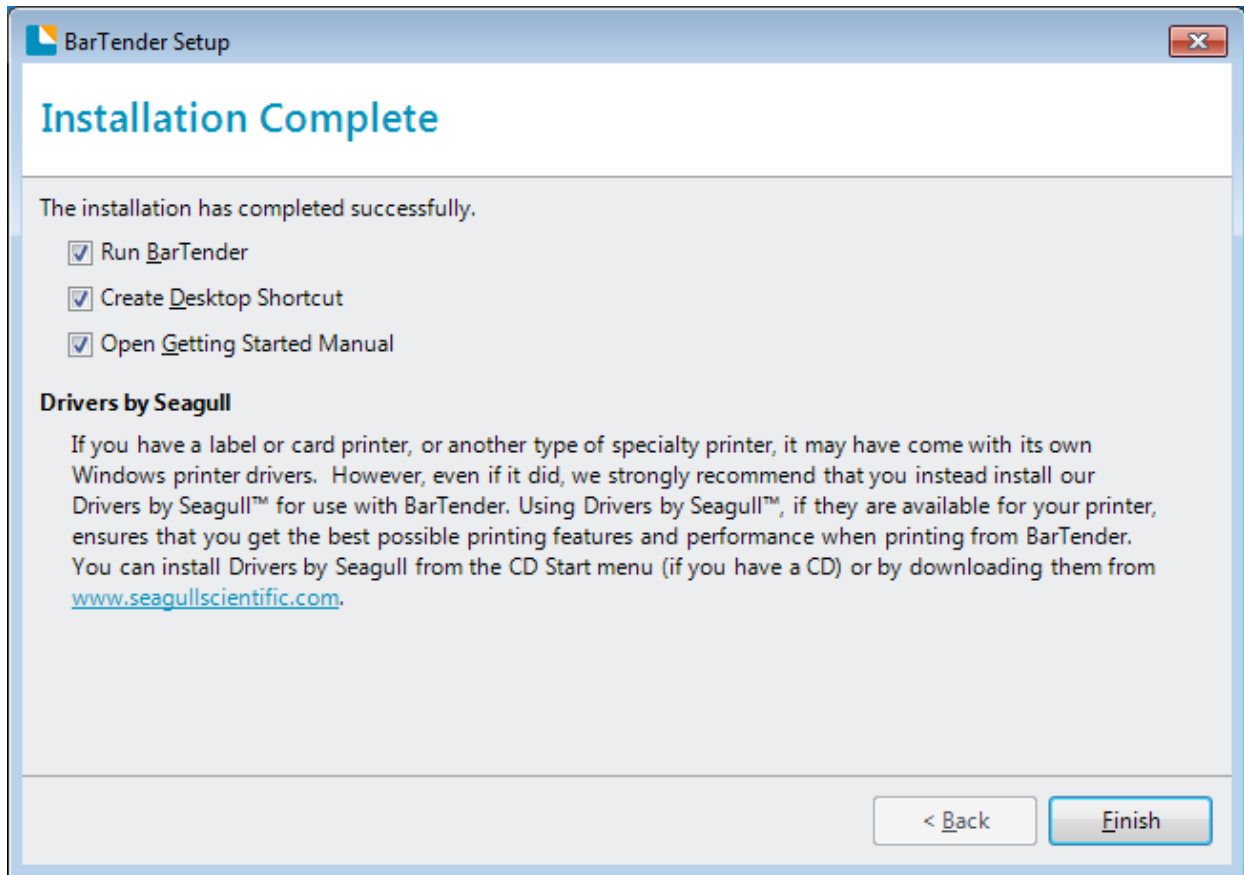
6. Select "Features" and Installation Location, then click "Next".



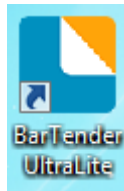
7. Click "Install".



8. Click "Finish".



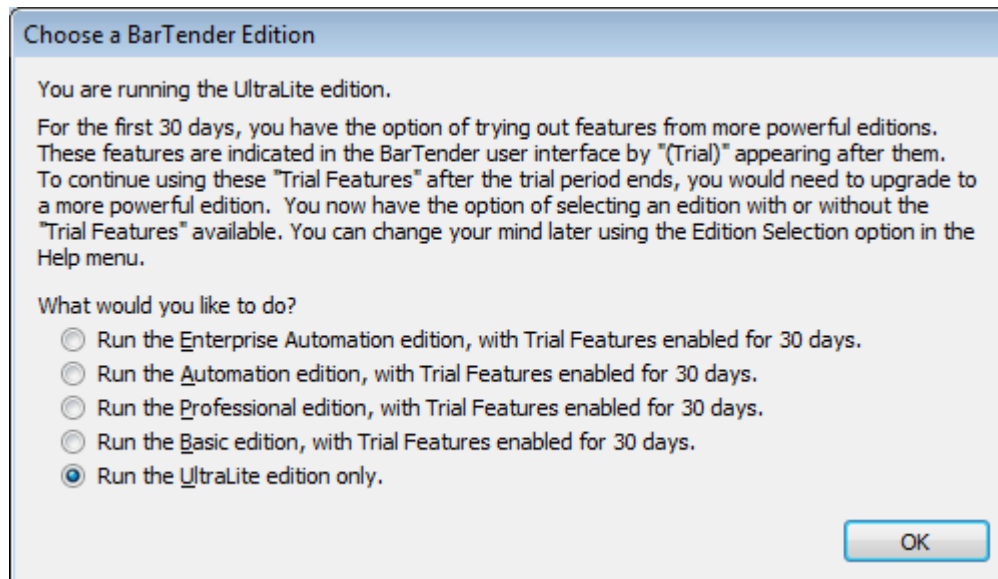
9. Back to desktop, and you will see the icon of BarTender Ultralite. Double click it, and start to use.



