



Print Station

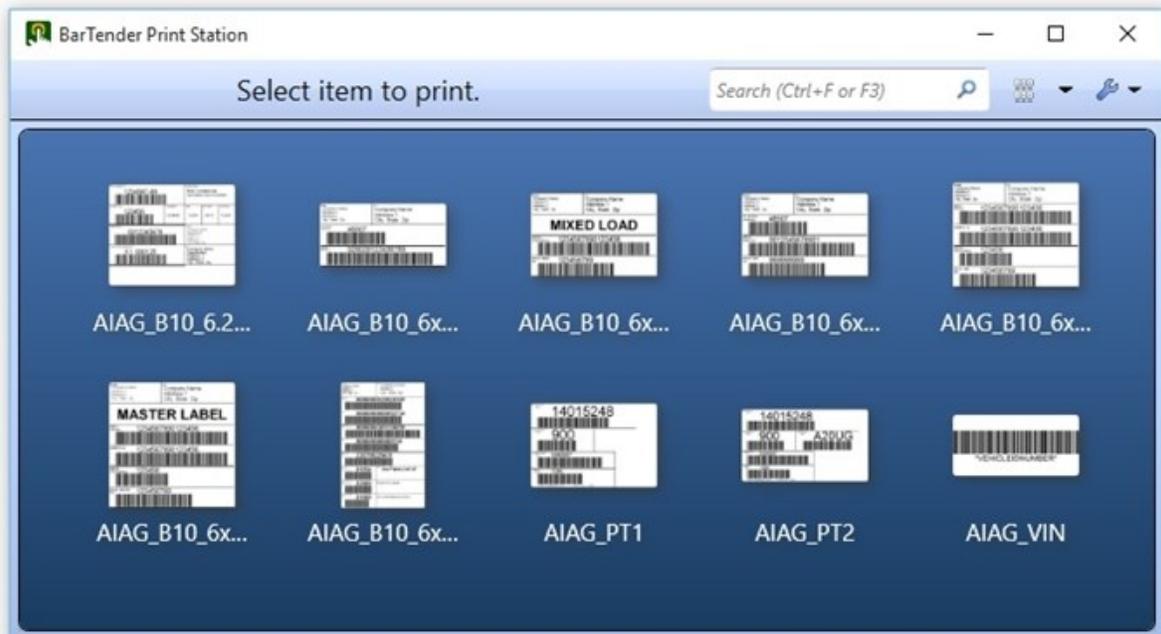
Point-and-Click Printing

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Overview

Print Station is a companion application to BarTender that simplifies printing of existing BarTender documents. Using Print Station eliminates the need to open and print documents through BarTender or through external application integration.



