

# About Number Machine Pro

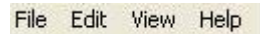
Number Machine Pro is a powerful and easy programming tool that you can use for numbering most all types of projects while utilizing your computer printer or digital photocopier. It won't take you days to learn, and enables you to do your own numbering jobs at your own home or office, without having to send it to the vendors. Create everything from receipt books to raffle tickets with ease and efficiency. All you need is a basic understanding of the Windows platform and your printer, and you're ready to go!

Some advantages of the Number Machine are:

- All you need is your PC and a printer.
- You no longer need to rely on an experienced operator. Do it yourself!
- No more messy ink to clean up.
- There will be very little wasted paper.
- Works with paper of all sizes.
- Gives you access to a limitless variety of fonts, sizes, prefixes, and colors.
- Make numerals as large or as small as you wish.
- Number with as many as 7 digits or as few as 1 digit.
- The numbering prefix can be anything you desire or nothing at all. You have the freedom to choose!
- Numbers are as crisp and clean as your printer allows.
- You are never alone. Carefully written instructions will help guide you along your way.

# The Basics - Using the Menu Bar

The menu bar as shown below, allows you to control the basics of your document.

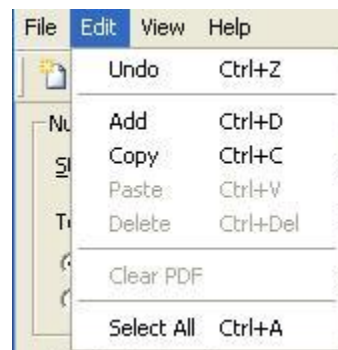


File Edit View Help

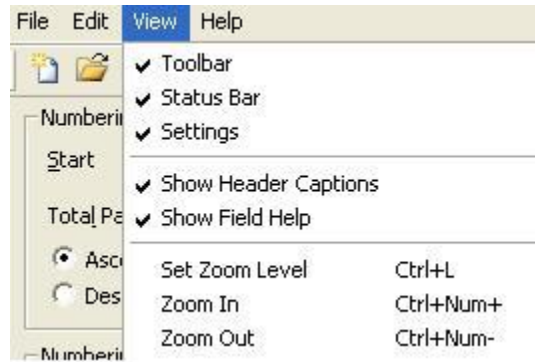
**File** – Allows you to create, open, save, or print a document, as well as import PDFs, and shows recent files (i.e. 1 Sample Name 1.nmt as shown below). Actions such as New, Open, Save and Print can also be achieved through the icons in the toolbar. “Print Preview” allows you to view your document in its printed form, before you print, allowing you to make changes before seeing it on paper. This save you time, as well as ink and paper.




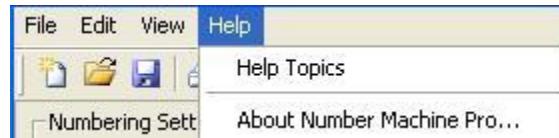
**Edit** – Allows you to undo actions or mistakes, as well as add, copy, paste, and delete objects within the template. “Select All” allows you to select each numbering head, permitting you to move them around by clicking and dragging to their desired locations.



**View** – By default, the objects shown below are checked, meaning that they show up in the window. For example, if you uncheck the toolbar, it will disappear from view. By going back into “View,” you can select toolbar again, and it will reappear on the screen. This feature allows you to have more freedom over what you see on the screen. If you do not feel the need to utilize a certain feature, you don’t need to see it. This menu also shows you the shortcuts for zooming in and out.



**Help** – Gives you access to information about the Number Machine. The same can be achieved by clicking the  icon.



# The Basics - Using the Toolbar

The Number Machine has several shortcuts that make handling your document easier and quicker.



**New** - Allows you to create a new template just by clicking it.



**Open** - Allows you to open files that already exist, in the program.



**Save** - Allows you to “quick save” your document.



**Print** - Allows you to print without having to go through the print preferences. Make sure you have the appropriate printing settings before using this, to avoid undesirable results.



**Settings** – By default this is selected, which shows the whole left side of the layout (numbering settings, heads, etc). When unselected, the left side disappears, leaving only the template editor.



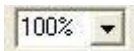
**Show Header Captions** – By default this is selected, which shows the words “Master Head” in the template editor, along with the name of other numbering heads you choose to make. When unselected, those titles disappear, leaving only the values in the editor.



