

29 December 2021

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**Bulk Print Bartender Labels**

1. [\\ad.ggh.co.nz\resources$\Bartender\ToolstorePhase1](file:///\\ad.ggh.co.nz\resources$\Bartender\ToolstorePhase1)
2. Open the “Tool Store Register” Excel Spreadsheet

Graphical user interface, text, application

Description automatically generated

1. In **Sheet 1** find and select all the records you are wanting to print

Graphical user interface, application, table

Description automatically generated

1. Right click on those fields – select **Copy** (Alternatively press CTRL C on the keyboard)

Graphical user interface, application

Description automatically generated

1. Go to **Sheet 2**

Graphical user interface, application, table, Excel

Description automatically generated

1. Click on the first row

Graphical user interface, application, table, Excel

Description automatically generated

1. Right click – select **paste** (Alternatively press CTRL V)

Graphical user interface, application, table, Excel

Description automatically generated

1. Should now look something like this

Graphical user interface, table, Excel

Description automatically generated

1. Save the spreadsheet either by pressing CTRL S or going to File > Save at the top

Graphical user interface, application, table, Excel

Description automatically generated A screenshot of a phone

Description automatically generated with medium confidence

1. Close the spreadsheet
2. Now open the **DoubleSilver bulk print** bartender document

Graphical user interface, text, application, email

Description automatically generated