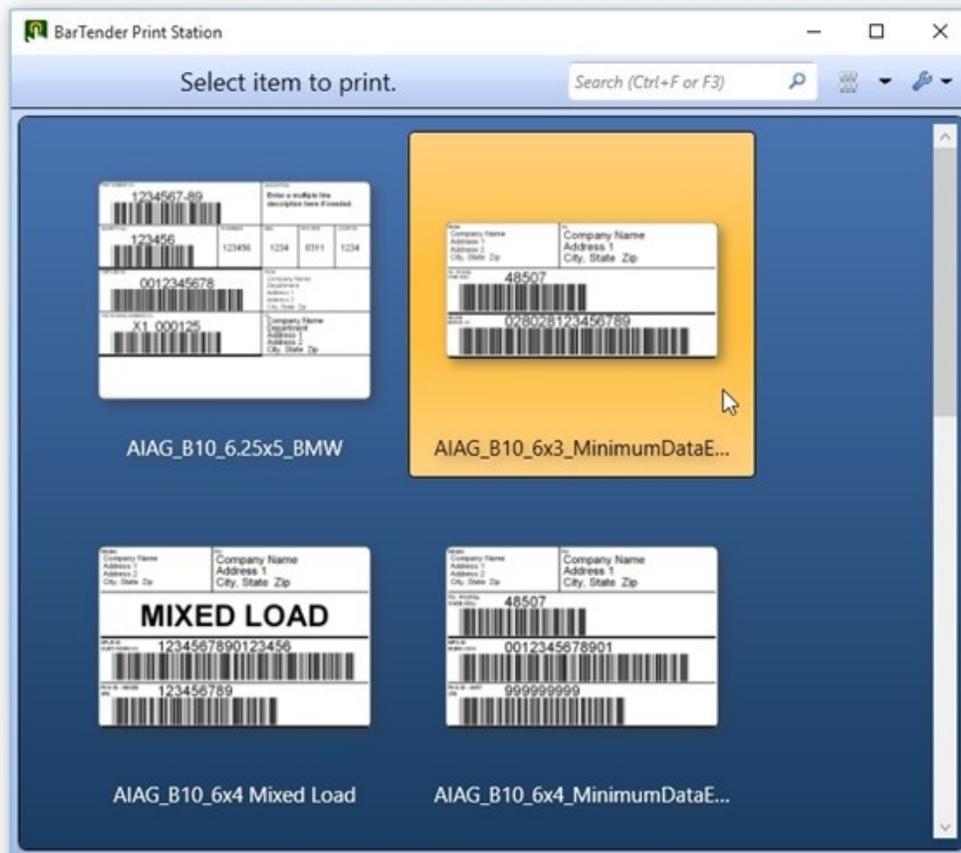
Printing with Print Station

Specific benefits of using Print Station include:

- Easy-to-use browser interface
- Support of 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
- Secure printing
- Dedicated use

Easy-to-use Browser Interface

Print Station makes it easy to locate and print BarTender files using its interactive browser interface. Print Station displays thumbnail preview images and comments of every BarTender file in a directory. Users can quickly locate the document they need to print and send it to the printer with a simple "click" operation.



