

Ticket Format Designer

Overview

The Ticket Format Designer enables you to fully customize tickets, cards, receipts or labels. All elements (text, images, shapes and lines) are entered as object boxes which can be edited and customized as you wish. These elements are grouped as follows:

Unlinked elements (text, images, shapes, lines)



Label	Adds a single line of text
Memo	Adds a text box which can be set to a precise size and position. A single line only of text can be entered in a Memo box
Rich Text Memo	Adds a rich text box which can be set to a precise size and position. When opened with the inbuilt Rich Text Editor, multiple lines of text can be entered in the box
System Variable	Inserts date and/or time etc
Variable	Inserts a variable
Image	Enables logos or other images to be inserted
Shape	Add squares, rectangles, circles or ellipses
Line	Adds horizontal or vertical lines
Bar Codes	Adds 2D bar codes
Check Box	Adds check boxes

Database linked elements (linked to database fields)



DB Text	Adds a single line of database linked text
DB Memo	Adds a database linked text box. Text can be wrapped within the box by selecting the KeepTogether command from the left click Sub-Menu
DB Rich Text Memo	Adds a database linked rich text box
Image	Adds database linked images
DB Bar Code	Adds database linked bar codes
DB 2D Bar Code	Adds database linked 2D bar codes
DB Check Box	Adds database linked check boxes

Data entry & Field selection boxes



Object info box	Displays the name of the selected object. Used as a text entry box when Label, Memo or Rich Text is selected
Field selection box	Used to select the database field from the drop down list when inserting database linked elements

Ticket Formats

When designing tickets, labels, receipts or gift/discount cards it is important that the relevant data fields are used. In the **Group** column in [Maintenance > All Report Formats](#) you will notice the following five format types are currently available, which are pre-set to pick up data from the corresponding database fields.

Ticket formats	TicketPI & ItemRatesPL
Receipt formats	TicketReceipt PL
Gift card formats	DCardPL & ProgramsPL
Season ticket formats	Season PL & EventsPL & SeatsPL
Label formats	TicketLablePL

Creating or Editing Formats

Editing an existing format

Select the format you wish to edit, then click the **Edit** button

After completing your editing as described below, click on **Save to File** from the main menu and save the file on your computer.

In [All Report Formats](#), click on the name of format you have just edited and saved to file, then click the **Load** button and locate the file you have just saved.

Click on **Open** and the edited file will now replace your existing format.

NOTE: It's a good idea to save a backup of the original format file before undertaking any editing. Select the original unedited file, and click on **Save** to save the file to your computer.

Creating a new Format

Select an existing format in the same Group as the format you wish to create and click the **Edit** button

After designing your new format as described below, click on **Save to File** from the main menu and save the file on your computer.

Now click the **New** button, enter a name for your new format and select a **Group** from the drop down list.

Click the **Save** button

To make the new format active, click on the name of your new format to select, then click the **Load** button

Click on **Open** and the new format you created will be saved for use by the program

Basic editing actions

To add an unlinked object	Click on the unlinked element icon in the menu bar, then click on a location on the ticket where you want the object to appear. See the Menu Action section below for more details about entering specific objects.
To add a database linked object	Click on the database linked element icon in the menu bar, then click on a location on the ticket where you want the object to appear. Choose the group of fields that contain the fields you require from the Object Info Box , then from the drop down list of data fields in the Field Selection Box , select the required field.
To select an object	Left click on the object
To select multiple objects	Either draw a rectangle around all the objects with your mouse OR Select the first object, hold down the SHIFT key, and select additional objects with a left mouse click. The small circles in the corners of all selected objects will turn light grey. Left click again on any object whilst still holding down the SHIFT key to deselect or left click anywhere outside the selected boxes to deselect all objects
To move an item	Left click to select and drag the object to the new position
To copy objects	Click on the object to select, select Edit > Copy from the main menu bar, click anywhere on the ticket then select Edit > Paste from the main menu bar Drag the item to reposition or select Position from the right click context menu
To change the size of any box	Select the box and drag the small circles on the edges of the box
To allow text boxes to expand to the content entered	Right click on the object to bring up the context menu and select AutoSize
To resize an image and maintain its aspect ration	Right click on the picture to bring up the context menu, select MaintainAspectRatio and Stretch , and adjust the image size by dragging the small circles on the edges of the box
To select additional editing options	Right click on the object box