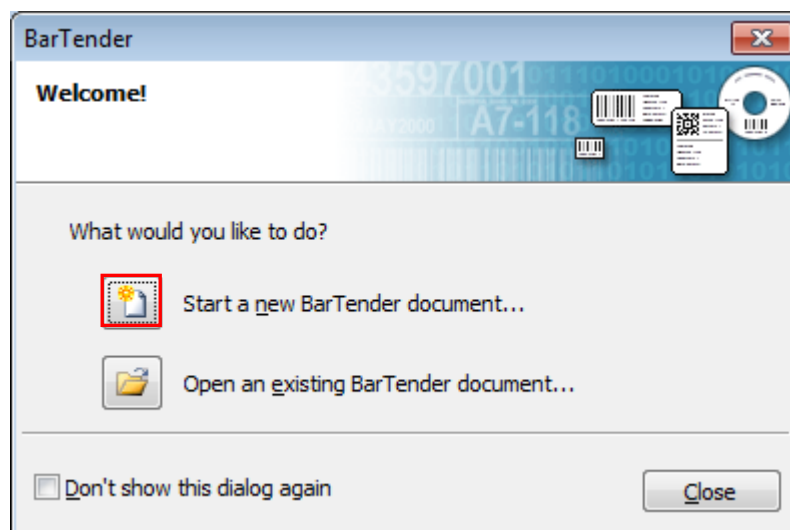
4 Usage

4.1 Page Settings

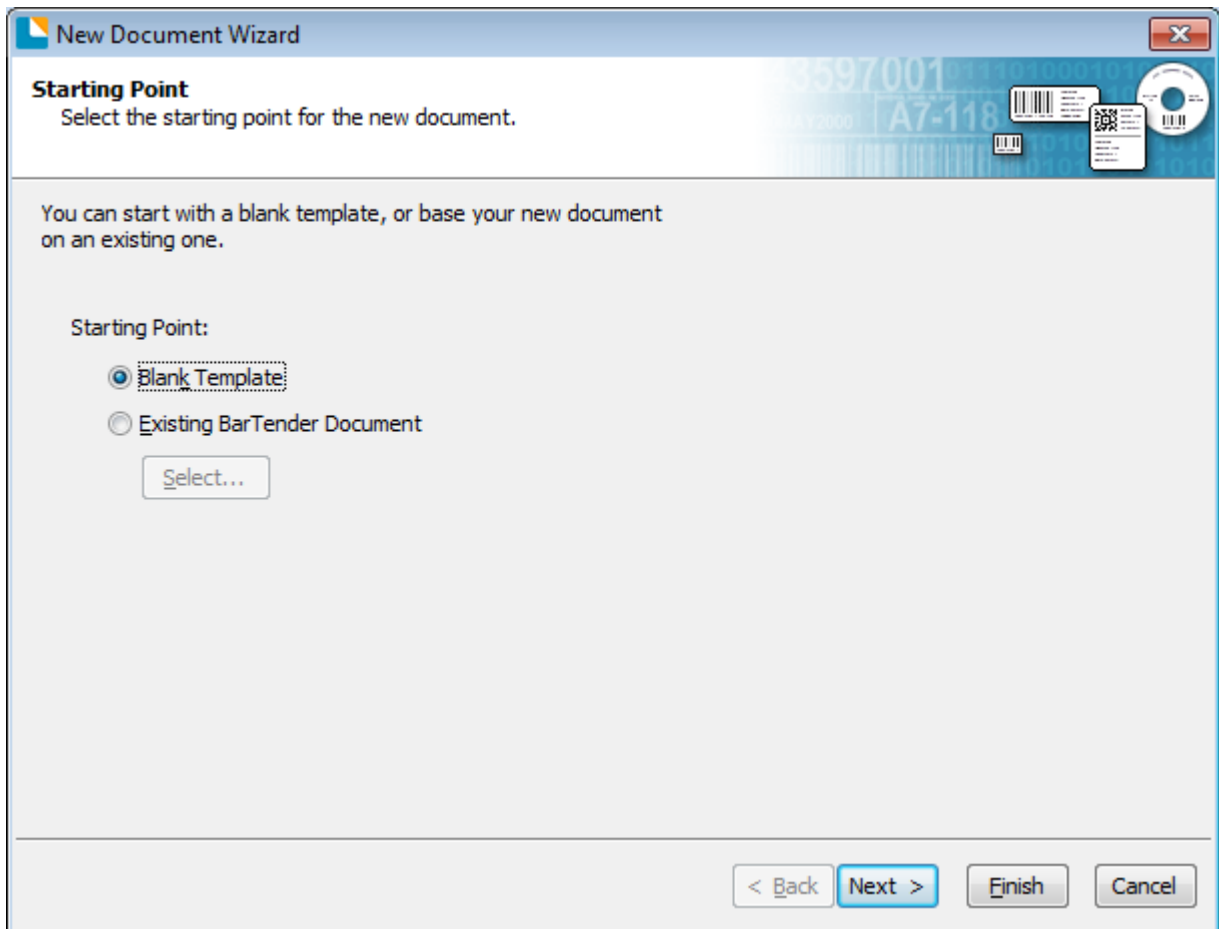
1. Double click the icon, then choose the edition. Click “OK”. (The edition may be changed according to different needs.)