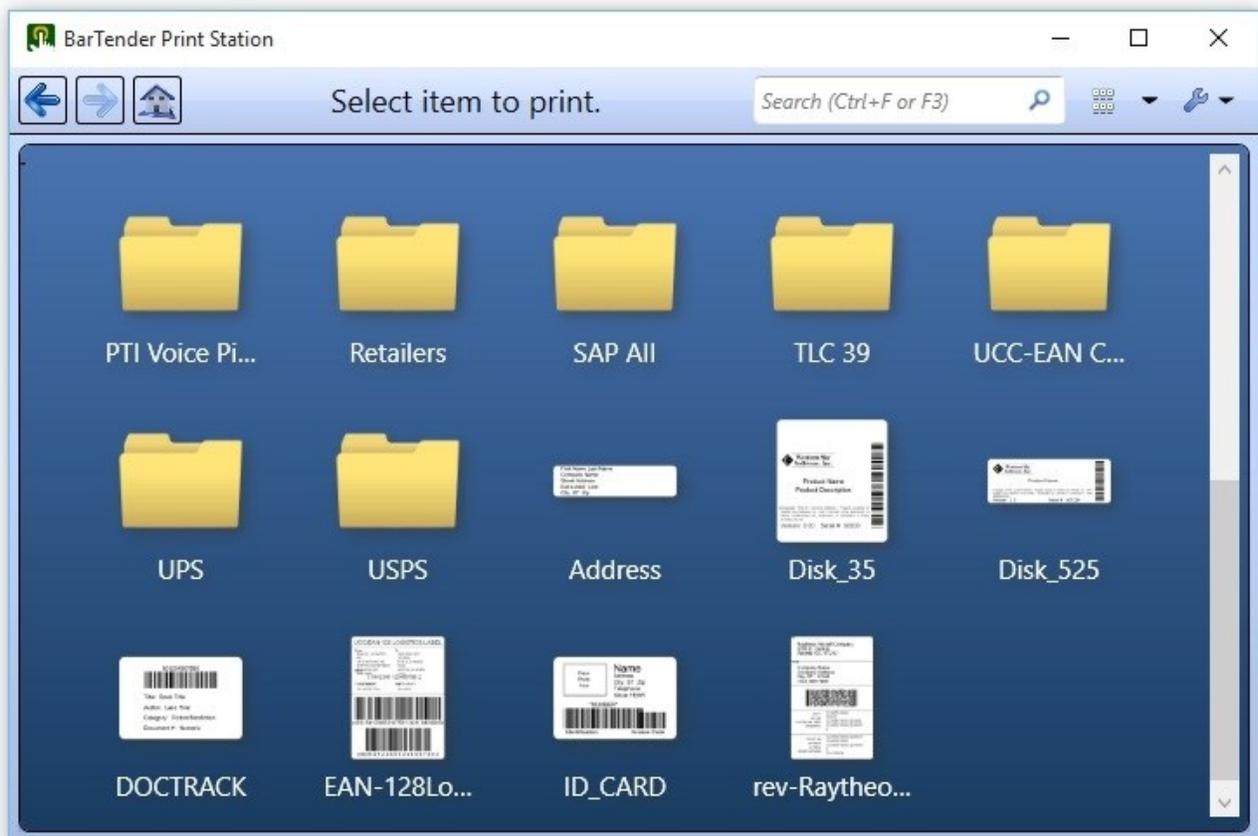
Familiar Folder Navigation

Print Station can preview and print BarTender documents, BarTender batch files (refer to the Batch Maker white paper for batch file creation), or even BTXML Script files. Once you specify the "Root" folders for your documents, batch files, and scripts, they appear automatically in the application window when Print Station is opened.

To change a Root folder:

1. Click the  icon on the application window toolbar.
2. Select **Administrative Setup** to open the **Administrative Setup** dialog.
3. On the **Root Folders** property page, click **Browse**. The **Browse for Folder** dialog opens.
4. Navigate to the desired root folder. Click **OK**.
5. Click **OK** to close the **Administrative Setup** dialog.

Print Station can be set up to display folders within folders, in addition to the BarTender documents, batch files, and BTXML Scripts in that directory. You can easily browse to any document you wish to print by clicking between the folders.



While this view is quite adequate for a smaller set of folders and documents, a "folder navigation" view can be extremely helpful when you have many subfolders and files.

To enable folder navigation:

1. Click the  icon on the application window toolbar.
2. Select **Administrative Setup** to open the **Administrative Setup** dialog.
3. On the **General** property page, under **View Options**, enable **Show folder navigator**.
4. Click **OK** to close the **Administrative Setup** dialog.



Search Functionality

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

Informative Display of Comments and File Information

In addition to the name of each BarTender document, administrators can configure Print Station to display comments and file information for each document. The comment displayed is the one specified for the document BarTender, using the **Comments** tab of the **BarTender Document Options** dialog.

Displaying comments as "Pop Ups"

Displaying comments as pop ups (or tooltips) is ideal when you want to display multiple files and folders in your Print Station window, or when you are using small icons.

1. Click  on the application window toolbar.
2. Select **Administrative Setup** to open the **Administrative Setup** dialog.
3. On the **General** property page, under **View Options**, enable **Display information when mouse pointer hovers over control**.
4. Click **OK** to close the **Administrative Setup** dialog.



Displaying comments in Print Station

You can set up Print Station so that your comments are displayed directly in the Print Station window, alongside your file's preview images. Should you choose this option, you will need to keep your tile size larger to accommodate both the preview image and the comments.



1. Click the arrow next to the **Change Current View** icon on the toolbar.



2. From the dropdown list, select **Small Tiles**, **Medium Tiles**, **Large Tiles**, or **Extra Large Tiles**.

NOTE: Selecting a smaller tile size may result in a document image that is too small to show entire comments.

