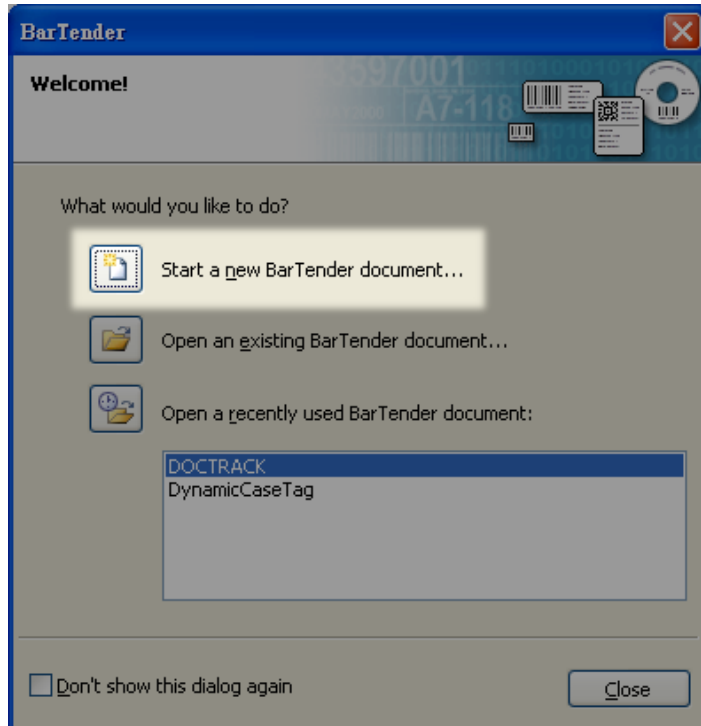
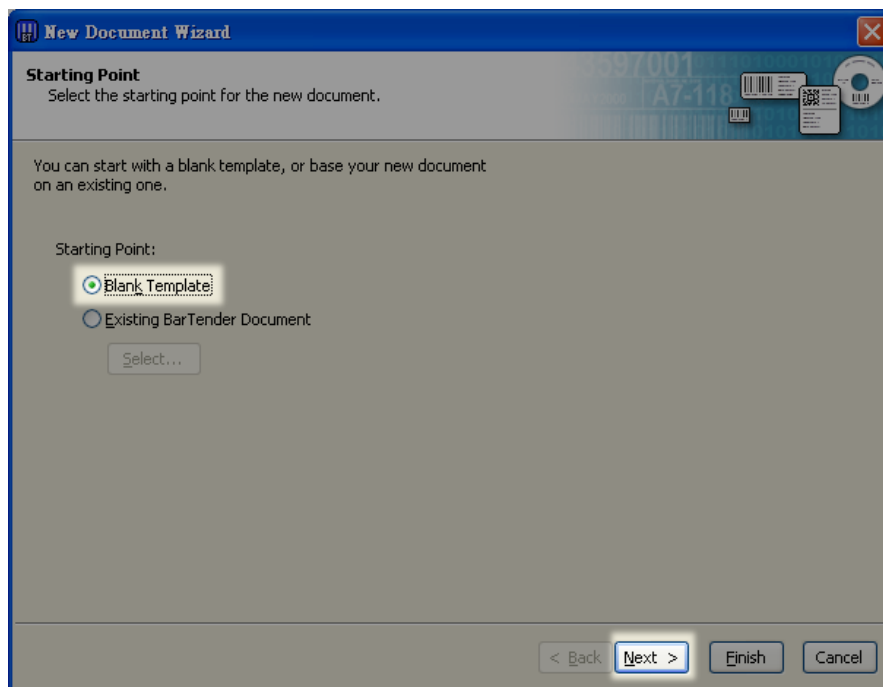