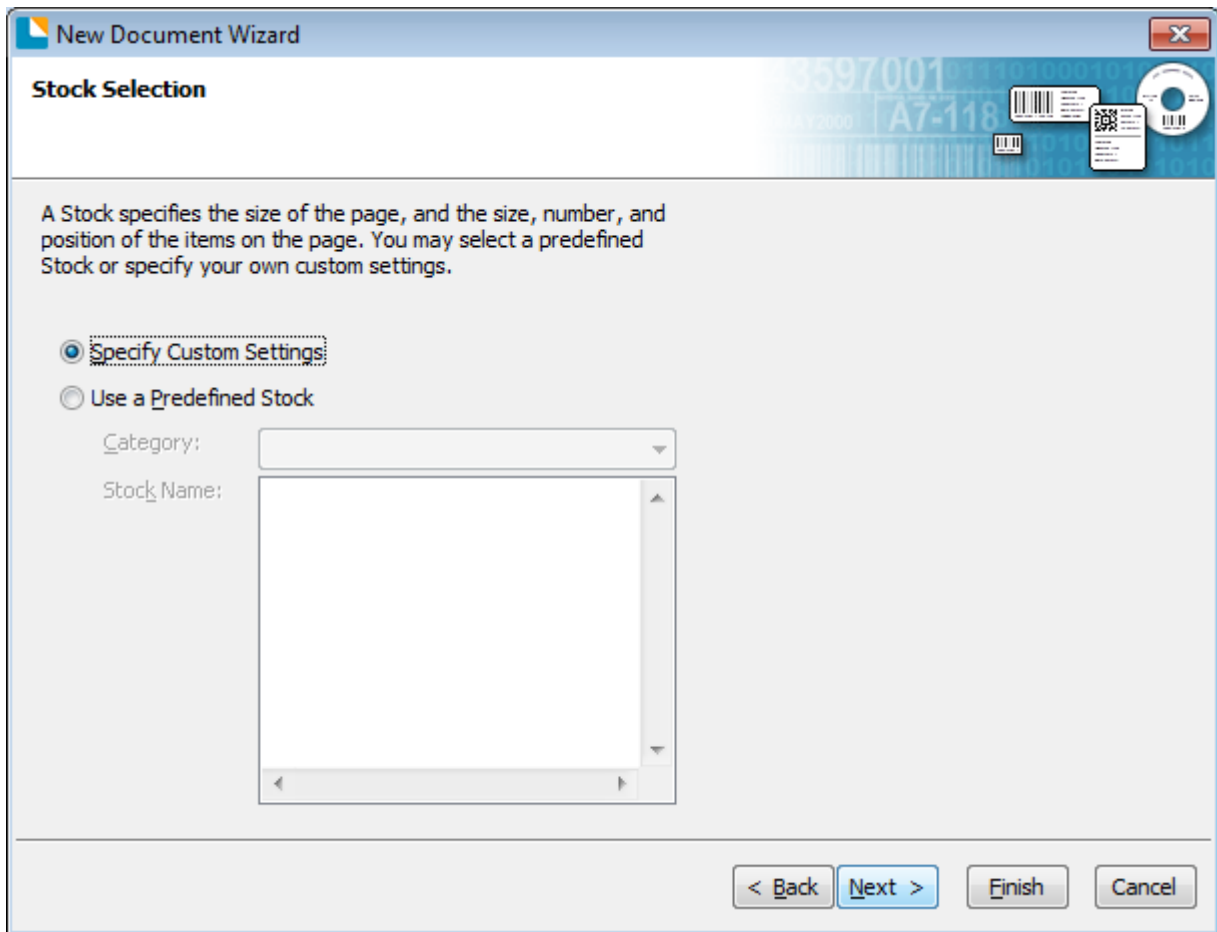
2. Click “Start a new BarTender document”.



