



Number Press

by Praeter Software

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Contents

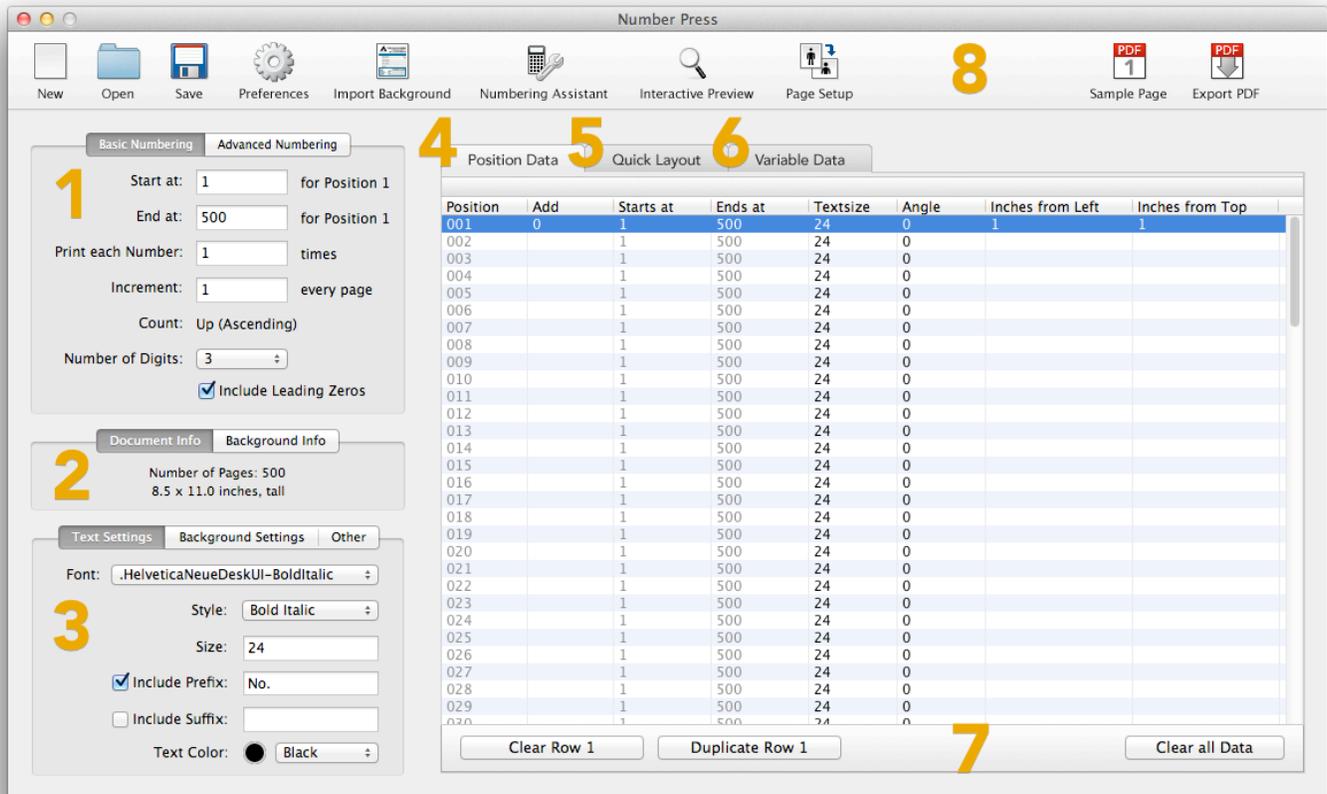
1. About
2. Navigating the Program
3. Numbering Options / Numbering Assistant
4. Numbering Options
5. Type Options
6. Entering Locations
7. Position Data Tab
 - Special Note to non-U.S. keyboard layout users*
8. Background Image/PDF Import
9. Interactive Preview
10. Special Note to Quark Express Users
11. Setting up Page Size
12. Variable Data Printing / Dates Function
13. Example Jobs
14. MICR Settings Window
15. Exporting a Numbered PDF
16. Frequently Asked Questions
17. What's New
18. License Agreement

1. About the Program

Ideal for print shops, organizations, or clubs that need to number their documents right from their printer. *Here are just some of the possibilities,*

- Forms
- NCR
- Raffles
- Multiple-Up
- Slips
- Coupons
- Book Receipts
- Tags
- ... or whatever job that needs numbering!

2. Navigating the Program



- 1. Numbering Settings** - The characteristics and the way the numbers change page to page are specified in this section of the program.
- 2. Information Tab** - Basic information of the document and the imported background
- 3. Master Type Settings** - These are the type settings all of your positions will follow. You can, however, specify individual font sizes in the position data tab if necessary.
- 4. Position Data Tab** - the add value, individual text sizes (if necessary), angle of the text, and position coordinates of each number are specified in this list-view.
- 5. Quick Layout** - you can position your numbers with a click of the mouse and get a preview of what the numbering job will look like.
- 6. Variable Data Tab** - you can import and review your variable data in this tab
- 7. Bottom Tab Options** - At the bottom of each tab are additional tab options. These provide additional functionality of the tab.
- 8. Toolbar Icons** - you can quickly access common features of the program with a click of the mouse. You can also access these functions via the menu bar as well.

3. Numbering Options / Numbering Assistant

A good way to begin numbering and learning how Number Press works is with the Number Assistant. The Number Assistant takes the math out of figuring out how exactly a job will be set up, so it's always good to use.