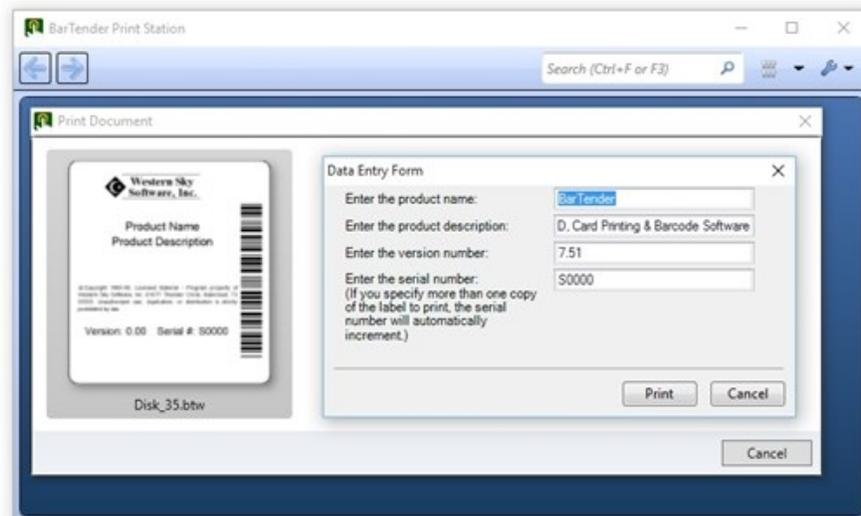
Easy One-Click Printing

When setting up Print Station, administrators can choose how much control users have over printing a file. A single click on a document, batch file, or BTXML Script can either: a) immediately send the document to the printer with the default printer settings or b) display a print dialog where users can then adjust certain print settings (such as printer or number of copies) prior to printing.

In either case, users can easily print any document in the window with the simple click of a mouse or the touch of a finger (in touch-screen environments).

Interactive Display of Data Entry Forms

If a BarTender document was created with data entry forms or query prompts, these dialogs will "pop up" in Print Station when the user initiates document printing.



Secure Printing

Security is important when using Print Station in a production environment. Administrators can use several different methods to ensure the security of their printing activities.

Password Protection

Administrators can define a password to the Print Station application, so that regular users are unable to modify Print Station configuration settings. When an Administration Password is specified, users can print items, but cannot access the Administrative Setup dialog unless they supply the password. To add or modify the password:

1. Click the  icon on the application window toolbar.
2. Select **Administrative Setup** to open the **Administrative Setup** dialog.
3. On the **Security** property page, click **Set or Change Password**. The **Administration Password Setup** dialog opens.
4. If you are modifying the password, enter the old password, as well as the new. If you are adding a password where one didn't previously exist, simply enter the new password and confirm it.
5. Click **OK** to close the **Administration Password Setup** dialog.

Administration Console

Administrators using the Automation or Enterprise Automation editions of BarTender can use Administration Console to lock down and prevent unauthorized access and administration of Print Station. These settings can only be modified in Administration Console itself.

Folder Visibility

Visibility to specific folders or documents can be enabled or disabled to specific users and/or groups of users. For each root folder you define in Print Station, you can define unique visibility settings.

Dedicated Use

Print Station can be locked into a “full screen” mode that turns it into a workstation dedicated 100% to the quick and easy selection and printing of BarTender documents.

To lock Print Station into full screen mode:

1. Click  on the application window toolbar.
2. Select **Administrative Setup** to open the **Administrative Setup** dialog.
3. On the **General** property page, under **View Options**, enable the **View full screen on startup** option.
4. On the **Security** property page, under **Administration Password**, enable **Require password to exit full screen**.
5. Click the **Set or Change Password** button to and create a password in the **Administration**

Password Setup dialog.

6. Click **OK** to close the **Administration Password Setup** dialog.

NOTE: Setting a password ensures that users cannot "escape" out of full screen mode by pressing the **ESC** key. It additionally locks down the **Administrative Setup** dialog.

Related Documentation

White Papers and Manuals

- Getting Started with BarTender
- BarTender Print Portal
- Administration Console
- Batch Maker

For downloadable versions, visit:

<http://www.seagullscientific.com/support/white-papers>

BarTender Help System

- [Print Station](#)