3. Choose "Blank Template", then click "Next".



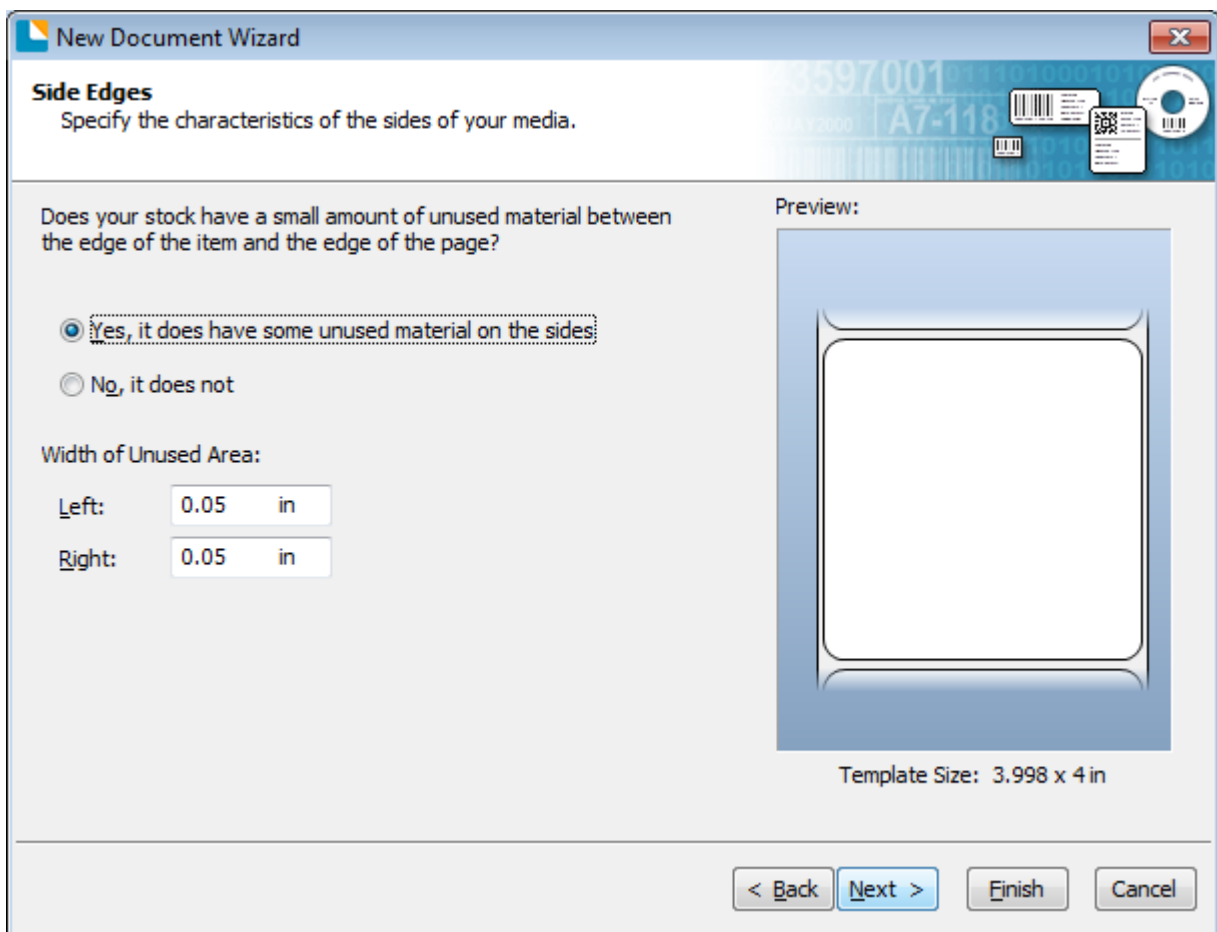
4.If the predefined stocks don't meet your need, tick "Specify Custom Settings". Then click"Next".



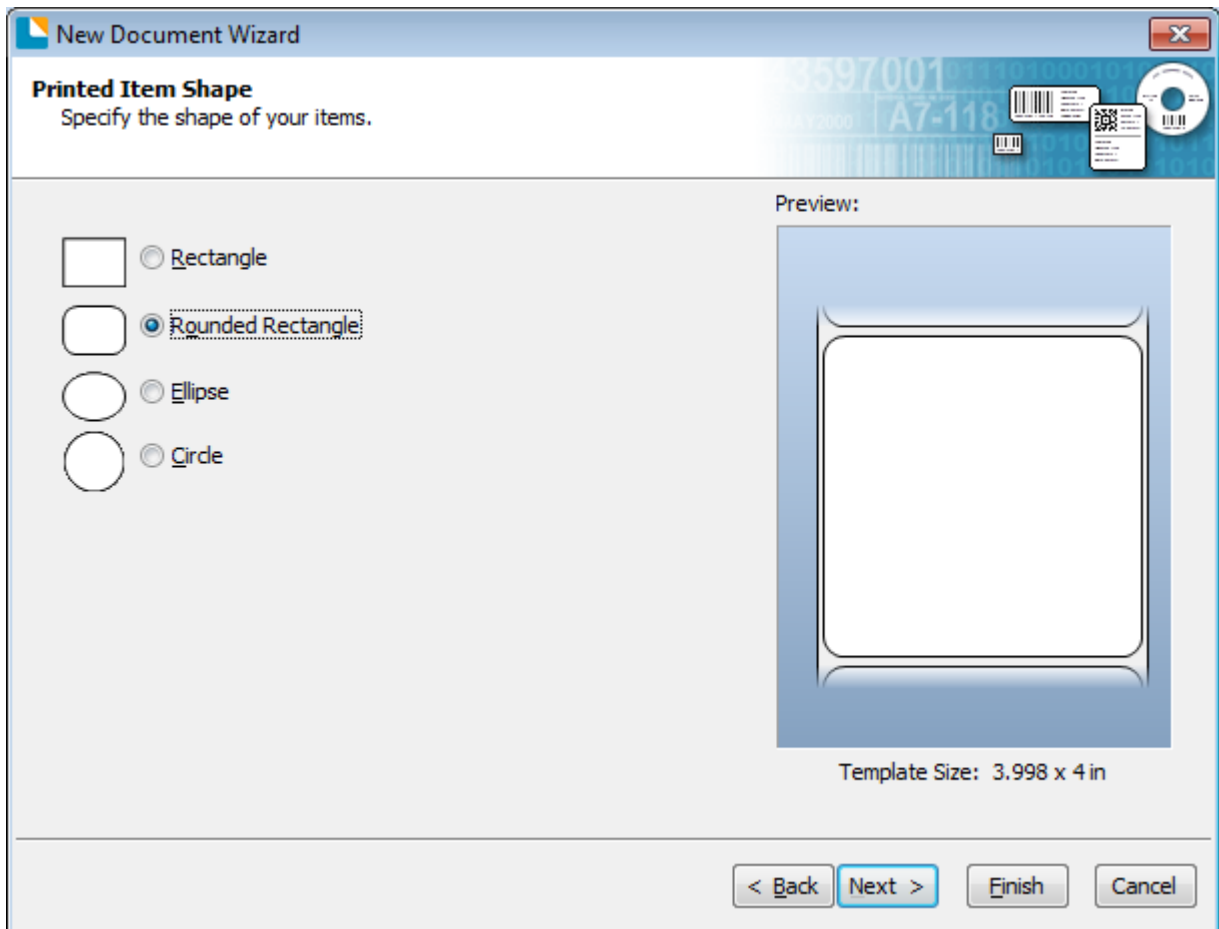
5. Tick “Single item per page”, then click “Next”. (If you print multiple labels, tick “Multiple columns and/or rows of items per page”.)

