

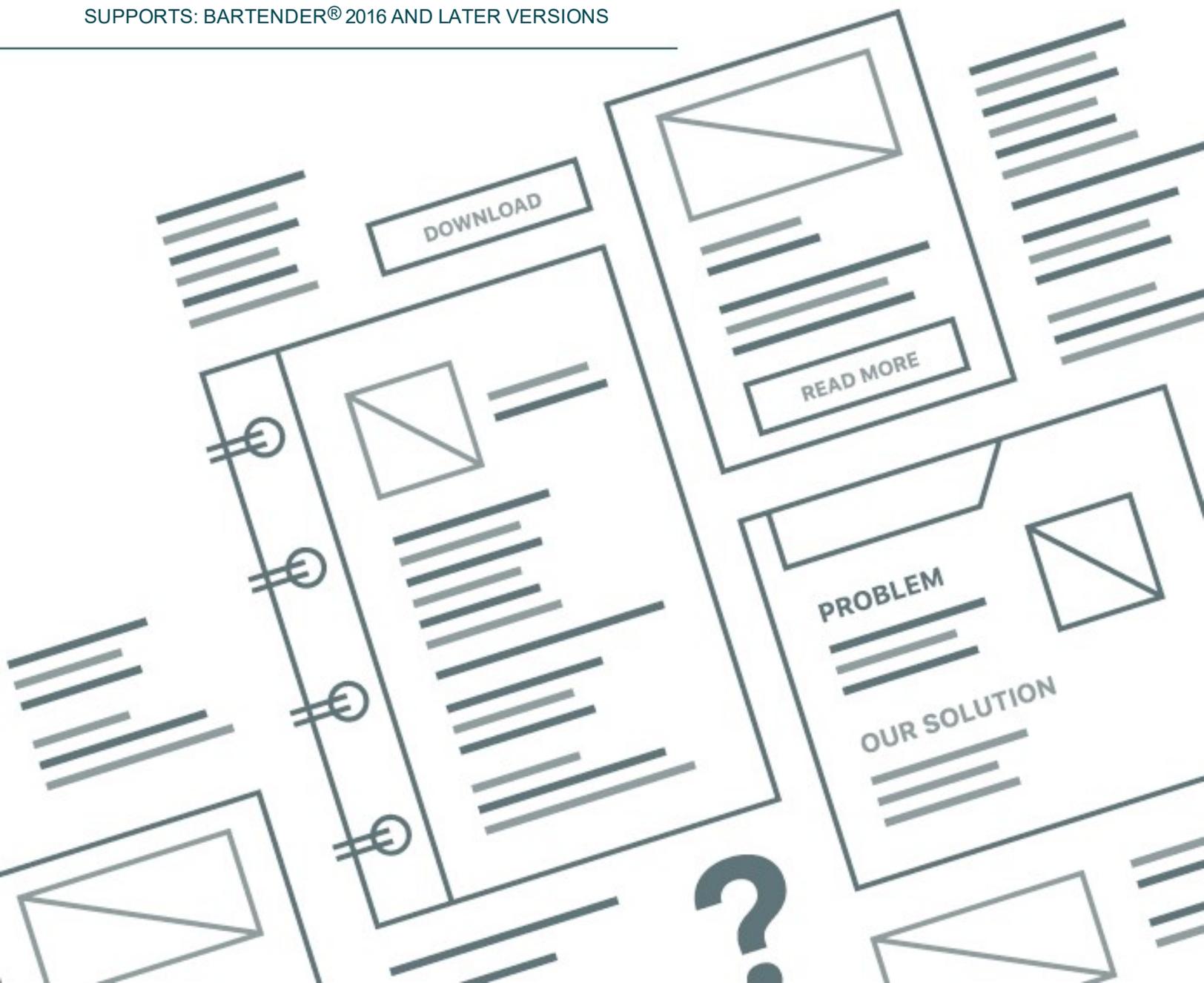
# Creating Headers and Footers

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USING A PAGE TEMPLATE TO ADD HEADERS  
AND FOOTERS TO YOUR DOCUMENT

SUPPORTS: BARTENDER<sup>®</sup> 2016 AND LATER VERSIONS

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## Overview

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 might need to add information to the entire page of items, such as the date, time, page number, document name, print job information, and so on. Such information appears one time on each printed page.

In other software programs, users add this information by using traditional headers and footers. In BarTender, you use a page template to design headers, footers and other page-specific attributes.

### What is a Page Template?

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

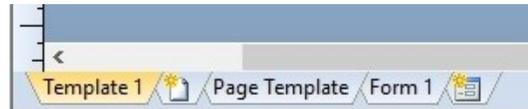
Headers and footers can include text, graphics, barcodes, shapes or any other type of object that BarTender supports.



