Cheque Printing Plus

User Manual For Free Cheque Printing Plus

Cheque Printing Plus

About Free Cheque Printing Plus:-

We are happy to launch a Free CPP version to all normal users who are wanted to print your cheques. This special version is AD supported version. Advertisements are viewed on CPP software, your register email and exit of software only. This free version is come with limited feature. But which feature is active, you can use unlimitedly. During registration process we store your Name, City and Email ID only. We not store your financial and non financial data in any terms. We may use your register data for our commercial purpose. But we are not share or sell your data in any terms.

We are grant permission to use this software as much number of computers as you wants. You can freely distribute in any terms. But limited to non commercial purpose only.

If you required any help fell free email us to freehelp@chequeprintingplus.com . We assist you as soon as possible.

If you find any bug/error you may write us to error@chequeprintingplus.com

Now we learn Step by step how to install this software.

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Step 1.

Download this software from our website or below mentioned link

Download Link :- http://chequeprintingplus.com/down/freeversion.zip

Step 2.

Unzip folder Freeversion.zip. You can see below mention files.

1. **Setup.msi**
2. **Read me.txt**
3. **Ours Other Products.html**
4. **Other Download Links.html**

Step 3

Run Setup.msi file to install software as normally other software installation. Follow instruction and then finish it.

Some computer ask ".Net Framework 2.0" and/or "Windows Installer 3.1". If you are using old windows operating system or uninstalled this features.

You can download this file from our file "Other Download Links.html" or from our website http://chequeprintingplus.com/downloadcomponant

After download and install this component reinstall "Setup.msi" then follow instruction to finish installation.

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Step 4

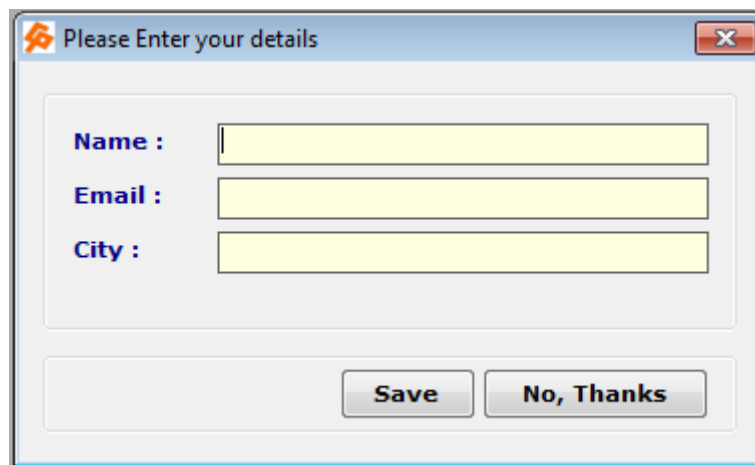1. Now you can find a "CP" Icon on your desktop. Double Click on it to start Software.
2. Default

> **User name :-** demo
>
> **Password :-** demo

3. After Log in It is ask to register this Software

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Enter your Name, Email ID and City to register your software. This is only when you will be online only. You can also register latter when you want. Just click on "No, Thanks"

