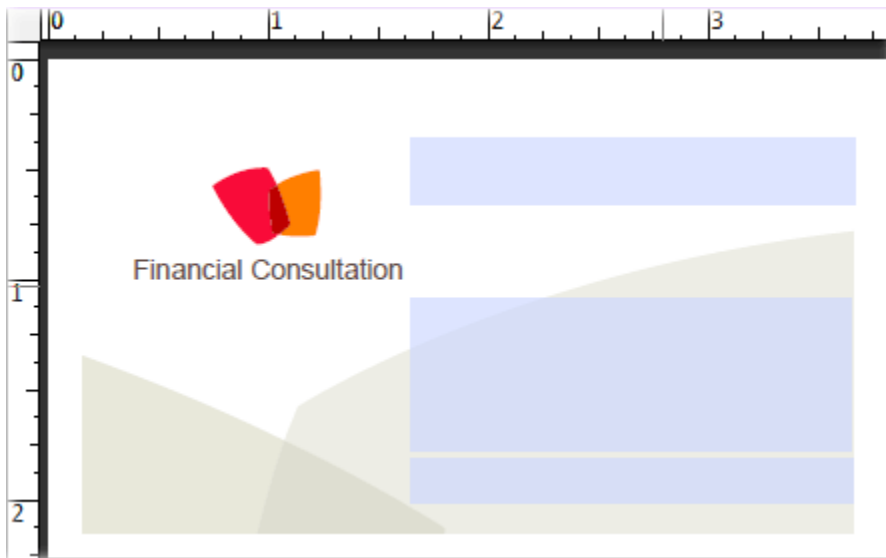


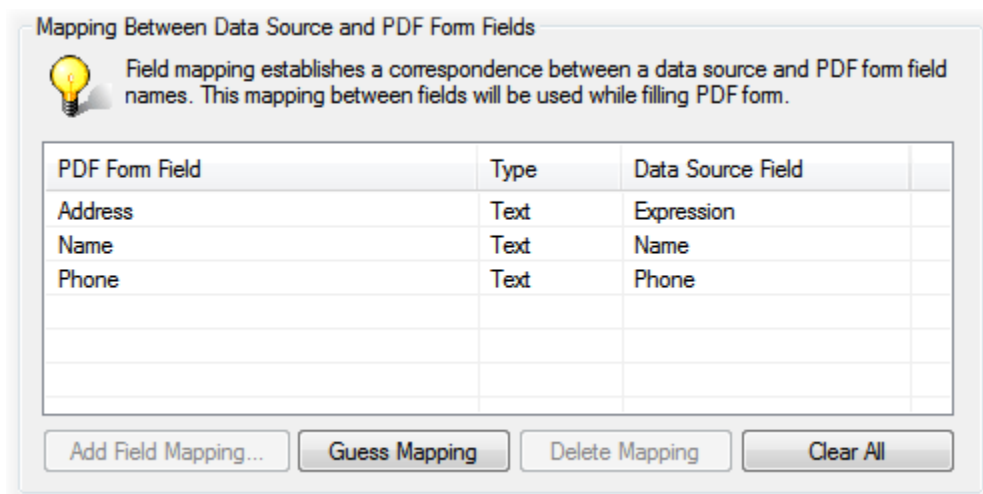
CREATING AND PRINTING MULTIPLE LABELS PER PAGE

It is often necessary to create and print mailing labels (business cards is another similar task) multiple items per sheet. This can be easily accomplished with AutoMailMerge plug-in (<http://www.evermap.com/automailmerge.asp>) for Adobe Acrobat via few simple steps:

1. Create a PDF form template that contains only 1 label on the page. Make sure a page size is set to the dimension of the label (4" by 2" for example). The sample form below has 3 form fields: "Name", "Address" and "Phone". Download a sample [PDF form](#).