How to Print Multi-Column Labels in BarTender

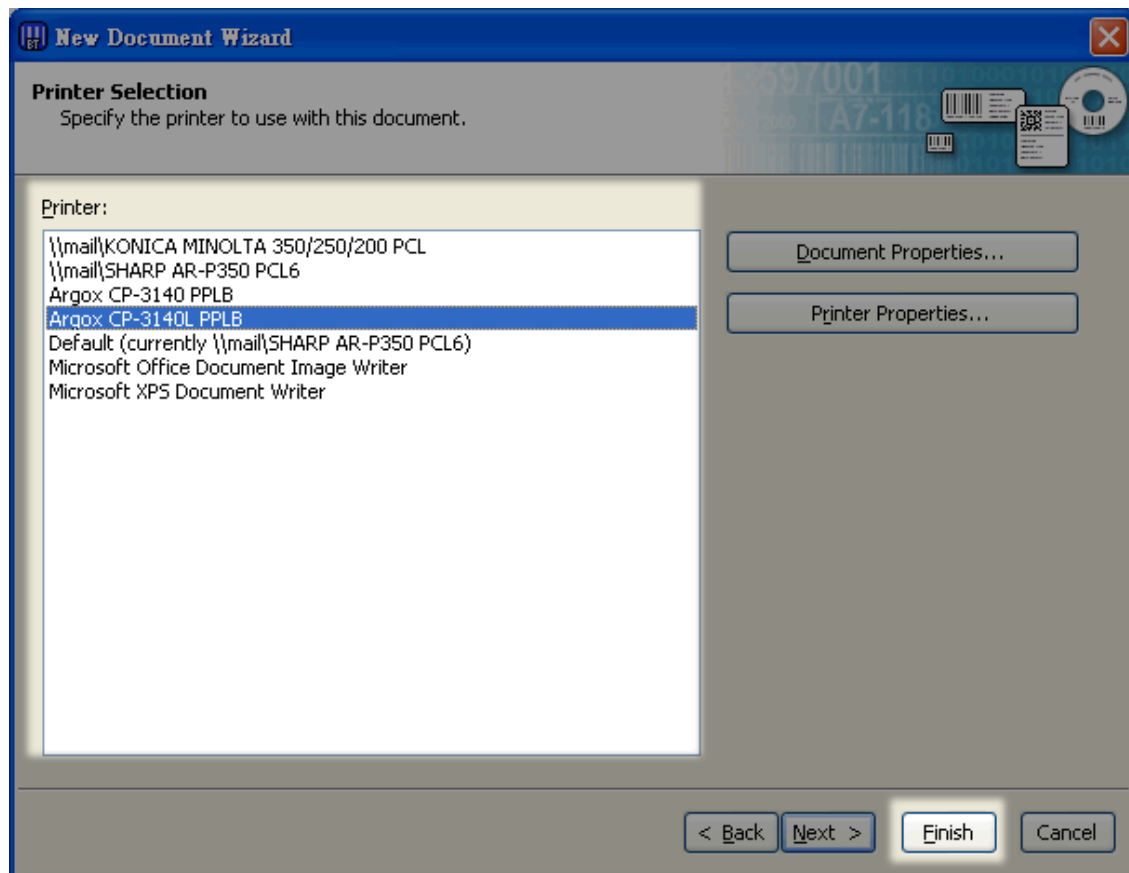
1. Start BarTender. In the **BarTender** dialog box, click **Start a new BarTender document**.



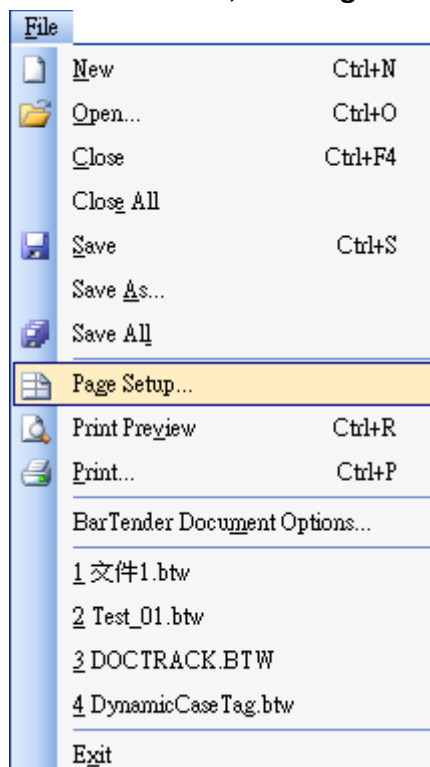
2. In the **New Document Wizard** dialog box, click **Blank Template** and click **Next**.



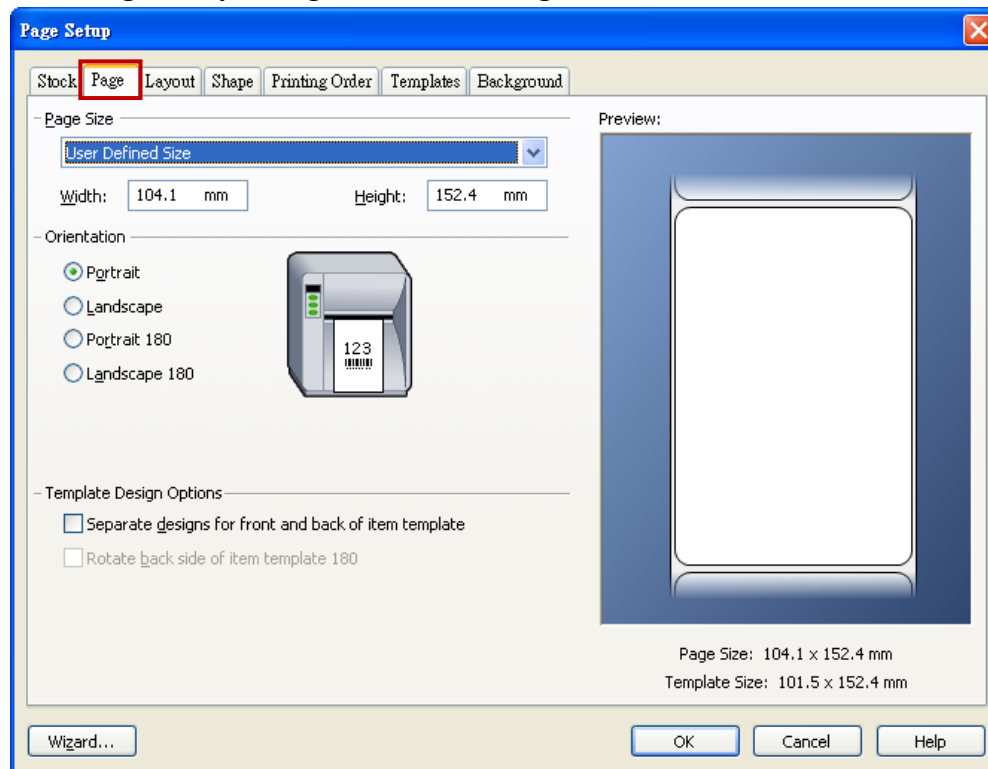
3. In the **Printer** area, click the printer you are using, and click **Finish**.



