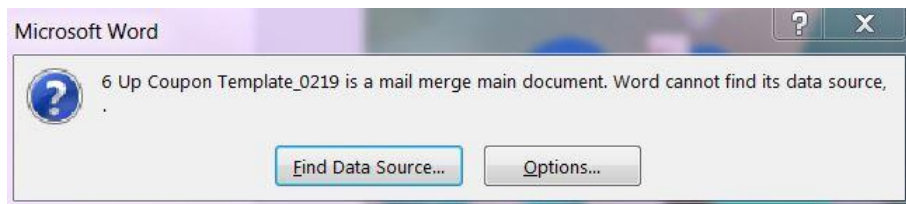
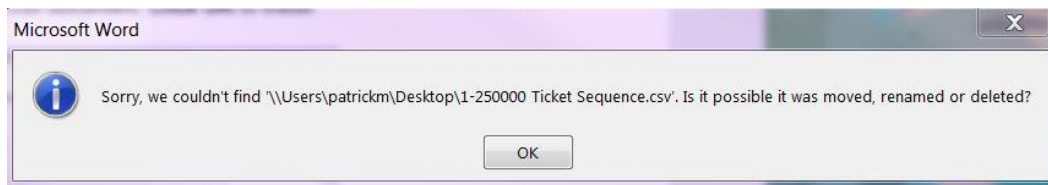
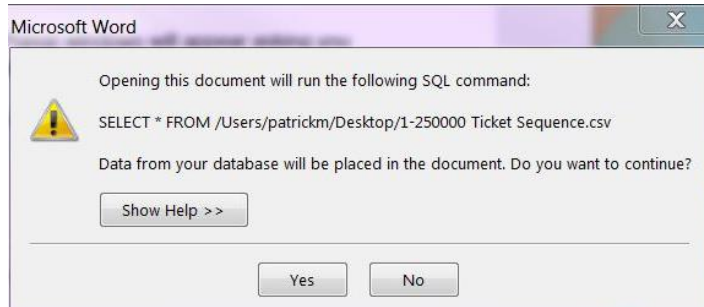
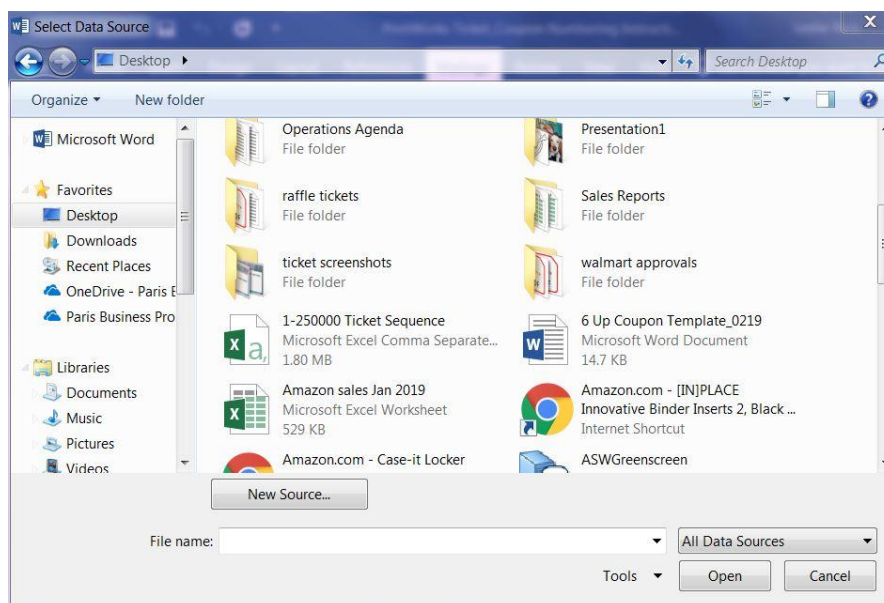


FOR PC USERS:

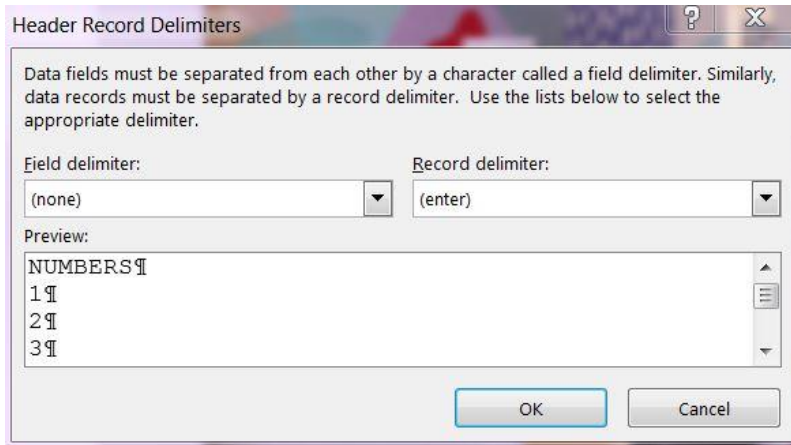
1. **Save the template document files (.csv and .docx) onto your computer in the same location.**
2. **Open the .docx template document in Microsoft Word.** Popup windows will asking you to import the 1-250000 Ticket Sequence.csv document. **Click Yes, Ok and Find Data Source....**



Select the 1-250000 Ticket Sequence.csv document and **click Open**



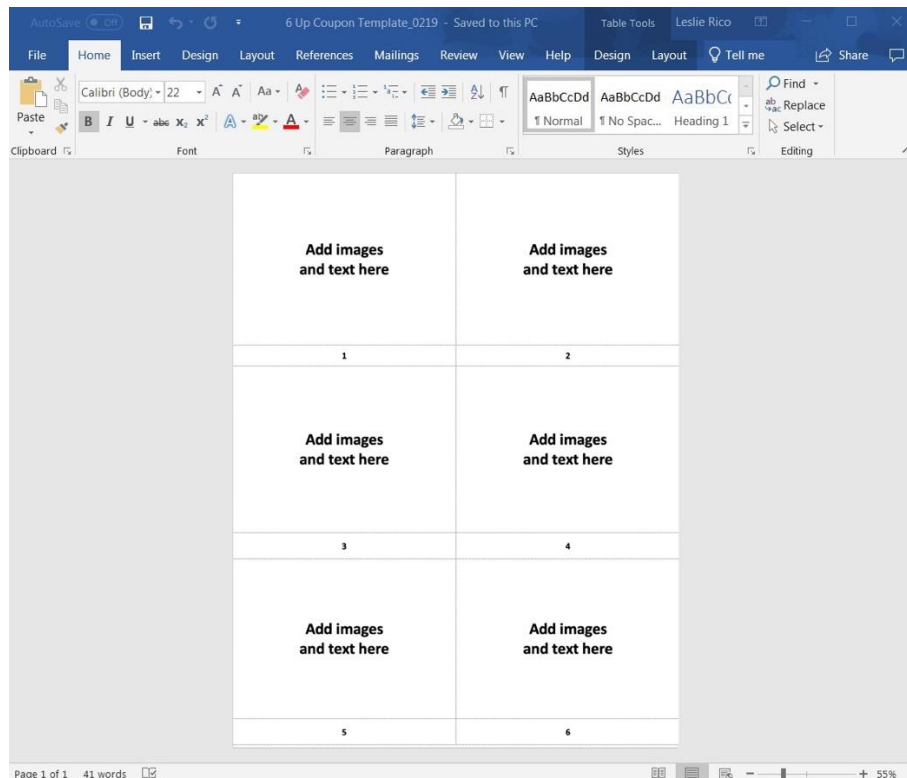
Then click **OK**.



Note: If you do not have Microsoft Word or similar installed on your computer, you can use free online word processing software such as Open Office or Google Docs.

