

HOW TO MAKE-PRINT EB_COUPON 2 SIDED 16UP

Our new Bates Professional 14 and Bates Single Pro 14 (single user version of Professional) allows you to number carbonless forms in a 1up single form to a page, like an Invoice, work order, 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.**

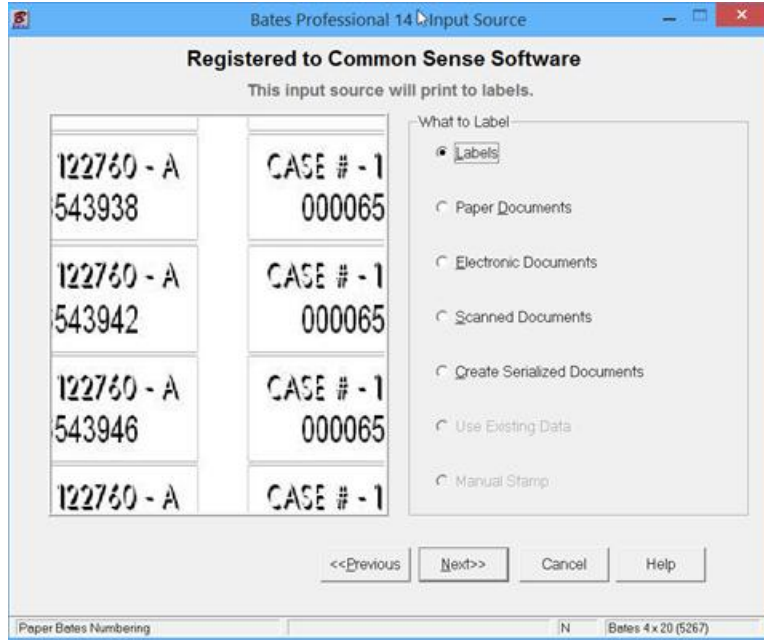
HOW TO MAKE-PRINT 2 SIDED 16UP COUPONS

Make 16 up, 5 x2, 11 x17 2 sided coupons. **Note:** We refer to all forms, invoices, coupons, tickets, stamps, etc. as **LABELS!!!**

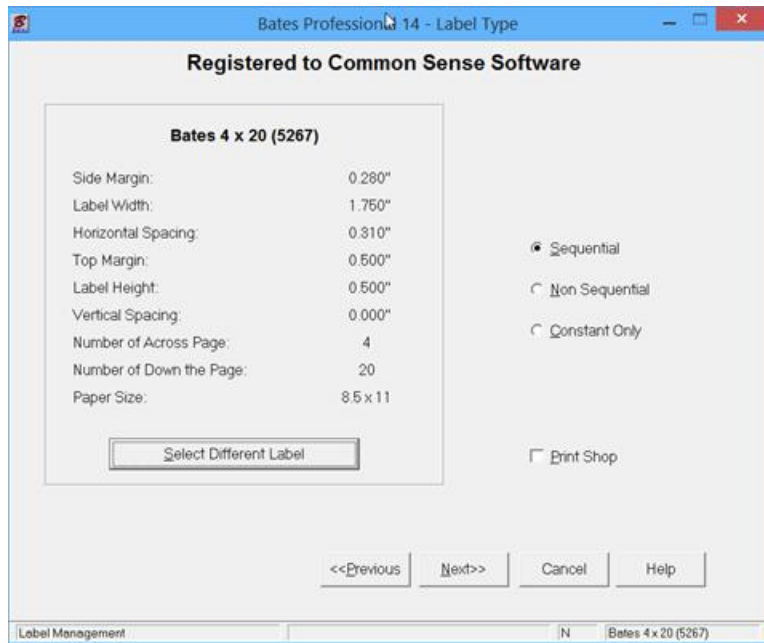
Open the Bates Professional and sign in, Press next:



