**PReS Training – Job Number 012345 – Pitcher Partners Flysheet**

**Please use the standard job folders**

1. SORT THE DATA, BSP REGULAR, WEIGHT 82 GMS, THICKNESS 1.22 MM. SAVE AS TAB DELIMITED

2. DEFINE DATA LAYOUT IN THE SCRIPT 'RECORD' SECTION

3. DEFINE DATA LENGTH IN THE SCRIPT ('DFS & DATA FILE NAME' (F6)  
(TAB DELIMITED USES HEX CHARACTER "09")

4. SET DOCUMENT SIZE TO A4 LANDSCAPE (LAYOUT, F5)

5. USE EXAMPLE PDF TO DETERMINE FONTS AND FONT SIZES TO USE.   
DEFINE AND INCLUDE IN FONT LIST (F7)

6. DEFINE LOGO GRAPHIC IN GRAPHICS LIST (F7)

7. PRINT THE LOGO GRAPHIC AND RETURN ADDRESS IN TOP LEFT OF FLYSHEET

8. PRINT THE POSTAGE PAID LOGO IN THE TOP RIGHT OF FLYSHEET   
(DRAW A BOX AND USE A FONT FOR THE TEXT)

9. PRINT THE DPID BARCODE

10. PRINT THE SORTING LINE AS PER THE EXAMPLE. JOBNUMBER EXTRACTED FROM THE FILENAME IN THE JOBSETUP()  
INCLUDE THE SORT ORDER AND SORT CODE

11. PRINT THE ADDRESS FIELDS. (DON’T FORGET TO CLOSE UP BLANK LINES)

<ADDRESSEE>  
<CLIENT\_NAME>  
<ADDRESS1>  
<ADDRESS2>  
 <ADDRESS3>  
 <TOWN> <STATE> <POSTCODE>