

ChecksQuick™ 3.2 Instructions

Below is a **ChecksQuick** data entry screen, called a "Payment Card". Fill in each Payment Card's "**Pay To**", "**Amount**" and "**Notes**" fields with all of your recurring bills and other payments. Use the Notes field for your account numbers or other information that you wish to have printed on the check.

The screenshot displays the ChecksQuick 3.2 software interface. At the top, there are buttons for "Clear Checkmarks", "This Card", and "All Cards". Below these are input fields for "No. of checks" (3) and "Total amt." (474.98). To the right, there's a "Layout # 1" field and a "Print Checks" button. Further right are "Page Setup" and "Printing Prefs" buttons. On the far right, there are radio buttons for "Today's Date" (selected) and "Custom Date".

The main data entry area is a table with three columns: "Pay To", "Amount", and "Notes". The table contains 15 rows of data, each with a checkbox in the left margin. The data is as follows:

	Pay To	Amount	Notes
<input type="checkbox"/>	A+ Contracting, Inc.	200.00	Customer #7406
<input type="checkbox"/>	AAA Mid-Atlantic	218.25	111 222 3333333 4
<input type="checkbox"/>	Affiliated Dermatologists	4.46	123456
<input checked="" type="checkbox"/>	Affiliated Orthopaedic Specialists	158.00	Acct. 12345
<input type="checkbox"/>	Affiliates in Podiatrics P.A.	5.32	Acct. 12345
<input type="checkbox"/>	Allergy Asthma & Sinus Center	199.35	SOM 12345
<input type="checkbox"/>	Allergy Asthma Sinus Center	33.60	SOM 23456
<input type="checkbox"/>	Ambleside Gardens & Nursery	936.25	Landscaping
<input checked="" type="checkbox"/>	American Cancer Society	25.00	
<input type="checkbox"/>	American Eagle Outfitters	277.78	1122334455
<input checked="" type="checkbox"/>	American Express	291.98	XXXX-XXXXXX-12345
<input type="checkbox"/>	American University	62.39	ID # 00123456
<input type="checkbox"/>	Szwiss Resources, Inc.	74.20	001223344
<input type="checkbox"/>	Adam von Steuben /p	135.00	
<input type="checkbox"/>			

On the right side of the table, there are several buttons: "Save", "Sort Names", "New Card", "Delete Card", "Delete All", "Export", "Import", "Save Payments", and a radio button for "w/Notes". Below these are buttons for "Reg. Info.", "Enter Reg. Code", and "Check for Updates".

At the bottom of the screen, there is a "Go To Card" button. The footer contains copyright information: "ChecksQuick 3.2 © 1998, 2001, 2004, 2005, 2008, 2010 Bruce A. Pokras All rights reserved worldwide" and "Portions © 2000-2009 Runtime Revolution Limited, all rights reserved worldwide". The bottom right corner indicates "Payment Card 1 of 1".

When you have filled one Payment Card, click **New Card** to add more (licensed users, only). Click the **Save** button to save your entries. **ChecksQuick** will automatically load the most recently saved data whenever you start it. Use the arrow buttons to move from one Payment Card to another, or use the **Go To Card** drop-down button to jump to a specific Payment Card (which of course works best if you have sorted your entries!). Delete the present card using **Delete Card**. Delete all the data, resulting in one blank card, using **Delete All**. Once you have filled in your cards, the only thing that might have to be changed when you pay your bills is the amount for your variable bills (such as your electric and phone bills).

Export saves all your data in a small text file (Mac OS X: Documents folder; Windows. Great for use as backup that does not take up much disk space. **Import** brings in the saved data, and overwrites any current data.

Checks can be printed using today's date or a custom date that you enter. Just select the radio button that you want next to the blue **Print Checks** button. When you chose **Custom Date**, a dialog will open when you click the **Print Checks** button with today's date as the default. Change the date to the one you want, and click "OK."