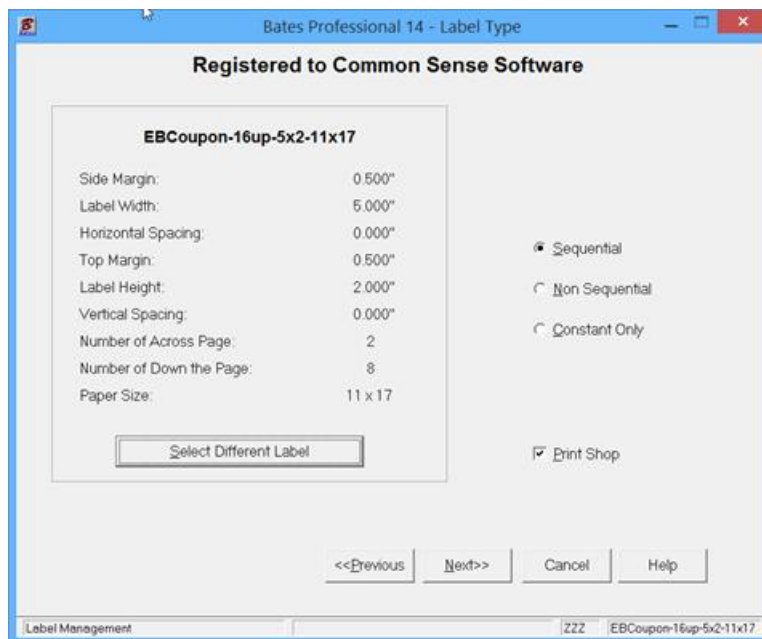
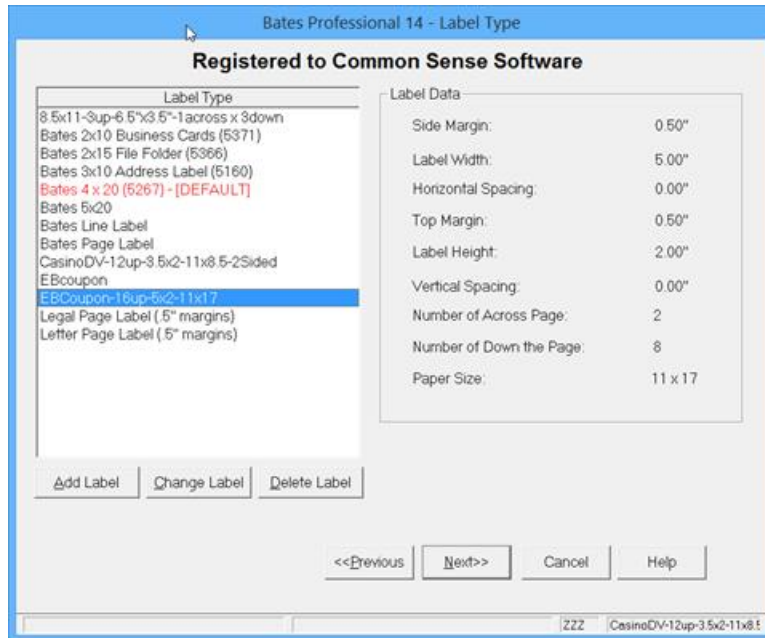
From the Input Source Screen, What to Label, Select Labels. Press Next:



From the Label Type Screen we need to select a different size label. Press Select Different Label button.



