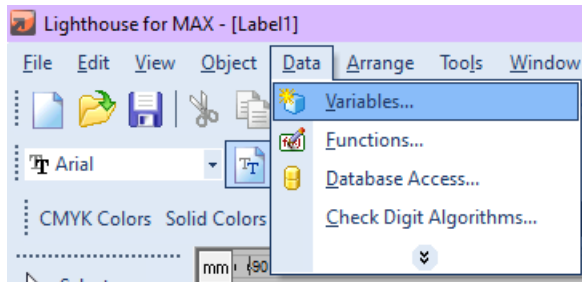


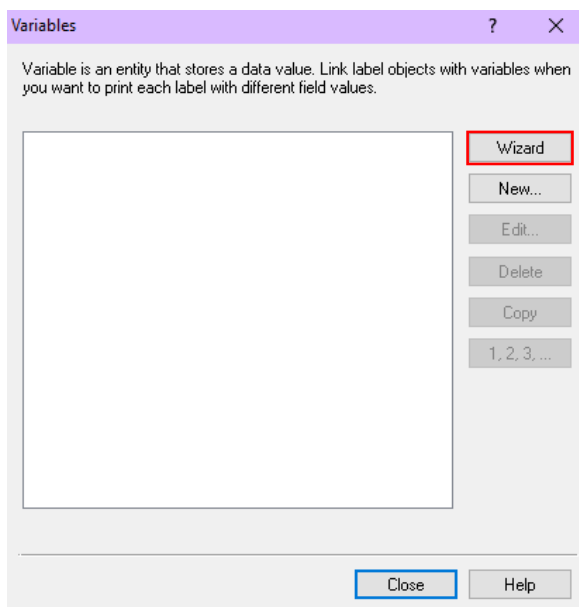
# Sequential Numbering Guide

## Step 1 – Setting Up Variable

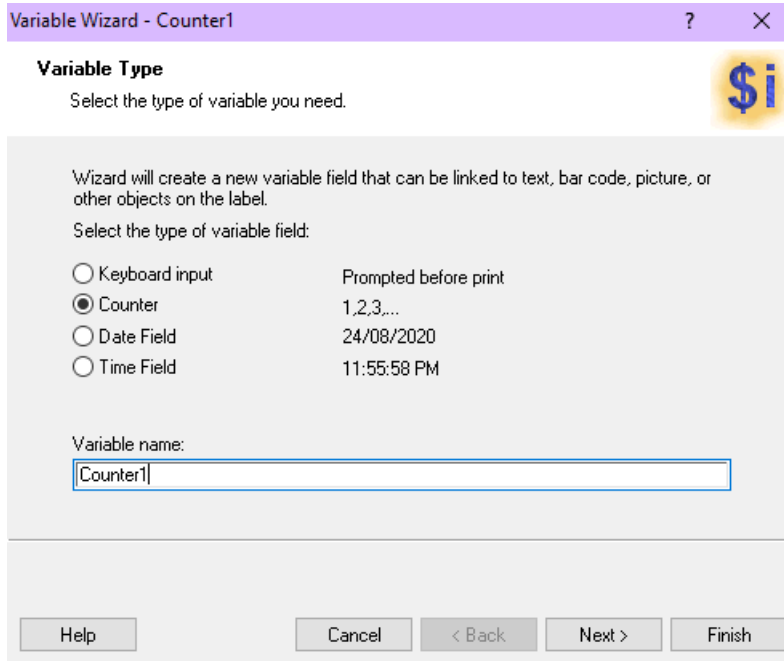
1.1 – Click on **Data** along the top toolbar, and select **Variables**.



1.2 – Click on **Wizard**.



1.3 – Select **Counter** and enter a variable name of your choosing. The default is set to 'Counter1'.



