

I want to print tickets. I know what they are to look like. How do I get numberED to print them?

This document describes the steps you would take to use **numberED** to print these tickets.

We need an example ticket to use in this description. So let's use the following one.



We want to print them on an 8.5x11 sheet in landscape orientation where there are two tickets on each row and there are three rows. This makes each ticket 5.5 inches long and 2.833 inches high. There is no waste left after the tickets are cut from the printed sheets. The landscape layout would be similar to this:

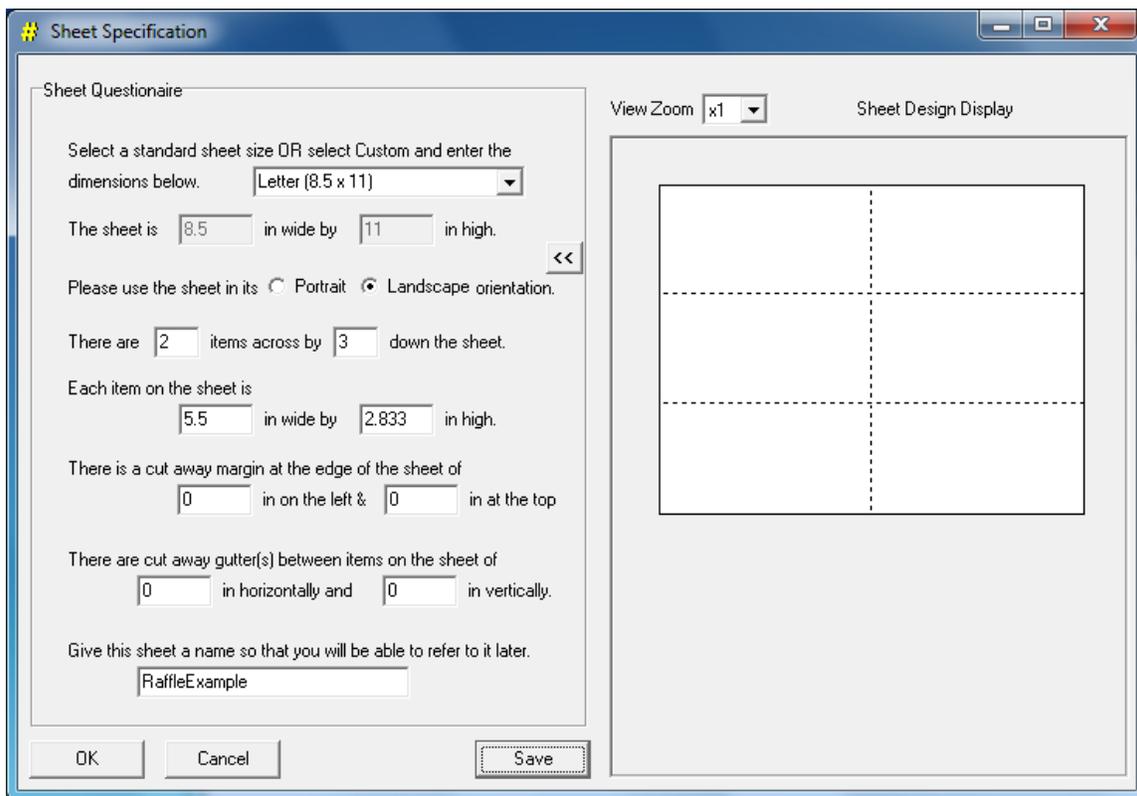


We need 3000 tickets. Printing 6 tickets to a sheet (ie 6-up) will use 500 sheets. We want to cut these 500 sheets to result in stacks of tickets that number consecutively down each stack. In the layout above, the upper left stack should number from 1 to 500 down the stack. The upper right stack should start at 501. The left ticket on row 2 should start at 1001. The right ticket on row 2 should start at 1501. The last ticket row should have tickets starting at 2001 (left), 2501 (right).

Now we go to **numberED** to do this job.

