

# I want to print ticket numbers only. I printed the other ticket info already by another method. How do I get numberED to print the numbers?

This document describes the steps you would take to use **numberED** to print numbers only onto preprinted tickets.

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



In this example, the tickets were previously printed 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:

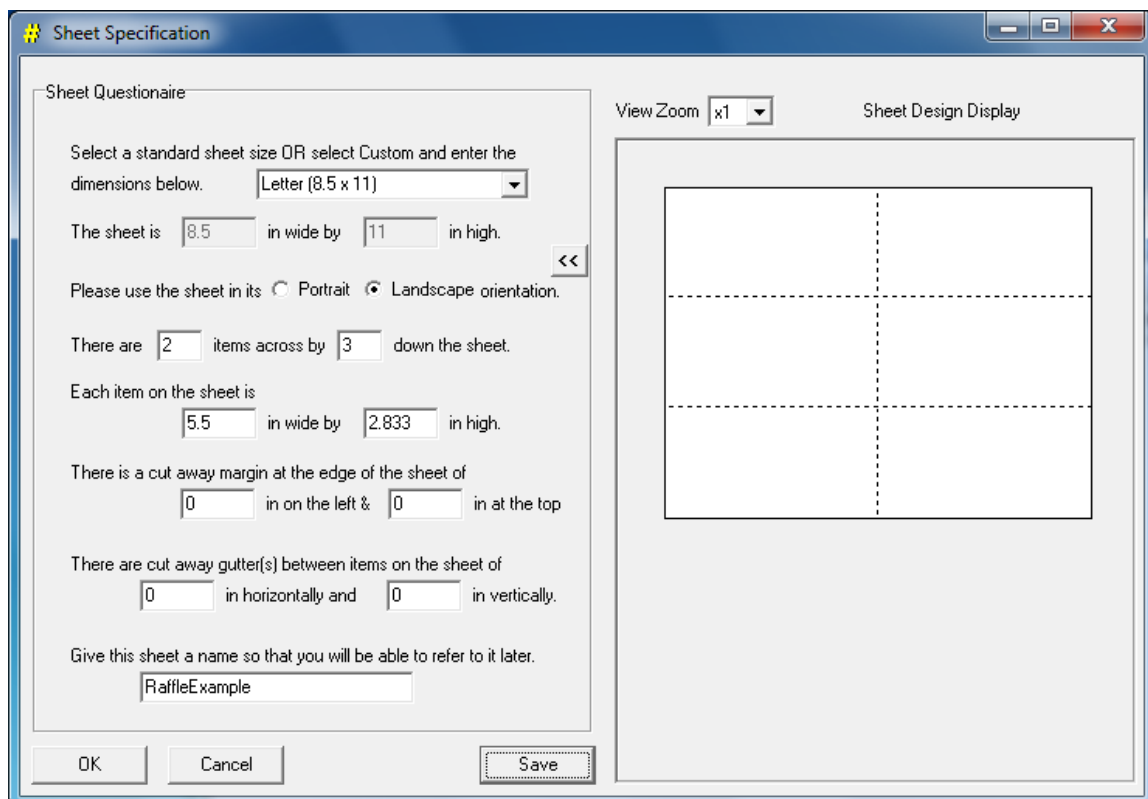


We need 3000 tickets. Printing 6 tickets to a sheet (ie 6-up) will use 500 sheets. We want to cut these 500 sheets to result in stacks of tickets that number consecutively down each stack. In the layout above, the upper left stack should number from 1 to 500 down the stack. The upper right stack should 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**.

