How to Modify the Check Layout

You can use the default StockTrack check layout or modify and customize checks to your needs.

StockTrack automatically installs a default check layout that is designed to fit a one page, 3 part check layout. This check layout is set up to fit in standard #10 single window commercial envelopes.

You can find ordering information for this layout at
http://www.stocktracksoftware.com/downloads/ST%20Check%20Order%20Form.pdf

If you use the default check layout, you will not need to modify the check definition.

If you already have checks or if you want to use a different check layout or add signatures, follow the directions below. You can modify the layout for use with almost any check form. The same check layout is used for both cash dividend checks and checks for cash in lieu of fractional shares.

Select **Maintain** from the menu bar. Click on **Modify Check Layout.**

"Modify" allows you to take the existing check definition, move the information ("fields"), add additional text and add signatures or other graphics

"Revert to default" sets your check layout back to the default layout installed with StockTrack.

"Restore last backup" reverts to the version of the check prior to starting your last set of changes. Each time you select "Modify" or "Revert to default", StockTrack backs-up the check layout.

NOTE: *The Restore last backup feature will "Undo" the last set of changes made prior to saving. Be sure to check your modifications with the **"Alignment Test"** each time you make changes. Each time you select to **"Modify"** or **"Revert to default"**, **StockTrack** will overwrite this backup.*

TO MODIFY A CHECK

Moving Ojbects

Click on an object to select it and drag it around to place it in the appropriate spot. You may also click on the objects (fields) and then move them with the arrow keys on your keyboard -- the arrows provides finer control for small changes. You can *lasso* a set of objects and move them together by dragging the mouse around the objects while holding down the left mouse button and then either drag with your mouse or move with the arrow keys.

Formatting Objects

Use the Report Controls tool bar to add text, lines, shapes, signatures or other graphics to your check. Click on the appropriate control and then click on the area of the check where you want it to appear.

The Layout Toolbar or the Format menu can be used to align and resize objects. Select all of the items that you want to change, before clicking on the appropriate menu item.

SAVE OR ABANDON CHANGES
Click on the Notebook icon to the left of the words “Layout design menu>” in the top left corner of the designer screen and select **“Close”** from the menu.

You can also press the **Esc** key to abandon changes made during the current “modify check” session.

ALIGNMENT TEST
Click on the **“Alignment Test”** button to see if the check is properly aligned on your form.

Hint: Holding the alignment test printout in front of a check and holding both up to a window or printing the alignment test on a voided check is a good way to see how well the check is aligned.

PRINT SIGNATURE ON CHECK
Create a Signature File as follows

1) Scan a signature and save as a bitmap (.bmp) file.
2) Crop the signature area to 2.5 inches wide by .75 inches high.
3) Save the file in BMP format with the name CKFILE.BMP
4) Copy this signature file CKFILE.BMP into the folder of the company that is to use this signature on checks. The Company folders are located in the main directory folder from which you are running StockTrack. (e.g., st_SAMPL is the data folder for the “Sample Company.”)

2) **Test Signature Alignment on Check**
From the Modify Check Layout screen, select “Modify”. The signature object is the gray box on the check form with lines drawn from corner to corner forming an "X". Move this object as necessary. Save the check format.

Print an Alignment Test.

Go back to Modify, if necessary, until the signature is correctly aligned.

Removing the Signature
Take the CKFILE.BMP out of the company folder to remove it from the check.

Check Layout Definitions

Check Field Name	Definition
cCheckNumb	Check Number
cCheckDate	Dividend Paydate
Crefname and cholderid (i.e.: alltrim(crefname)+"/"+alltrim(cholderid))	Refname and Holderid
cSharehold	Shareholder ID + Name1
cCheckSkir	Check Skirt (i.e.: "Cash in Lieu of XX Fractional Shares at $XX.XX each" or "Cash disbursement of XXX/share.”
nTotAmt	Total gross dividend Amount
nFITWithhe usage: IIF(nFITWithHe > 0, nFITWithHe,’ ’)	Amount of FIT Withheld
nReinveste Sample use: IIF(nReinveste > 0,nReinveste,' ')	Amount reinvested in Reinvestment Plan
nNetAmount	Total Net Amount (numeric field)
csNames	Block with full Shareholder registration name
cSName1	Shareholder Name1*
cSName2	Shareholder Name2*
cSName3	Shareholder Name3*
cSName4	Shareholder Name4*
cCheckMsg	Check Message
cAmountWor Suggested setup: .: '***'+alltrim(cAmountWor)+'***')	Check Amount in words (alpha character)
cAmountNum	Check Amount (numeric format) $999.99
cSNameAddr	Shareholder name(s) and address
(sigfile) <- [dark box with "X"]	Company's [optional] Signature File 'ckfile.bmp'

**csname1 through csname4 are superseded by the block of names called csnames. Both will work. Use csnames if possible rather than csname1 through 4.*