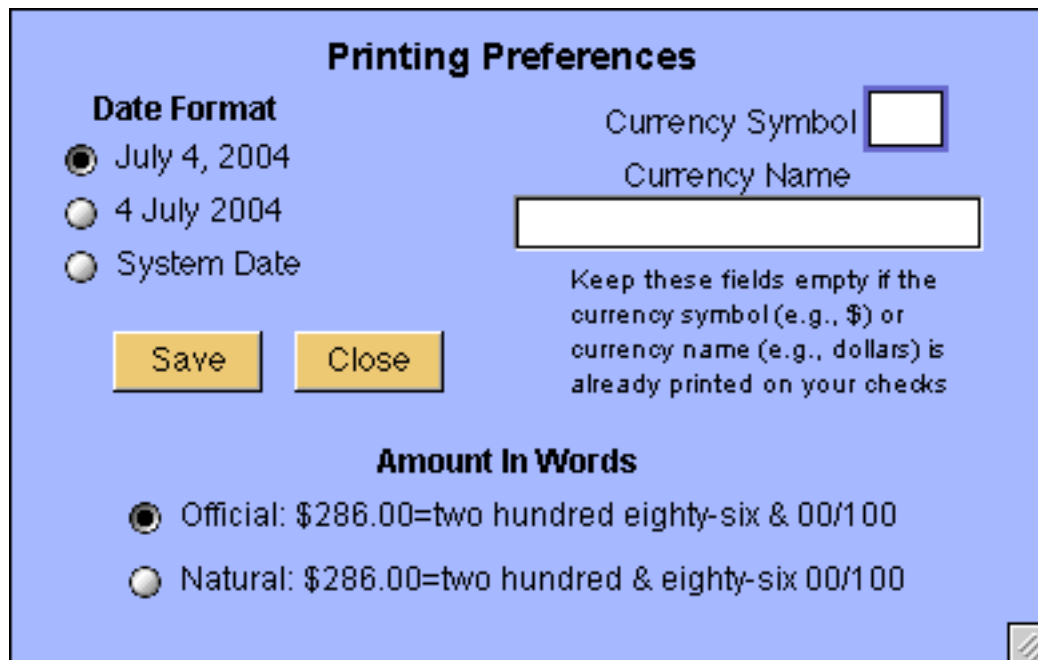
ChecksQuick uses three preset date formats for "Today's Date": 1) MMM. D, YYYY or 2) D MMM YYYY or 3) the format of your system date that you set in your computer's Date control panel. You choose the one you wish to use from

ChecksQuick's Printing Preferences button (see details below). However, if you select "Custom Date", you can enter any date in any format, even "Stardate 2632.7"!

Setting Your Page Setup

If necessary, click **ChecksQuick's Page Setup** button, and select the orientation (Portrait or Landscape) that you will need for your type of printer. Portrait is usually set by default, so this step may not be needed if you are using a printer in which the checks will be printed in portrait orientation.

Printing Preferences



The image shows a "Printing Preferences" dialog box with a light blue background. At the top, the title "Printing Preferences" is centered. Below the title, there are two main sections. The first section is "Date Format", which contains three radio buttons: "July 4, 2004" (selected), "4 July 2004", and "System Date". Below these are two yellow buttons: "Save" and "Close". The second section is "Currency Symbol", which has a text box for the "Currency Symbol" and a larger text box for the "Currency Name". Below these text boxes is a note: "Keep these fields empty if the currency symbol (e.g., \$) or currency name (e.g., dollars) is already printed on your checks". At the bottom of the dialog box is a section titled "Amount In Words", which contains two radio buttons: "Official: \$286.00=two hundred eighty-six & 00/100" (selected) and "Natural: \$286.00=two hundred & eighty-six 00/100".