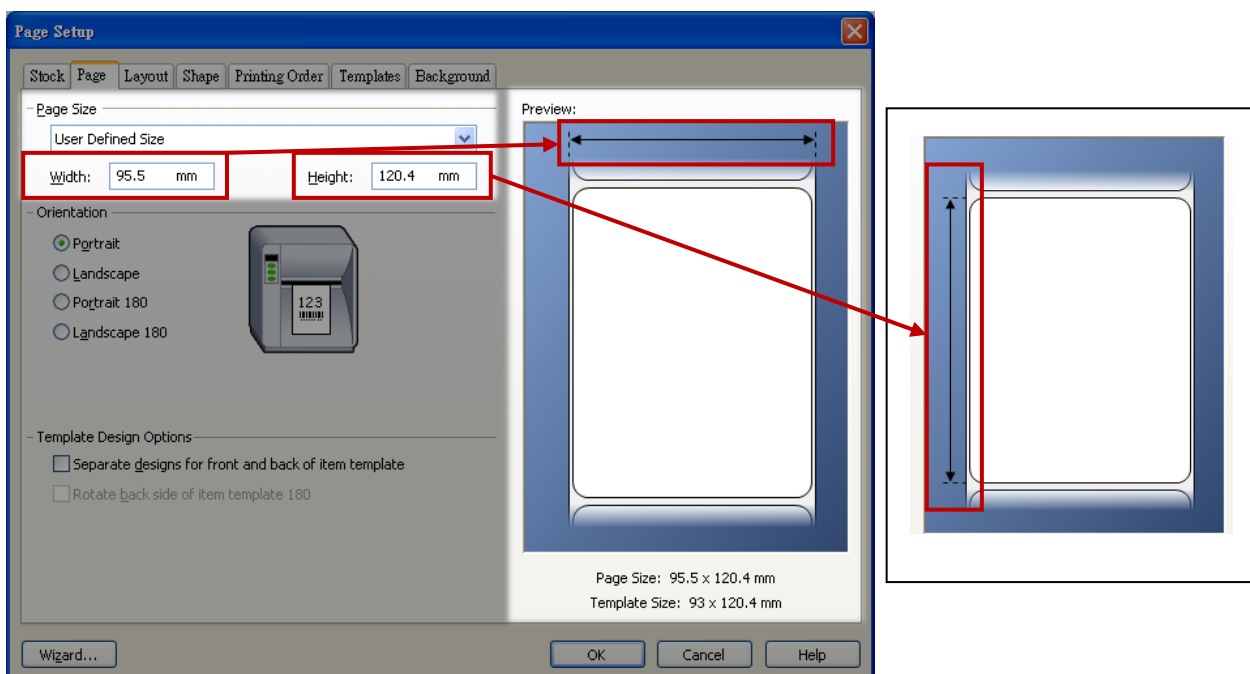
4. On the **File** menu, click **Page Setup**.



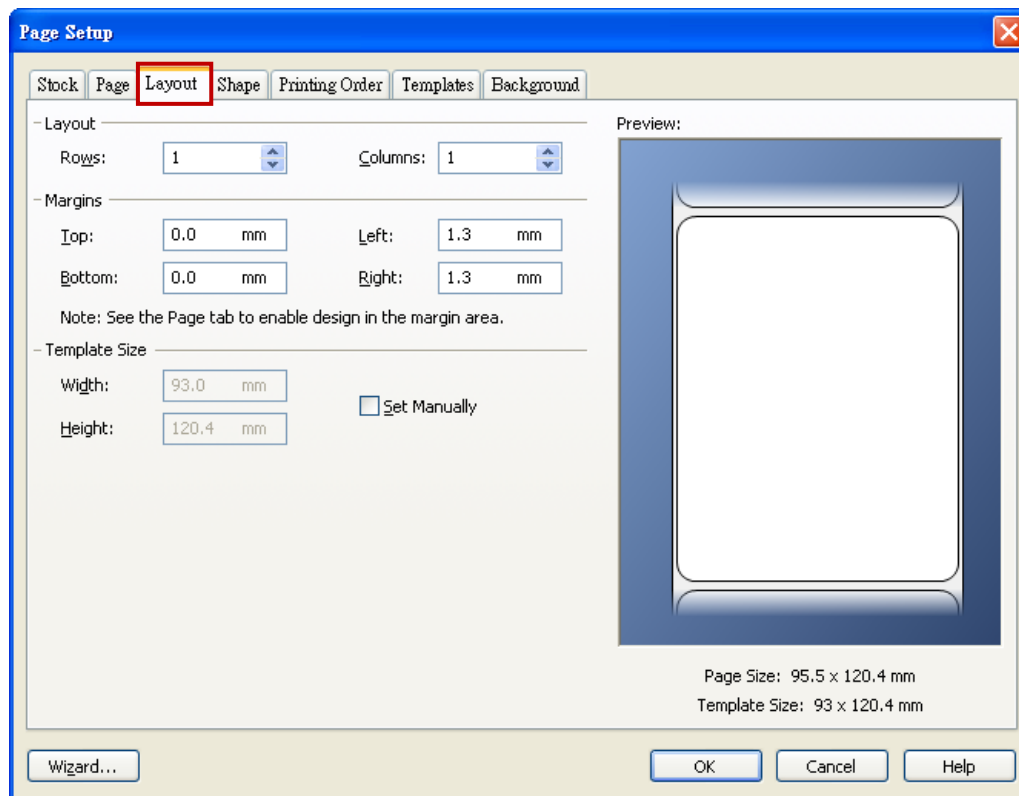
5. In the **Page Setup** dialog box, click the **Page** tab.



