I created a form in MS Publisher (or PageMaker, or …) and want to number it in one pass through the printer.
How do I get numberED to add those numbers?

This document describes the steps you would take to use **numberED** to add numbers to page content developed on other Windows programs.

We need an example page to use in this description. So let's use the following one. We want to add a unique number to each page printed in the lower left corner.

Let us assume that MS Publisher was used to compose the page (it could have been created by other programs). Since MS Publisher can output PDF files, we will use a PDF of this document.

[**numberED** can use the output of other Windows programs who can't produce PDFs. They can produce SPL files – via the **numberED** printer driver – please see the numberED manual for driver installation instructions and for SPL use.]

These instructions will assume use of a PDF file that contains your background. Please use any PDF file you may have on your PC for this tutorial.

We will be printing 5000 forms.

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 portrait orientation, so select the portrait button. Our form consumes the entire sheet, so set the *items across* to 1 and the *items down* to 1. The finished form width and height are entered into '*Each item on the sheet is* 8.5 *wide by* 11 *high*. There is no *top* or *side margin*, so both are set to zero. Our example layout has no waste between items on a sheet (because there is only one) 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 *Backform*. The completed new *Sheet Specification* dialog should look like the figure below. (Notice the display on the right shows the layout as specified.)
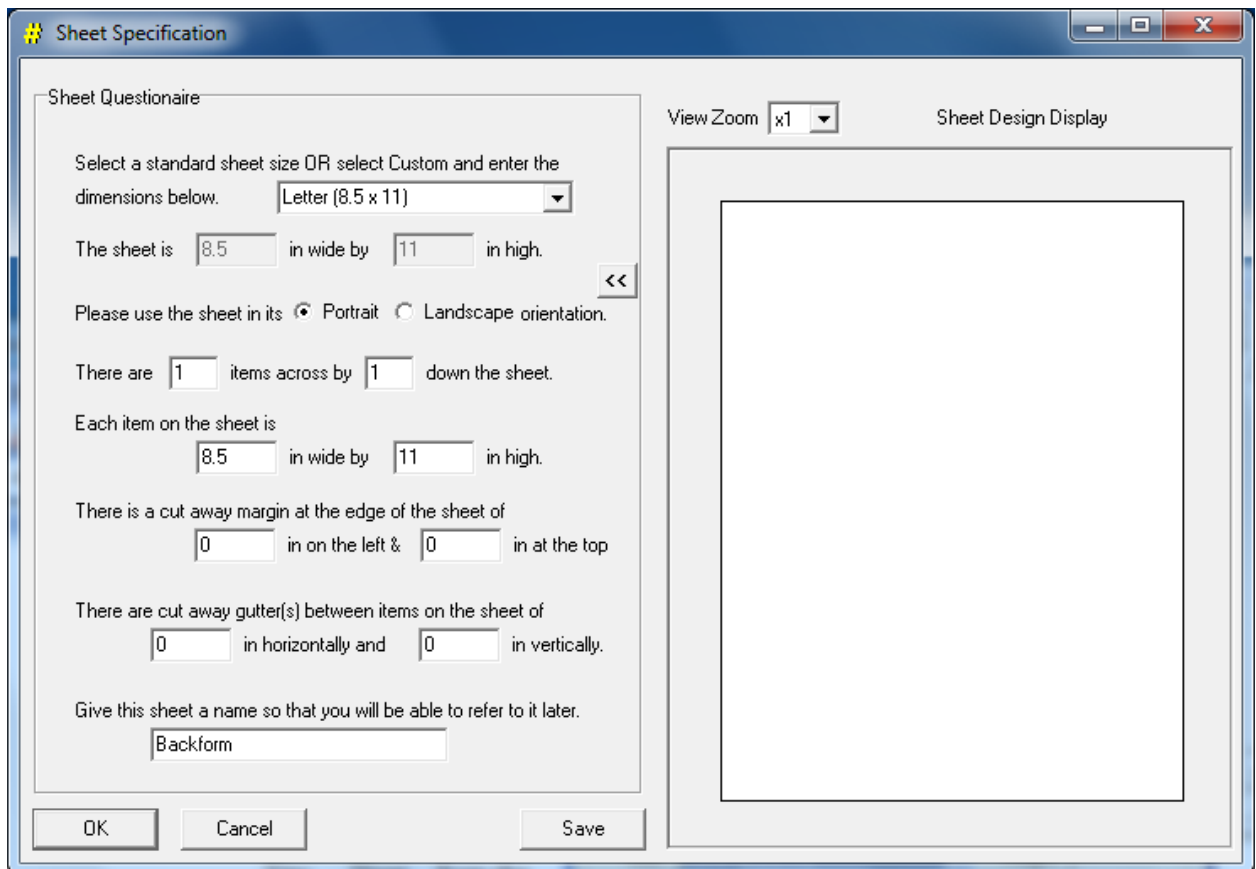

