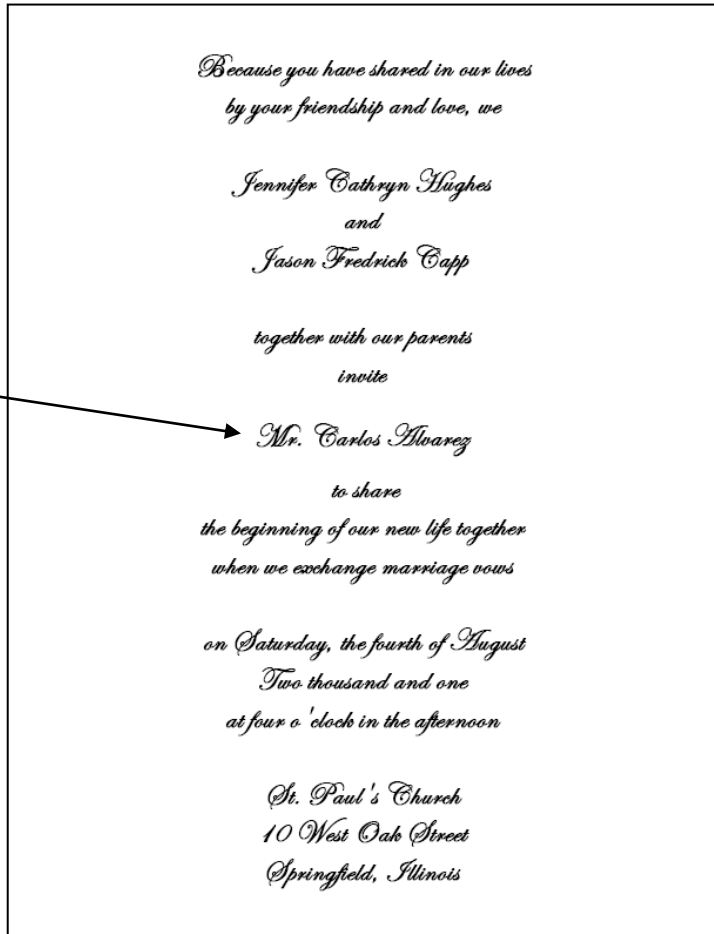# I want to print personalized wedding invitations. I want to print the names of each person I invite on their own personalized invitation.

This document describes the steps you would take to use **numberED** to print the invitations.

We want the invitation to look like the following example on the right. In the example, the line 'Mr. Carlos Alvarez' is an invitee.

Each invitation printed is to contain the name of a different guest to the wedding. The remainder of the invitation is to be the same. Each invitation is to be 5.5 x 8.5 inches.

We choose to print them on an 8.5x11 sheet in landscape orientation where there are two invitations on each sheet. There is no sheet waste. The landscape layout of 2 invitations on one sheet would look like the figure below. They will be cut apart before
They are sent.

Because you have shared in our lives
by your friendship and love, we

Jennifer Cathryn Hughes
and
Jason Fredrick Capp

together with our parents

invite

Mr. Carlos Alvarez

to share
the beginning of our new life together
when we exchange marriage vows

on Saturday, the fourth of August
Two thousand and one
at four o'clock in the afternoon

St. Paul's Church
10 West Oak Street
Springfield, Illinois

We need 40 invitations. Printing them 2 to a sheet (ie 2-up) will use 20 sheets.

First, we need to create a text file that will hold the invitee names. That file will be read by **numberED** as it prints the invitations.

1. The text file which holds the invitee names can be created by any program that can output a text file. This job is only substituting one value (invitee) per form (invitation) so the format of lines in the file is simple. See the **numberED** manual – under *Variable Data* – for instructions on how to format lines when you need to substitute multiple values per form.

