

# Ticket Numerator Manual

Content

QUICK START: ..... 2

Introduction..... 4

1. Ticket Import ..... 5

1.1. Import Master Button..... 5

1.2. Front Back Arrows..... 5

2. Trim ..... 6

3. Stamps..... 7

3.1 Stamp Position ..... 7

3.2 Stamp Rotation..... 8

3.3 Stamp Alignment ..... 8

3.4 Stamp Size ..... 8

3.5 Add / Remove Stamp ..... 9

4. Paper Size..... 9

5. Layout ..... 10

6. Gutter ..... 10

7. Numbers..... 11

7.1 Start Number ..... 11

7.2 Number of Tickets ..... 12

7.3 Reverse Numbers ..... 12

7.4 Leading Zeroes..... 12

Advanced Options:..... 12

8. Blanks and Repeats ..... 12

9. Sheet Offset..... 13

10. Numbers Direction..... 13

11. Collation..... 13

11.1 Collated Set..... 13

11.2 Uncollated ..... 13

11.3 Multiple Sets ..... 14

12 Exporting and Saving..... 14

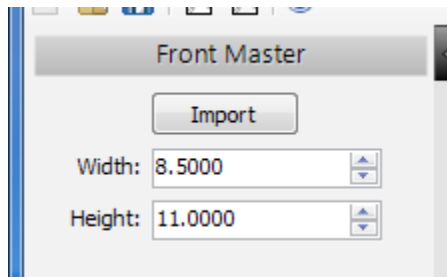
12.1 Export Test PDF ..... 14

12.2 Export Numbered PDF ..... 14

13. Options.....	15
13.1 Change Units.....	15
13.2 Change Font.....	15
13.3 Change Colour .....	15
13.4 Automatically Show PDF .....	15
13.5 Disable Tool Tips.....	15
13.6 Multi-Page Options.....	15
14. Multi-Page Options.....	15

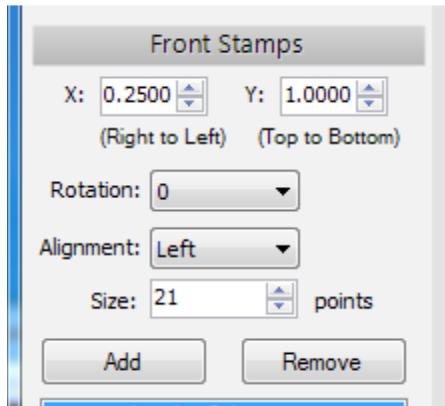
### QUICK START:

1. Choose the PDF file you want to number by clicking 'Import' and selecting your PDF.**Note:** This PDF should be an unimposed 1-up PDF. TicketNumerator will impose and layout the PDF file as many up as you wish in step 4.

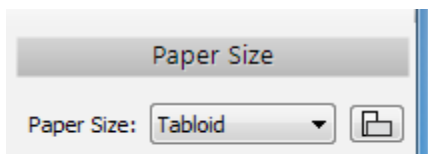


2. Set the where the 'stamps' will appear on your ticket. Then click 'Add Stamp'. You can have as many 'stamps' on a ticket as you need.**Note:** you only need to set the positions for a single ticket, as it will appear once printed and cut. TicketNumerator will then calculate the positions for every ticket on your sheet.

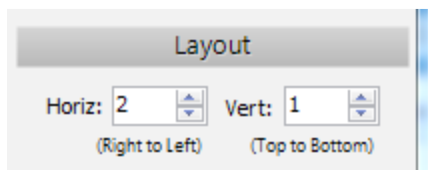
## TicketNumerator Manual



3. Set 'Paper Size' to the size of paper you will be feeding through your printer.

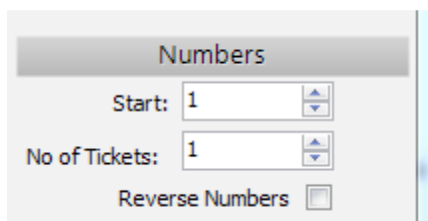


4. Set the number of 'tickets' that will appear on the sheet of paper.



5. Set the first number you wish in your sequence.

6. Set the total number of 'tickets' you require.



7. Choose 'Export Numbered PDF...' from the 'File Menu' and TicketNumerator will create your first numbered job!

Export test PDF	Ctrl+T
Export Numbered PDF...	Ctrl+E

## Introduction

TicketNumerator is an advanced tool for creating pre-numbered PDF files. TicketNumerator can import a single, un-imposed PDF file (for example a ticket as in fig 1), and export an imposed numbered PDF (fig 2) for printing using any digital printer, production machine or desktop printer.