Step 5

This is your Front screen of software. You can see all possible menu on screen.
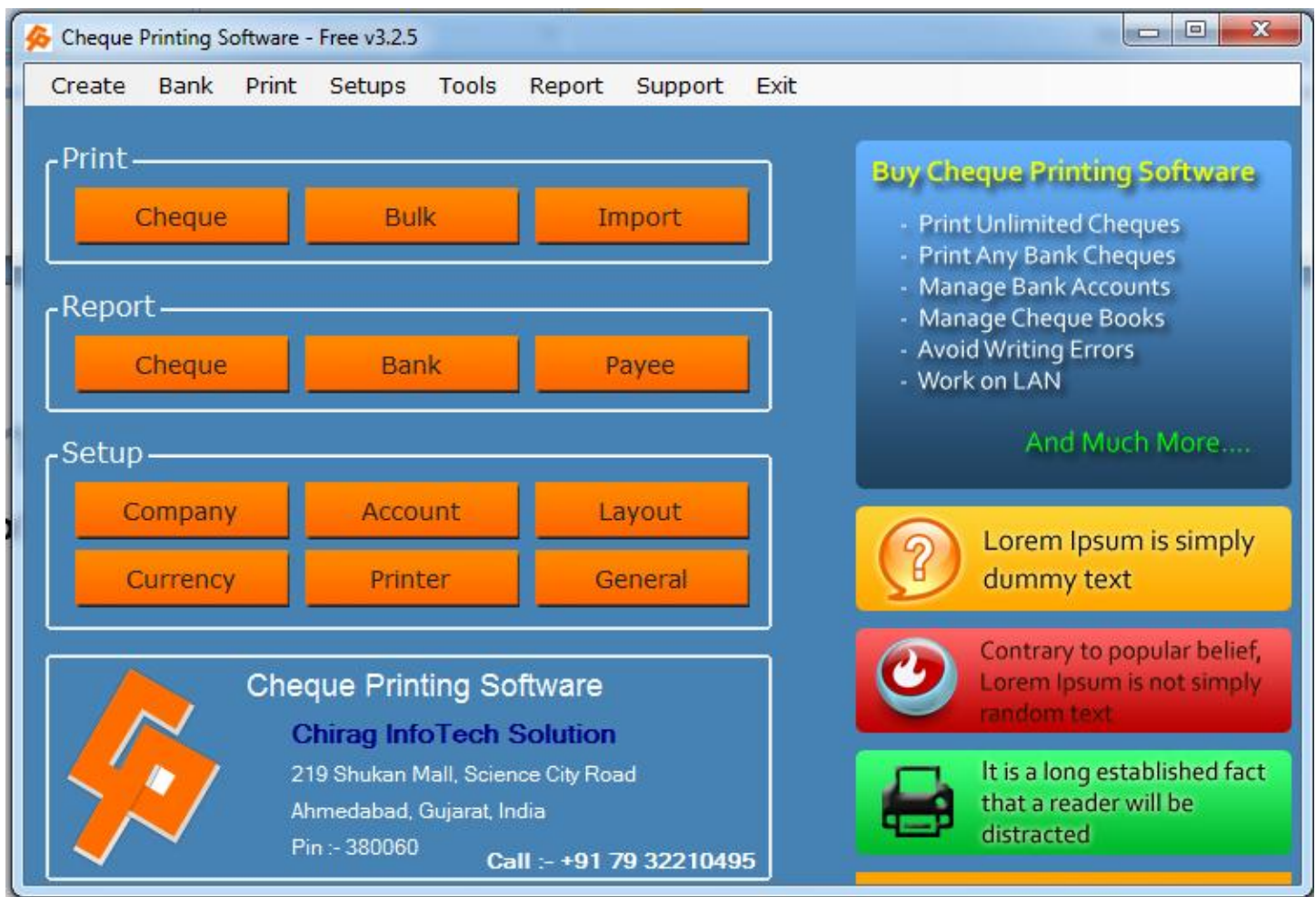
Now Follow Bellow Mention Instruction to prepare First Printed Cheque.

1. Go to Create >> Company (Or Direct Click on Company from Front Screen)
2. Enter your company and other details and save it.

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3. Go to Bank >> Bank then click on search >> Again Search>> If your bank is not register in it click on Exit and Enter your Bank Name and Short code for this bank. Then save it.

4. Go to Bank >> Bank Account >>
   a. Select your Bank
   b. Select your company
   c. Enter your bank account number or last four digit
   d. Then fill other option for your reference or leave blank
   e. Click on Save

5. Go to Bank >> Cheque Book >>
   a. Select your Bank
   b. Select account number
   c. Select Layout (If it is not shown you need to make it.)
   d. Enter your cheque series or 1 to 500 as testing.
   e. Book name will make it automatically. But you can name as per requirements also.
   f. Then Click on Save.