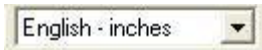
**Zoom In** – Zooms into the template editor by 25%, but only allows you to view the document up to 400%, and no more.



**Zoom Out** – Zooms out of the template editor by 25%, but only allows you to view the document at 25% and no lower.



**Set Zoom** – Allows you to manually set the zoom from 25% to 400% and any number in between. When you click on either of the previous two icons, the value within the box changes.



**Display Unit** – Allows you to convert your X and Y position from English (inches) units, to Metric (millimeters). Just click on the drop-down menu and choose your preference, and X and Y will automatically convert.

Note: You may notice that the metric values are slightly off – this is due to internal conversion and rounding. The English/Metric setting is also not persisted between sessions.



**About** – This causes a box to pop up giving information about Number Machine Pro. You can exit out once you are done.

## Utilizing the “Hot Keys”

Hot keys are the keyboard combinations that can be used to easily perform a desired action. For example, if you want to quickly save your document, instead of going through the menu bar, or even the toolbar, you can just press <Ctrl> and <s> at the same time. This saves time, and makes performing actions even easier.

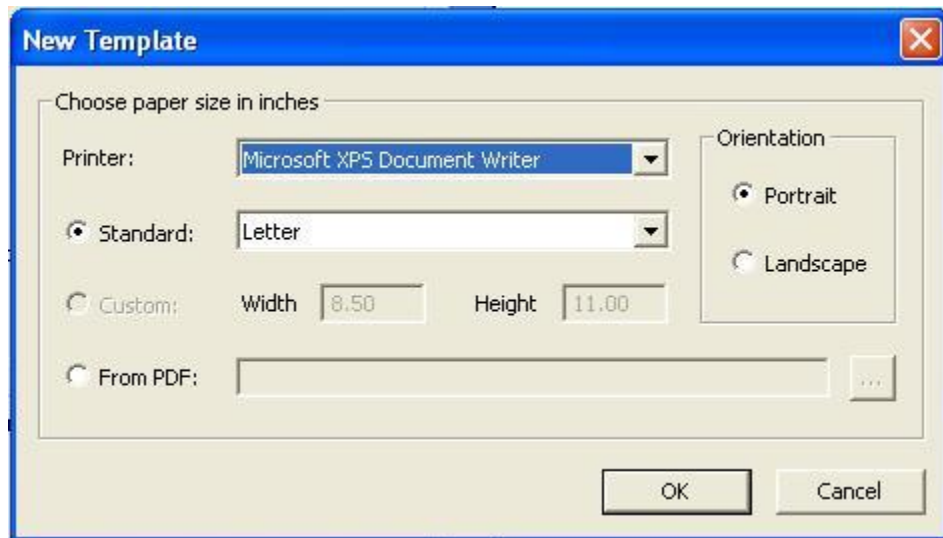
New:	Ctrl + N
Open:	Ctrl + O
Save:	Ctrl + S
Print:	Ctrl + P
Undo:	Ctrl + Z
Add:	Ctrl + D
Copy:	Ctrl + C
Paste:	Ctrl + V
Delete:	Ctrl + Del
Select All:	Ctrl + A
Set Zoom Level:	Ctrl + L
Zoom In:	Ctrl + Num+ (the + sign)
Zoom Out:	Ctrl + Num- (the – sign)

# Creating a New File

- 1.) On the menu bar select “File”



- 2.) Click on “New”



- 3.) A New Template screen will pop up as shown
- 4.) Choose your paper size by clicking the “Standard” button and choosing the appropriate paper size from the drop-down list, OR
- 5.) Create a Custom Size by selecting the “Custom” button – enter the width and height of your paper, OR
- 6.) Select the “From PDF” button – you can import any PDF file so you can print and number at the same time.
- 7.) Click OK

