

RaffleDo.HLP

version 1.0

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Contents for Raffle Do Help

Raffle Do outputs raffle ticket templates to laser and compatible printers. Choose either 4x1UP or 4x2UP raffle ticket templates. 4x1UP template has four large tickets and 4x2UP has eight smaller tickets. Print up to one million tickets, starting and ending at any number between 0 and 999999. Easily print backup copies of one or more templates.

Use the [Numset](#) template to sequentially number any paper stock that will run through a laser or compatible printer. Numset is an automated numbering system. It is a small scale alternative to high priced numbering machines and can perform many of the same tasks. Number documents, self-adhesive labels, pictures, tickets, forms, etc.

To learn how to use help, press the F1 key.

[Keyboard](#)

[Menu Commands](#)

[Procedures](#)

[Registration](#)

Also See

[Definitions](#)

Raffle Do Menu Commands

There are three menu commands that control the development of all Raffle Do templates:

[File Menu Commands](#)

[Options Menu Commands](#)

[Help Menu Commands](#)

Also See

[Definitions](#)

File Menu Commands

Open

Open one of three available templates. The 4x1UP template has four large tickets, each with four labels on its stub. This template prints out in landscape mode. 4x2UP template has eight smaller tickets, each with five labels on its stub. 4x2UP templates printout in portrait mode. The Numset template will print up to 33 labels per template (sequential numbers with or without leading and/or trailing text) in portrait or landscape modes.

Print All

Choosing Print All displays the Print All dialog box

Print One

Choosing Print One displays the Print One dialog box

Printer Setup

Choosing Printer Setup will open a printer setup dialog box. Use it to make your laser or compatible printer the active printer and to set the printer in portrait or landscape mode.

Exit

The Exit command displays a message box with an option to terminate Raffle Do operation.

Options Menu Commands

This menu has tools to customize a template. You can customize or reset labels on raffle tickets stubs and format sequential numbers on all templates. Note that Number Format is the only menu option available for Numset. When an option is chosen, the on-screen template will reflect the changes. The status bar states the current status of all options.

Blank Label

Choose it to delete the label with the focus. Choose it again to remove this feature. Once this option is turned OFF, then ON, a line will appear in the affected label. After activating the reset option, the blank label option is set to OFF for all labels. The blank label button "BL" is located in the design bar for quick access.

Reset All Labels

This option will reset every label to default settings. The editing focus will be set to label one. The current font and the number format are not affected. The reset button "RS" is located on the design bar for quick access.

Numbers On/Off

You may not want raffle ticket templates with any numbers. Choose Numbers On/Off to accomplish this. Choose it again to display numbers.

Also see

Number format

Raffle Do Procedures

Access these topics to learn how to create templates. Beginners can start with the introduction, then learn about the main window functions. Read the entire Numset topic before using Numset. Review the printing process before printing large template stacks.

Introduction

[Quick Start](#)

Navigating around the main window

[Main Window Information](#)

[Design Bar](#)

[Status Bar](#)

The Numset program

[Numset](#)

The Printing Process

[Print All](#)

[Print One](#)

[Raffle ticket sequential numbers](#)

[Printers](#)

Also See

[Definitions](#)

Quick Start

To quickly attain productivity, follow each instruction. After starting the program, the main window with the 4x1UP raffle ticket template will appear on-screen. Produce one template first, then make a template stack. To effectively use [Numset](#), read its entire section. Perform these steps after exiting this help file. Choose Print Topic from the File menu of this help file to get a printout of this topic.

1. Set up your laser printer. Make sure it's the active printer and in landscape mode for 4x1UP or portrait mode for 4x2UP.
2. To choose the 4x2UP template, press F3 key. Press the F2 key to return to the 4x1UP template.
3. Choose fonts in the [design bar](#).
 - a. Choose a font.
 - b. View the changes on the on-screen template.
4. Print a sample template. Press the F6 key to open the [Print One dialog box](#).
 - a. Enter a range of 1 to 1000 (no leading zeros; zero is 0, not 0000).
 - b. Enter a starting ticket number of 17.
 - c. Choose either horizontal or vertical sequential numbers. See [raffle ticket sequential numbers](#).