**Variable Type**  
Select the type of variable you need.

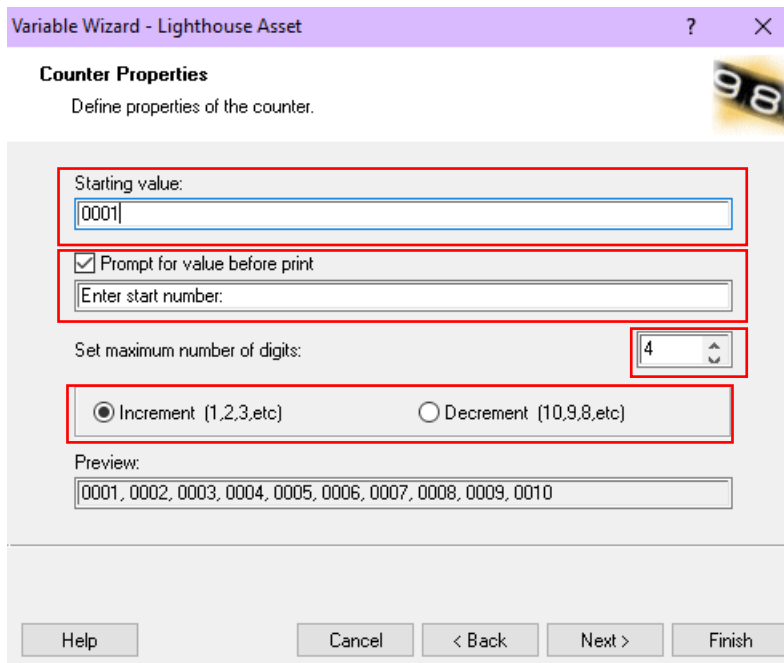
Wizard will create a new variable field that can be linked to text, bar code, picture, or other objects on the label.  
Select the type of variable field:

<input type="radio"/> Keyboard input	Prompted before print
<input checked="" type="radio"/> Counter	1,2,3,...
<input type="radio"/> Date Field	24/08/2020
<input type="radio"/> Time Field	11:55:58 PM

Variable name:

Help Cancel < Back Next > Finish

1.4 – Enter a 'Starting value'. Tick 'Prompt for value before print' and enter a prompt of your choosing, an example for which is below. Select either 'Increment' or 'Decrement'. Click **Next**.



**Counter Properties**  
Define properties of the counter.

Starting value:

☒ Prompt for value before print  
  
Set maximum number of digits:

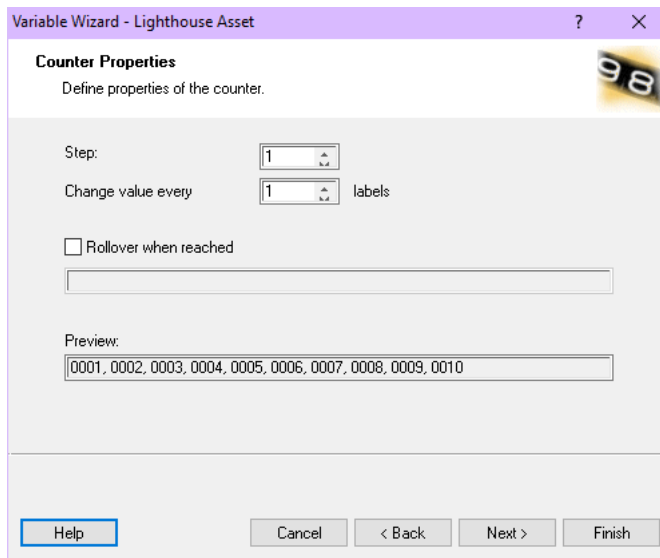
☒ Increment (1,2,3,etc) ☐ Decrement (10,9,8,etc)

Preview:

Help Cancel < Back Next > Finish

1.5 – This section is optional, then click **Next**.

- **Step:** counter will increase/decrease by this number on every label.
- **Change value every:** define after how many labels, the counter will change to the next value in sequence.
- **Rollover when reached:** when reached, the counter will reset to the starting value.