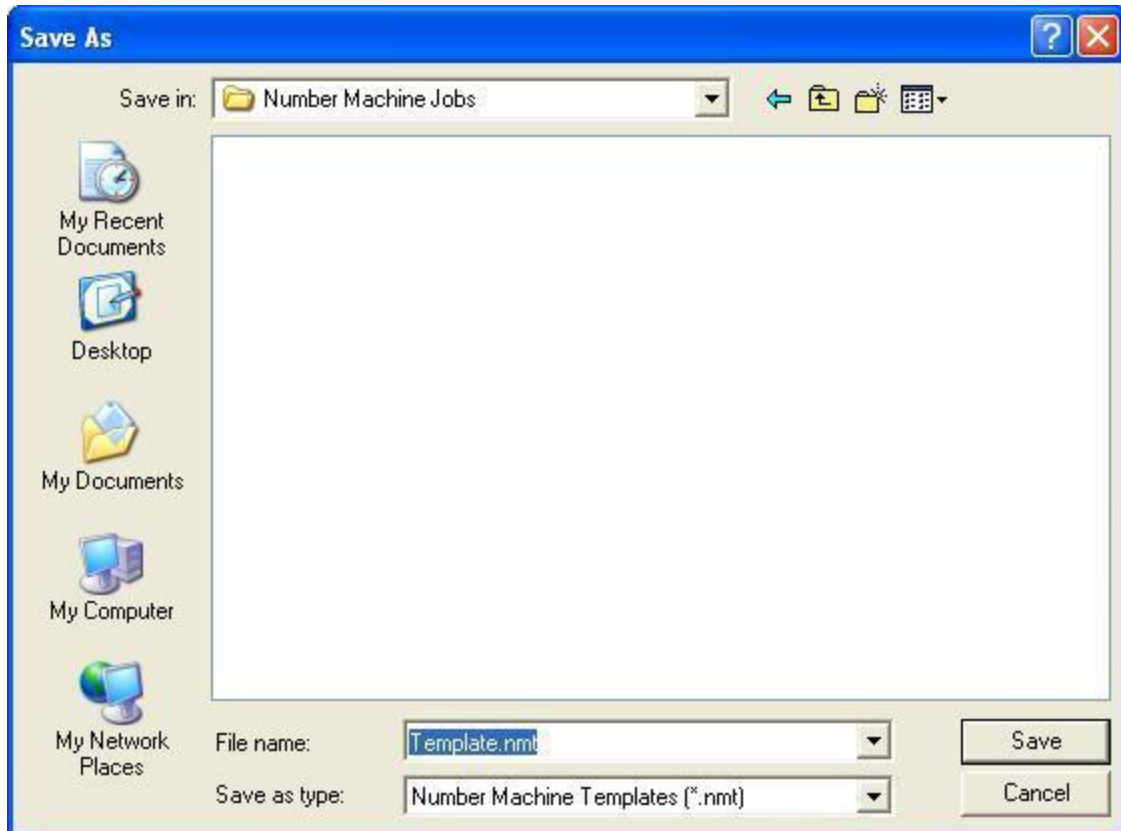
# Saving Your New File

1.) On the menu bar, select “File”



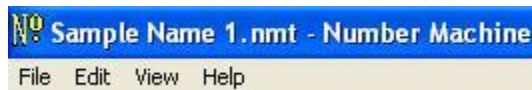
2.) Click either “Save” or “Save As”

3.) The Save As screen pops up – select the folder where you want to save your document



- 4.) Click in the “File Name:” box, and type in a name for your document. The extension of .nmt will automatically be added to your file.
- 5.) Click on “Save”

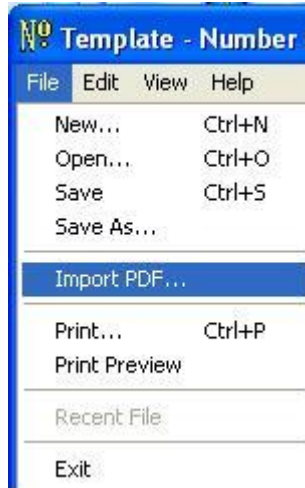
Note: The name of your file will appear in the upper left-hand corner of your screen.



