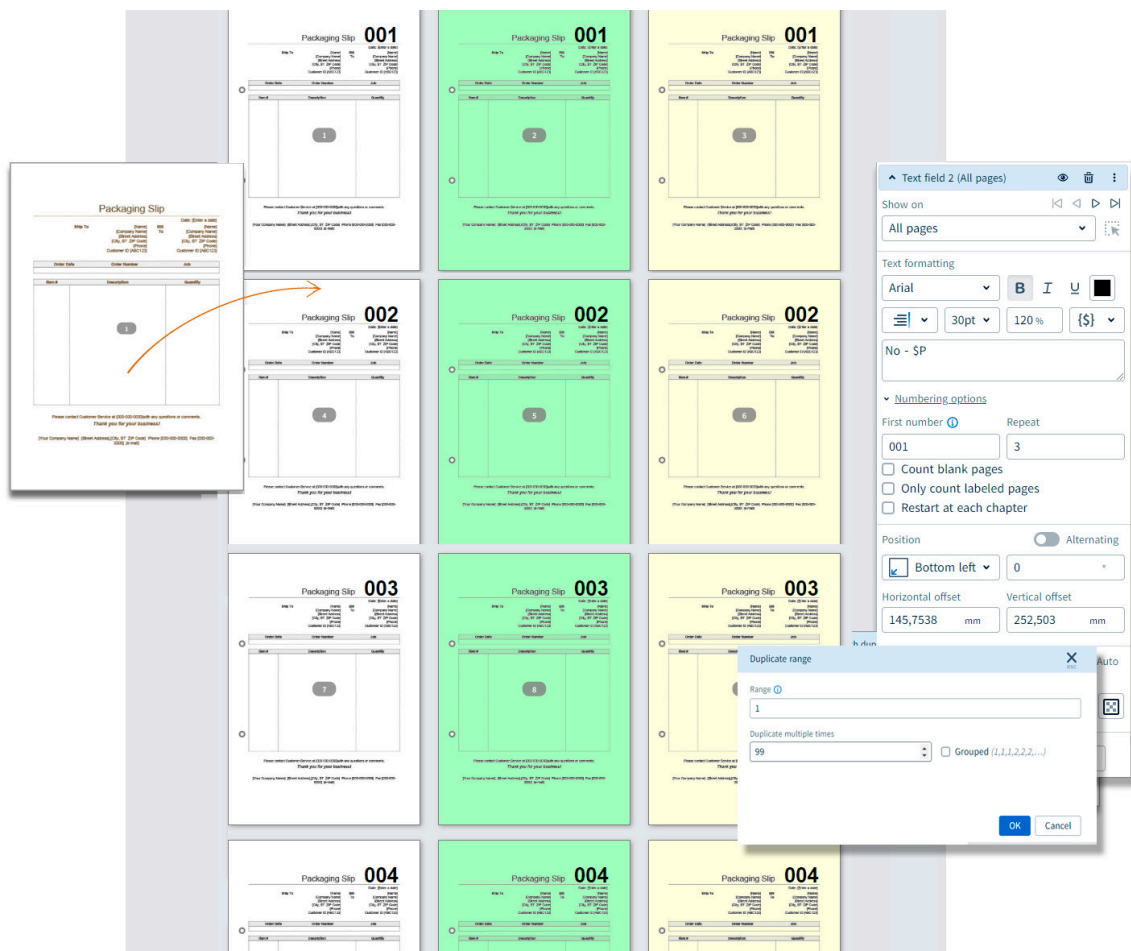


How to: AccurioPro Flux

Number carbonless copies as a set



Carbonless copies often consist of several sheets that form a set.

Learn how to number the sets consecutively and how to have the same number within a set.