Click the OK button to print out one template. To get a printout of a template with other fonts, follow steps 1 to 3 again. The total time to print a template stack is vital. See [timing](#).

5. Once you are satisfied with the appearance of the template, press the F5 key to open the [Print All dialog box](#). If you want to print no more than 10000 tickets,
 - a. Enter a number between 0 and 9996 as the "first number".
 - b. Enter a number between 3 and 9999 as the "last number".
 - c. Choose either horizontal or vertical sequential numbers. See [raffle ticket sequential numbers](#).

If you want to print up to 99999 or 999999 tickets, choose Ten Thousands or Hundred Thousands from the Options + [Number Format](#) sub menu, respectively.

Click the OK button to print out a template stack. Press the ESC key to cancel printing any time while the [escape](#) message appears in the "Printing..." message box.

Example: To printout 1000 raffle tickets, starting with sequential number 1, enter 1 for the first number and 1000 for the last number. Choose either horizontal or vertical sequential numbers. Click the OK button. For the 4x1UP, a template stack of 250 templates, each with 4 raffle ticket headings will printout. For 4x2UP, a template stack of 125 templates, each with 8 raffle ticket headings will printout.

For instructions on how to customize labels or printing templates without labels, go to [Options Commands](#).

If you want to change the template position on the page, change the margin settings of the printer. Consult your printer's user guide for more information on changing margin settings.

Also See

[Definitions](#)

Main Window Information

The main window is the screen or window that displays at start-up. It remains on-screen until Raffle Do operation is terminated. You cannot re-size the main window. You can however reduce it to an icon. To do so, click the button in the uppermost right corner of the main window or choose Minimize from the System menu. The main window consists of a menu bar, design bar, status bar, scroll bars and an on-screen template as shown.

Also See

[Contents](#)

[Procedures](#)

[Registration](#)

[Definitions](#)

The screenshot shows a window titled "RAFFLE DO - 4x1UP". The interface includes a menu bar with "File", "Options", and "Help". Below the menu bar is a design bar containing a font dropdown set to "Helv", a label dropdown set to "1", a text input field with "NAME", and buttons for "OK", "BL", and "RS". The main area contains an "On-screen template" with two columns of form fields: "NAME", "ADD", "CITY", and "PHONE" on the left, and "NAME", "ADD", "CITY", and "PHONE" on the right. Below each column are two "No. XXXX" labels. The status bar at the bottom displays "BLANK LABEL OFF", "NUMBERS ON", "NUMBER FORMAT THOUSANDS", and a "Status Bar" label.

Design Bar

The purpose of the design bar is to customize the template and allow quick access to frequently used features. When either raffle ticket template is open, you can change fonts; set the editing focus; customize text in a label; delete the contents of a label and reset all label contents to the default setting.

Fonts

A drop down combination box titled "Fonts:" contains two fonts: helvetica and times roman. The 4x1UP and 4x2UP template have access to helvetica and times roman fonts. Numset has access to only the helvetica font.

To choose a font, click on the arrow to display available fonts and then click mouse pointer on chosen font. Or, press the key representing the first letter of an available font. The on-screen template will reflect the change to the new font. ALWAYS choose a font before customizing labels. Changing fonts will always reset all labels to default settings.

Label

The second drop down combination box titled "Label:" will set the editing focus on one of four or one of five labels. Choosing a label will display its text in the text box. You can then customize text in that label.

Note that each stub has the same number of labels. Label one is the first label on each stub. Altering label one of stub one will alter the first label of all stubs, and so on.

Text

Use the text box to enter characters to change the text for the label with the focus. Any character, up to 15, are allowed, except the underline character. All labels, unless its contents are deleted, will have lines (the underline characters).

To change text for the label with the focus, insert text and then press the RETURN key or click on the OK button. Label X of each stub will contain the new text.

