



NumberingStar
Manual 3.0

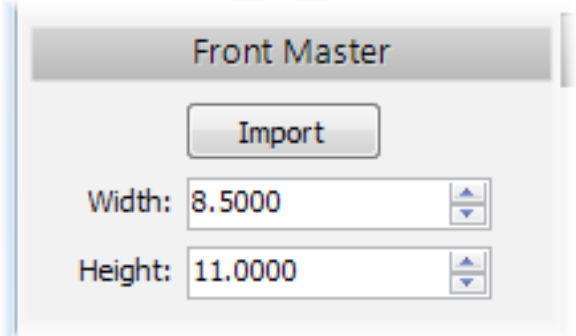
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QUICK START:

1. Choose a PDF file 'master' by clicking on the import button.
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. NumberingStar will then calculate the positions for every ticket on your sheet.*
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 NumberingStar will create your first numbered job!

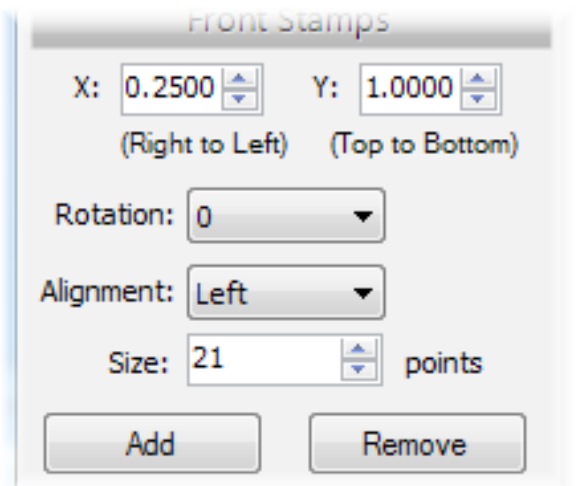


Front Master

Import

Width: 8.5000

Height: 11.0000



Front Stamps

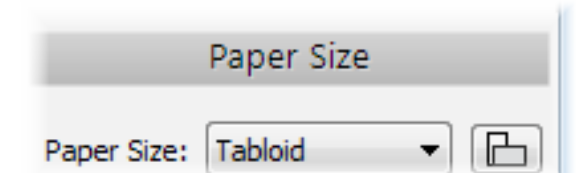
X: 0.2500 Y: 1.0000
(Right to Left) (Top to Bottom)

Rotation: 0

Alignment: Left

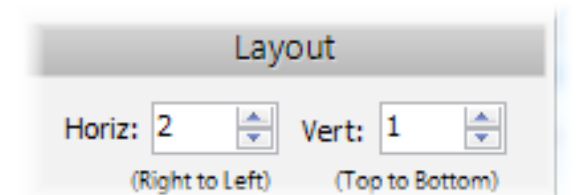
Size: 21 points

Add Remove



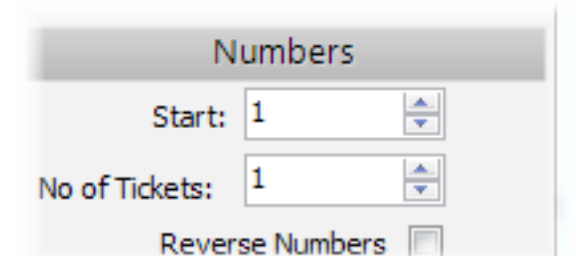
Paper Size

Paper Size: Tabloid



Layout

Horiz: 2 Vert: 1
(Right to Left) (Top to Bottom)

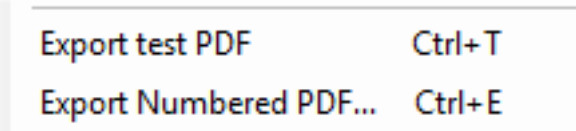


Numbers

Start: 1

No of Tickets: 1

Reverse Numbers



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

Introduction

NumberingStar is an advanced tool for creating pre-numbered PDF files. NumberingStar 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.

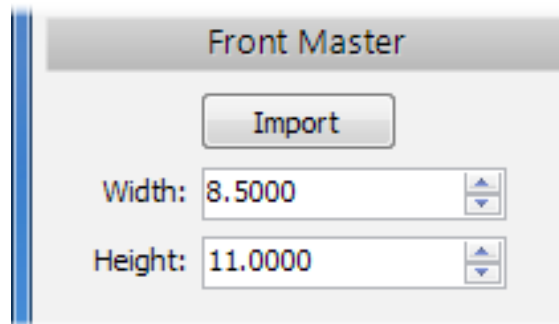


1. Ticket Import

To import a PDF to act as a master for your imposition click the import button and select your PDF in the open file dialog box.