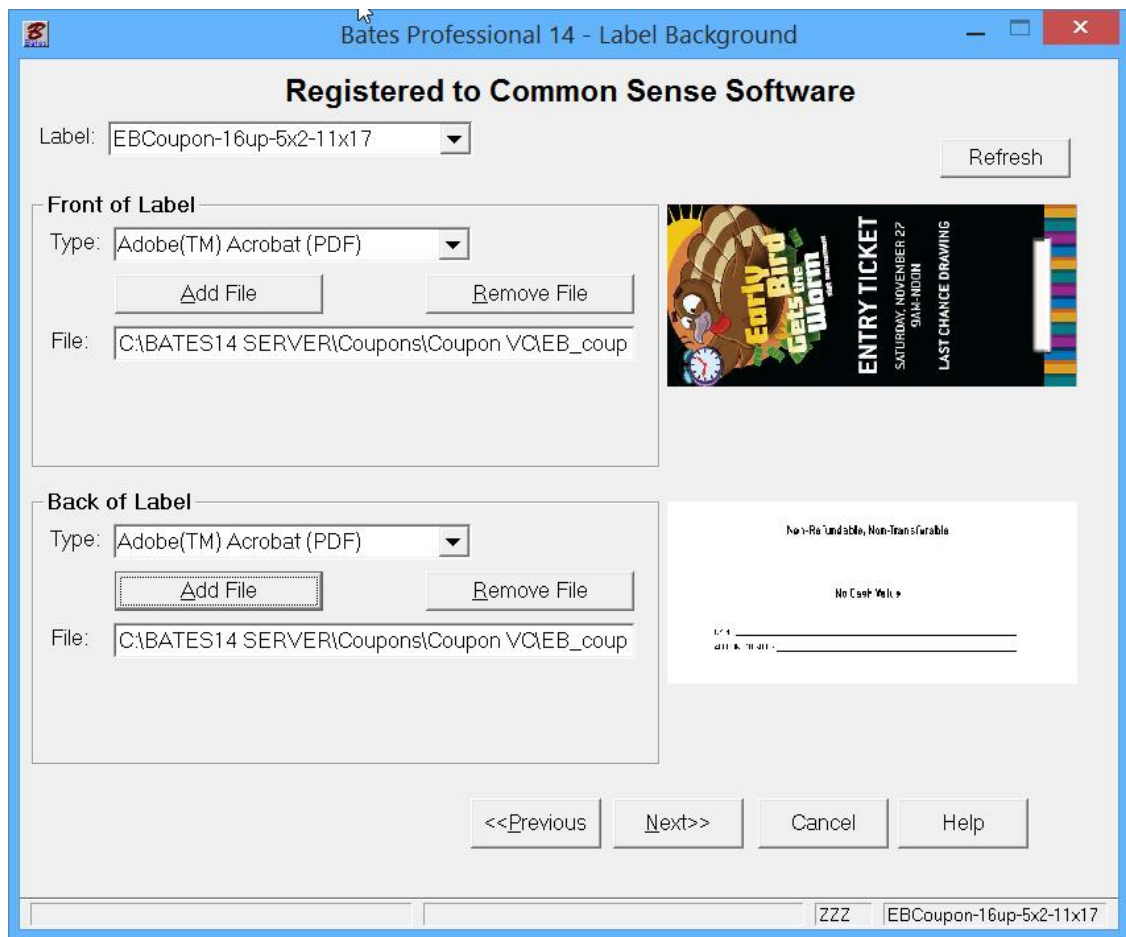
From the Label List we need to select a different size label. The EBCoupon label has already been added. Note that the page for this project is 11 x 17. Select the “EBCoupon-16up-5x2-11x17” label. Press Next:



Make sure Sequential is Select. Check the Print Shop Box. Press Next:

On the Label Background page, from top left down the artwork for the coupon is added.

1. Label field lists the label selected. If it is not correct you may change it.
2. Front of label information includes the format of artwork, path where stored, the Page number box only shows if the artwork in more than one page. The artwork is displayed.
3. Back of Label information is the same as the front of the Label. In this case the artwork was supplied as a 1 page PDF files. Page 2 is the back of the Label.
4. Please check this page carefully before pressing Next>>. If you come back to this Page you will need to start over.