**Variable Wizard - Lighthouse Asset**

**Counter Properties**  
Define properties of the counter.

Step:

Change value every:  labels

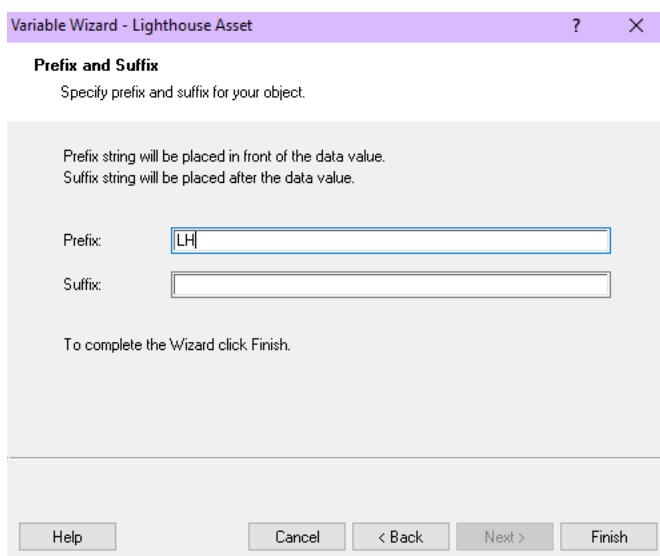
☐ Rollover when reached

Preview:

Buttons: Help, Cancel, < Back, Next >, Finish

1.6 – This section is optional, then click **Finish**.

- **Prefix:** displayed before counter value.
- **Suffix:** displayed after counter value.



**Variable Wizard - Lighthouse Asset**

**Prefix and Suffix**  
Specify prefix and suffix for your object.

Prefix string will be placed in front of the data value.  
Suffix string will be placed after the data value.

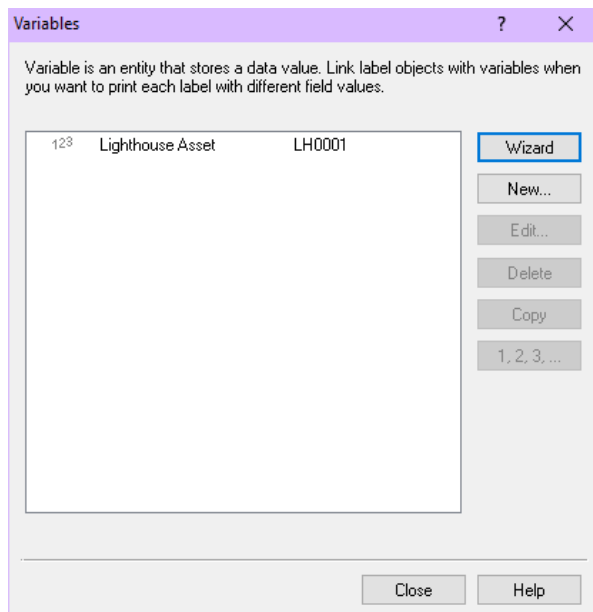
Prefix:

Suffix:

To complete the Wizard click Finish.

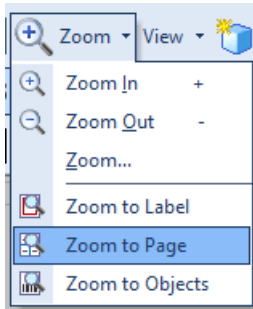
Buttons: Help, Cancel, < Back, Next >, Finish

1.7 – Once your sequential number has been created, the name given and the starting value will appear in the ‘Variables’ dialogue box. All created variables will be displayed here.

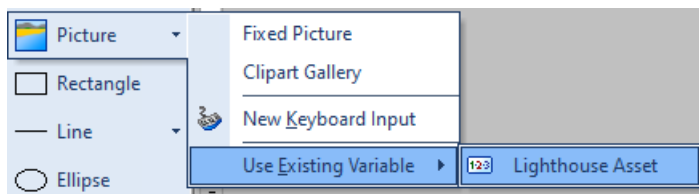


## Step 2 – Zoom to Page & Adding to Label

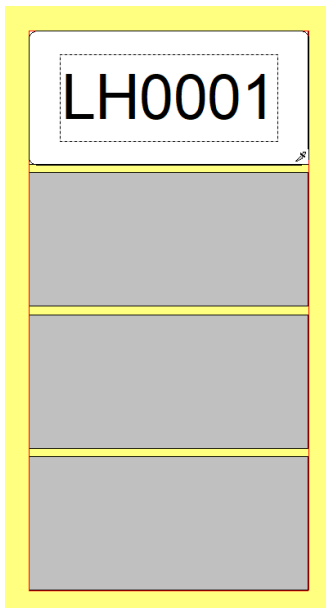
2.1 – Along the top toolbar, click on the dropdown arrow next to **Zoom**, select **Zoom to Page**.