Then click *Save* to save this new specification. Finally click *OK* to return to the main **numberED** window.

2. Now we will setup the job (and make 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 *Backform* in the *Sheet Name* listbox. Make sure each choice is highlighted. The *Setup Job* dialog should look like the following:
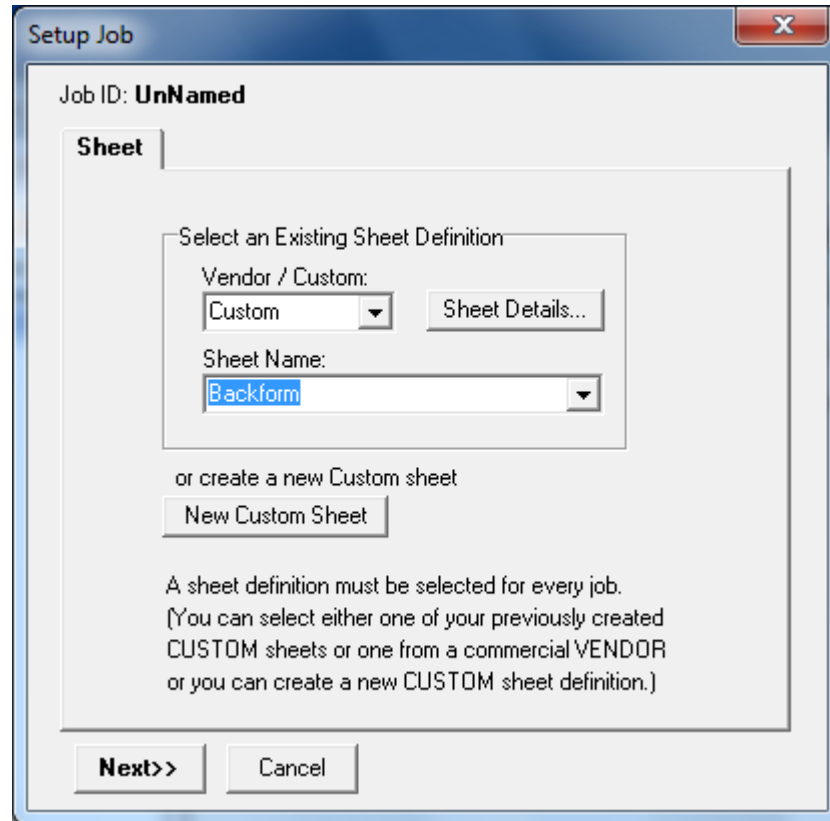
Then click *Next*.