The image shows a software dialog box titled "New Document Wizard" with a close button in the top right corner. The main heading is "Items Per Page" with the instruction "Specify the characteristics of your media." Below this, there is explanatory text: "Most media has only a single item (label, card, tag, etc.) per page of stock. Some media, however, are more complex and have multiple items on a page." Two radio buttons are present: "Single item per page" (which is selected) and "Multiple columns and/or rows of items per page". Under the second option, there are two spin boxes: "Rows:" and "Columns:", both currently set to the value "1". At the bottom right, there are four buttons: "< Back", "Next >", "Finish", and "Cancel". The "Next >" button is highlighted in blue. The background of the dialog features a decorative header with various icons including a barcode, a QR code, and a CD/DVD.

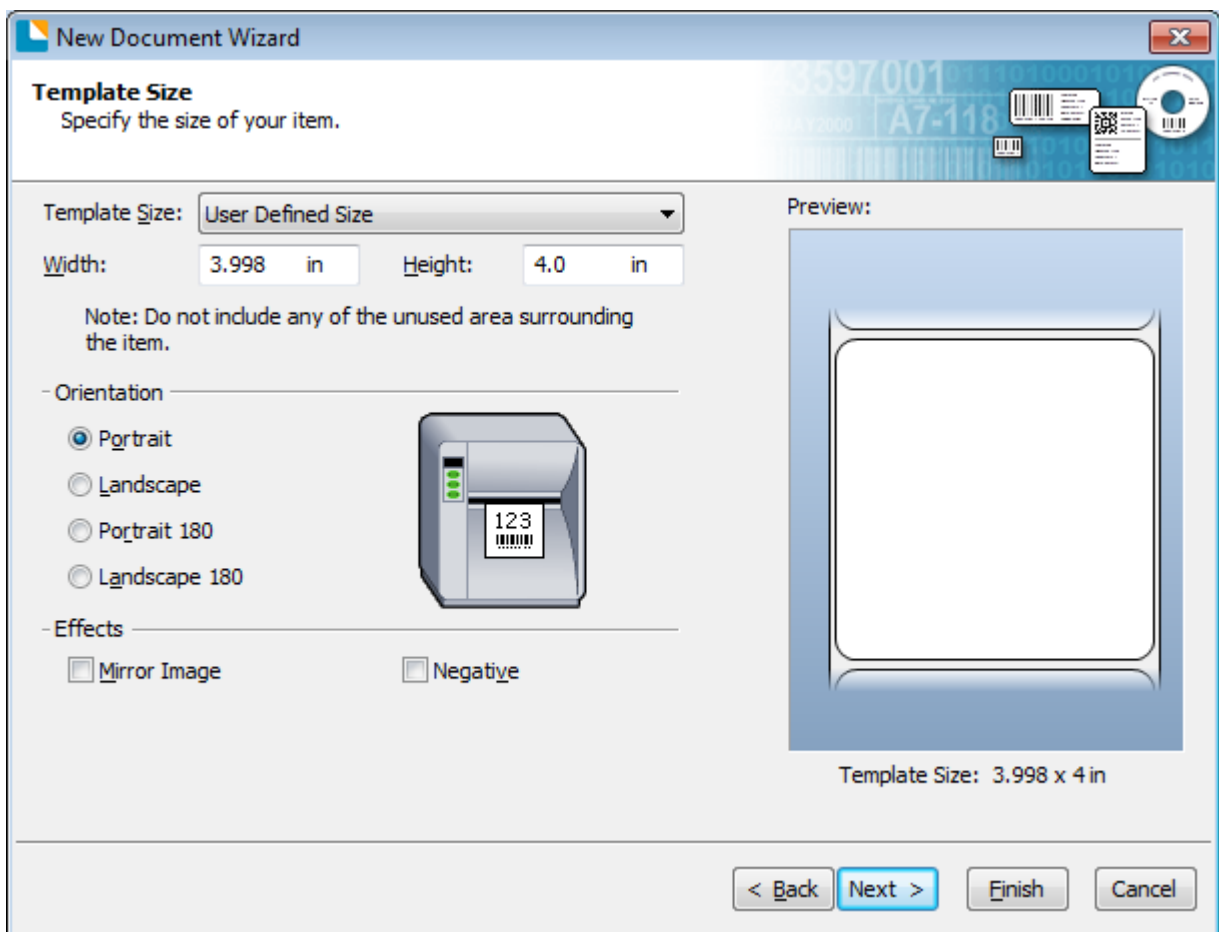
6. Edit the side edges, then click “Next”.



