

# I need tickets for the play 'Chicago' printed for my theater. AND I want to assign different prices to the seats.

This document describes the steps you would take to use **numberED** to create the ticket text with image AND add Section, Row, Seat, and ticket price to each ticket. The complete ticket will be printed in one pass through your printer.



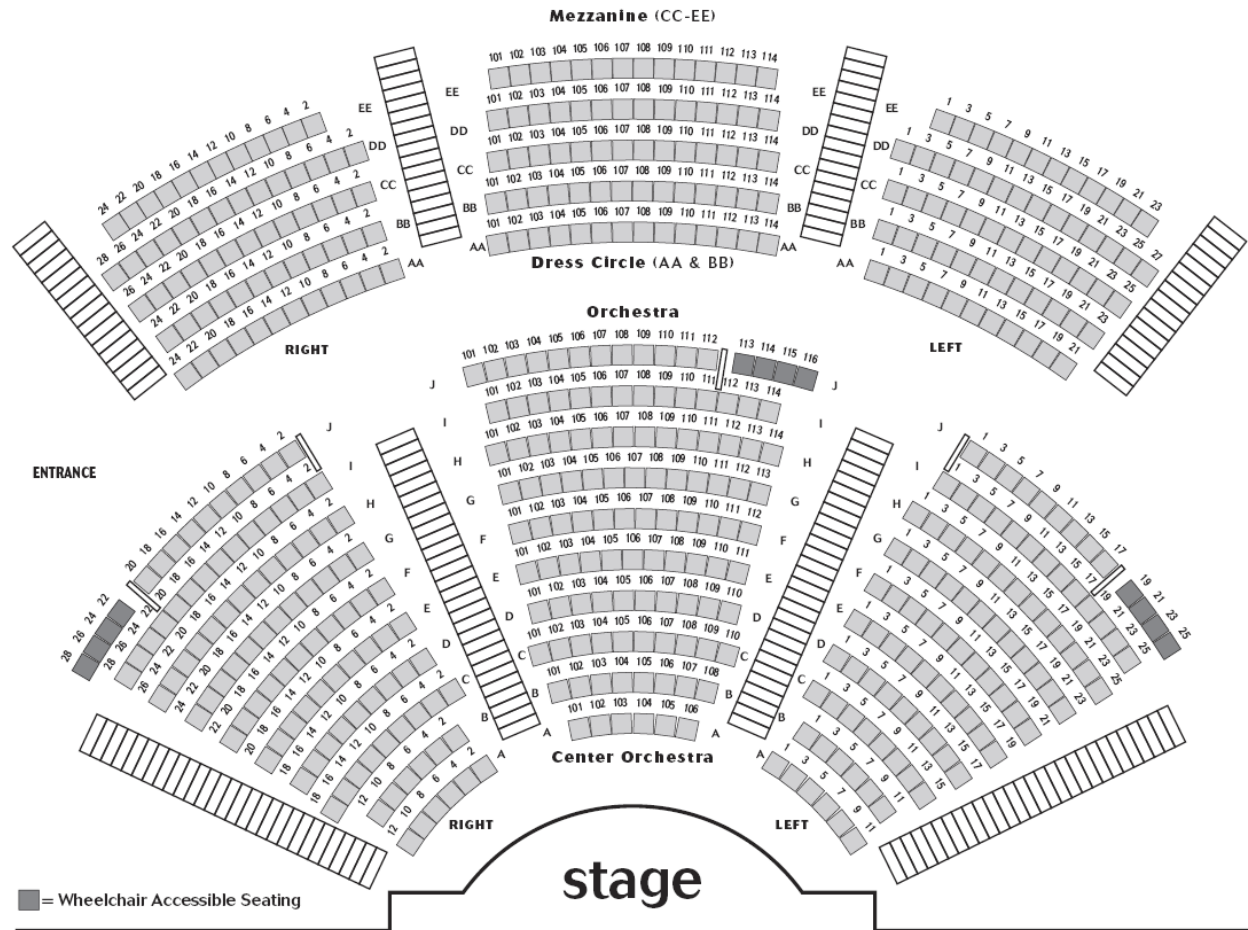
We need an example ticket to use in this description. We will use the one above and create it in the steps that follow.

We decide to use 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 2.8 inches high. There is no waste left after the tickets are cut from the printed sheets.

The landscape layout would be similar to the one to the right.



My theater's seating plan is shown below (we'll call it the Ambassador in New York – it is fictional for this training document). [Later on in this document we will create a series of data lines that capture the seating plan of this theater. Please review that data with this diagram AND consult the Variable Data section of the **numberED** manual for the special row-seat subsection.]



1. To add Section, Row, Seat, and Price information to each ticket we will use the *Variable Data* capability of **numberED**. We need to create a text file that will hold this information for each seat in the theater. That file will be read by **numberED** as it prints the tickets. We need to create that file outside of **numberED**, so we'll do it now and have it ready when needed by **numberED**.