Printing Preferences

Date Format

☒ July 4, 2004

☐ 4 July 2004

☐ System Date

Save Close

Currency Symbol

Currency Name

Keep these fields empty if the currency symbol (e.g., \$) or currency name (e.g., dollars) is already printed on your checks

Amount In Words

☒ Official: \$286.00=two hundred eighty-six & 00/100

☐ Natural: \$286.00=two hundred & eighty-six 00/100

You can set several options by clicking the **Printing Prefs** button that is on every Payment Card. Choose the default date format by clicking one of the **Date Format** radio buttons. If your checks do not have a currency symbol or name preprinted on them, you may enter your currency symbol (e.g., \$) or name (e.g., dollars) in the appropriate fields (this is totally optional). You can also select how **ChecksQuick** converts the numerical amount into words. For years, **ChecksQuick** only supported the "natural" sounding method. However, it now supports the "official" method, also.

Editing the Check Layout

To make sure that your data is printed correctly on your checks, click the **Edit Check Layout** button that is at the bottom of each Payment Card. That takes you to the Check Layout screen (see graphic, below). You use the Check Layout screen to move the fields around so your checks get filled in at the correct places. You also use this screen to adjust the length of the fields, add a signature graphic, and change the font and text size that is used to fill in your checks. You do not use this screen to add a date or change any data.

July 28, 2010

Ambleside Gardens & Nursery — 936.25 —

Nine hundred thirty-six & 25/100 —

Landscaping

Drag the fields so that the information is printed in correct location on your checks.

☒ Layout 1 ☐ Layout 2 ☐ Layout 3 **Save Layout**

Signature Controls

Import Signature ☐ Resize

Clear Signature ☒ Move

☐ Landscape?

Test Print

Signature Location: 312,152

Select fields to change font, text size or to nudge with the arrow keys

☐ Date ☐ Amt (Words)

☐ Pay To ☐ Note

☐ Amt (Numeric)

#PC||i|d

10 ☐ Adjust Length

Getting set:

Cut some plain heavy (24 pound (90 g/m²)) paper to the size of your checks (or use some old checks from a closed account) and see if your printer can feed it (my EPSON® STYLUS® COLOR 860 (using Portrait orientation) and HP LaserJet® 2100 (using Landscape orientation) have no problem). If you realize that you will need to use Landscape orientation (feeding the shorter edge of the check first) make the adjustments described in the “Printing checks in Landscape orientation” section, below, using full size sheets of paper first. In that way you will assure that you will actually be printing onto the paper when you start using check-sized pieces of paper.

Click the **Test Print** button to print one check on the plain paper, line up the upper left corner of your actual check with the upper left corner of the paper you just printed, and hold them up to a light.

If the printed information does not line up correctly, adjust the placement of the fields and try again. Drag the fields around to move them. When you click on a field to move it, its exact location will be displayed in **Field Location** field for as long as you hold the mouse down. Use these location numbers to judge how far you have moved a field. You can also nudge one or more fields using the arrow keys on your keyboard. Just select the checkboxes for the fields that you want to move, and repeatedly press the arrow keys.