Figure 1.



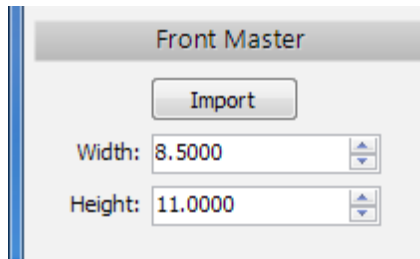
Figure 2.



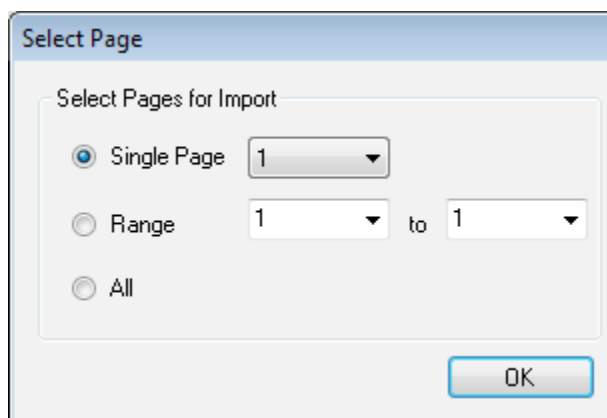
### 1. Ticket Import

#### 1.1. Import Master Button

To import a PDF to be numbered click the import button and select your PDF in the open file dialog box.

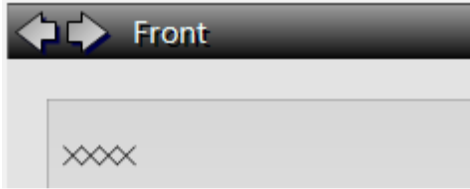


Select which pages you wish to import. Width and Height will be filled in automatically using the size of the PDF file. If you are preparing a PDF for overprinting and don't want to import a master file just enter your PDF dimension manually in the width and height boxes.



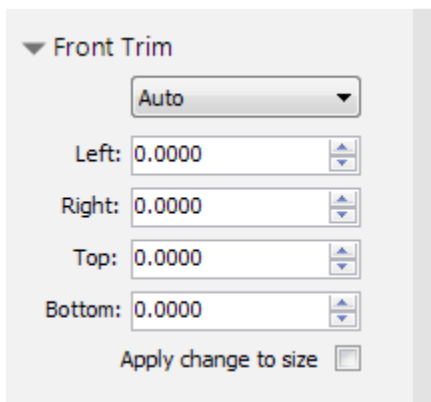
#### 1.2. Front Back Arrows

TicketNumerator can create double sided documents that can have numbers on any side. To move between front and back pages just click the arrows. When choosing a master PDF for the back page you can only import a single page. This will be used to back up every page of any multiple pages you have imported for the front. **Note: The size of the finished ticket is determined by the file chosen for the front.**