To make a label appear with only a line, delete all characters from the text box and press the RETURN key or click the OK button.

Blank label

The "Blank Label" option is available in the design bar. Click the button marked "BL" or press ALT + B keys to delete the contents of the label with the focus. Activate it again to turn this option OFF. The status bar states the current status of this option. See Option Commands for more information.

Reset labels

The "Reset All Labels" option is also available in the design bar. Click the button marked "RS" or press the ALT+R keys to reset all labels to the default settings. See Option Commands for more information.

Also see

[Design Bar Controls for Numset](#)

Design Bar Controls for Numset

When the Numset template is open, the leftmost button is the only available control in the design bar. Notice that the combination box for labels and the text box are empty. The fonts combination box states "Helv" as the font.

Once the template is configured, the Numset dialog box closes. To re-edit or completely re-configure a template, open its dialog box again. Click the "NM" button or press the ALT+M keys to open its dialog box. You can also double click on the on-screen template.

Status Bar

The status bar is located at the bottom of the main window. It lists the current status of several of the most frequently used options and features. Instead of opening menus or dialog boxes to remind you of the current status of an option or feature, look at information contained in the status bar. The status bar is useful when making decisions before printing.

When either raffle ticket template is open, the following information appears in the status bar:

<u>Label</u>	<u>Status</u>
BLANK LABEL ON/OFF	See <u>Options Menu Commands</u>
NUMBERS ON/OFF	See <u>Options Menu Commands</u>
NUMBER FORMAT	See <u>number format</u>

When the Numset template is open, the following information appears:

<u>Label</u>	<u>Status</u>
X COLUMNS	The number of columns you configured in the present template. See <u>Numset</u> .
X ROWS	The number of rows you configured in the present template. See <u>Numset</u> .
PORTRAIT/LANDSCAPE	The page mode of the on-screen template. Set your printer to this mode before printing.
NUMBER FORMAT	See <u>number format</u>

Note that ON/OFF will not appear together. Either ON or OFF will appear. Either PORTRAIT or LANDSCAPE will appear also. "X" is a number. The name of the current number format will appear following NUMBER FORMAT.

Number Format

This option formats sequential numbers. Choose it to see the sub menu with its five number formats. The number format is the maximum number of digits that appear as sequential numbers. All options, except NONE, have leading zeros. Note that NONE is available for Numset. NONE means sequential numbers have no leading zeros. The following table shows the number format, its actual format and the maximum number. The actual format is the amount of leading zeros, where "X" is a leading zero.

Number Format	Actual Format	Maximum Number
None	—	999999
Hundreds	XXX	999
Thousands	XXXX	9999
Ten Thousands	XXXXX	99999
Hundred Thousands	XXXXXX	999999

When Raffle Do starts up, the 4x1UP raffle ticket template is opened and the number format is "Thousands" (default number format). When Numset is opened, the number format is "NONE" which is the default setting for Numset.

The current format is checked in the sub menu. When a new one is chosen, the on-screen template reflects the change.

When you print out a template stack, the maximum last number cannot surpass the number format setting. If it does, Raffle Do will state an error and allow you to correct it.

When printing raffle tickets, use this option only after careful consideration. Make sure that the template stack will not grow beyond the chosen number format in the future. If so, the original template stack and the add-on to the template stack will have a different number format. This will appear awkward to the customer.

Numset

Numset is an automated numbering system. Designing a Numset template is a straightforward process. Choose Numset from the File + Open sub menu to open Numset. Its dialog box appears. You must configure a template, which consists of cells. A cell is similar to a cell in a spreadsheet. One cell is the intersection of one column and one row. To configure the template:

1. Insert the number of columns one template will have, then the number of rows. The maximum number of columns for portrait mode printing is three; eight for landscape. The maximum number of rows for portrait mode printing is eleven; four for landscape. See [examples](#).
2. Insert the left and top coordinates for the sequential number in each cell. You do not have to literally insert coordinates for every number on the template. Set coordinates for one number, the uppermost left one, and the coordinates will be the same in all cells.