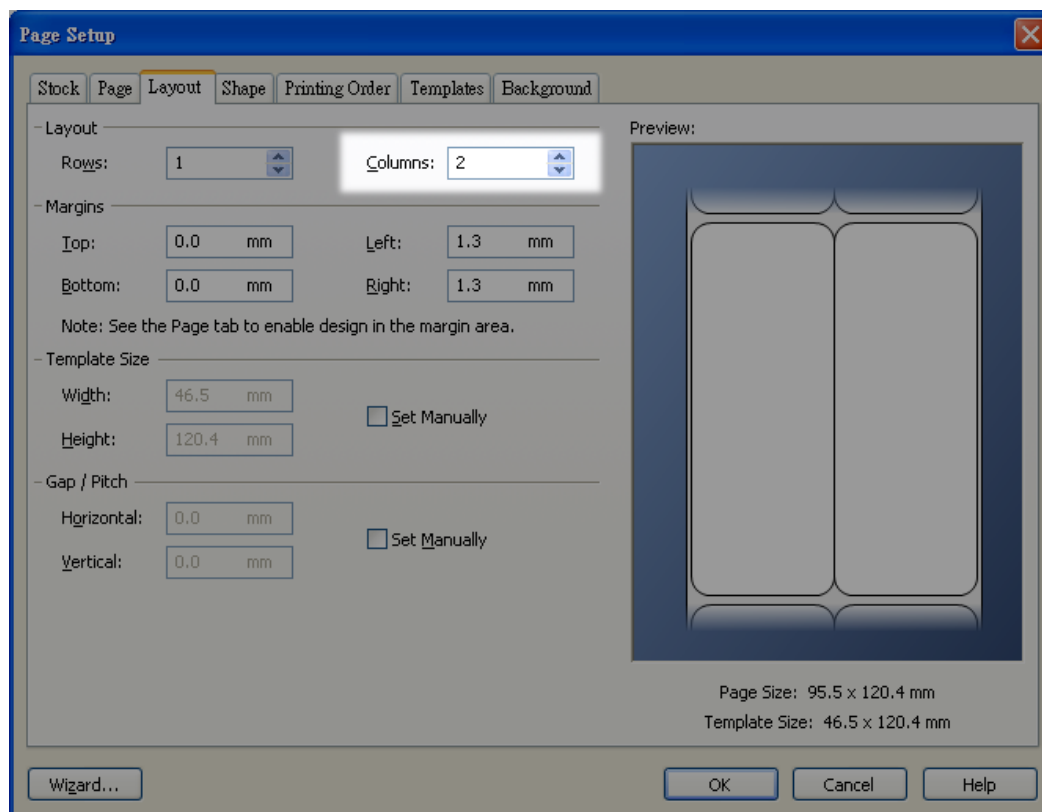
6. In the **Width** and **Height** box, type your label's width and height. If you don't know the label size, measure it as **Preview** shows.



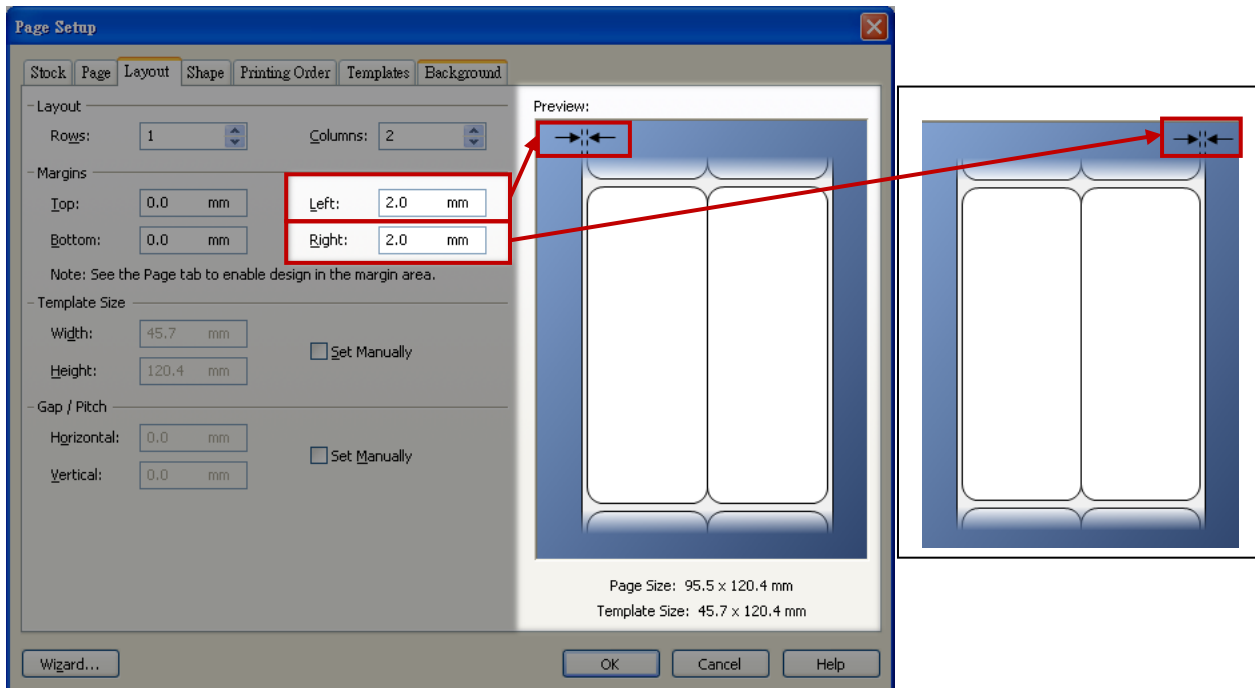
7. In the **Page Setup** dialog box, click the **Layout** tab.



