

10 steps -Putting sequential numbers on the front of tickets

1. Create an **Excel List of numbers** first, name “Mail **merge numbers**” type in Ticket No. on the 1A and put numbers 1 to 4, select first box right click on the corner till a cross shows for the curser and drag to how ever many tickets you will need and select Fill Series.
2. Create the ticket using **Desktop Publisher**, double click to open it. Go to the top ribbon > **Mailing** > on the left of the ribbon > **Mail Merge** > then click on **Step by Step Mail Merge Wizard**.
3. A Dialogue box will pop up on the right, select **Use an existing list**, and then at bottom of the same dialogue box you follow the **Steps 1 to 3 > next: Create or connect to a recipient list**
4. In the pop up box find the **excel list** you created originally, click on > **Mail merge number** then click **open**. A smaller box appears just *make sure the box is ticked “first row of data contains column headers”*. Then click **Ok**. **Click ok** again on the next box unless you want to untick the amount you need by scrolling down. New information on right
5. If there is already **a text box**, just click into it, if not you will need **a text box** to put the numbers into. Go to the ribbon again > **insert** > then go to **Draw Text Box** . Your curser will change to a **cross** then use your mouse to draw the box in the correct area you want the numbers to be in.
6. Once box is selected go to the dialogue box on the right and click once on **“Ticket No#”** which will put the numbers it into the text box.
7. Highlight the text box by dragging your mouse over it and **align** **Ticket No#** and put it on **bold** and **enlarge** the font or change the colour.
8. Down toward the end of the dialogue box on right, click on **Next: Create merged publications** , then up nearer the top of the dialogue box > **Merge to a new Publication**.
9. Now you can print the tickets: go to file > Print > settings >
10. **NB: Select “ multiple pages to one sheet ”** in the print dialogue box. Spacing around tickets can be adjusted by using the **layout option**. Make sure the **card paper** is loaded into the printer and once happy, **click Print**.

When finished select **“don’t save “**when closing desktop publisher, twice