

## HOW TO MAKE-PRINT CARBONLESS FORMS 3UP

Our new Bates Professional 14 and Bates Single Pro 14 (single user version of Professional) allow you to number carbonless forms in a single form to a page, like an Invoice, etc. or multiple forms a page, like a receipt book, etc. . Our guides will show you how to do each process and we will print the completed form to a PDF for you to download. This tutorial will be in Bates Professional 14. The steps in Bates Single Pro 14 are the same. **Our other programs DO NOT HAVE Print Shop capability.**

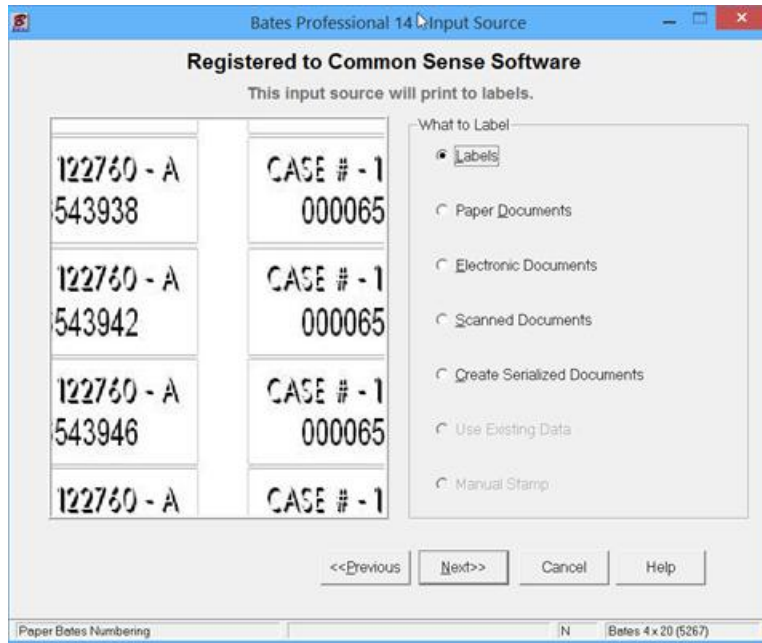
## HOW TO MAKE-PRINT MULTIPLE FORMS ON A PAGE CARBONLESS FORMS

Make 8.5 x 11, 3 up (3 forms on page) 3 part carbonless Receipt Book. **Note:** We refer to all forms, invoices, coupons, tickets, stamps, etc. as **LABELS!!!**

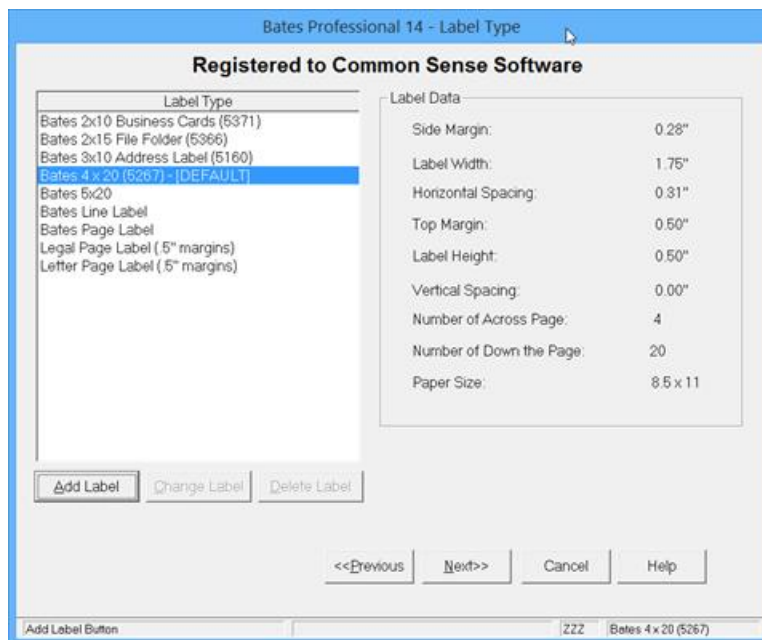
Open the Bates Professional and sign in, Press next:



From the Input Source Screen, What to Label, Select Labels. Press Next:



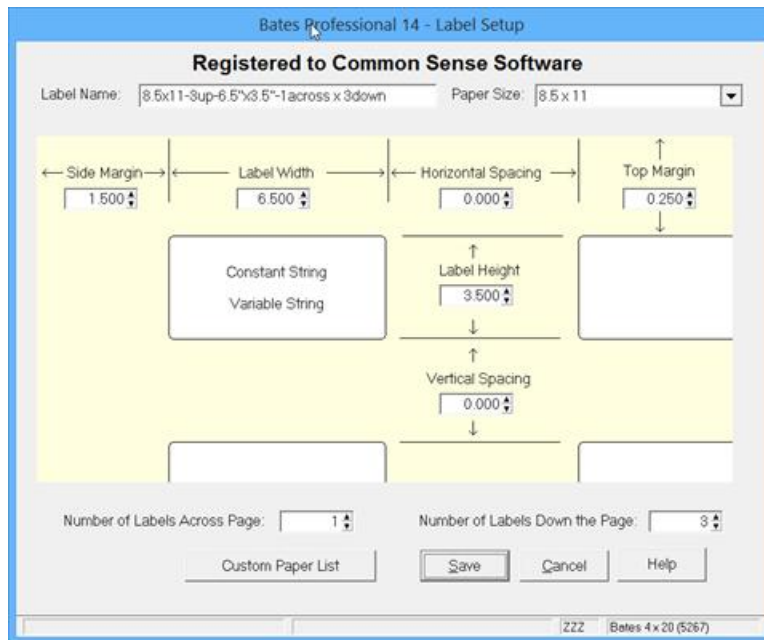
From the Label Type Screen we need to select a different size label since our receipt is 6.5 x 3.5. Press Select Different Label button.