   Using the *NotePad* editor enter the following lines and save the file as 'guests.txt'. OR use a spreadsheet program like *Excel* entering the data as text in the first cell of each row. Save the Excel data as a csv filetype – a text file – named 'guest.csv'. [Use of a spreadsheet program will make creation of a text file easier when you are substituting multiple values per form.]

   NotePad file – 'guest.txt'   Excel data – 'guest.csv'

   ```
   %Name
   "[1,1]"
   Mr. Carlos Alvarez
   Catherine & Francis Burzik
   Betty & Howard Halff
   "Pedro McDougal, MD"
   Dr. Martha Wood & Mr. Herbert Pearce
   "[1,2]"
   Drs. Sharon & Edward Rosenthal
   Susan & Michael King
   Mr. Carl A. Seale & Ms. Carol L. Klose
   Mr. & Mrs. J. Tullos Wells
   "Mrs. John H. White, Sr."
   ```

	A
1	%Name
2	[1,1]
3	Mr. Carlos Alvarez
4	Catherine & Francis Burzik
5	Betty & Howard Halff
6	Pedro McDougal, MD
7	Dr. Martha Wood & Mr. Herbert Pearce
8	[1,2]
9	Drs. Sharon & Edward Rosenthal
10	Susan & Michael King
11	Mr. Carl A. Seale & Ms. Carol L. Klose
12	Mr. & Mrs. J. Tullos Wells
13	Mrs. John H. White, Sr.
14	
15	

   NOTICE: We entered 10 names. You can add 30 more – to make 40 invitations. Also notice that if the data contains a comma ',' (like Mrs. John H. White, Sr.), it must be surrounded by quote marks "s when using *NotePad*. Programs like *Excel* will add the quote marks when needed if the file is saved as a csv filetype.

   What are those other lines in the file - %Name, [1,1] and [1,2]? The first line contains a label '%Name' which is created here and will be used in **numberED** wherever the invitee names are to be printed. Our sheets will contain 2 invitations each when they print – there is 1 row of invitations which holds 2 invitations. The names we want to print must be organized into 2 lists – a list for the left hand invitations and a list for the right hand invitations. The left hand invitations are in row 1 column 1 as **numberED** sees them or [1,1]. The right hand invitations are in row 1 column 2 or [1,2]. Use the [1,1] before the invitees that are to print on row 1 column 1 – the left hand invitation. Use the [1,2] before the invitees that are to print on row 1 column 2 – the right hand invitation.

Using either type of program to create the text file should result in a file containing lines the look like those above in the *Notepad* example.