The text file which holds the Section, Row, Seat, and Price information can be created by any program that can output a text file. We can use either *NotePad* or *Excel* or other such program. See the **numberED** manual – under *Variable Data* – for instructions on how to format lines for this file. [There is a file 'AmbassTheater.csv' included with the **numberED** install which contains our data already formatted for use. We'll use it shortly.]

**numberED** contains a feature to reduce the time, effort and increase reliability of the row and seat data. For our fictional theater there are 514 seats. That would mean 514 lines in the variable data file that would need to be created without this feature.

For example, if Rows A and B each contain 24 seats (1 through 24). That would require 48 lines in the variable data file – like the table to the right shows.

Row	Seat
A,	1
A,	2
	...
A,	24
B,	1
B,	2
	...
B,	24

However, if you would enter a line like ‘A, 1-24’ all 24 seats in row A are included. Likewise, row B could be entered on a line as ‘B, 1-24’. **numberED** will use the dash ‘-’ character to mean ‘to include all the seats in between’. Going even farther, you can enter all 48 seats in this example on one line as ‘A-B, 1-24’ (meaning all the rows from A to B and all the seats on each row from 1 through 24).

Using the dash character and a few other characters we can reduce the theater’s seating plan to 33 lines. [Examine the ‘AmbassTheater.csv’ file AND read the section of the **numberED** manual on Variable Data in the subsection addressing the special case of Row and Seat specification.]

Using the *NotePad* editor enter the following lines and save the file as ‘AmbassTheater.txt’ OR use a spreadsheet program like *Excel* entering the data as text in the first four cells of each row. Save the Excel data as a csv filetype – a text file – named ‘AmbassTheater.csv’. [Use of a spreadsheet program will make creation of a text file easier when you are substituting multiple values per form.]

You can skip these data entry options (we can use the one that came in the **numberED** install) OR enter the data below into *NotePad* and save as 'AmbassTheater.txt' OR

%Section,	%A,	%Row,	%Seat,	%P
[1,1]				
Orchestra Center, OrchCtr,	A,		101-106,	100
Orchestra Center, OrchCtr,	B,		101-108,	100
Orchestra Center, OrchCtr,	C-D,		101-110,	100
Orchestra Center, OrchCtr,	E,		101-111,	85
Orchestra Center, OrchCtr,	F,		101-112,	85
Orchestra Center, OrchCtr,	G,		101-113,	85
Orchestra Center, OrchCtr,	H-I,		101-114,	85
[1,2]				
Orchestra Center, OrchCtr,	J,		101-116,	85
Orchestra Right, OrchRight,	A-B,		2-12(2),	90
Orchestra Right, OrchRight,	C-D,		2-18(2),	90
Orchestra Right, OrchRight,	E,		2-20(2),	90
Orchestra Right, OrchRight,	F,		2-22(2),	90
Orchestra Right, OrchRight,	G,		2-24(2),	75
[2,1]				
Orchestra Right, OrchRight,	H,		2-26(2),	75
Orchestra Right, OrchRight,	I-J,		2-28(2),	75
Orchestra Left, OrchLeft,	A-B,		1-11(2),	90
Orchestra Left, OrchLeft,	C,		1-15(2),	90
Orchestra Left, OrchLeft,	D,		1-17(2),	90
Orchestra Left, OrchLeft,	E,		1-19(2),	90
[2,2]				
Orchestra Left, OrchLeft,	F,		1-21(2),	75
Orchestra Left, OrchLeft,	G,		1-23(2),	75
Orchestra Left, OrchLeft,	H-J,		1-25(2),	75
Dress Circle Center,DCirCtr,	AA BB,		101-114,	120
[3,1]				
Mezzanine Center,MezzCtr,	CC DD EE,		101-114,	110
Dress Circle Right,DCirRight,	AA BB,		2-24(2),	110
Mezzanine Right, MezzRight,	CC,		2-26(2),	95
[3,2]				
Mezzanine Right, MezzRight,	DD,		2-28(2),	95
Mezzanine Right, MezzRight,	EE,		2-24(2),	95
Dress Circle Left, DCirLeft,	AA,		1-21(2),	110
Dress Circle Left, DCirLeft,	BB,		1-23(2),	110
Mezzanine Left, MezzLeft,	CC,		1-25(2),	95
Mezzanine Left, MezzLeft,	DD,		1-27(2),	95
Mezzanine Left, MezzLeft,	EE,		1-23(2),	95

enter the data below into *Excel* and save as 'AmbassTheater.csv'.

