

Check Factory Visual Series - Multiple Part Forms

In this Document:

- 1> Form Parts Designer
- 2> Components of a Multiple Part Form
- 3> Object Properties Tool Bar
- 4> Drawing Object Toolbar
- 5> How to Print Multiple Part Forms

Form Parts Designer - How to Modify a Form

Drawing Object Tools
Import bitmap images, draw text blocks, draw shapes.

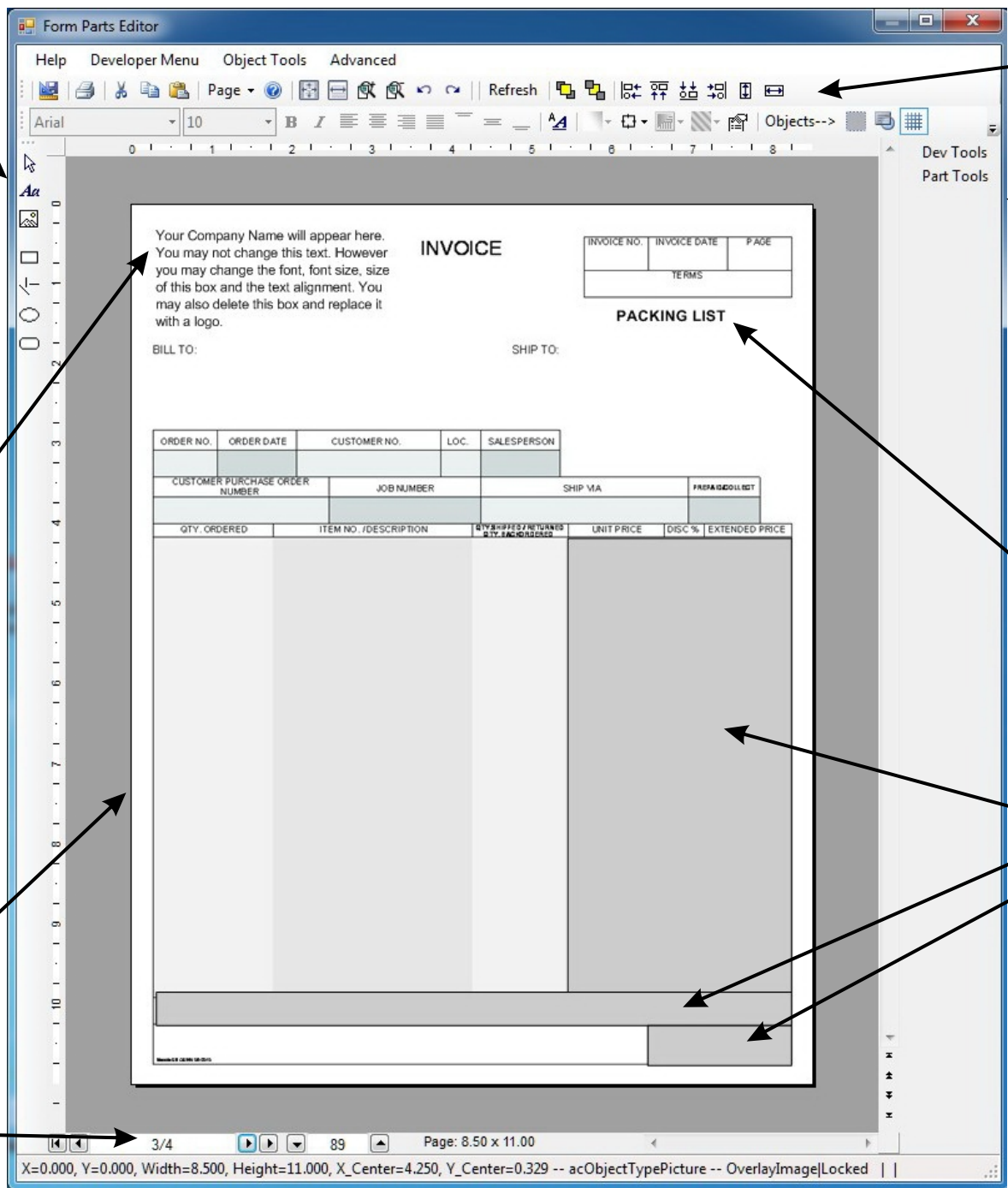
Company Name Block:
This block can be added via the Part Tools Menu. Determines the position of the Company Name text.

Form Control Master:
Determines the position of the company name text.

In **Form Control** you can replace this block with your Company Logo, text block or any combination.

Raster image of the form overlay. Cannot be edited here. Form Overlay is edited in Utility Menu, Form Designer.

Indicates that we are on Part 3 of a 4 part form.