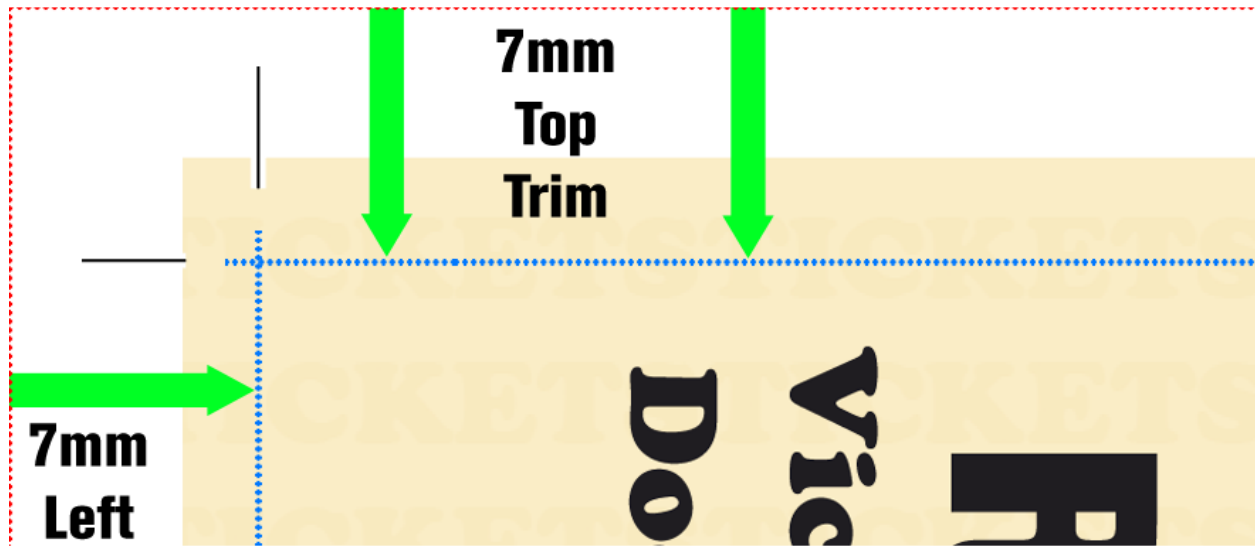
## 2. Trim

If 'Auto' is selected in the drop down menu TicketNumerator will attempt to automatically detect the correct trim values using the trim data contained in the PDF file. **If the size of the imported PDF file is unexpected or incorrect try selecting a different option in the drop down menu.** TicketNumerator also allows you to set a 'trim' area manually on your imported PDF.



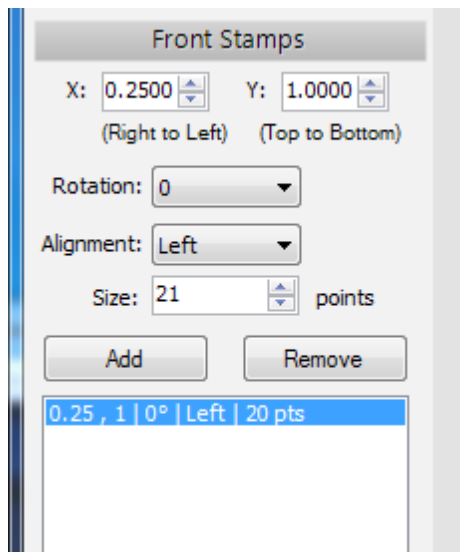
For example, using the sample in Figure 3, entering 7mm for each trim value would crop the PDF file into the trim marks. If 'Apply change to size' is checked then the finished ticket size will be reduced by the amount of trim you add. If it is unchecked then the finished ticket size will remain unchanged.

*Figure 3.*



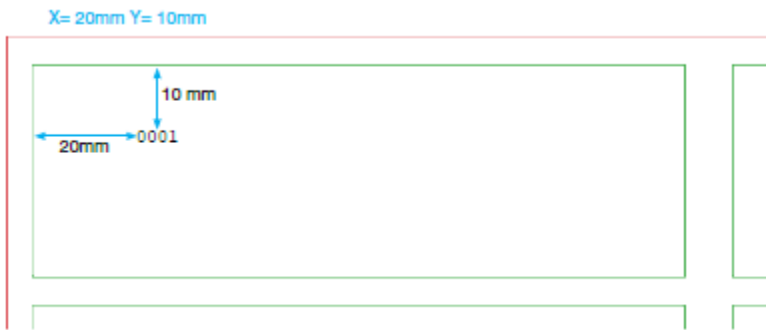
### 3. Stamps

Each 'ticket' can have as many 'stamps' as you wish. For example, a ticket with a tear off stub section can have a 'stamp' on the main body and a stamp on the stub.



#### 3.1 Stamp Position

The position of each stamp is determined by an X and a Y co-ordinate. The X co-ordinate is the distance from the right edge of the 'ticket' to the stamp. The Y co-ordinate is the distance from the top of the 'ticket' to the stamp.

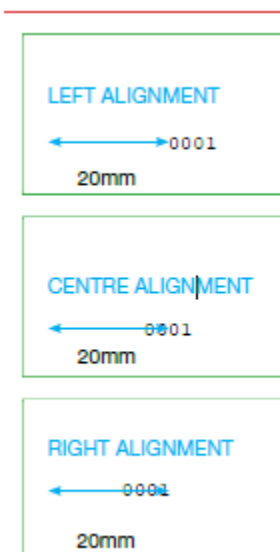


### 3.2 Stamp Rotation

Each stamp can be rotated 90, 180 or 270.

