

# Check Factory Visual Series - Check Format Designer

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# How to Modify your Check Format

Open File Menu, Form Control Master.

**Choose the Form** you wish to modify by clicking on the Form ID lookup button.

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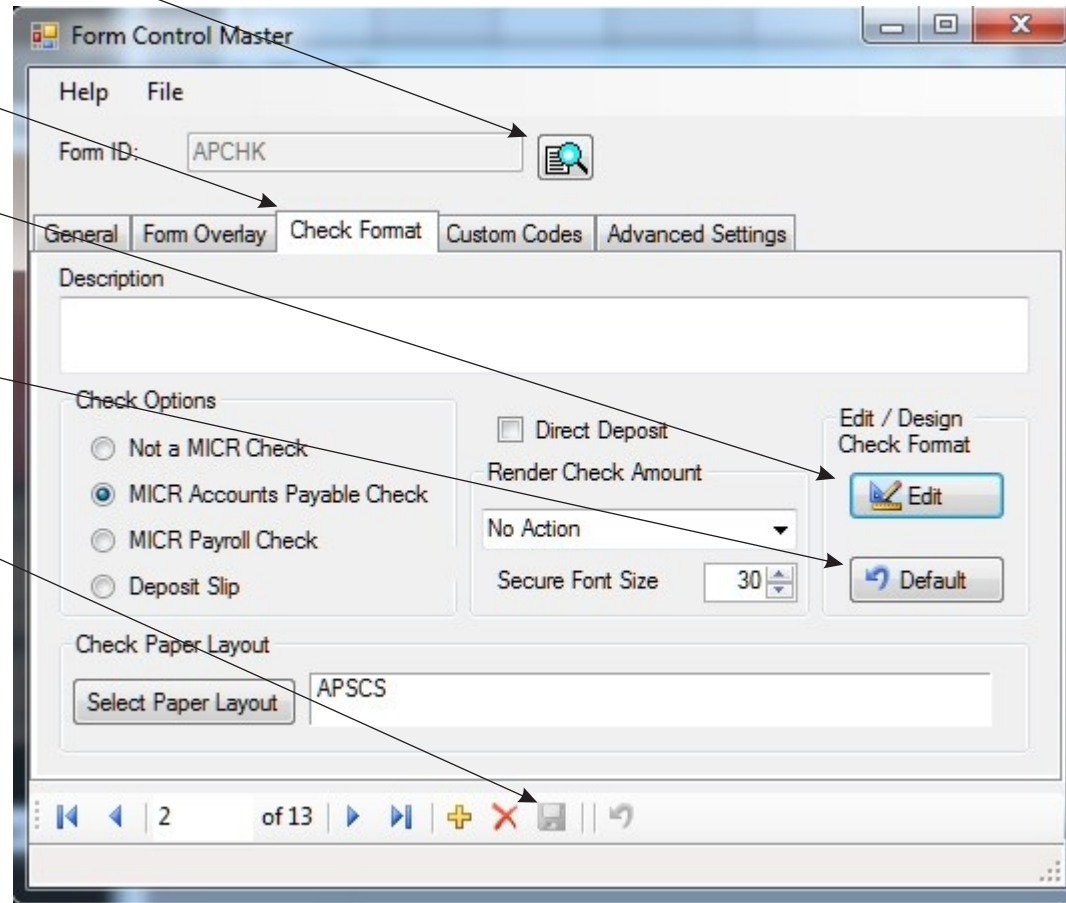
**Click on the Check Format Tab.**

**Click on Edit / Design Check Format.**

See the next page for details on how to use the Check Format Designer.

If you are not happy with your changes click on Default to revert the design to defaults.

Press the **Save Button** to save all changes.



## How to modify the format:

The light blue rectangles determine the positions of the items on the page. Simply drag the object to the desired position. If you do not want the object to print just delete it. Please note: Changes made here will affect all checks for all companies for this Form ID. Fonts and Text Alignment can be changed if the object has not been modified in a Designer.

**Account Name** from the Checking Account Control record text box. Font size and alignment changes are allowed.

**Account Name, Bank Name, Fractional Routing Code** from the Checking Account Control Record - Text box or Account Name Design Object. Font size and alignment changes will only apply if the object has not been modified in a designer. The object will scale up and down in size by changing the width of this object.

**MICR Clear Band Area:** Nothing is allowed to be printed in this area except the MICR codes.

**Account Name** from the Checking Account Control record text box. Font size and alignment changes are allowed.

## Check Format Designer

The screenshot shows the 'Check Format Designer 2' application window. The interface includes a menu bar (Help, Developer Menu, Object Tools, Advanced), a toolbar with various icons, and a text formatting toolbar (Arial, 10, Bold, Italic, Underline, etc.). The main workspace displays a check form layout with several fields and tables. Light blue rectangles highlight specific areas for modification, and arrows point from text annotations to these areas. A red hatched area is labeled 'MICR Clear Band Area'. The status bar at the bottom shows page information and coordinates.

VOUCHER NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	DISCOUNT	NET AMOUNT

VOUCHER NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	DISCOUNT	NET AMOUNT

**Check Numbers:** The font size and alignment may be changed here.

**Signature Blocks:** Each signature is allowed a 3/4" high by 3" wide space. The three signature blocks overlap by design. No font changes can be made here.

Raster graphic representation of the check form overlay. It cannot be modified here. Modify the form overlay in Utility Menu, Form Designer.

# Object Property Tool Bars

The image displays a software ribbon with the following tool bars and options:

- Font Section:**
  - Font Name: Arial
  - Font Size: 10
  - Bold (B)
  - Italic (I)
  - Align Text Left
  - Align Text Center
  - Align Text Right
  - Align Text Justify
  - Align Text Top
  - Align Text Center
  - Align Text Bottom
- Page Section:**
  - Page (dropdown)
- Refresh Section:**
  - Refresh
- Object Manipulation Section:**
  - Object to Front
  - Object to Back
  - Align Selected Objects Left
  - Align Selected Objects Top
  - Align Selected Objects Bottom
  - Align Selected Objects Right
  - Make Selected Objects Same Height
  - Make Selected Objects Same Width
- Object Properties Section:**
  - Font Properties Dialog
  - Object Shading
  - Object Border
  - Object Fill Styles
  - Object Hatch Pattern Styles
  - Object Properties Dialog
  - Toggle Object Borders
  - Toggle Form Overlay Visibility
  - Toggle Snap to Grid

# Drawing Tools

The drawing tools allow you to draw objects on the drawing surface. To use an object simply click on the object then drag the mouse across the drawing surface holding the left mouse button down.

When Adding an **Image Object** you will be prompted to select an image file once you release the mouse button. Image Objects are for adding Logos, Graphics and Signature images.