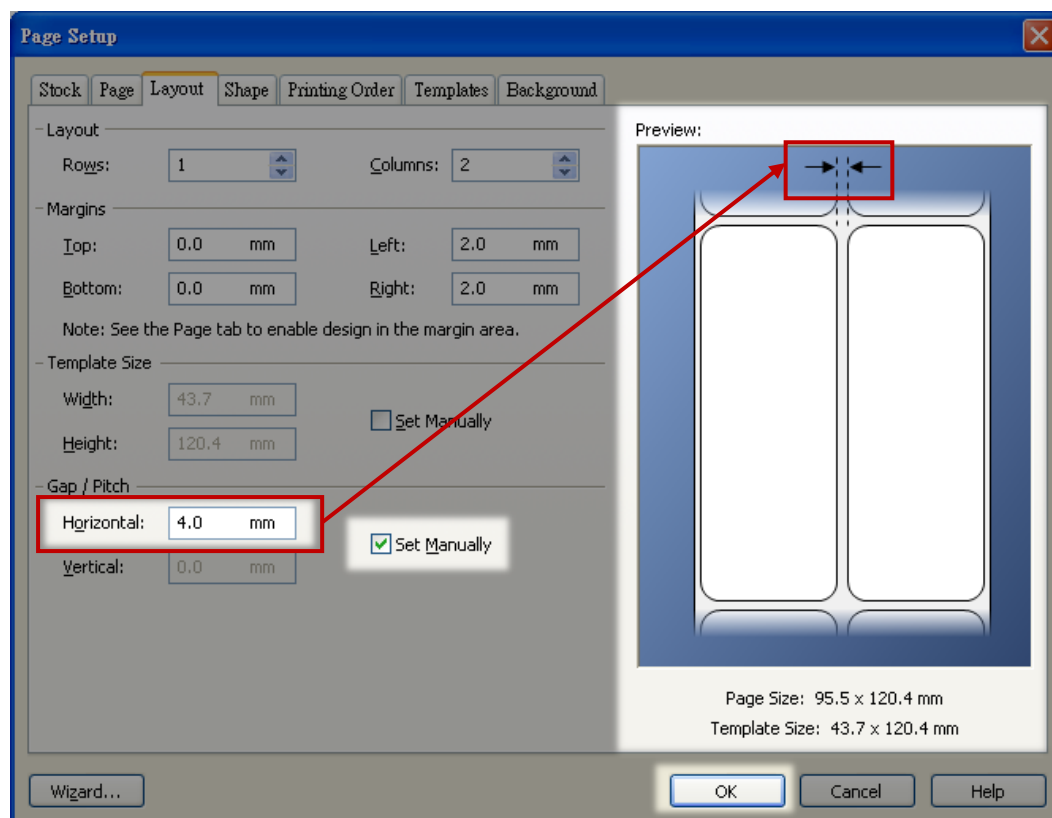
8. In the **Columns** box, type the column number. For example, type **2** if you are using two-column labels.



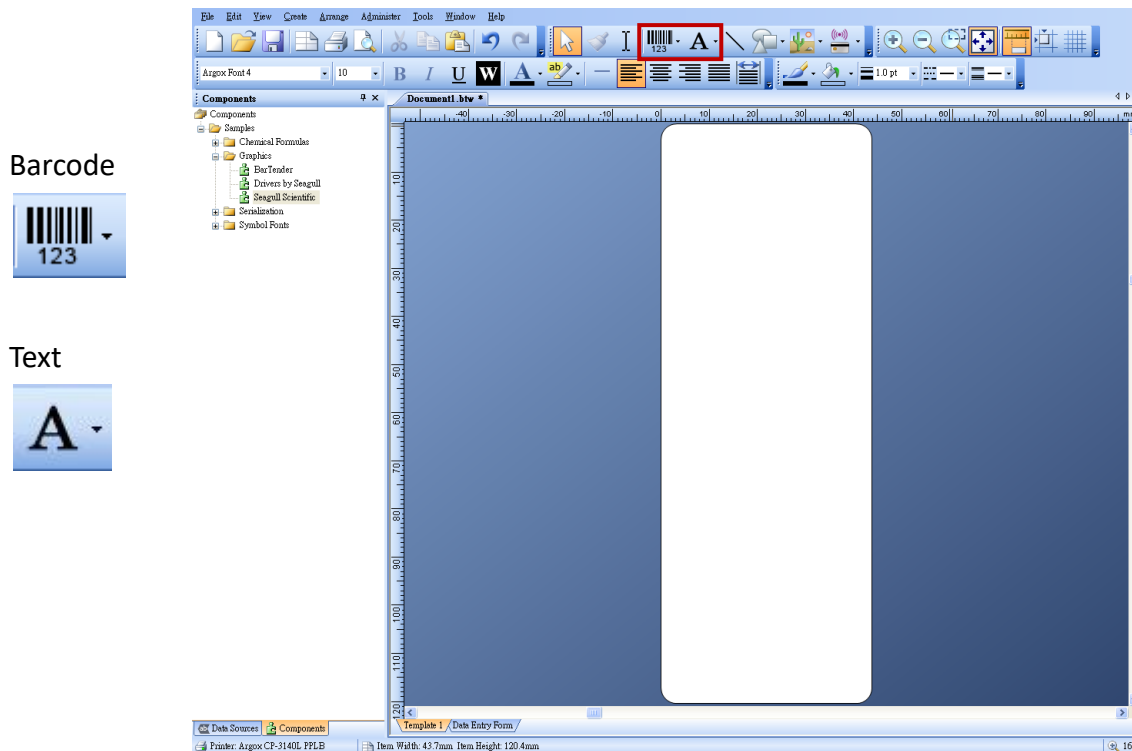
- In the **Left** and **Right** box, type the left and right margin width of your label. If you don't know the margin width, measure it as **Preview** shows.



