Create an NCR multi-part form pad

Fiery FS600/FS600 Pro

Feature overview

Fiery® JobMaster™ makes it easy to create NCR (no carbon required) multi-part pads.

- Use the **duplicate page option** to create multiple parts of a form.
- Use the **duplicate job option** to define the total number of sets.

Advanced Page Numbering allows users to create custom stamps for each form part, plus apply unique numbering sequences with custom texts, formats, and macros.

Objectives

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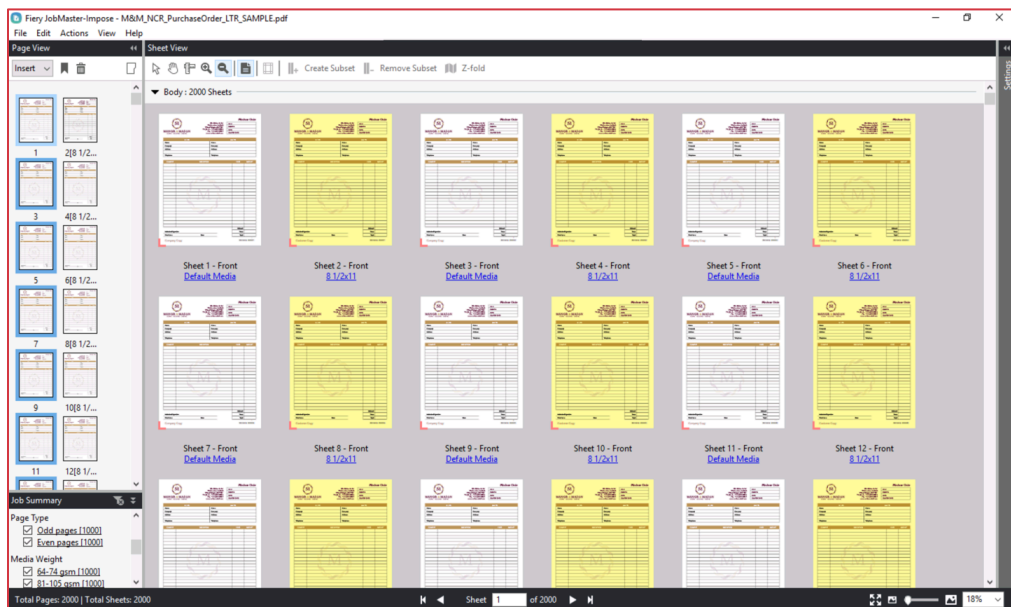 - o Insert sequential invoice numbers for each set of forms

Additional resources

For additional software downloads, training resources, and more, go to Fiery Online Resources.

Before you begin

- Launch Fiery Command WorkStation® 6.7 or newer and connect to a Fiery Driven™ printer running Fiery FS600 Pro / FS600 system software or later.
  - For the latest list of supported printers, visit: solutions.fiery.com/jobmaster/supported-printers.
  - To request a free 30-day trial of Fiery JobMaster, go to: solutions.fiery.com/jobmaster/30daytrial.
- Activate the Fiery JobMaster license on the computer running Command WorkStation.
- Add the sample file (**M&M_NCR_PurchaseOrder_LTR.pdf** or **M&M_NCR_PurchaseOrder_A4.pdf)** to the Fiery server HELD queue.
  - Drag and drop the file into the Held queue or use the Command WorkStation Import menu option.

- Create Paper Catalog entries to use for this exercise if you do not have NCR paper.
    - o Ideally, you will have two stocks available:
        - ▪ Letter/A4 white
        - ▪ Letter/A4 yellow
- If you do have NCR paper, only one NCR Paper Catalog or media entry is needed for the pre-collated stock.
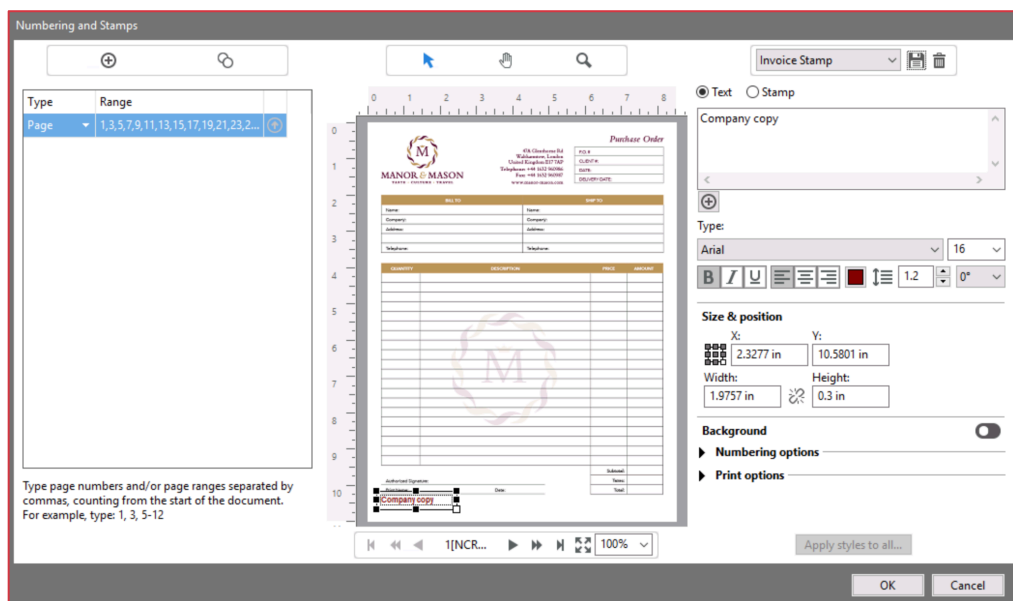- Ensure the printer and Fiery server are calibrated before printing.