	A	B	C	D	E
1	%Section	%A	%Row	%Seat	%P
2	[1,1]				
3	Orchestra Center	OrchCtr	A	101-106	100
4	Orchestra Center	OrchCtr	B	101-108	100
5	Orchestra Center	OrchCtr	C-D	101-110	100
6	Orchestra Center	OrchCtr	E	101-111	85
7	Orchestra Center	OrchCtr	F	101-112	85
8	Orchestra Center	OrchCtr	G	101-113	85
9	Orchestra Center	OrchCtr	H-I	101-114	85
10	[1,2]				
11	Orchestra Center	OrchCtr	J	101-116	85
12	Orchestra Right	OrchRight	A-B	2-12(2)	90
13	Orchestra Right	OrchRight	C-D	2-18(2)	90
14	Orchestra Right	OrchRight	E	2-20(2)	90
15	Orchestra Right	OrchRight	F	2-22(2)	90
16	Orchestra Right	OrchRight	G	2-24(2)	75
17	[2,1]				
18	Orchestra Right	OrchRight	H	2-26(2)	75
19	Orchestra Right	OrchRight	I-J	2-28(2)	75
20	Orchestra Left	OrchLeft	A-B	1-11(2)	90
21	Orchestra Left	OrchLeft	C	1-15(2)	90
22	Orchestra Left	OrchLeft	D	1-17(2)	90
23	Orchestra Left	OrchLeft	E	1-19(2)	90
24	[2,2]				
25	Orchestra Left	OrchLeft	F	1-21(2)	75
26	Orchestra Left	OrchLeft	G	1-23(2)	75
27	Orchestra Left	OrchLeft	H-J	1-25(2)	75
28	Dress Circle Center	DCirCtr	AA BB	101-114	120
29	[3,1]				
30	Mezzanine Center	MezzCtr	CC DD EE	101-114	110
31	Dress Circle Right	DCirRight	AA BB	2-24(2)	110
32	Mezzanine Right	MezzRight	CC	2-26(2)	95
33	[3,2]				
34	Mezzanine Right	MezzRight	DD	2-28(2)	95
35	Mezzanine Right	MezzRight	EE	2-24(2)	95
36	Dress Circle Left	DCirLeft	AA	1-21(2)	110
37	Dress Circle Left	DCirLeft	BB	1-23(2)	110
38	Mezzanine Left	MezzLeft	CC	1-25(2)	95
39	Mezzanine Left	MezzLeft	DD	1-27(2)	95
40	Mezzanine Left	MezzLeft	EE	1-23(2)	95
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What are those other lines in the file - %Section..., [1,1] and [1,2]? The first line contains names of data fields '%Section', '%A', '%Row', '%Seat', and '%P' which are created here and will be used in **numberED** wherever the theater data is to be referenced and printed. The names %Row and %Seat are necessary if you use the special characters that allow seating shorthand. The other names could be different. We used %Section to name the field that contains unabbreviated section names. %A is the name of the field that contains abbreviated section names. And %P is the field that contains the price we will charge for seats described by the line.