The maximum setting for the left coordinate is 0.25 " from the left edge of the cell and 0.25" from the right edge of the cell. The maximum setting for the top coordinate is 0.25" from the top edge of the cell and 0.25" from the bottom edge of the cell. Enter both left and top coordinates in inches.

3. Each number can have leading and trailing text. Leading text is text that precedes the number. Trailing text is text that follows the number. A maximum of 15 characters for either is allowed (30 total). You do not have to enter a space at the end of the leading text or preceding the trailing text in order to separate text and numbers. Numset automatically adds these spaces.

Note that sequential numbers alone or sequential numbers with leading and/or text is called a label.

Leading and trailing text is useful when you want to inform a customer about the name or total quantity of the product that is numbered.

Example: Disk 1 of 3 ;where "Disk" is the leading text and describes the type or name of a product, "1" is the sequential number and "of 3" is the trailing text and describes the total quantity.

4. Set the mode of the on-screen template to portrait or landscape. You should consider which mode to use before stating all other details. Remember to set your printer mode to match the mode set here.
5. After configuring the template click the OK button or press ALT+ K keys. The on-screen template will be configured as you designed it. The red lines represent borders of each cell. The red lines will not print out when you print templates. The vertical red lines only appear if there are 2 or more columns. The horizontal lines only appear if there are 2 or more rows.

If you placed the left or top coordinate beyond its limits, an error message will display then allow you to correct the error. Note that leading and trailing text with many characters, as well as long number formats, may expand the label beyond valid limits.

Review the on-screen template and ensure that the label is correct before printing. Numbers are represented by an uppercase "X". When Numset first opens, its number format is set to NONE. To change it, choose [Number format](#) from the Options menu. The template will display the label with the

updated format. If the new digit format extends the label beyond its valid limits the new number format is dropped and the last valid one is chosen.

If the number format is NONE, the position of the labels will change depending on the amount of digits of the last number printed. Numset prints its labels left justified. Make sure there is enough space per cell to account for this or else labels may overlap cells or not print at all.

You may want to re-edit or design a new template. The Numset dialog box must be opened again. To open the dialog box again, click the "NM" button on the design bar, press the ALT+M keys or the RETURN key.

Once you are satisfied with the template layout, start printing. Choose Printer Setup and set the printer mode to match the page mode. Choose Print All from the File menu or double click on the on-screen template. Insert first and last numbers, repeat and skip options if necessary, then click OK button to print. See Print All dialog box.

Numset Examples

1. If you want to place one number on a page, centered near the bottom, then the template will have one column and one row.
2. To print a number on a plugger (a big ticket the size of 1/4 a letter size page), simply state two columns and two rows if you will paste four pluggers on a page and then print them. You should, of course, print all pluggers, number them and then cut each sheet into 4 pluggers.
3. If you want to number self-adhesive labels, count the number of labels on one sheet, treating each label as a cell. A sheet of 33 labels with 3 across and 11 down is simply 3 columns and 11 rows (a total of 33 cells).

Note that all tickets or labels must be equally spaced on the page. Numset equally spaces its sequential numbers.

Print All dialog box

Open this dialog box to print a template stack. Choose Print All from the File menu in the main window. Set the range ("first number" and "last number") and sequential number in this dialog box. An explanation follows.

First number

Insert the first raffle ticket or Numset number in the text box with this label. The first sequential number on the first template will start with this number. A valid entry is any number between 0 and 999996, depending on the number format.

Last number

Insert the last raffle ticket or Numset number in the text box with this label. The last sequential number on the last template will end with this number. A valid entry is any number between 3 and 999999. The number format setting effects the maximum entry allowed for the last number. For example, if the number format is set at "Thousands" then the maximum last number is 9999.