2.2 - Click on the dropdown arrow next to **Picture** on the left-hand toolbar, select **Use existing variable** and then your desired variable name. Click onto your label.



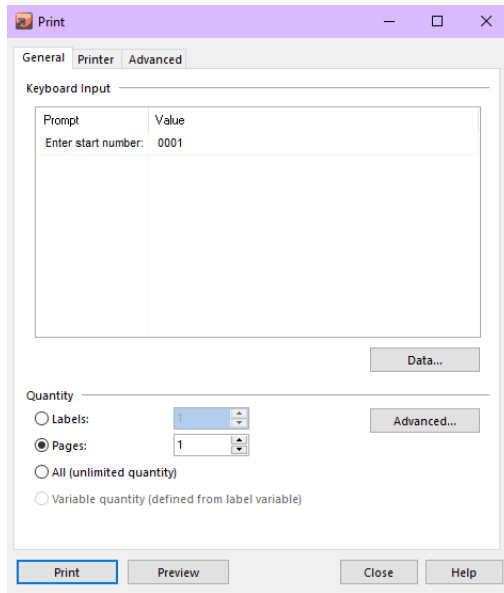
2.3 – Position, align and style the variable how you wish.



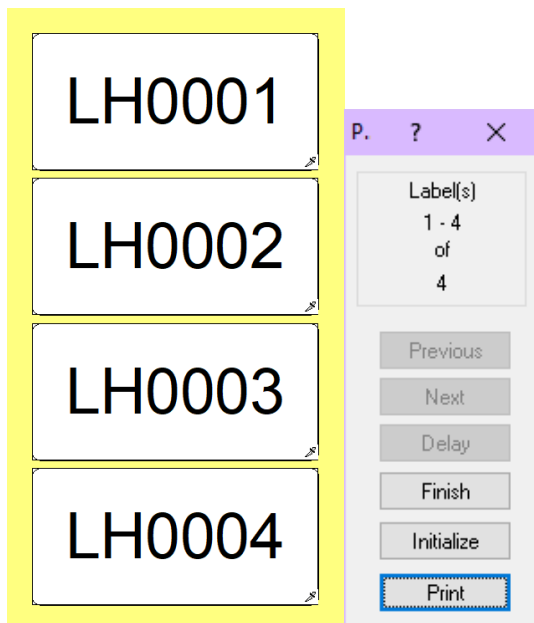
## Step 3 – Preview & Print

3.1 – Go to **File**, then **Print**. Here, your prompt will appear, containing the ‘*starting number*’ entered during step 1. This starting value can be changed at any time before printing.

**Note:** ensure ‘*Pages*’ is selected.

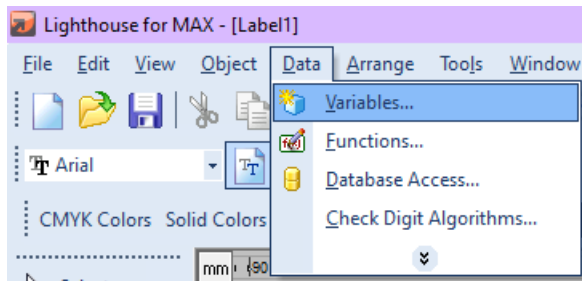


3.2 – Click on **Preview**. If you are happy, click on **Print**.