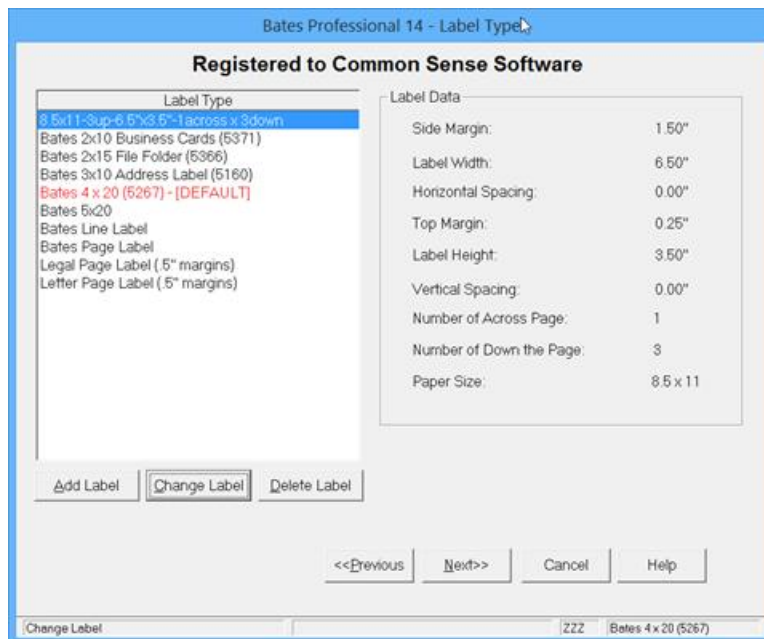
Press Add Label button.

Fill in the required information about the label. Adding the customer and specs will help you in the future if you need to use this label again. NOTE: the label size and orientation must match

the Label Data. i.e. You cannot put a vertical coupon in a horizontal label! When your label is complete, Press the Help button for instructions on new label if needed. Press Save.



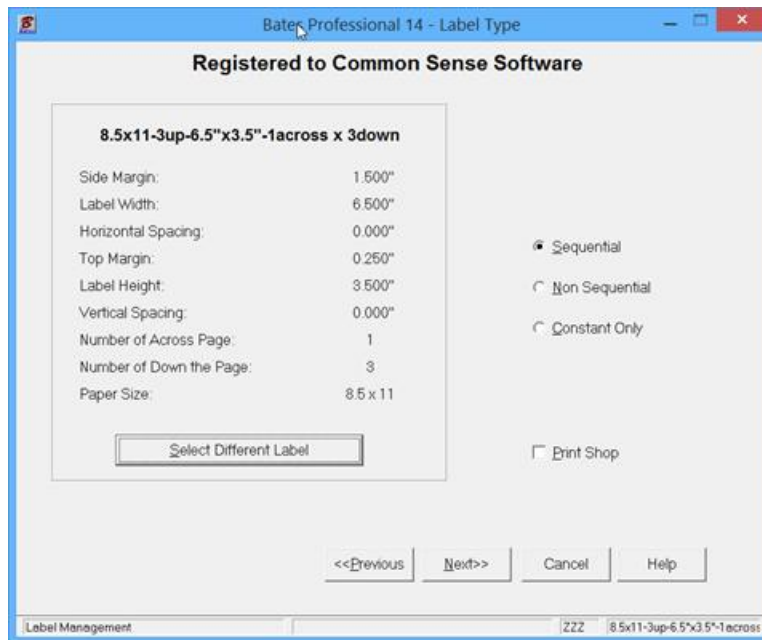
Press Save



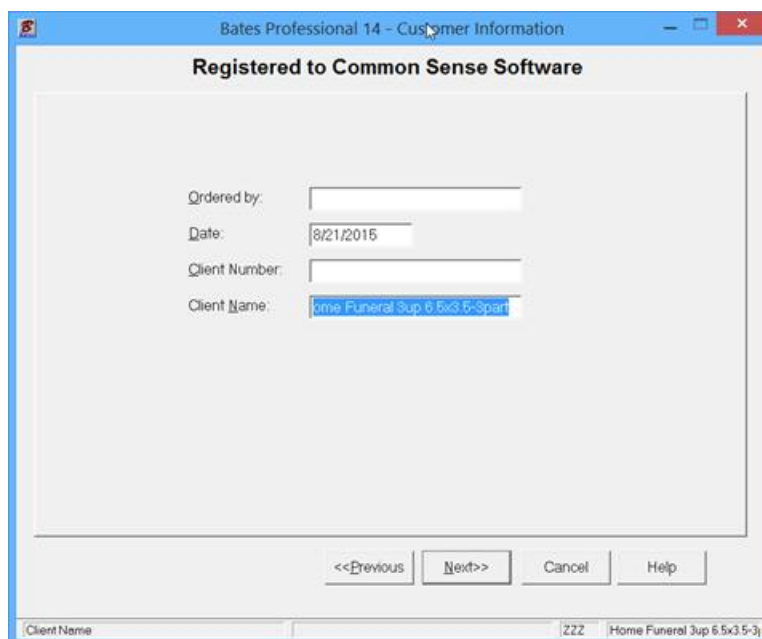
The new Label is Selected “8.5x11-3up-6.5x3.5-1across x 3down”. Check the Label Data to make sure you have put in the correct info. Press Next:

With the “8.5x11-3up-6.5x3.5-1across x 3down” Label displayed check that the Sequential is selected and Print Shop is NOT CHECKED. There is a HELP Button on every screen that

gives addition information about the screen you are on. I would recommend that you take time to read it. Press Next:



Customer Information Screen - This information will be stored with the job Information for future reference in the "Use Existing Data" Database. If you do not need to store the label information in the Database, leave these fields blank. Otherwise, Label Information is stored in the Database by the Client's name. Saved as, Funeral Home 3up Receipt. The Client Name field is required as this triggers the program to save the job setup data and remembers the next number to continue the next run.