6. Go to Setup >> Printer Setup
   a. Enter your printer name
   b. For normal user select "Left to right" printing
   c. Select "Set as Default Printer" if it is everyday printing printer.
   d. Select "Set as Center Feeding" if it is ""Laser"" Printer.
   e. Click On "Show Test Page" for demo cheques. Print it and use one of them and click on "Print Test Cheque".
   f. Click on "Set Margins (mm)". If result is cheque details are moving upside enter mm in top. And if it is down side enter margin in mm in bottom and then test it. You may got perfect printer settings.

7. Now We are ready to Print First Cheque
   a. Go to Print >> Cheque
   b. Select Bank
   c. Select Cheque Book
   d. Select Payee or add pay just click on + button.

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   e. Enter amount
   f. Cheque Number is auto selected. If you want to change you can change it.
   g. Select date.
   h. Select your printer type
   i. Now Click on Save and Print
   j. You First cheque Is printed.
8. If need any assistance you can email us on freehelp@chequeprintingplus.com

Step 6

Now we can see other feature of software.

1. Cheque Layout
   a. You can create cheque layout as per your requirements and/or for new non listed banks.
   b. Go to Bank >> Cheque Layout >>
   c. Select Bank Name
   d. Enter your layout name
   e. Click on "Browse cheque" and select your scan copy of cheque (Jpeg and PNG only).
   f. Then enter your cheques original height and width of cheque in mm(millimeter)
   g. Set Particulars as per your requirements and change fonts by clicking set fonts. You can deselect from right side menu whatever you not required.
   h. Then save it to use your cheque books.

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Cheque Layout

Bank : [dropdown]   Layout Name : [_____]

clear background refresh

A/C Payee

D D M M Y Y Y Y

PAYEE NAME LINE1

PAYEE NAME LINE2

Amount In Words Line1

Amount In Words Line2

xxxx

Text Line1

Text Line2   Amount

Text Line3

Not Above {amount}

☑ AC PAY
☑ Bareer
☑ Payee Name1
☑ Payee Name2
☑ Date ➕
☑ Amount
☑ Amount In Words1
☑ Amount In Words2
☑ Not Above
☑ Text Line1
☑ Text Line2
☑ Text Line3

Browse Cheque

Set Font

Print Sample
Select Printer :
LASER PRINTER ▼
Sample

Cheque (in mm)
Width : 202   Height : 93

Particulars (in mm)
X : [____]   Y : [____]

Particulars (in mm)
Width : [____]