Ticket Width and Ticket 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 ticket width and ticket height boxes.

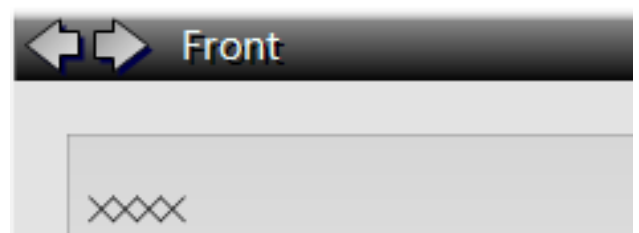


1.1 Front Back Arrows

NumberingStar can create double sided documents that can have numbers on any side.

To move between front and back pages just click the arrows.

NB: The size of the ticket is set by the file chosen for the front.



2. Trim

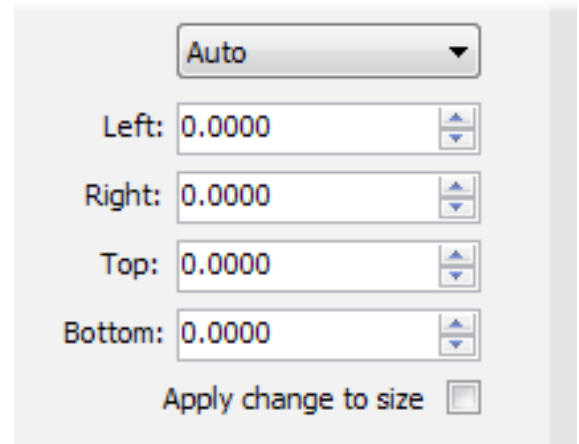
If 'Auto' is selected in the drop down menu NumberingStar will attempt to automatically detect the correct trim values using the trim data contained in the PDF file.

If the size of the imported PDF file is unexpected or incorrect try selecting a different option in the drop down menu.

NumberingStar also allows you to set a 'trim' area manually on your imported PDF.

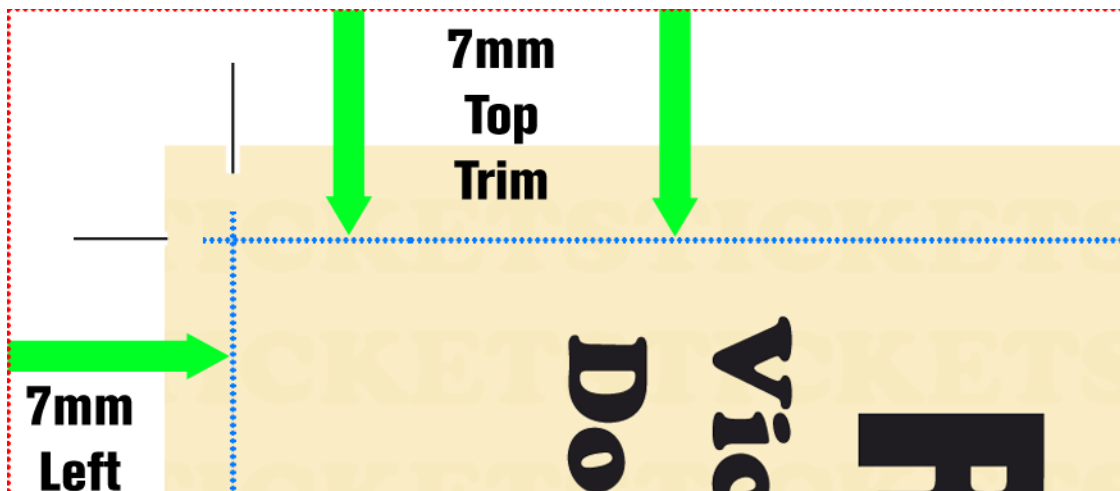
For example, using the sample in Figure 3, entering 7mm for each trim value would crop the PDF file into the trim marks.

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.