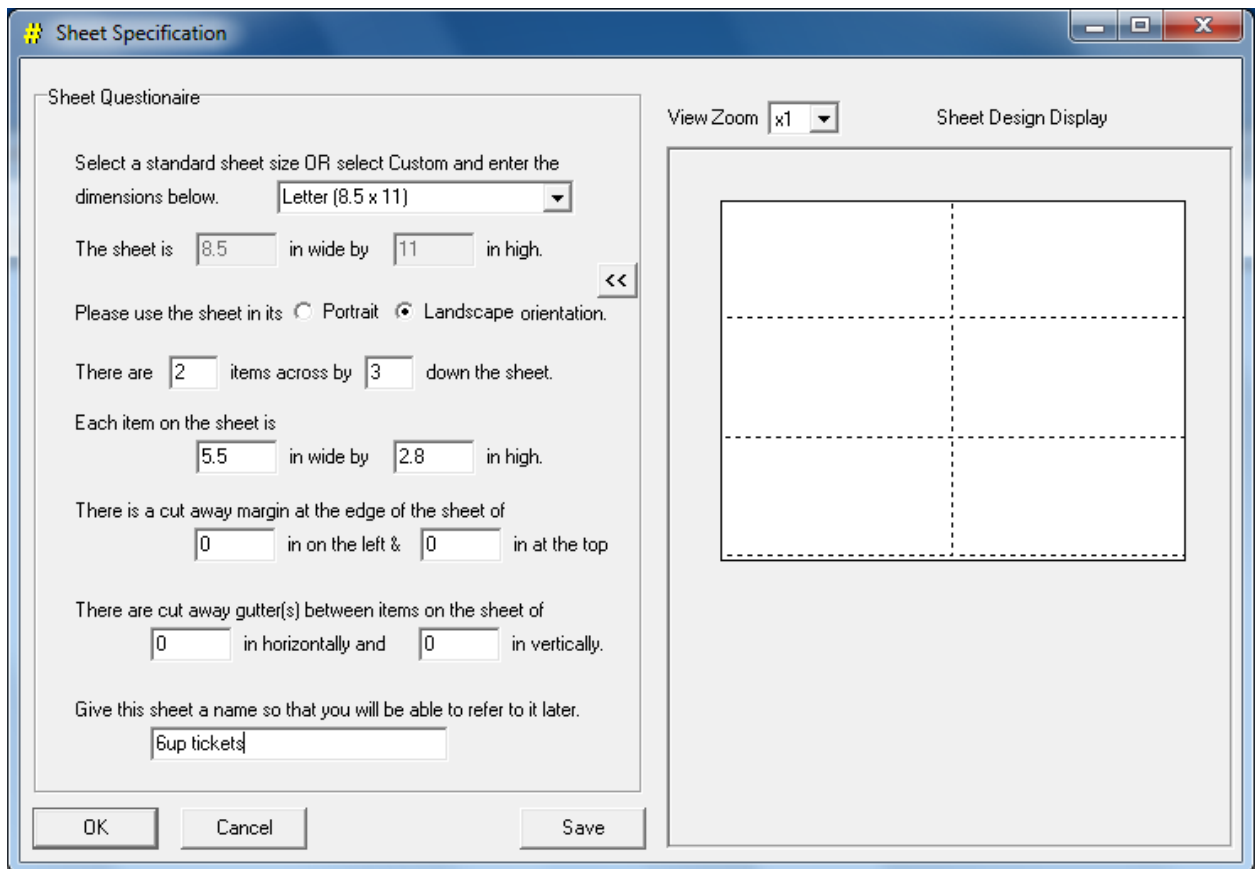
Our sheets will contain 6 invitations each when they print – there are 3 row of tickets, each holding 2 tickets. The theater data we want to print must be organized into 6 lists – a list for each of the 6 ‘piles’ of tickets that will be created when the sheets print. The 6 tickets on each sheet are in positions [1,1], [1,2], [2,1], [2,2], [3,1], and [3,2] of the sheet [row,column]. These [row,column] values must precede the data lines that are to be printed on the tickets in that position of the sheet.

2. Now we go to **numberED** to setup and complete this job.



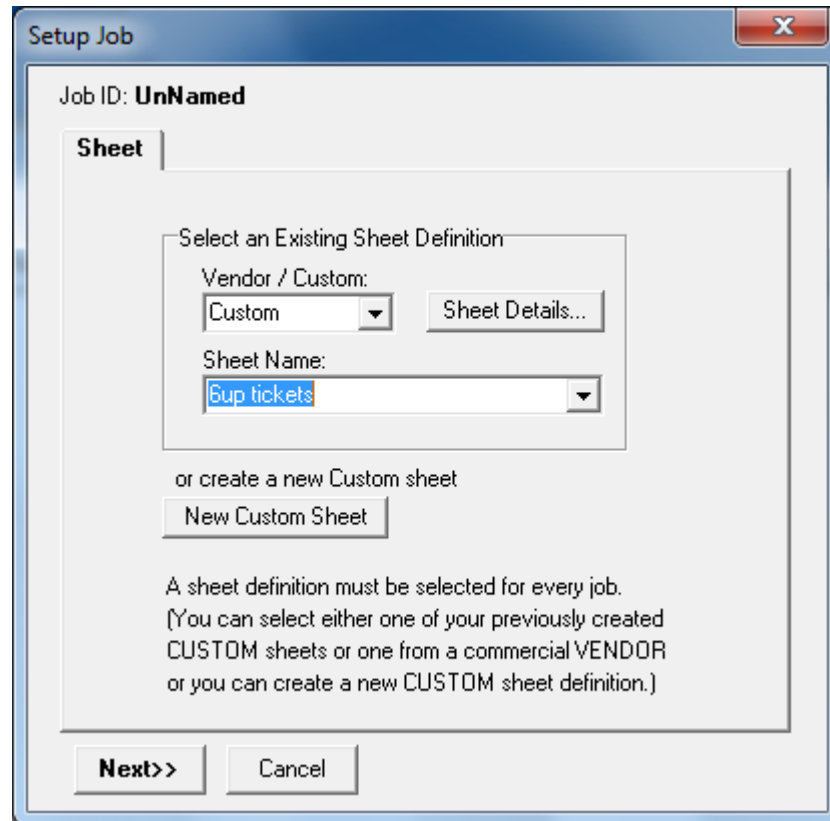
3. We need to define the sheet layout for **numberED**.

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 3 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 2.8 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 *6-up tickets*. 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.

4. 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 *6-up tickets* 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*.

