

## Connecting BarTender to an Excel File for Printing

**Step 1:** Create an Excel file with needed data for printing. Ensure that Row 1 in your data file is the “headers”, or field names of your columns. Example:

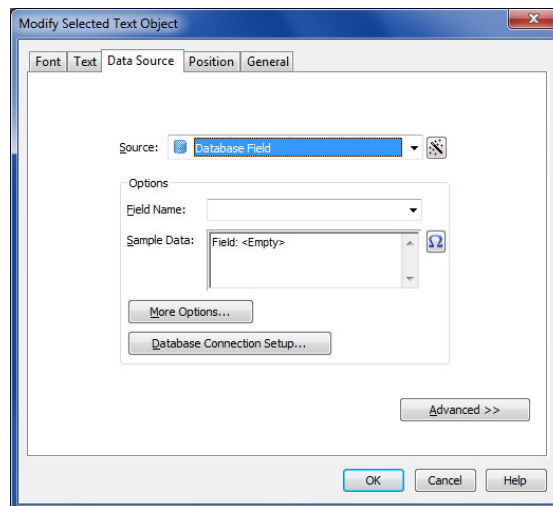
	A	B	C	D	E
1	First Name	Last Name	ID	Title	
2	John	Smith	1009	Product Manager	
3	Sarah	Peterson	5555	Human Resources	
4	Jane	Williams	301	Customer Service	

**Step 2:** Save your Excel file to your computer, and close it. BarTender cannot connect to or print from a data file that is being accessed.

**Step 3:** Design a label layout in BarTender like you want your label to look:

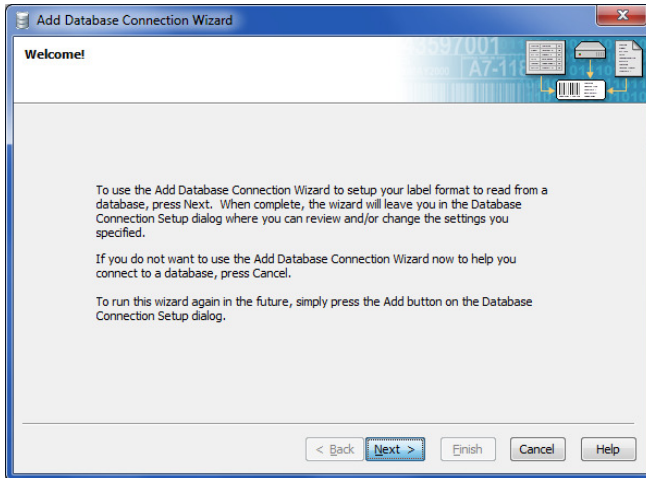


**Step 4:** Double click any field you wish to link to the Excel file, and browse to the “Data Source” tab. Change the dropdown option to “Database Field”.

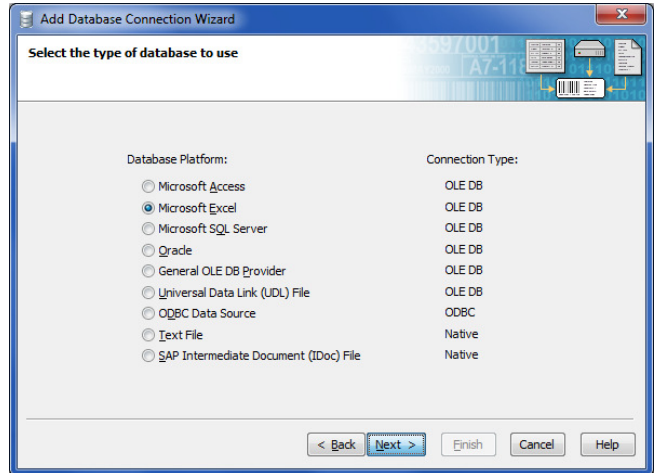


**Step 5:** Click Database Connection Setup button. This will take you to the database connection. **If no database is currently connected, the add database connection wizard will start automatically.** If a database is already linked to your format, highlight it on the left and click remove – then click add to re-connect to your new database.

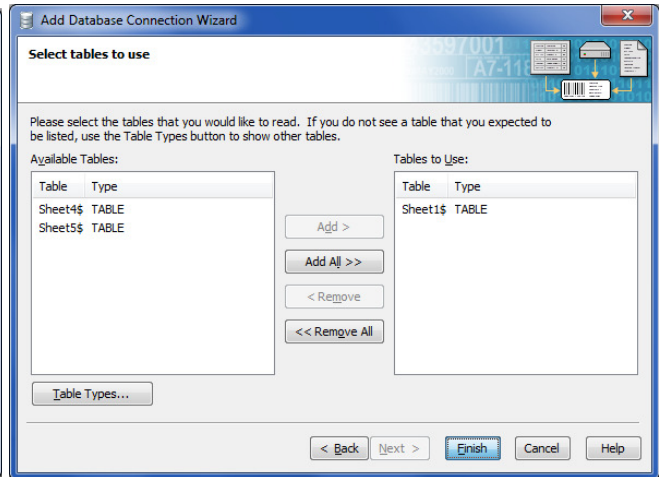
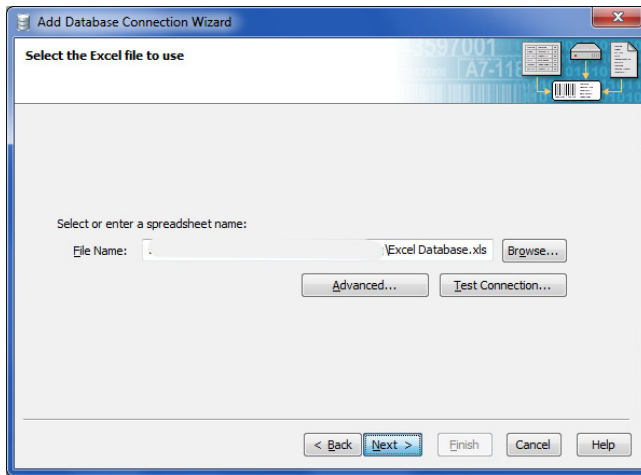
Follow the screenshots on the next page:



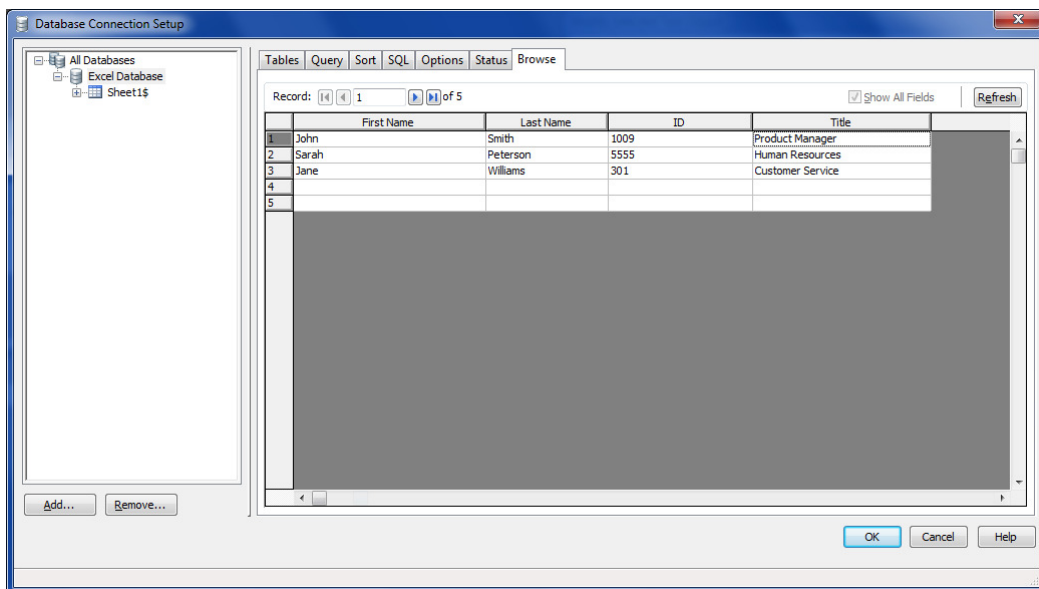
Select your database location:



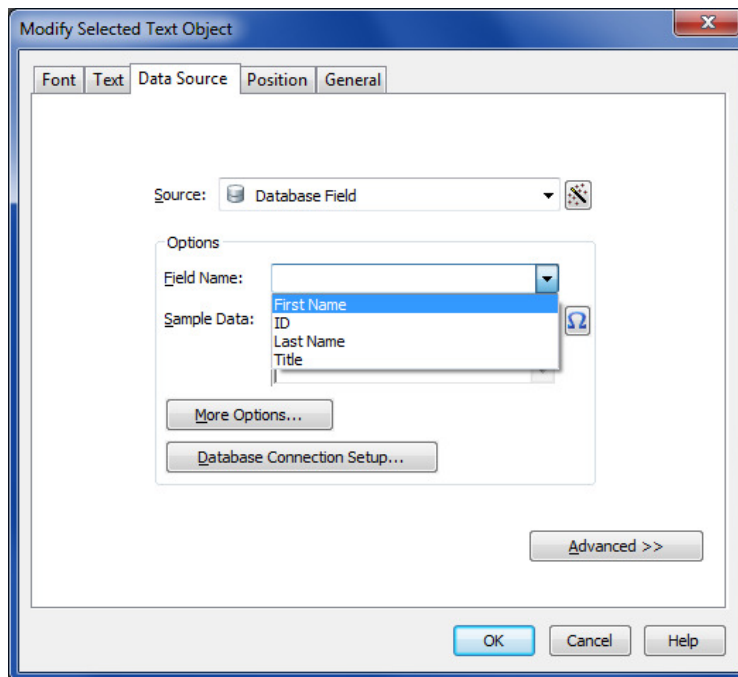
Select the sheet with your data and click **Add** to add it to the right column:



Click **Finish**. Your Excel sheet is now linked to BarTender as a database.



**Step 6:** Click **OK** to return to the previous screen under the Data Source tab. You can now choose a field name from the dropdown list next to “Field Name”. Select the field that corresponds with the object you are editing in BarTender. For example, if I’d started with the text on my label that I want to be the First Name, I would choose the “First Name” field:



**Step 7:** Double-Click all other fields on the label that require a database connection, change their “Source” to Database Field, and use the drop-down selection next to “Field Name” to select a field from your connected database. *Note: You don’t need to reconnect the database (step 5) for each field. Once it’s connected to your file, all fields have access to your Excel chart columns.*

**Step 8:** Once all fields that need to pull from the database are linked to the appropriate field, you should be ready to print. Go to your print prompt (Ctrl+P, or File>Print). You may now select or manually enter the record numbers you wish you print from your database. You can print just one record, a range of records, or the entire database, or even custom selected records of your choosing.