Press Next:

Additional Information Screen – The Additional Information Screen determines what is on your label and how it should be applied to job you have selected. This is also a page where you should review the HELP.

**Bates Professional 14 - Additional Information**

### Registered to Common Sense Software

Labels  
 Sequential  All the Same

Leading Zero's (i.e. 00001234)  
Number of Digits:

- Number Type -

Print down then across  
 Descending  
Start on Line:   
Copies  Label  Page   
 Depth Number of Pages:   
Increment:

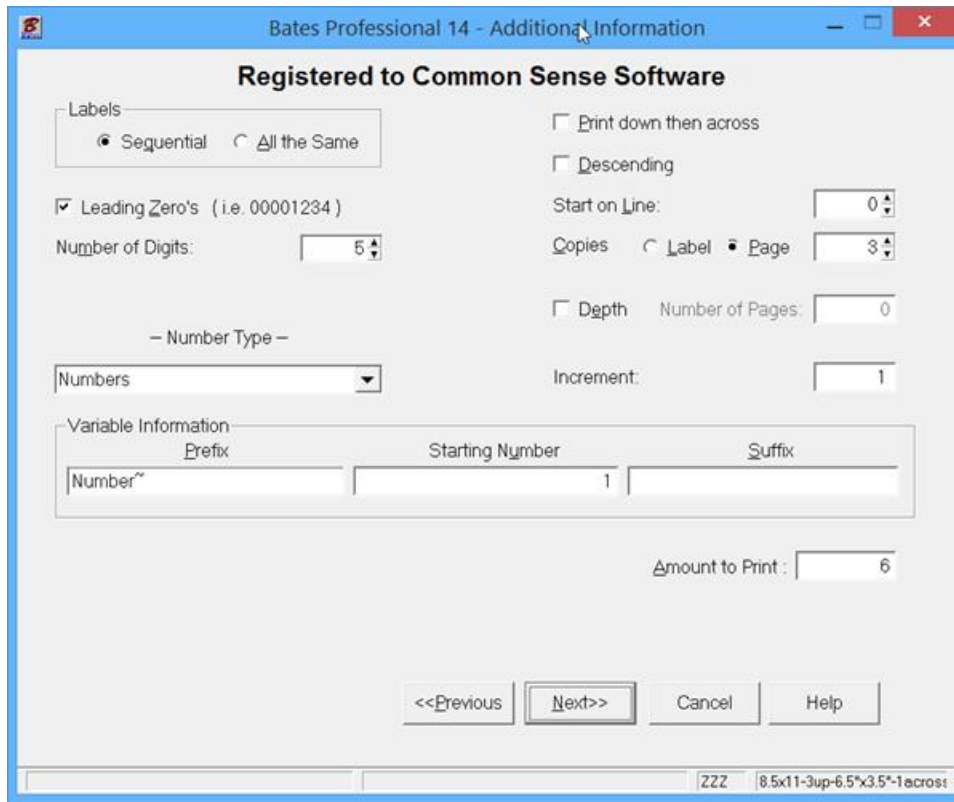
Variable Information  
Prefix Starting Number Suffix

Amount to Print:

<<Previous Next>> Cancel Help

N Letter Page Label (5\* margi

Additional Information - continued



List of the fields I checked or changed for our Funeral Home 3 up-3 part Receipt Book starting at top left.