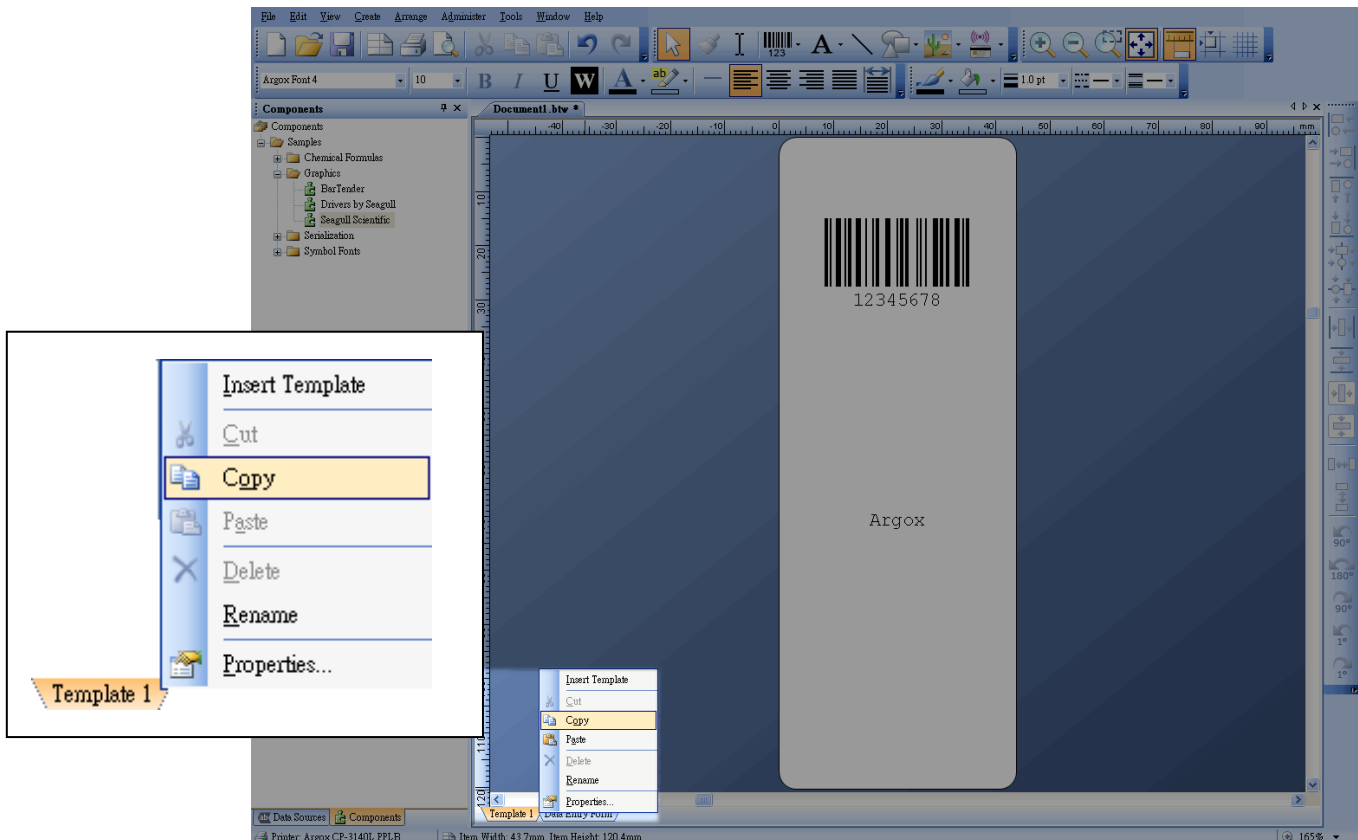
- Under **Gap / Pitch**, select the **Set Manually** check box. In the **Horizontal** box, type the spacing between two columns. If you don't know the spacing, measure it as **Preview** shows.



