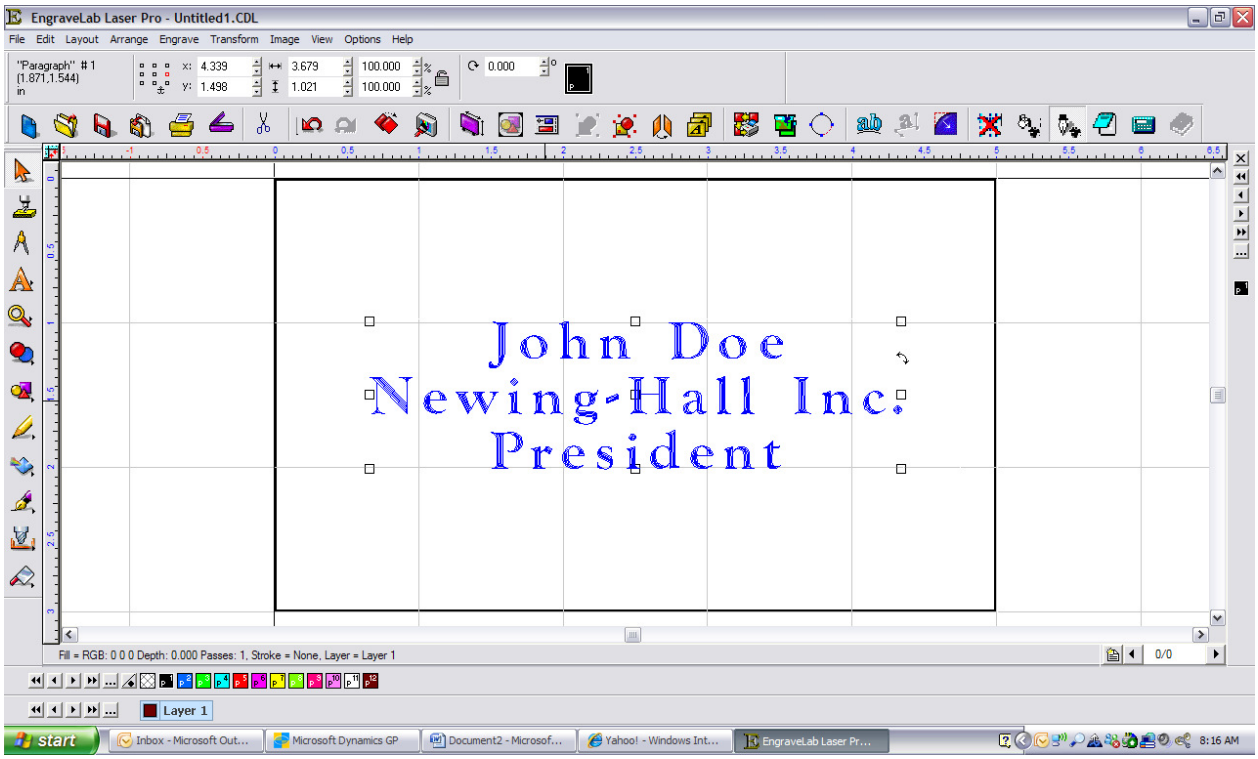
Newing-Hall, Inc.
2019 Monroe Street
Toledo, Ohio 43604