Press Next>> to continue

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. This job is saved as EBCoupon-16 up-11X17. 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>>

Bates Professional 14 - Customer Information

Registered to Common Sense Software

Ordered by: _____

Date: 10/25/2015

Client Number: _____

Client Name: EBCoupon-16up-11x17

<<Previous Next>> Cancel Help

Who ordered the Labels? ZZZ EBCoupon-16up-5x2-11x17

Additional Information Screen – The Additional Information Screen determines what is on your label, how it should be applied to job you have selected, and how many Labels you will print. 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: 5

Print down then across

Descending

Start on Line: 0

Copies: Label Page

Depth Number of Pages: 0

Increment: 1

Variable Information

Prefix Starting Number 1 Suffix

Amount to Print: 1

<<Previous Next>> Cancel Help

N Letter Page Label (5' morg)

Additional Information – continued

Registered to Common Sense Software

Labels: Sequential All the Same

Leading Zero's (i.e. 00001234)
Number of Digits: 5

Number Type: Numbers

Variable Information:
Prefix: Starting Number: 1 Suffix:

Stamp Placement: Front Back Both

Print down then across
 Descending
Start on Line: 0
Copies: Label Page
 Depth Number of Pages: 3
Increment: 1
Amount to Print: 48

<<Previous Next>> Cancel Help

Labels will print in Sequential Order. ZZZ EBCoupon-16up-5x2-11x17

List of the fields I checked or changed for EBCoupon 16 up 2 Sided starting at top left.

1. Labels – defaults to Sequential.
2. Leading Zero's will be added.
3. Number of Digits – defaults to 5.
4. Depth – (Paper Labels and Print Shop) Use this feature to make Labels with sequential numbers. The numbers will be sequential from first page to last in each label column and the start the next number on the next label column from first page to last and so on. When checked you then enter the number of pages you would like to print. The number of Labels is calculated for you. ie- 16 up 3 pages = 48 Labels
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 – See Depth above.

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



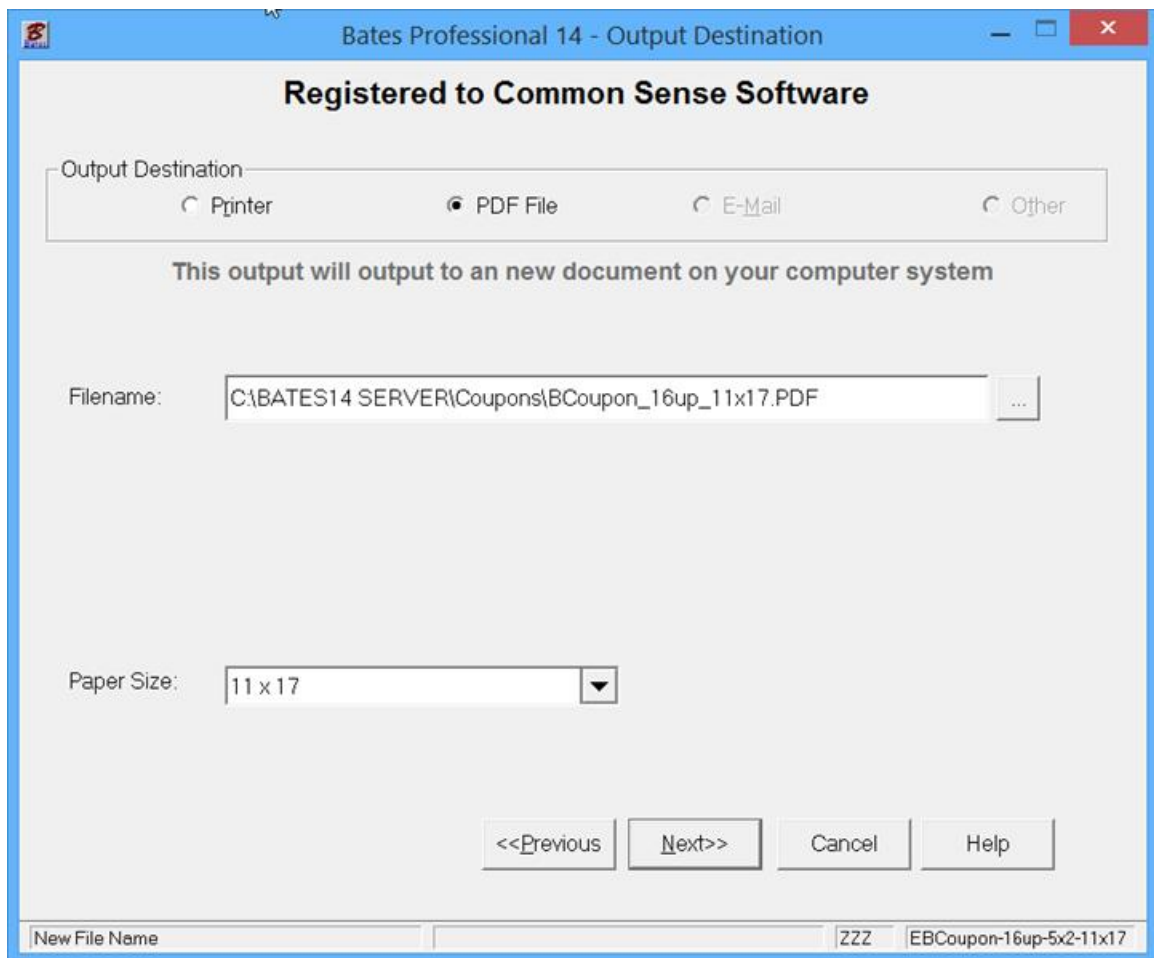
Position the number correctly on the Label. This is easiest if you expand the program to full screen.