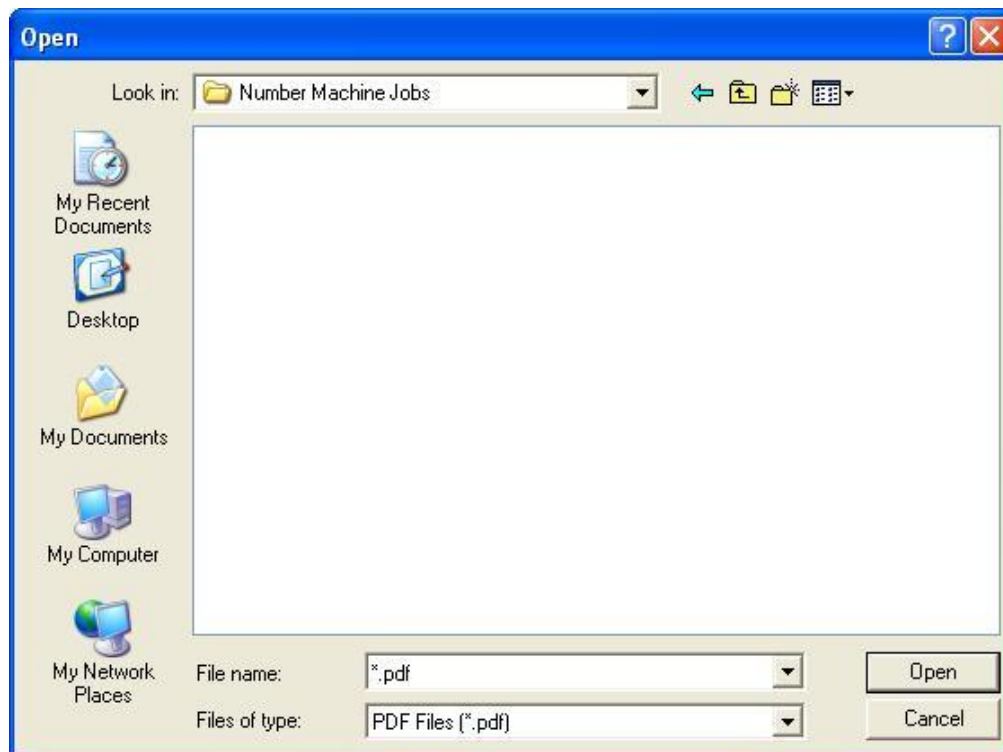
Note: When saving your document for the first time, you can use either “Save” or “Save As,” as the Save As window shown above will pop up. After saving it once, you can just click on “Save.” Use “Save As” to change the name or location of the document as desired, and save it there.

# Importing a PDF File

- 1.) On the menu bar, select “File”