For better understanding, please read at least Part 1 of using the Number Assistant before opening Number Press.

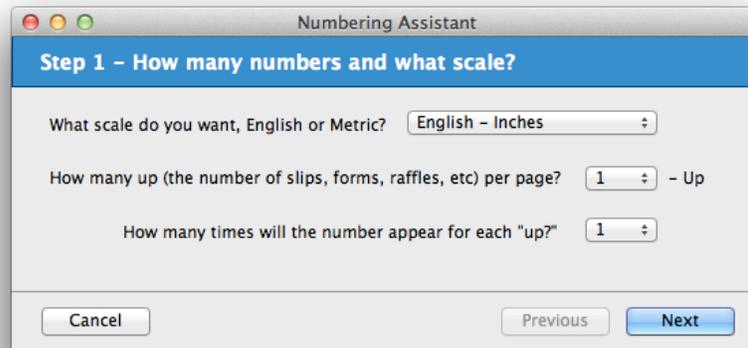
1. Using the Number Assistant, Part 1:

Begin by clicking:



Numbering Assistant

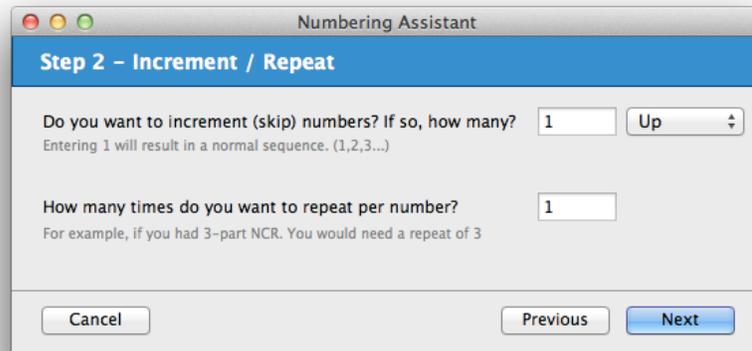
You will then see:



The first selection, "English or Metric", is self-explanatory. The second, "How many up", specifies how many numbers you want per page. For example, if you're numbering forms with 2 per page, you may want 2 ups, and if you're numbering raffles, you may want 8-10.

The third, "How many times will the number appear for each 'up?'", is good if you want to duplicate the ups. For example, some people like to have the raffle number appear twice on tickets -- once horizontally, and other vertically. Set this to "2" and each "up" will be duplicated. You'll then be able to customize this up (text size, rotation, etc.) later.

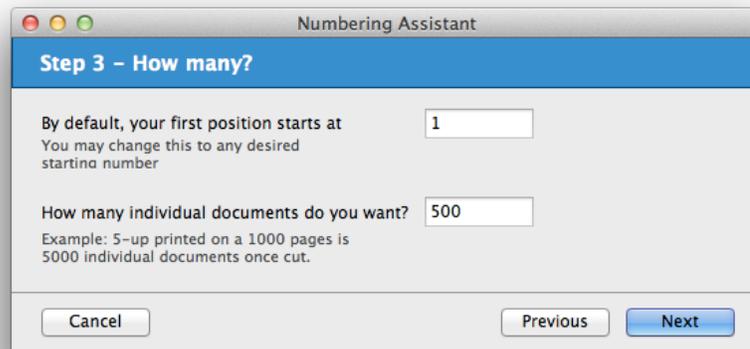
You'll click "Next" when ready which will bring you to the next screen.



Incrementing or skipping numbers is good for numbering only with even or odd numbers, or for whatever reason you may have for not numbering in a normal (1,2,3...) sequence.

If you'd like to have a printing sequence such as: Page 1, Page 1, Page 1, Page 2, Page 2, Page 2, you'd set the number for "How many times do you want to print each page" to 3.

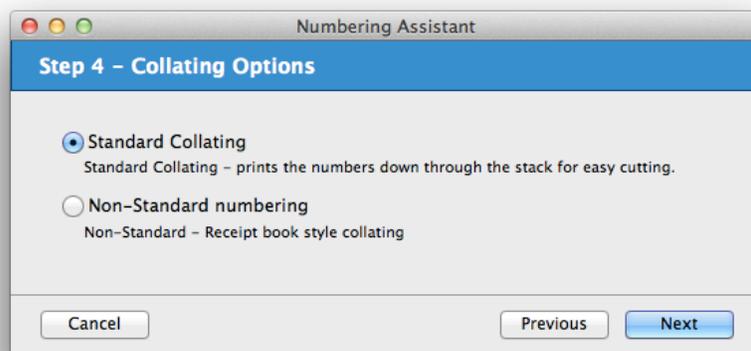
Clicking next brings you to this screen:



You can change the first position to any number at which you'd like to start.

For "How many documents do you want", think of the number of ups you want printed (for example, if you want 500 forms or raffle tickets, enter 500.) **Number Press will automatically calculate the number of pages needed and automatically notify you of any necessary corrections that need to be made.**

Clicking next brings you to this screen:



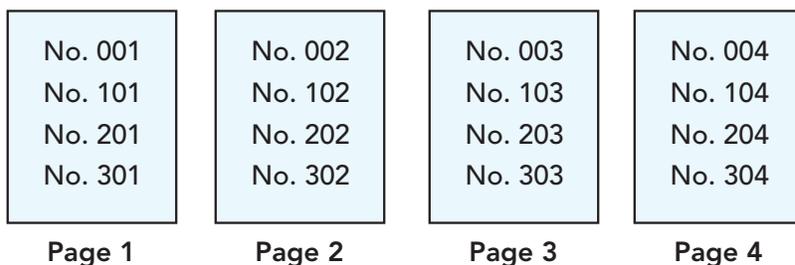
There are two types of collating options: Standard and Non-Standard Collating.

