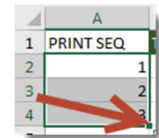


This example is how to impose data for a 1x3 (3-up) sheet).

### General notes:

- This is instructions for a **step and next record** imposition style, not a cut & stack.
- Any value in **red** in this document represents the how many up your imposed artwork will be.
- Before you start, your data should be in its final, merge ready state. It's best to save a copy of your final data so that you have a 1-up backup version, as working in imposed data is very clunky and has a high risk of error.
- A quick way to enter sequential numbers is to key the first 2 or 3 instances. Select those cells, then CTRL+click on the green square in the bottom right area of the selection. This will fill the numbers down sequentially to the bottom of your data.



**1.** If you haven't already, add a [Record ID] field to your data. Populate it with sequential numbers.

Record ID	Name
1	Aaron Burr
2	Andrew Johnson
3	Breckinridge
4	Calhoun
5	Calhoun
6	George Washington
7	John Adams
8	Thomas Jefferson
9	Martin Van Buren
10	James Madison
11	Theodore Roosevelt
12	John Tyler
13	Thomas Jefferson
14	James Monroe
15	John Quincy Adams
16	Andrew Jackson
17	Ulysses S Grant
18	Rutherford B Hayes
19	Martin Van Buren

**2.** Add a [text box ID] field in column A. In cell A2, enter 1. In cell A3, enter this formula:

=IF(A2=3,1,A2+1)

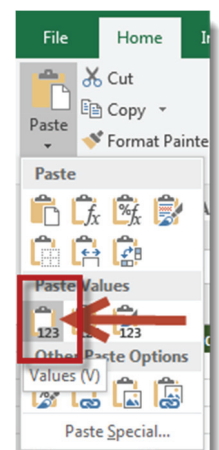
	A	B	C
1	Text Box ID	Record ID	Name
2	1	1	Aaron Burr
3	=IF(A2=3,1,A2+1)	2	Andrew Johnson
4	3	3	Breckinridge
5	1	4	Calhoun
6	2	5	Calhoun

What this is saying is if the cell above has a value of **3**, then display a value of 1, otherwise display a value one number higher than the cell above.

You can change the value in red to however many up your printed sheet is. In this example we are working on a **3-up** sheet.

Copy and paste cell A2 down the entire length of your data.

Highlight the entire column A, copy and paste special values. This will remove the formula and bake in the value displayed. It is always best to **never** include formulas in your final data.



**3.** Insert **2** rows beneath your header row (i.e. **X**-up minus 1). Copy and paste the header row to fill the blank spaces, but add a sequential number to each instance, as shown below. Don't forget to add the "1" suffix to the top instance too.

	A	B	C
1	Text Box ID-1	Record ID-1	Name-1
2	Text Box ID-2	Record ID-2	Name-2
3	Text Box ID-3	Record ID-3	Name-3
4		1	1 Aaron Burr
5		2	2 Andrew Johnson
6		3	3 Breckinridge
7		1	4 Calhoun
8		2	5 Calhoun

**4.** Cut and paste each instance of the new header row so that they are beside the first instance, as shown below. Delete the blank rows below the header.

	A	B	C	D	E	F	G	H	I
1	Text Box ID-1	Record ID-1	Name-1	Text Box ID-2	Record ID-2	Name-2	Text Box ID-3	Record ID-3	Name-3
2		1	1 Aaron Burr						
3		2	2 Andrew Johnson						
4		3	3 Breckinridge						
5		1	4 Calhoun						

**5.** Select all your data, and sort by [Text Box ID-1], from low to high.

Sort

Add Level
Delete Level
Copy Level
Options...
☒ My data has headers

Column
Sort by
Text Box ID-1

Sort On
Values

Order
Smallest to Largest

OK
Cancel

Your data will look like this:

	A	B	C	D	E	F	G	H	I
	Text Box ID-1	Record ID-1	Name-1	Text Box ID-2	Record ID-2	Name-2	Text Box ID-3	Record ID-3	Name-3
		1	1 Aaron Burr						
		1	4 Calhoun						
		1	7 John Adams						
		1	10 James Madison						
		1	13 Thomas Jefferson						
		1	16 Andrew Jackson						
		1	19 Martin Van Buren						
		2	2 Andrew Johnson						
		2	5 Calhoun						
		2	8 Thomas Jefferson						
		2	11 Theodore Roosevelt						
		2	14 James Monroe						

**6.** Cut all data that has a value of 2 or above in [Text Box ID-1]. Paste it into cell D2.

	A	B	C	D	E	F	G	H
1	Text Box ID-1	Record ID-1	Name-1	Text Box ID-2	Record ID-2	Name-2	Text Box ID-3	Record ID-3
2		1	1 Aaron Burr	2	2	2 Andrew Johnson		
3		1	4 Calhoun	2	5	5 Calhoun		
4		1	7 John Adams	2	8	8 Thomas Jefferson		
5		1	10 James Madison	2	11	11 Theodore Roosevelt		
6		1	13 Thomas Jefferson	2	14	14 James Monroe		
7		1	16 Andrew Jackson	2	17	17 Ulysses S Grant		
8		1	19 Martin Van Buren	2	20	20 William Henry Harrison		
9				3	3	3 Breckinridge		
10				3	6	6 George Washington		
11				3	9	9 Martin Van Buren		

**7.** Cut all data that has a value of 3 or above in [Text Box ID-2]. Paste it into Cell G2. Repeat until you have filled the whole X-up header row.

	A	B	C	D	E	F	G	H	I
1	Text Box ID-1	Record ID-1	Name-1	Text Box ID-2	Record ID-2	Name-2	Text Box ID-3	Record ID-3	Name-3
2		1	1 Aaron Burr	2	2	2 Andrew Johnson	3	3	3 Breckinridge
3		1	4 Calhoun	2	5	5 Calhoun	3	6	6 George Washington
4		1	7 John Adams	2	8	8 Thomas Jefferson	3	9	9 Martin Van Buren
5		1	10 James Madison	2	11	11 Theodore Roosevelt	3	12	12 John Tyler
6		1	13 Thomas Jefferson	2	14	14 James Monroe	3	15	15 John Quincy Adams
7		1	16 Andrew Jackson	2	17	17 Ulysses S Grant	3	18	18 Rutherford B Hayes
8		1	19 Martin Van Buren	2	20	20 William Henry Harrison			

**8.** Finally, add a new column at A. Label this field [PRINT SEQ] or [SHEET ID]. Fill this with sequential numbers. This will serve as a master sequence, should you accidentally sort the data out of order. It is also useful to identify reprints if a sheet is damaged during the finishing process.

	A	B	C	D	E	F	G	H	I	J
1	PRINT SEQ	Text Box ID-1	Record ID-1	Name-1	Text Box ID-2	Record ID-2	Name-2	Text Box ID-3	Record ID-3	Name-3
2	1	1	1	1 Aaron Burr	2	2	2 Andrew Johnson	3	3	3 Breckinridge
3	2	1	4	4 Calhoun	2	5	5 Calhoun	3	6	6 George Washington
4	3	1	7	7 John Adams	2	8	8 Thomas Jefferson	3	9	9 Martin Van Buren
5	4	1	10	10 James Madison	2	11	11 Theodore Roosevelt	3	12	12 John Tyler
6	5	1	13	13 Thomas Jefferson	2	14	14 James Monroe	3	15	15 John Quincy Adams
7	6	1	16	16 Andrew Jackson	2	17	17 Ulysses S Grant	3	18	18 Rutherford B Hayes
8	7			19 Martin Van Buren	2	20	20 William Henry Harrison			

**9.** In your merge document, add **3** text boxes to your layout.

Add the fields as required, like shown below:

[Record ID-1] [Name-1]	1 Aaron Burr
[Record ID-2] [Name-2]	2 Andrew Johnson
[Record ID-3] [Name-3]	3 Breckinridge