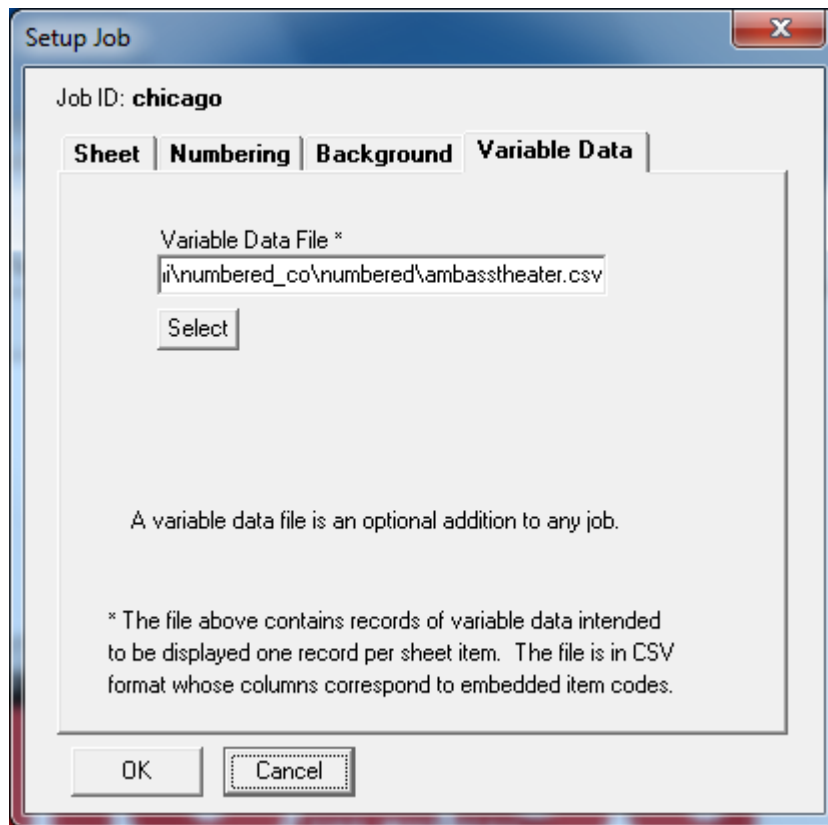


5. For this job, we will not be using the numbering capabilities of **numberED**, so select *None* for the *Type of Numbering* on the *Numbering* tab. We are going to print 100 sheets that will result in 600 tickets. [Some ticket positions on a sheet will not contain 100 tickets – due to the way we divided the variable data into sections.] Enter 100 into the *unique* field.

The screenshot shows a dialog box titled "Setup Job" with a close button (X) in the top right corner. The "Job ID" is "UnNamed". There are two tabs: "Sheet" and "Numbering", with "Numbering" selected. Under "Type of Numbering", there is a "Select one..." label and four radio button options: "None" (selected), "Normal", "Book&Page", and "CheckDigit". To the right of these options is explanatory text: "The selection you make here determines the type of numbers used in your job. Some types will need a bit more info from you." Below this is a "Sheet Details..." button. The "Sheet Count" section has three input fields: "unique:" with the value "100", "copies:" with the value "1", and "total:" with the value "100". To the right of these fields is explanatory text: "'unique' count is the minimum number of sheets needed to print all of your numbered items once." and "'copies' is a count of how many sheets are to be printed for each unique sheet." At the bottom of the dialog are two buttons: "Next>>" and "Cancel".


Then click *Next* twice to display the *Variable Data* tab.

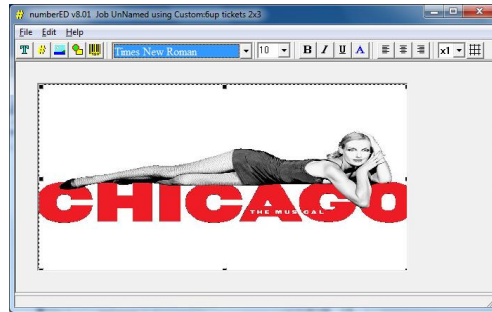
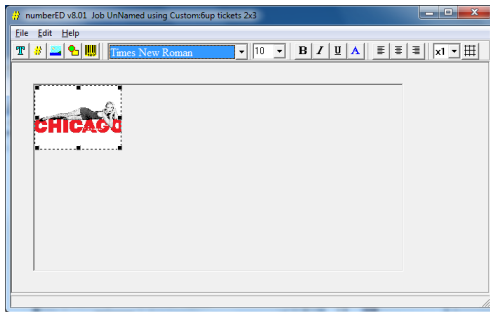
- Using the *Variable Data Select* button, select the variable data file you created in step 1 above.