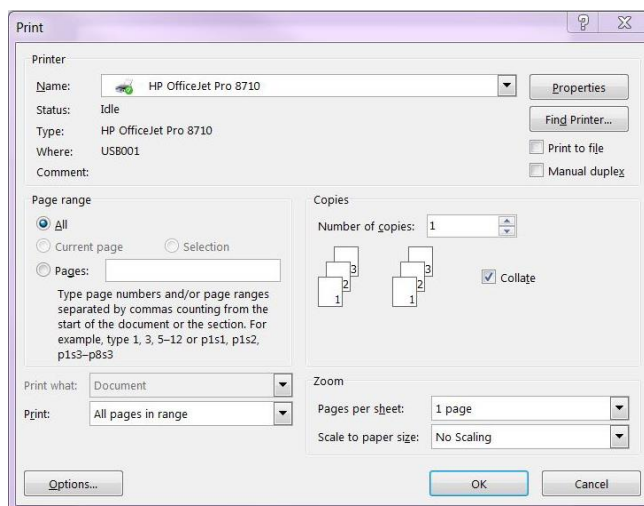
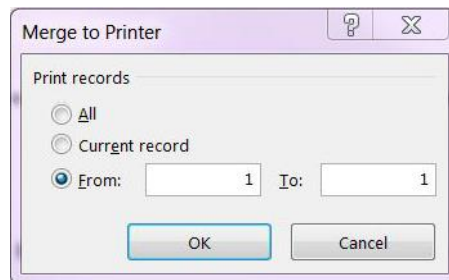
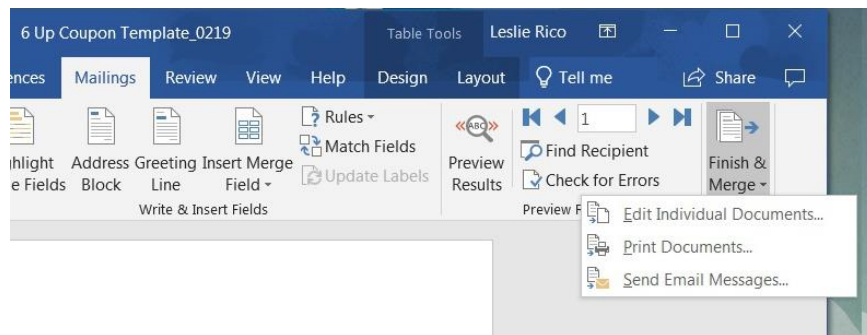
3. The template document includes **a table with areas to add your text and images and areas with special coded numbers** that automatically generate based on your criteria. If your table gridlines are not showing, go to the **Layout tab** and **click View Gridlines**.

Note: You can change the font and size of the numbers if you wish, although you may have to adjust the cell size. Do not change the numbers themselves as it will prevent your numbering sequence from working when you go to print.





4. **Create your design by adding text and/or images into the table cells.** Alternatively, you can create your design in textboxes and move them around as you wish.
5. Once you are happy with your page layout, it's time to **test print**.
 - **Load plain paper** into your printer
 - Go to the **Mailings** tab
 - **Click Finish & Merge**
 - **Click Print Documents**
 - A pop-up box will appear asking you what ticket numbers you would like to print. In this instance, just **type the number 1 in the From and To fields**. Then **click Print**.



- Once your test page has printed, **hold it up to your ticket paper to see if everything aligns correctly.**

6. Once you are happy with your page layout, it's time to **print your tickets**.

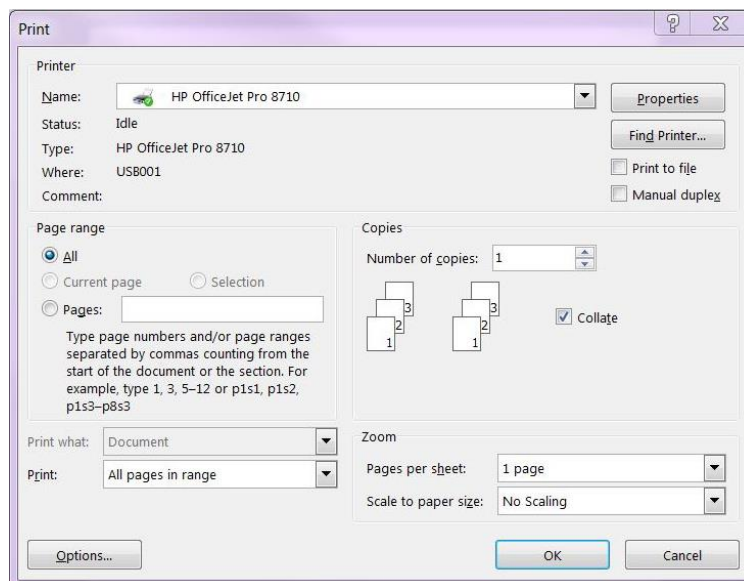
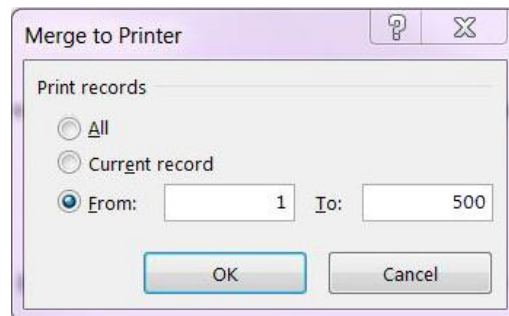
- **Load the ticket paper** into your printer.