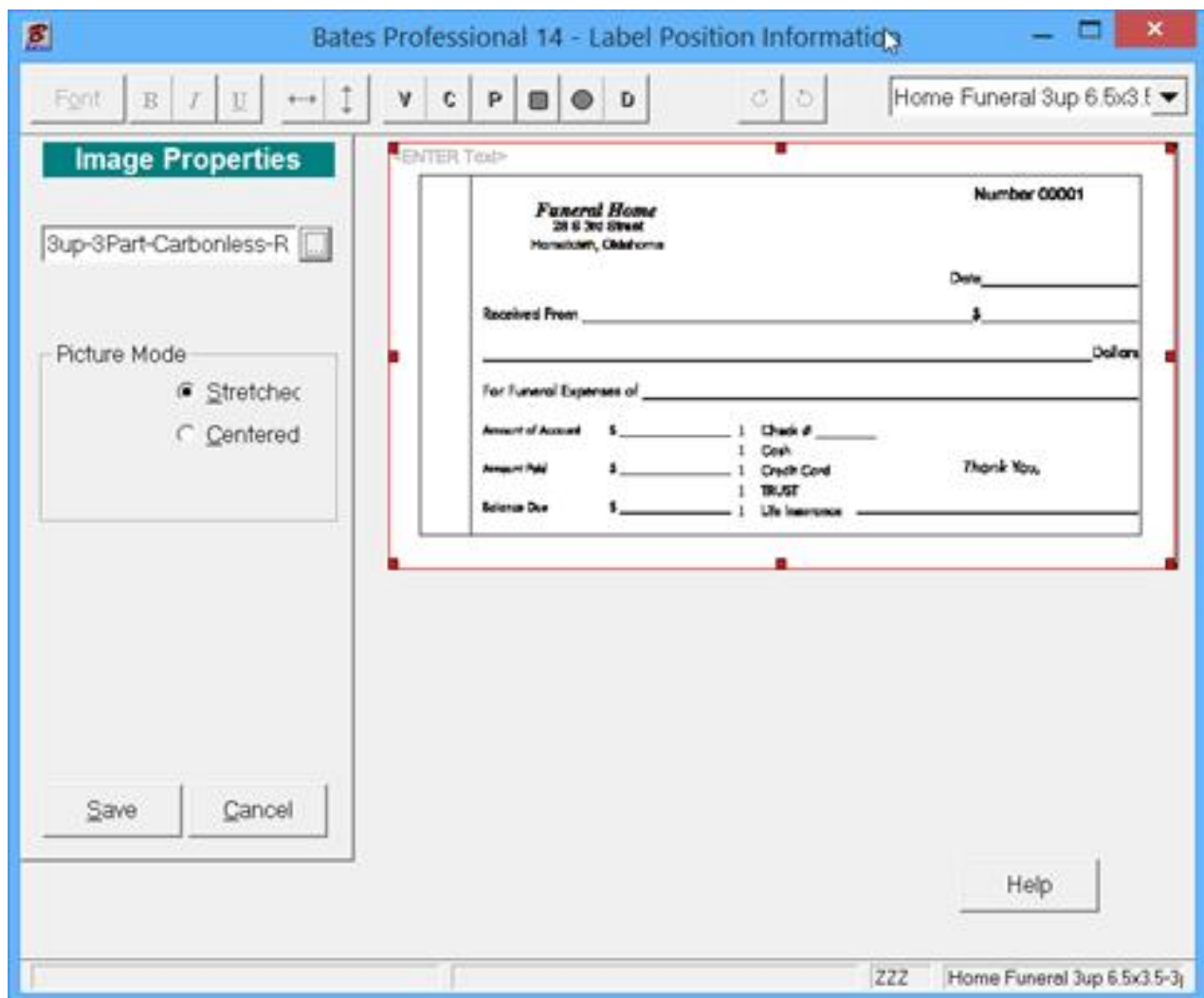
1. Labels – defaults to Sequential.
2. Leading Zero’s will be added.
3. Number of Digits – defaults to 5.
4. Copies – This is the number of labels or pages that will be produced with the same number before rolling to the next number. This field defaults to **Label**, this job will print correctly with **Page** checked, number of Copies is 3, we have 3 Labels per page.
5. Prefix – Number with “~” added which makes a space between the word Number and the invoice number but does not print. Note: Prefix and Suffix can be any keyboard character.
6. Starting Number – Defaults to 1, leading zero’s do not display on this page. Starting number can be changed here.
7. Amount to Print – Put the number of Labels (Receipts) that you want.

Press Next:

Label Position Information - This is the screen where you will enter properties and position all elements. With the ability to enter unlimited number of fields in multiple formats Bates Professional offers printing and document marking capabilities that no other program can offer.

Displays are not to scale but Position Info on the bottom left is correct. All measurements are from top left of the inside of the margins. Note: this screen is expandable to full screen for detailed placement of elements. Elements are the items placed on the Label. The number we set up has a red box around it to indicate that it is active. We can move it and change features, font, color, etc. Please review the HELP on this screen.

1. Add the artwork which in this case is the pdf of a blank Receipt. Press the Add button and select Picture or Press the [P] button top center then Press the Lookup button [...] on the right end of the field. Stretch the picture to fill the label. Press Save to continue:



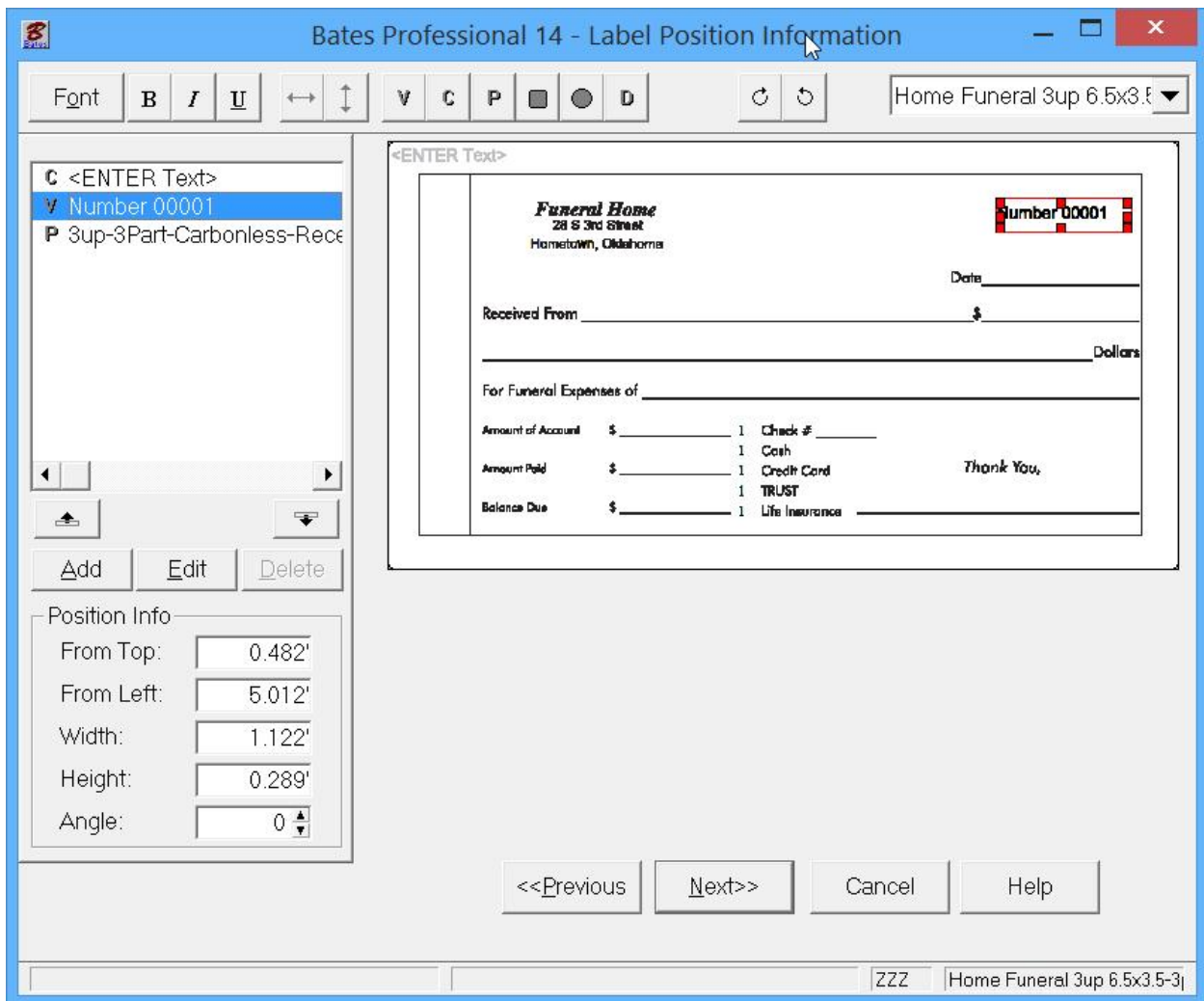
Please NOTE: the HELP button on all pages. We try to answer all of you questions. Use the contact form on the web site if you can't find an answer. We will respond in a timely manner.



## Label Position Information – continued

Position the number correctly on the Label. This is easiest if you expand the program to full screen.

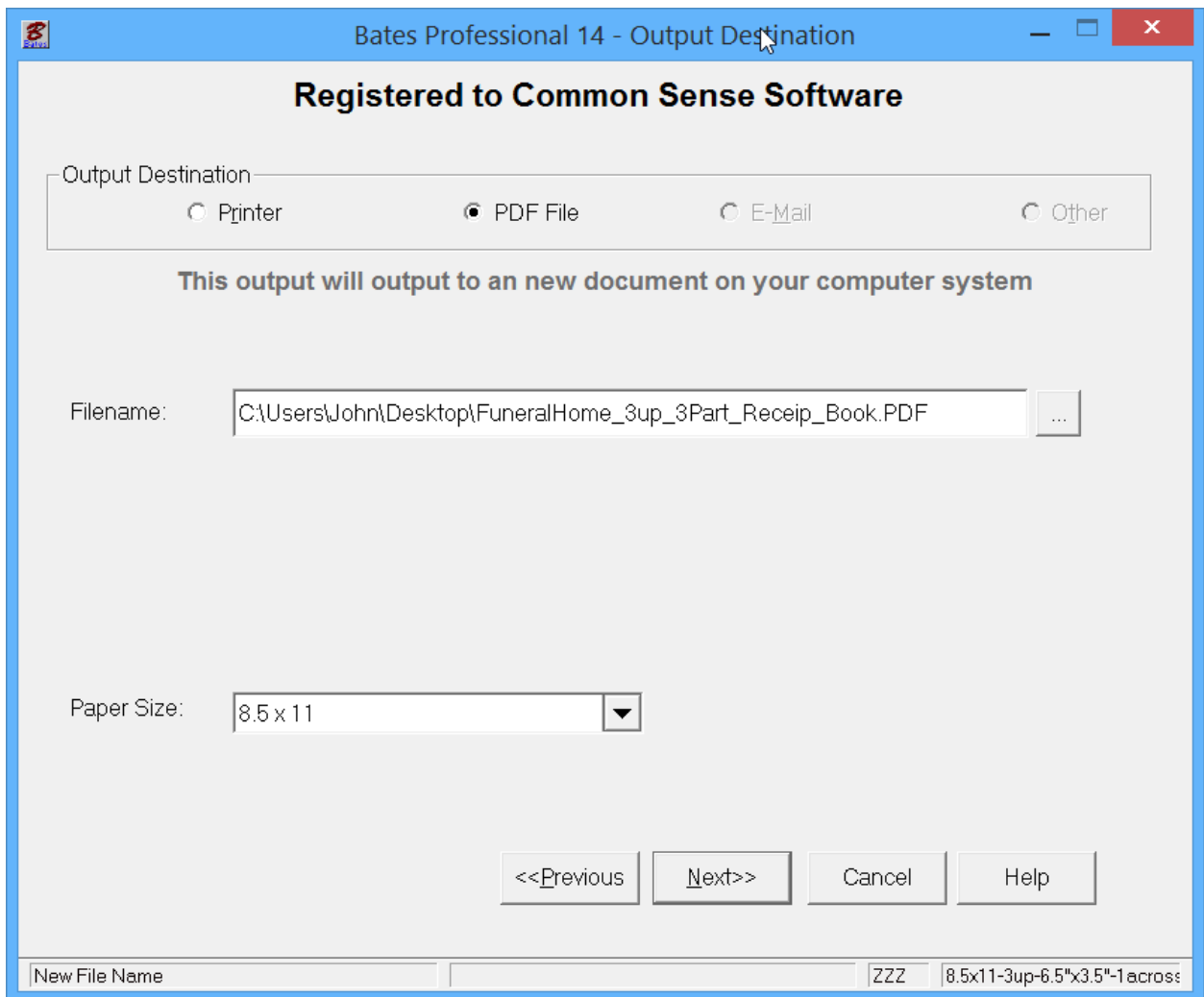
Highlight the element, V Number 00001, in the left corner. Use your mouse to drag and drop it close to the position you desire. **Use the arrow keys with the Ctrl button held down to make adjustments of .01 of an inch.** You can also type in the exact number from top and left if you know it. Please Note: There are keys to rotate your element on the top tool bar next to the Label Box. The Grayed out Enter Text DOES NOT Print unless you add text to the element. Font size and color for the V can be changed with the font button. Press Next:





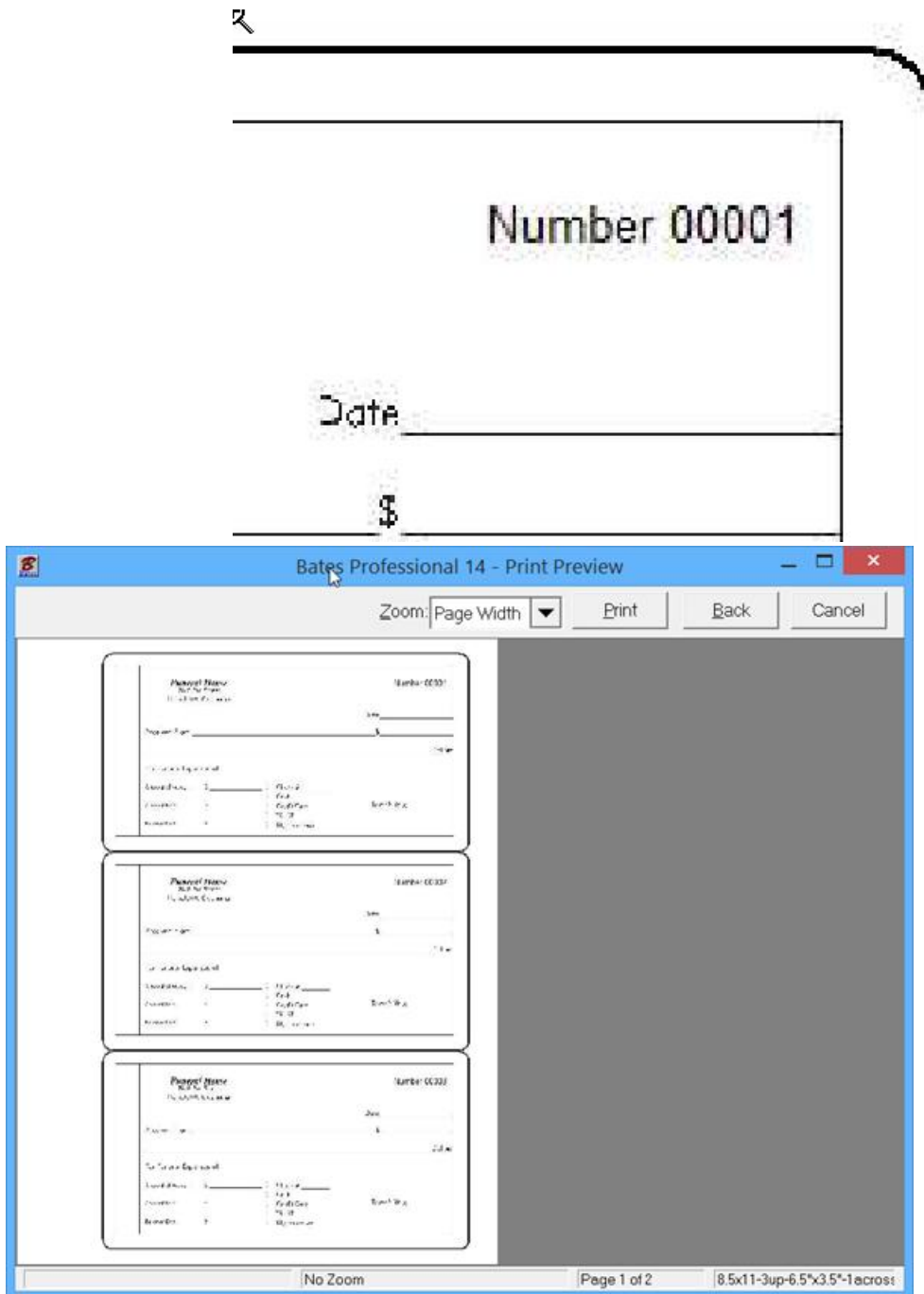
Output Destination – you have two choices, Print to the Printer or produce a Pdf. I recommend that you run a few pages as Pdf so you can proof your production before printing. When you continue the job from the database “Use Existing Data” you can reset the starting number to 1, or the number you are starting with, then send to the printer, printing the job in full.