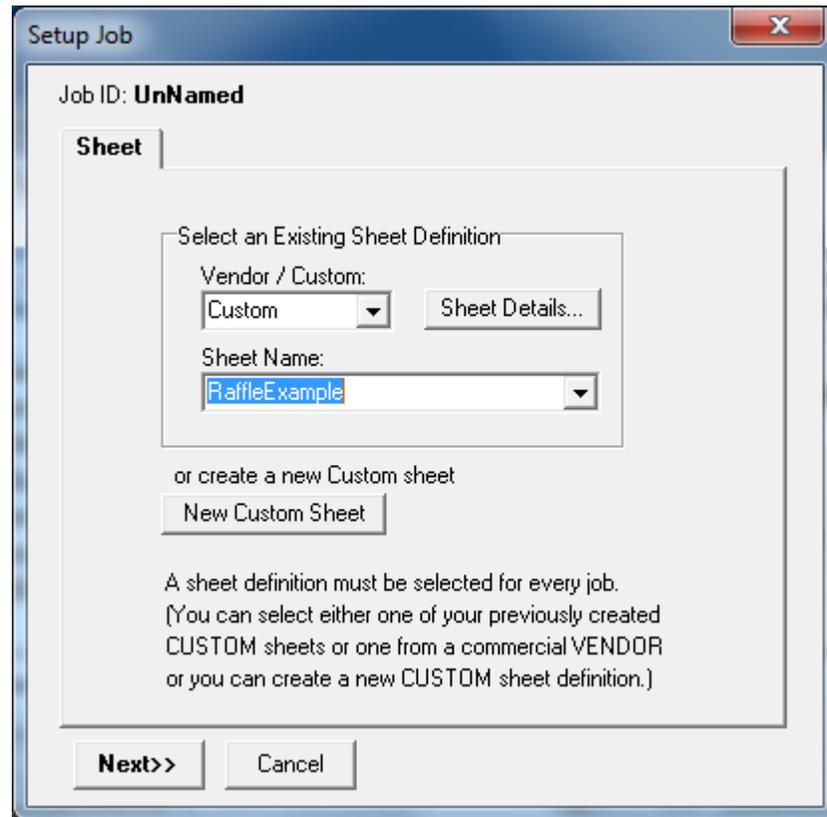
1. We need to define the sheet layout for **numberED**.

To do that we must create a new sheet. Select *File, New..., Sheet...* from the main menu. We are using 8.5x11 inch stock for our sheet, so select *letter (8.5x11)* (make sure that choice is highlighted). We want to use this sheet in its landscape orientation, so select the landscape button. We are using 2 columns and three rows of tickets on the sheet, so set the *items across* to 2 and the *items down* to 3. The finished ticket width and height are entered into '*Each item on the sheet is 5.5 wide by 2.833 high*. There is no *top* or *side margin*, so both are set to zero. Our example layout has no waste between tickets so the *horizontal* and *vertical gutters* are zero. Lastly, give the new sheet definition its own unique name so that you can reference it later. We will call ours *RaffleExample*. The completed new *Sheet Specification* dialog should look like the above figure. (Notice the display on the right shows the layout as specified.)



