



Creating Headers and Footers

Using a Page Template to Add Headers and
Footers to Your Document

Contents

- Introduction** 3
 - What is a Page Template? 3
- Adding Headers and Footers** 4
 - Header and Footer Considerations 4
- Configuring Headers and Footers** 6
 - Print Job Field Data Source 6
 - Multiple Data Sources in the Same Text Object 7
- Related Documentation** 8

Introduction

BarTender makes it easy to create individual items such as labels, tags and ID cards. When multiple items are on a single page of printer stock, you may need to add information to the entire page of items, such as the date, time, page number, document name, print job information, etc. This content appears once per printed page.

In other applications, this "once per page" information is added using traditional headers and footers. In BarTender, you can design headers, footers and other page-specific attributes using a Page Template.

What is a Page Template?


A *Page Template* is a design area where you can add content elements to each page of your printed document. Using the Page Template, you can access the margins in your BarTender document and add these pieces of content to your design in the form of headers and footers. The top margin is the header, and the bottom margin is the footer.

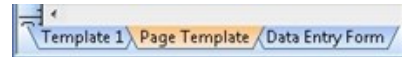
A header and/or footer can include text, graphics, barcodes, shapes or any other type of object supported in BarTender.



Adding Headers and Footers

You must first enable the use of Page Templates before you can design your headers and footers. Once you've enabled Page Templates, you can insert content into a header and/or footer:

1. From the **File** menu, select **Page Setup** to open the corresponding dialog. Alternatively, select  from the **main toolbar**.
2. Click the **Page** tab.
3. Check **Enable Page Template**.
4. Click **OK** to close the **Page Setup** dialog. A **Page Template** tab is added to the bottom of the design area, alongside your existing template tab(s) and data entry form tab(s).
5. Click the **Page Template** tab to open the page template.
6. From the **Create** menu, select the text, line, shape or picture object that you want to appear on each page, and click in the Page Template header or footer to place it.



You can also insert objects, such as watermarks, in the middle of the page instead of in the margins. Objects placed in the middle of the page will print over the top of your printed item(s).

For more information, refer to the [Page Templates](#) topic in the BarTender help system.

NOTE: If you have enabled **Separate designs for front and back of item template** (also found on the **Page** tab of the **Page Setup** dialog), you'll have two page template tabs: **Page Template (Front)** and **Page Template (Back)**. If you want the header and/or footer information on both sides of the printed items, you will need to add the header and/or footer content to both page template tabs.

Header and Footer Considerations

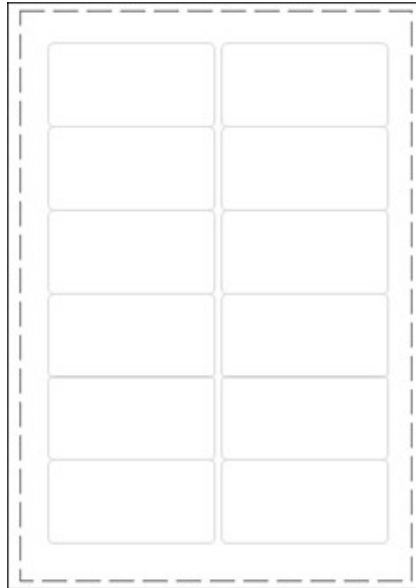
When setting up headers and footers, you need to make sure that you have room on the page for your content. You need to check for unprintable regions, and you may need to adjust the page margins.

Showing Unprintable Regions

Although there are no visible margins to the page template, most laser and other "page" printers cannot print within a certain narrow zone around the perimeter of a page. This "unprintable region" varies from printer to printer. For example, many laser printers cannot print closer than about 0.20" to the edges of the page. To prevent cutting off your header and footer designs, you need to make sure you show unprintable regions on the page template. To show the unprintable region:

1. From the **File** menu, select **BarTender Document Options** to open the corresponding dialog.
2. On the **View** tab, check **Show Unprintable Region**.
3. Click **OK** to close the **BarTender Document Options** dialog.

Once **Show Unprintable Region** is enabled, the unprintable region is indicated by a dotted line; the space between the line and the edge of the paper is unprintable.

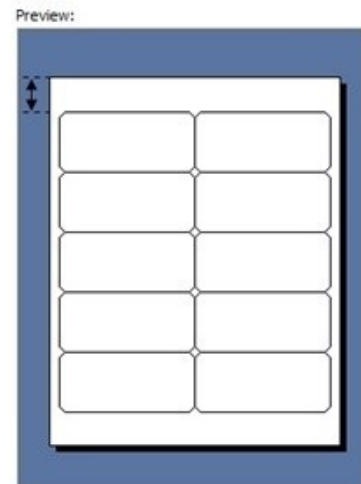


For more information, refer to the [Show Unprintable Region](#) topic in the BarTender help system.