3. We want forms to be numbered sequentially. Select the *Normal* button for sequential numbering. The Job Setup dialog will expand and now look like:
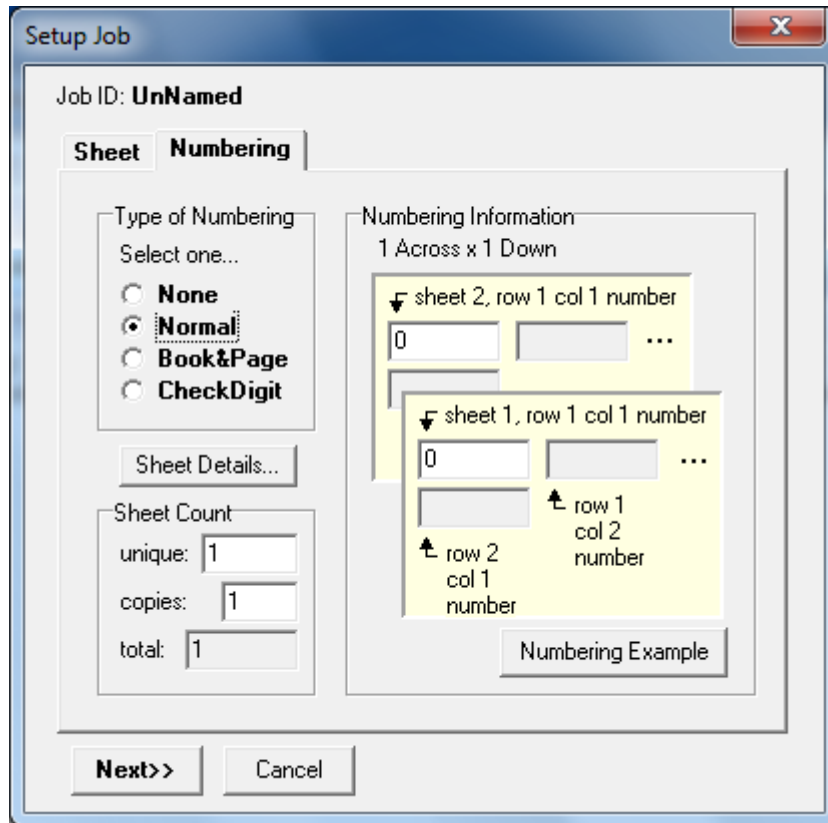
4. We can now indicate how we want numbers to be sequenced on the forms. In the *Numbering Information* section we can indicate what numbers are to appear on the first and second pages printed. From the original example job description, we see that the forms are to be numbered 1 through 5000. So we set
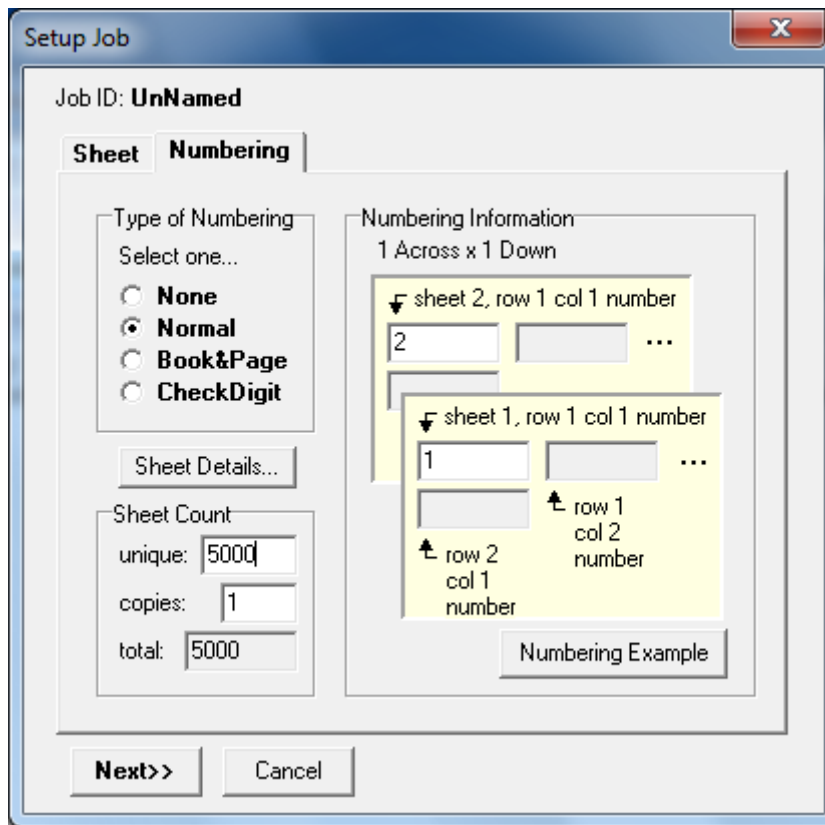
sheet 1, row 1 col 1 number   1

The form on sheet two should be numbered 2. So we set

sheet 2, row 1 col 1 number   2

We will be printing 5000 sheets; set *unique* to 5000.