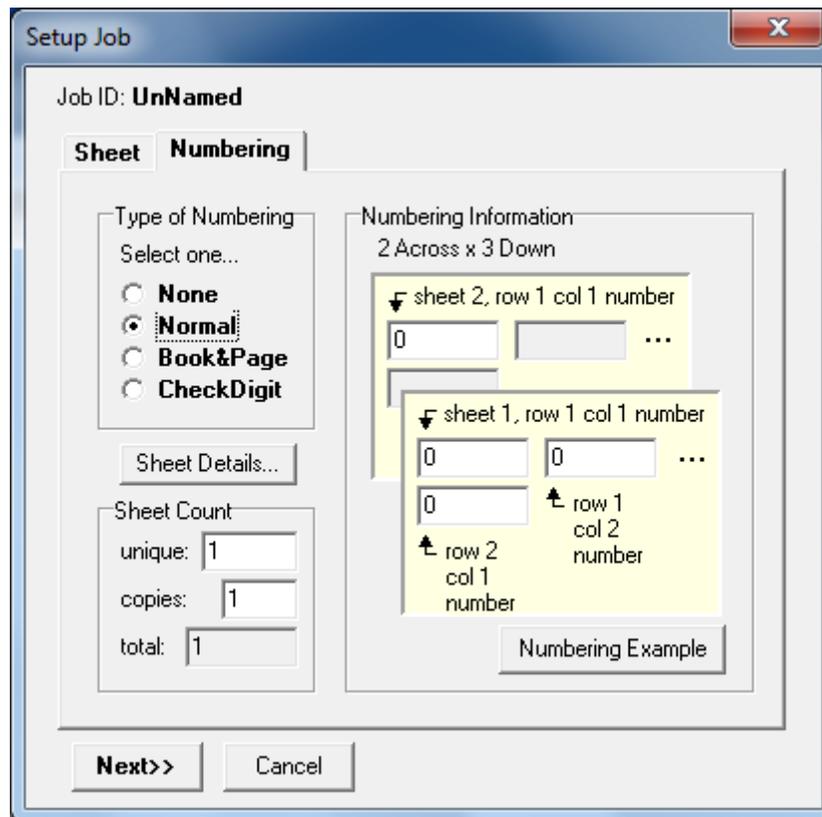
Then click *Save* to save this new specification. Finally click *OK* to return to the main **numberED** window.

2. Now we will setup the job (and making use of the sheet we just defined). Select *File, New..., Job...* from the main menu. The *Setup Job* dialog will display. In this job we are going to use the sheet we just defined. To do that, select *Custom* in the *Vendor / Custom* listbox and then select *RaffleExample* in the *Sheet Name* listbox. **numberED** now knows how many tickets are to be printed on each sheet of this job and where they are on that sheet. Make sure each choice is highlighted. The *Setup Job* dialog should look like the following:



Then click *Next*.

- We want ticket numbers to be sequential. Select the *Normal* button for sequential numbering. The Job Setup dialog will expand and now look like:



- We can now indicate how we want numbers to be sequenced on the tickets. In the *Numbering Information* section we can indicate what numbers are to appear on the first and second pages printed. From the original example job description, we see that the tickets on row one of the first sheet are to be numbered 1 and 501. So we set

sheet 1, row 1 col 1 number	1
row 1 col 2	501

The left ticket on row two of the first sheet is to be 1001. So we set

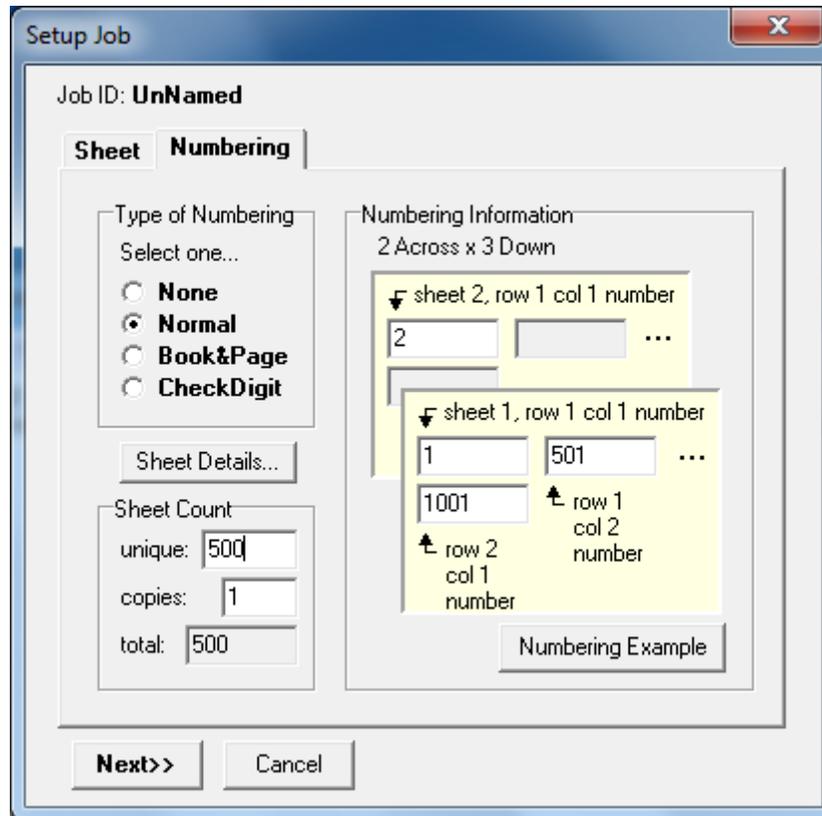
row 2 col 1	1001
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numberED will automatically calculate the other starting numbers for the first sheet based on the differences it sees between these three values. The upper left ticket on sheet two should be numbered 2. So we set