1. 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.

Press Next:

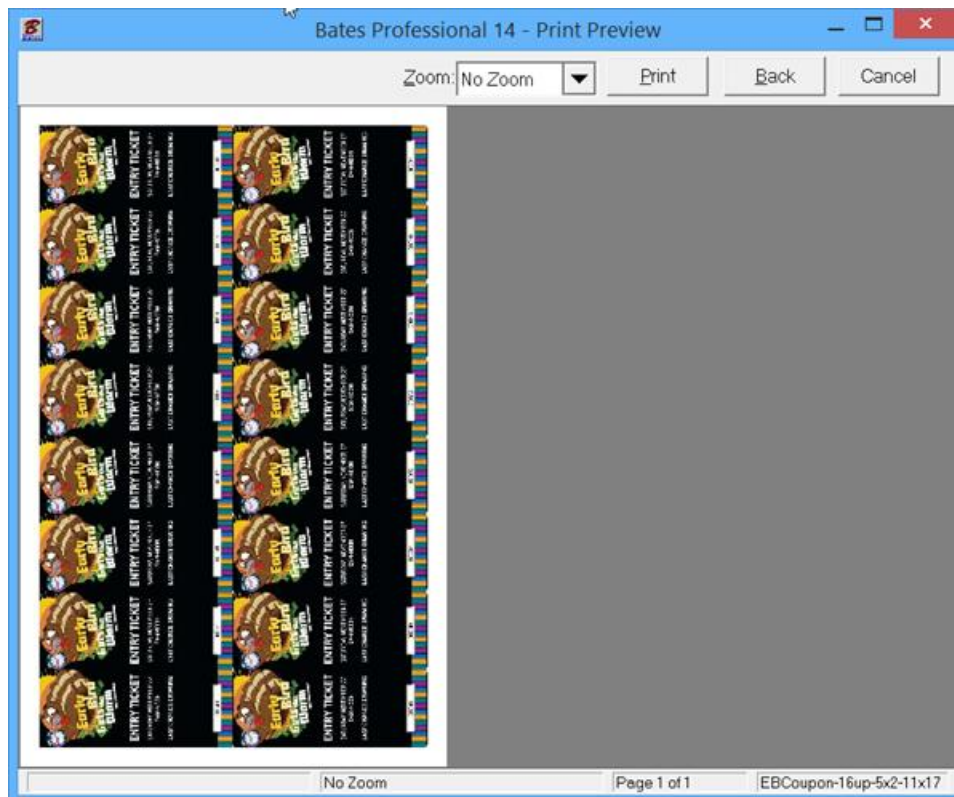
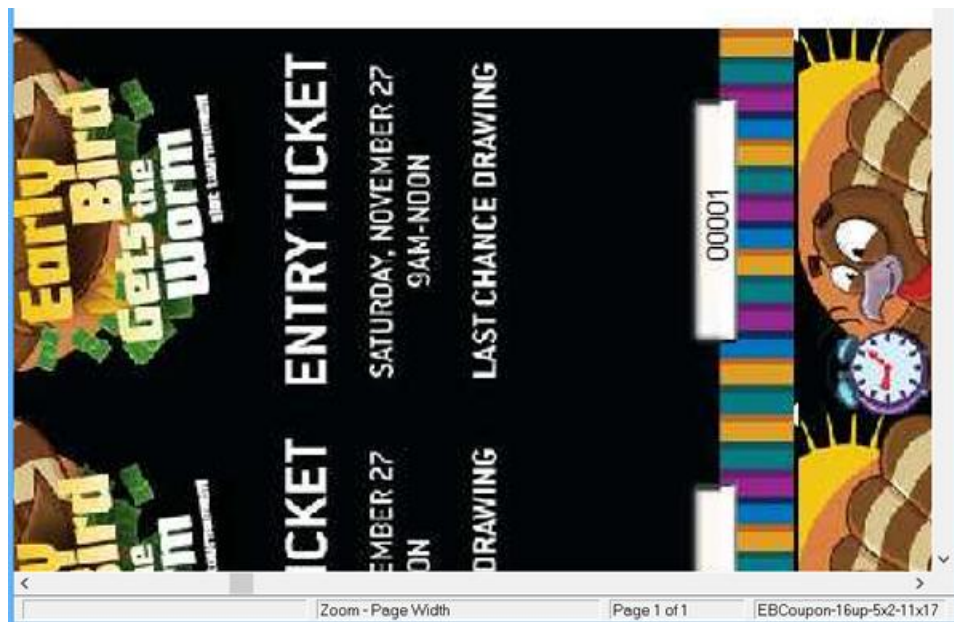
Output Destination – you have two choices, Print to the Printer or produce a Pdf. I recommend that you run a few pages as Pdf so you can proof your production before printing. When you continue the job from the database “Use Existing Data” you can reset the starting number to 1 if you like, then send 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, EBCoupon_16up_11x17.PDF and it will be available for download from www.bates-stamp.com in the Print Shop Section. 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 –