☐ Hide Cheque Layout   Save   Clear   Edit Layout   Cancel
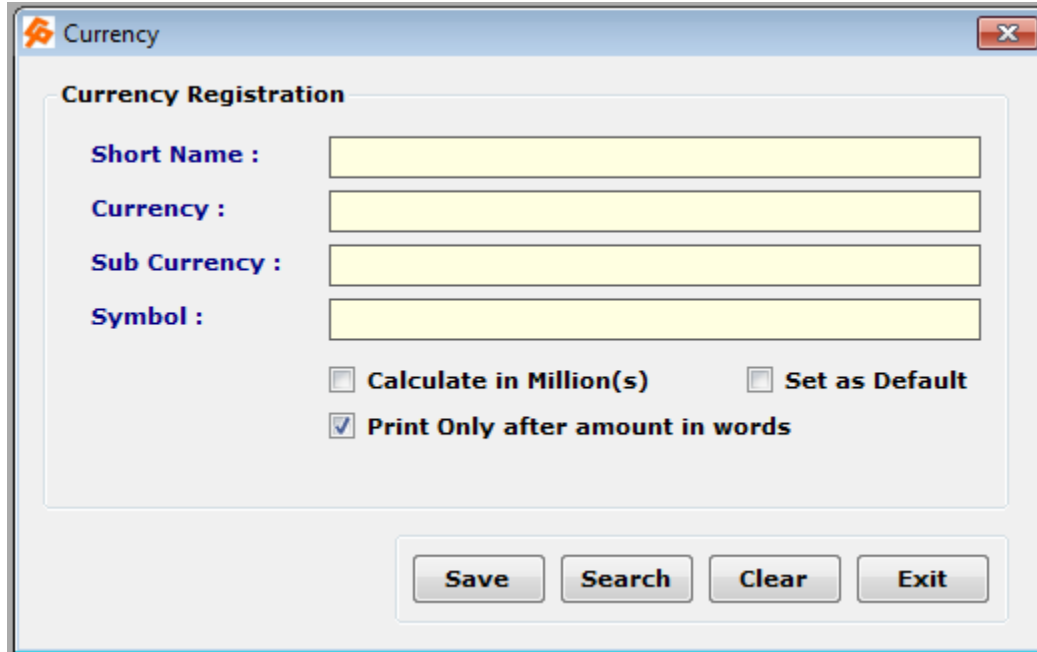
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2. Currency Setup
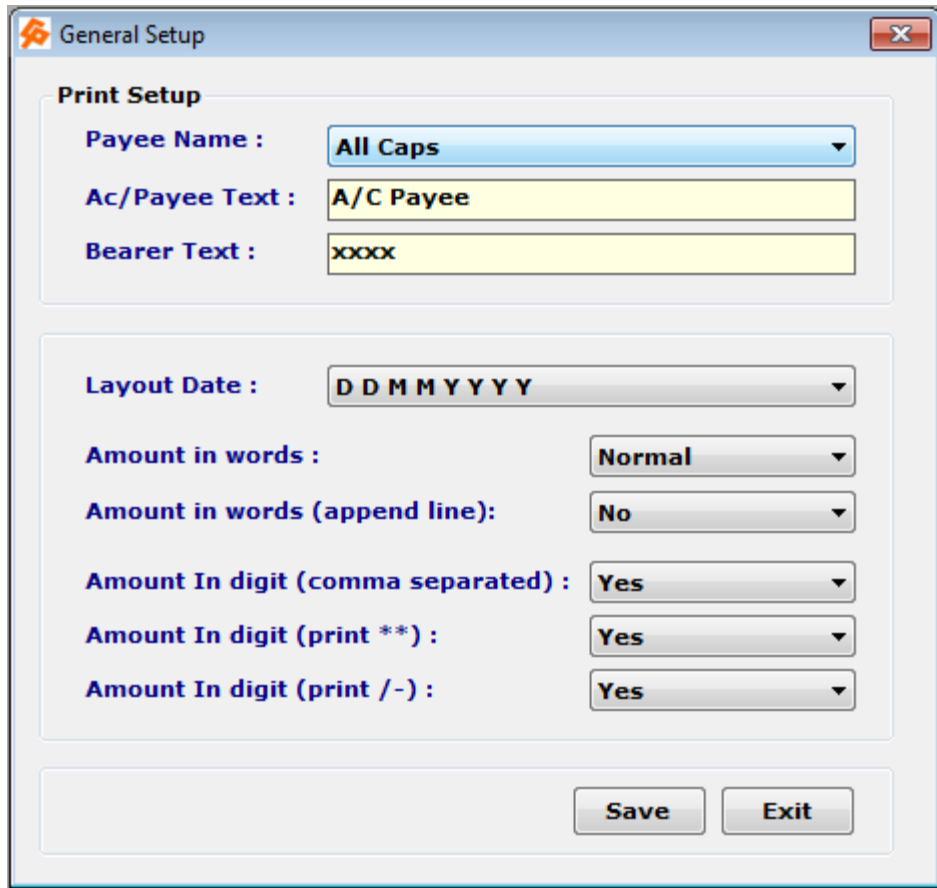
a. Go to Setup >> Currency Setup
b. Enter your Currency short Name Like for Indian Rupees "INR".
c. Enter Base Currency name like for Indian Rupees "Rupee"
d. Enter Sub Currency name like for Indian Rupees "Paisa"
e. Enter symbol if your keyboard and computer is supported.
f. Default calculating method is Indian format in Lakhs.
g. You can calculate in millions select is.
h. If you want to print in daily use this currency "Set as Default"
i. Select If you want to print "Only" after amount in words.
j. Then Save it.

