

Instructions for data merge and numbering - raffle tickets, tickets etc.

For instructions on adding ticket numbers and counterfoil numbers using Adobe InDesign, start at step 1 below.

If you are just wanting to know how to merge data that you have already put into a .csv file of your own¹ go straight to step 10 (red).

1. Go to thorntonsprinters.com
2. Follow link to services
3. Follow link to numbering script
(http://www.thorntonsprinters.com/num_gen.php)
4. Put appropriate parameters into the form - Hint help is available by hovering over the 'i' graphics. Press submit form button
5. Review the output list of numbers (back button on browser if wrong)
6. 'Select all' list of numbers & copy to clipboard
7. Open up the datamerge.csv file in the bits folder with TextEdit (OSX) or Notepad (Windows). (Any spare text file will do.) (Do not use Microsoft Excel - it will add extra quotes and strip out leading zeros and the resulting csv file will not work.)
8. Select the existing text in the csv file then paste the new numbers over to replace them. Check that there isn't a stray leading space at the beginning of the file after pasting. If there is one, delete it.
9. Close the .csv file. That is the creation of the .csv file finished.
10. In a new document do a single copy of the artwork in the top left. It needs to be the correct size because datamerge uses its dimensions to fit as many instances on the page as it can
11. Create a textbox for the number element with a piece of dummy text of the correct size, font, colour etc. (For a counterfoil do this a second

¹If creating .csv files of your own, bear the following in mind. It is one row per address etc.. Individual values in the row are separated by a comma (,). You don't generally need to put the individual values in quotes ("value","value", ...) but the .csv files tend to be a bit more human readable to assist finding errors and commas can be incorporated into the values rather than being misinterpreted as separators. Always include a title row at the top of the .csv file, otherwise the first row of really data meant to be merged will be misinterpreted as a title and lost from the process. There are many ways of producing .csv files but amongst the easiest is to assemble the data in a text file using a simple text editor like Windows Notepad, and then to do the final tweaks in Microsoft Excel or another spreadsheet capable of saving data in .csv file format.

- time)
12. **SAVE at this stage, you have finished creating the page to receive the merged .csv data.**
 13. Go to windows - auationtom - datamerge menu to open the datamerge palette.
 14. From the datamerge palette menu select Choose Data Source, pick the datamerge.csv file in your bits folder. The field 'number' will be visible or if counterfoil was selected earlier there will be 'number' and 'counterfoil'. (If you are just using these instructions for datamerge rather than creating the merge file in steps 1 to 9 above, ensure that what you see is the column name and not the first item of data to be merged. If it is the first item of data, add a title line at the top of your .csv file)
 15. Select the number text (highlight the text, not just the text box) on the artwork, then click on 'number' in the data merge palette (repeat for the counterfoil text selecting 'counterfoil' from the palette if appropriate). (If using datamerge from your own csv file not created through steps 1 - 9, select the appropriate data column heading.)
 16. You have now finished picking the data source that will be merged - the contents of the .csv file.
 17. Select the data merge process from the icon on the bottom right of the datamerge palette
 18. Select multiple copies per page, if that is greyed out it probably means you have other pages in the document that need to be deleted
 19. Select preview checkbox. If you get only one column of tickets, not two, then you may need to tweak the gap between columns setting on the multiple tabs page to get things to fit because data merge won't step and repeat outside of the margins and sometimes it appears to get its maths out by about half a millimetre.
 20. Select the OK button to propagate the data merged artwork.

A note about raffle tickets etc bound into booklets

The numbering script generates numbers in the correct order for cutting but does not take account of stapling into booklets. If your intention is to staple the booklets after final cutting that doesn't matter but if you want to staple before final cutting (and it is sometimes easier to do so) it might be quicker to sometimes print off a few spares.

For example, to do 1000 raffle tickets printed 6 up (2 columns, 3 rows) on A3 and stapled into booklets of 5 numbered from 1 to 1000.

1000/6 is 166.66... but you don't print part sheets so you would normally specify 167 sheets to be printed, 6 up.

To help with stapling:-

1. Specify a start value of 1, not 0
2. If the total number of sheets is not a straight multiple of the number of pages per booklet, specify a total number of sheets that is the next exact multiple of the number of pages in a booklet

So, for the example that would be 170 sheets printed. (If there were only 3 tickets per booklet, only 168 sheets need to be specified.)

The sequence of operation would be:-

1. Generate the numbers start=1 ,total sheets=170 and number up=6
2. Do the data merge and print A3, reversed order
3. Cut the paper stack in half so that you have 340 A4 pages, 3 up.
4. Run through the perforater which also reverses the overall order to run down the stack
5. Burst into fives and intercollate any back or front covers required
6. Staple into booklets, three up
7. Cut to individual books