Changing Page Margins

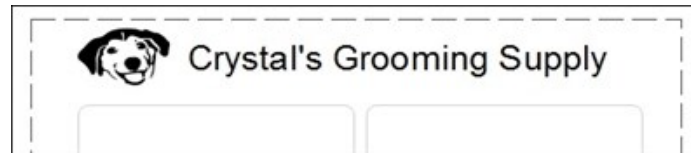
If you view the unprintable regions of your page template and discover that you don't have room for your header and footer designs, you can change the page margins from the **Layout** tab of the **Page Setup** dialog. The ability to change margins may be limited by the size and placement of pre-cut items on your page stock, such as labels, stickers, or cards.

For more information, refer to the [Page Setup Dialog](#) topic in the BarTender help system.



Configuring Headers and Footers


You can insert any kind of object you want into the header and/or footer, including images, text, shapes and lines. You can create a static header or footer if that suits your needs.

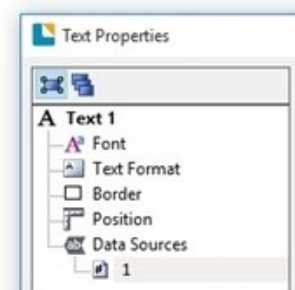


You can also connect object(s) to data source(s) to make the objects *dynamic*. In this context, the word "dynamic" simply refers to changing content. For example, you could create a footer that reads "Page 1 of 45" and that changes with each page. Dynamic text options are added to your headers or footers using the **Print Job Field** data source.

Print Job Field Data Source

The **Print Job Field** data source type allows you to obtain data about a print job and insert it into a text object on your template. Information can include page numbers, document comments, total number of pages and other print job data. To use the **Print Job Field** data source:

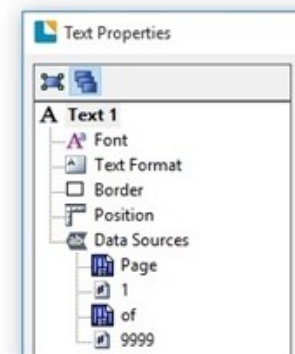
1. Create a text object on your page template.
2. Double-click the text object to open the **Text Properties** dialog. Alternatively, select **Properties** from the object's context menu.
3. In the left Navigation Pane, click on the data source that you want to change to a Print Job Field. The **Data Source** property page opens.
4. On the **Data Source** tab, click  at the right of **Type** to open the **Change Data Source Type Wizard**.
5. From the **Type** dropdown list, select **Print Job Field**.
6. Click **Next**. The **Select Print Job Field** page of the wizard appears.
7. From the **Field** dropdown list, select the desired print job field. Available print job fields include Page Number, Total Number of Pages, Print Job Name, and many more.
8. Click **Finish** to close the **Change Data Source Type Wizard**.
9. Depending on the print job field you selected, the **Text Properties** dialog may display additional options that you can configure as desired.
10. The text object now displays the print job field you selected. Click **Close** to close the **Text Properties** dialog. At print-time, the text object will print the contents of the print job field type you selected.



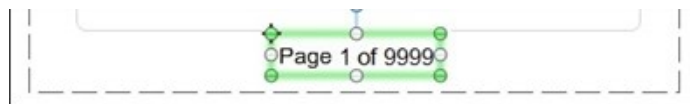
Multiple Data Sources in the Same Text Object

Text objects can contain multiple data sources, so you can combine static data with dynamic data. This is the case when you want "Page (number) of (total pages)" to appear in the footer. To accomplish this, you would add a single text object with four different data sources. Use the space bar in embedded data elements to add spaces.

- Data Source 1: Embedded Data (Page + space bar)
- Data Source 2: Print Job Field (Page Number)
- Data Source 3: Embedded Data (space bar + of + space bar)
- Data Source 4: Print Job Field (Total Number of Pages)



The end result will look like this:



For more information about using multiple data sources in the same object, refer to the [Introduction to Data Sources](#) topic in the BarTender help system.

For a complete list of available **Print Job Field** data source types, refer to the [Print Job Field](#) topic in the BarTender help system.

Related Documentation

White Papers and Manuals

- Getting Started With BarTender
- Color Coding Your Items

For downloadable versions, visit:

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

BarTender Help System

- [Page Template](#)
- [Show Unprintable Region](#)
- [Introduction to Data Sources](#)
- [Print Job Field](#)