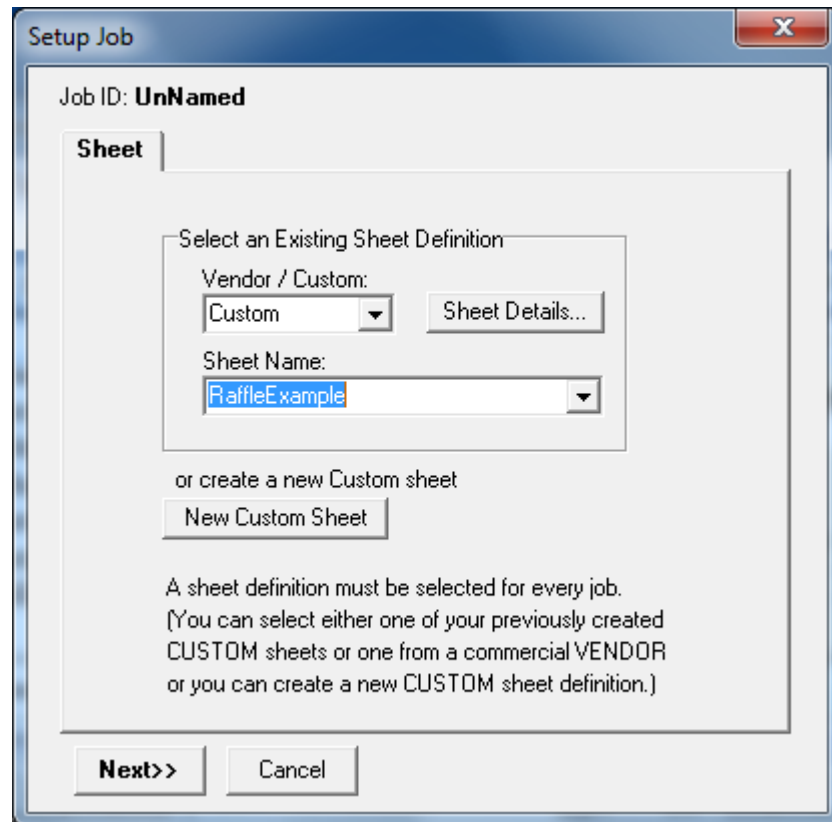
To do that we must create a new sheet. Select *File, New..., Sheet...* from the main menu. We are using 8.5x11 inch stock for our sheet, so select *letter (8.5x11)* (make sure that choice is highlighted). We want to use this sheet in its landscape orientation, so select the landscape button. We are using 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.)

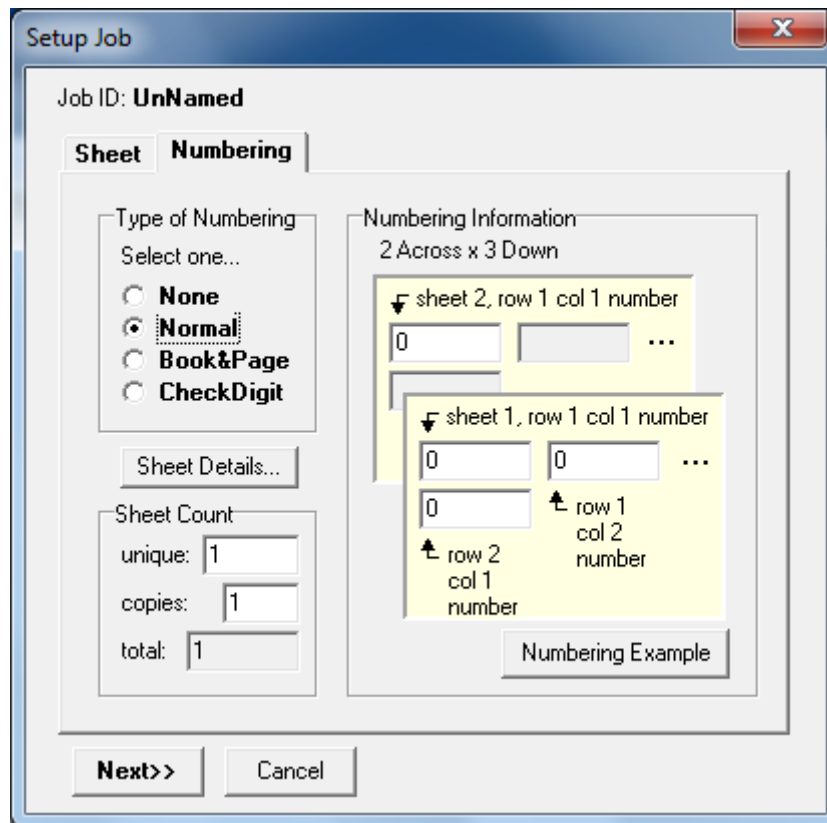
Then click *Save* to save this new specification. Finally click *OK* to return to the main **numberED** window.