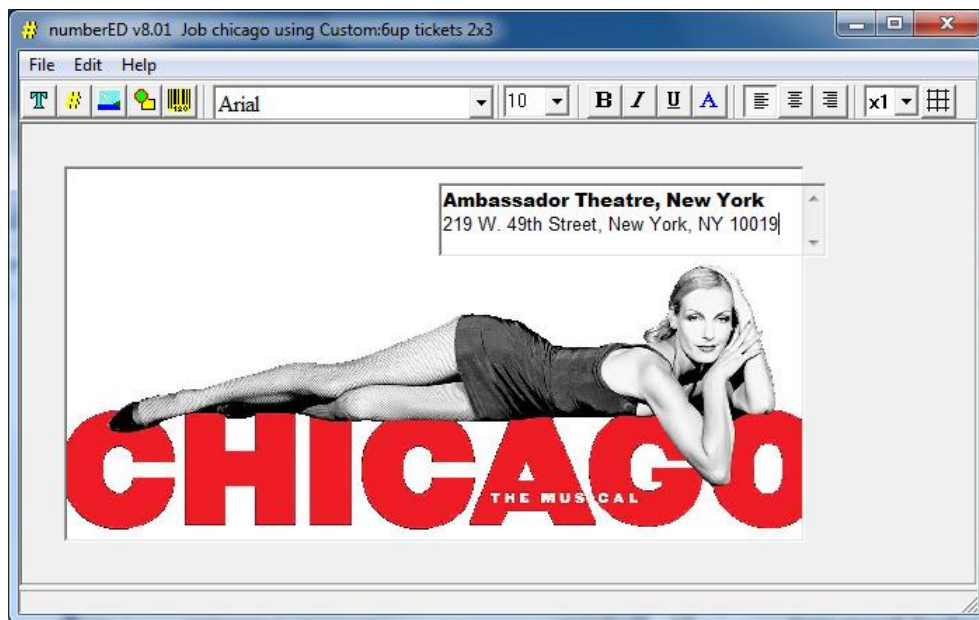
Click the *OK* button and return to the main **numberED** window that now contains an empty 5.5x2.8 rectangle in which the ticket must be composed.

- We will now add content to the ticket form.

8. We are going to use an image to cover the ticket (beneath all the ticket text). Click on the image button  and select the 'chicago.jpg' file from the **numberED** install directory (or use your own image). It should appear in the upper left of the ticket area. Use the drag blocks to widen the image to fill the ticket area.



9. We need to create the text for the ticket. So we start by clicking on the *Text* block button  on the tool bar. Use the drag boxes on the text block that appears to make it large enough for the text. Then double-click in the block to open it for editing. Enter text similar to the example below. The ticket should look something like:



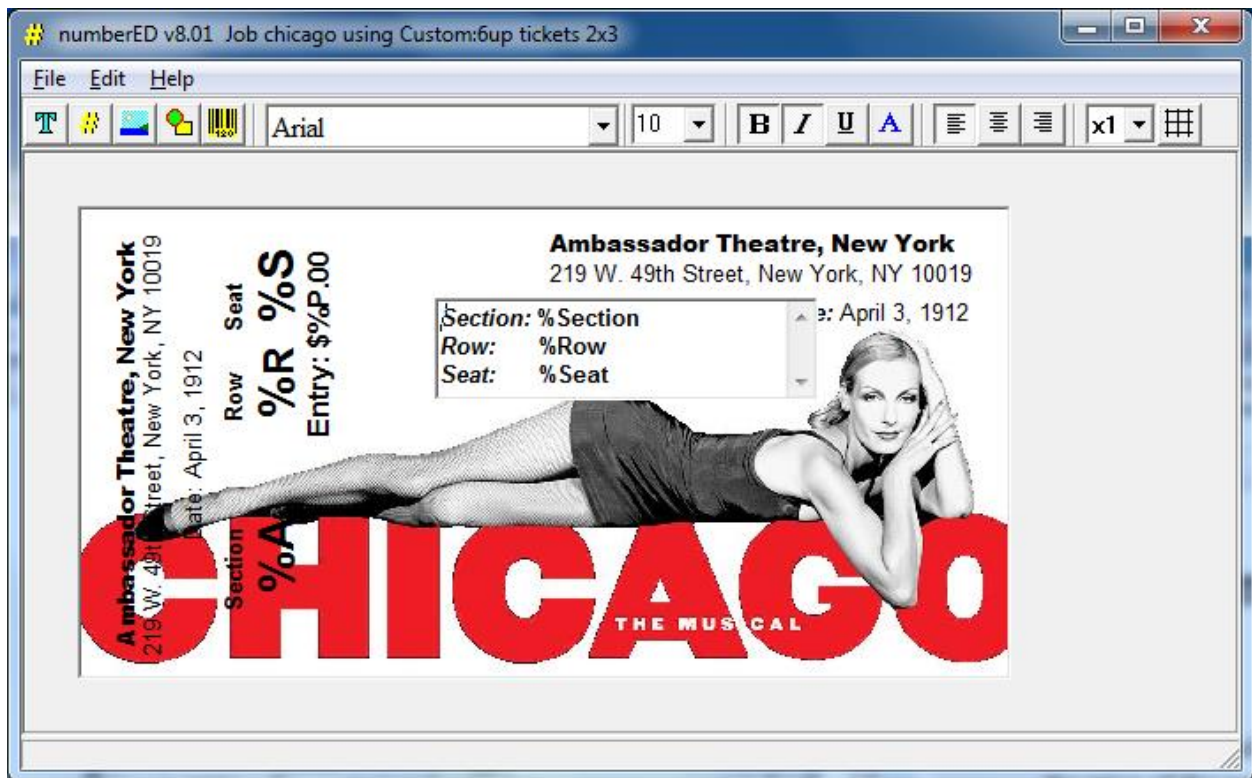
Right click on the text block and choose *Close and Save*. You can add the additional text to the ticket using multiple text blocks OR skip them and go to the next step where we will enter the variable data references.