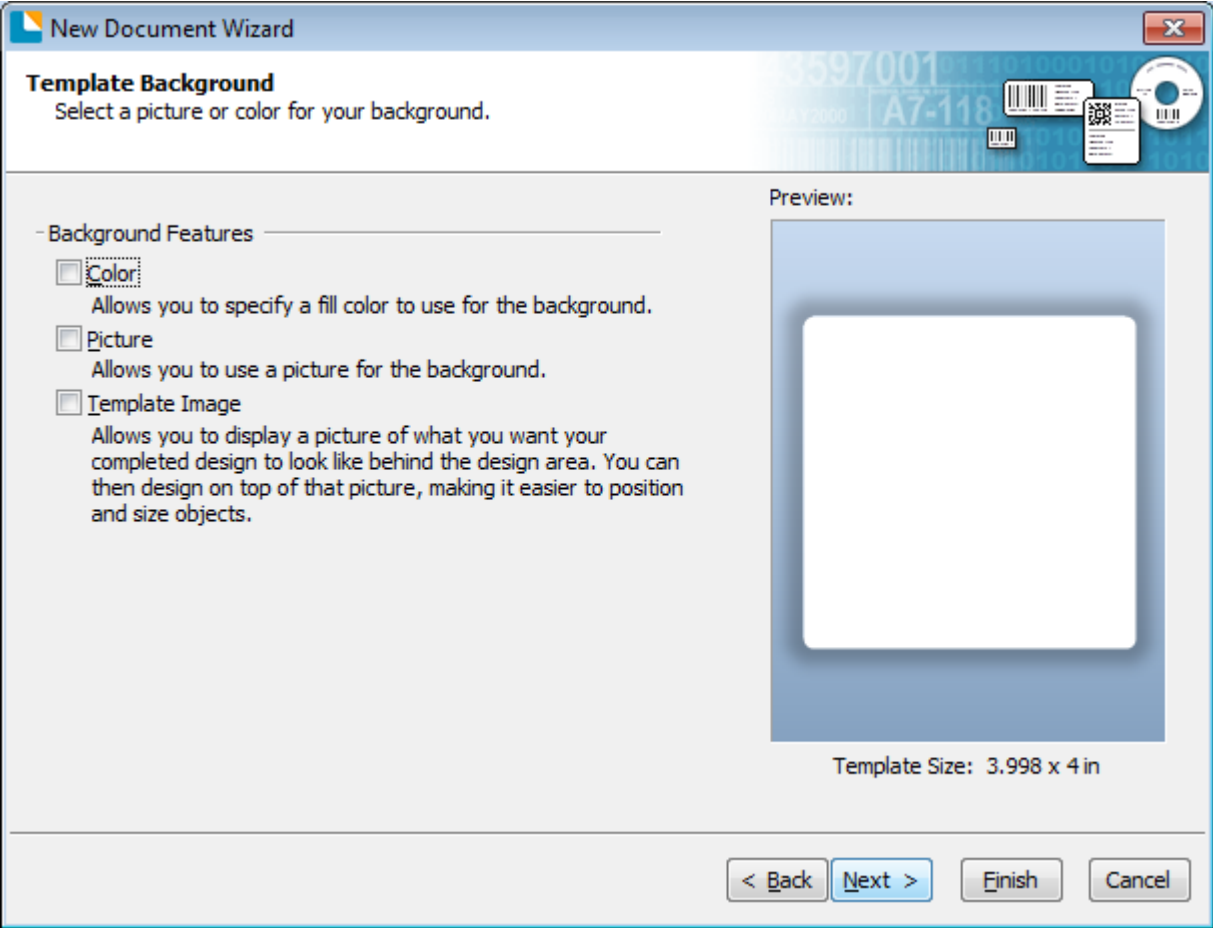
7. Choose the item shape, then click “Next”.



