EzCheckPrinting Quick Start Guide for Windows (Click to view Macintosh Version)

How to Print Checks with Logo on Blank Check Stock

Stand Out From the Crowd with Fast and Easy Check Customization

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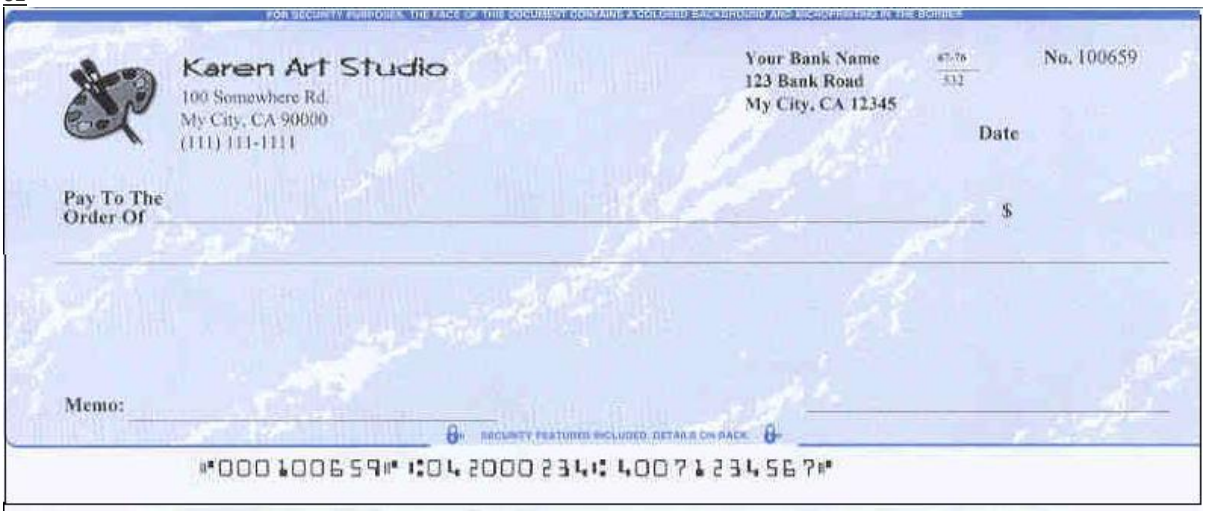


You will never know who will handle your checks. The customized bank checks are also a great way to differentiate your company and get your brand out in the marketplace. We expect ezCheckPrinting check printing software can give users more controls on check design and printing. So you can customize your bank checks easily.

A company logo on the bank checks is an efficient way to catch more eyes. Below are the four easy steps to design and print the bank check with a logo.

If you do not need to use Logo image and signature image, just delete the image path.

Step 1: Install ezCheckPrinting

If you have not installed ezCheckPrinting, you can download it from

http://www.halfpricesoft.com/check_printing_software_download.asp

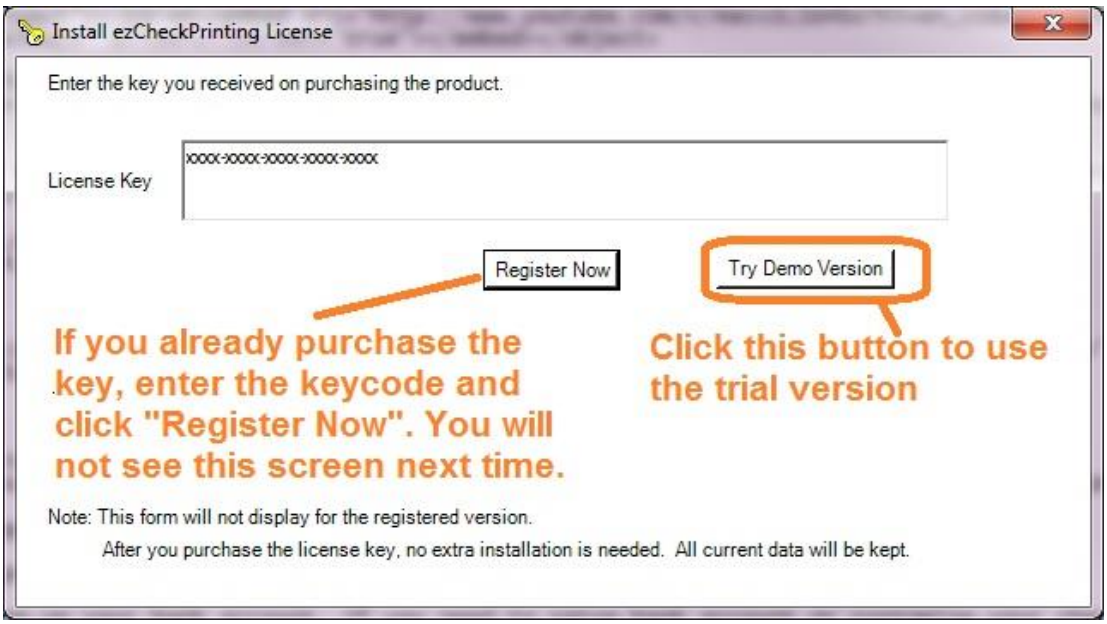
Just follow the instructions on the download page to finish the installation. This software is compatible with the latest Windows 8.1 system and previous Windows system.

Step 2: Start ezCheckPrinting, set up the bank account and add the logo image.