### 3.3 Stamp Alignment

Stamps can be aligned to centre, left or right.



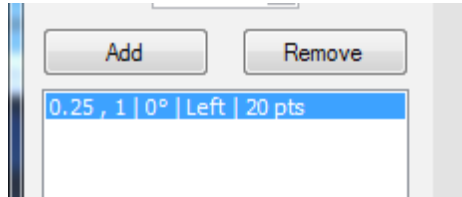
### 3.4 Stamp Size

Use this option to set the individual stamp text size in points. You can change the font and colour of the stamp by going to the 'Options' menu and choosing 'Change Font' or 'Change Color'. Please note that whilst each stamp can have an individual size, all stamps in a job must share the same color and typeface.



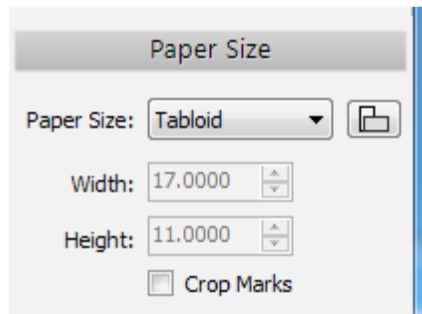
### 3.5 Add / Remove Stamp

Clicking 'Add Stamp' will add the stamp with your selections to the imposition. To remove a stamp from the imposition, select it in the list and click 'Remove Stamp'.

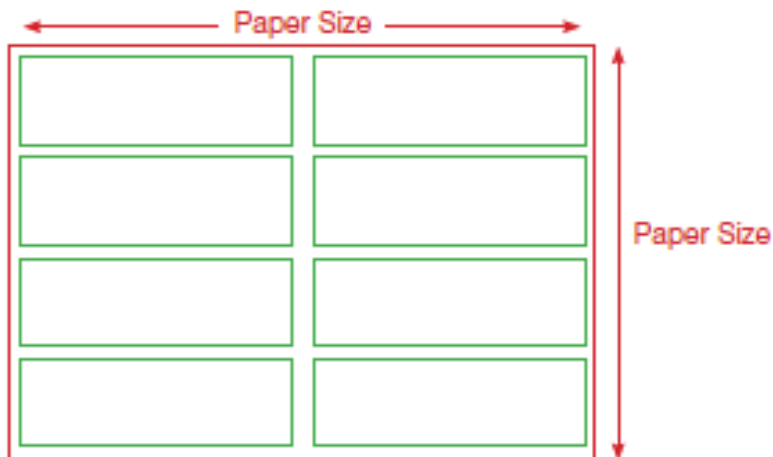


### 4. Paper Size

The 'Paper Size' is the size of paper you will be feeding through your printer. For example, if your job consists of 6 tickets per page on an SRA3 sheet then your paper size is SRA3. Print sheet width and print sheet height will be filled in automatically when you choose a paper size from the drop down menu.

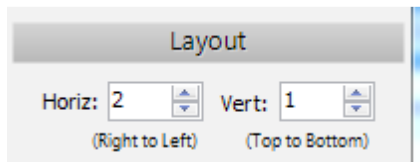


If you wish to print to a custom size not included in the menu. Select custom from the top of the menu and enter your width and height dimensions in the boxes below the menu. To swap the orientation of your page from landscape to portrait click the orientation toggle button to the right of the paper size menu.



## 5. Layout

The layout is the number of finished tickets on the printed sheet.