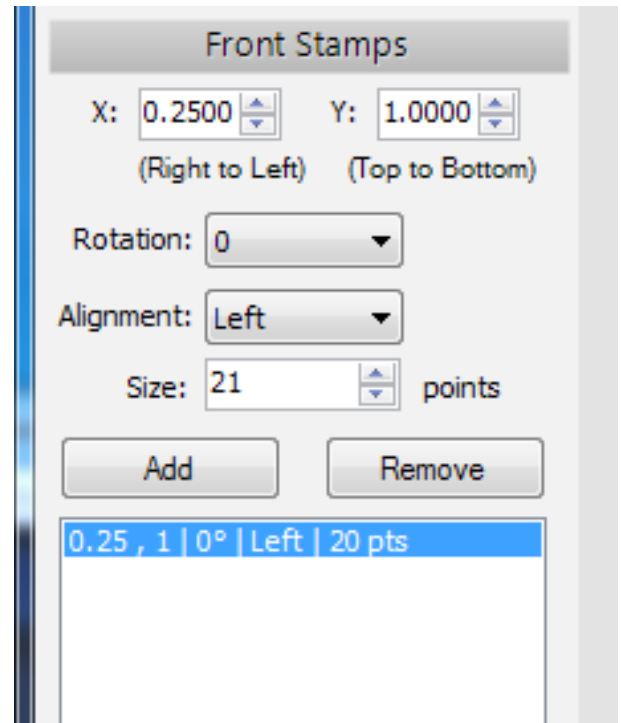
The screenshot shows a settings panel for trim values. At the top is a dropdown menu set to 'Auto'. Below it are four input fields for 'Left', 'Right', 'Top', and 'Bottom', each containing the value '0.0000'. To the right of each input field is a small up/down arrow icon. At the bottom of the panel is a checkbox labeled 'Apply change to size', which is currently unchecked.

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.

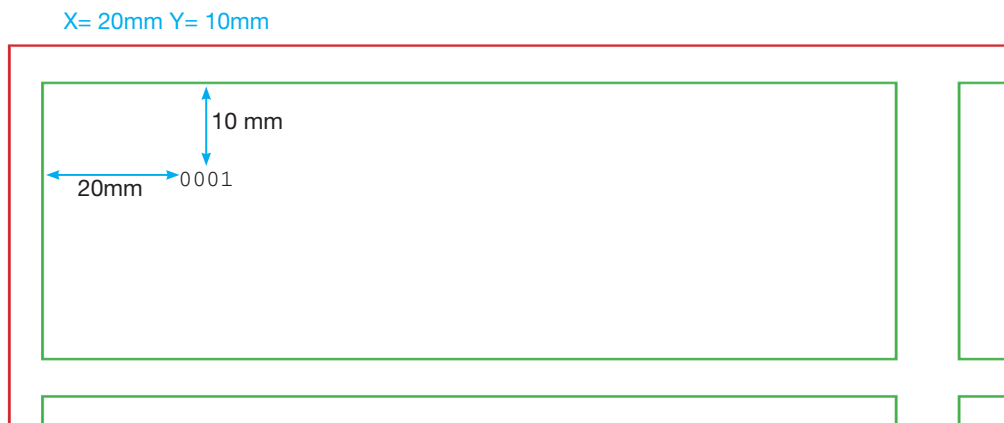


3.1 Stamp Position

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.