## Adding Headers and Footers

Before you can design your headers and footers, you must first enable page templates. Then, you can insert the content that you want into the header or footer. To do this, follow these steps:

1. On the BarTender **File** menu, click **Page Setup** to open the **Page Setup** dialog. Alternatively, click  on the **main toolbar**.
2. Click the **Page** tab.
3. Click to select the **Enable Page Template** check box, and then click **OK**. A **Page Template** tab is added to the bottom of the design area alongside your existing template tabs and data entry form tabs.
4. Click the **Page Template** tab to open the page template.
5. On the **Create** menu, select the text, line, shape or picture object that you want to appear on each page, and then click the page template in the location where you want to place the object.



You can also insert objects, such as watermarks, in the middle of the page instead of in the margins. Objects that you place in the middle of the page are printed on top of your printed items.

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



If you selected the **Separate designs for front and back of item template** option on the **Page** tab of the **Page Setup** dialog, you have two page template tabs: **Page Template (Front)** and **Page Template (Back)**. If you want the header or footer content to appear on both sides of the page, you must add the content to both page template tabs.

### Header and Footer Considerations

When you configure headers and footers, make sure that you have room on the page for your content. To do this, check your page for unprintable regions and adjust the page margins as needed.

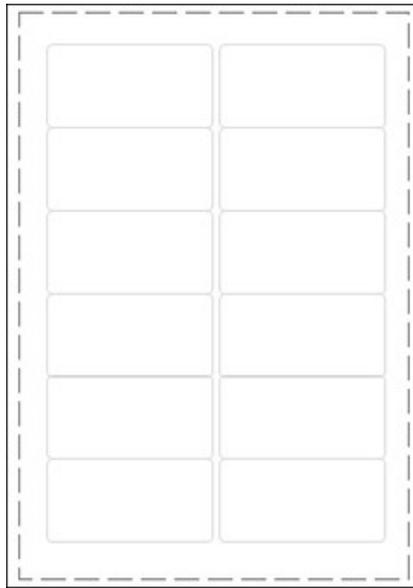
#### Showing Unprintable Regions

Although there are no visible margins on 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 0.2 inches to the edges of the page.

To prevent your header and footer designs from being cut off, make sure to show any unprintable regions on the page template. To do this, follow these steps:

1. On the **File** menu, click **BarTender Document Options** to open the **BarTender Document Options** dialog.
2. On the **View Options** tab, click to select the **Show unprintable region** check box.
3. Click **OK**.

The unprintable region is indicated by a dotted line. The space between the line and the edge of the paper is the unprintable region.

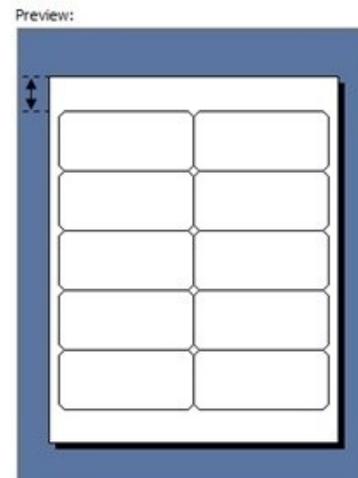


For more information, refer to the [Show Unprintable Region](#) topic in the BarTender help system.

### Changing Page Margins

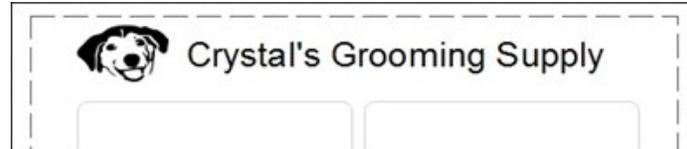
If, when you view the unprintable regions of your page template, you discover that you don't have room for your header and footer designs, you can change the page margins by using the **Layout** tab of the **Page Setup** dialog. Changes to the margins might be limited by the size and placement of pre-cut 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 that you want into the header and footer, including images, text, shapes and lines. You can create a static header or footer if that suits your needs.

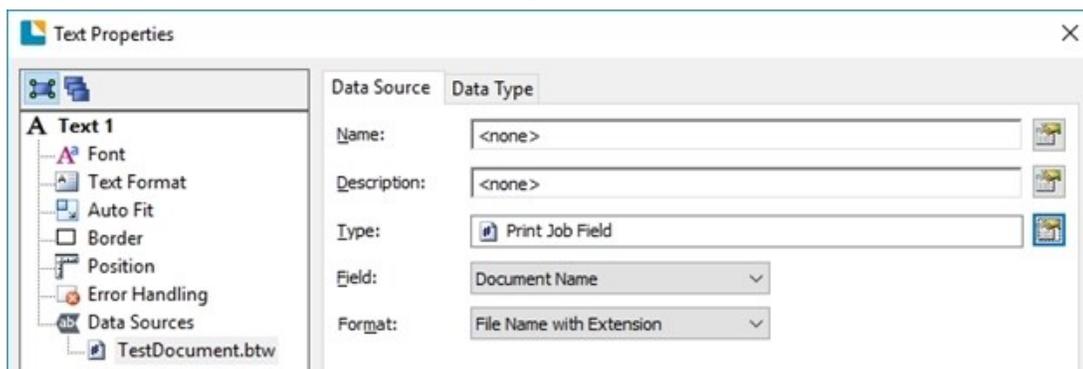


You can also connect objects to data sources to make the objects *dynamic*, which means that the content changes as the print job proceeds. For example, you could create a footer that reads "Page 1 of 45" for the first page, "Page 2 of 45" for the second page, and so on. Use the Print Job Field data source to add dynamic text options to your headers or footers.

