

PRINTIC V2.0 TICKETING SOFTWARE

Print your own raffle tickets, vouchers, promos and more!

QUICK START GUIDE TOOLS & DESIGN OVERVIEW

In the design window you will see four sections; the **Tools**; **Promotion**; **Design** and **Preview/Print** sections. A brief overview of each section is below. Our upcoming **User Manual** document will also explain each section more thoroughly.

1. Tools

Including tools to insert text/objects, edit fonts, colours and shapes, align objects, and insert Prinic data fields for promotions and ticket numbering.

2. Promotion

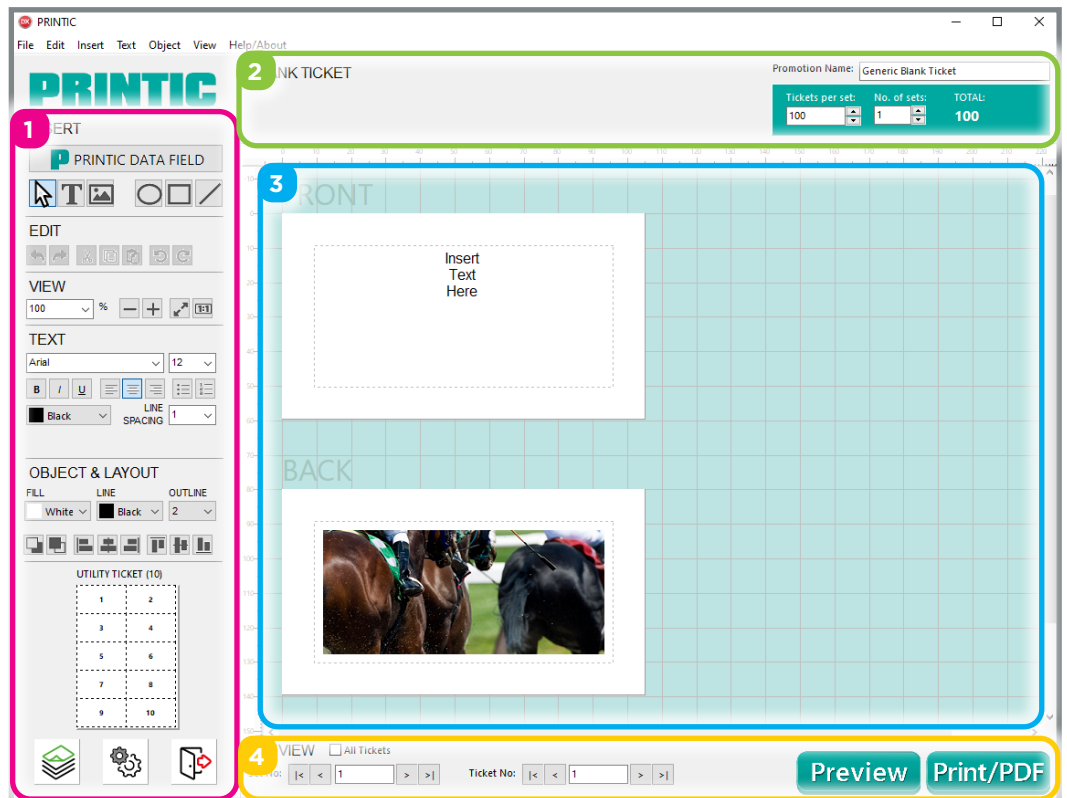
Where you set the number of tickets and sets you require (or enter team names when creating a sports promotion).

3. Design

Where the layout of the ticket is created.

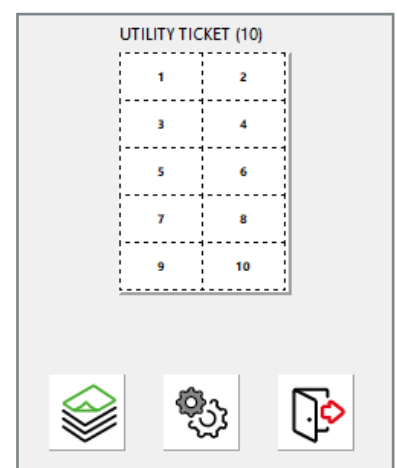
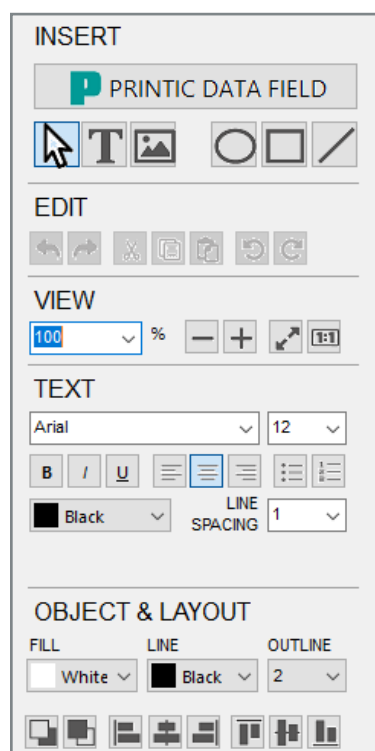
4. Preview/Print

Where you can view a preview of your ticket and eventually print or create a PDF of your promotion.