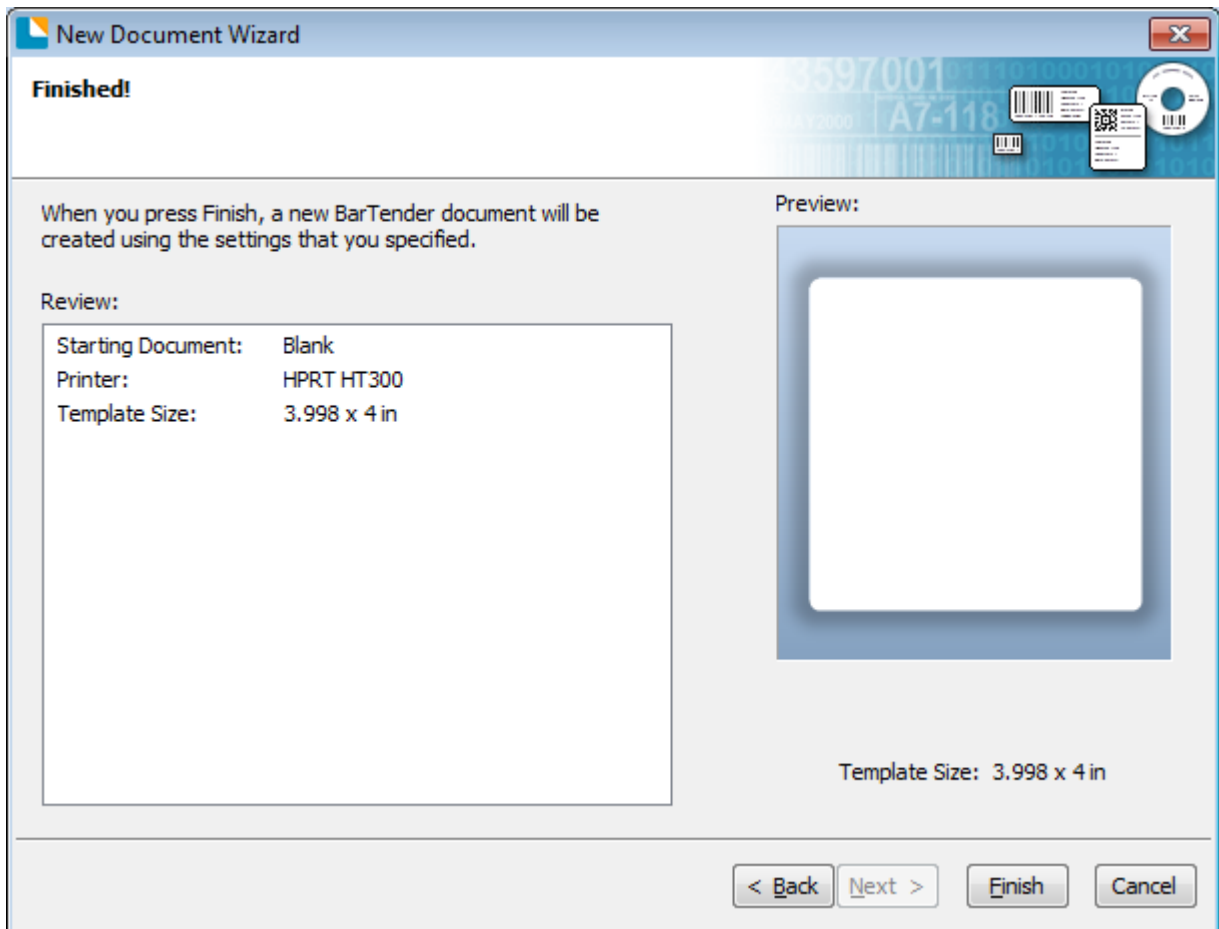
8. Edit the template size, then click “Next”.




9. Based on your need, edit the template background. Then click “Next”.



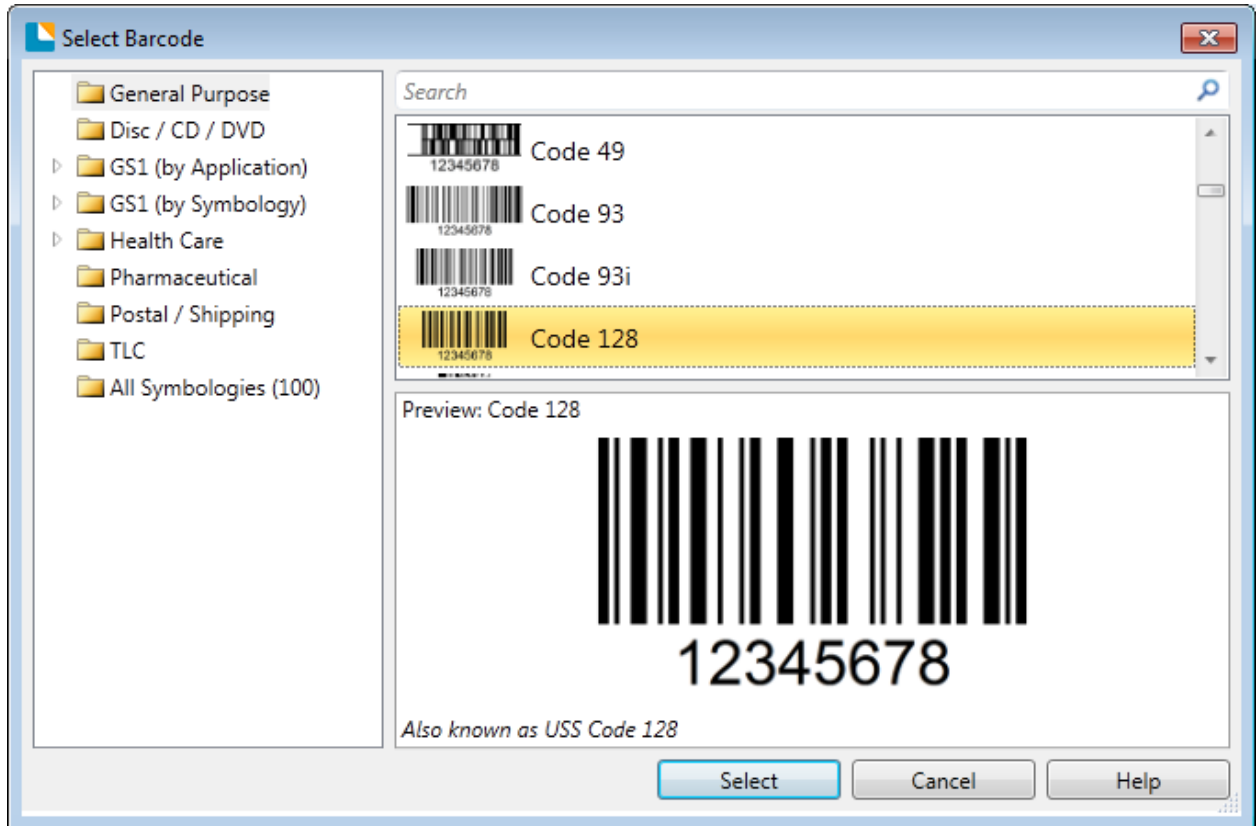
10. Finish the settings, showed in the “Review” and “Preview”. Then click “Finish”.