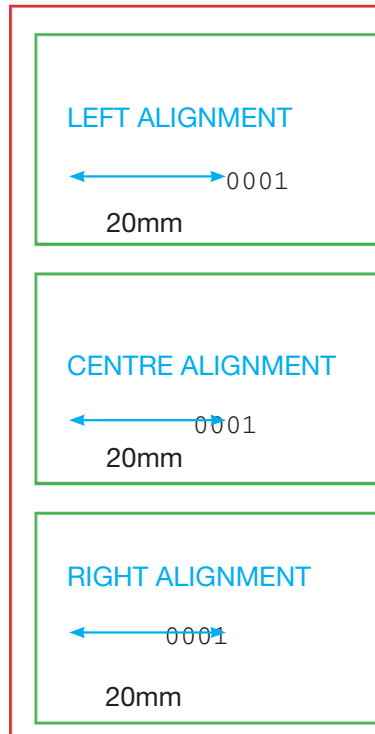


3.2 Stamp Rotation

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

Click '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

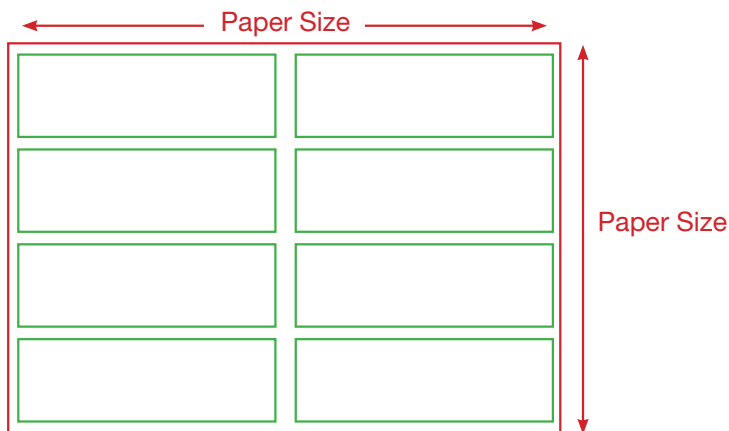
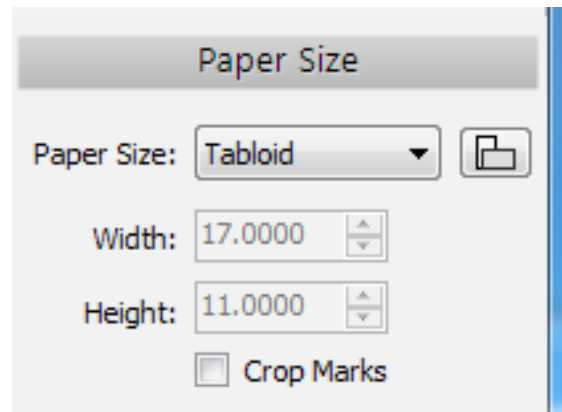
The 'Paper Size' is the size of paper you will be feeding through your printer.

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.

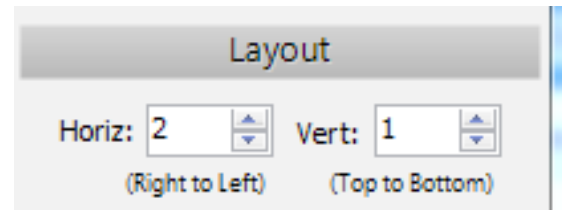
If you wish to print to a custom size not included in the menu. Select custom from the top of the menu and enter your width and height dimensions in the boxes below the menu.

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

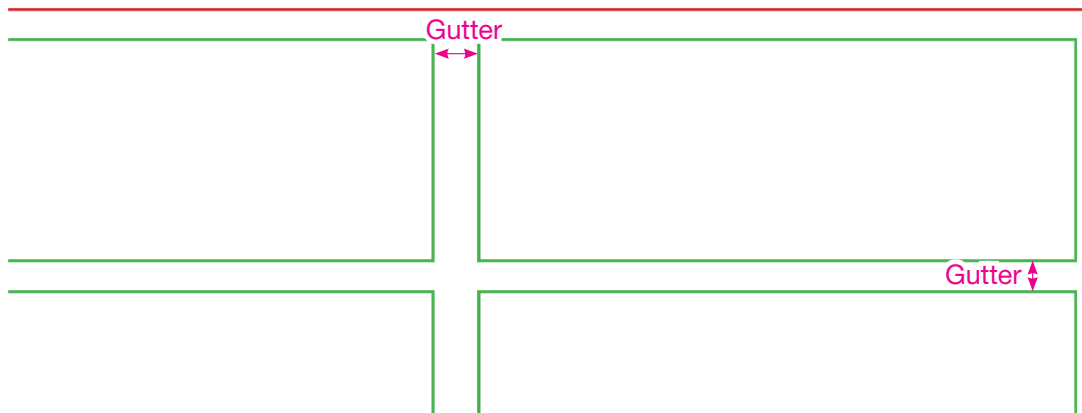
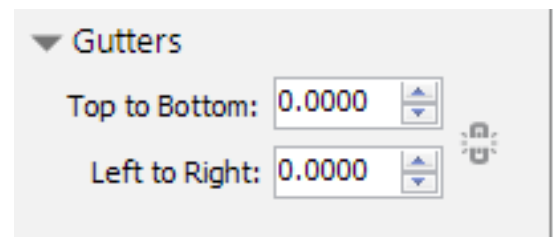


Vertical Count = 4

6. Gutter

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

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).