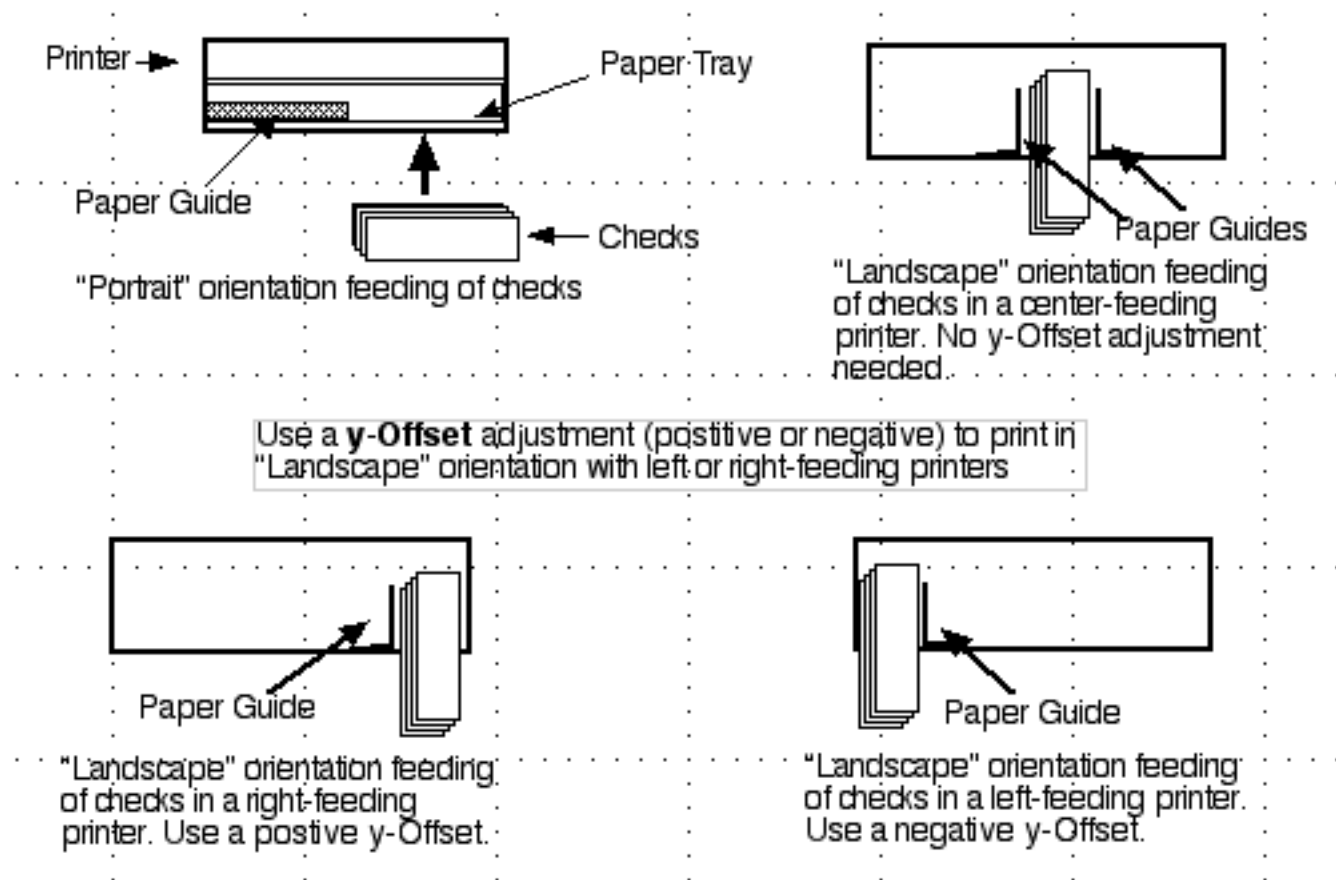
To change the font and size of the printing on your checks, select the checkboxes of the fields whose font or size you wish to change, and then make your selection from the dropdown menus that are under the checkboxes.

To adjust the length of any of the fields, select the "Adjust Length" checkbox and select the field whose length you wish to change. Then use the left or right arrow keys on your keyboard to shorten or lengthen the selected field.

If you have a scan of your signature in JPEG, GIF, BMP, PNG (any platform) or PICT (Mac only), you can import, move and resize your signature using the **Signature Controls**. Be careful that your signature graphic is not so large that it covers the **Signature Controls** when you first import it.

Hints on importing a signature: Save your check layout before importing the graphic. If your graphic covers the **Signature Controls**, immediately quit **ChecksQuick** and answer "No" when you are asked if you wish to save your check layout. Also, make sure that your graphic is cropped so that there is no white space around your signature. The higher the scan resolution (dpi) the larger the graphic will look when you initially import it. So if the graphic covers the Signature Controls, try scanning your signature at a lower resolution.