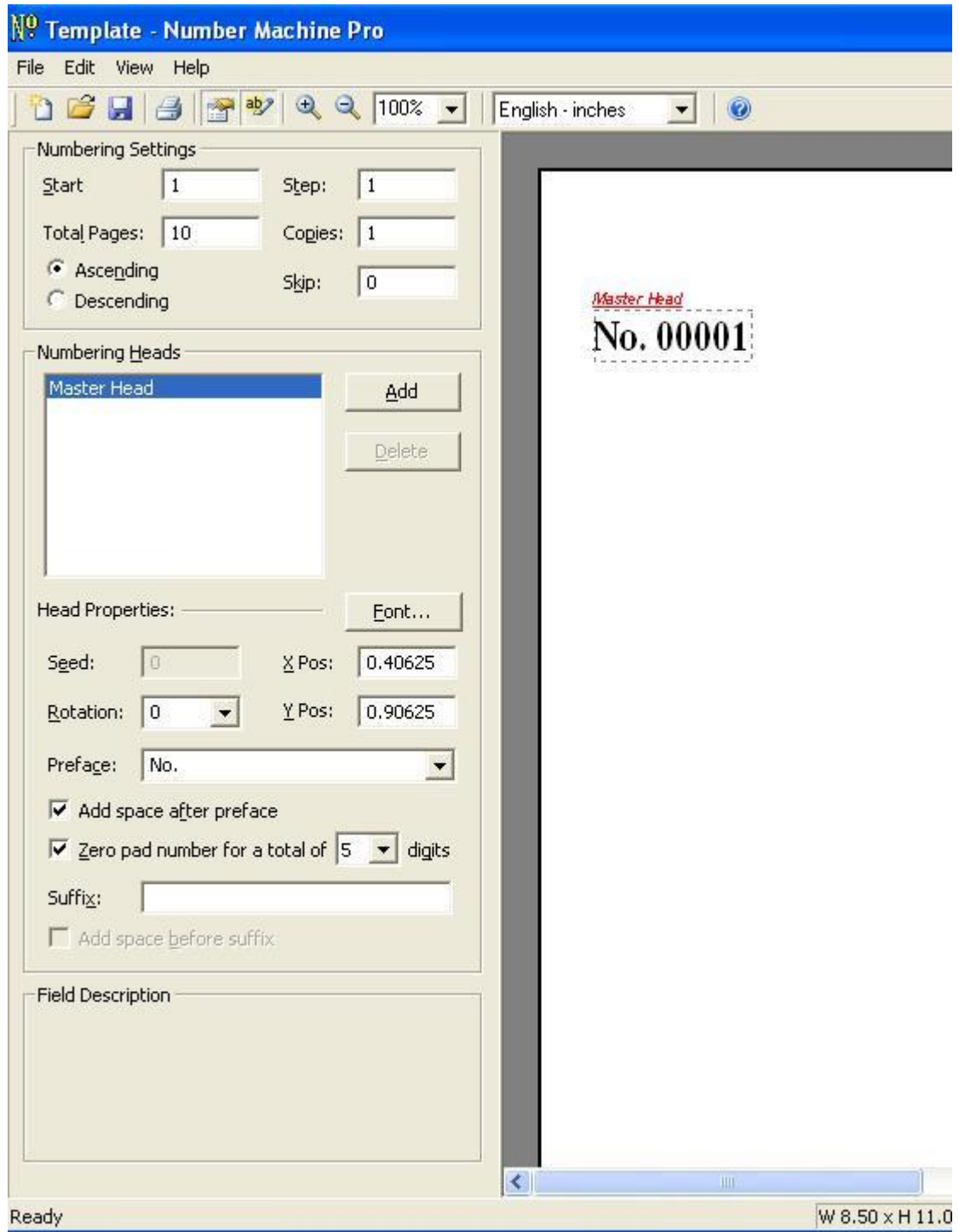


- 2.) Click on “File,” then “Import PDF”
- 3.) Locate the Folder that contains your PDF files
- 4.) Click on the File Name
- 5.) Click “Open”



# Creating a New Numbering Job

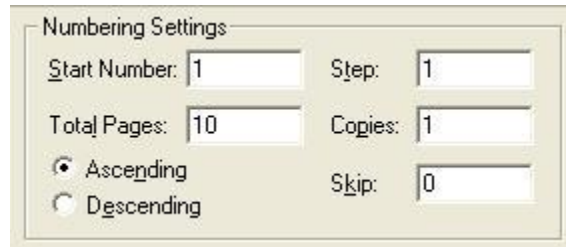
Let's take a look at the default screen.



The “Master Head” is created in the upper-left of your document. You can point, click and drag the Master Head for placement options in the template editor (white document to the right).

Note: The PDF image in the template editor will appear to “wrinkle” when moving the head. This only affects the editor and NOT the print.

The **Numbering Settings** section allows you to control the set up of your template as shown below.



The image shows a dialog box titled "Numbering Settings" with several input fields and radio buttons. The fields are: Start Number (1), Step (1), Total Pages (10), Copies (1), and Skip (0). There are two radio buttons for "Ascending" (selected) and "Descending".

Field	Value
Start Number	1
Step	1
Total Pages	10
Copies	1
Skip	0

Direction:  Ascending,  Descending

**Start Number** – This allows you to choose what value starts the numbering sequence and is the value for the master numbering head. The template editor will display this value for the master head when the numbering direction is set to ascending. If the numbering direction is set to descending, you will not see the start value, but rather the ending value that is calculated for you.

**Total Pages** – This allows you to change the total pages in the print job. The actual printed pages will be based on the Skip value. You can use Print Preview in the “File” menu to simulate the print job before you see it on paper.

**Step** – This allows you to increment the numbering head for every printed page. For example, if you have several pages of numbers, and you require that the first number on the second page to be 3 numbers above what is on the first page, you should enter “3” into the Step box.

**Copies** – This value can be used for multi-part forms. For example, entering 3 for Copies will print 3 pages in succession with the same numbers on each page.

