

## Formatting the Iconotech Work Environment

### Overview:

In order to create print layouts in BarTender it is necessary to format the Iconotech work environment. This tutorial will show you how to do that.

1. Guide lines are a very important part of the layout process in the Iconotech system. In BarTender, open the Iconotech Blank, (Bag or box version) and select the Line tool. (Figs. 2)  
Note: Box version is shown. (Fig. 1)

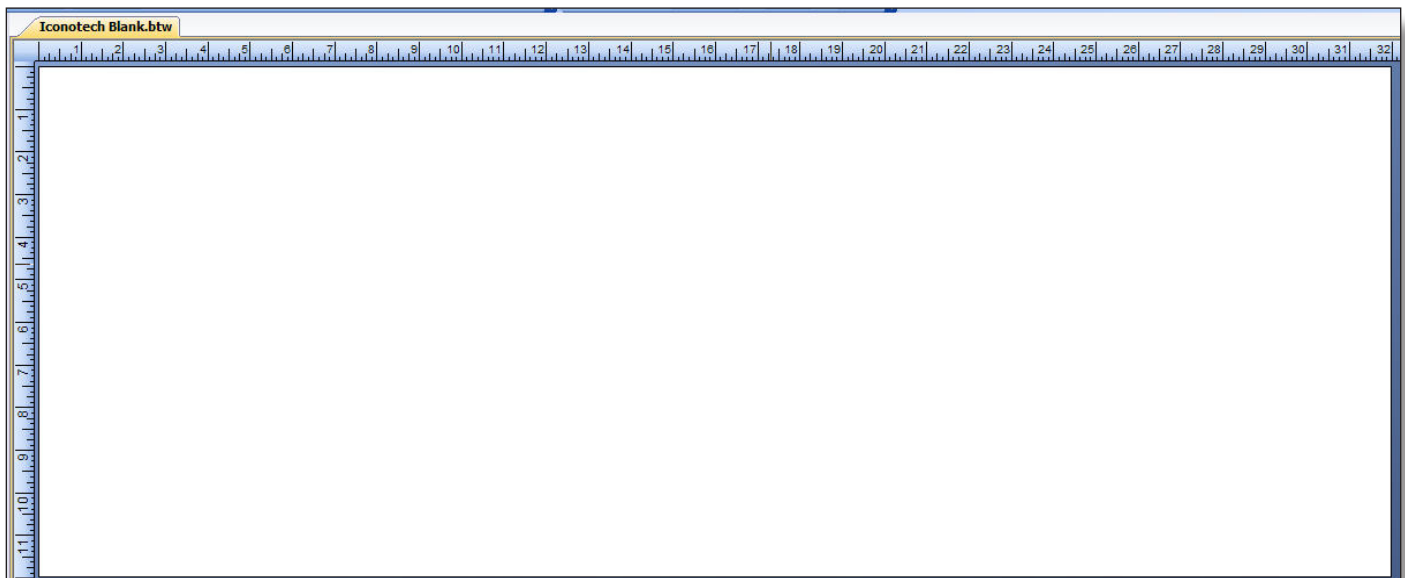


Fig. 1

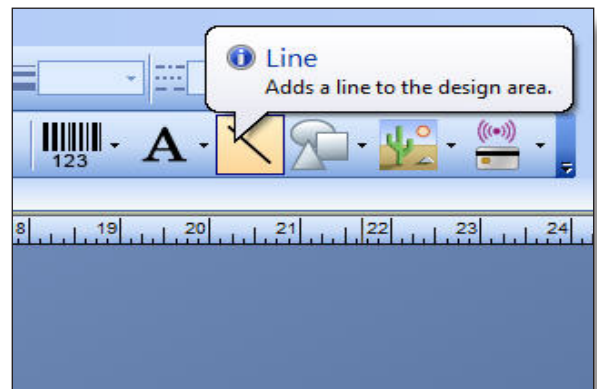


Fig. 2

## Formatting the Iconotech Work Environment

2. Holding down the shift key to constrain the line, click above the layout and drag down to just below the layout on the vertical axis. (Fig. 3) With the cursor on the line, right click on the line to open the Properties Menu. (Fig. 4) In the Object Visibility section, check the Do Not Print Object option and click on the second Line icon to bring up the Line Properties Menu. (Fig. 5)

