

# How-to: Create a NCR multi-part form pad



## Feature overview

Fiery® JobMaster™ provides a way to easily create no-carbon-required (NCR) multi-part pads. A duplicate page option creates the multiple parts of the form. A duplicate job option defines the number of total sets.

Advanced Page Numbering allows users to create custom stamps for each part of an NCR pad. The same feature lets users insert unique numbering sequences for one or multiple sections, using custom texts, formats, and macros.

## Objectives

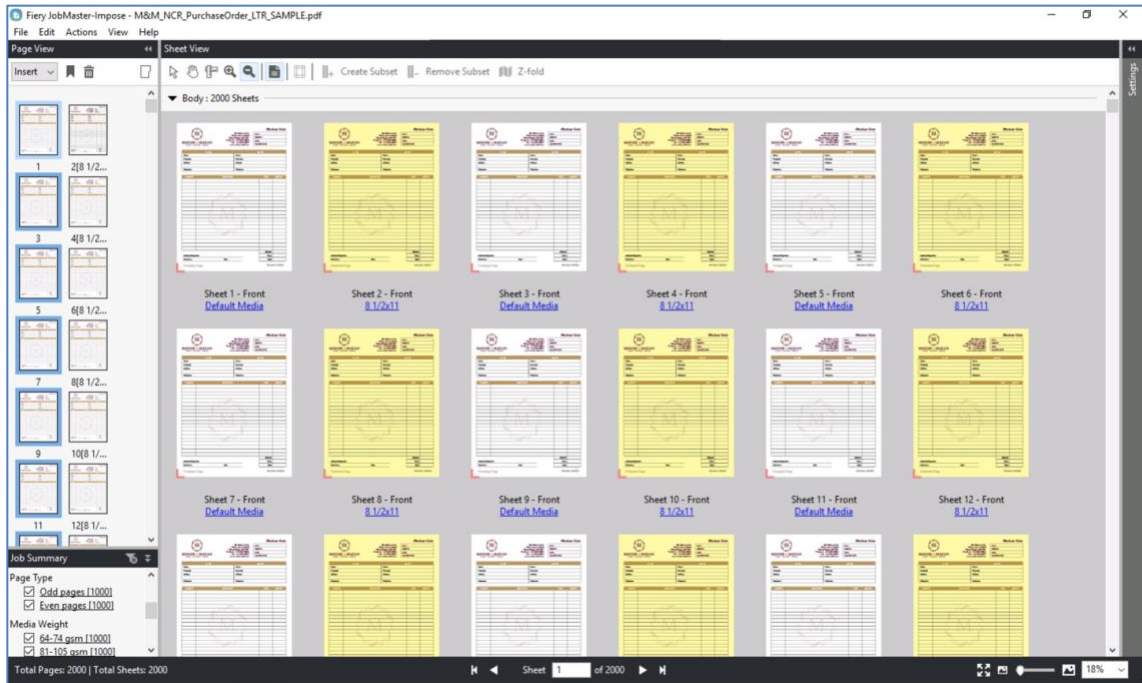
- Create a multi-part form pad
  - Duplicate a page to create a two-part form
  - Duplicate the job to create a pad
- Use Advanced Page Numbering to add form labels and sequential numbers
  - Insert an identification label for each part of the form
  - Insert sequential invoice numbers for each set of forms

## Additional resources

For additional software downloads, training resources, and more, go to [Fiery Online Resources](#).

