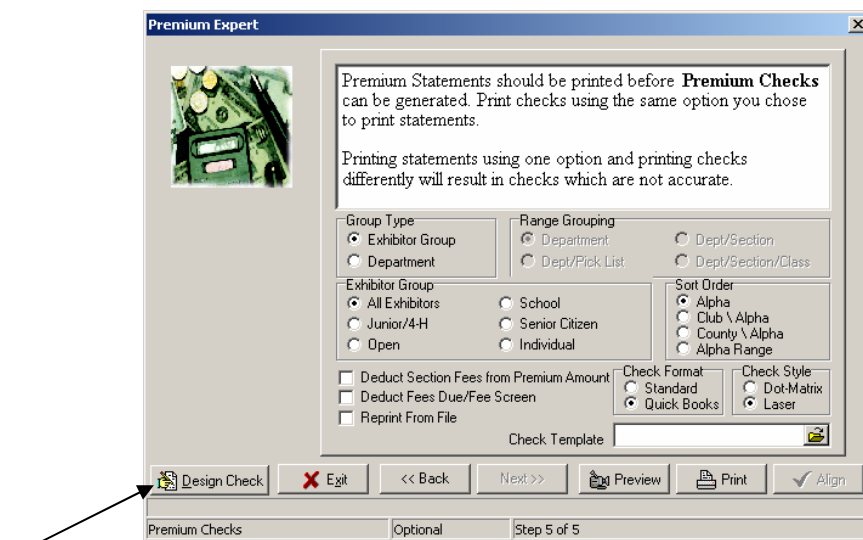


## Using the Design Check Option

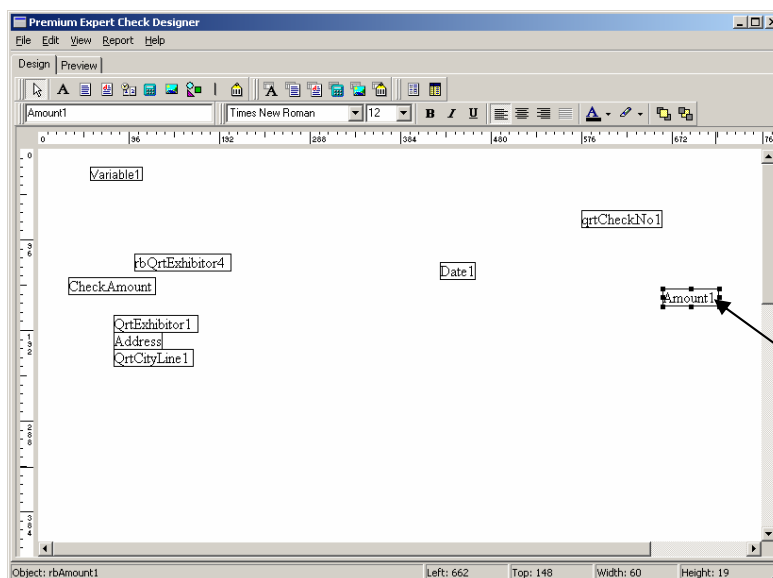
The check printing program in the Blue Ribbon Fair Management program now has a **“Design Check”** feature. It works the same for all check printing options, including Premium Checks, Market Auction Checks, and Livestock Checks.

The purpose of the **“Design Check”** utility is to do slight re-alignment of the information that prints on pre-printed check stock to compensate for printers that may default to wider or narrower top margins. In the past, this has caused the checks to print either too high or too low on the check stock.

To **Open** the utility, click on the **“Design Check”** button.



The *Check Layout* screen will display.



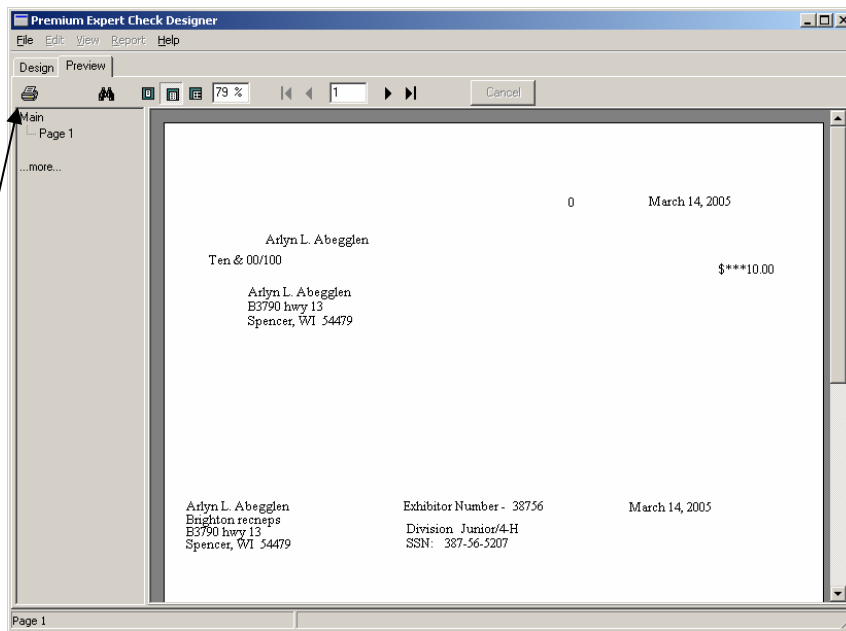


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Each piece of information that is printed is displayed in a box with the file variable name. Example “Amount1” is the dollar amount of the check.