3. General Support.

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a. **Payee Name : All caps /As you enter**
b. **A/c Payee text: as you wants like (A/c Payee Only).**
c. **Bearer text : As you want like(----)or (XXXX)**
d. **Layout Date: Select default date format of your cheques.**
e. **Amount in words :- Normal/All Caps**
f. **Amount in word Append Line: Yes/no (It is draw line in blank space of amount in word)**
g. **Amount in digit(Comma separated) : Yes/No**
h. **Amount in digit(print **): Yes/no**
i. **Amount in digit(print /-):- Yes/no**
j. **Set your requirements and Save it.**

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Special Printer Setup Guide
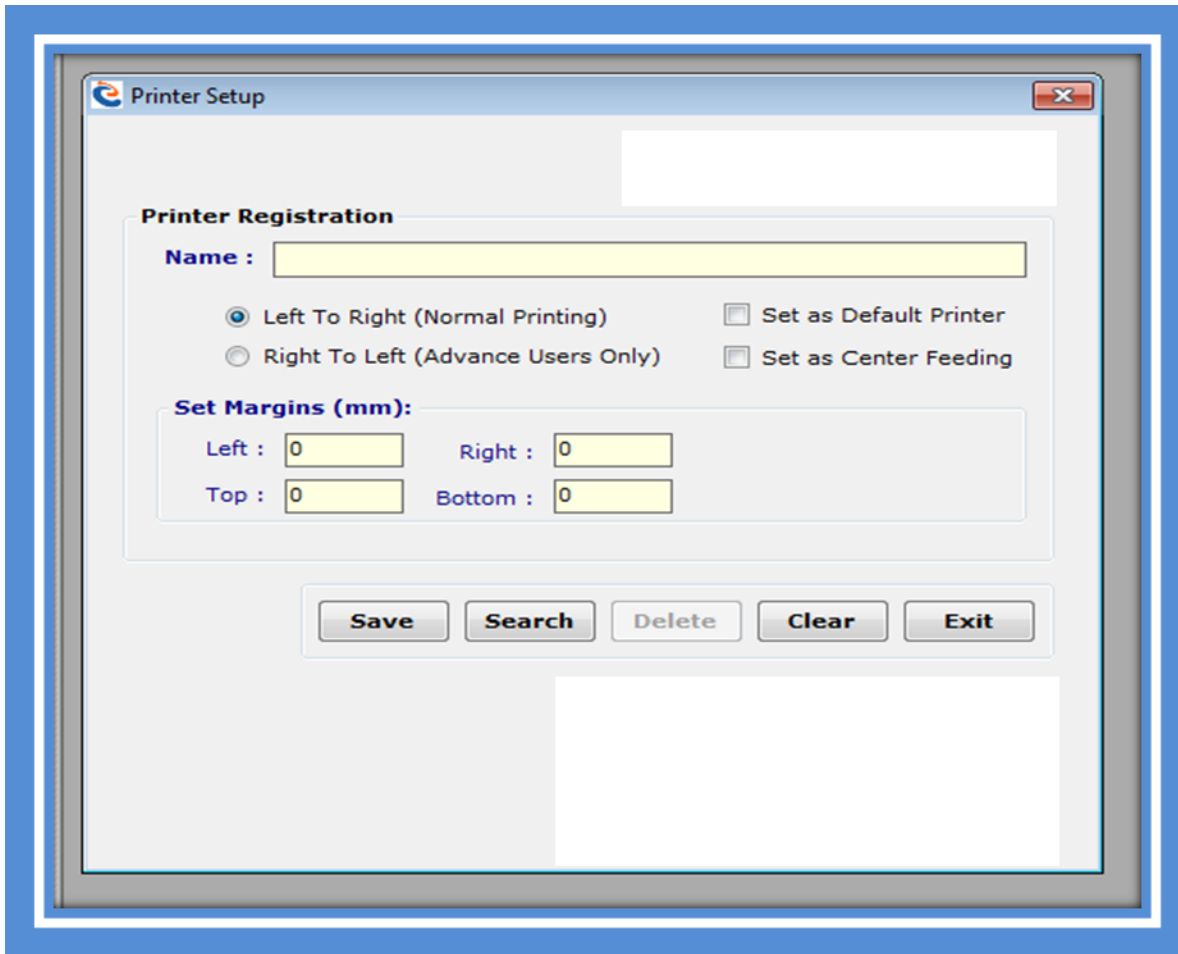
- ➢ **Dear this is most important part of software. To setup a printer**
- ➢ **First enter printer name**
- ➢ **Enter printing type.**
  - ○ **If you want to print left to right as per cheque writing. Select Left To Right.**
  - ○ **If you want to print Right to left as per cheque writing. Select Right to Left.**
- ➢ **Set Margins (All parameters are in millimeter)**
  - ○ **"Left "means if you want to move margin from left to right of cheque.**
  - ○ **"Top" means if you want to move margin from top to bottom of cheque.**
  - ○ **"Right" means if you want to move margin from right to left of cheque.**