1. TOOLS SECTION

1. The left side of the window is the **Tools** section.
2. Many of the tools will be familiar if you have previously used Microsoft Office software, which includes options to edit text, colours, outlines, and the layout and alignment of objects in the **Design** section.
3. To insert a new **text box**, click the **T** tool, then click and drag in the Design section to draw the size of the text box. Click inside the text box to begin typing.
*Make sure to click back to the **mouse cursor** tool to select and move objects.*
4. To insert an **image**, click the **image** tool, then click anywhere on the ticket to open your image file. To make sure your image fits inside the frame, right-click the image then select **Fit to Frame**.
5. To insert a **shape**, click the corresponding **circle**, **square** or **triangle** tool, then draw the shape in the Design section.



You will also find a small preview of the paper stock you have selected. This can be handy to refer to when ordering stock from the **Printic.com.au** site.

The bottom 3 buttons are the **Order Stock** button, the **Settings/Preferences** button and the **Exit Printic** button.

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2. PROMOTION SECTION

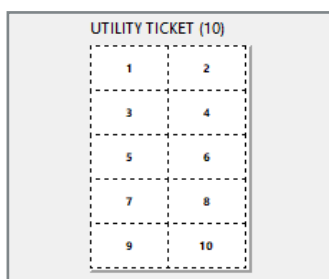
1. The **Promotion** section is where you set the number of tickets and number of sets you require for each promotion.

Promotion Name: <input type="text" value="Generic Blank Ticket"/>		
Tickets per set:	No. of sets:	TOTAL:
<input type="text" value="100"/>	<input type="text" value="1"/>	100

2. Name your ticket according to the type of promotion you are running. This will become the default filename when you save your promotion.
3. Set the **Tickets per set** and **No. of sets** you require - the total will change to reflect this (**Tickets** x **Sets** = Total).

This is the total number of tickets that will be generated, and is not to be confused with the total number of A4 sheets that will be printed.

To work out the total number of sheets, divide the total number of tickets by the tickets per sheet on your selected stock (you can find this number underneath the tools section, next to the paper stock name):



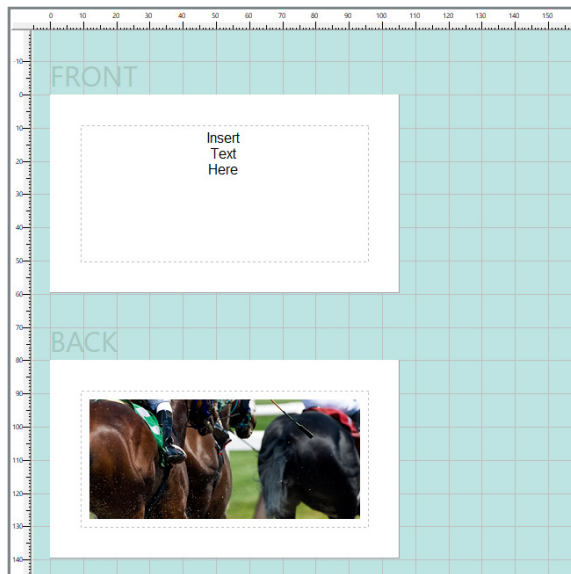
4. The left side of the **Promotion** section is also where you set team names whenever a **Sports (Footy Doubles, etc)** promotion is selected:

DOUBLES	
Team 1 Name:	Team 2 Name:
<input type="text" value="Knights"/>	<input type="text" value="Broncos"/>

The names used here will be printed on the ticket when you **Print/PDF** your promotion.

3. DESIGN SECTION

1. The main area in the Printic software is the **Design** section. Here you will see the layout of the front and back of your ticket.

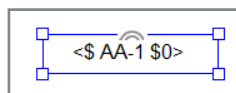


2. The design section is intended to provide a 'live' preview of your ticket design, allowing you to arrange and edit objects in the white ticket area. The dotted grey line represents the print margin, and no objects can be moved outside this area.
3. Using the **Text**, **Image**, **Shape** and **Printic Data Field** tools, you can add and arrange elements on your ticket, anywhere inside the dotted margins.

Overlapping elements will not be transparent, so try to ensure each element on the ticket does not overlap.



4. **Printic Data Fields** will not show a 'live' preview in this section, and will appear with a small code instead, similar to this:



To preview how each data field will appear on your ticket, use the **Preview** button at the bottom right of the Printic window.