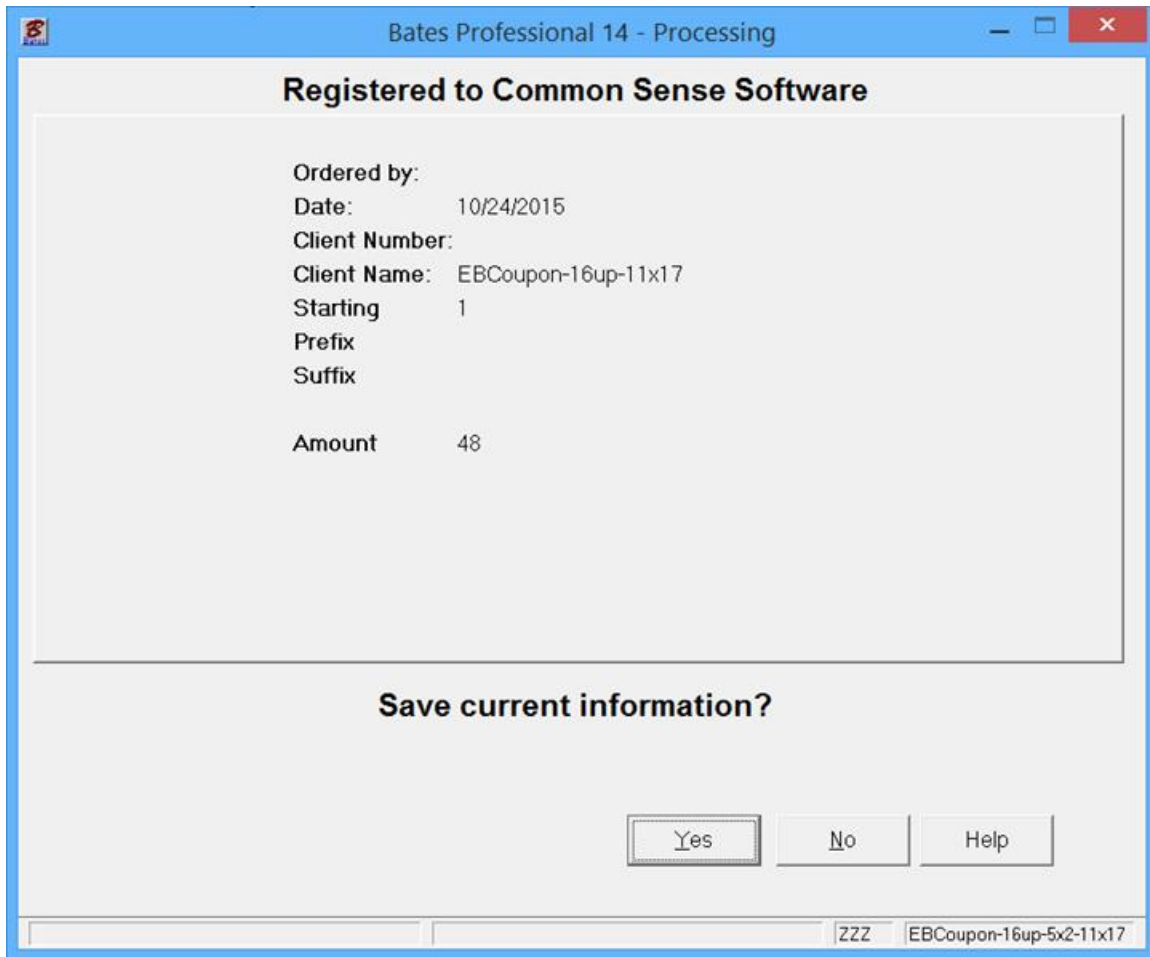
Press Next:

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) EBCoupon Data and Press Next.

Bates Professional 14 - Database Information

Registered to Common Sense Software

Client	Date
CasinoDV 12 Up 2 Sided	10/22/2015
EBCoupon-16up-11x17	10/25/2015
Funeral Home 3up Receipt	10/11/2015

Delete Client Information

Label Information

User Initials: ZZZ

Ordered by:

Client #:

Prefix:

Starting: 1

Suffix:

Amount: 48

Ending: 48

Constant:

Input: EBCoupon-16up-5x2-11x17

<<Previous Next>> Cancel Help

Browsing Records 222 EBCoupon-16up-5x2-11x17

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.

The screenshot shows a software window titled "Bates Professional 14 - Customer Information". The main heading is "Registered to Common Sense Software". Below this, there are four input fields: "Ordered by:" (empty), "Date:" (10/25/2015), "Client Number:" (empty), and "Client Name:" (EBCoupon-16up-11x17). At the bottom, there are four buttons: "<<Previous", "Next>>", "Cancel", and "Help". A status bar at the very bottom contains the text "Who ordered the Labels?", "ZZZ", and "EBCoupon-16up-5x2-11x17".

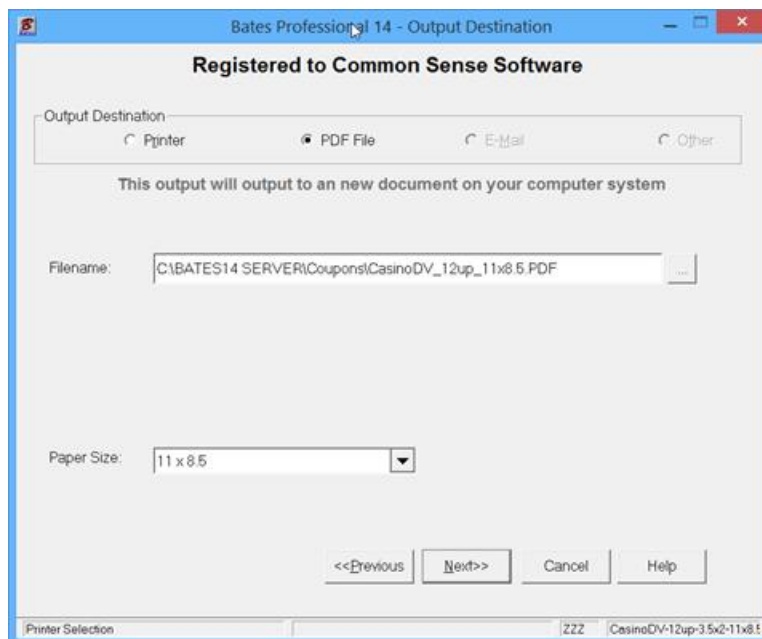
Check the info on the Additional Information screen. Note all of the settings are correct with the next number remembered. The starting number can be reset to any number if you just made a pdf to proof the job. Change the amount to print for today's job if different. Press Next.