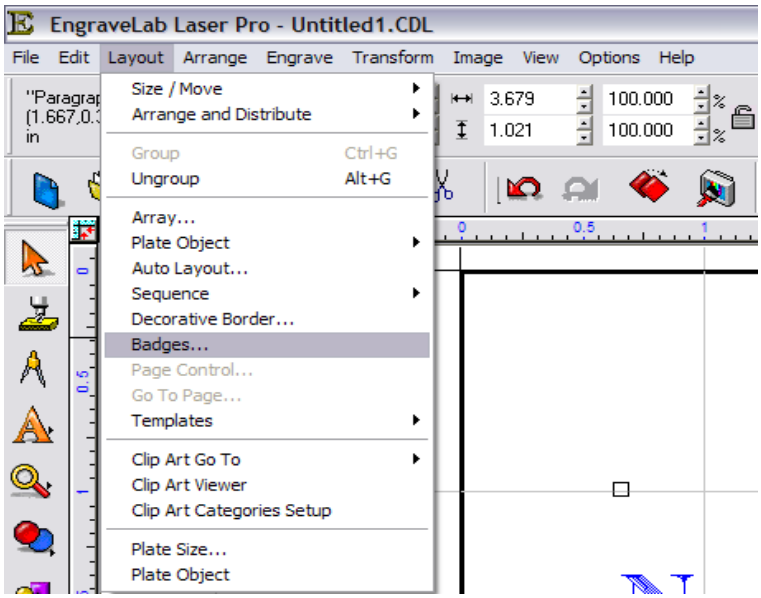
Engraving Multiple Pages

This document shows you how to create and set up your machine so that you can send multiple plates over to your controller at one time. When one plate is finished engraving you will then put your next plate in, and simply push start again on your controller because the job will already be sent.

Create the job you would like your multiples to be created from (*see below)*.



With all of the contents on the plate selected go to “Layout” > “badges” (*below)*…this will bring up the badges menu



Because you are doing one plate at a time, you will most likely not be scoring (make sure score lines box is unchecked), and you will also not be using a custom plate because your plate is pre-cut (make sure custom plate box is unchecked). When you created your first plate as a template you made it the size you want each plate to be, so you will have the “use plate” option selected. In the top you can put in how many different plates you are wanting to create (in the example below I am doing 10). The last thing you will want to do is highlight the text in the right side box that is going to be different on the plate (in the example below the name and person’s title are being changed with the middle line being kept equal on all plates). Click “OK” when you have the settings appropriate.