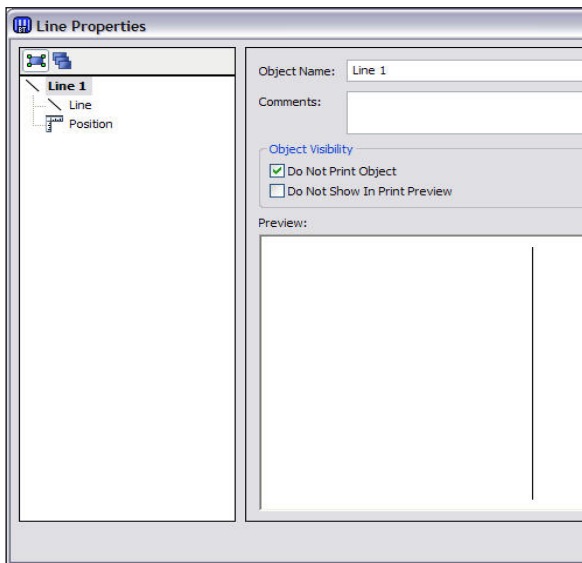


Fig. 4

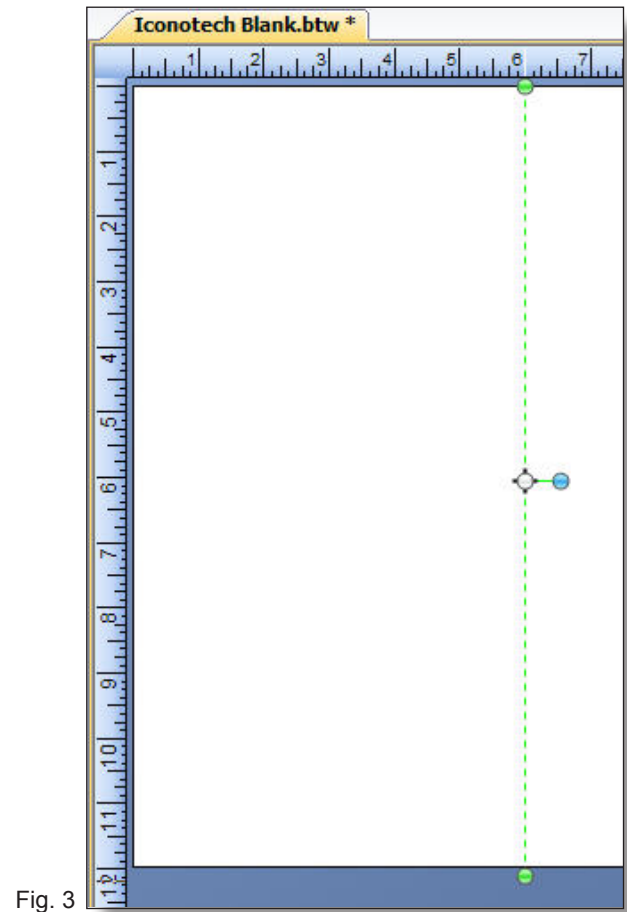


Fig. 3

3. Set the Length and Thickness as shown. Choose the color you want for your guidelines and close the dialogue.

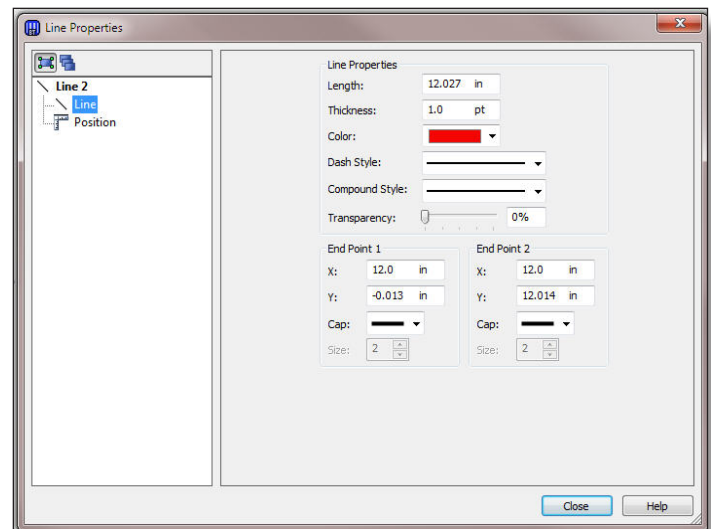
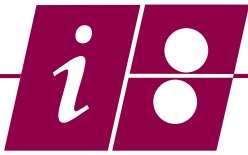


Fig. 5



### Formatting the Iconotech Work Environment

4. With the line still selected, right click and select the Create Components command. (Fig. 6) This will convert the line to a component and add it to the Component pane list. Name it Vertical guideline. (Fig. 7)

5. Repeat steps 2 through 4 on the horizontal axis for the horizontal guideline and save the layout as the Iconotech Blank Box or (Bag) Template.