1. Standard Collating - prints the numbers down through the stack for easy cutting.
2. Non-Standard - Receipt book style collating

These collating types are illustrated below:

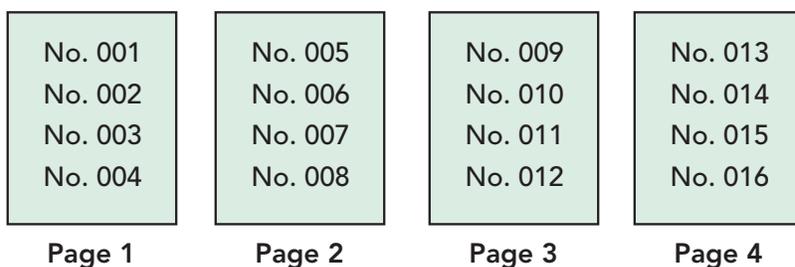
Standard Collating

400 documents numbered 4-Up



Non-Standard Collating

400 documents numbered 4-Up

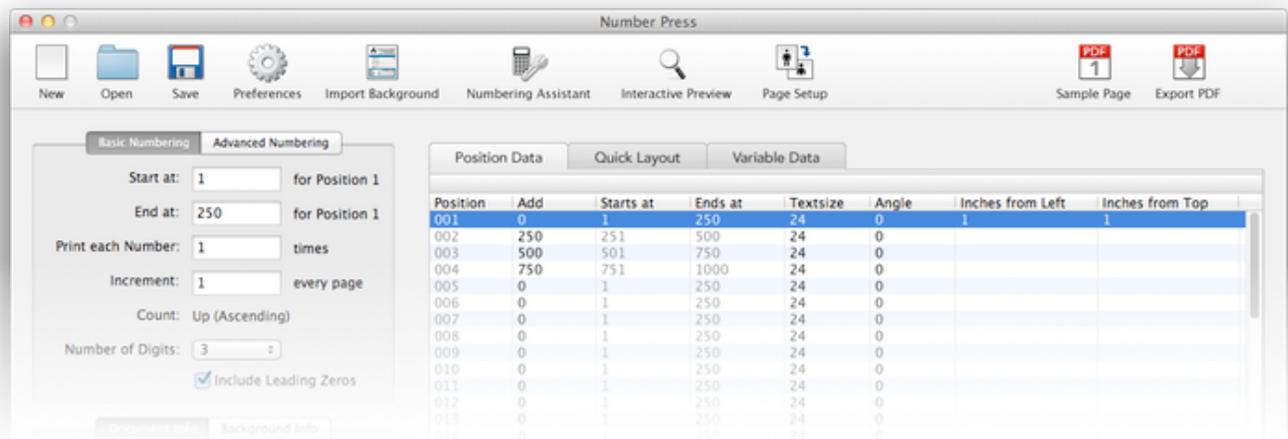


Once you click done in step 5, You will then be brought back to the main window, with the values you specified in the assistant now entered in a way that is optimal for printing, cutting, and using!

If you have a job that you'd like to do right now, feel free to open Number Press and run the Number Assistant.

2. Number Assistant, Part 2:

Suppose you were having a raffle of 1000 raffle tickets, printed with 4 tickets per page. In the Number Assistant, you would have only had to specify 4-up, 1000 documents, and presto!



All that is needed now is to import a background image (optional) and position the numbers on the page using the "Quick Layout" tab (faster), and/or the positioning columns on the right of the "Position Data" tab.

Before selecting a background image to import, make sure of three things:

1. That it is of a supported format
2. That you know the DPI of your image if it's not PDF — 300DPI is common. Other DPIs can be specified in the "Other" tab in the main window, or in Interactive Preview. If the image doesn't appear to be the correct size, it's because the DPI of the image differs from what's specified in Number Press.
3. For best performance, try to limit the size of (non-PDF) the background file to under 100 Kb. **If you don't use PDF, you should!**

4. Numbering Options

Number Press also allows you to change the following numbering settings:

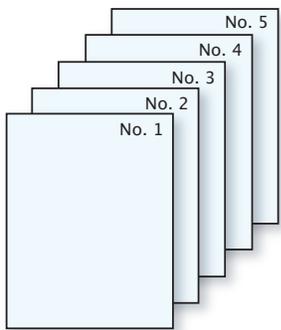
1. Start at Position 1

This is where you enter the digit you want printed first. Most of the time you'll start printing from 1, and that's the default setting.

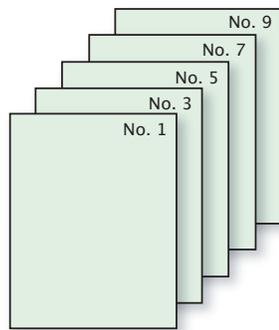
2. End at Position 1

The ending number refers to the total number of pages you wish to print. If you wish to number 500 pages, you would enter 500 here.