Feeding checks:



If you will be feeding checks into your printer in Landscape orientation (shorter side first), click the **Landscape?** checkbox. (However, make sure that you also select "Landscape" in your page setup dialog). Once you select the Landscape option, you will also have to tell **ChecksQuick** whether you are using personal or business-size checks. If the printing is so far to the left or right on your check that you cannot get the information to print in the correct places on your check by moving the fields around, change the value in the **x-Offset** field (not shown until the **Landscape?** button is checked). The adjustment is made in points (72 points/inch; 28.3 points/cm), and can be made to the left with negative numbers and to the right with positive numbers. A **ChecksQuick** user who has an HP LaserJet® 1012 was able to use that center-feeding printer in Landscape orientation once he added an **x-Offset** of -330.

If your printer does not feed paper in the center, but needs to feed checks in landscape orientation on either the far right or far left, you will need to adjust the **y-Offset** to get the fields printed on your check. Using full-size sheets of paper, enter a number in the y-Offset field that is large enough to get the fields printed onto your check. Positive or negative number may be used to get movement in one direction or another.

Save your check layout at any time using the **Save** button. You can store up to three different check layouts by using the three **Layout** radio buttons. When you hold the mouse over a **Layout** button, a field will pop up to show you the font and size settings for that layout. You can also name a layout by holding down the Option/Alt key and clicking the **Layout** button that you wish to name. The name you add will appear in the popup field, and will also appear as a “tooltip” for the layout number field that is on each Payment Card.

Once everything gets printed correctly, you are ready to use real checks.

Paper Sizes:

Even though you will be printing on non-standard size pieces of paper, you should not have to create a custom paper size in “Page Setup...” in order to use **ChecksQuick**. Just use your standard “Letter” or “A4” page setup. With a Letter or A4 page setup and a selected **Landscape?** button, if you have not set your page setup to Landscape, **ChecksQuick** will ask if you wish to stop and do so when you click the **Print Checks** button. This also occurs for the reverse situation (Landscape page setup and an unselected **Landscape?** button).

Getting going:

From any Payment Card, make sure that the number of the Layout that you wish to use is shown in the field next to the **Print Checks** button (if you named the layout, that will show as a tooltip). The first time you ever use **ChecksQuick**, set the date format to use (either MMM D, YYYY or D MMM YYYY or system date format) and custom currency symbols or names by clicking the **Printing Prefs** button. Once you save those preferences, they will not have to be set again.

Click the check box for each of the checks that you want to print. The number of checks needed will show up in the **No. of Checks** field at the top of the screen. This is the total amount of checks for all of your cards full of data. Rip the checks out of your checkbook and put them in your printer. Make sure the **Date** radio button that you want is selected (either today's date or a custom date that you will enter). Click the **Print** button. If you selected “Custom Date”, at this time you will be asked to enter the date. Either way, the selected checks will now be filled out using the data that you entered into **ChecksQuick**.

Categorizing your payments:

Some people like to categorize their expenses, so they can keep track of how much they are spending, e.g., on groceries or medical expenses. **ChecksQuick** provides a field for you to enter a category for each payment. You can then save a record of each payment, including its category, using the **Save Payments** button (see below). You click and hold down the drop-down button that says “Notes” and select “Categories.”

Clear Checkmarks

No. of checks: Total amt.: Layout # using ☒ Today's Date ☐ Custom Date

	Pay To	Amount	Categories
<input type="checkbox"/>	A+ Contracting, Inc.	200.00	
<input type="checkbox"/>	AAA Mid-Atlantic	218.25	
<input type="checkbox"/>	Affiliated Dermatologists	4.46	
<input checked="" type="checkbox"/>	Affiliated Orthopaedic Specialists	158.00	
<input type="checkbox"/>	Affiliates in OB/GYN P.A.	5.32	
<input type="checkbox"/>	Allergy Asthma & Sinus Center	199.35	
<input type="checkbox"/>	Allergy Asthma Sinus Center	33.60	Medical
<input type="checkbox"/>	Ambleside Gardens & Nursery	936.25	
<input checked="" type="checkbox"/>	American Cancer Society	25.00	Donation
<input type="checkbox"/>	American Eagle Outfitters	277.78	Clothes
<input checked="" type="checkbox"/>	American Express	291.98	
<input type="checkbox"/>	American University	62.39	Kids' School
<input type="checkbox"/>	American Water Resources, Inc.	74.20	
<input type="checkbox"/>			
<input type="checkbox"/>			

For payments that are already selected, hit RETURN or ENTER to register a change in amount

☐ w/Notes

ChecksQuick™ 3.2
 Blazing Dawn Software

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Payment Card 1 of 1

As shown in the diagram, above, if the **Notes** fields are showing, click the drop-down button and select "Categories" to show the **Category** fields. Repeat the process to switch back. When filling the **Category** fields, you can go from one to the next using the **Tab** key.

