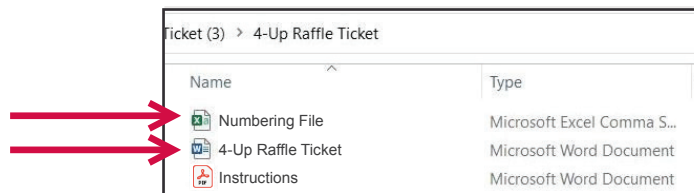**DocuGard™**

DocuGard Raffle Tickets Sequential Numbering
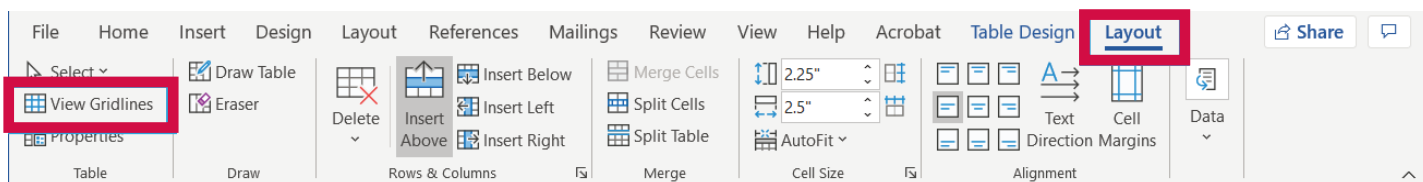PC Instructions

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.
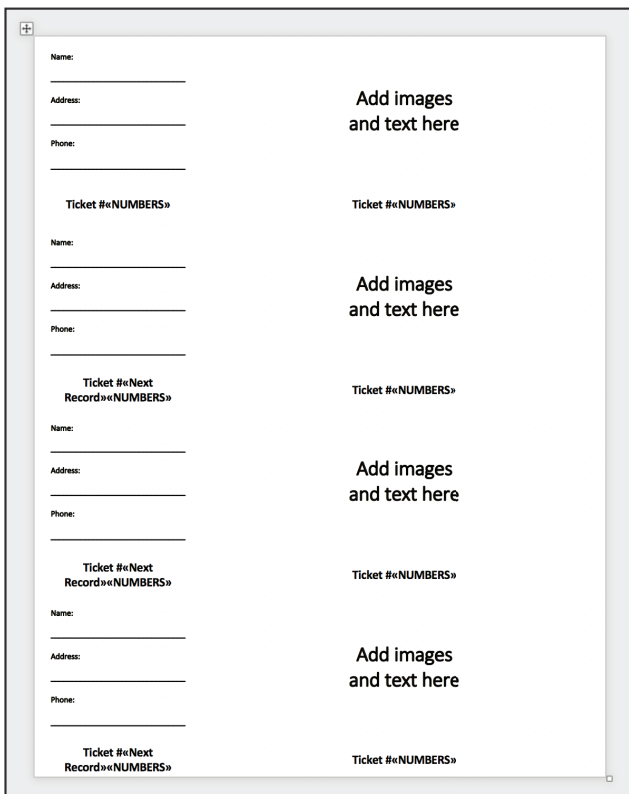

2. **Open the Word document.**

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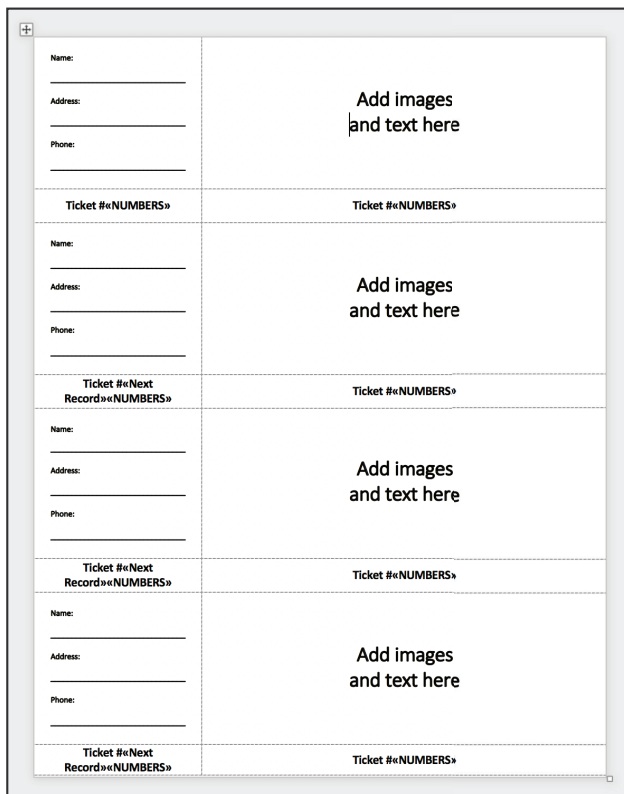
   Tip: Give your design some space around the edges of the ticket. This will help prevent your printer margins from cutting off any information that is too close to the edge.