Horizontal Count = 2

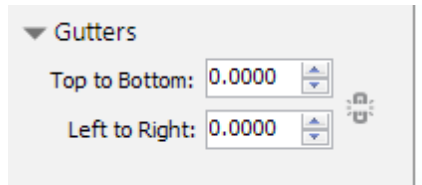


Vertical Count = 4

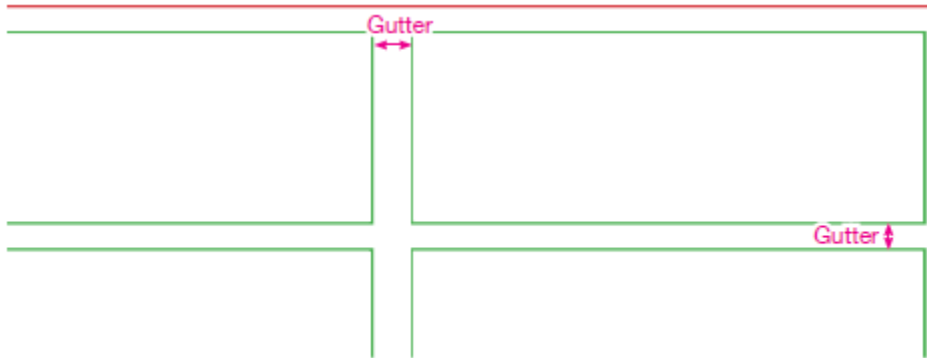
## 6. Gutter

Gutter is the space, if any, between each 'ticket' on the imposition.

## TicketNumerator Manual



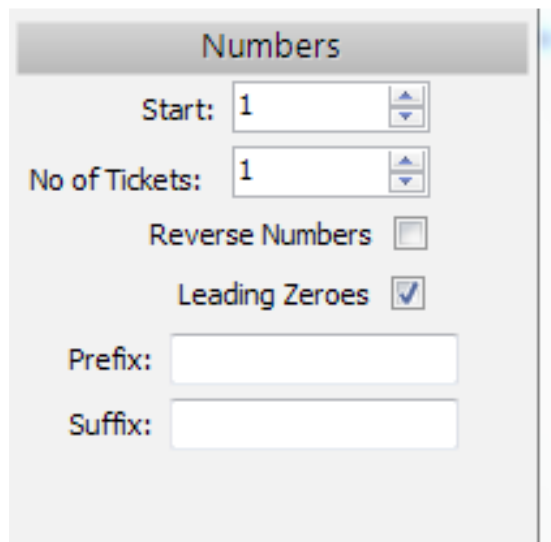
Using the gutter feature in tandem with the trim feature described earlier allow you to print ‘bleed’ areas for a professional finish.



## 7. Numbers

### 7.1 Start Number

This is the first number in your sequence. It can be any number.



## 7.2 Number of Tickets

This is the number of ‘tickets’ in your job. **Note: this is not the last number in the sequence but the total amount of tickets you require.** For example, if your start number is 1 and you require tickets numbered 1 to 10,000 then your number of tickets is 10,000. Likewise if you require tickets numbered from 30,000 to 40,000 then your number of tickets is still 10,000.

## 7.3 Reverse Numbers

This will create the PDF in reverse order (highest to lowest).

## 7.4 Leading Zeroes

This will add zeros to the numbers for visual consistency and for a more traditional look.

7.4 Prefix / Suffix Any text prefix or suffix entered here will appear

before or after each number e.g No: 00001. If you want a space to appear between your prefix and your numbers (for example, ‘Ticket: 0001’) please add this to your prefix manually. This enables you to leave the space out if you wish (for example when using embedded codes or serials , ‘Ticket: GH0001’)

## Advanced Options:

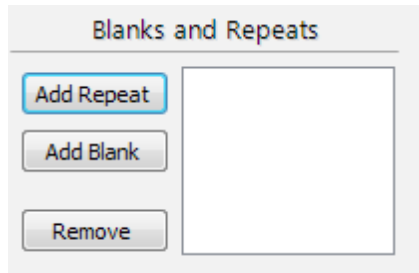
The following options can be accessed by clicking the ‘Advanced Options’ panel at the bottom of the window.

▼ **Advanced Options**

Blanks and Repeats	Sheet Offset	Collation
<div>Add Repeat</div> <div>Add Blank</div> <div>Remove</div> <div></div>	<div>Right 0.000 Top 0.000</div> <div>Numbers Direction</div> <div>Left to Right Right to Left</div>	<div><input checked="" type="radio"/> Collated Set</div> <div><input type="radio"/> Uncollated</div> <div><input type="radio"/> Multiple Sets</div>

## 8. Blanks and Repeats

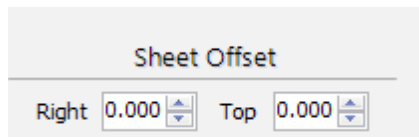
TicketNumerator will add as many repeats and/or blank pages as you require. Use this section to create any sequence of blanks and repeats. To remove a blank/repeat select it in the list and click the remove button.



