

PC Instructions

1. **Download and save the ZIP folder to your computer.** Be sure to keep the "Raffle Ticket" Word template and the "Numbering File.csv" file together in the same folder.

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Name	Туре
Numbering File	Microsoft Excel Comma S
	Microsoft Word Document
Instructions	Microsoft Word Document

2. Open the Word document.

If you open the template and do not see the cell lines, click within the table and go to the table "layout" tab, then choose "view gridlines" to toggle the cell lines on and off. This will help you see the location of the perforation lines so you can be aware of your margins.

Tip: Give your design some space around the edges of the ticket. This will help prevent your printer margins from cutting off any information that is too close to the edge.

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Name:		Name:	
Address:	Add images and text here	Address:	Add images and text here
Phone:		Phone:	
Ticket #«NUMBERS»	Ticket #«NUMBERS»	Ticket #«NUMBERS»	Ticket #«NUMBERS»
Name:		Name:	
Address:	Add images and text here	Address:	Add images and text here
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Ticket #«Next Record»«NUMBERS»	Ticket #«NUMBERS»	Ticket #«Next Record»«NUMBERS»	Ticket #«NUMBERS»

Toggled off:

Toggled on:



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3. Now you can **customize your ticket** for your event. We have a separate video with some tips for creating your design. You can find it at pariscorp.com/templates



4. Copy and paste your design to the rest of the tickets on the page.

Name:	Lone Oak High School	
Address:	Summer Fundraiser Raffle	
	1st Prize: \$100 2nd Prize: \$50	
Phone:	3 rd Prize: \$25	
	Ticket Price: \$2 – Drawing to be held on September 18th	
Ticket #«NUMBERS»	Ticket #«NUMBERS»	
Name:	Lone Oak High School	Tip: Make su your design
	Summer Fundraiser Raffle	
Address:		doesn't get
	1st Prize: \$100 2nd Prize: \$50	close to the
Phone:	3 rd Prize: \$25	edges.
	Ticket Price: \$2 - Drawing to be held on September 18th	cuges.
Ticket #«Next	Ticket #«NUMBERS»	
Record»«NUMBERS»		
Name:	Lone Oak High School	
	Summer Fundraiser Raffle	
Address:	1st Prize; \$100	
	2 nd Prize: \$100	
Phone:	3rd Prize: \$25	
	Ticket Price: \$2 – Drawing to be held on September 18th	
Ticket #«Next Record»«NUMBERS»	Ticket #«NUMBERS»	
Name:	Lone Oak High School	
	Summer Fundraiser Raffle	
Address:		
	1st Prize: \$100 2nd Prize: \$50	
Phone:	3rd Prize: \$25	
	Ticket Price: \$2 – Drawing to be held on September 18th	
Ticket #«Next Record»«NUMBERS»	Ticket #«NUMBERS»	

5. When your design is finalized, **do a test print on plain paper** to make sure the numbering and design print correctly (see next page).



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6. To do a test print, go to the "mailings" tab, and in the "select recipients" dropdown, choose "use an existing list".

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7. Select the "Numbering File.csv" file from the same folder your ticket template is in.

Name	Туре
Numbering File	Microsoft Excel Comma S
4-Up Raffle Ticket	Microsoft Word Document
Instructions	Microsoft Word Document

8. Click "OK" on all the pop ups that appear.

Header Record Delimiters			?	\times
Data fields must be separated from each oth data records must be separated by a record appropriate delimiter.				
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Preview:				
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PrintWorks Raffle Tickets Sequential Numbering PC Instructions

9. In the "mailings" tab, click "finish & merge" and choose "print documents" in the dropdown.

≪≫ ABC Preview Results	Image: Check for Errors	Finish & Merge ~	Merge to Adobe PDF	
	Preview Results	<u> </u>	t Individual Docum	nents
		Prin	t Documents	
		Sen Sen	d Email Messages	

Then, type in the number range of tickets you need. For the test print, try 1-16 so it will print a few pages with the sequential numbering.

When you click ok, it will number the tickets on each page as it prints them.

Merge to Printer		?	\times
Print records <u>A</u> ll Current record			
Erom: 1	<u>T</u> o:	16	
ОК		Can	cel

- 10. Once your test is printed, lay it over a blank PrintWorks Raffle Ticket sheet, and hold them both up to the light to check that everything lines up correctly with the perforations.
- 11. If everything printed correctly, load your blank PrintWorks Raffle Tickets into your printer and you're ready to print your tickets!

Repeat step 9, but this time you can choose the number range for the total number of tickets you are making. For example: 1-1,000. (*Make sure it is a multiple of 4 or 8, based on the ticket format you are using.*)



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12. If the test print did not come out right, here are some tips...

Information is getting cut off:

If some information is getting cut off at the edges, this means your design is too close to the edges of the page and your printer margins are cutting it off. You can check to see if there is a "full bleed" option on your printer. If not, you may have to manually adjust your design so that it fits within your printer's margins.

Tickets are not lining up correctly:

If your print doesn't line up with the perforations, check to see if you had "fit to page" or "scale to paper size" selected when you printed. This shrinks the file to fit within your printer margins. Be sure to leave this **unchecked** or change it to **"no scaling"** or **"actual size"** instead, so that the file remains at the correct size.

Printer					
Name:	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	IKTG11X17 (H	IP Color LaserJet CP5225	idn) 🗸	<u>P</u> roperties
Status:	Idle				Find Printer
Type:	HP Color LaserJet A3/11x	17 PCL6 Class	s Driver		
Where:	10.1.1.100				Print to file
Comment	130.100.0.30				Manual duplex
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Sequential Numbers are not working:

Try watching our video at **pariscorp.com/templates** for a closer look at how to make the auto-numbering work. If you are still having problems, you can send your ticket design to **commercialmktg@pariscorp.com** and we can help by adding the numbering for you.