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- o "Bottom" means if you want to move margin from bottom to top of cheque.
- ➢ Check "Set as Default Printer" if you want to print regularly from this printer.
- ➢ Check "Set as Center Feeding" if your printer if print from center.

- ➢ Some Printer (Like Multi Function Inkjet Printers) cannot direct support small cheque size. So you need to enter cheque size in it
  - o For Windows XP Users
    - ▪ Click start >> Control Panel
    - ▪ Then go to "Printers and Faxes"
    - ▪ Then Select your printer
    - ▪ Then "ALT+F" or open FILE Menu
    - ▪ Then Select "Server Properties"

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- **Then You can Find Below Mentioned Window**

Print Server Properties

Forms | Ports | Drivers | Security | Advanced

Forms on: CHIRAGINFOTECH

- B6 (JIS) Rotated
- C size sheet
- C5
- **Cheque**

Delete

Save Form

Form name: Cheque

☑ Create a new form

Define a new form by editing the existing name and measurements. Then click Save Form.

Form description (measurements)

Units: ◉ Metric ○ English

Paper size: Printer area margins:

Width: 9.30cm   Left: 0.00cm   Top: 0.00cm

Height: 20.50cm   Right: 0.00cm   Bottom: 0.00cm
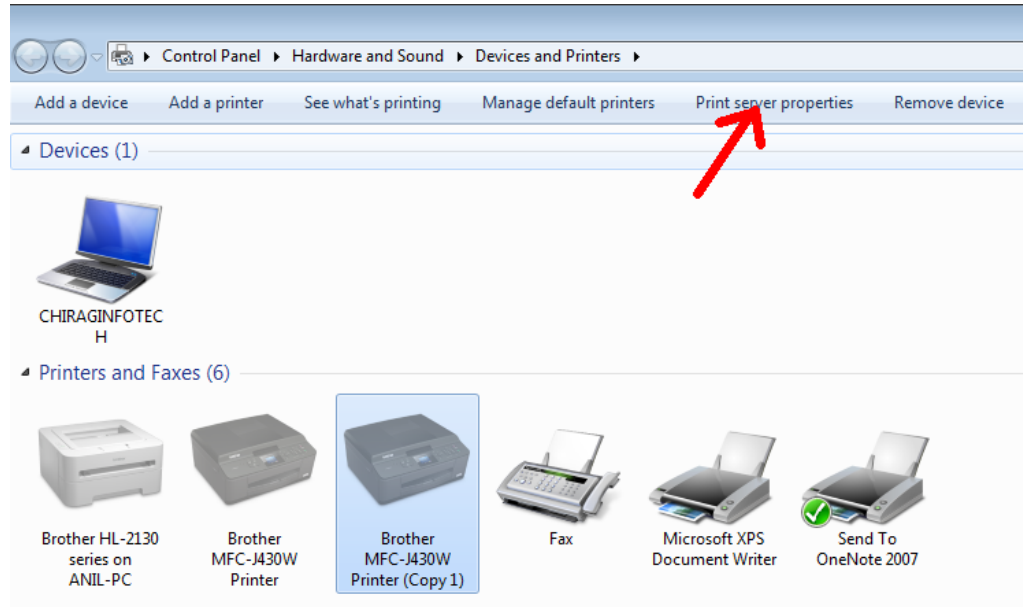
🛡 Change Form Settings

OK | Cancel | Apply

- **Then Check on "Create a new Form"**
- **Enter Form Name as per you remember , Like "Cheque"**
- **In Units Check Metric**
- **In Paper size Width :- 9.30 Cm and Height 20.50 Cm**
- **Then Click on OK Button**
- **Then again select printer and right click and select properties then re enter cheque size details again if required.**
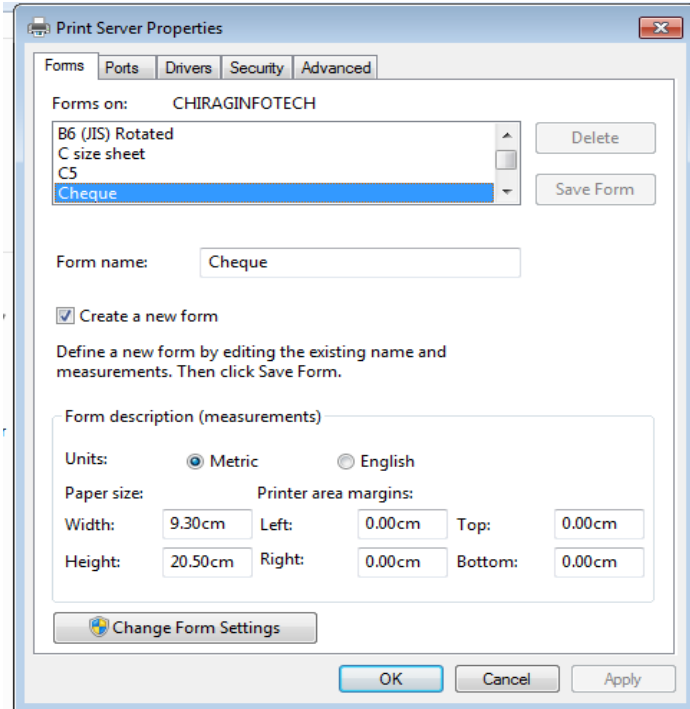
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- o **For windows 7 Users**
  - ▪ **Click on Start >> Device and Printer**
  - ▪ **Select your printer using Single Click**
  - ▪ **Then Below Address bar you can find option "Print Server Properties"**

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- ▪ **Then You can Find Below Mentioned Window**

- ▪ **Then Check on "Create a new Form"**
- ▪ **Enter Form Name as per you remember , Like "Cheque"**
- ▪ **In Units Check Metric**
- ▪ **In Paper size Width :- 9.30 Cm and Height 20.50 Cm**
- ▪ **Then Click on OK Button**
- ▪ **Then again select printer and right click and select properties then re enter cheque size details again if required.**

You can Contact us

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