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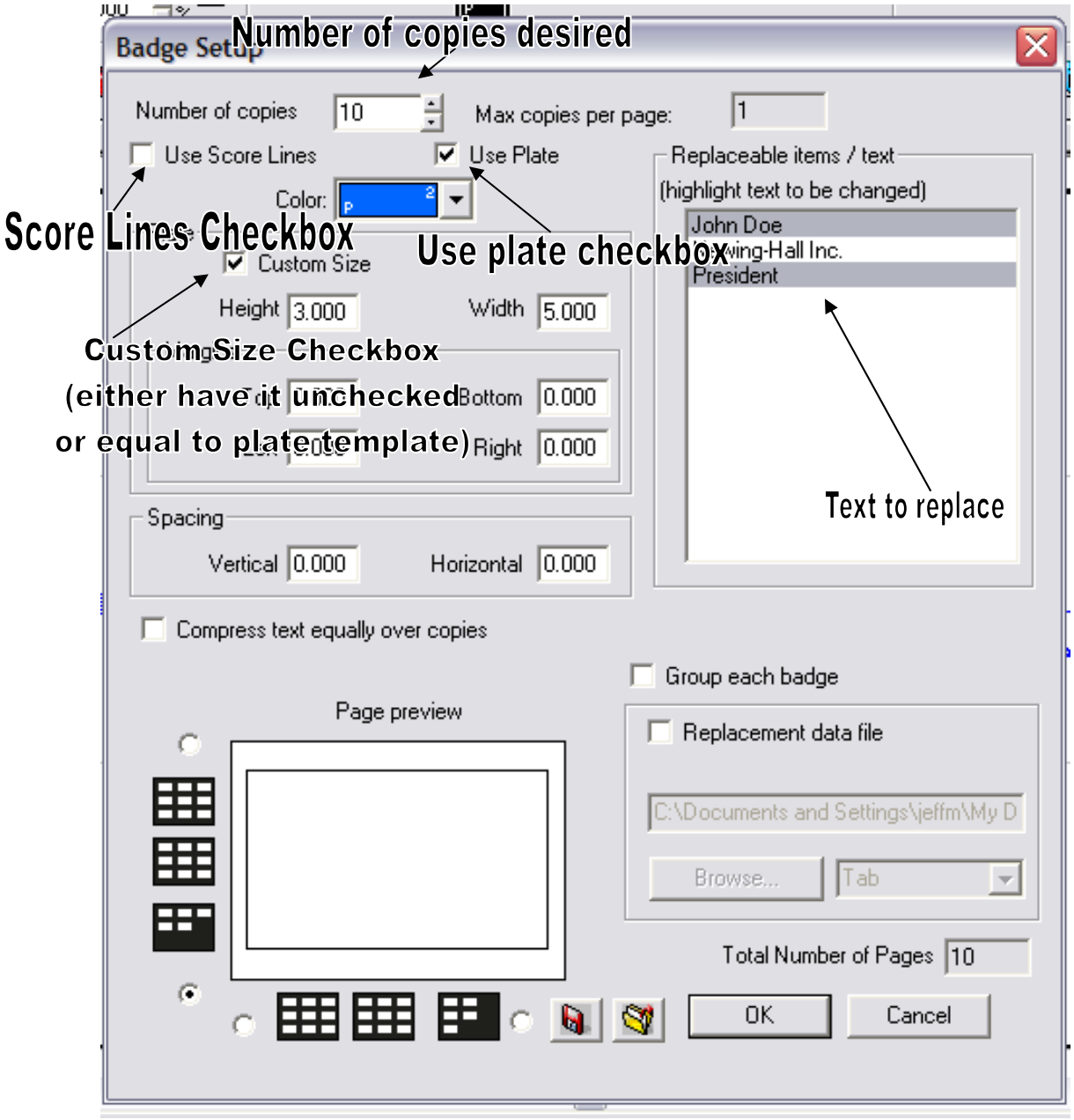
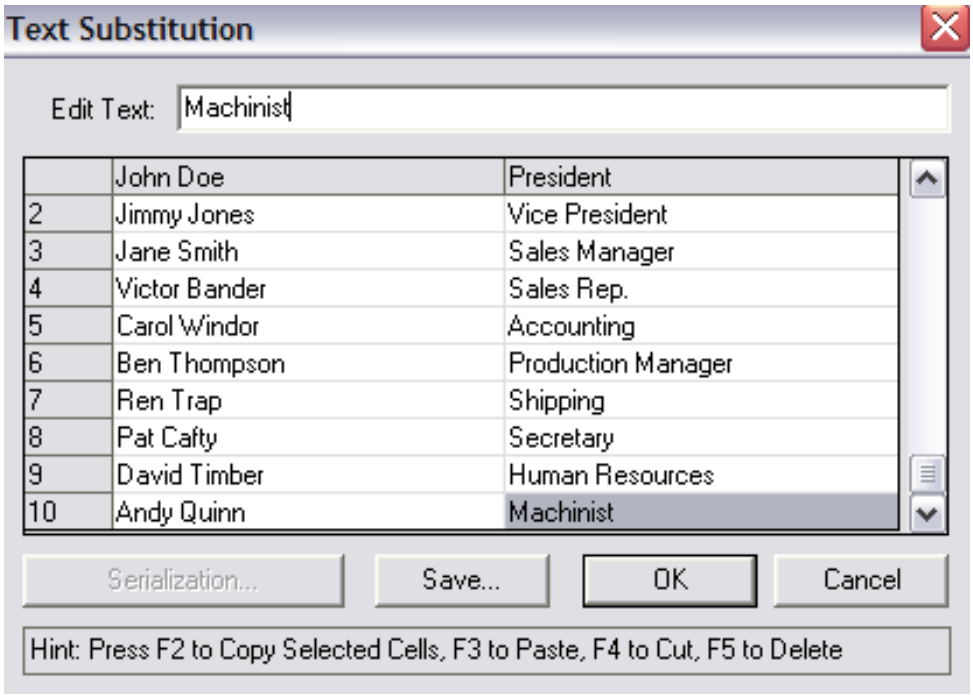
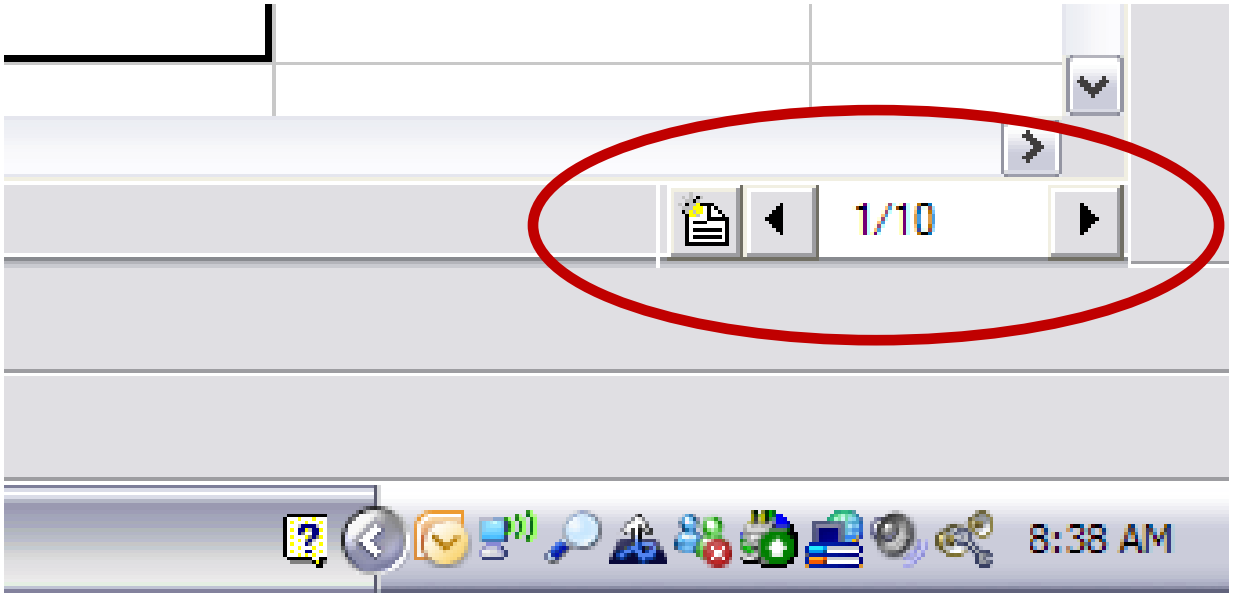