10. Now we are going to add to the ticket the name of a variable data file field that references the full section name (%Section). Click on the *Number* block button # on the tool bar. Drag the number block that appears to the area of the ticket beneath the theater name. Use the drag boxes on the number block to make it large enough for the text. Then double-click in the block to open it for editing. Enter text similar to this:


**Section: %Section**  
**Row: %Row**  
**Seat: %Seat**

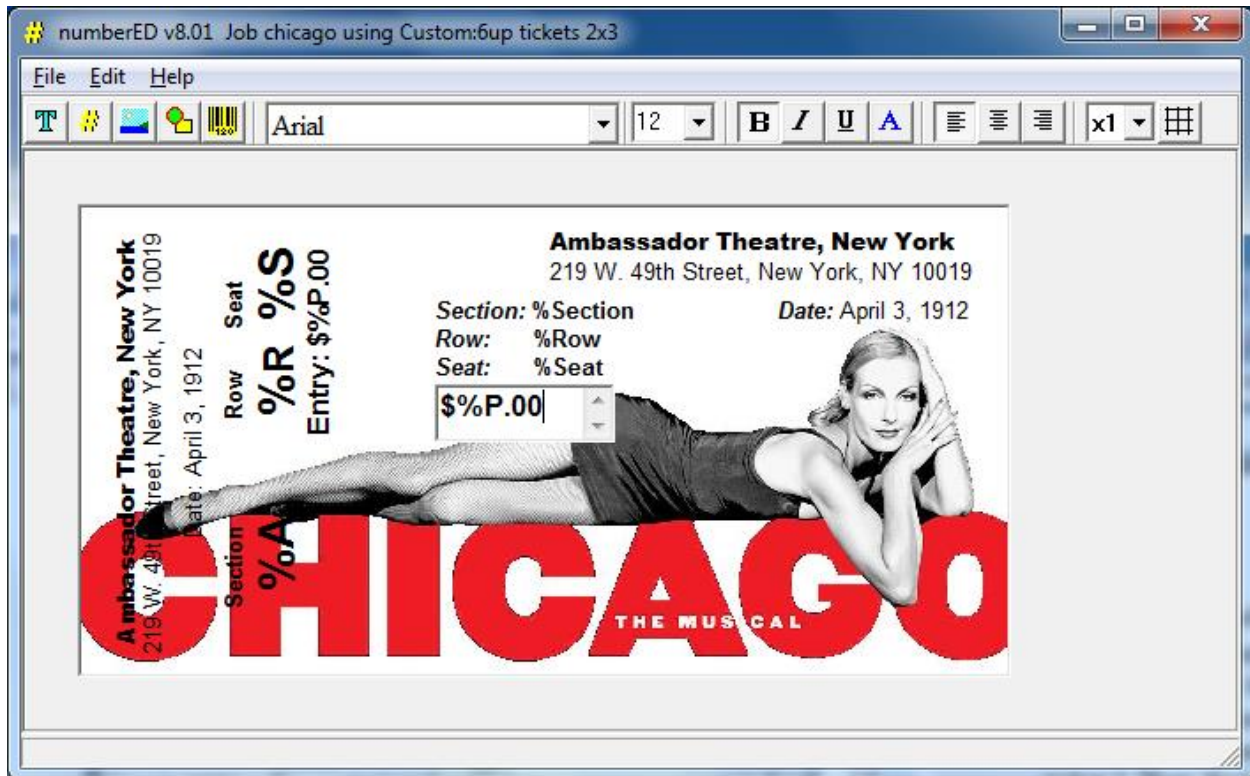
Continue typing to add all three lines of text. [We use a *Number* block because **numberED** does its numbering and variable data substitutions in number blocks.] **numberED** will read data lines from the variable data file and take field data from the line(s) substituting that field data into the ticket wherever it finds a field name.