Tool Bar Icon Actions

Icon	Label	Action
Standard Components		
	Select	Selects the object
	Label	Adds a Label box. The Label box automatically expands as you add text.
	Memo	Adds a Memo text box. The font type and other font attributes can be set from the main menu bar.
	Rich Text	Adds a Rich Text box. To edit text or apply font attributes, right click on the box, and select edit to open the Rich Text Editor. Here you can past text from another application if you wish.
	System Variable	Adds a system variable. From drop down menu, select Date or other attributes as required.
	Variable	Adds a variable
	Image	Adds an image. Right click on the object box to bring up the sub menu, and select Picture to insert a picture from a file
	Shape	Adds shapes. From drop down menu, select rectangle, square, rounded rectangle, rounded square, ellipse or circle. Right click on the box for additional customization.
	Line	Adds a line inside the box. From the drop down menu, select if line is to be positioned horizontally at top or bottom of box or vertically at left or right of box. Right click on box for additional customization.
	2D Bar Code	Adds image only of 2D Bar Code
	Check Box	Adds image of checkbox. From drop down menu, select checkmark & box, X and box, checkmark only, X only.
Data Components		
	DB Text	Adds a Text box for linking with a selected field in the database. Click on the inserted box then select the required field from the drop down menu in the Field Selection Box. Adjust the position and other properties of the box such as AutoSize by right click on the Text box.
	DB Memo	Adds a Memo box for linking with a selected field in the database. Click on the inserted box then select the required field from the drop down menu in the Field Selection Box. Adjust the position and other properties of the box by right click on the Memo box. NOTE: If you have a long field name such as a Program name, it is best to use the DBMemo option rather than DBText since you can then select Keep Together from the right click Context Sub-menu which will wrap the text within the width of the Memo box. You can also select CharWrap but this will wrap the text on a character basis and not at the end of a word
	DB Rich Text	Adds a Rich Text Memo box for linking with a selected field in the database. Click on the inserted box then select the required field from the drop down menu in the Field Selection Box. Edit the text, adjust the position and other properties of the box by right click on the Rich Text box.
	DB Image	Adds an Image box for linking with a selected field in the database. Click on the inserted box then select the required field from the drop down menu in the Field

Selection Box. Adjust the position and other properties of the box by right click on the DB Image box.



DB Bar Code

Adds a BarCode box for linking with a selected field in the database. Click on the inserted box then select the barcode field from the drop down menu in the Field Selection Box. Select the bar code type from the BarCode Type drop down box in the Report Tree. Adjust the position and other properties of the box by right click on the DB Bar Code box.



DB2D Bar Code

Adds a DB2D Bar Code for linking with a selected field in the database. Click on the inserted box then select the barcode field from the in the Field Selection Box. Select the bar code type from the BarCode Type drop down box in the Report Tree. Adjust the position and other properties of the box by right click on the DB2D Bar Code box.



DB Check Box

Adds a box for linking with a selected field in the database. Click on the inserted box then select the required field from the in the Field Selection Box. Adjust the position by right click on the Check box.

Advanced Components



Region

Adds an outline box. The borders and fill attributes can be customized from the Report Tree Appearance sub menu



Sub Report

Used when multiple lines of data are inserted e.g. with Group sales tickets or Season tickets where a single ticket is issued rather than printing multiple tickets



Page Break

Inserts a page break



Cross Tab

Format



Font Color

Changes the text color of any box object. Click on the object then select the color from the color picker.



Highlight Color

Changes the background fill color of any **Memo** or **Label** objects. Click on the object then select the color from the color picker. (use the Fill Color button to change the color of **Rich Text or Shape** boxes)



Anchors

Changes the anchor points of the boxes on the ticket



Border

Inserts a border around any data box. Click on the borders in the drop down box to select borders on specific sides or **All** to place borders on all sides. Border color can be changed from black default by clicking on **Line Color** icon.



Bring to Front

Click on the box object to bring it to the front of other objects.



Send to Back

Click on the box object to send it to the rear of other objects.

Size



Shrink Width to Smallest

Resizes the width of 2 or more box objects to the width of the smallest box. Select the first object you wish to resize, hold down the Shift key and select all the other objects to be resized.



Grow Width to Largest

Resizes the width of 2 or more box objects to the width of the largest box. Select the first object you wish to resize, hold down the Shift key and select all the other objects to be resized.



Shrink Height to

Resizes the height of 2 or more box objects to the height of the shortest box. Select the first object you wish to resize, hold down the Shift key and select all the other

Smallest objects to be resized.