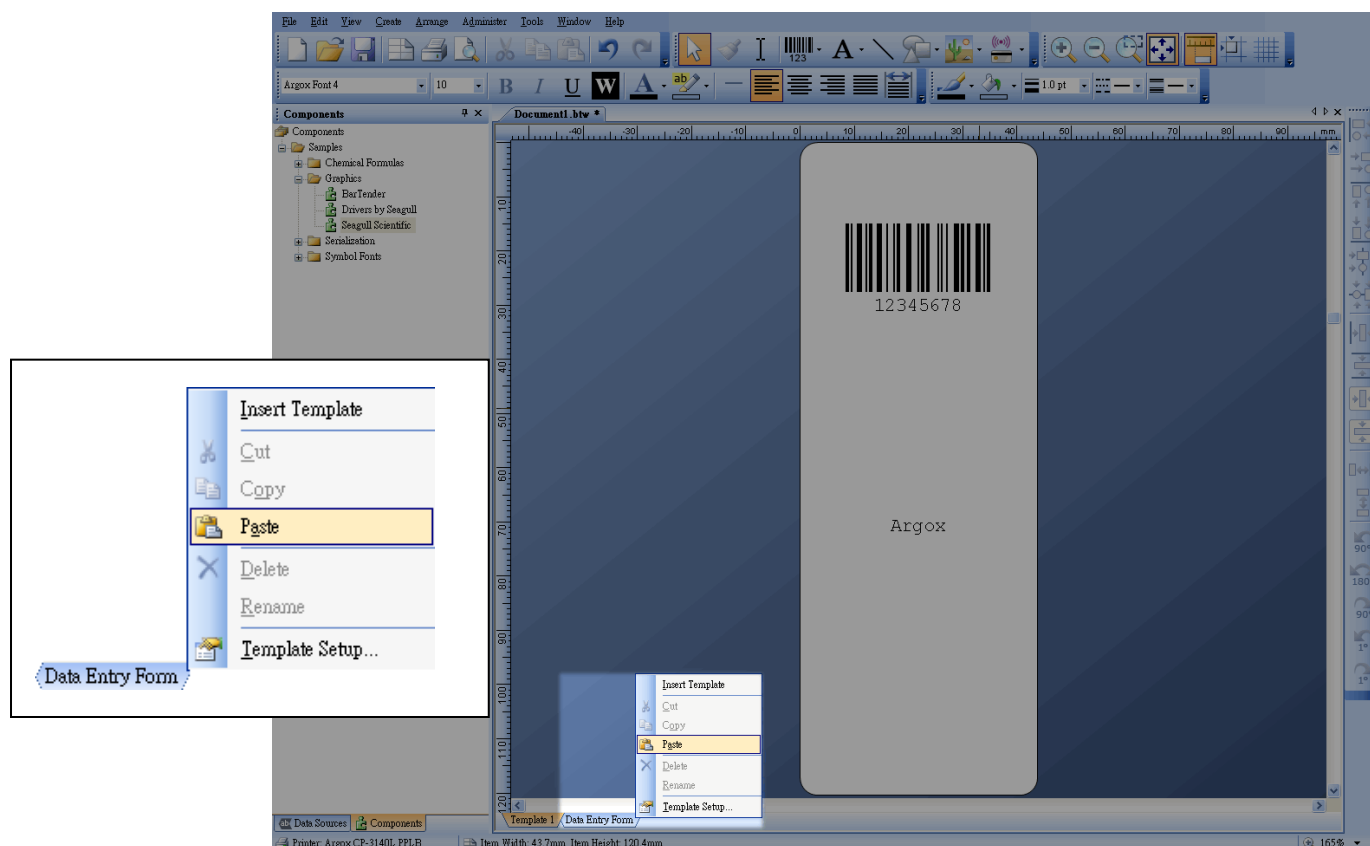
11. In the **Toolbar**, click **Barcode**, and choose the barcode you want to add in the label. You can also click **Text** to add text in the label.



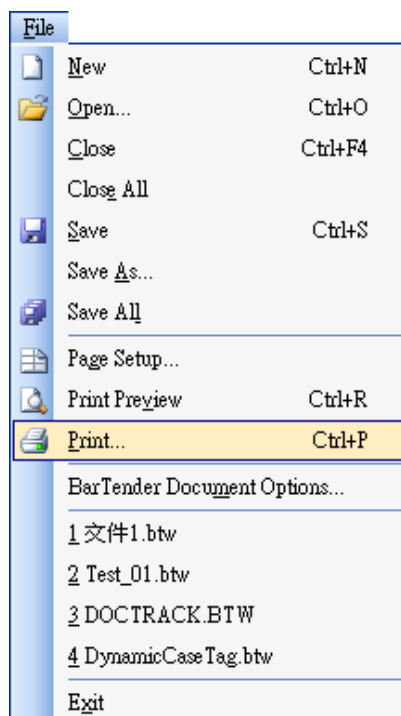
12. After adding the content to the label, right-click the **Template 1** tab and click **Copy**.