## Before you begin

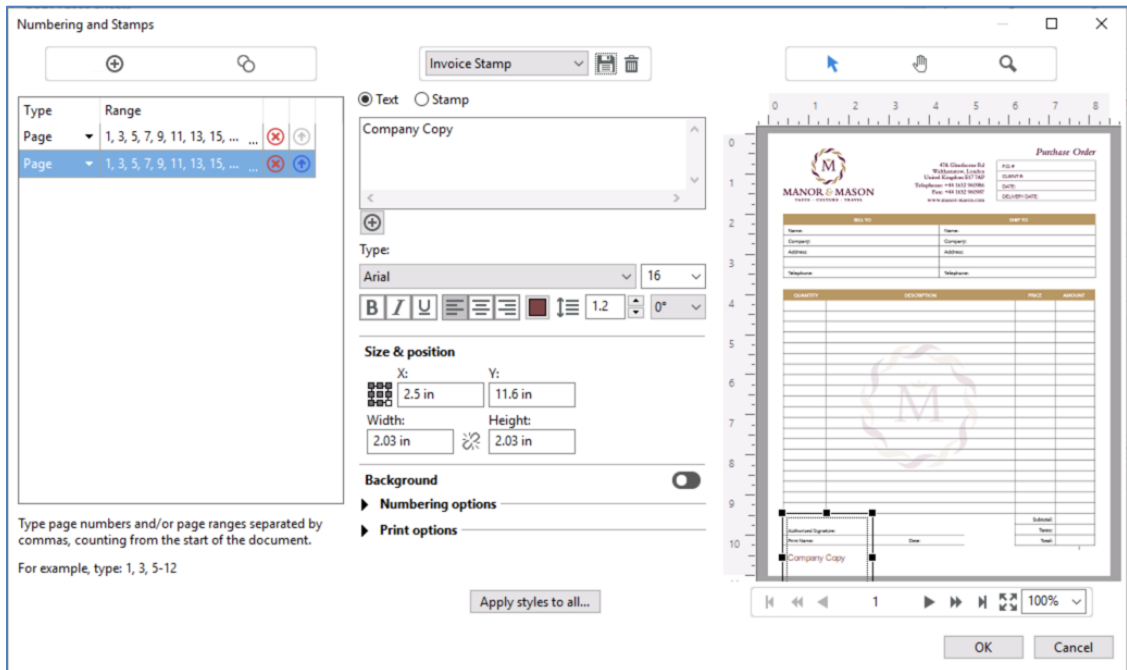
- Open Fiery Command WorkStation® 6.7 or newer. Connect to a Fiery Driven™ printer running Fiery FS500 Pro / FS500 system software or newer.
  - For the updated list of supported printers, go to: [fiery.efi.com/jobmaster/supported-printers](http://fiery.efi.com/jobmaster/supported-printers).
- To request the free 30-day trial of Fiery JobMaster, go to: [fiery.efi.com/jobmaster/freetrial30](http://fiery.efi.com/jobmaster/freetrial30).
- Activate the Fiery JobMaster license on the computer running Command WorkStation.
- Place the sample file, **M&M\_NCR\_PurchaseOrder\_LTR.pdf** or **M&M\_NCR\_PurchaseOrder\_A4.pdf** file, in the Fiery server HELD queue. Drag the file to the Command WorkStation HELD list. Or use the Command WorkStation Import menu option.
- Create Paper Catalog entries to use for this exercise if you do not have NCR paper.
  - Ideally you will have two stocks available:
    - Letter/A4 white
    - Letter/A4 yellow
  - If you have NCR paper, then you only need to create one NCR Paper Catalog or media entry.
- Make sure the printer and Fiery server have been calibrated before printing any output.





## Create a multi-part NCR form pad

1. Select the **M&M\_NCR\_PurchaseOrder\_LTR.pdf** or **M&M\_NCR\_PurchaseOrder\_A4.pdf** file in the Command WorkStation Held list. Then right click to select **JobMaster**. Or click the **JobMaster** icon in the toolbar if it has already been added.
2. Duplicate a page to create a two-part form.
  - a. In the Page View pane, select the page. Then right-click and select **Duplicate** or click **Edit > Duplicate**.
  - b. Select page 2. Then right-click to select **Assign Media**. Choose the media. For this example, select Letter/A4 Yellow. If you have pre-collated NCR media, then both page 1 and 2 must have the same media or Paper Catalog entry assigned. Click **OK** when done.
3. Duplicate a job to create a pad containing 1,000 forms.
  - a. Click **Edit > Duplicate Job**.
  - b. Enter the number of total copies to print. For this example, enter/type **1000**. Then click **OK** when done.

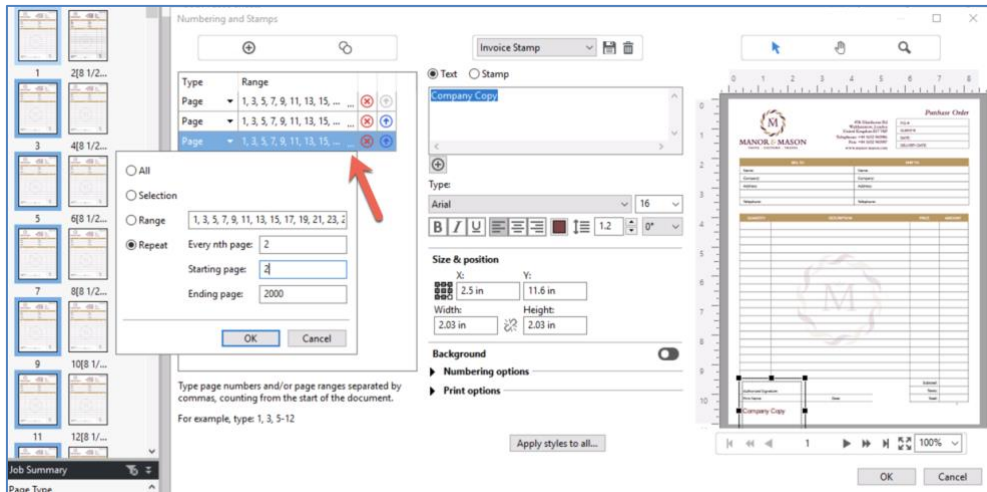
In the next section, you will insert form labels.