The Job Setup dialog will now look like:

Then click *Next* to move along to the *Background* tab.

5. The Background tab displays a *Select* button for use in selecting the MS Publisher created form as a PDF file. Click *Select* and choose the PDF file holding your form. For this example we will assume it is file *ahima.pdf*.

The Job Setup dialog will now look like:
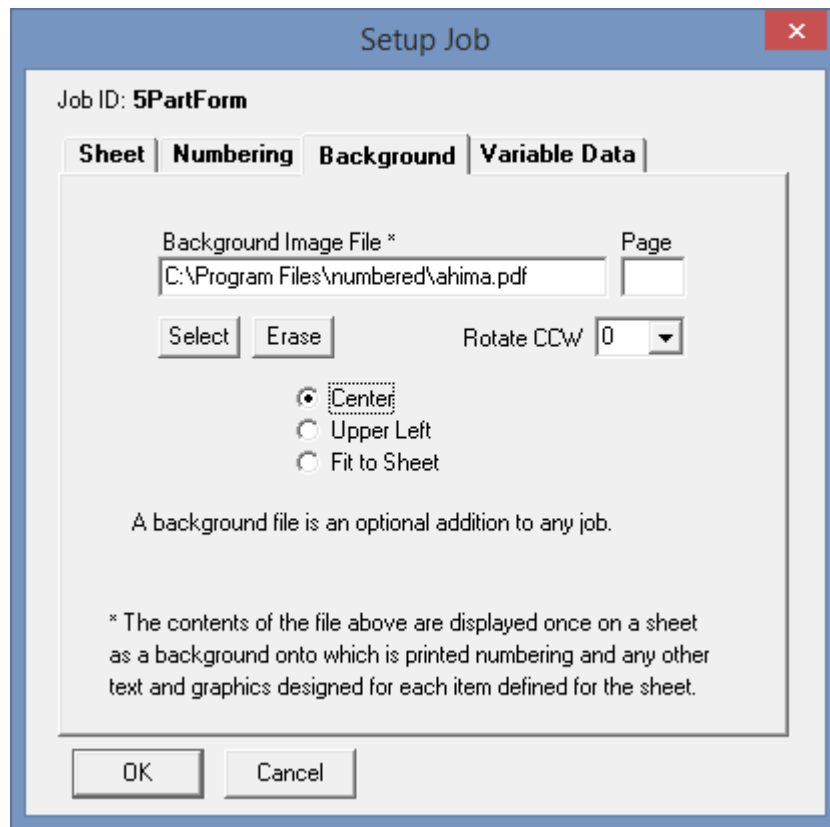
Finally click *Next* to reach the end of the *Setup Job* dialog. Then click OK to return to the main **numberED** window.

6. The main **numberED** window will now display a rectangle representing the entire sheet with the selected background file displayed. The upper left corner of the 8.5x11 sheet area is displayed in the main **numberED** window. It will look like:

7. Use the scroll bars to move to the lower left portion of the sheet area. Add a number block to the form by clicking on the Number (#) button on the tool bar. This drops a number block on the form. Move and stretch the number block approximately over its place on the lower-right side of the form (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 form's number.] For our sheet, enter a zero and five capital Xs, to indicate a six digit number (with leading zeros). You can add the text 'Control No.' as a first line in the number block, if you like. The edited number block should appear something like:

8. Close the number block (by right-clicking the block and choosing *Close and Save*) and save the form job by selecting *File, Save As…* (While **numberED** is unlicensed, the save will be an incomplete one.)