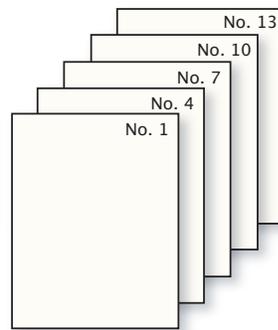
3. Increment



Increment = 1



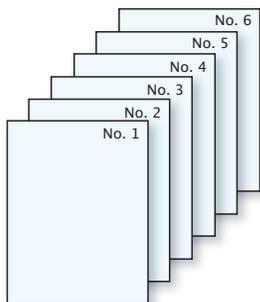
Increment = 2



Increment = 3

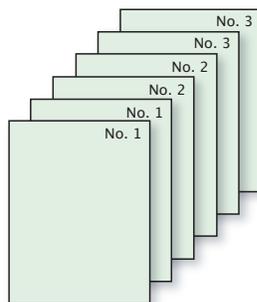
This field allows you to choose how many times you wish the number to repeat. By default, this is set to '1', which produces a sequence such as 1,2,3,4,5, etc. Entering '2' would produce a sequence similar to 1,1,2,2,3,3,4,4,5,5, and an entry of '3' could produce 1,1,1,2,2,2,3,3,3,4,4,4,5,5,5

4. Print each Number



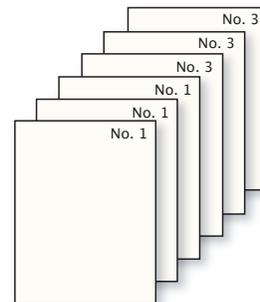
Print Each Number = 1

Increment = 1



Print Each Number = 2

Increment = 1



Print Each Number = 3

Increment = 1

This field allows you to choose how many times you wish the number to repeat. By default, this is set to '1', which produces a sequence such as 1,2,3,4,5, etc. Entering '2' would produce a sequence similar to 1,1,2,2,3,3,4,4,5,5, and an entry of '3' could produce 1,1,1,2,2,2,3,3,3,4,4,4,5,5,5

5. Count Up or Count Down

If you choose count up, your numbering will count upwards like so -- 1,2,3,4,5. Conversely, you can choose count down and get something like -- 5,4,3,2,1 This is an important setting depending on whether or not your laser printer auto-collates.

6. Number of Digits

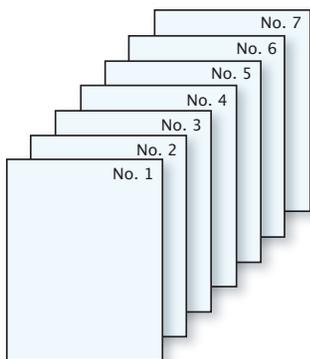
If you're using leading zeros, this ensures that all of printed ups have a the specified number of digits. For example, if you have this set to 3, but are printing the number "1", it will instead read "001."

7. Include Leading Zeros

If you wish to have your numbering include zeros before the number, click the checkbox to enable this option. For example, if you had to number 2500 raffle tickets, with including leading zeros enabled and 4 digits specified, your first ticket would be numbered 'No. 0001'

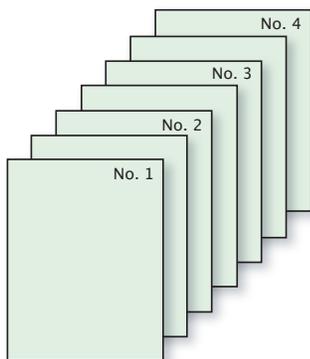
8. Skipping Pages

Number Press can place any number of blank pages between numbered pages. You can also elect to have the background image placed or not on blank pages.



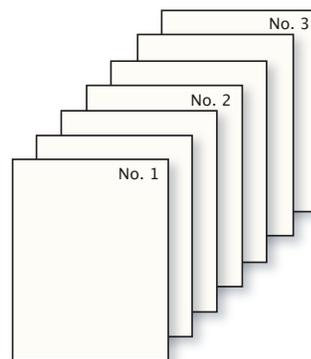
Skip Pages = 0

Increment = 1



Skip Pages = 1

Increment = 1



Skip Pages = 2

Increment = 1

9. Types of Numbering

Number Press allows you to have the following types of numbering:

- Standard numbering uses numeral values that are either incremented and/or duplicated.
- The shuffle option has the same capabilities of standard numbering, but randomly shuffles the ordering of the numbering between the start number and the ending number of position one.
- Random numbering uses completely random numbers between the start number and end number. Random numbering MAY have the same number more than once. Random numbers will be generated between the start number and the ending number of position one.
- The ABCD option places upper-case numbering ranging from A-Z onto the page. The numbering sequence loops.
- The abcd option places lower-case numbering ranging from a-z onto the page. The numbering sequence loops.

- f. The variable data printing option allows data to be imported via a CSV file and dynamically printed to each page. Note: The data MUST be placed in the second column of a spreadsheet and exported as a .csv file.
- g. Check Mode allows two different types of numbered positions to take place: 1) A MICR position that essentially contains a prefix and suffix at the bottom of the check and 2) a numbering position that disables the prefix and suffix for the top right corner of the check.

The odd numbering positions in the "position data" tab control the MICR position and the even numbering positions in the "position data" tab control the upper right hand number in the corner of the check. Refer to the MICR section (Section 13) of this document for more detail.

5. Type Options

Number Press allows you to change the following type settings:

1. **Font**

Click the popup menu to choose the desired font.

2. **Style**

Choose a desired and supported font style.

3. **Size**

Enter any size you wish for the default text. Although points is chosen by default, you can use the popup menu to the right to choose between points, picas, inches and centimeters. You can change the text size and rotation angle of individual ups later in the "Position Data" tab.

4. **Prefix**

By default, "No. " is entered, but you can choose any prefix before the number you wish. If you do not want a prefix, you can uncheck the checkbox. Note: if you need a space between the prefix and number, be sure to enter a space after.