The screenshot shows a software window titled "Bates Professional 14 - Additional Information". The main heading is "Registered to Common Sense Software". The "Labels" section has radio buttons for "Sequential" (selected) and "All the Same". There is a checked checkbox for "Leading Zero's (i.e. 00001234)". The "Number of Digits" is set to 5. The "Number Type" dropdown is set to "Numbers". The "Variable Information" section has a "Starting Number" field with the value 49. The "Stamp Placement" section has radio buttons for "Front" (selected), "Back", and "Both". The "Amount to Print" is set to 48. Other settings include "Print down then across" (unchecked), "Descending" (unchecked), "Start on Line" (0), "Copies" (Label selected, Page 1), "Depth" (checked), "Number of Pages" (3), and "Increment" (1). At the bottom, there are four buttons: "<<Previous", "Next>>", "Cancel", and "Help". A status bar at the very bottom contains the text "Labels will print in Sequential Order.", "ZZZ", and "EBCoupon-16up-5x2-11x17".

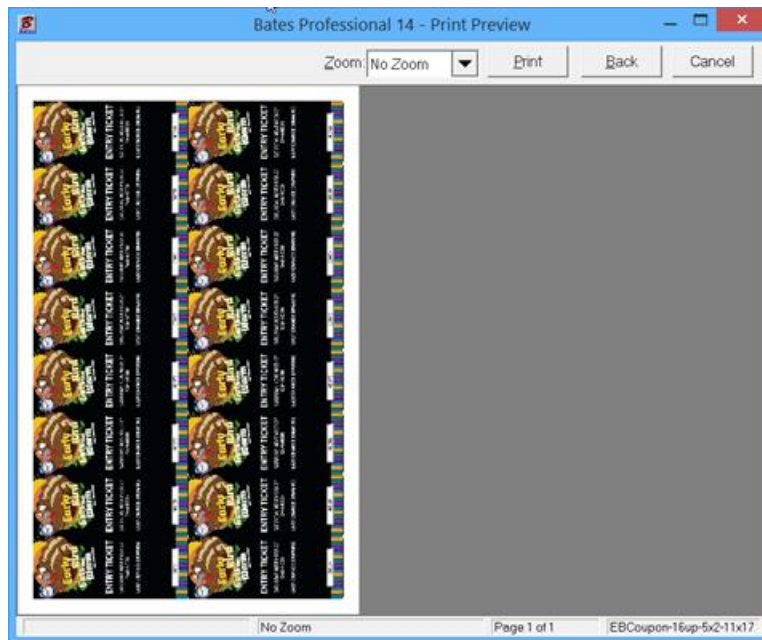
If you have not changed where the EBCoupon is stored on the computer it will be displayed and all will be in position for the next run. Remember that this screen may be expanded. Press Next



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 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. – EBCoupon-16up-11x17 in the Client Name field.