Note that the last sequential number is always determined by how many templates are printed. If the formula below does not yield a whole number, then the actual last sequential number is (up to 3) or (up to 7) more than the last number inserted.

$$x = [(last\ number - "first\ number") + 1] / t \quad ;\text{where } t = 4 \text{ for } 4 \times 1 \text{UP and } t = 8 \text{ for } 4 \times 2 \text{UP}$$

Numbers

Sequential numbers that progress in a forward count. Raffle ticket sequential numbers can print either horizontal or vertical in a template stack.

Repeat

The repeat option is only available for Numset. You can repeat a sequence of a range of numbers. The maximum amount of repeated sequences is 9999. Click its check box to turn ON. A default repeat sequence of "2" (repeat once - printed twice) is set in the text box. You can then set any amount between 2 and 9999.

To effectively use this option, you must consider the range of numbers (first and last numbers entered in this dialog box), the number of columns and rows chosen per Numset template and the Skip option (if it is turned ON).

The amount of columns multiplied by rows yield the number of cells per template. If the Skip option is ON, only odd or even numbers will make up the range of numbers. Therefore, as in the example, you can calculate the number of templates that will print out.

Skip

The Skip option is only available for Numset and allows you to print either all even or all odd numbers. Check the checkbox to turn this option ON. To print all even numbers, set the first number in the Print All dialog box to an even number. To print all odd numbers, set the first number to an odd number.

Note the total number of cells per template and the repeat option, if ON. Set the last number accordingly if you want it to print out.

Example of Repeat option in Print All dialog box

A programmer has designed software for use in-house. The program is contained on 3 diskettes. 11 copies of the program must be issued company-wide. The programmer decided to use self-adhesive labels with 3 columns and 11 rows of labels per sheet (33 labels total per sheet). One template is needed.

Numset is configured to have 3 columns and 11 rows per template. The leading text is "Disk". The trailing text is "of 3". In the Print All dialog box, a range of 1 to 33 is chosen. The Skip option is OFF. The Repeat option is ON and set to 11. One template will print out with 3 columns and 11 rows of numbers, each row numbered 1 to 3. This label will appear on each self-adhesive label:

Disk X of 3 ;where X is a sequential whole number between 1 and 3

Print One dialog box

An existing template may become unusable. Instead of printing another template stack, use Print One to print a replacement template. Also use it to print a sample template. See [Quick Start](#). To open this dialog box, choose Print One from the File menu. Set the range and the "start at" number in this dialog box. This dialog box is only available for raffle ticket templates. An explanation follows.

Range

Insert the first and last sequential numbers of the affected template stack. A valid entry for the first sequential number is any number between 0 and 999996, depending on the number format. A valid entry for the last sequential number is any number between 3 and 999999, depending on the number format. The range is required to correctly match sequential numbers printed on the single template with sequential numbers on the existing template stack.

The [number format](#) setting effects the maximum entry allowed for the last number. For example, if the number format is set at "thousands" then the maximum last number is 9999.

Start At

Insert the top, leftmost raffle ticket number in the text box with this label. The first sequential number on the first template will start with this number.

Note: Ensure correct entries for the range and "start at" number. Get the range by finding the first and last templates of the template stack with the unusable template. Enter the top, leftmost sequential number of the unusable template as the "start at" number.

Numbers

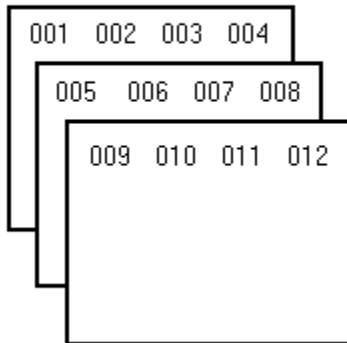
Sequential numbers that progress in a forward count. [Raffle ticket sequential numbers](#) can print either horizontal or vertical in a template stack.