2. Now we go to **numberED** to setup and complete this job.

3. We need to define the sheet layout for **numberED**.
   To do that we must create a new sheet. Open **numberED** and select *File, New…, Sheet…* from the main menu. We are using 8.5x11 inch stock for our sheet, so select *letter (8.5x11)* (make sure that choice is highlighted). We want to use this sheet in its landscape orientation, so select the landscape button. We are using 2 columns and one row of invitations on the sheet, so set the *items across* to 2 and the *items down* to 1. The finished invitation width and height are entered into '*Each item on the sheet is* 5.5 *wide by* 8.5 *high*. On our 2-up sheet there are no *top* or s*ide margins*, so both are set to zero. Our example layout has no waste between invitations so the *horizontal* and *vertical gutters* are zero. Lastly, give the new sheet definition its own unique name so that you can reference it later. We will call ours *Invitation*. The completed new *Sheet Specification* dialog should look like the above figure. (Notice the display on the right shows the layout as specified.)
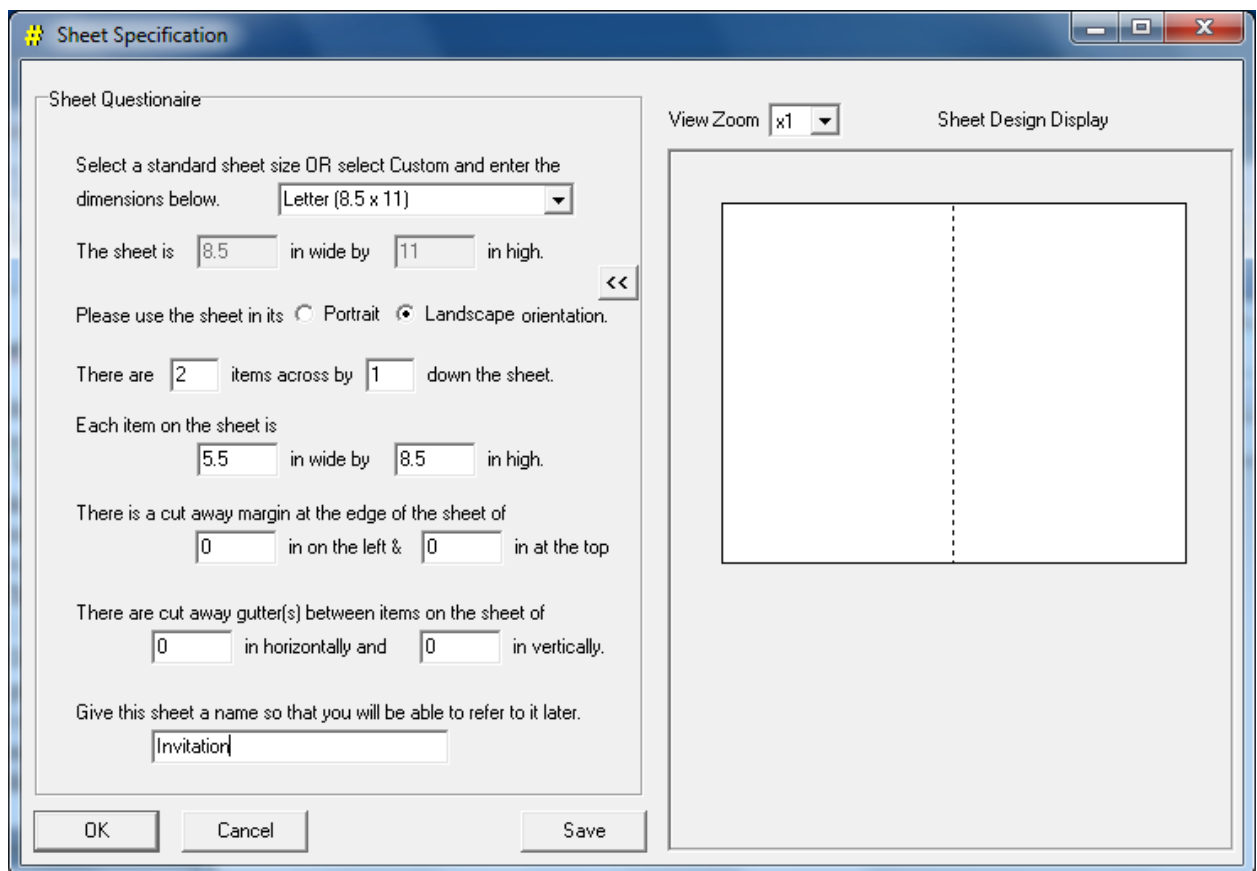
Then click *Save* to save this new specification. Finally click *OK* to return to the main **numberED** window.