9. Test your numbering sequence by viewing the sheets prior to printing. Use the Print Preview dialog to look at any page of the job you have created before printing it. Select *File, Print Preview…*
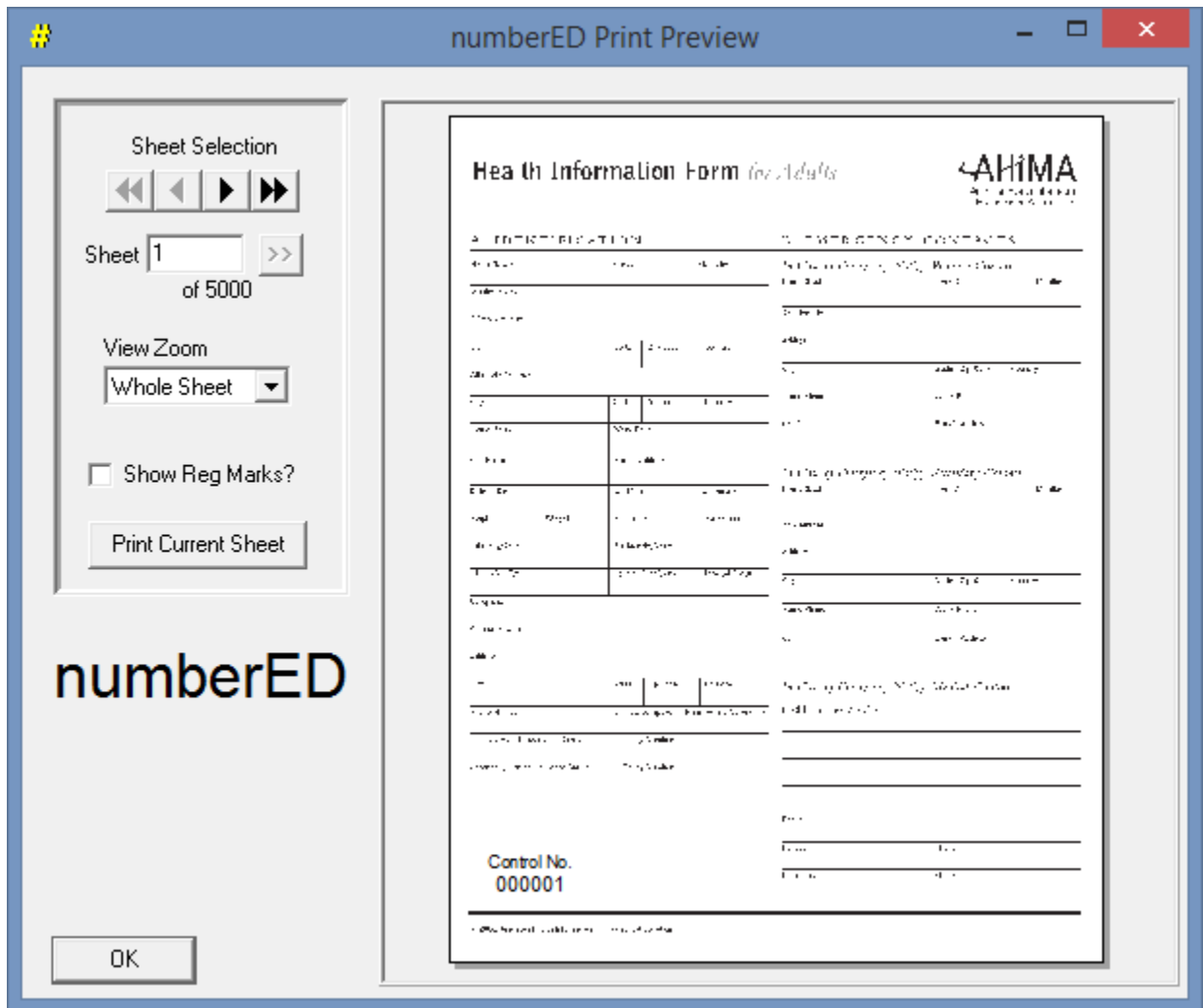
to change the size of the preview. Use the *Sheet Selection* buttons to sequence through the job before you print it.

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