Raffle Ticket Sequential Numbers

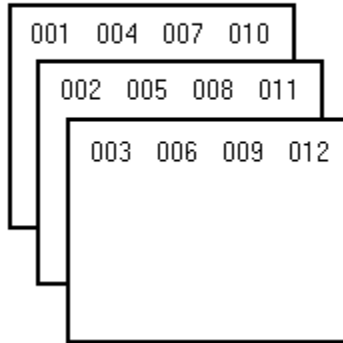
Raffle ticket sequential numbers have leading zeros and are preceded by "No." text. They have a number format range of hundreds to hundred thousands

Raffle ticket sequential numbers can print either horizontally (descending in a lateral order across a template) or vertically (descending in order through each template). For example: twelve raffle tickets are needed, numbered 1 to 12. The number format is Hundreds. The graph below depicts sequential numbers on three templates. The leading text "No." is not shown for simplification.

Horizontal sequential numbers



Vertical sequential numbers



Printers

Raffle Do is a printer intensive application. Close all other programs before printing a template stack. Once printing begins, Raffle Do will not yield operation long enough to operate another application.

Raffle Do supports ALL laser printers that MS-Windows 3.0 and higher support. Raffle Do will print templates on Ink Jet and Bubble Jet printers also. For raffle tickets, use the Print One option to get a template sample.

The automatic feed setting of your printer is recommended. You might prefer to print templates on stock heavier than 20 to 50 Lb. paper. Most light duty laser printers force you to use the manual feed for heavy stock paper. To use the manual feed, simply follow the instructions for your laser printer's user guide and the guidelines suggested in the Windows user's guide. Next, choose Printer Setup from the File menu of Raffle Do. Click on the setup button in the Printer Setup dialog box. Choose manual feed in the printer dialog box for Windows 3.1. If you have Windows 3.0, set the manual option by opening the "printers" icon in the Control Panel. Consult the Windows 3.0 user's guide for further information.

Additional Do's and Don'ts:

- Make sure that your laser printer is active.
- Make sure your laser printer is set to correct print mode (portrait or landscape).
- Set all margins on your laser printer to 0.25" or zero. Change the margin setting of your printer to adjust the ticket heading placement on the page, if necessary. Consult your printer's user guide for more information on setting margins.
- ALWAYS use the Windows Print Manager or a compatible print manager with its window setting for minimum. This will give you more control when canceling a template stack printout. You can also easily switch to the Print Manager to view the progress of document printing.
- Make sure that the printer queue is empty before printing with Raffle Do. Open the Print Manager window to check for any documents.
- Make sure that no other application will send a document to the printer while Raffle Do is printing.
- Use only letter size paper for templates.

Also see

[Timing](#)

[Escape Printing](#)

[Networks](#)

[Printing and Fonts](#)

Timing

The total time to print a template stack is helpful when managing resources under Windows. Some templates may be large, which may take a long time to print. The speed of the computer and the page per minute speed of the printer will determine the amount of time it takes to print out a template stack.

Windows 3.0 and 3.1 handle the printing process differently. Windows 3.0 will send documents to the printer almost immediately after configuring them. Windows 3.1 will configure all documents in a temporary file, then print all of them. This allows Windows 3.1 to configure documents much quicker and return control to the user while the document prints. But a large template stack may not allow sufficient control of other resources.

Of course, faster PCs will send templates to the printer at faster intervals. For large template stacks (5000 or more tickets) a very large amount of RAM or hard disk free space may be required unless you send a series of smaller template stacks to the printer.

Sample times under Windows 3.0

With the 4x1UP template opened, Raffle Do sent one template every 6 seconds to the printer. Therefore, a maximum of ten templates per minute is transferred to the printer per minute. While printing 500 tickets (125 templates with horizontal numbers chosen), the following times were recorded. The print manager stated the entire document (template stack) was 77 kilobytes. The 4x2UP templates had similar times.

0:00:00	printing process initiated
0:00:05	print manager icon appeared on-screen
0:00:30	first template printed
0:20:30	last template printed

Sample times under Windows 3.1

As mentioned earlier, the printing process in Windows 3.1 configures a document in a temporary file, then prints it. The total time to print a template stack is longer, but control is returned to the program faster. While printing the same 500 tickets, with 4x1UP opened and horizontal numbers chosen, the following times were recorded. The print manager stated the entire document was 225 kilobytes. The 4x2UP templates had similar times.