## Use Advanced Page Numbering to add form labels and sequential numbers

1. In the Job Summary pane, under Page Type, select **Odd pages [1000]**. This selects all the odd-numbered pages.
2. Right-click on the selected pages and chose **Edit Numbering and Stamps...** or click **Actions > Edit Numbering and Stamps...**
3. The Numbering and Stamps window will open.
4. Click the **Add Range**  icon to create a new page range. This updates the range to show odd-numbered pages.
5. In the Text field macro, delete the current default selection **{#DOCUMENT\_PAGE\_NUMBER}** and type **Company Copy**.
6. Change the font to **Arial – Bold** and font size to **16**.
7. Keep Left alignment and apply whatever color you choose.
8. Use the **Select** icon to move the text box to the bottom-left corner of the page, and increase the field size so all the inserted text is visible.
9. Use the **double arrows keys** to scroll through the document's odd-numbered pages and view the results.
10. Click the **disk** icon to name and save these settings as a preset for future jobs. For this example, type **Invoice stamp**. Then click **OK** when done.
11. Click the **Copy Range**  icon to copy the previous range and settings.


12. In the Range field, click the second set of ellipses to open the **Select Pages by Range** dialog.



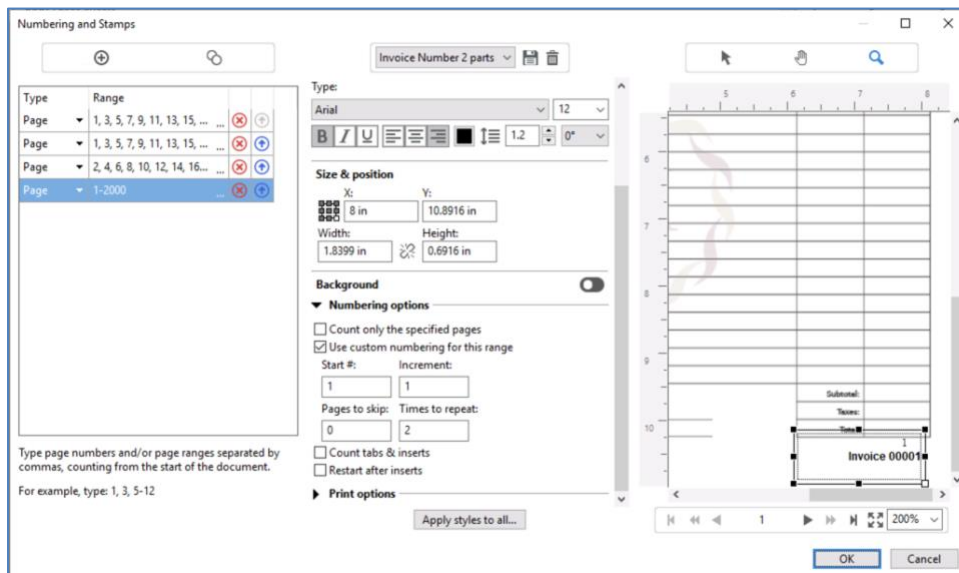
13. For Range, enter the following:
- Every nth page: **2**
  - Starting page: **2**
  - Ending page: **2000**
  - Click **OK** when done.
14. This updates the range to show even-numbered pages only.
15. To update the Text field, type **Customer Copy**.
16. Use the **arrow keys** to scroll through the document's even-numbered pages and view the results.
17. Click the **disk icon** to name and save these settings as a preset for future jobs. For this example, type **Invoice Stamp 2**. Then click **OK**.

In the next section, you will insert invoice numbers.

## Insert sequential invoice numbers

- Click the **Add Range**  icon to create a new page range.
- Leave the range Type as **Page**.
- In the Range field, click the third set of ellipses to open the **Select Pages by Range** dialog.
- For Range, select **All**. Then click **OK** when done.
- This updates the range to show all pages, 1-2000.

6. In the **Text** field, insert the following additions to the macro:
  - a. Position the cursor before the left { symbol and Type **Invoice**. Include **a space** after.
  - b. Position the cursor after the pound # symbol, and enter the numbers to precede each invoice number. For this example, type **05**: This will insert zeros in front of the invoice number so each number has a minimum of 5 digits. In this example, the first invoice is numbered 00001.
  - c. The Text field should now display **Invoice {#05:DOCUMENT\_PAGE\_NUMBER}**.
7. Use the **Select** icon to move the text box to the bottom-right corner of the page, and increase the field size so all the inserted text is visible.
8. In the Type area, change the font, size, color, and alignment. For this example, select **Arial**, **Bold**, size **12**, and **align right**.
9. In the Numbering options area, select the **Use custom numbering for this range** check box. Enter the following information:
  - a. Start #: **1**
  - b. Increment: **1**
  - c. Times to repeat: **2**



10. Navigate using the arrow keys to scroll through several sets of pages and view the results.
11. Optional: Click the **disk** icon to name and save these settings as a preset for future jobs. For this example, type **Invoice Number 2 parts**. Then click **OK**.
12. Click **OK** when done to close Numbering and Stamps.
13. Save and name the job. Click **File > Save**. Save your job with a new name. Then click **OK** when done.
14. Click **File > Exit** or click the red **X** located in the corner to close Fiery JobMaster.
15. The invoices are ready for printing.

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