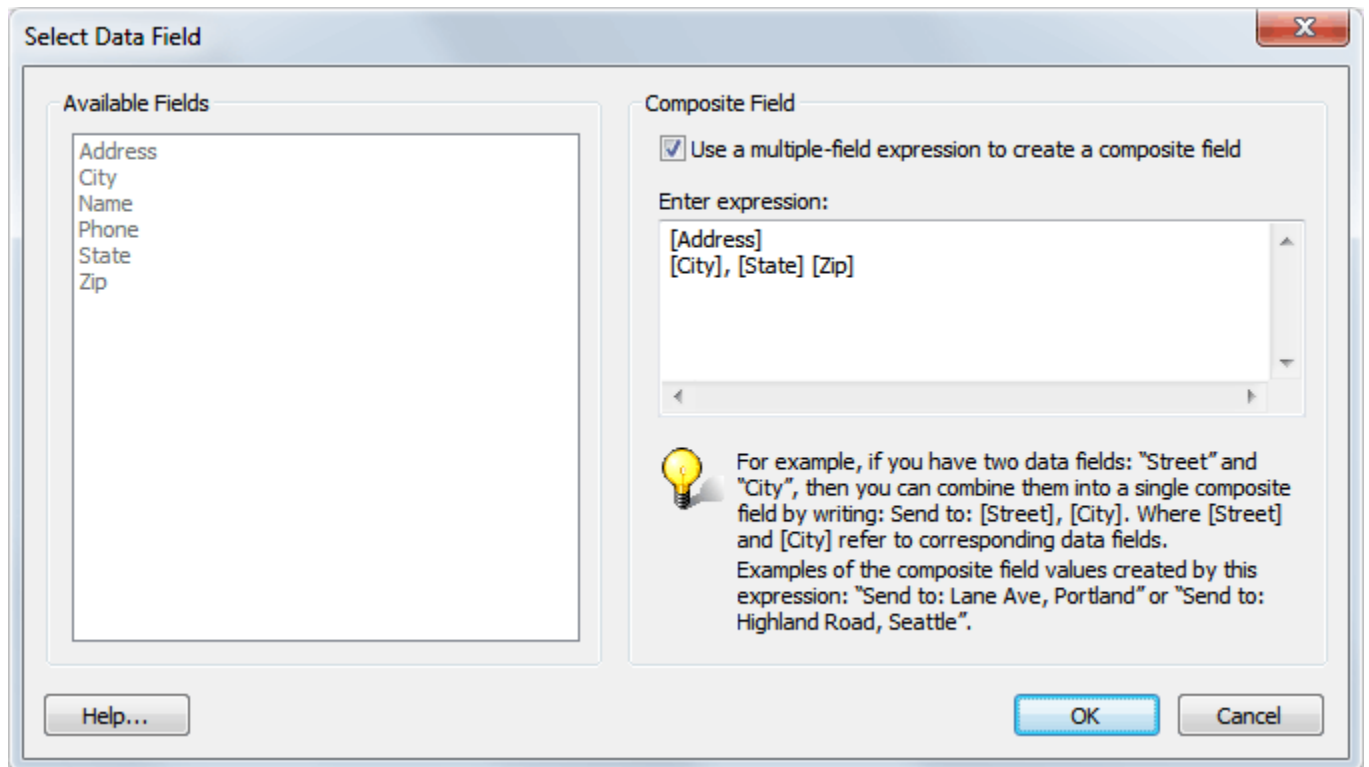


2. Use this single-label PDF form with the AutoMailMerge plug-in. Download a [sample CSV data file](#) for this example. Assign fields from a data source to PDF form fields by double-clicking on a form field name and selecting a corresponding data field from a list:

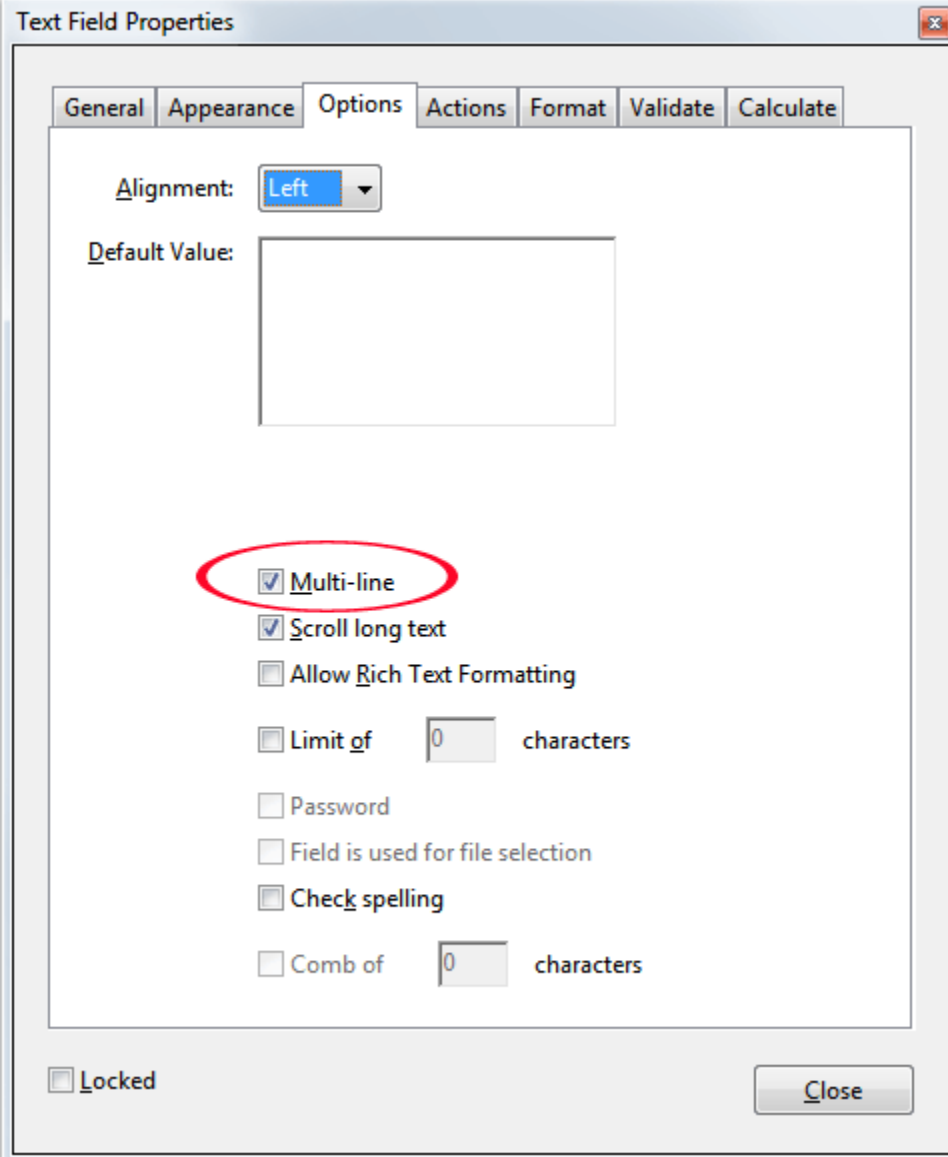


Sometimes, it is necessary to fill a single PDF form field with data from multiple data source fields. In the business card example, the "Address" field needs to contain a full address including city, state and zip information.

You can use a multiple-field expression to fill it:



IMPORTANT: If you want to place more than one text line in a PDF text field, then you have to set a "*Multiline*" property for this particular form field while designing the form.



The image shows a screenshot of the "Text Field Properties" dialog box, which is used for configuring form fields in a PDF. The dialog has a title bar with a close button and a tabbed interface with the following tabs: General, Appearance, Options, Actions, Format, Validate, and Calculate. The "Options" tab is currently selected. Inside the dialog, there are several settings:

- Alignment:** A dropdown menu set to "Left".
- Default Value:** A large empty text area for entering the default value.
- Multi-line:** A checked checkbox, which is circled in red in the image.
- Scroll long text:** A checked checkbox.
- Allow Rich Text Formatting:** An unchecked checkbox.
- Limit of:** A checkbox followed by a text input field containing "0" and the word "characters".
- Password:** An unchecked checkbox.
- Field is used for file selection:** An unchecked checkbox.
- Check spelling:** An unchecked checkbox.
- Comb of:** A checkbox followed by a text input field containing "0" and the word "characters".

At the bottom of the dialog, there is a "Locked" checkbox (unchecked) and a "Close" button.

3. Turn on "Flatten output PDF documents" option to make output to appear as a regular PDF document, not as fillable PDF form.

Select Field Options For Output Documents

- Flatten output PDF documents (all fields will be converted into text/graphics)
- Make all form fields read-only (fields will appear as non-editable regular text)
- Remove ".0" from the end of numeric values
- Hide all empty text fields in output forms

Select form fields that needs to be set "read-only" after filling with data:

Form Field Name	Comment
<input type="checkbox"/> Address	
<input type="checkbox"/> Name	
<input type="checkbox"/> Phone	

4. Configure the plug-in to output a single "compound" file that will contain all business cards / labels (one label/card per page).

Output Options

Output folder: C:\Data2 Browse...

- Save each copy of the filled form as a separate PDF document
- Export FDF file for each filled form
- Do not overwrite existing files (always create a unique name)
- Print each output file to default printer using current print settings
- Shrink pages to printable area while printing
- Perform garbage collection (slower, but may create smaller file sizes on some forms)
- Linearize documents for fast network access (may increase processing time)
- Output a compound document that will contain all filled forms

Compound document filename: Cards.pdf ?...