Create a multi-part NCR form pad

1. Select the file (**M&M_NCR_PurchaseOrder_LTR.pdf** or **M&M_NCR_PurchaseOrder_A4.pdf)** in the Command WorkStation HELD list, and right-click to select **JobMaster**. Or click the **JobMaster** icon in the toolbar.
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 pages 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 **1000**. Then click **OK**.
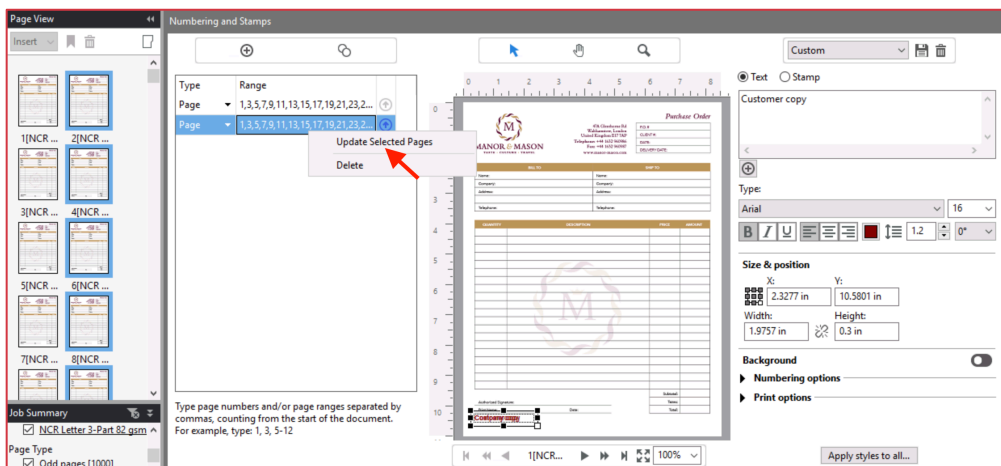
In the next section, you will insert form labels.

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 choose **Edit Numbering and Stamps...** or click **Actions > Edit Numbering and Stamps...**

3.   The Numbering and Stamps section will open in the main UI.

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 a color.
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 arrow keys** to scroll through the document's odd-numbered pages and view the results.
10. Click the **Save** icon to name and save these settings as a preset for future jobs. For this example, type **Invoice stamp**. Then click **OK**.

11. Click the **Copy Range** icon to copy the previous range and settings.
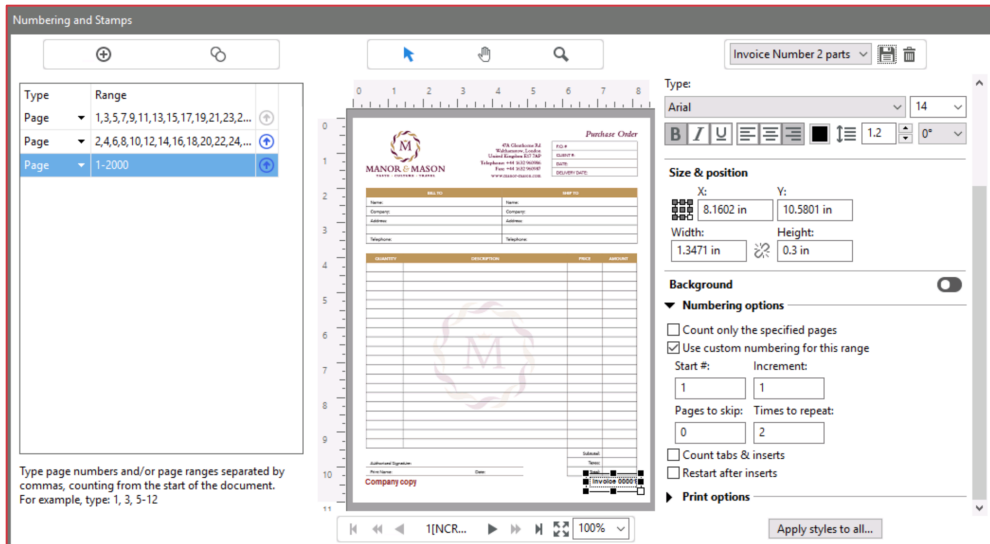12. Go to **Edit > Select Even Pages** to select the even number of pages.

13. Right-click the selected page range and click **Update Selected Pages**.
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 **Save** 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

1. Click the **Add Range** ⊕ icon to create a new page range.
2. Then, go to **Edit > Select All** to select all the pages.
3. Right-click the new page range and select **Update Selected Pages**.
4. This updates the range to show all pages, 1-2000.
5. In the **Text** field, update the macro as follows:
    a. Place the cursor before the left **{** symbol and type **Invoice** (include a **space** after).
    b. After the pound **#** symbol, enter the desired quantity of digits for each invoice number. For this example, type **05:** This will ensure each invoice is at least 5 digits long. In this example, the first invoice is 00001.
    c. The result should look like this:
        Invoice {#05:DOCUMENT_PAGE_NUMBER}
6. 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.
7. In the Type area, change the font, size, color, and alignment. For this example, select **Arial**, **Bold**, size **14,** and **align right**.
8. 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**

9. Navigate using the arrow keys to scroll through several sets of pages and view the results.

10. Optional: Click the **Save** icon to name and save these settings as a preset for future jobs. For this example, type **Invoice Number 2 parts**. Then click **OK**.

11. Click **OK** when done to close Numbering and Stamps.

12. Save and name the job. Click **File > Save**. Save your job with a new name. Then click **OK** when done.

13. Click **File > Exit** or click the red **X** located in the corner to close Fiery JobMaster.

14. The invoices are ready for printing.

For more information, please visit *fiery.com*.