Grow Height to Largest

Resizes the height of 2 or more box objects to the height of the tallest box. Select the first object you wish to resize, hold down the Shift key and select all the other objects to be resized.

Align or Space



Align Left

Select the object to which you wish to align the other objects in the vertical plane , hold down the Shift key and select all the other objects to be aligned. (the circles in the corner of the boxes with turn grey). Alternatively draw a rectangle around the objects with your mouse. Then click on the Align Left button and all the objects will now be left aligned with the left side of each box in the same vertical plane as the left most object in the group. (If you have drawn a border around a section you wish to align, hold down the Ctrl key whilst you draw around the objects. Then hold down the Shift key and click on the border to deselect it from the group.)



Align Middle

Select the object to which you wish to align the other objects in the vertical plane, hold down the Shift key and select all the other objects to be aligned. (the circles in the corner of the boxes with turn grey). Alternatively draw a rectangle around the objects with your mouse. Then click on the Align Middle button and all the objects will now be centered with the middle of each box in the same vertical plane.



Align Right

Select the object to which you wish to align the other objects in the vertical plane, hold down the Shift key and select all the other objects to be aligned. (the circles in the corner of the boxes with turn grey). Alternatively draw a rectangle around the objects with your mouse. Then click on the Align Right button and all the objects will now be right aligned with the right side of each box in the same vertical plane as the right most object in the group.



Align Top

Select the object to which you wish to align the other objects in the horizontal plane, hold down the Shift key and select all the other objects to be aligned. (the circles in the corner of the boxes with turn grey). Alternatively draw a rectangle around the objects with your mouse. Then click on the Align Top button and all the objects will now be aligned with the top of each box in the same horizontal plane as the initial object you selected.



Align Center

Select the object to which you wish to align the other objects in the horizontal plane, hold down the Shift key and select all the other objects to be aligned. (the circles in the corner of the boxes with turn grey). Alternatively draw a rectangle around the objects with your mouse. Then click on the Align Center button and all the objects will now be aligned with the center of each box in the same horizontal plane as the initial object you selected.



Align Bottom

Select the object to which you wish to align the other objects in the horizontal plane, hold down the Shift key and select all the other objects to be aligned. (the circles in the corner of the boxes with turn grey). Alternatively draw a rectangle around the objects with your mouse. Then click on the Align Bottom button and all the objects will now be aligned with the bottom of each box in the same horizontal plane as the initial object you selected.



Space Horiz.

Select three or more objects in a horizontal plane by holding down the Shift key and selecting each object or draw a rectangle around the all the objects with your mouse. Click on the Space Horizontally in a Band button and the **left hand side** of all the object boxes will now be aligned equidistant from each other in a horizontal plane



Space Vertically

Select three or more objects in a vertical plane by holding down the Shift key and selecting each object or draw a rectangle around the all the objects with your

mouse. Click on the Space Vertically button and the **top** of all the object boxes will now be aligned equidistant from each other in a vertical plane.



Center
Horiz. in
Band

Select the first object you wish to align in the horizontal plane, hold down the Shift key and select the second object to be aligned. Click on the Center Horizontally in a Band icon and the left hand side of the left most object will be the same distance from the edge of the ticket as the right hand side of the right most object.



Center Vert.
in Band

Select the first object you wish to align in the vertical plane, hold down the Shift key and select the second object to be aligned. Click on the Center Vertically in a Band icon and the top of the upper box object will be the same distance from the edge of the ticket as the bottom of the lower box object.

Nudge



Nudge Up Click to nudge the object slightly upwards



Nudge Down Click to nudge the object slightly downwards



Nudge Left Click to nudge the object slightly to the left



Nudge Right Click to nudge the object slightly to the right

Draw



Fill Color Changes the text color in any **Shape** or **Rich Text** objects. Click on the object then select the color from the color picker. (use the Highlight Color button to change the color of **Label** or **Memo** boxes)



Line Color Changes the line color



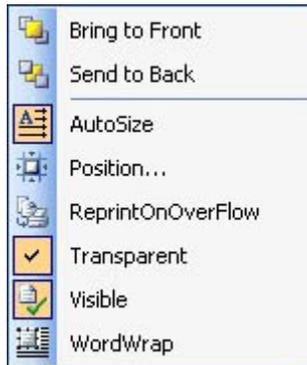
Line Thickness Changes the line thickness