PRINTIC

FOR ALL YOUR EVENT PROMOS AND CLUB SUPPLIES

PRINTIC.COM.AU 1800 14 15 16

100% AUSTRALIAN OWNED AND OPERATED

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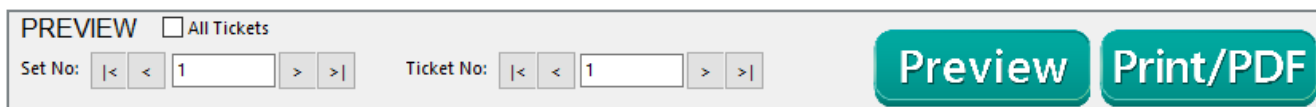
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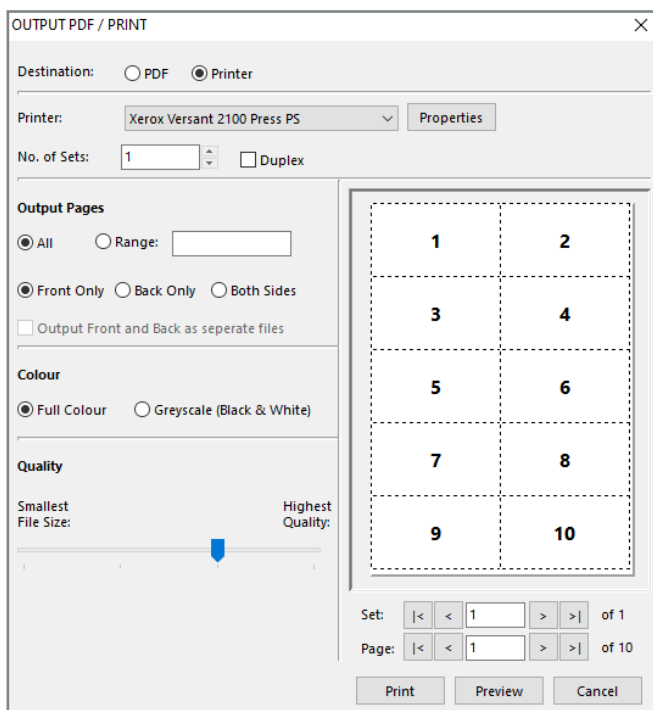
In the design window you will see four sections; the **Tools**; **Promotion**; **Design** and **Preview/Print** sections. A brief overview of each section is below. Our **User Manual** document also explains each section more thoroughly.

4. PRINT/PREVIEW SECTION

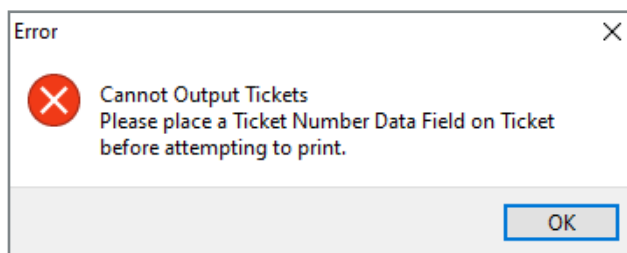
1. In the bottom right, the **Print/Preview** section is where you can view, export, and print your promotion.



2. To preview your entire promotion, select the **All Tickets** checkbox then hit the **Preview** button.
*If you are running a large promotion this could take a long time, so instead unselect **All Tickets** and preview a single page only.*
3. When your promotion looks ready to print, hit the **Print/PDF** button to open the **Output PDF/Print** window.



*If you have not yet placed a **Printic Data Field** (ticket numbering or similar) on your ticket, you will receive the following error message. See our **Quick Start Guide - Using Printic Data Fields** for more information.*



CREATING A PDF

1. Select **PDF** at the top of this window.
2. You can choose whether to output just the front or back of your promotion, or both sides.
3. You can also create separate files for front/back, or a single collated (front/back/front/back etc) file.
4. We recommend you **Preview** your ticket in this window to double-check the promotion looks correct before PDFing.
5. When ready, hit **Save** to finish your promotion. Your PDF should open automatically.

PRINTING YOUR PROMOTION

1. Choose **Printer** at the top of this window.
2. If you only require the front of your ticket, or if your printer is unable to print duplex (double-sided) select **Front Only**, then repeat the process to print the back separately.
3. To save ink you can also select to print in black and white only by selecting **Greyscale**.
4. We recommend you **Preview** your ticket in this window to double-check the promotion looks correct before printing.
5. When ready, hit **Print** to send your promotion to your selected printer.

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Experiencing issues with installing, licensing or using Printic Ticketing software?

Call our friendly staff on 1800 14 15 16 (Mon-Fri 8:30am-5:00pm) and we will be happy to help!