5. **Suffix**

By default, the suffix option is unchecked. You can enable it simply by clicking the check box. Note: If you need a space between the suffix and number, you need to enter a space before the suffix.

6. **Text Color**

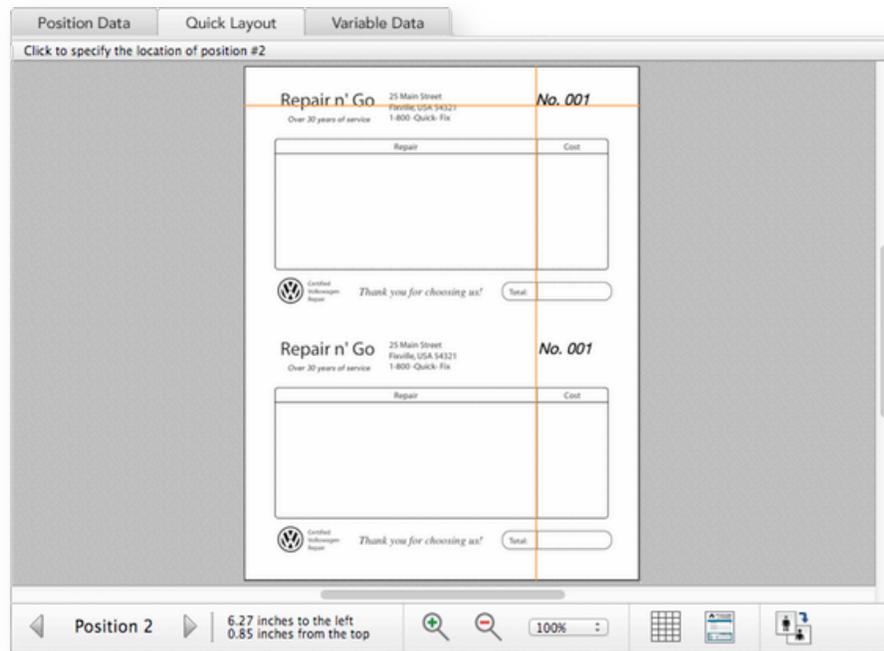
By default, the text color is black, but you can choose basic predefined colors from the popup menu or click on the circle to define any color.

7. **Multiple Fonts** New in 5.5

If you "Enable Multiple Fonts" via the features menu, you can now have multiple style fonts in the same document. In position data you click the row or position you want to have a different font and then click "Override Font" below. A window will then ask you what font you would like that position to be. By default, all of the positions follow the font you specified in "Font Settings"

6. Entering Locations

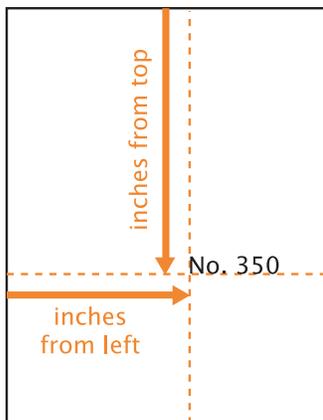
Entering the locations of your numbers is now faster than ever! Simply go to the Quick Layout tab, then place the numbers where you'd like them!



Use the arrows at the bottom-left to go back to change to a different position number if you'd like to place it again. At the bottom left of the window are arrow buttons to change your positions. You can review the coordinates of each position or choose to be on that position to change it. You can also fine-tune your positioning in the "Position Data" tab.

Specifically, the numbering position is specified with two coordinates.

1. The distance from the left edge of the document in inches or cm.
2. The distance from the top edge of the document in inches or cm.



These rules apply whether the document is in tall or landscape (wide) format.

Quick Layout Toolbar Icon Legend

Icon	Purpose
	Zoom out of the layout
	Zoom into the layout
	Show or hide a grid on the quick layout to assist in placing numbers
	Show or hide the background in the quick layout.
	Change the page setup shown in quick layout

7. Position Data Tab

Position Data		Quick Layout	Variable Data				
Position	Add	Starts at	Ends at	Textsize	Angle	Inches from Left	Inches from Top
001	0	1	500	24	0	6.35	1.00
002	250	251	750	24	0	6.35	6.35
003	0	1	500	24	0		
004	0	1	500	24	0		
005	0	1	500	24	0		



Note: Numbers must be entered with periods and not commas. For example, you must type "5.4" and not 5,4"

1. Position Column

This column refers to the total number of UPs that Number Press can place. It goes up to 128, which should be enough for any job.

2. Add Column

Entering a value into the Add column to be printed (provided that a position is specified.) and represents the value that you're adding to the "Start at" number in the "Basic Numbering" tab. For example, suppose your "Start at" number is 1 and the "End at" number is 500. If you go to the "Add" column for positions 2, 3, 4, and enter 500, 1000, and 1500 respectively, the first page will print 4 numbers -- 1, 501, 1001, and 1501. (NOTE: If this is confusing, try it now, then hit interactive preview to see what you'd get. Or just continue with the Numbering Assistant for the first few jobs.)

For example, if you add a 100 to position two, the start and end numbers are increased by 100. If you add a 200 to position three, the start and end numbers are increased by 200 and so forth.

	Add	Start Number	End Number
Position 1	0	1	100
Position 2	100	1 + 100 = 101	100 + 100 = 200
Position 3	200	1 + 200 = 201	100 + 200 = 300
Position 4	300	1 + 300 = 301	100 + 300 = 400
Position 5	400	1 + 400 = 401	100 + 400 = 500

3. Starts at Column

The starting numbers are automatically calculated based on your numbering settings and from the add column.