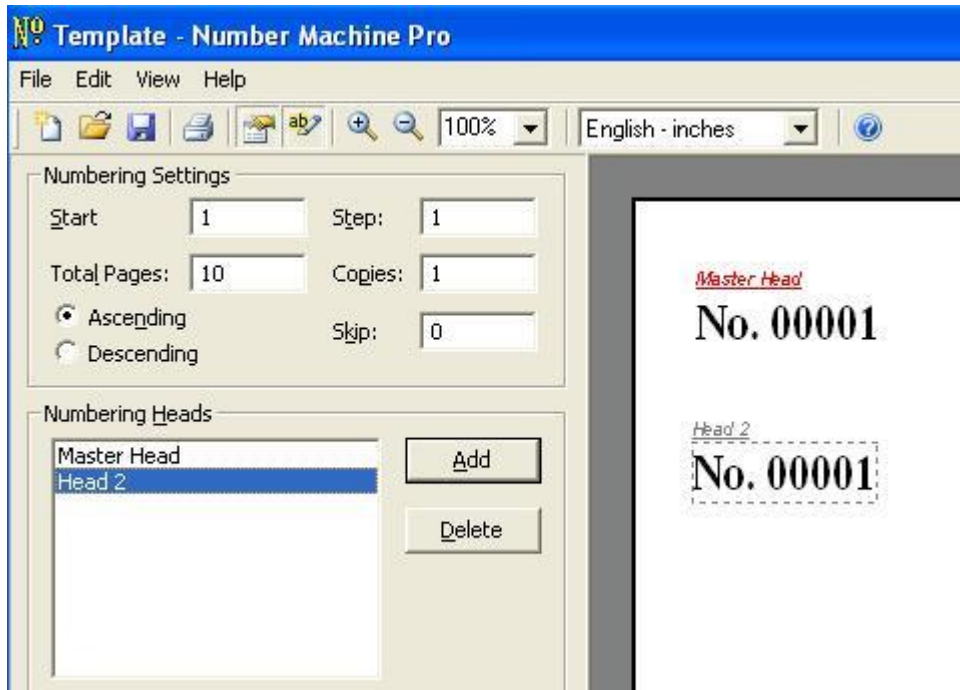
**Skip** – This value will cause the program to literally skip a page in the print job. Pages are skipped in succession so for example, if the value “2” is

entered for Skip, the program will print two pages, and then skip two pages, and so on until Total Pages value is reached.

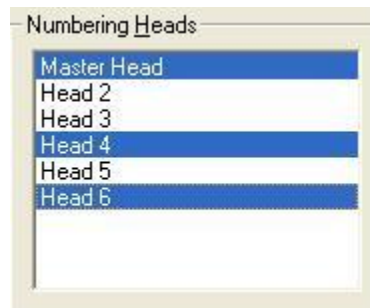
**Ascending** and **Descending** – These buttons allow you to control the way the numbers are printed out on the page. If “Ascending” is selected, the printed numbering sequence will increase from the Start Number to the final calculated value. If “Descending” is selected, the printed numbering sequence will decrease from the final calculated number to the Start Number. The template editor will show the final calculated number in the sequence.

# Settings

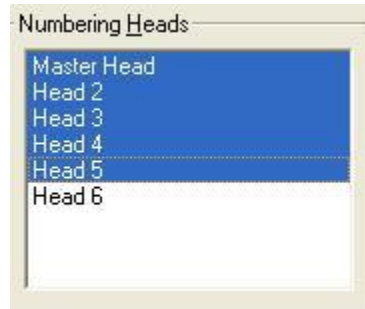
The **Numbering Heads** section allows you to add or delete headings as shown below. However, it does not allow you to delete the Master Head.



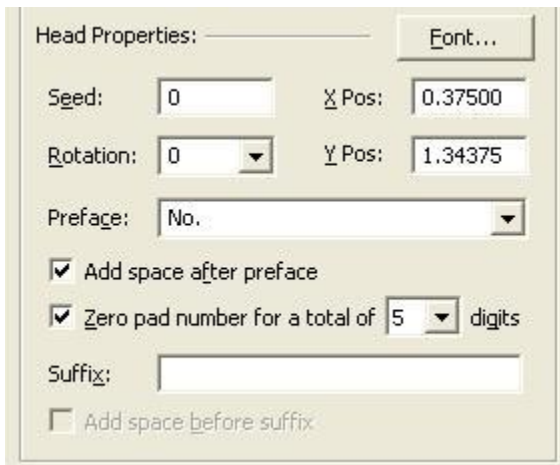
Once you do this, you can also highlight both the Master Head and Head 2 and move them simultaneously. Just click on one of them, and hold down <CTRL> and select the other. Use <CTRL> + Click if you want to select certain heads. For example, if you only want to select the Master Head, as well as Head 4 and 6, press <CTRL> and hold, while clicking the desired Heads.