4.2 label Edit

1. Click the icon of code .

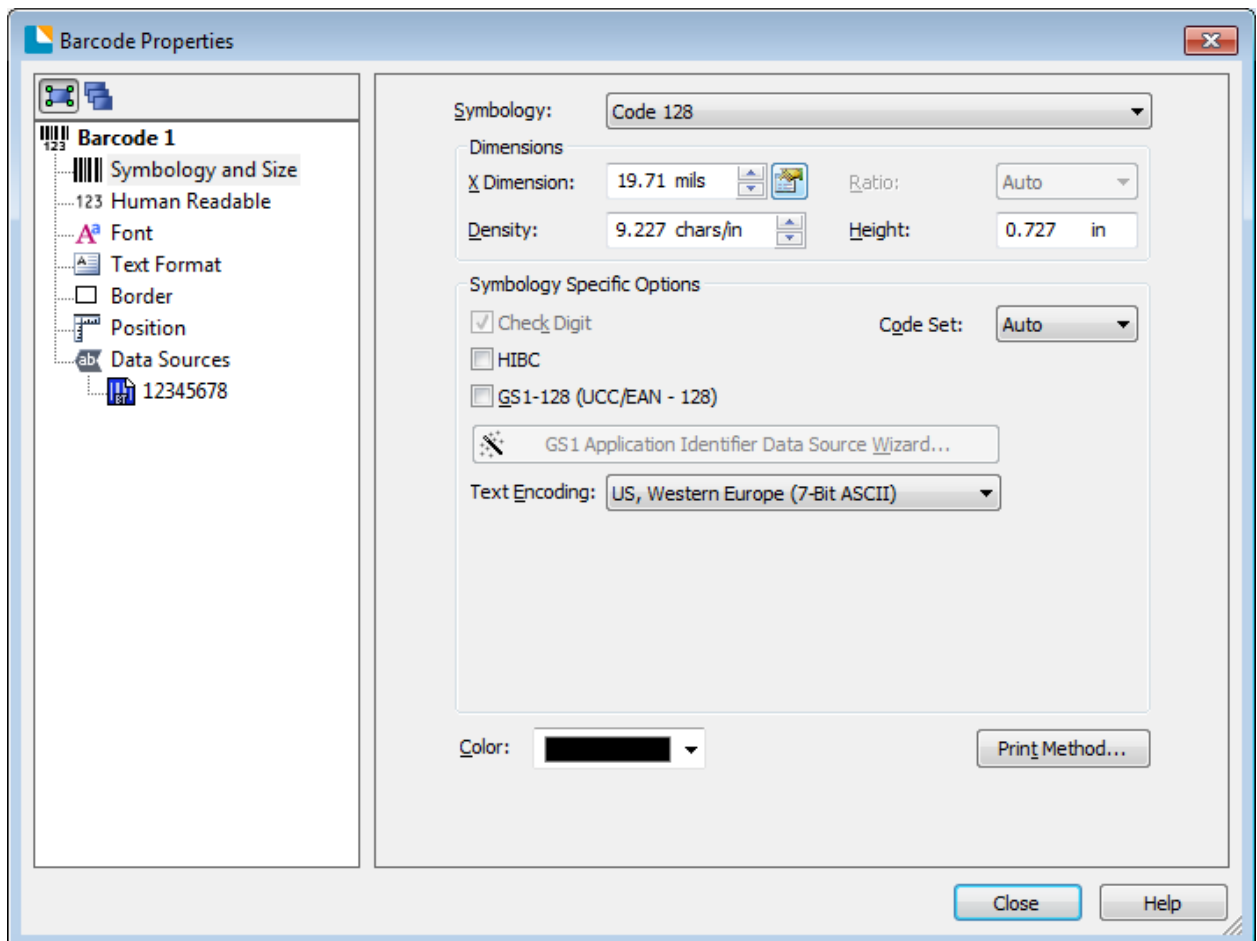
2. Choose the code, then click "Select".




3. Click the blank, showing the code.



4. Double click the code and edit it. User can set up the size, font, border and so on.



Finishing the changes, click "Close".

5. Click the icon of character , then enter the text.



6. Click the icon of picture , then edit the pictures.



7.Compose the text.



8.Finish all the settings. Click “Print” and a new label has been printed.