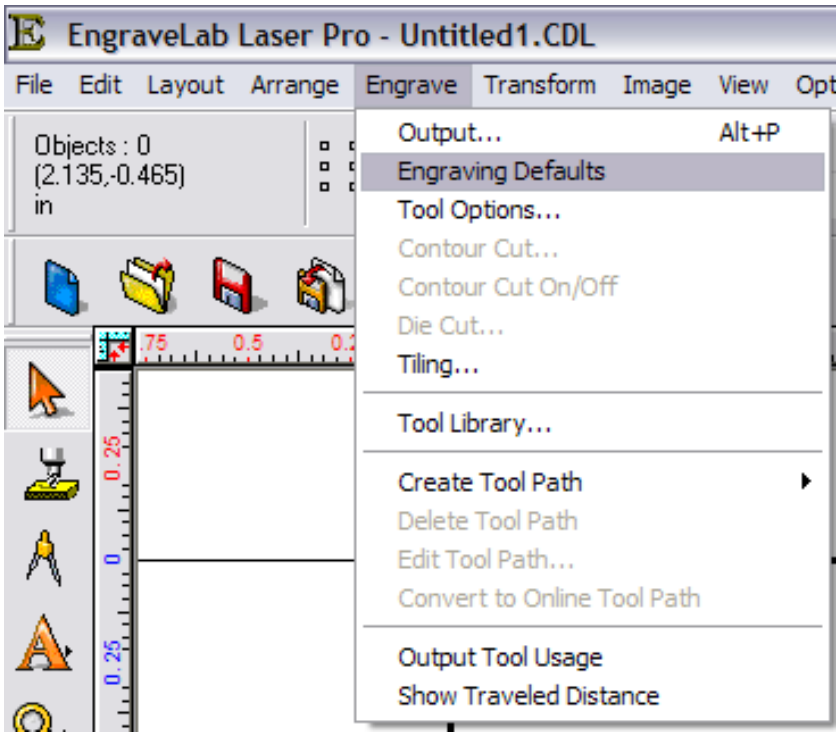
After you click ok you will then need to enter all of your text information. On the left side of the table you will see the plate number you are typing in. On the top of the table you will see the line of text you are replacing. When you have all of your plates typed in click “OK”. If any spots are left blank there will be a blank line of text on the plate wherever it was left out.