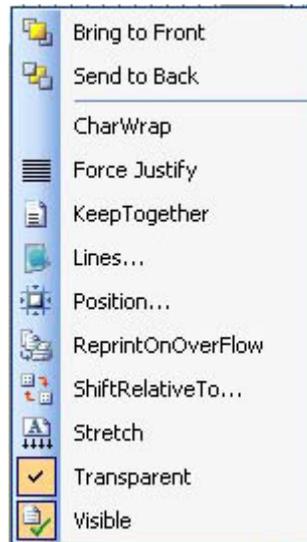
Line Style Changes the line style – dots and dashes

Context Sub-Menus

Label



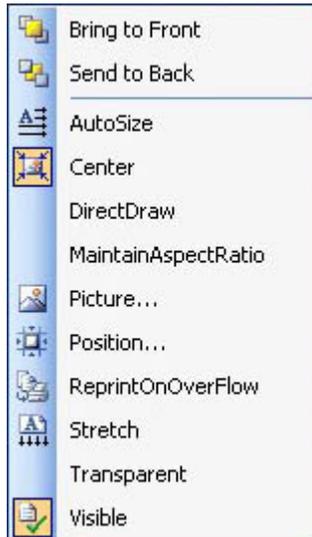
Memo



Rich Text



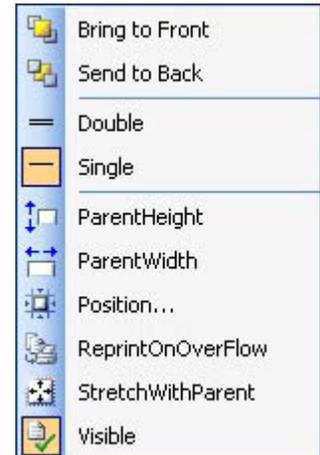
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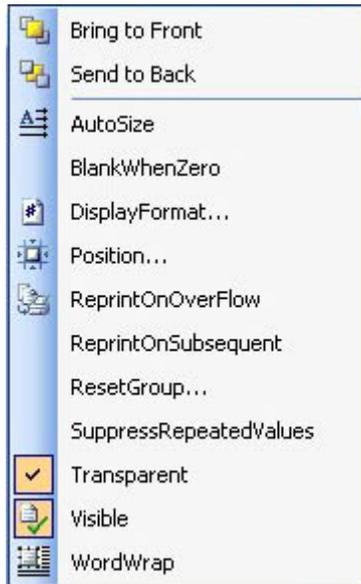
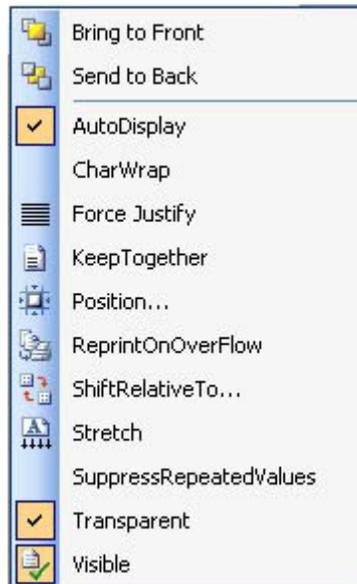
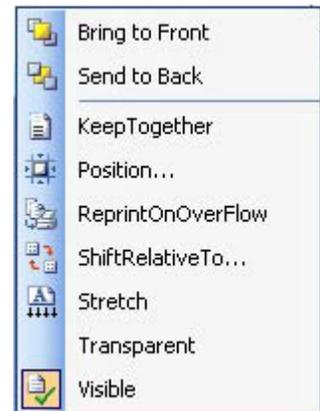
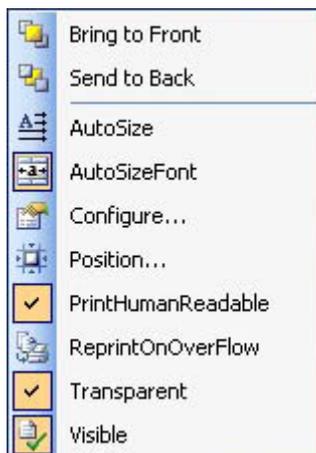
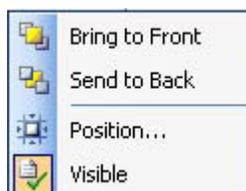


Shape



Line



DB Text

DB Memo

DB Rich Text

DB Bar Code

2DDB Bar Code

Ticket Body