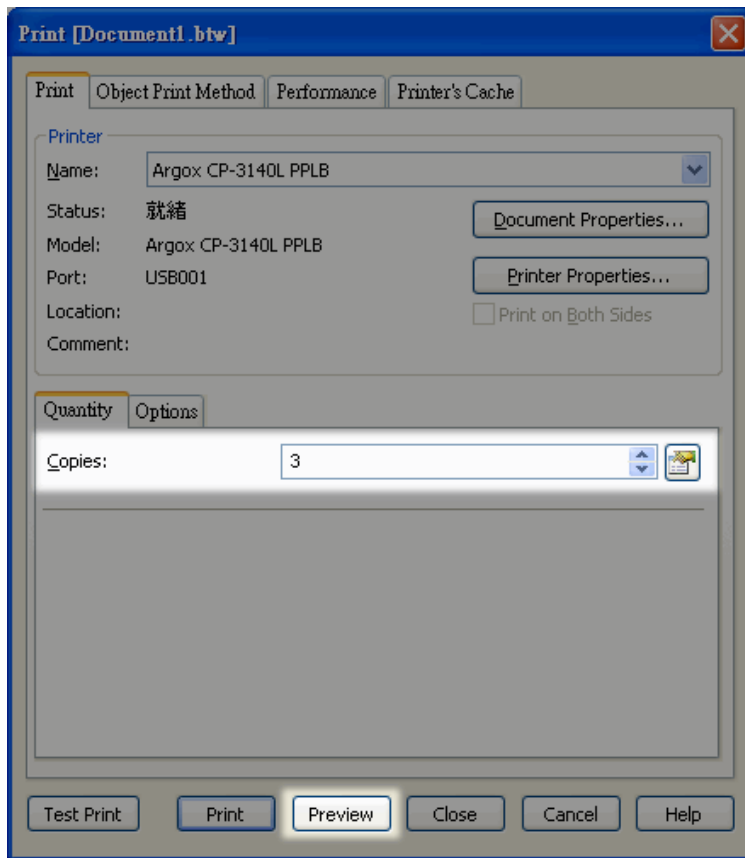
- Right-click the **Data Entry Form** tab and click **Paste**. The **Template 2** tab will appear to the right of the **Template 1** tab.



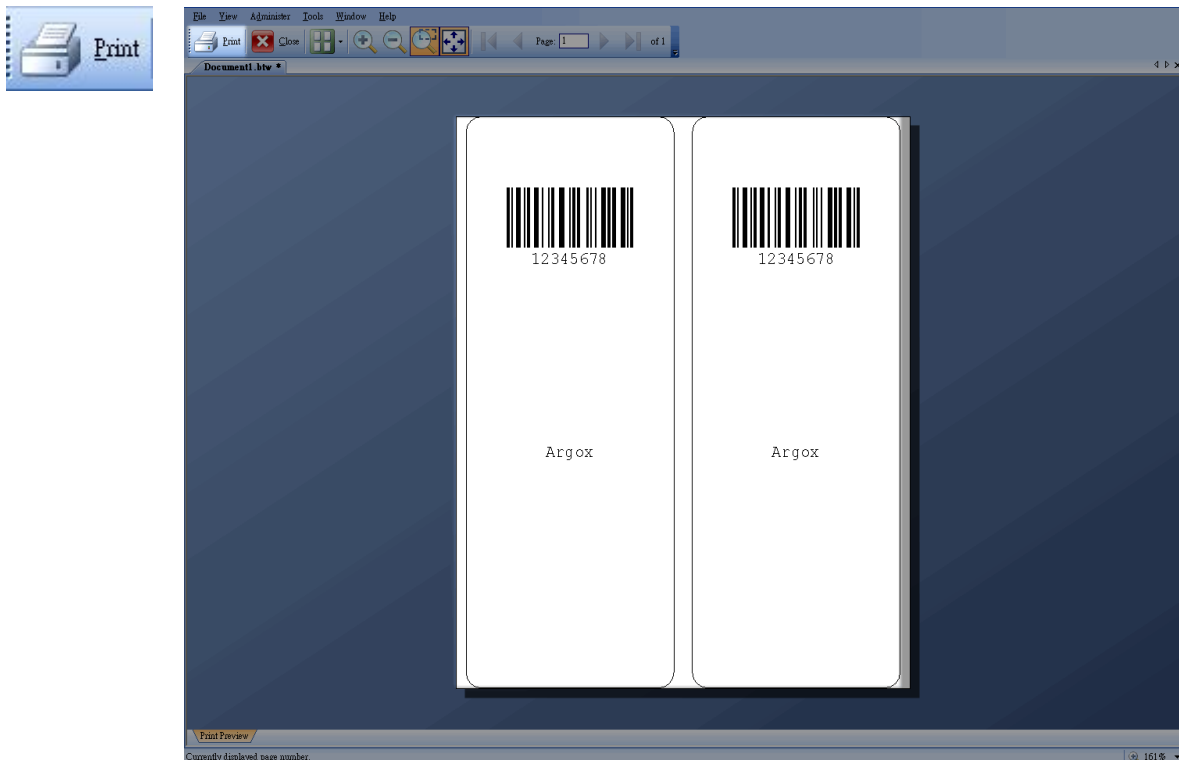
- On the **File** menu, click **Print**.



15. In the **Print** dialog box, on the **Print** tab, in the **Copies** box, type the number of copies you want, and then click **Preview**.



16. After checking the content and layout, click **Print**. In the **Print** dialog box, click **Print**.



Print Result:**Printer and system used in this document**

Printer: Argox CP-3140L

BarTender version: 10.1 SR3 Build 2954

Platform: Windows XP Professional [x86] SP3

Label used in this document

Columns: 2

Width: 95.5 mm, Height: 120.4 mm

Left and Right Margin: 2 mm

Middle Margin (Horizontal Gap): 4 mm