0:00:00	printing process initiated
0:00:10	print manager icon appeared on-screen
0:04:00	first template printed
0:24:00	last template printed

A Numset template stack print out under Windows 3.1 was also timed. The template was configured with 3 columns, 11 rows, no leading or trailing text and in portrait. The number format was none. Skip and repeat was OFF. While printing 330 numbers (10 templates) the following times were recorded. The print manager stated the entire document was 53 kilobytes. Various other Numset configured templates has similar times and consisted of similar size while in the print manager.

0:00:00	printing process initiated
0:00:10	print manager icon appeared on-screen

0:04:10 first template printed
0:05:30 last template printed

Escape Printing

A message box appears when the OK button is clicked in the Print All or Print One dialog box. It states the current sequential number printing out and the message "Press the ESC key to cancel". Raffle Do is printing templates while this message box is on-screen. For horizontal sequential numbers, the current number is the last or rightmost sequential number per template. Therefore, on 4x1UP templates, current numbers progress by a factor of four. 4x2UP current numbers progress by a factor of eight.

For vertical sequential numbers, the current number is also the last sequential number per template. It is found by subtracting the "start at" number from the "last" number and adding one [this is (a)]. Divide (a) by the number of tickets per template [this is (b)]. Then, subtract (b) from (a). This is the first current number to appear. Following numbers increase by a factor of four or eight, depending on the raffle ticket template used.

When printing Numset templates, the current number starts with the last number in the last cell on the first template. Following numbers increase by a factor of the total number of cells, assuming Repeat and Skip are OFF.

Press the ESC key to cancel template stack printing and return control to the main window. Raffle Do will permanently halt and delete printing of the current template stack. If your printer has on-board memory, then you may have to discard the template stack. If Windows stores the template stack in a temporary file, the file will transfer data to the printer when you cancel the printing process. The data will automatically move into the on-board memory and initiate the printing process.

If you do not use a Print Manager, you may have to discard the template stack. Consult the user's guide for your printer for more information.

Networks

Raffle Do can operate within any MS-Windows 3.0 and higher supported network. Raffle Do version 1.0 is a single user software. Therefore, follow the MS-Windows guidelines for using single user applications on networks. Ensure that the network printer's queue is empty and that no applications send documents to the printer while Raffle Do is printing.

Printing and Fonts

Raffle Do has two available fonts: helvetica and times roman. Windows 3.0 and 3.1 have different actual names it sends to the printer for both. Windows 3.0 states "Helv" for helvetica font and Windows 3.1 states "Helvetica". Windows 3.0 states "Tms Rmn" for times roman font. Windows 3.1 does not support times roman font. An almost identical font is "Times".

Raffle Do automatically searches for the correct name used for helvetica and sends it to the printer. Raffle Do will automatically send "Tms Rmn" to the printer under Windows 3.0 and "Times" to the printer under Windows 3.1.

When the printing process is initiated, a message box may inform you that the current font chosen in Raffle Do is not available on your printer. If you do not want to print templates in the default font of the printer, you can choose the remaining font from the design bar, if available.

In order to have these fonts available, make sure they are installed. You should add helvetica and times roman fonts to the group of available fonts in Windows if they are not installed in the Windows directory. The Windows 3.0 diskettes, number 5 and 6 on 3.5" diskettes, have these fonts. Consult the Windows user's manual for instructions on how to install fonts.

Shortcut and Quick Access Keys

Shortcut Keys

You can operate Raffle Do without the use of a mouse, if necessary. The shortcut keys for the main window are the ALT, ARROW, SPACEBAR, and RETURN keys to access and navigate through the menus. Use the TAB key to access the scroll bars and the PAGE UP, PAGE DOWN, and ARROW keys to move the simulated on-screen template with the scroll bars.