4. Ends at Column

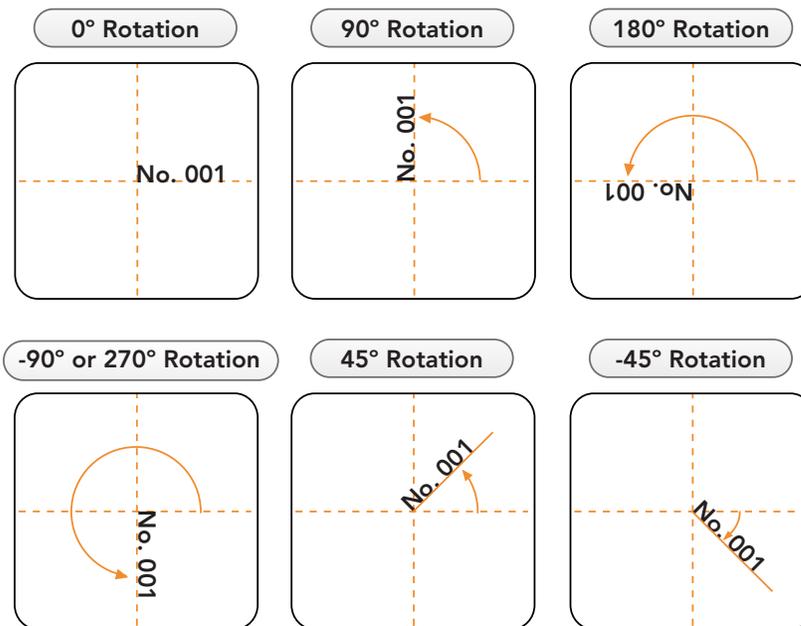
The Ending numbers are automatically calculated based on your numbering settings and from the add column.

5. Text Size

Use this column to specify a custom text size for the selected up.

6. Angle

Suppose you want some numbers printed horizontally and others printed vertically on your job. Simply specify the rotation angle here, and you can do it!



The above examples show how text can be rotated. Text is rotated around the intersection of the x and y-axis. You can enter the angles in the 6th column of the positions data.

7. Inches/Cm from the Left

This is measured from the left edge of the paper to the right edge of your number. Your text will turn red if you are in the margins or off the paper.

8. Inches/Cm from the Top

This is measured from the top edge of the paper to the baseline of your number. Your text will turn red if you are in the margins or off the paper.

8. Background Image/PDF Import



Import Background

Import a background for the pages you want to print and print on the same pass through the printer. You can either click the “Import Background” button or choose “Import Background” from the file menu and choose a file.

1. **Important:** It is recommended for best quality, smallest file size, and best performance, a PDF of the document should be imported.
2. **Very Important:** When importing a raster image such as a TIFF, JPEG, GIF and so on, you must choose the resolution of the image in the preferences or in the “Graphic Settings” tab, otherwise the image will be skewed.
3. **Still Important:** Imported multiple-page PDFs will print with their numbering sequentially. For example, if you import a three page PDF, the numbered printed document will continually print the background as PDF pages 1,2,3, 1,2,3, 1,2,3 ... for pages 1,2,3, 4,5,6, 7,8,9 respectively.
4. **Preview PDFs in Microsoft Windows** New in 5.5
You can now see a preview of your PDF in the Quick Layout or Interactive Preview before you export to an actual PDF.

Supported Background Formats

1. **PDF File** - Recommended as the first choice of all background types. Even if your image is only raster (like a big JPG) we still recommend you convert it and import it as a PDF if possible.
2. TIFF
3. GIF
4. JPG
5. PNG
6. Or any QuickTime format

9. Interactive Preview



Interactive Preview

You can see more or less how the numbering will look before you export.

1. Orientation & Size

You can specify the orientation and size of the interactive preview by clicking on the page setup button or by going to the File menu.

2. Show Number Locations

Enabling this option show what position is associated with which number. (Note: leaving this enabled won't print it)

3. Show Imported Graphic

This will show the imported graphic (if any) onto the preview.

4. Rulers

If enabled, this will draw a ruler grid in light blue. (Note: this is not printed.)

5. Margins

If enabled, this will draw the margins of the page in light orange.

6. Live Scrolling

Slide the scrollbar to automatically see what numbers will be printed on each page.

6. Enlarge Preview Image

If you wish to view the preview larger, you simply need to make the window itself larger.

Note for Mac users: Only the first page of a multiple-page PDF can be viewed in the interactive preview. However, the actual printed document **will contain all pages** of the imported PDF document in a repeating fashion. See *page six, background import for more information*

10. Special Note to Quark Express Users

If you wish to import a PDF generated from Quark Express into Number Press, you must first open the PDF in another, non-Quark app, then re-save it as a different name. Then, you must import the PDF saved out of Preview. The Adobe series of applications create true PDFs and may be directly imported into Number Press without any additional steps.