Note: Make sure you have enough sheets to cover all of the tickets you will be printing. Also make sure the orientation of the paper is correct, so the design prints the correct way.

- **Go to the Mailings tab**
- **Click Finish & Merge**
- **Click Print Documents**, then **Print** in your printer settings.
- The pop-up box will appear asking you what ticket numbers you would like to print.

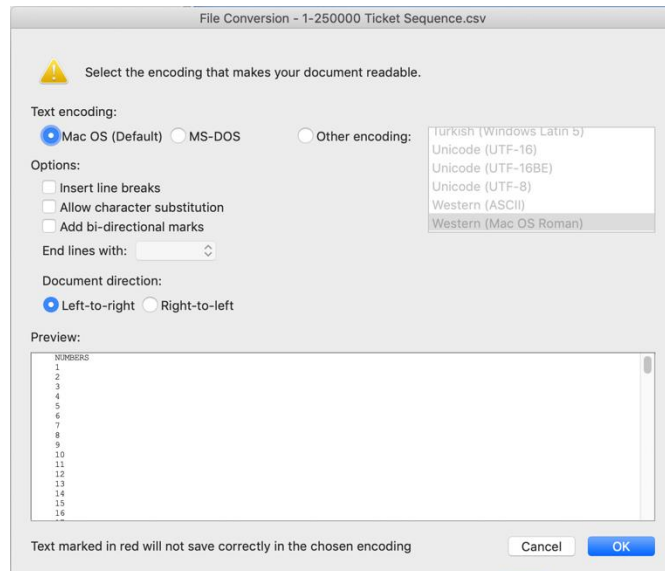
Type the numbers you would like your tickets to start from and end at. For example, 1 – 500 or 1,001 to 2,500. Then **click Print**.

Note: Your ticket numbers should end in a multiple of the tickets per sheet. For example, if you have 4 tickets per sheet, your end number should be divisible by 4 or it will print extra tickets to fill the page.



FOR MAC USERS:

1. **Save the template document files (.csv and .docx) onto your computer in the same location.**
2. **Open the .docx template document in Microsoft Word.** Popup windows will appear asking you to import the 1-250000 Ticket Sequence.csv document. **Click OK** to these.