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

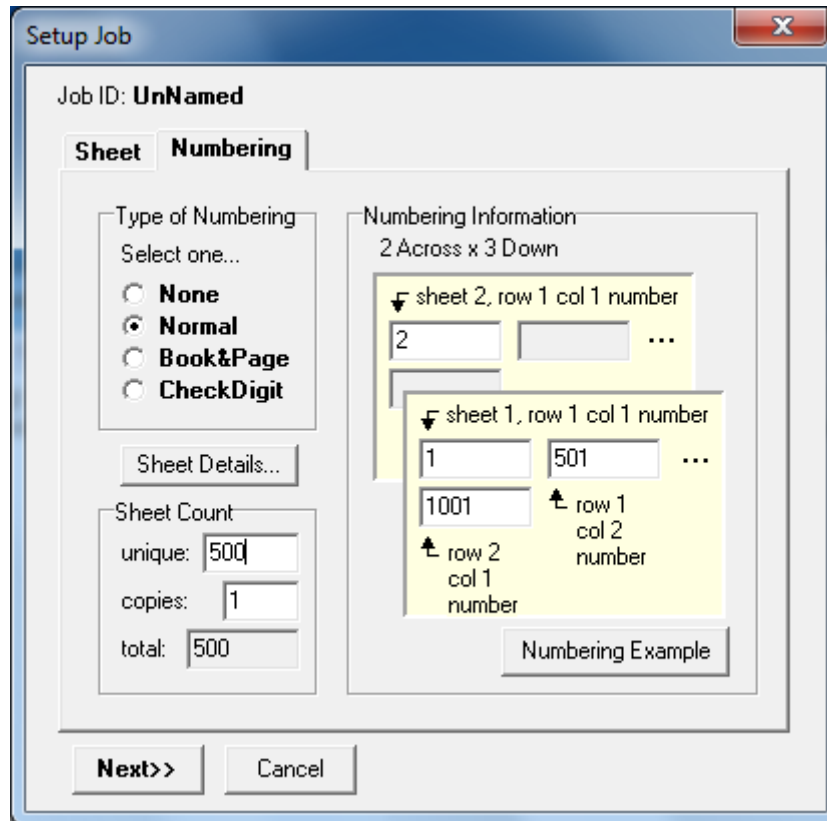
|             |      |
|-------------|------|
| row 2 col 1 | 1001 |
|-------------|------|

**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 |
|-----------------------------|---|

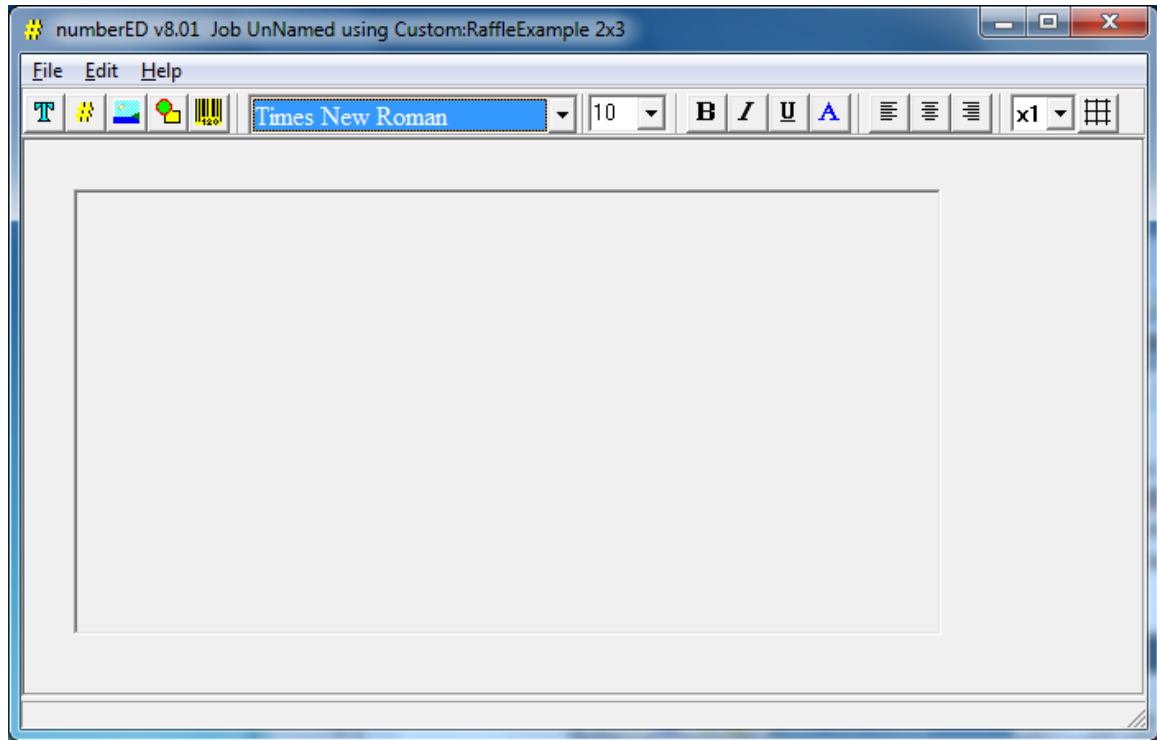
**numberED** will automatically calculate the other sheet numbers as well as the numbers for all subsequent sheets. Our example job wants 3000 tickets, so we enter the number of sheets '500' in the *unique* field (6x500 = 3000).