sheet 2, row 1 col 1 number	2
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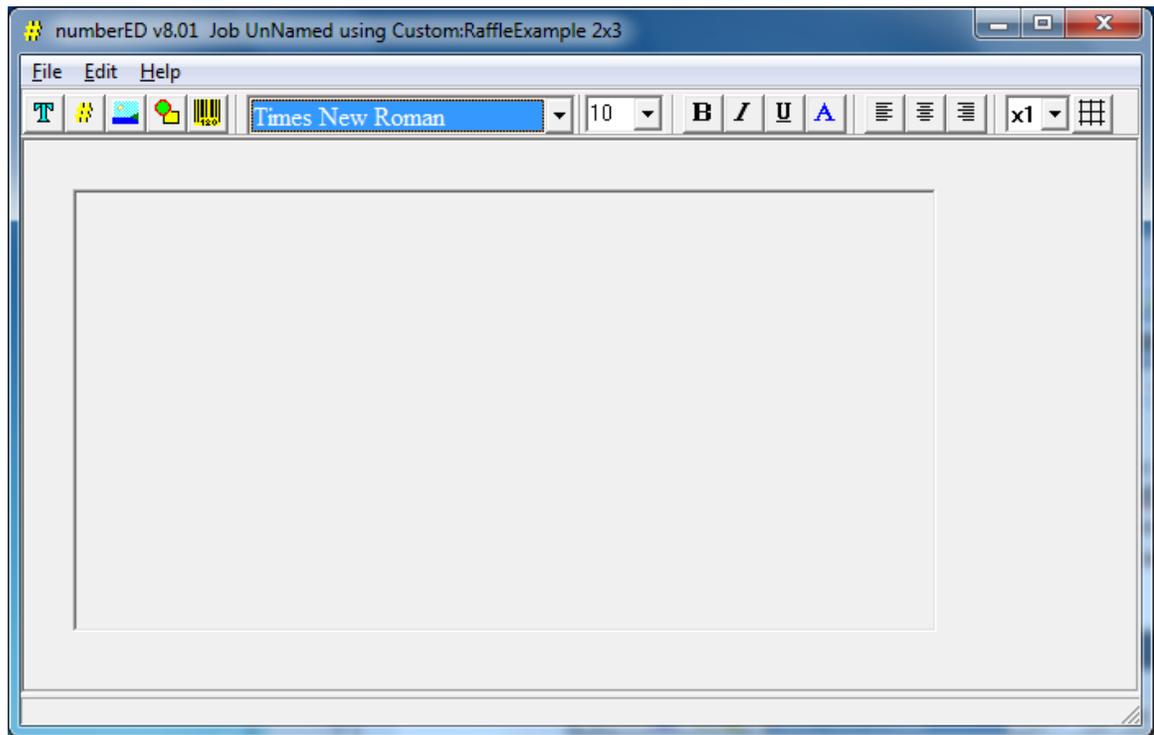
numberED will automatically calculate the other sheet numbers as well as the numbers for all subsequent sheets. Our example job wants 3000 tickets, so we enter the number of sheets '500' in the *unique* field (6x500 = 3000).