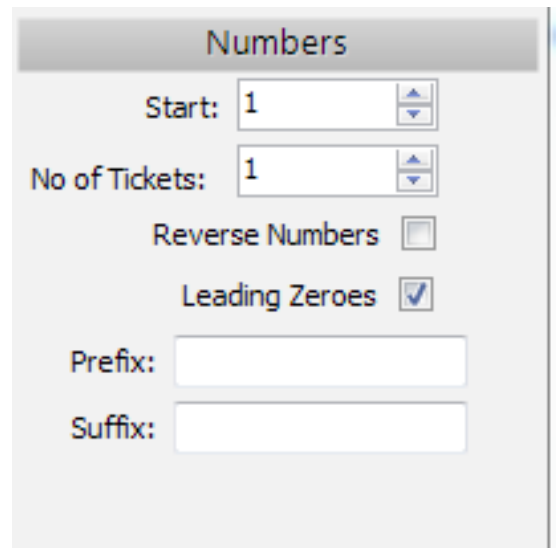
7.4 Leading Zeroes

This will add zeros to the numbers for visual consistency and for a more traditional look. That is, if your last number in the sequence is 1000 then all numbers will include 4 characters with zeroes prefixing the actual number e.g. 0001, 0002...0999 rather than 1,2...999.

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')



The image shows a software window titled "Numbers". It contains several configuration options:

- Start:** A numeric input field with the value "1" and up/down arrow buttons.
- No of Tickets:** A numeric input field with the value "1" and up/down arrow buttons.
- Reverse Numbers:** A checkbox that is currently unchecked.
- Leading Zeroes:** A checkbox that is currently checked.
- Prefix:** An empty text input field.
- Suffix:** An empty text input field.

Advanced Options:

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

The screenshot shows the 'Advanced Options' panel with three main sections: 'Blanks and Repeats', 'Sheet Offset', and 'Collation'.
- **Blanks and Repeats:** Contains three buttons: 'Add Repeat' (highlighted in blue), 'Add Blank', and 'Remove'. To the right is a large empty rectangular box.
- **Sheet Offset:** Features two spinners for 'Right' and 'Top', both set to '0.000'. Below this is the 'Numbers Direction' section with two radio buttons: 'Left to Right' (selected) and 'Right to Left'.
- **Collation:** Contains three radio buttons: 'Collated Set' (selected), 'Uncollated', and 'Multiple Sets'.

8. Blanks and Repeats

NumberingStar 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.

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.

This close-up shows the 'Blanks and Repeats' section with the 'Add Repeat' button highlighted in blue, and the 'Add Blank' and 'Remove' buttons below it. A large empty rectangular box is to the right.

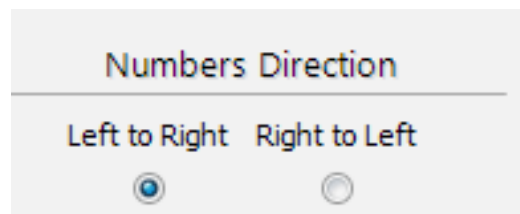
9. Sheet Offset

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.

This close-up shows the 'Sheet Offset' section with two spinners for 'Right' and 'Top', both set to '0.000'.

10. Numbers Direction

Determines which direction across the page the number sequence ascends.



The screenshot shows a settings panel titled "Numbers Direction". Below the title is a horizontal line. Underneath the line are two radio button options: "Left to Right" and "Right to Left". The "Left to Right" option is selected, indicated by a blue dot in the center of the radio button.

11. Collation

11.1 Collated Set

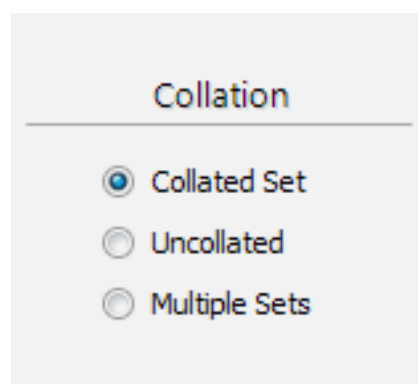
One collated set, e.g with a start number of 1 and total tickets 1000 this will create one “book” of tickets 1-1000 precollated and ready to trim.

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.



The screenshot shows a settings panel titled "Collation". Below the title is a horizontal line. Underneath the line are three radio button options: "Collated Set", "Uncollated", and "Multiple Sets". The "Collated Set" option is selected, indicated by a blue dot in the center of the radio button.

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.