Double clicking on the guideline in the Components pane will deploy the object to the layout fully formatted.

6. Go to Tools | General Options. Set the General tab as shown in (Fig. 8). Select the New Document tab. (Fig. 9)

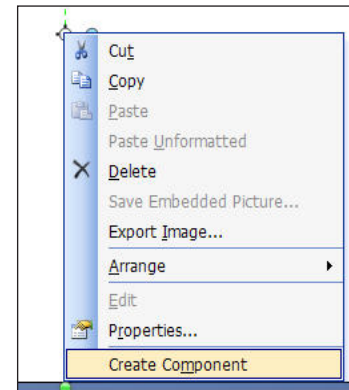


Fig. 6

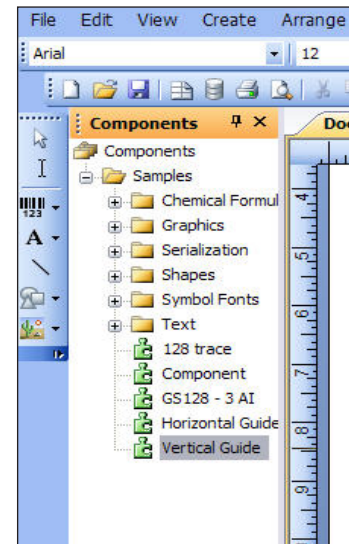


Fig. 7

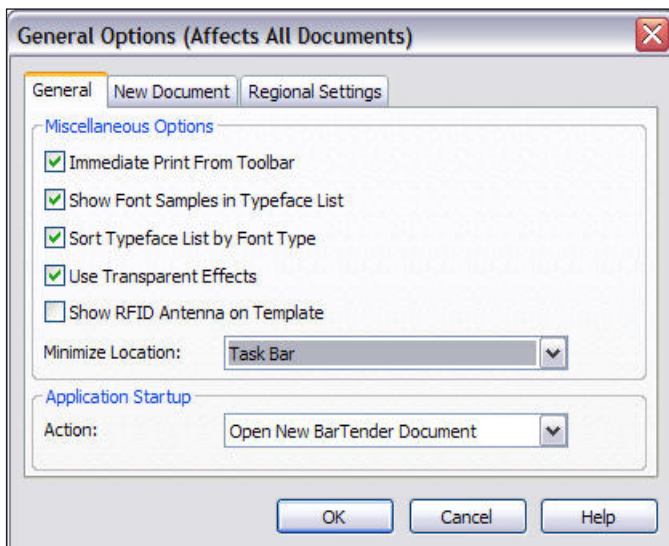


Fig. 8

7. Check Start Based on Existing BarTender Document and browse to the Iconotech Blank Box or Bag Template and click OK. This sets the template as the default new document. You are finished with the formatting.

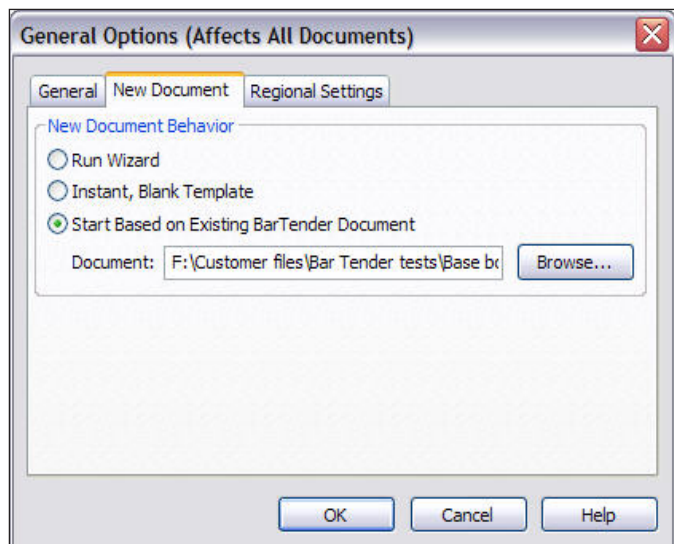


Fig. 9