Saving payment records:

After you have printed your checks, you can save a record of the payments that you just made by clicking the **Save Payments** button (before you clear the checkmarks for the checks that you just printed, of course!). The record is saved as a tab-delimited text file which you will be asked to name. Each line of the text file will contain (in this order) the date, payee name, amount and category. If you have the **w/notes** radio button highlighted, the text file will contain the date, payee name, amount, category, and note in that order. Tab-delimited text files can be imported into or opened with many word processors, spreadsheets or accounting programs.

Another use for ChecksQuick:

If you have a business where you write out your employees' paychecks by hand, you might find printing them with **ChecksQuick** to be easier. Just fill in your employee's names in the Pay To field. You can use the Save Payments feature to create a record of the payments that can be imported into a spreadsheet.

Sorting by a person's last name:

If you have payments going to a person, such as a doctor, you can add a special tag at the end of their name to tell **ChecksQuick** to sort them by their last name. Otherwise, sorting will be by their first name, or if you start with a title (e.g., Dr. John Smith), sorting will be by the title (Dr. John Smith will sort under "D"). The tag is "p" (without the quotes). The "p" stands for "person," since you are telling **ChecksQuick** that this is the name of a person. The tag will not be printed on the

check. You must put a space between the end of the name and “/p”. (Dr. John Smith would be “Dr. John Smith /p”). You can also use the form “John Smith M.D. /p”. Names which end in Jr., Sr., III, IV, etc. may also be used without causing any sorting problems. Just type a space and “/p” after the end of the name, e.g., “John Smith Jr. /p” will sort under “Smith”. You can also use “/p” to sort the name of a company, if the company name is the name of a person. For example, use “/p” to sort the “Robert Jones Corp.” under “Jones” (you must use abbreviations, e.g., “Inc.”, “Co.” and “Corp.” with a period).

If you have to enter a two-word name, e.g., “von Steuben,” and want it to sort by the first word, use a hard-space (Mac OS X: option-spacebar; Windows: Ctrl-Shift-spacebar) between the two words. The space may look a little bigger than a normal space, but this bigger size does not show up on the printed check.

Other useful hints:

The Amount field entries are limited to numbers from 0 to 99,999.99. If you routinely write checks of more than \$100,000, you don't need **ChecksQuick** since you probably have an accountant to do this work!

When filling in your Payment Cards for the first time, you can go from Pay To to Amount to Notes using the Tab Key. This saves you from having to click in each field. If you want to fill in Category fields, do that after you have filled in the other three fields for all of your payments. You can then use the Tab Key to go from one Category field to the next.

You can save a few keystrokes when entering even dollar amounts. For example, for a payment amount of \$23.00, just enter “23” in the Amount field and **ChecksQuick** will automatically change the amount to “23.00” when you leave the field.

To delete an individual payment, click the gray button at the end of that row of fields. This deletes the text in each of the four fields and unchecks the checkbox. You can then fill in the empty line by clicking the “Sort” button.

License:

ChecksQuick is shareware. A \$15 license fee is required if you use it for more than evaluation purposes (even if you are only using one Payment Card!). Click the “Reg. Info.” button on any Payment Card for registration information. Licensing is carried out through the Kagi Store (www.kagi.com). There is a link on Blazing Dawn web site (www.blazingdawn.com) that takes you directly to Kagi's online payment form. A license will allow you to create as many Payment Cards as you need, and will also enable the Export, Import and Save Payments buttons (they will be disabled until then).

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