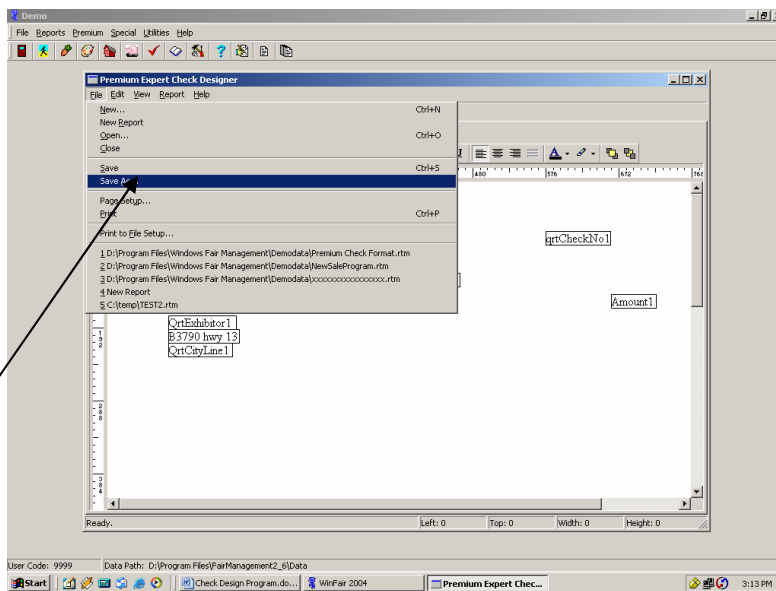
To **Move** that field, double click inside the variable box. This will activate the field and allow it to be moved. Move the cursor to the middle of the highlighted box. Hold down the left-cursor key on the mouse. While holding down the key, drag the box to the desired location. Release the mouse key. Click outside the box to de-activate the field. It is now set in the new position.

Click on the **Preview Tab** to check the new position.



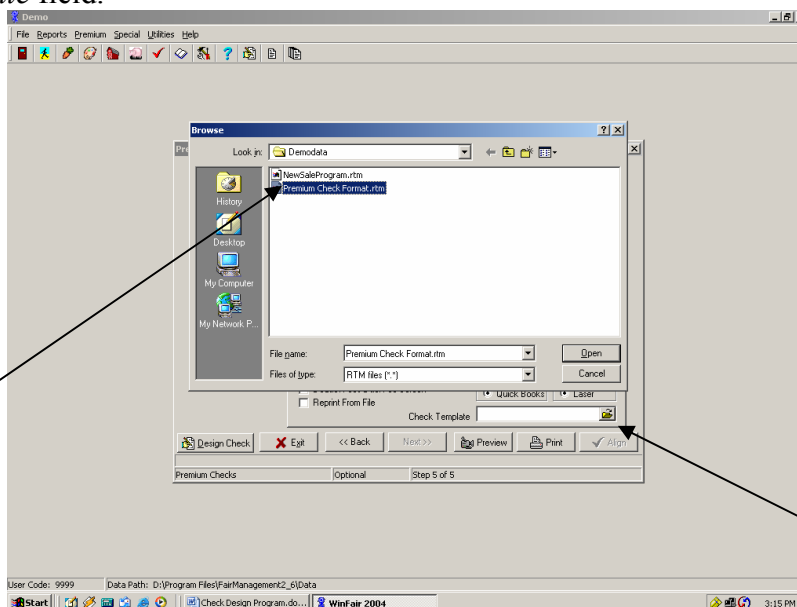
A test page can be printed from the *Preview Screen* to check that the field has been properly positioned. If not, go back to the *Design Screen* and move the field again. Alternate between the *Design Screen* and *Preview Screen* until the information on the check is correctly positioned.

To **Save** the new format, go **File|Save As**



Save the file in a folder you will remember and with a file name that is recognizable. Remember, you will want to go back and find this file later.

To **Retrieve** the new check format, click on the *Yellow Folder* at the end of the *Check Template* field.



Select the layout file along with the other parameters will be using for this check run.

**Note:** *If no check layout file is selected in the “Check Template” field, the program will use the default check layout stored in memory.*