4. Now we will setup the job (and making use of the sheet we just defined).
Select *File, New…, Job…* from the main menu. The *Setup Job* dialog will display. In this job we are going to use the sheet we just defined. To do that, select *Custom* in the *Vendor / Custom* listbox and then select *Invitation* in the *Sheet Name* listbox.
numberED now knows how many invitations are to be printed on each sheet of this job and where they are on that sheet. Make sure each choice is highlighted. The *Setup Job* dialog should look like the following:
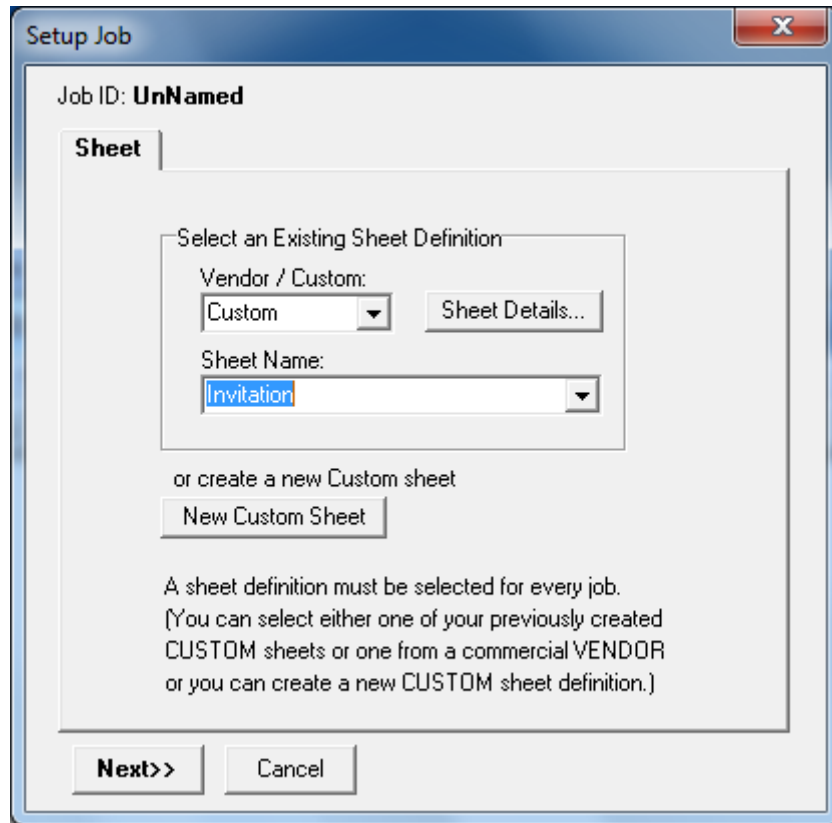

Then click *Next*.