### Print Job Field Data Source

You can use the Print Job Field data source type to obtain data about a print job and then insert it into a text object on your template. This data can include page numbers, document comments, total number of pages and other print job data. To use the Print Job Field data source, follow these steps:

1. Create a text object on your page template.
2. Double-click the text object to open the **Text Properties** dialog. Alternatively, right-click the object, and then click **Properties**.
3. In the left navigation pane, click the data source that you want to change to a Print Job Field. The **Data Sources** property page opens.
4. On the **Data Source** tab, click  to the right of **Type** to start the Change Data Source Type wizard.
5. In the **Type** list, click **Print Job Field**, and then click **Next**. The **Select Print Job Field** page of the wizard appears.
6. In the **Field** list, click the print job field that you want. Available print job fields include Page Number, Total Number of Pages, Print Job Name, and many more.
7. Click **Finish**.
8. Depending on the print job field that you selected, the **Data Sources** property page might display additional options that you can configure as needed.



9. Click **Close** to close the **Text Properties** dialog. The text object now displays the print job field that you selected. At print time, the text object prints the contents of the print job field.

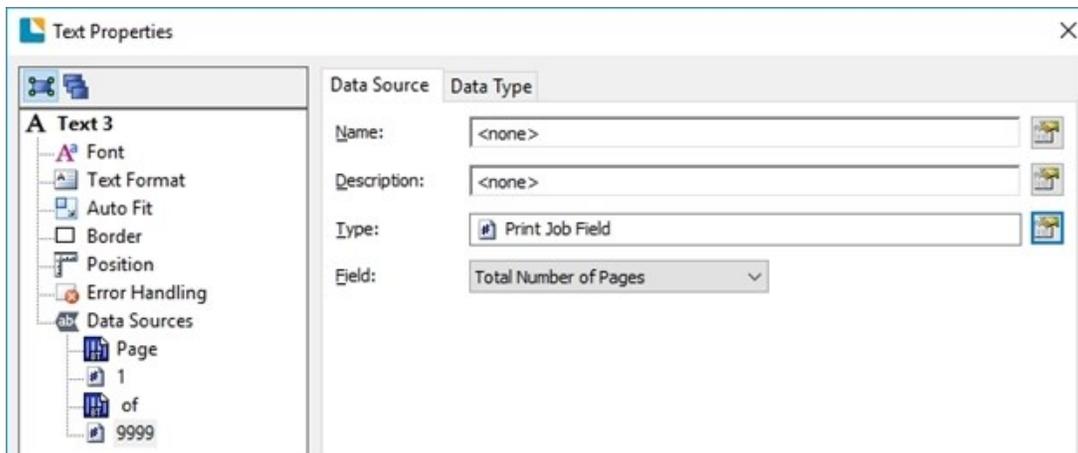
### Multiple Data Sources in the Same Text Object

Text objects can contain multiple data sources, which means that you can combine static data with dynamic data. For example, a "Page (number) of (total pages)" text object combines static and dynamic data. To create this header or footer content, you add a single text object to the header or footer area of your page template, and then create four different data sources for the text object, as in the following example:

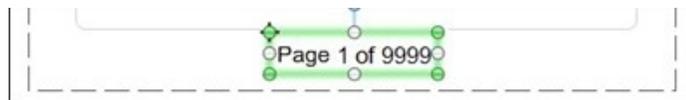
- Data source 1: Embedded Data (the word "Page" followed by a space)
- Data source 2: Print Job Field (Page Number)
- Data source 3: Embedded Data (a space followed by the word "of" followed by a space)
- Data source 4: Print Job Field (Total Number of Pages)

Use the space bar in the Embedded Data elements to add spaces.

These four data sources appear separately in the **Data Sources** node in the **Text Properties** dialog.



The text object value then appears as a single string, as shown in the following illustration.



When the document is printed, the Page Number print job field displays the current page that is printed, and the Total Number of Pages print job field is a static value that remains the same on each printed page.

For more information about how to use multiple data sources in the same object, refer to the [Working with 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

### Technical Documents

- *Color Coding Your Items*

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

- [Creating a Page Template](#)
- [Show Unprintable Region](#)
- [Working with Data Sources](#)
- [Print Job Field](#)

### Other Resources

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

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