When you select PDF you notice the output is to your default output folder and it will produce a file named Bates\_Output.PDF. You can change this by pressing the lookup [...] button at the end of the filename. I have changed the name of this file, FuneralHome\_3up\_3Part\_Receip\_Book.PDF and it will be available for download from [www.bates-stamp.com/bates\\_professional\\_print\\_shop.htm](http://www.bates-stamp.com/bates_professional_print_shop.htm). Click on the Print Shop link on this page for this file and all of our Guides and Video’s for using our Print Shop features –



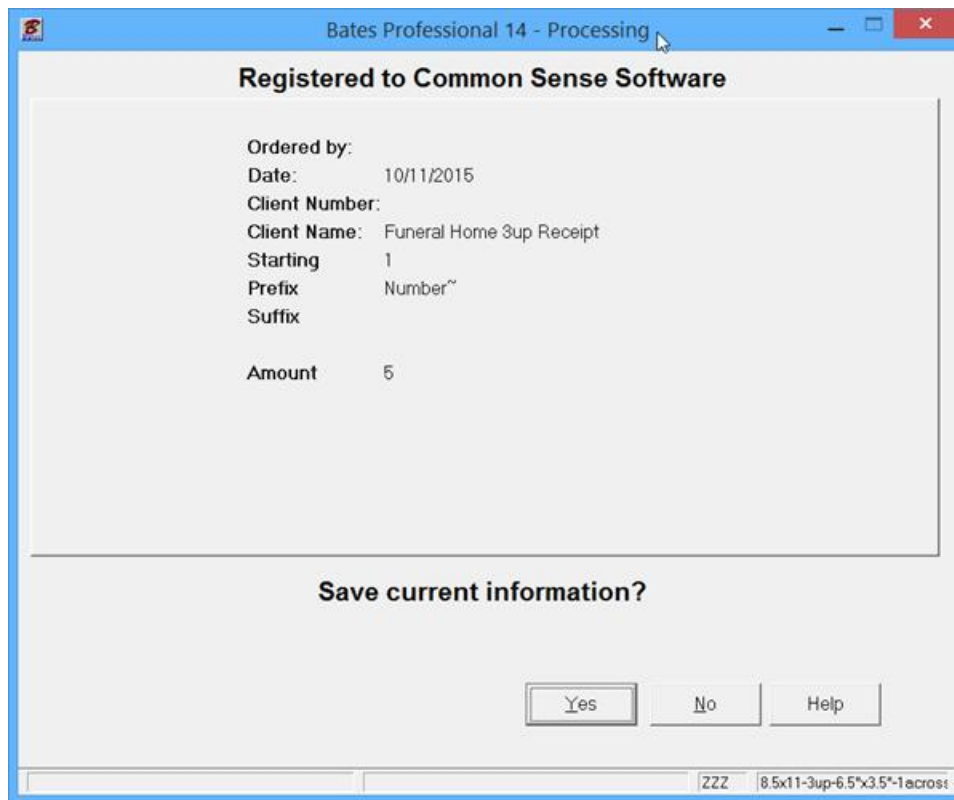
Press Next:

Print Preview – this screen is also expandable and there is a zoom feature to check placements. The border line around the label does NOT print! It is added for placement checking.



If you are happy, Press the Print button.

If you filled in the Client Information Page the screen below appears:



Press the YES button to Save all the information to the "Use Existing Data" database.

We will continue this job from the database on the next Page.

## HOW TO MAKE-PRINT CARBONLESS FORMS

### CONTINUED – “USE EXISTING DATA”

This feature separates Bates Professional from all the others. Once you set a job up, run the first production you do not have to set it up again. This time saving feature pays for the software the first time you use it. Let us begin!

Sign into the Bates Professional, press Next. On the Input Source, What to Label screen select Use Existing Data. Press Next

Bates Professional 14 - Input Source

Registered to Common Sense Software

Allow input for stamping from a database

Client #:  
Name:  
Company:  
Phone:

What to Label

Labels

Paper Documents

Electronic Documents

Scanned Documents

Create Serialized Documents

Use Existing Data

Manual Stamp

<<Previous Next>> Cancel Help

222 Letter Page Label (5" margi

Highlight (select) our Funeral Home Data and Press Next.

Bates Professional 14 - Database Information

Registered to Common Sense Software

Client	Date
Funeral Home Sup Receipt	10/11/2015

Delete Client Information

Label Information

User Initials: ZZZ

Ordered by:

Client #:

Prefix: Number

Starting: 1

Suffix:

Amount: 6

Ending: 6

Constant:

Input: 8.5x11-3up-6.5"x3.5"-1 across

<<Previous Next>> Cancel Help

Browsing Records 222 8.5x11-3up-6.5"x3.5"-1 across

All the screens will be shown for you to check and/or change the information. You cannot change the client information and continue with this database. This screen is just to verify you have the right info.

Bates Professional 14 - Customer Information

Registered to Common Sense Software

Ordered by:

Date: 10/11/2015

Client Number:

Client Name: Funeral Home Sup Receipt

<<Previous Next>> Cancel Help

Who ordered the Labels? ZZZ 8.5x11-3up-6.5x3.5-1cross

Check the info on the Additional Information screen. Note all of the settings are correct with the next number remembered. Change any field to print today's job. Example, you can change the starting number, put in the amount for this run and send to the printer instead of a PDF. Press Next.