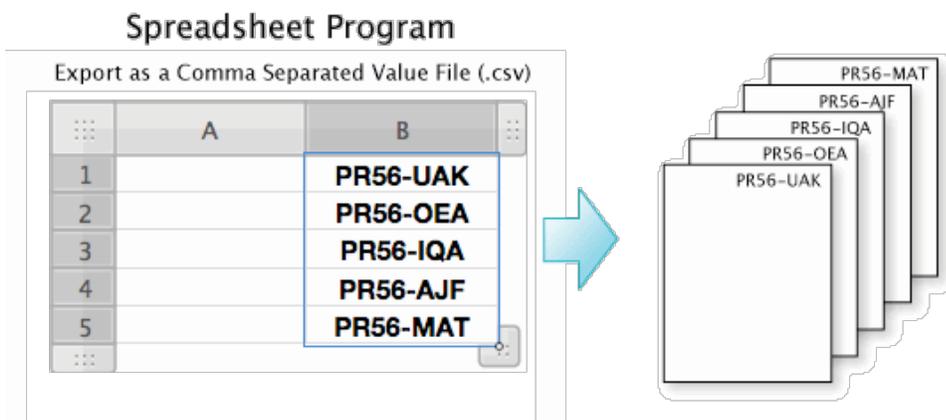
11. Setting up Page Size (Dimensions)



Page Setup

Number Press can export a PDF or print in a wide variety of paper sizes whether in landscape or portrait. Click the toolbar icon to select from a list of standard sizes or create your own custom size.

12. Variable Data Printing



Number Press can import variable data and place the data sequentially onto pages. The data must be prepared in the following way:

1. The data must be placed in the B column of a spreadsheet with the first data entry starting at B1
2. There must not be any other data in any other column of the spreadsheet
3. The spreadsheet must be only two columns, an empty A column and the B column containing your data.
4. Export the file as a comma separated value file (.csv)

Import the variable data in the variable data tab in Number Press. The data will be displayed in a list-view for your review in the variable data tab.

Date Function Generator

Generate Date Range

Start Date

Month Day Year
10 / 1 / 2014
Enter Today's Date

End Date

Month Day Year
5 / 15 / 2015
Enter Today's Date

Date Format

7/4/2012
 4/7/2012
 4/7
 7/4
 7/4/12
 Wednesday, July 4, 2012
 Jul 4, 2012

List Preview

#	Date
1	10/1/14
2	10/2/14
3	10/3/14
4	10/4/14
5	10/5/14
6	10/6/14
7	10/7/14
8	10/8/14
9	10/9/14
10	10/10/14
11	10/11/14
12	10/12/14
13	10/13/14
14	10/14/14
15	10/15/14

Cancel Generate List Import Dates into Variable Data

Number Press 6.0 can now number dates. Open "Populate Variable Data with Dates" from the features menu and enter your date range. Select the format you'd like, and click generate list. If the list is correct, you can import the data into the variable data tab. The dates data acts as if you imported a .csv file.

13. MICR Settings Window

Number Press allows you to number checks with the new MICR Settings feature. Checks contain two numbering positions:

- 1) A MICR portion that contains a static routing number, a static account account, and a variable check number (and a suffix which is usually not needed)
- 2) A check number that is present at the top, right hand corner of the check. The program can automatically disables the prefix and suffix for this position.

When opening the MICR Settings window, you will notice that it looks exactly like a check. You can enter in the routing and account numbers below and a suffix.

The screenshot shows the 'MICR Settings' window. At the top left, it displays a sample check header: 'John Doe, 1 Evergreen Terrace, Fixville, USA 12345'. Below this is a 'Pay to the order of' field and a '\$' field. A 'For' field is also present. The main area contains a 'No.' field, a 'MICR Check Number' field (displaying '1234'), and a 'Suffix' field. A 'General Check Number' field (displaying '1234') is located at the top right. A callout box explains that special characters will appear as A, B, C, or D. Below the fields, a 'MICR Sample String: No. 1234' is shown. A list of instructions includes: setting the font to MICR E13B Symtrax Font (12 points), specifying coordinates, controlling numbering sequences, and including spaces in prefix/suffix fields. At the bottom, there is a font selection dropdown (set to 'Helvetica Neue Desk UI'), an 'Additional Help' button, and an 'Input Settings' button. A checkbox for 'Enable Check Mode' is also present.

As you can see above, a proper MICR font must be selected from the font list and check mode must be enabled. Once done, you can start specifying the positions of the coordinates in the quick layout and position data tab. The odd numbered positions in the positions tab represent the MICR portion and the even numbered positions represent the upper right hand check number. The next page illustrates this more clearly.

Essentially, each check is a pair of numbers as shown with the red, green, and blue indicators above and to the left.

14. Example Jobs

The Number Press program has many built-in example jobs! Simply go to the “Help” menu, select “Number Press Help”, and select one of the seven options on the bottom of the list to see an example job in action!

15. Exporting a Numbered PDF



Export PDF

Number Press 6.1 exports numbered PDFs that can be previewed, reviewed, printed, and saved by for later use.

1. Speed — Exporting to PDF is extremely fast and can be saved for later use.
2. Previewing — You can preview your document to make sure everything is perfect.

Since PDF Export is the favored approach for Number Press 6.1, the preferences include options to best fit your workflow. You can enable or disable the following features:

1. Automatically export and overwrite the file in the desktop, documents, or other folder.
2. Time stamp your exported PDF file.
3. Specify the file name of the PDF when exporting
4. Open PDFs automatically after export

16. Frequently Asked Questions

Question: Where do I enter my serial number?

Answer: The serial number is not entered in the demo version. The serial is placed in the full version of Number Press provided with your order email.

Question: Why does my exported PDF not contain my background?

Answer: Number Press will export PDFs with backgrounds that are either PDF or raster (TIFF, GIF, JPEG, PNG, etc), but not formats like a Word document, Excel document, or other non-image formats.