The Print One, Print All and Numset dialog boxes have the TAB, ALT, ARROWS and ENTER shortcut keys. Use the TAB key to switch the cursor or set the focus among the controls. Consult the MS-Windows user's manual for further information concerning shortcut keys.

Quick Access Keys

The menus in the main window have the only available Quick Access Keys. Press the following key(s):

Key(s)	Action
F1	opens the help file with context sensitive help on the window or dialog box with the focus.
F2	opens 4x1UP raffle ticket template
F3	opens 4x2UP raffle ticket template
F4	opens Numset dialog box
F5	opens the Print All dialog box
F6	opens the Print One dialog box
F7	blanks the currently active raffle ticket label
F8	resets all raffle ticket labels to default setting
F12	displays a message box with an option to terminate operation of Raffle Do
Ctrl+F2	changes the number format of raffle ticket or Numset sequential numbers to Hundreds
Ctrl+F3	changes the number format of raffle ticket or Numset sequential numbers to Thousands
Ctrl+F4	changes the number format of raffle ticket or Numset sequential numbers to Ten Thousands
Ctrl+F5	changes the number format of raffle ticket or Numset sequential numbers to Hundred Thousands
Ctrl+P	opens the Printer Setup dialog box for Windows

Also See
[Definitions](#)

Help Menu Commands

Command	Action
Index	Displays the <u>main index</u> of the help menu for Raffle Do.
Keyboard	Displays help for <u>shortcut and quick access keys</u> available for Raffle Do.
Commands	Displays help for the <u>file menu</u> , <u>options menu</u> and help menu commands.
Procedures	Displays step by step <u>procedures</u> to operate Raffle Do.
Registration	Displays the <u>registration form</u> , commants form and a copy of the license agreement.
Using Help	Displays WinHelp file with instructions on how to use WinHelp. Press F1 to switch to WinHelp when any help file is opened.
About	Displays copyright information for Raffle Do.

Definitions

Body the part of a raffle ticket that contains information on the event or occasion; usually text.

Controls objects displayed on the screen, usually in a window or dialog box. The basic controls in Raffle Do:

Controls	Definition
Command buttons	push-button objects that execute an associated command (i.e. "O,K.", "CANCEL").
Menu commands	menu contents that execute associated commands (i.e. "File", "Options").
Labels	textual headings for a control (not the same as definition below).
Text box	a box that displays characters the user inputs through a keyboard.

Dialog box a window that displays and requests information. The dialog box then closes and executes code based on the information stated and/or chosen.

Focus when a control is highlighted (has the cursor within it or its borders are outlined) and can immediately receive input from the user.

Labels for raffle tickets, a label is a customized object, excluding sequential numbers, that contains text (i.e. "Name _____"). For Numset, a label is a customizable object within each cell. The Numset label is a sequential number alone or with leading and/or trailing text.

Main window the window or screen that displays when Raffle Do starts up and remains until operation is terminated.

Number format See number format.

Sequential numbers numbers that progress in a forward count. For raffle tickets, see raffle ticket sequential numbers. Numset sequential numbers can have the same number format range as raffle tickets or none at all. Numset sequential numbers are not preceded by preset text unless the user adds it.

Stubs ticket heading minus the bottom sequential number. See definition for ticket heading below.

Templates a letter size sheet with ticket headings or cells of numbers. Raffle Do offers 4x1UP and 4x2UP raffle ticket templates with headings. 4x1UP means there are 4 raffle tickets across one row on a page. 4x2UP templates have eight raffle tickets, with 4 tickets across 2 rows on a page. 4x1UP templates are printed in landscape mode; 4x2UP are printed in portrait mode. The Numset template has cells of numbers.

Template stack all of the templates, from the first to last printed in one session, become a template stack. Template stacks can have more templates added to them to increase the size of the stack. A raffle ticket template stack is

characterized by having the same headings and number format. A Numset template stack has the same label (the same number format with identical leading and trailing text).

Ticket heading

print at the top of the raffle ticket template. Includes all visible labels and sequential numbers. An on-screen raffle ticket template displays the ticket heading.

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