Bates Professional 14 - Additional Information

Registered to Common Sense Software

Labels:  Sequential  All the Same

Print down then across

Descending

Leading Zero's (i.e. 00001234)

Start on Line: 0

Number of Digits: 5

Copies: 3  Label  Page

Depth Number of Pages: 0

- Number Type -

Numbers

Increment: 1

Variable Information

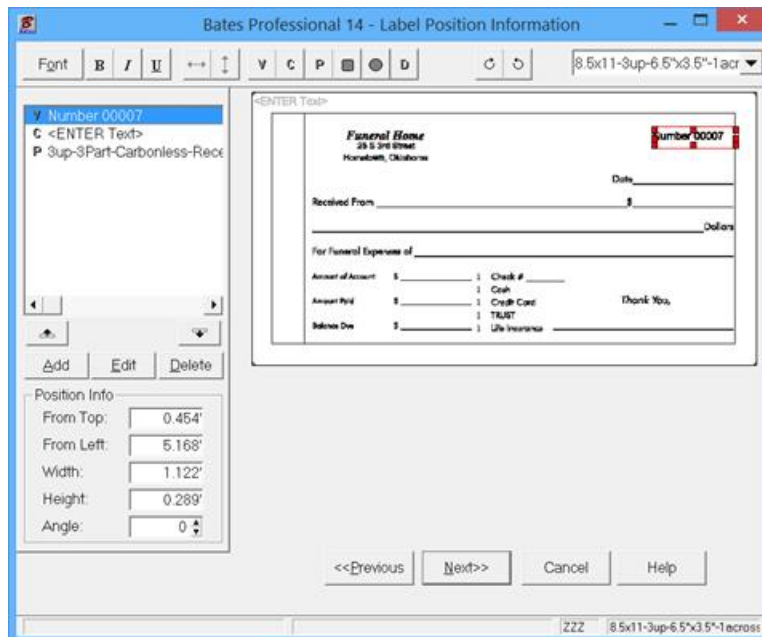
Prefix	Starting Number	Suffix
Number	7	

Amount to Print: 6

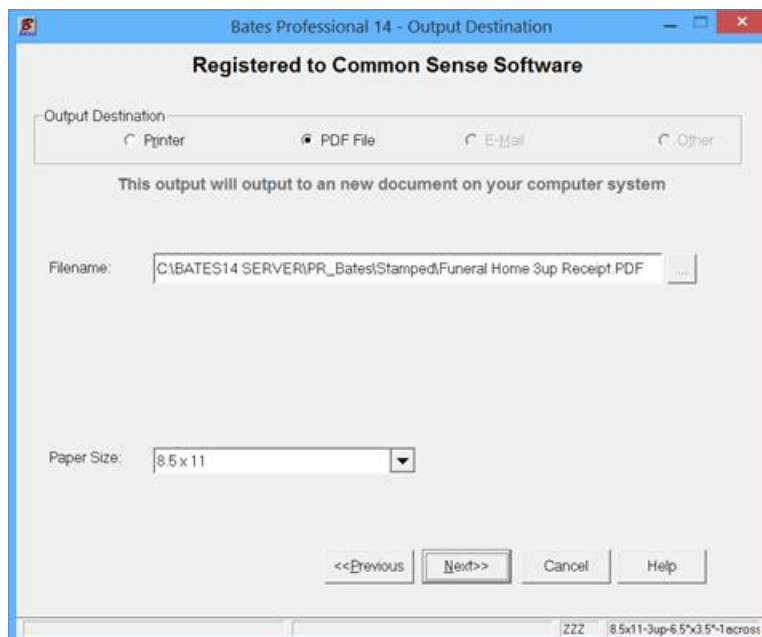
<<Previous Next>> Cancel Help

Labels will print in Sequential Order. ZZZ 8.5x11-3up-6.5x3.5-1cross

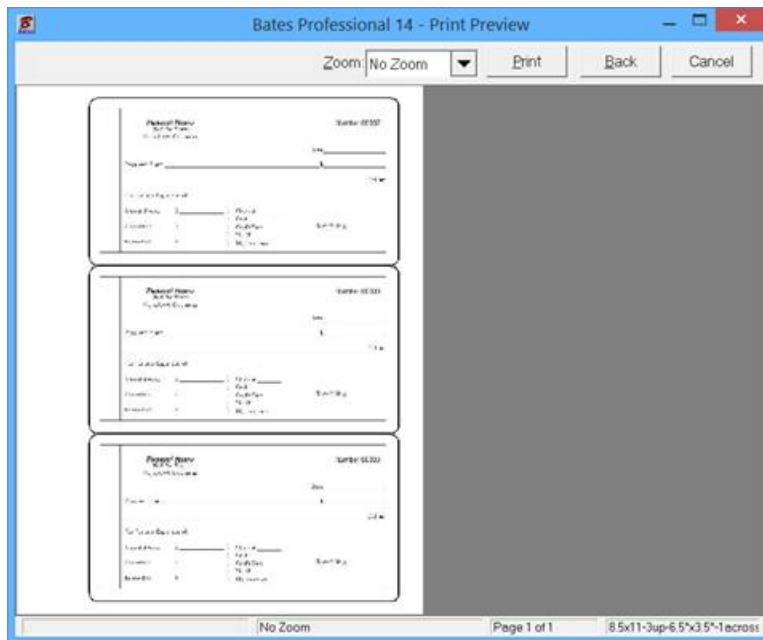
If you have not changed where the Receipt is stored on the computer it will be displayed and all will be in position for the next run. Remember that this screen may be expanded. Press Next:



The Output Destination may need adjusting. Check carefully and Press Next.



Print Preview gives you a last check before print. Remember this is another screen that expands to full screen and has a zoom feature. Press Print when ready.



Resave your data by Pressing Yes. NOTE: There is a check box "Overwrite Client Data". If this feature is checked you will only have the current job saved. This makes database management much easier if will you do a lot of processing. In most cases there is no reason to save every job, just the last one. This brings up another item to think about. Putting in the client name also include information identifying the job for the client. i.e. – Funeral Home 3up Receipt in the Client Name field.