The Job Setup dialog will now look like:



Finally click *Next* twice to reach the end of the *Setup Job* dialog. Then click OK to return to the main **numberED** window.

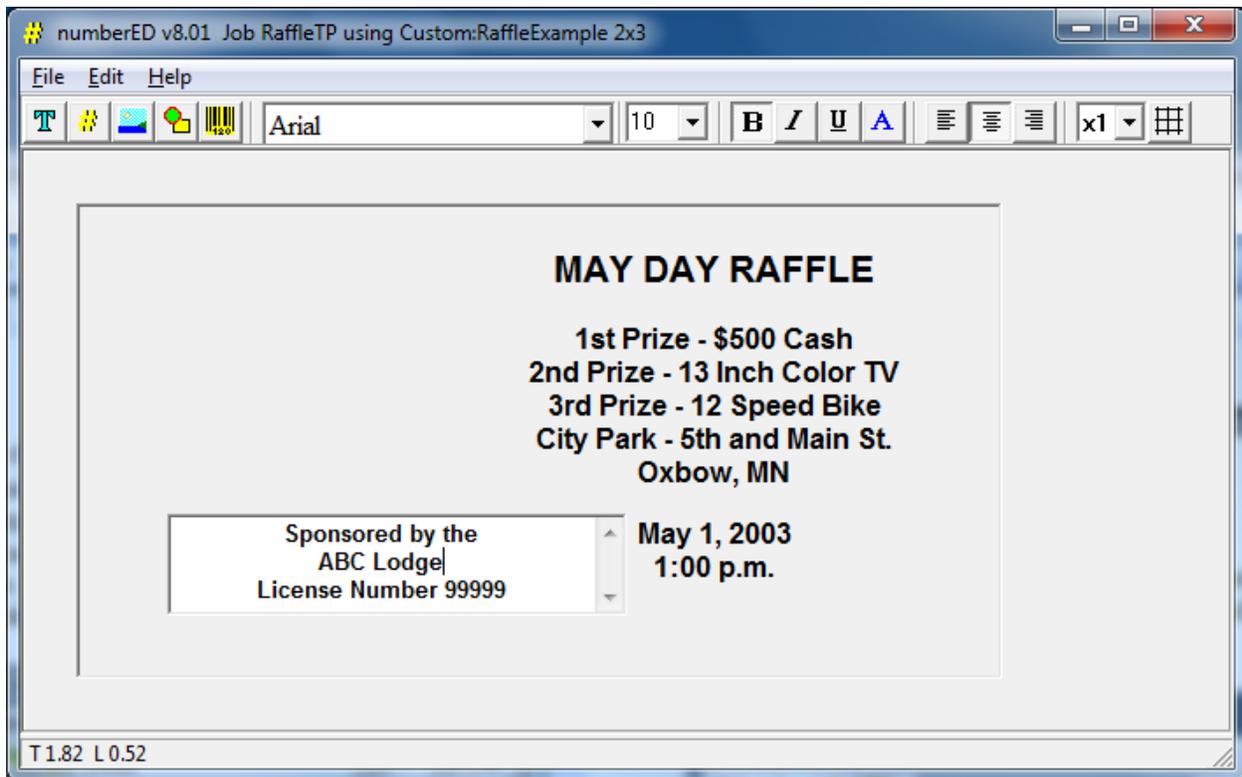
5. The main **numberED** window will now display a rectangle representing an empty individual ticket form. The main **numberED** window will look like the screen below. All tickets have the same content (except for the ticket number).