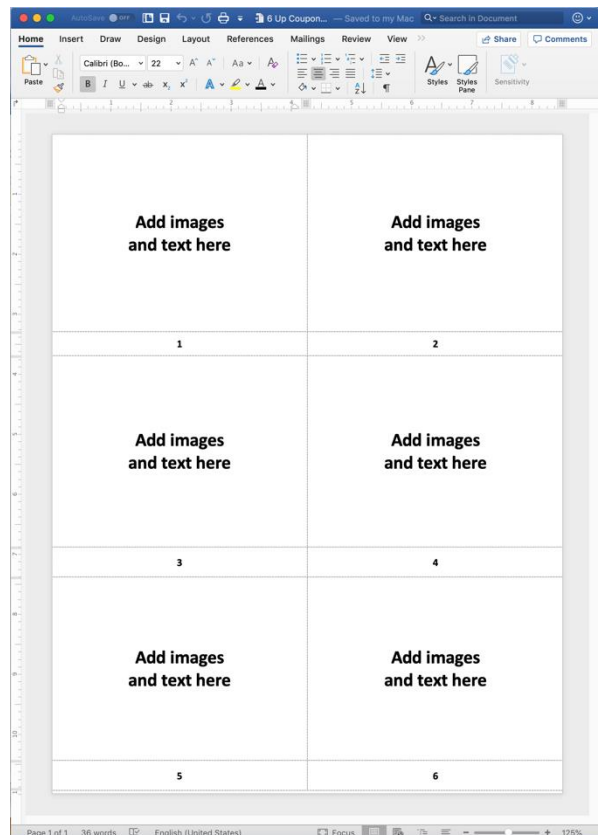


Note: If you do not have Microsoft Word or similar installed on your computer, you can use free online word processing software such as Open Office or Google Docs.

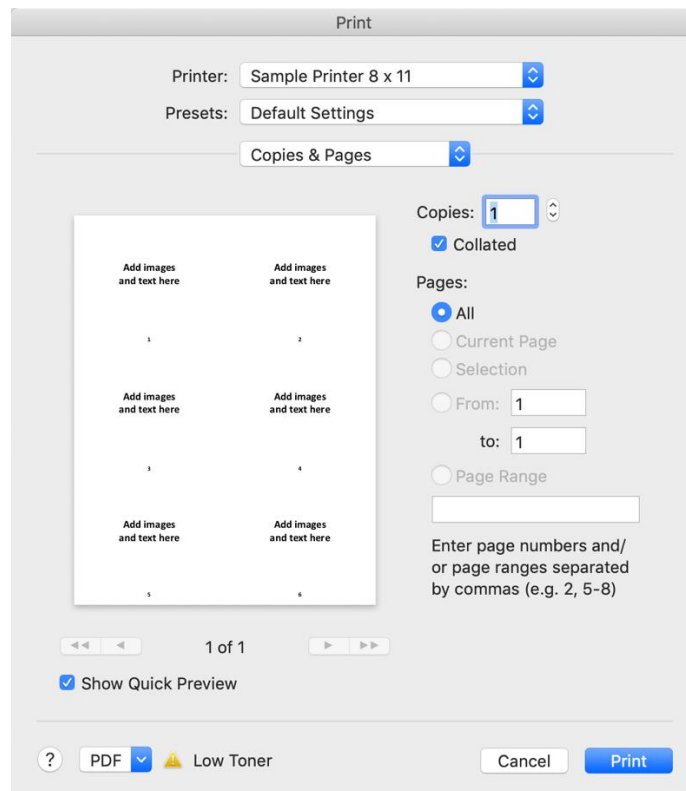
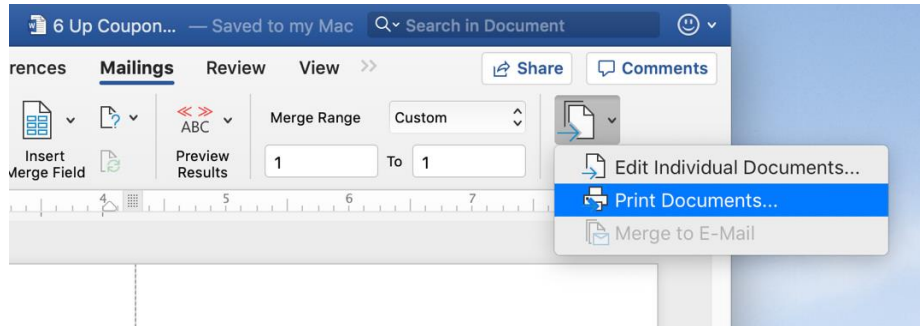
3. The template document includes **a table with areas to add your text and images and areas with special coded numbers** that automatically generate based on your criteria. If your table gridlines are not showing, go to the **Layout** tab and **click View Gridlines**.

Note: You can change the font and size of the numbers if you wish, although you may have to adjust the cell size. Do not change the numbers themselves as it will prevent your numbering sequence from working when you go to print.

4. **Create your design by adding text and/or images into the table cells.** Alternatively, you can create your design in textboxes and move them around as you wish.