Object Property tool bars

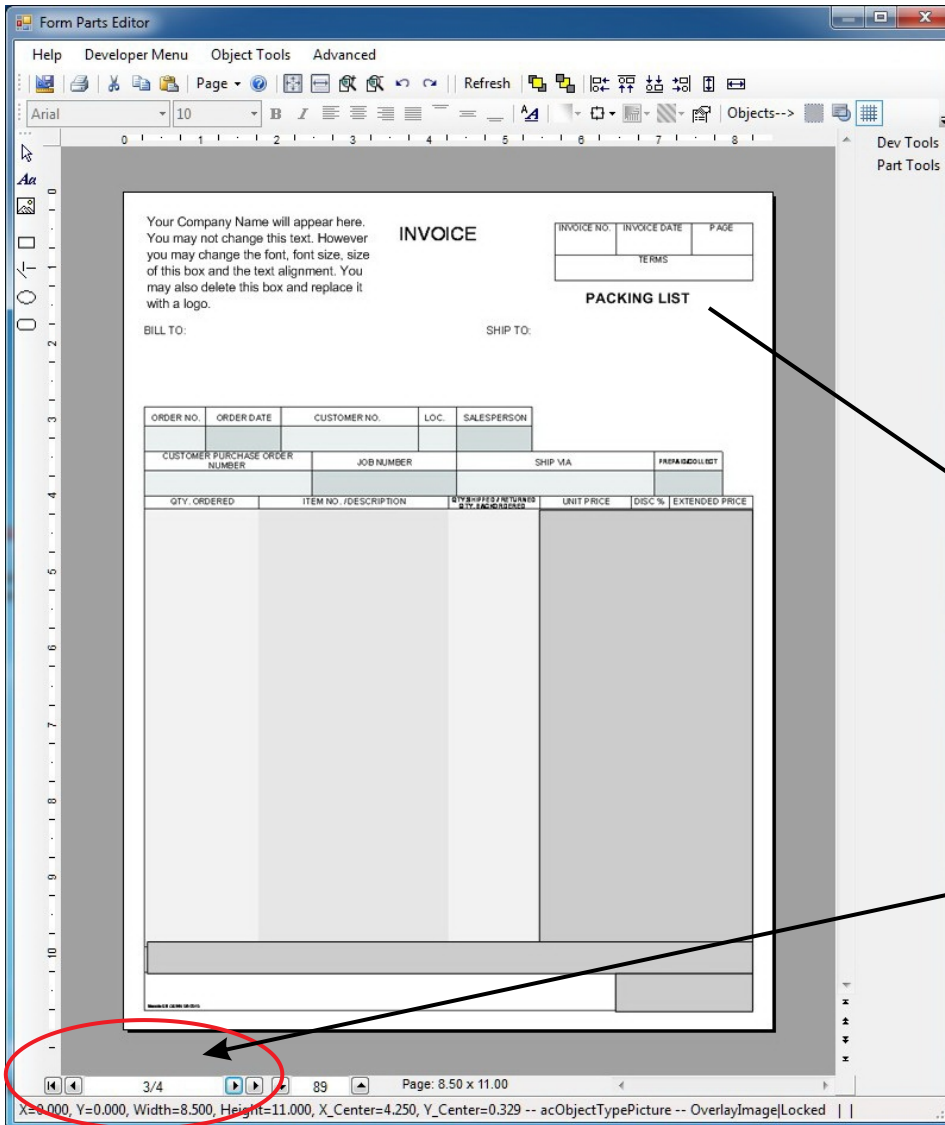
Part Tools Menu:
Allows you to add/remove/duplicate parts. Add Company Name Block, Part Titles, Price Blockouts.

Part Title:
Each part of a multi-part form can have a different Part Title.

Price Blockouts:
By drawing filled shapes on the page you can block out text that fills out the form.

Form Parts Designer - Multiple Part Form

This particular form has three parts. The part showing below is part 3 of a three part form. Each page of the designer document is a part. When you add more than one part in the Destination Printer window the additional parts will print. The parts may also be assigned to pull paper from different paper bins or you can even assign certain parts to different printers.



Part 1 of 3
Customer Copy

This thumbnail shows the top portion of the form, including the 'INVOICE' header, the company name placeholder, and the 'BILL TO:' and 'SHIP TO:' fields. It is labeled 'CUSTOMER COPY'.

Part 2 of 3
Sales Copy

This thumbnail shows the middle portion of the form, featuring the table headers and the main table area. It is labeled 'SALES COPY'.

Part 3 of 3
Packing List with Price Block Outs.

This thumbnail shows the bottom portion of the form, including the table and the bottom summary section. It is labeled 'PACKING LIST'.