Toggled off:

Toggled on:

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

Tip: Do not edit this area of the ticket or it may affect the auto-numbering.

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

Tip: Make sure your design doesn't get too close to the edges.

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).*

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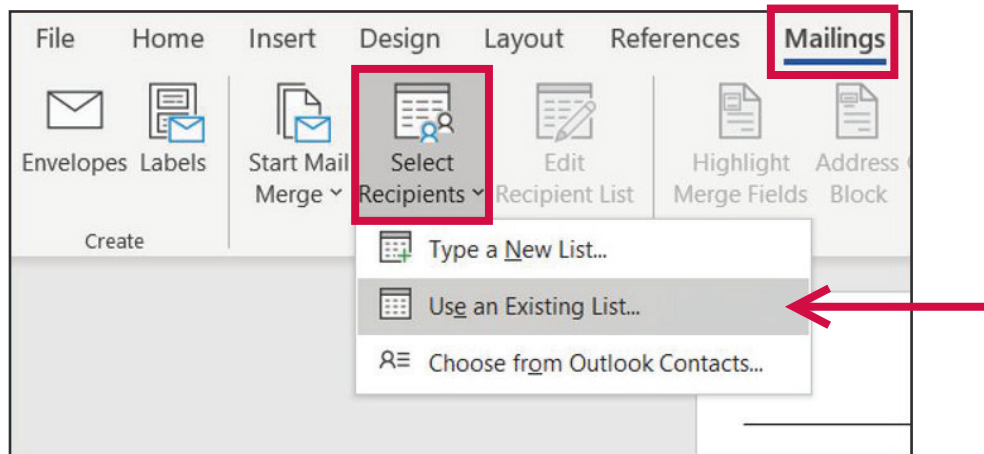
7. Select the "Numbering File.csv" file from the same folder your ticket template is in.