5. For this job, we will not be using the numbering capabilities of **numberED**, so select *None* for the *Type of Numbering*. We are printing 20 invitations, 2-up, so that 10 sheets will be enough. Enter 10 into the *unique* field.
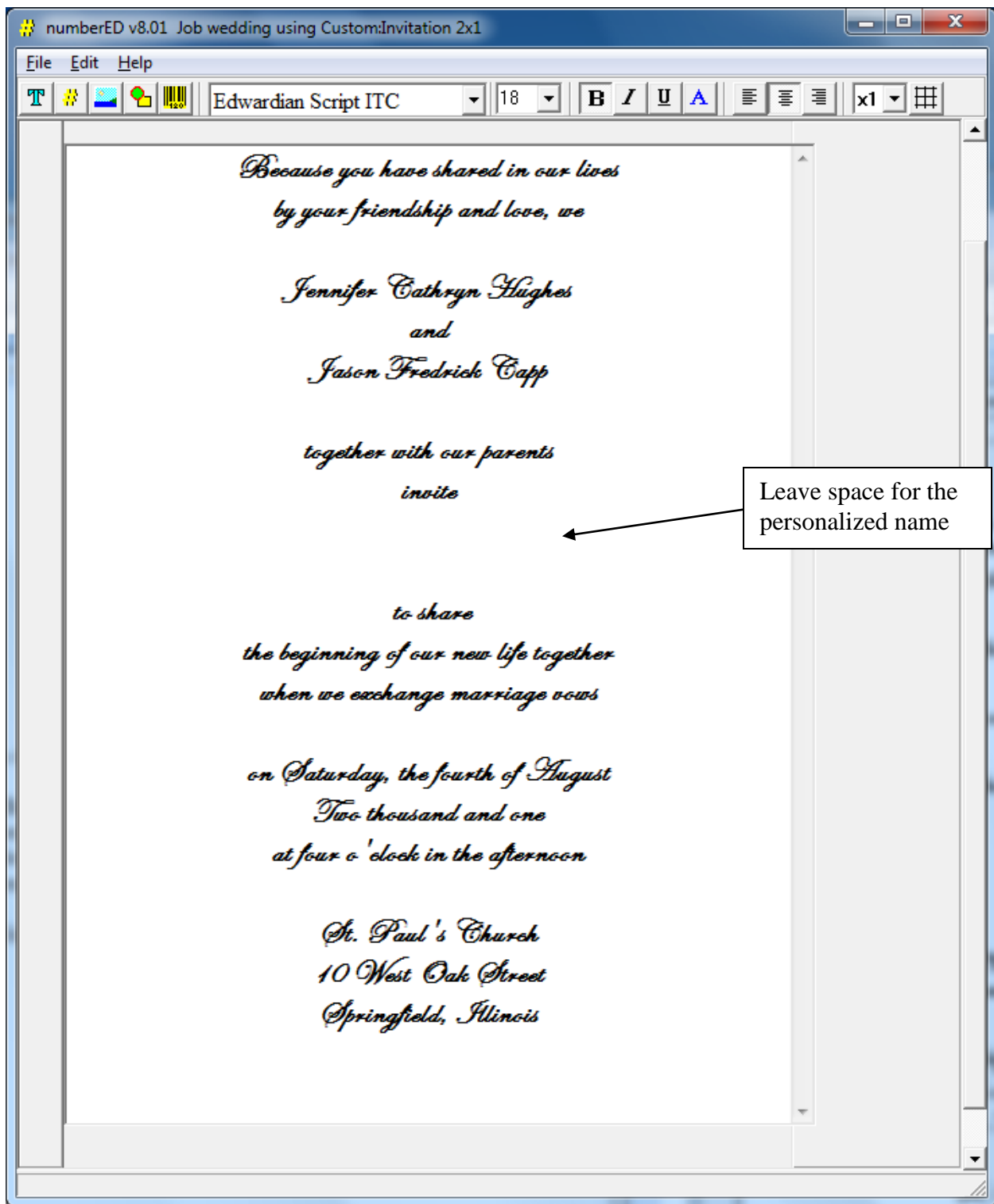

Then click *Next* to display the *Background* tab. Click *Next* again to display the *Variable Data* tab.

6. The *Variable Data* tab displays a *Select* button for use in selecting variable data file. Click *Select* and choose the variable data file created in step 1 above.

   The Job Setup dialog will now look like:
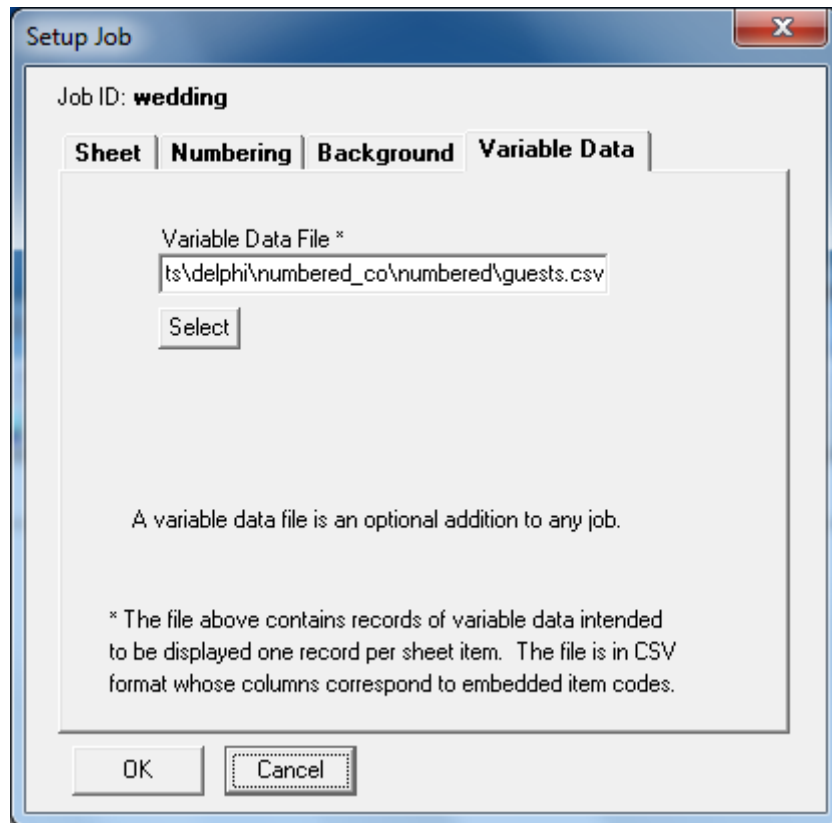
7. Click the *OK* button and return to the main **numberED** window that now contains an empty 5.5x8.5 rectangle in which the invitation must be composed.