The ticket should look something like:



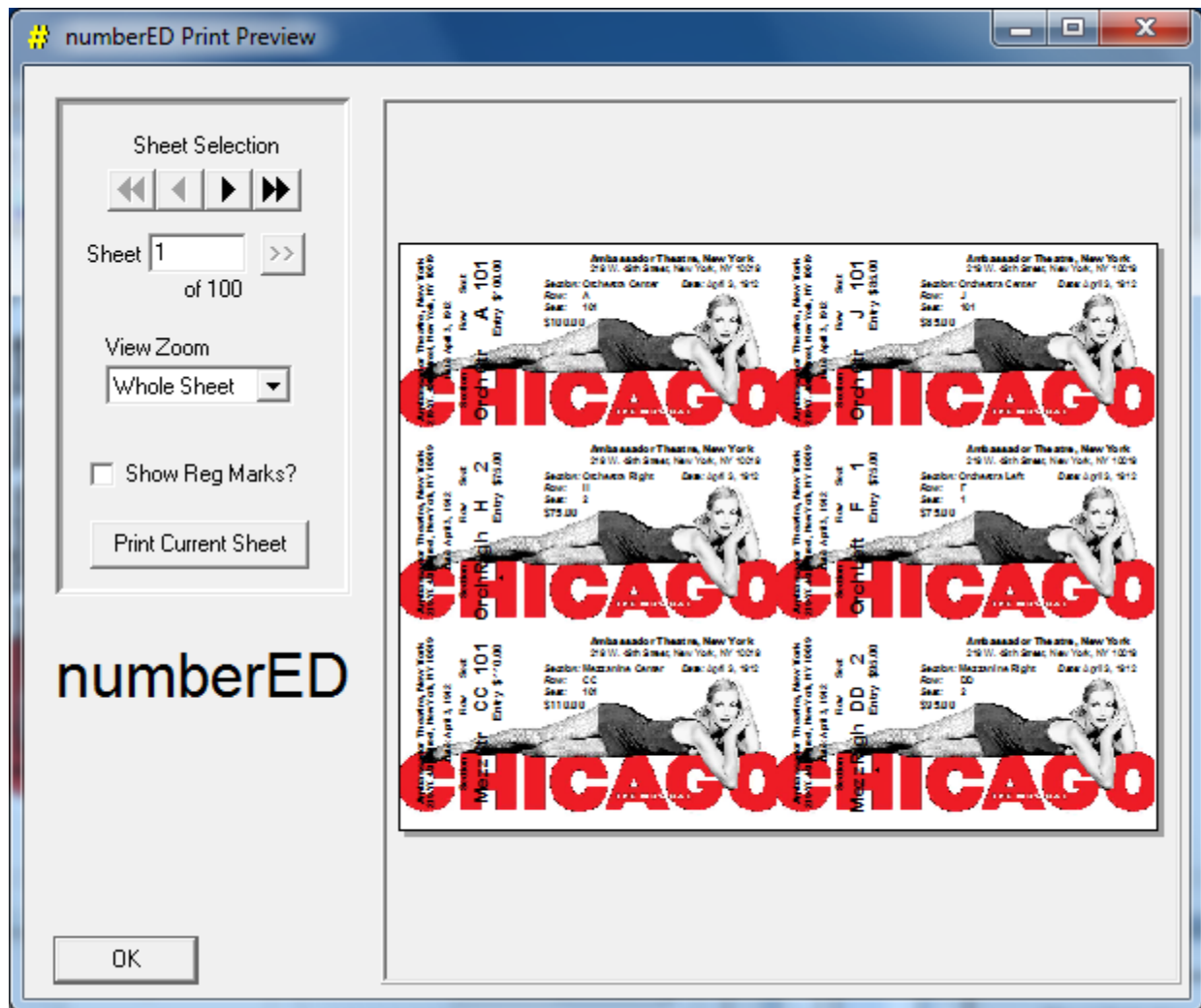
Right-click on the block. Chose the *Close and Save* option to keep the text entered.

- We are going to add to the ticket the name of a variable data file field that references the price of the seat (%P). Click on the *Number* block button  on the tool bar. Drag the number block that appears to the area of the ticket beneath the section, row and seat entered in the prior step. [We could have typed it into the prior number block, but we are just creating another block to show that you can have number blocks all over the ticket.] Then double-click in the block to open it for editing. Type '\$%P.00' into this new number block (don't type the 's).



- Right click on the number block and choose *Close and Save*. You can add the additional text to the ticket stub using multiple number blocks OR skip them. [You can also open the included **numberED** job 'chicago.tjb' and examine the contents of the blocks it contains.]

13. Test your ticket design and the row-seat sequence by previewing the job. 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.

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