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

DocuGard Raffle Tickets Sequential Numbering
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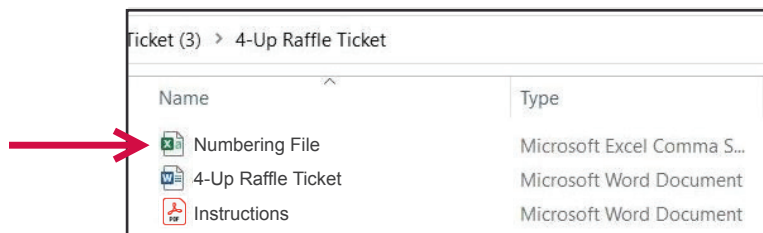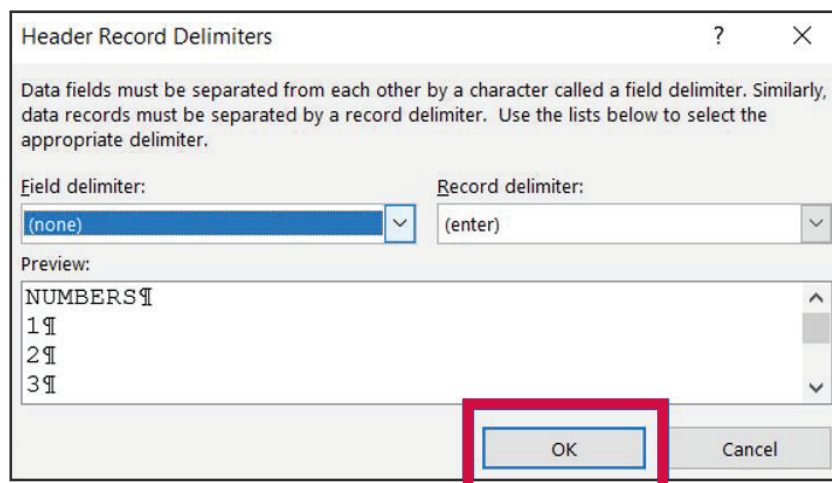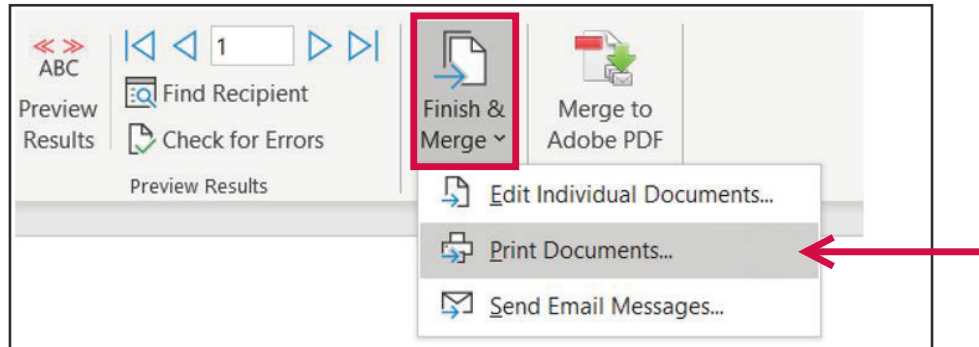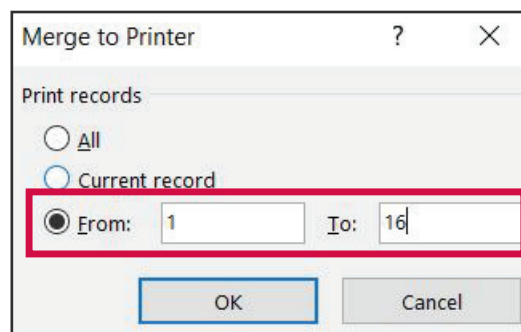9. In the "mailings" tab, click "finish & merge" and choose "print documents" in the dropdown.

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.

10. Once your test is printed, lay it over a blank DocuGard 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 DocuGard 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.)*

**DocuGard Raffle Tickets Sequential Numbering**
PC Instructions

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.*
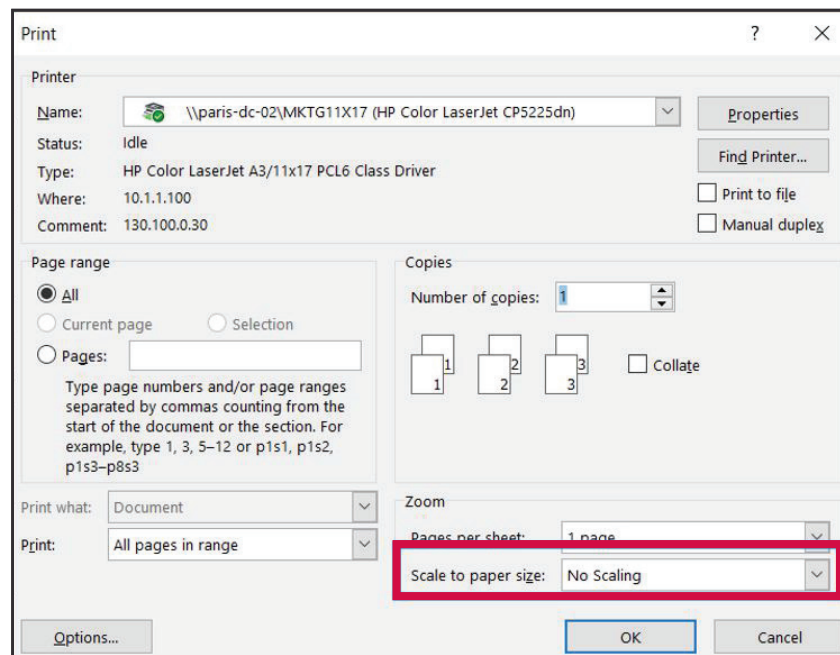
Sequential Numbers are not working:

*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.*