Note: Blanks and Repeats are only available when a single page master has been imported.

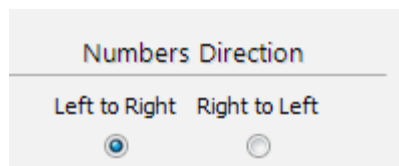
## 9. Sheet Offset

Change these values to move the entire printed image horizontally or vertically. This is useful for printers that have grip or trail edge margins. To move the image up or to the left use negative values.



## 10. Numbers Direction

Determines which direction across the page the number sequence ascends.



## 11. Collation

### 11.1 Collated Set

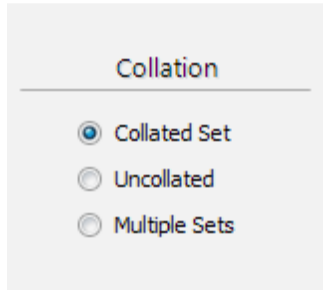
One collated set, e.g with a start number of 1 and total tickets 1000 this will create one “book” of tickets 1-1000 precollated and ready to trim.

### 11.2 Uncollated

Straight consecutive numbering, uncollated e.g with a start number of 1 and total tickets 1000 this will create one set of tickets, 1-1000, uncollated and running consecutively on each page

### 11.3 Multiple Sets

Multiple collated sets with same numbering e.g with a start number of 1 and total tickets 1000, and tickets per page of 6 this will create six 'books' of tickets 1-1000 precollated and ready to trim.



## 12 Exporting and Saving

### 12.1 Export Test PDF

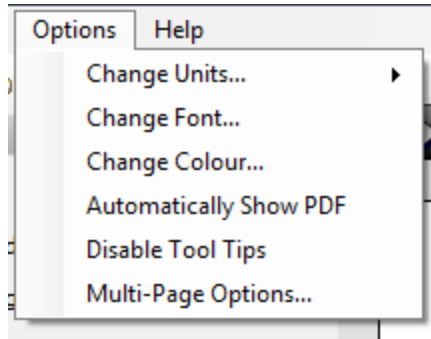
Choose 'Export test PDF', or press the white PDF button on the toolbar to export a one page PDF to check your positioning and settings.

### 12.2 Export Numbered PDF

Choose 'Export Numbered PDF', or press the grey PDF button on the toolbar to export your finished PDF.

File	Options	Help
New Job		Ctrl+N
Open Job		Ctrl+O
Save		Ctrl+S
Save As		Ctrl+Shift+S
Export test PDF		Ctrl+T
Export Numbered PDF...		Ctrl+E

## 13. Options



### 13.1 Change Units

Change default units between millimetres and inches.

### 13.2 Change Font

Change typeface for numbered stamps.

### 13.3 Change Colour

Change colour of numbered stamps.

### 13.4 Automatically Show PDF

Automatically display exported PDF in systems default PDF viewer.

### 13.5 Disable Tool Tips

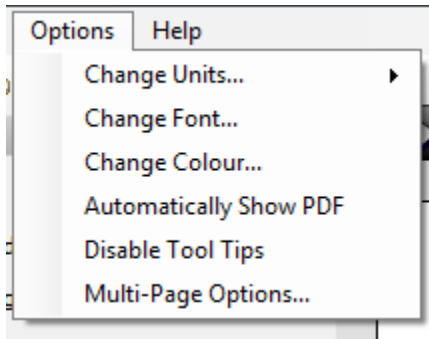
Disables pop up help tips that appear when you hover over a control with your mouse.

### 13.6 Multi-Page Options

Options for selectively numbering pages of multi-page imported files (see section 14).

## 14. Multi-Page Options

By default TicketNumerator will place numbers on each page of an imported file. To override this behaviour, select 'Multi-Page Options' in the 'Options' menu of the main window. Uncheck the box for each page of your imported file that you don't want a number to appear on.



Check 'Impose as Duplex' if you need TicketNumerator to impose the imported file to be printed double sided i.e page 1 backs up page 2, page 3 backs up page 4 etc. Please note: Do not select this option if you are importing a separate file to act as a common back.