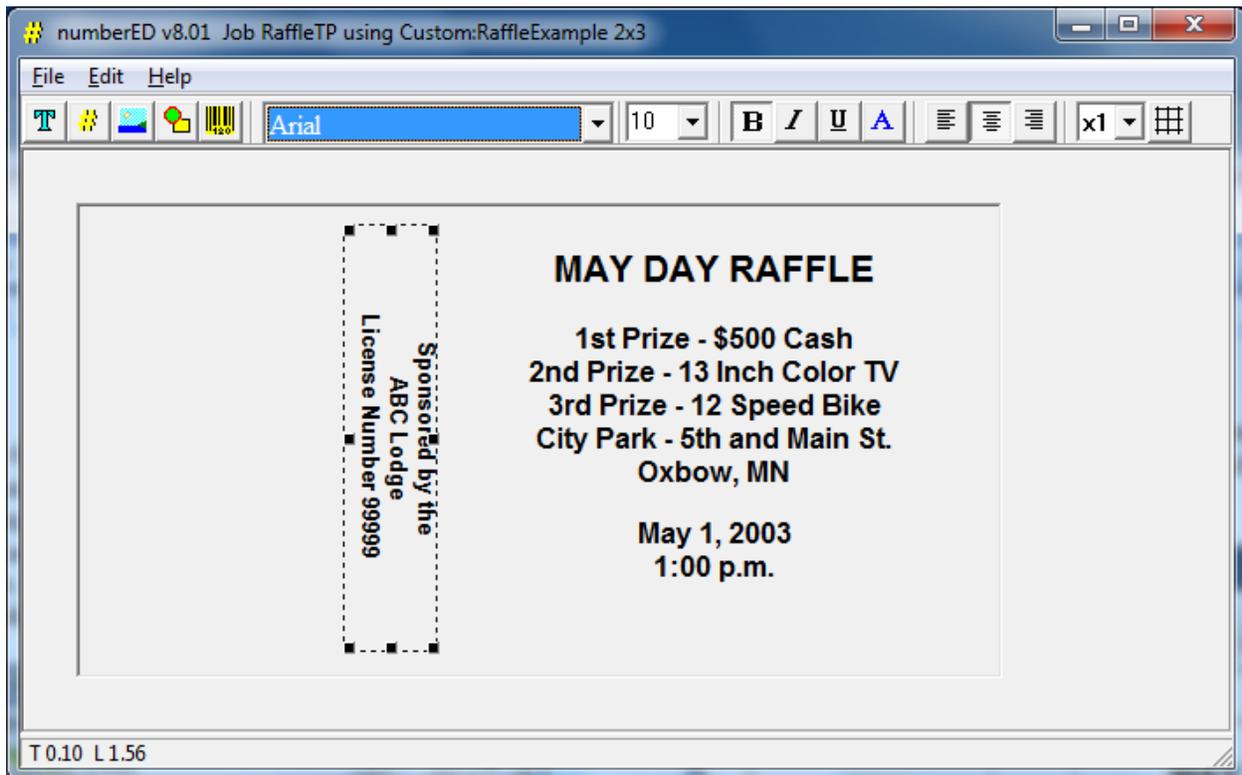
6. We will now add content to the ticket form. For this ticket we will use a combination of *text* and *number* blocks. Let's build the right side first. Since the title, prizes, date and time are centered in the right side, we will open a text block to hold that information, type in the data, select fonts and font sizes, and center the information. Start by clicking on the Text button on the tool bar. This drops a text block on the ticket. Move and stretch the text block over the right side of the ticket (use the mouse to drag the block and its corners). Then double click in the text block to open it for editing. Use the font and font size listboxes, the bold, italic, underline, and justification buttons to create text similar to that below:



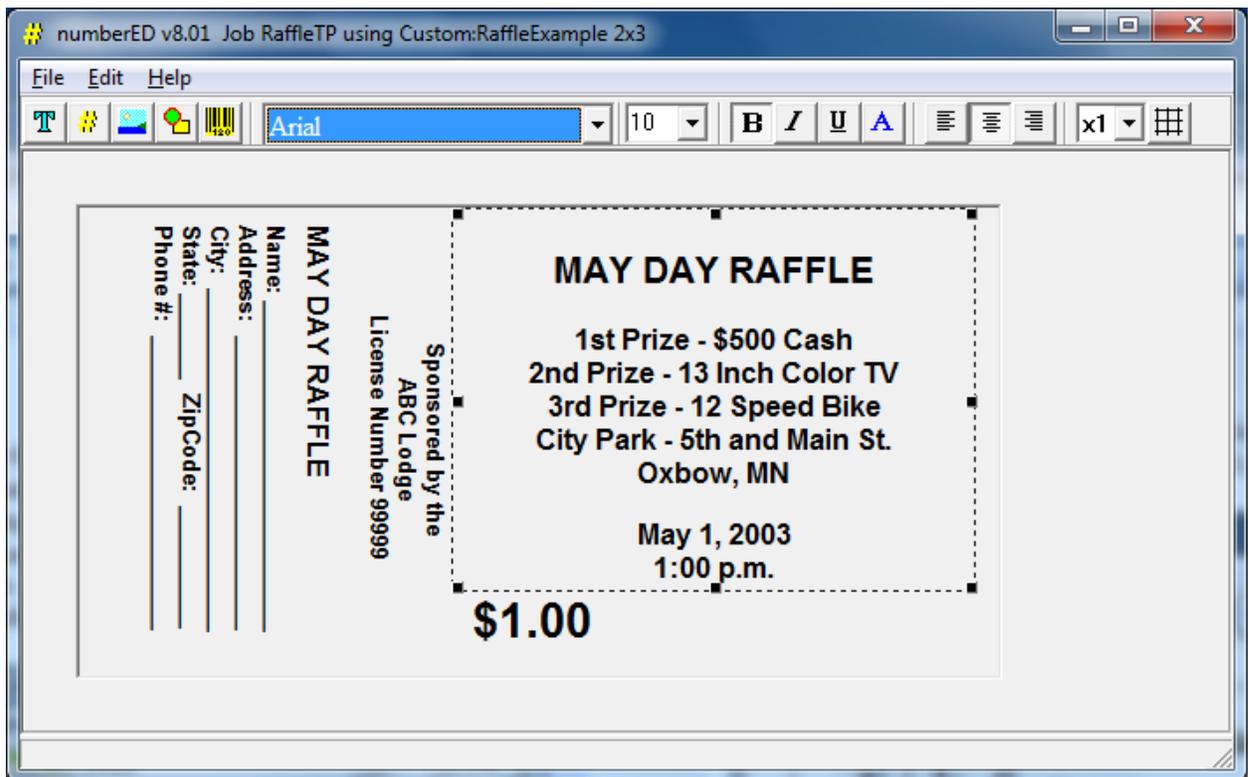
7. Close the text block (right click on block and select *Close and Save*). Since the sponsoring information is centered within itself, we will create another text block that contains that data. Open another text block as you did before, move and stretch it near to where its information is to be placed. Then open that text block for editing (double click on it). Again add the appropriate text. The ticket form should now look something like



8. Again close the text block (right click on block and select *Close and Save*). Then rotate the text block by right-clicking on it and selecting *Rotate 270*. Position it similarly to the figure below.



9. Using two more text blocks create the ticket price and the purchaser information. After closing all text blocks, the ticket should now look something like



10. Now we will add two number blocks (one for each time the number appears on the ticket). [You can make the ticket number appear more than once in a number block, if you like, but I have chosen to use two blocks.] Add a number block to the ticket by clicking on the Number (#) button on the tool bar. This drops a number block on the ticket. Move and stretch the number block approximately over its place on the right side of the ticket (use the mouse to drag the block and its corners). Then double click in the number block to open it for editing. [In a number block you can enter normal text, but any sequence of capitalized Xs tells **numberED** where and how to display the ticket's number.] For our ticket, enter a zero and four capital Xs, to indicate a five digit number (with leading zeros). The edited number block should appear something like