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.

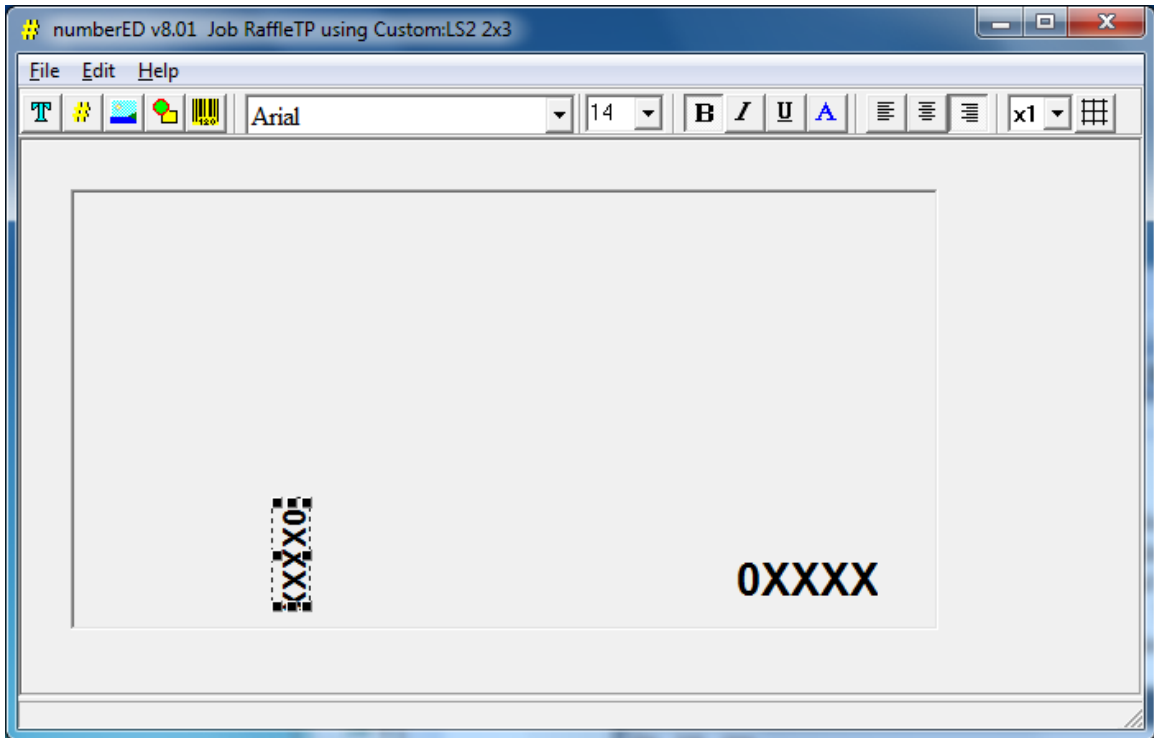
5. The main **numberED** window will now display a rectangle representing an empty individual ticket form. The main **numberED** window will look like the screen below. All tickets have the same content (except for the ticket number). Since the tickets are preprinted, we only need to indicate where the ticket numbers are to be placed.