Object Property Tool Bars

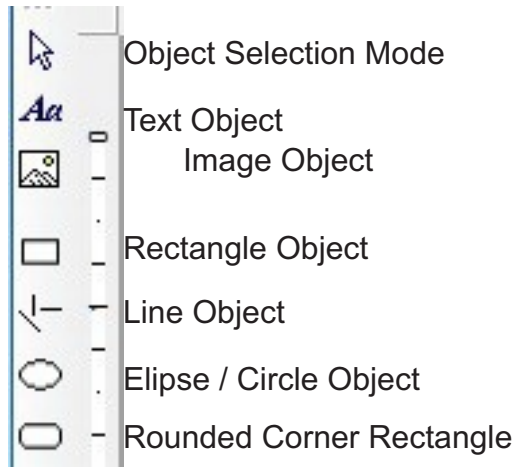
The image displays a software ribbon with the following tool bars and options:

- 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.



Destination Printer Window - How to print multiple part forms.

Add a Destination Printer Group: Give it a descriptive name. The group can hold more than one destination Windows printer.

Add Windows printers to the Group.

Assign Parts
Highlight a windows printer.

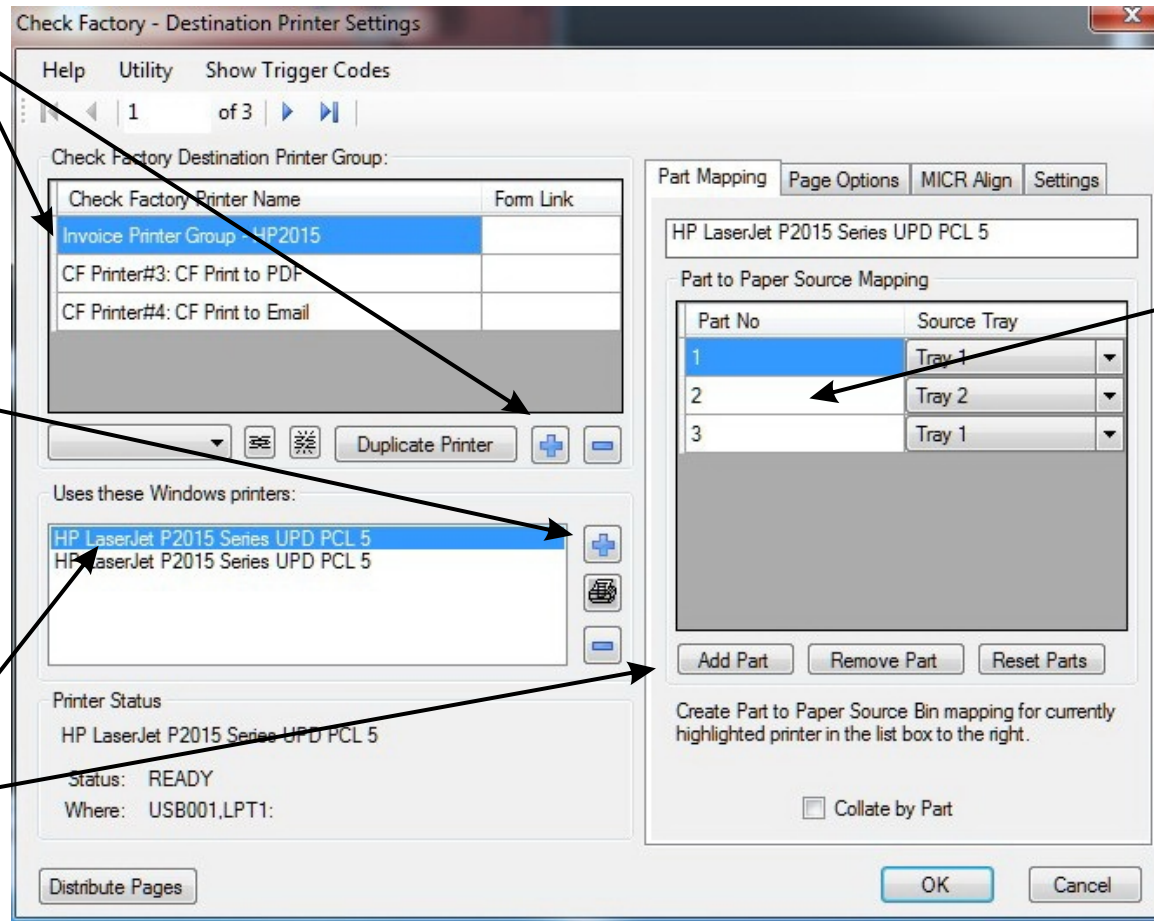
On the Part Mapping tab add or remove parts. You may type in a part number if the desired part number does not suit you. Finally select the paper tray to

If assigning parts to more than one printer.
Highlight the other Windows printer.

Assign parts and trays to it.

Please Note:

All printer settings are workstation specific. There is no way to transfer or duplicate settings to another station. They must be setup individually. Deleting or renaming printers on a station will cause confusion with Check Factory. Please be careful.



Part Numbers:
If the part number is not to your liking - change it here by typing in a new number.