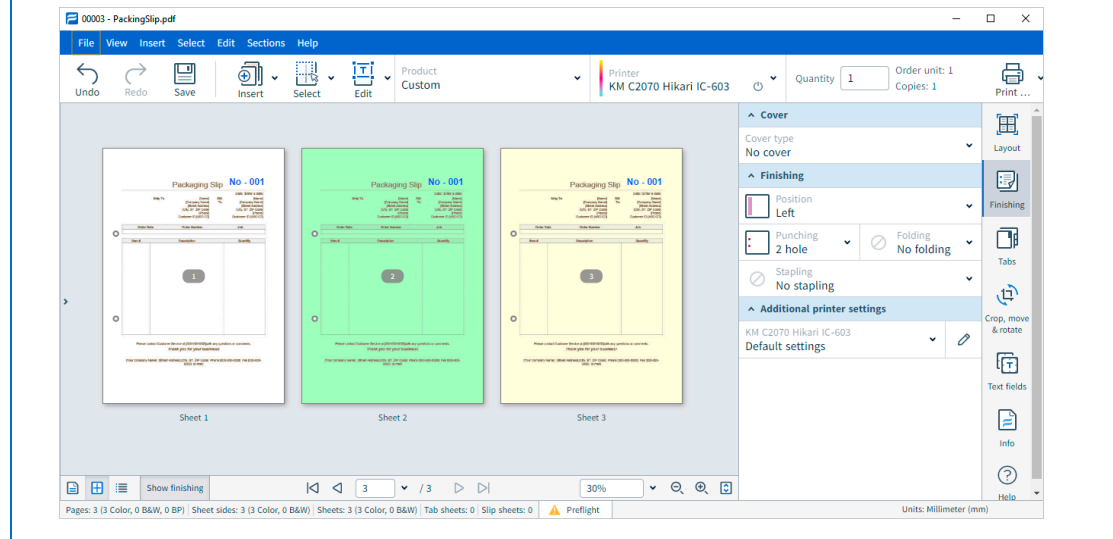
Number carbonless copies as a set

You want to print a delivery note with a set of three pages. In the example the file consists of 3 pages: Page 1 for the manufacturer, page 2 for the supplier, page 3 for the customer. Each page should be printed on a different paper. The sets should be numbered from 1 to 100 and within a set they should always have the same number. The delivery notes should also be punched.

Import file and define print settings



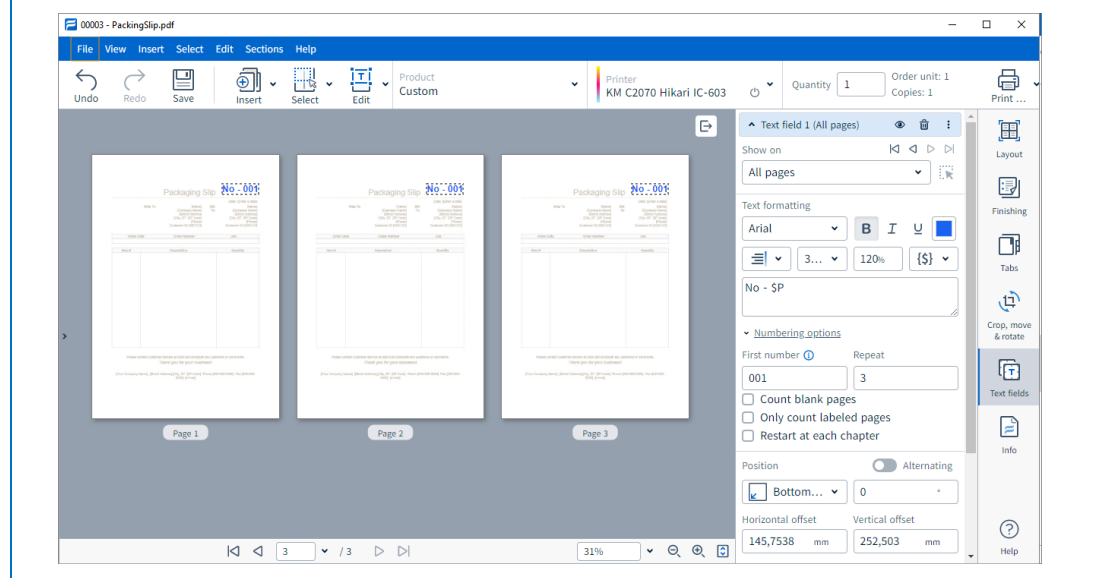
- 1 Import the file and open the job in the Job editor.
- 2 In the **Layout** tab, set the desired paper for each page.
The following paper colors are used in the example: page 1 white, page 2 green, page 3 yellow.
- 3 Set the punching for all 3 pages in the **Finishing** tab. In the example: 2 holes.



Set numbering



- 1 Create a text field in the **Text fields** tab and move it to the desired position.
- 2 Enter the label text and the variable for the numbering.
In the example: No. \$P
- 3 Specify the settings for text formatting: font size, color, bold ...
- 4 Click on **Numbering options** and enter the starting number under **First number**.
In the example with two leading zeros (001), since the edition has three digits.
- 5 Enter **3** under **Repeat**.
This means: The page number is repeated three times and only then is it incremented further.



Duplicate pages



- 1 Open the **Layout** tab.
- 2 Select the **Duplicate range** command from the context menu (right mouse button).
A dialog box opens.

Duplicate range ✕ esc

Range ①

Duplicate multiple times
 ☐ Grouped (1,1,1,2,2,2,...)

OK **Cancel**

The marked pages **1-3** are preset as **range**.

- 3 Enter the value **99** under **Duplicate multiple times**.
The print run contains 100 sets. So you need another 99.
- 4 Confirm the entries with **OK**.
The three pages are duplicated. The numbering is incremented after each set.

Some closing remarks ...



This function is available in

- AccurioPro Flux Essential
- AccurioPro Flux Premium
- AccurioPro Flux Ultimate

Status: Version 8.4

If you want to use these features, you should be familiar with these functions in AccurioPro Flux:

- Importing jobs and opening them in the Job editor
- Creating and duplicating text fields
- Duplicate and impose areas

Here you can find further information:

- Online help of AccurioPro Flux:

Accept orders | Importing files

Editing documents | The job editor

Editing documents | Changing processing options

Editing documents | Editing content | Insert text

Editing documents | Inserting and editing pages | Duplicate range

Editing documents | Changing processing options | Changing individual print settings | Tab: Layout | Layout type

- More How-to guides: : <http://www.dots.de/de/kompletter-druckworkflow/how-tos/>

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