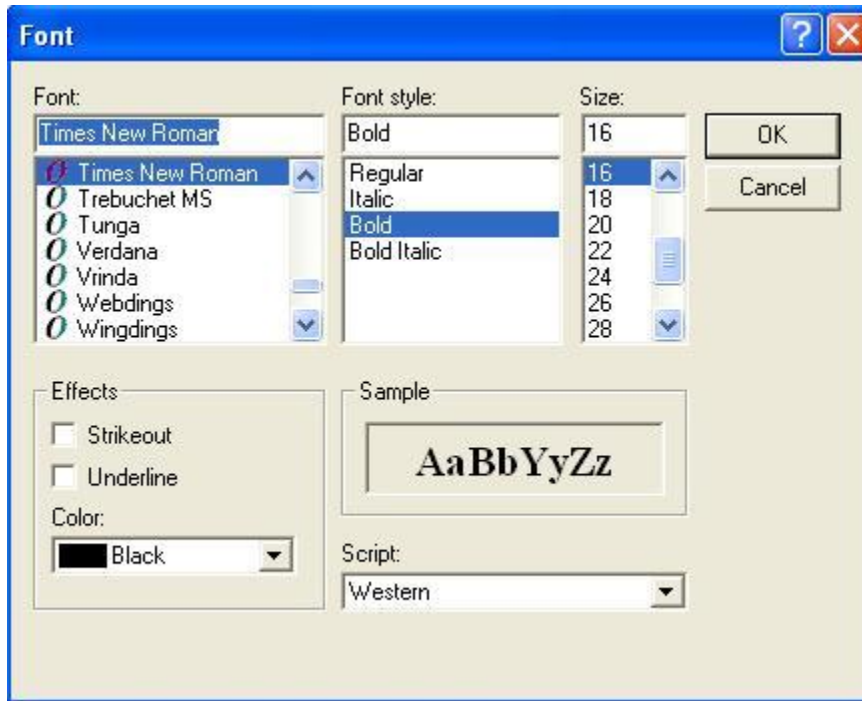
If you wish to select everything from the Master Head to Head 5, you can click the Master Head, then hold <Shift> and click Head 5, and everything in between will be selected as well. You can also achieve this by using the <CTRL>, but instead of just clicking on the Master Head and then Head 5, you will need to click on each individual Head.



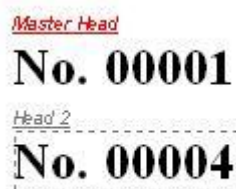
The **Head Properties** section gives you the most control over your template.



**Font Button** – This opens up the Format Box where you can change the Font Selection, Font Style, Size, Effects and Color. The template editor will show you what your sections will look like in your document. You can also view your desired font in the “Sample” box as shown below. If you check the Strikeout box, it will cross out the font, and if you check the Underline box, it will underline everything.



**Seed** – This allows you to skip in between numbers. For example, a Seed of 3 will yield what is shown below, depending on what number(s) you start with:



**Rotation** – This allows you to rotate your selected numbering heads 0, 90, 180, or 270 degrees, OR you can customize your rotations by typing in the number of degrees as long as they are positive values.

**X Pos** and **Y Pos** – These allow you to control where your headings fall. You can either type in the coordinates manually, or click and drag the selected head and watch the x and y position change in the boxes.

**Preface** – This allows you to change from the default of No. to A, B, C, D, or E, OR type in your own (# of digits) preface for your numbers, OR none at all.

**Add space after preface** – This adds a space after your selected preface. You can check and uncheck this option and view it in the template editor.

**Zero pad number** – This allows you to add padding to your numbers from 1 to 7, or none if you uncheck the box. Padding is just the number of digits that are printed regardless of the number itself. For example, if the box is checked and the pad number is 3, the template editor will display:

**No. 001**

If the box is left unchecked, the numbers will show up normally as you type them.

**No. 1**

Usually your pad number depends on your highest value. For example, if you wanted to print numbers 1 through 1000, you may choose a padding of 4 so that your starting number shows up as 0001 to 1000.

**Suffix** – This allows you to type in a combination of letters and numbers to further enhance your document. For example, a suffix with the content “Sample” will show up in your selected number head as:

Master Head  
**No. 001Sample**

**Add space before suffix** – Does exactly what it says. If checked it will create a space before the suffix.

The **Field Description** will show you the purpose of the sections you click, as well as provide you with some helpful tips. For example, if you click on “Master Head” underneath **Numbering Heads**, the text box will say:

Field Description

The list of numbering heads for the template. Use the Add button (or Ctrl+D) to add a new head to the template. Multiple heads can be selected using the mouse. Settings can be applied to a single or multiple selection.