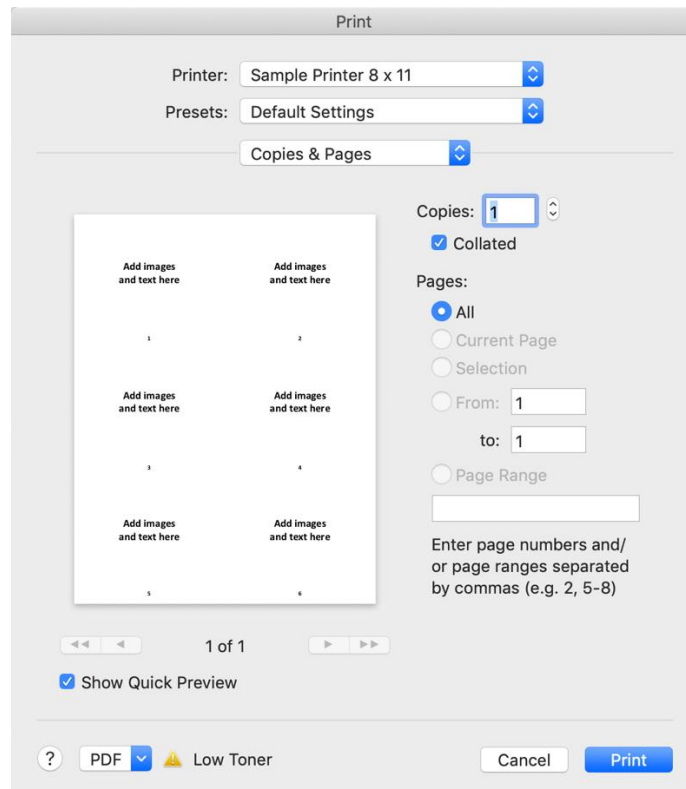
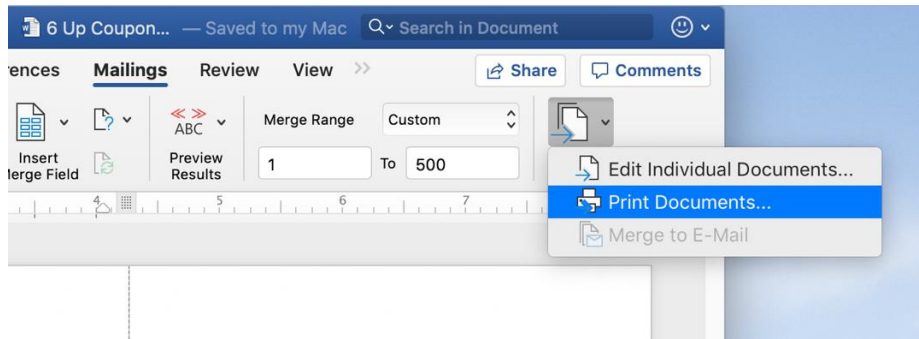
5. Once you are happy with your page layout, it's time to **test print**.
- **Load plain paper** into your printer
 - Go to the **Mailings** tab
 - Under **Merge Range**, select **Custom**
 - **Type 1 To 1** in the fields
 - **Click the dropdown arrow** next to **Finish & Merge**
 - **Click Print Documents**, then **Print** in your printer settings.



- Once your test page has printed, **hold it up to your ticket paper** to see if **everything aligns correctly**



6. Once you are happy with your page layout, it's time to **print your tickets**.
 - **Load the ticket paper** into your printer. *Note: Make sure you have enough sheets to cover all of the tickets you will be printing. Also make sure the orientation of the paper is correct, so the design prints the correct way.*
 - Go to the **Mailings tab**
 - Under **Merge Range**, select **Custom**
 - In the fields **type the numbers you would like your tickets to start from and end at**. For example, 1 – 500 or 1,001 to 2,500. *Note: Your ticket numbers should end in a multiple of the tickets per sheet. For example, if you have 4 tickets per sheet, your end number should be divisible by 4 or it will print extra tickets to fill the page.*
 - **Click the dropdown arrow next to Finish & Merge**
 - **Click Print Documents**, then **Print** in your printer settings.



If you have any questions, contact us at commercialmktg@pariscorp.com