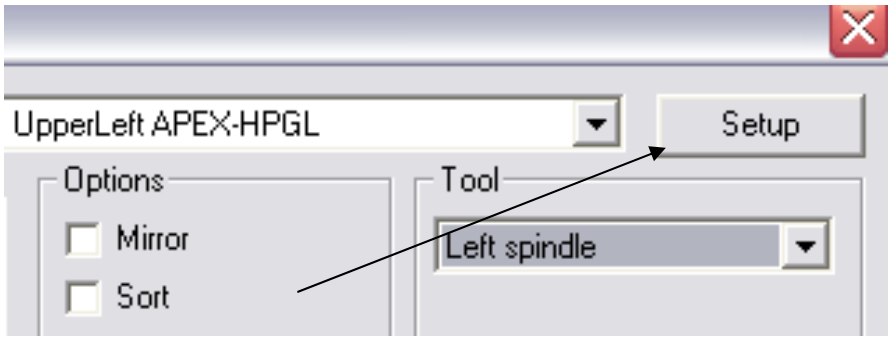
In the bottom left corner you will now see that it created pages according to how many plates you were creating. You can push the left & right arrows by the page number to view the different plates.



Now you must set a driver up to send by the page. First go to “engrave” > “engraving defaults”.



When the “output” menu comes up, click “setup”, located in the upper right hand corner.



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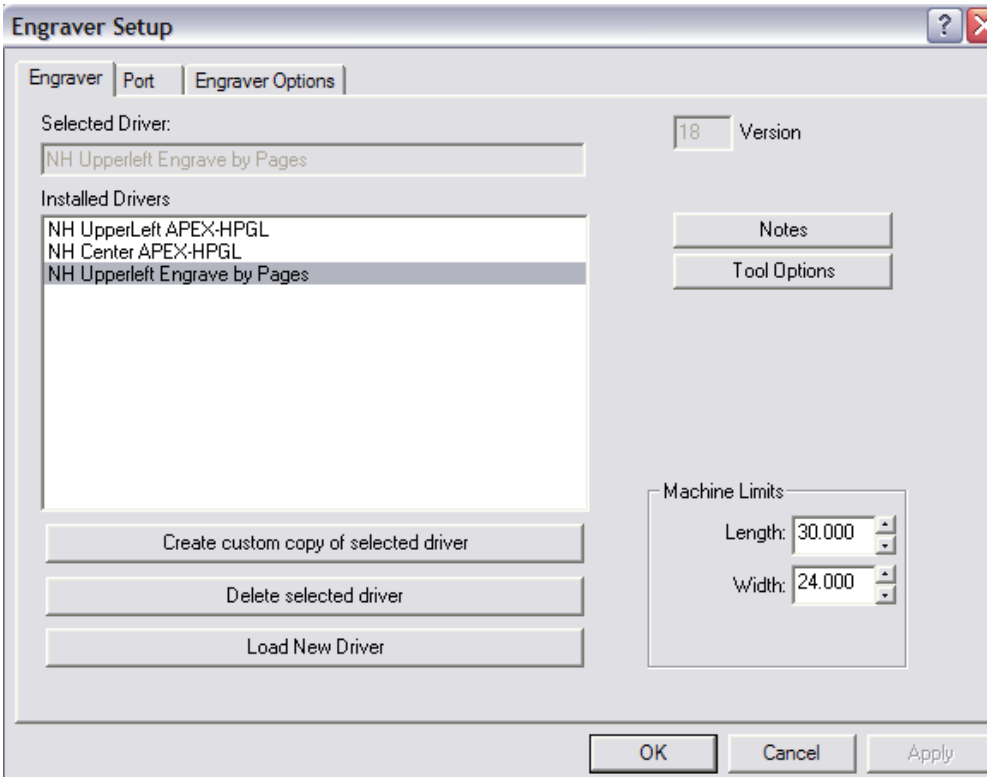
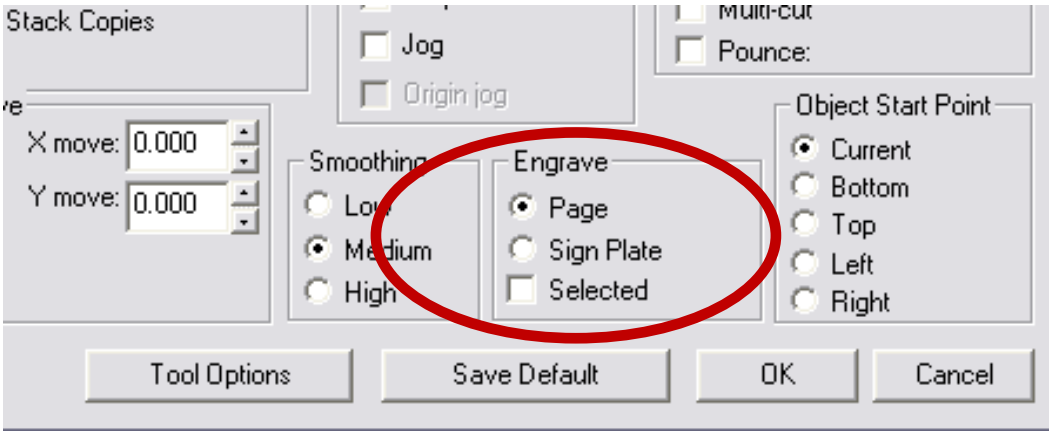
Select the NH Upper left driver or NH Center driver (depending on if you are running the plates with upper left or center home). Then click “create custom copy of selected driver”. When a box comes up asking you to name the driver put in a name you will recognize as engraving by the page (ex. NH Upper left Engrave by page).