8. We will now add content to the invitation form. We need to create the text for the invitation. So we start by clicking on the *Text* block button T on the tool bar. Use the drag boxes on the block to make it large enough for the invitation text. Then double-click in the block to open it for editing. Enter text similar to the example on page 1. Leave a few blank lines for the personalized name to be added shortly. Then center and italicize the text using the ≡ and *I* buttons. The invitation should look something like the figure below.

numberED v8.01 Job wedding using Custom:Invitation 2x1

File   Edit   Help

Edwardian Script ITC   ▼   18   ▼   **B** *I* U A   ≡ ≡ ≡   x1 ▼ ⊞

Because you have shared in our lives
by your friendship and love, we

Jennifer Cathryn Hughes
and
Jason Fredrick Capp

together with our parents
invite

to share
the beginning of our new life together
when we exchange marriage vows

on Saturday, the fourth of August
Two thousand and one
at four o'clock in the afternoon

St. Paul's Church
10 West Oak Street
Springfield, Illinois

Leave space for the personalized name

9.   Right-click on the block. Chose the *Close and Save* option to keep the text entered.

10. Now we are going to add to the invitation a name that will represent the personalized invitee. That name will be a reference to a field of each data line in the variable data file we created earlier. This name will be %Name. (When a variable data file is used in a job, **numberED** will read from the data file the first line - to know which field names are to be legally used when substitutions are called for in the job.) Our variable data file has only one data field per line (the invitee's name) and the first line of the file defines the substitution name of that field as %Name.

11. Click on the *Number* block button 🄷 on the tool bar. (*Number* blocks are regularly used when numbering is added to a job. *Number* blocks are also used when variable data is added to a job.) Drag the block down to the spot where the invitee's name will be placed in the invitation. Use the drag boxes on the block to make it large enough for the longest invitee's name. Then double-click in the block to open it for editing. Enter the text: %Name   Make sure %Name is in the proper font and size. Then center and italicize the text using the ☰ and *I* buttons. The invitation should look something like the example below.

File   Edit   Help

Edwardian Script ITC   ▼   18 ▼   **B** *I* U A

Because you have shared in our lives
by your friendship and love, we

Jennifer Cathryn Hughes
and
Jason Fredrick Capp

together with our parents
invite

%Name

to share
the beginning of our new life together
when we exchange marriage vows

on Saturday, the fourth of August
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10 West Oak Street
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12. Right-click on the block. Chose the *Close and Save* option to keep the text entered.