You must convert any background to either PDF or a raster image.

Question: How do I number existing paper documents through my printer?

Answer: If you have pre-existing physical paper documents that need to be numbered, you can setup the specifications of the numbering and create an exported PDF. Since your paper documents may be difficult to replace, the PDF will give you additional preview to ensure everything is correct before printing the PDF.

Question: How do I print my job?

Answer: The exported PDFs of Number Press can be previewed and printed from free PDF viewers such as Adobe Acrobat reader, FoxIt Reader, and so on.

Question: My imported raster image is not the right size. How can I fix this?

Answer: The default DPI setting in Number Press is 300 DPI and all raster images are assumed to be at this resolution. You can, however, change this resolution to any value, but the imported raster image and program settings must match for the correct scaling.

The DPI setting does not matter for imported PDF images because they print out at the maximum DPI setting.

Question: Why am I getting duplicate numbers or variable data?

Answer: The first position is like the heartbeat of the program. All of the other numbering positions add to the starting and ending values of position one for their numbering ranges. If you create improper add values, duplicate numbers or variable data may result. Number Press contains a numbering assistant to avoid such issues, we recommend you use this tool.

Question: My font did not appear correctly on my exported PDF. Why?

Answer: Number Press will handle the vast majority of your fonts with no issues at all. However, some fonts are poorly made and are incompatible with being embedded in a PDF document.

Question: My PDF was automatically saved my desktop, why did the open PDF not change?

Answer: In Microsoft Windows, if you are auto-saving PDFs to a certain location, you must close the document and re-open it to view your changes. Mac OS X should display any changes automatically. It is a basic difference of the two operating systems.

Question: The window is way too big for my screen!

Answer: You need to increase your screen resolution.

Mac: System Preferences > Displays

Windows: Right click the desktop and select "Properties" > "Settings"

Question: The number assistant's settings are weird! I don't get it.

Answer: The number assistant works in typical print shop manner. Imagine that you have a printed, numbered stack in front of you, and the first up on the first ticket is "1". The numbers run THROUGH the stack -- top to bottom.

So, if you lift up the top paper and look at the second, the one right below "1" will be "2."

This is so, if you were to take the job to a paper cutter, you could slice along the different lines/tickets/forms, then just place the lower numbers on top of the higher numbers, and it would already be in order.

Question: I still don't get that numbering. I want it to number in order down the page.

Answer: OK, you can do that too. Suppose you want around 250 tickets, 3 ups per page. Do something like this:

Basic Numbering **Advanced Numbering**

Start at: for Position 1

End at: for Position 1

Print each Number: times

Increment: every page

Count: Up (Ascending)

Number of Digits:

Include Leading Zeros

Position	Add	Starts at	Ends at
001	0	1	250
002	1	2	251
003	2	3	252
004	0	1	250
005	0	1	250
006	0	1	250
007	0	1	250
008	0	1	250
009	0	1	250
010	0	1	250
011	0	1	250
012	0	1	250

The key here is the "Increment" for 3 -- equal to the number of ups.

17. New Features in Version 5.0

1. **Import PDFs in Windows** — Praeter Software is proud to bring this oft requested feature to our Windows customers.
2. **Rotate Text** — You can now rotate text at any angle.
3. **Export PDFs** — Your numbered jobs will export at lightning speed as a PDF file which you can save, review, and certify before printing.
4. **Number up to 128 Positions** — The amount of numbers placed on a page has increased four times from 32 to 128.
5. **Individual Font Sizes** — each position can now have its own individual font size.
6. **Quick Layout** — (formerly quick preview) now has the ability for you to place numbers on the page by simply clicking on the page. The position coordinates are then automatically inputted into your position data.
7. **More Numbering Options** — skip pages, shuffle numbers, random numbers, check mode, and others are among the new options.
8. **Import Variable Data** — Number Press can now import variable data and print that data to each page.
9. **Interactive Preview** — you can now view the preview image as large as you can enlarge your window.
10. **Numbering Assistant Enhancements** — You can now specify duplicate numbers for any “up”, specify numbering jobs that count down, and select one of two collating options.
11. **MICR Checking Printing** — Print checks with the new, special check mode.

New Features in Version 5.5

1. **Multiple Fonts** — Now work with multiple fonts in the same document
2. **Upgraded PDF Engine**
3. **Backwards compatible** — open up version 6.1 and even 2.x numbering setting files
4. **PDF Renderer** — PDFs now render a preview in quick layout and the interactive preview on Microsoft Windows XP and Windows 7

5. **Printer Page Setup Independence** — Number Press implements its own page-setup to resolve rare incompatibilities with some printer setups.
6. **Revamped Open & Save System**
 - a. Open Recents Menu Added
 - b. A feature showing you the enclosed folder of the last exported PDF
 - c. Smart Saving System
7. **QuickCalc** — a simple and convenient calculator
8. **Convert Menu** — Convert between inches and centimeters
9. **Add Window** — Add or subtract values from each position value in the “add column”

New Features in Version 6.0

1. **Upgraded PDF Engine** — Updated backend PDF engine
2. **Revamped Quick Layout** — Zoom in and scroll through your layout
3. **Expanded Help Files** — The scope of the help files has been increased
4. **Dates Generator** — Generate a list of dates and import into the variable data tab
5. **Optimized Code** — Increased performance of the application

New Features in Version 6.1

1. **Enhanced non-U.S. Keyboard Support** — Updated file saving structure
2. **Multiple Font Window Enhanced** — Change multiple fonts at once instead of once

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