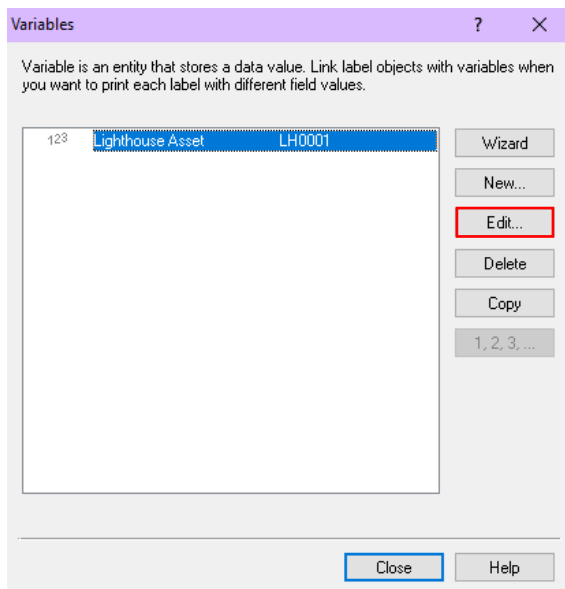


## Editing Sequential Number

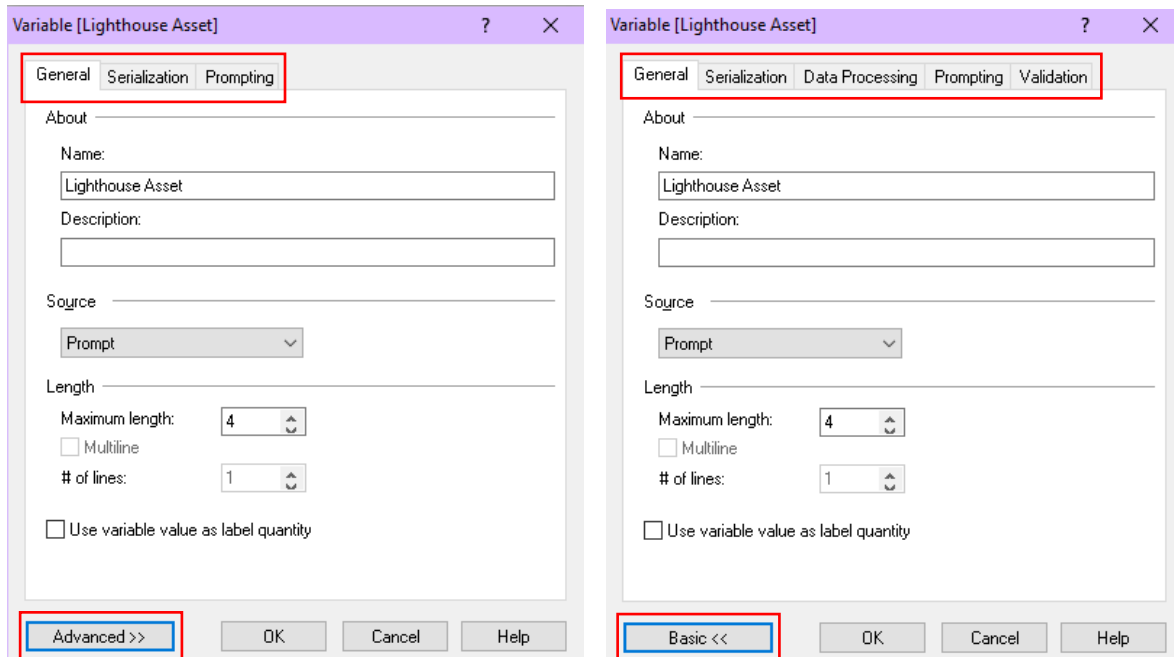
1) Click on **Data** along the top toolbar, and select **Variables**.



2) Select the variable name you wish to make changes to, then click on **Edit**.



3) To display all tabs, click on **Advanced >>**.



4) The most common tabs you will be using to edit include:

- **General:** change maximum length.
- **Data Processing:** change prefix and suffix.
- **Prompting:** change the prompt that appears before printing.

If you require any assistance with setting up or editing variables which this guide does not cover, please contact us and we'll be happy to help.

## Support Details

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