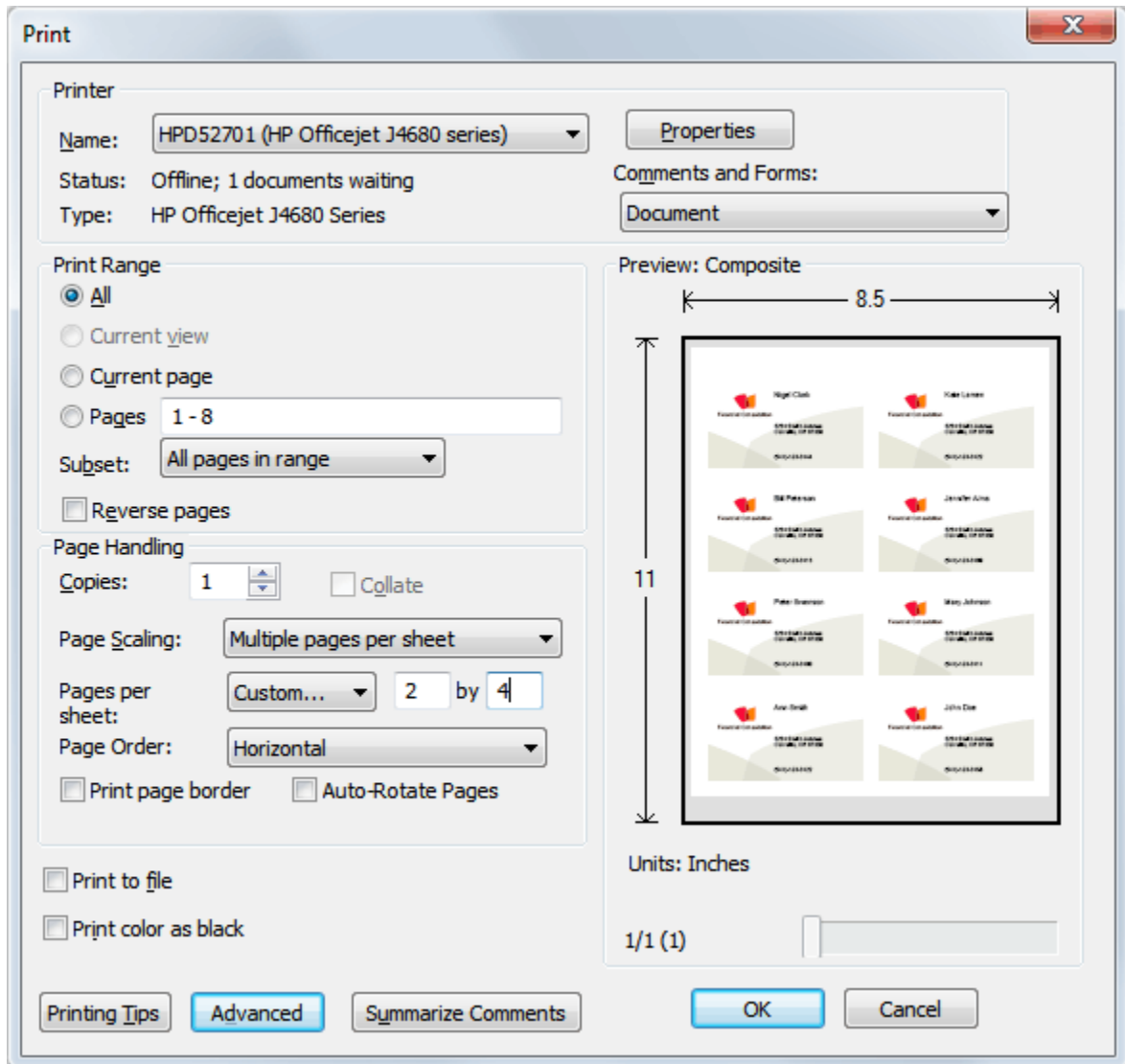
5. Open a compound output file that contains all labels/cards and select "*View > Page Display > Two-Up Continuous*" from the menu to display multiple cards simultaneously. This is just for better inspection of the document and has no effect on the way this document is going to be printed. Download a sample [output PDF document](#) for the above sample CSV data file. All data in this example is fictitious.



6. Select "File > Print..." from the menu and set the following parameters:

Set "Page Scaling" to "Multiple Pages Per Sheet"

Set "Pages per Sheet" to "Custom" and specify number of labels per page (2 by 4 for this example).



7. Press "OK" button to start printing.

The advantage of this method is that you can print any number of labels per sheet on any paper size.

Visit <http://www.evermap.com/automailmerge.asp> for more information about AutoMailMerge for Adobe Acrobat.