6. 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 toolbar. 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). [While you drag the block or move its edges, the position of the block / edge from the top-left corner of the ticket is displayed in the status bar at the bottom of the **numberED** window.] 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 three capital Xs, to indicate a four digit number (with leading zeros). The edited number block should appear something like



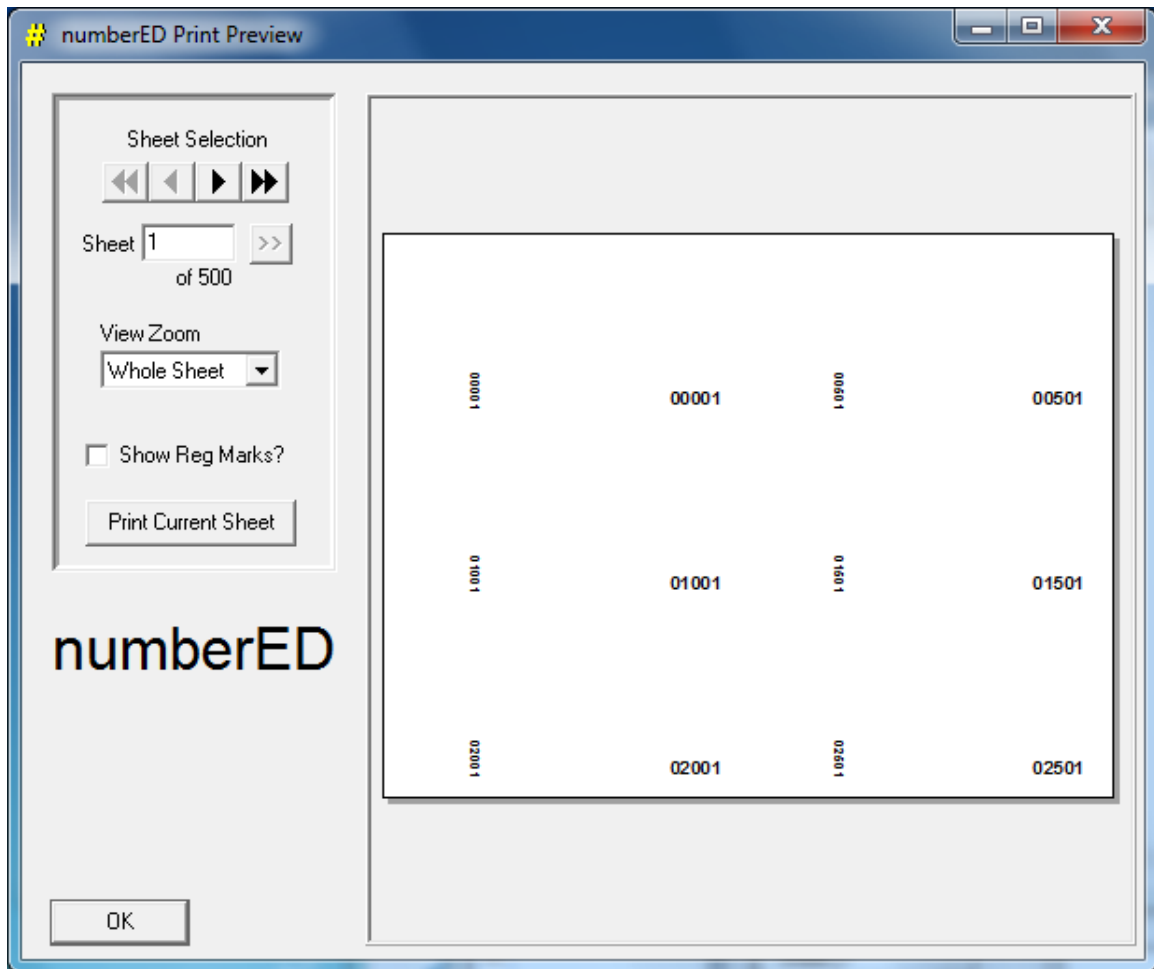
7. Close the number block (right click on the block and select *Close and Save*). Now add another number block to the left side of the ticket. Right-click on the existing number block, select *Copy Block* and then over a blank section of the work area right-click and select *Paste Block*. Right-click again and select *Rotate 270*. Then drag the copied number block to its proper place. The ticket form should look like:



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



9. 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.

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