Click “Apply” & then “OK”.

Now when at the “output” menu again select “page” instead of “plate”, and uncheck “selected”.



Click “save default” & then “OK”

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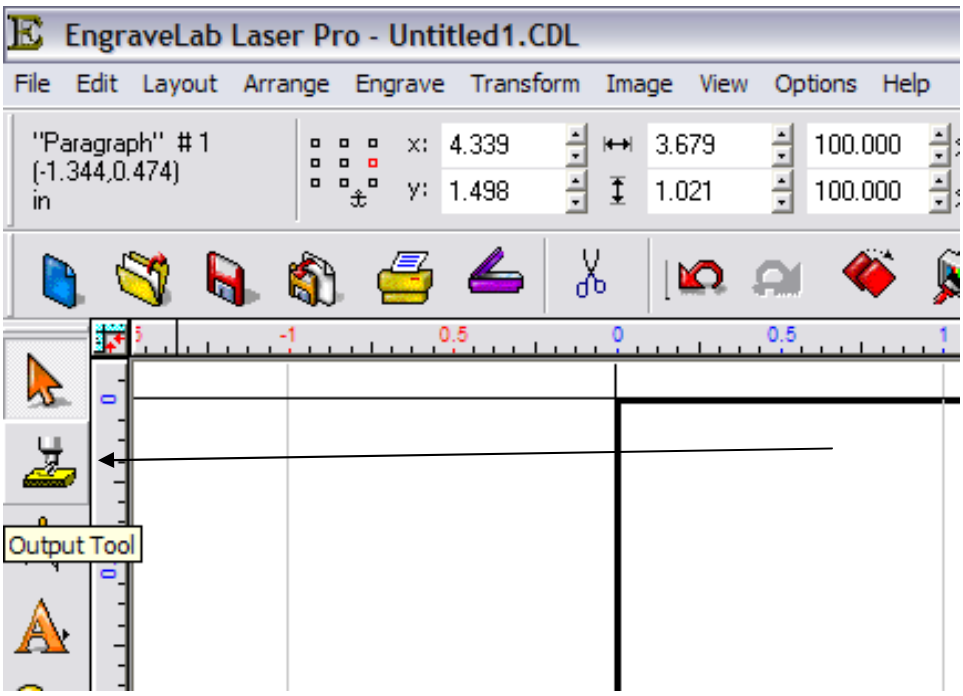
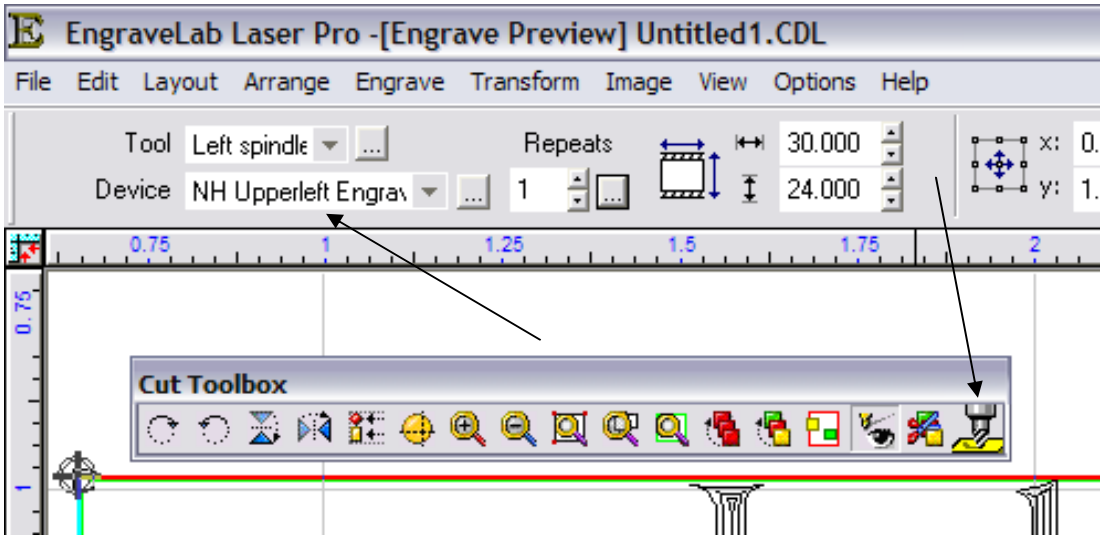