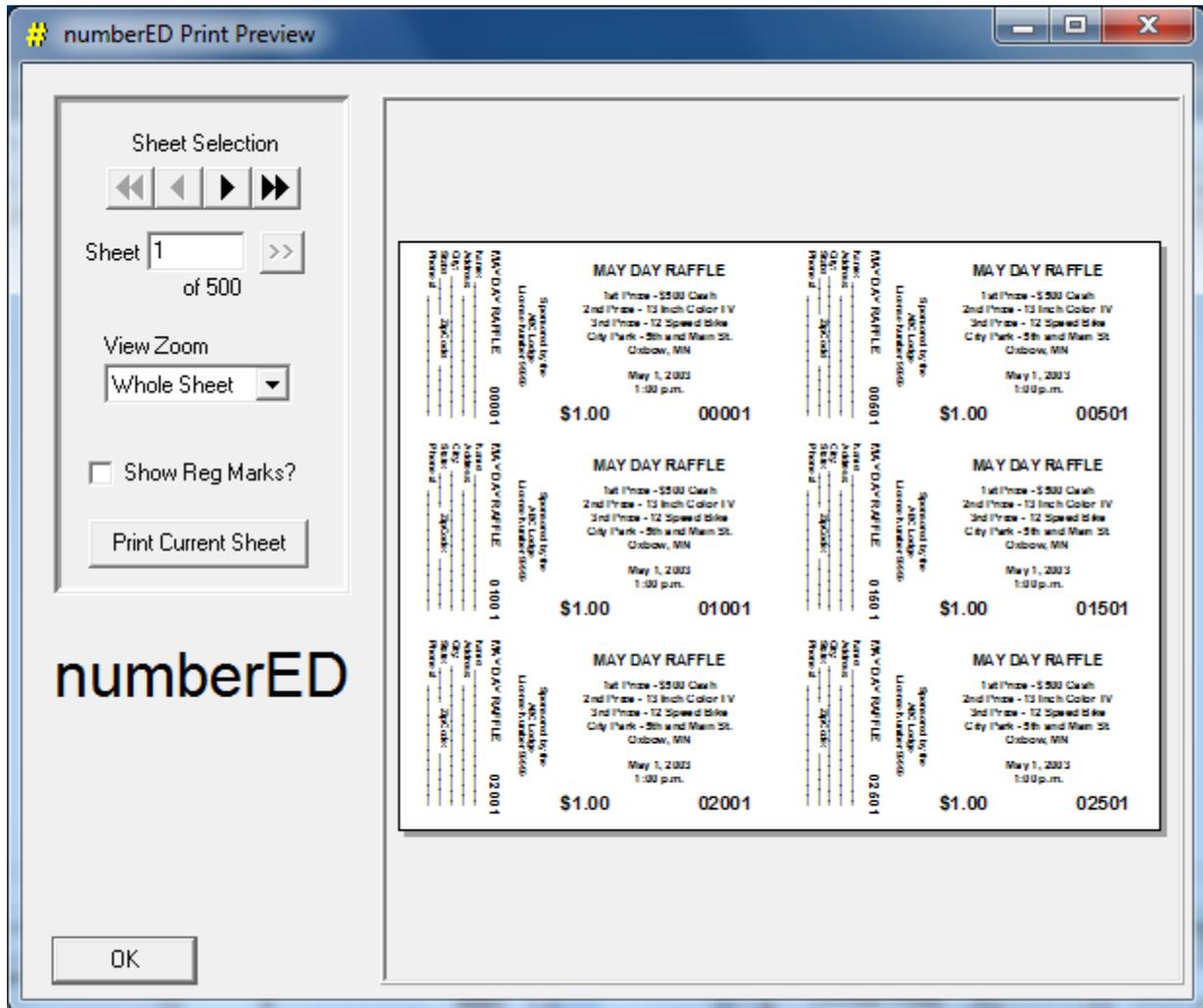


11. Close the number block (right click on block and select *Close and Save*). Now add another number block to the left side of the ticket using the same steps as you used for the first number block. Close that second number block when done editing. The ticket form should look like



12. Save the ticket job by selecting *File, Save As...* (While **numberED** is unlicensed, the save will be an incomplete one.)

- Test your ticket design and the numbering sequence by viewing the composite layout. Use the Print Preview dialog to look at any page of the job you have created before printing it. Select *File, Print Preview...*



You can use the *View Zoom* to change the size of the preview. Use the *Sheet Selection* buttons to sequence through the job before you print it.

- You can print all or a portion of your job using the Print dialog. Select *File, Print...*