13. Test your ticket design and the invitee sequence by previewing the job. Use the Print Preview dialog to look at any page of the job you have created before printing it. Select *File, Print Preview…*
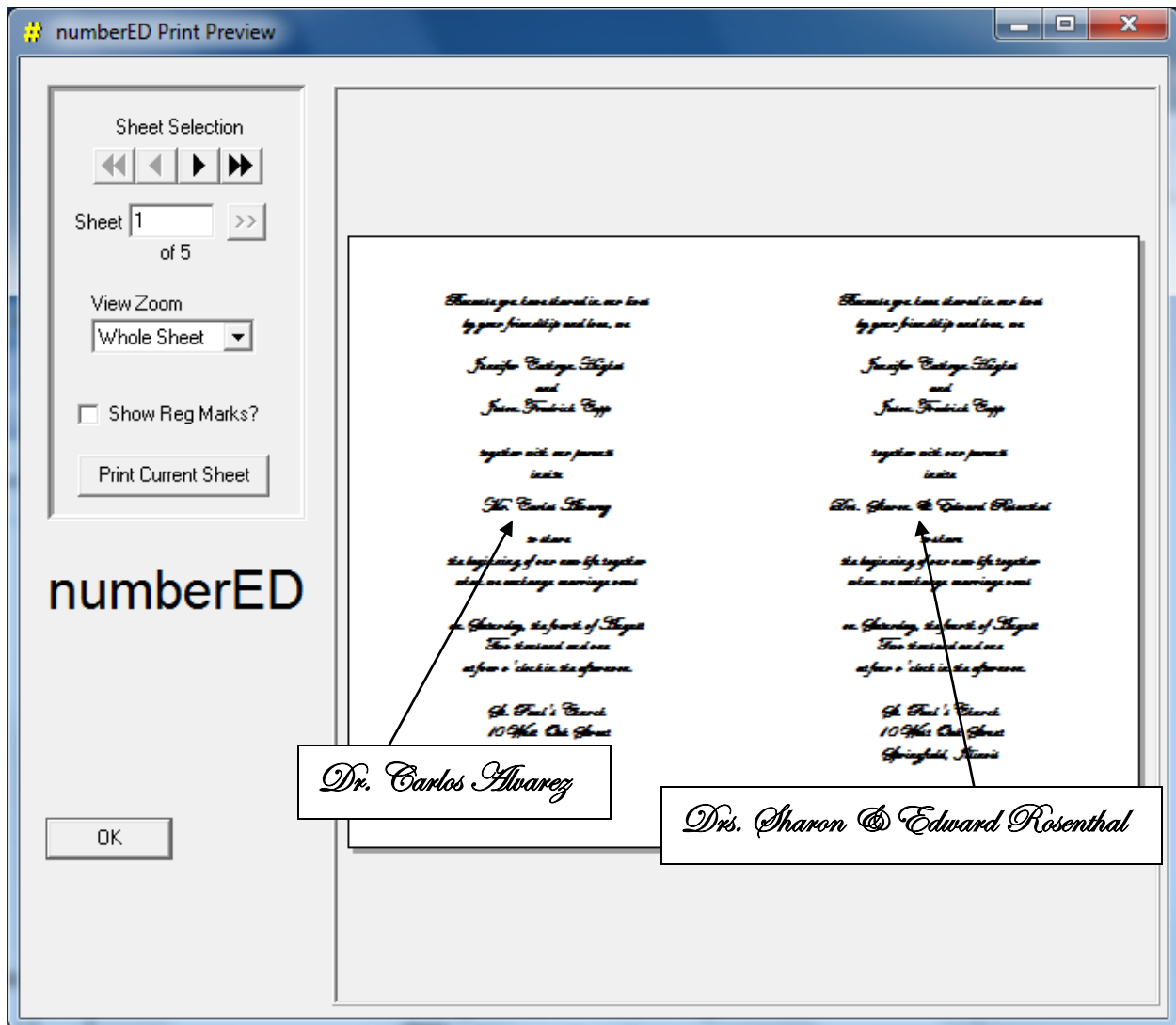
You can use the *View Zoom* to change the size of the preview. Use the *Sheet Selection* buttons to sequence through the job before you print it.

14. You can print all or a portion of your job using the Print dialog. Select *File, Print…*