You are now ready to send the job. Click the first "Output Tool" button located on the left side menu.

When it takes you to the engraving preview check the "device" box to be sure that your engrave by pages driver is selected.



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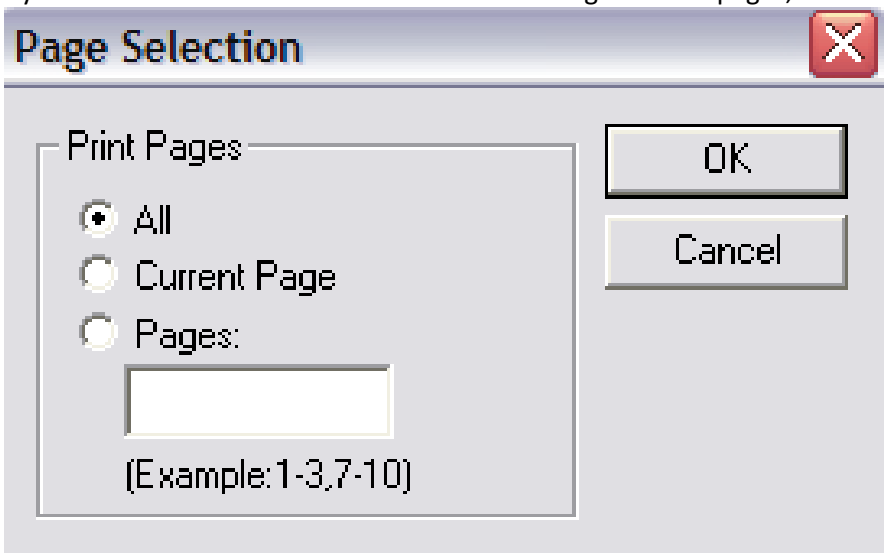
When you click you click your final output button (*above),* it will bring up a "page selection" screen. Select the pages you would like to send…in this case I am sending all of the pages, and then click "OK".



After sending all of the pages, you will simply be able to engrave one plate, put the next plate in, and then just click start on your controller again (rather than sending each job individually from Engrave Lab).

*****Please note: After you have your driver set up it will not be necessary to do these steps later. Instead, you would simply just select your driver to engrave by pages when you go to send the created job over*****