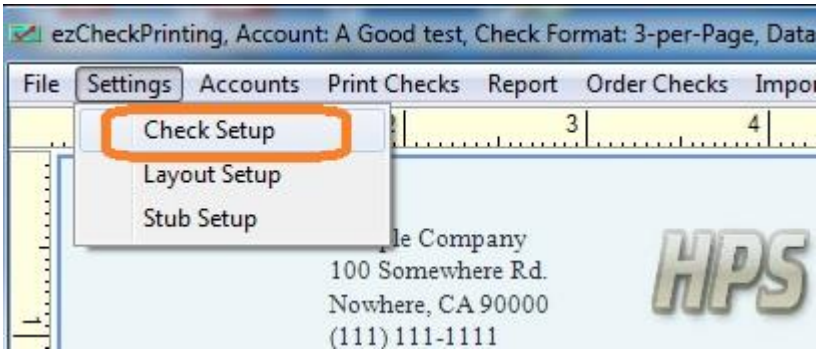
Start ezCheckPrinting

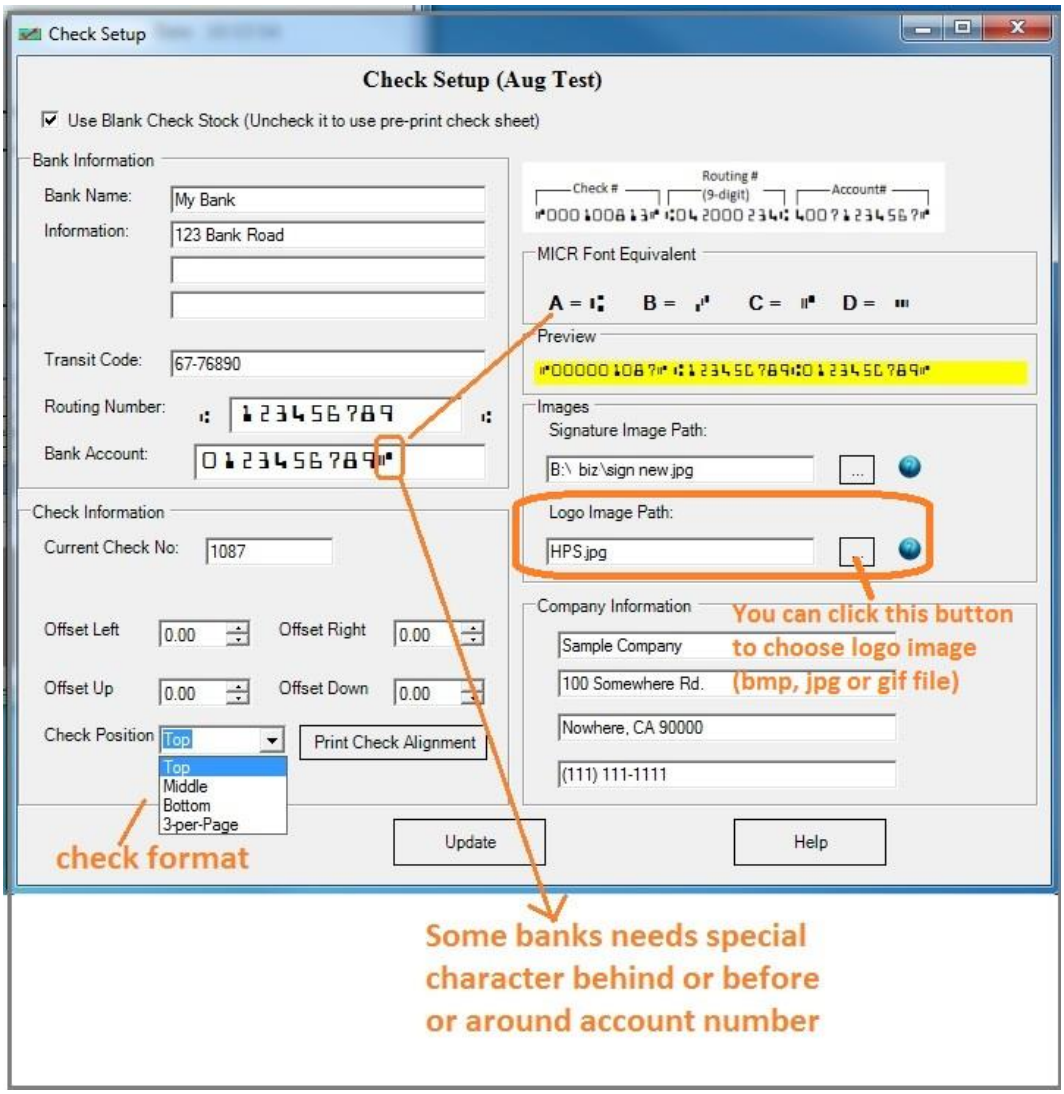
Once you installed ezCheckPrinting software, a desktop shortcut will be created. You can click it to start ezCheckPrinting easily.

If you have not registered the key code, you will see key code input popup windows. If you just want to test the trial version, you can click "Try DEMO Version" to continue.



 Click the top menu "Settings->check setup" to open the check setup page. Set up your check information and add your company logo file there.





- Blank check stock or pre-printed check

If you will use blank check stock, check the option "Use Blank Check Stock". Otherwise, uncheck it.

- Bank information

Please enter the bank information here. Bank information is required. If you select to use pre-printed check, you can leave the default sample data here.

- Transit code

This information is optional. If you have this data on your old check, you can enter it. Otherwise, you can leave this field blank.

- Check position

ezCheckPrintng can support top, middle, bottom and 3-per-page formats.

- Current check number

You can enter the starting check number here. ezCheckPrinting will increase it automatically when you add a new check.

- Offset left/right/up/down

Most customers can leave the values as 0 (zero). You can adjust the value to print check higher or lower if your printer is special.

- Images

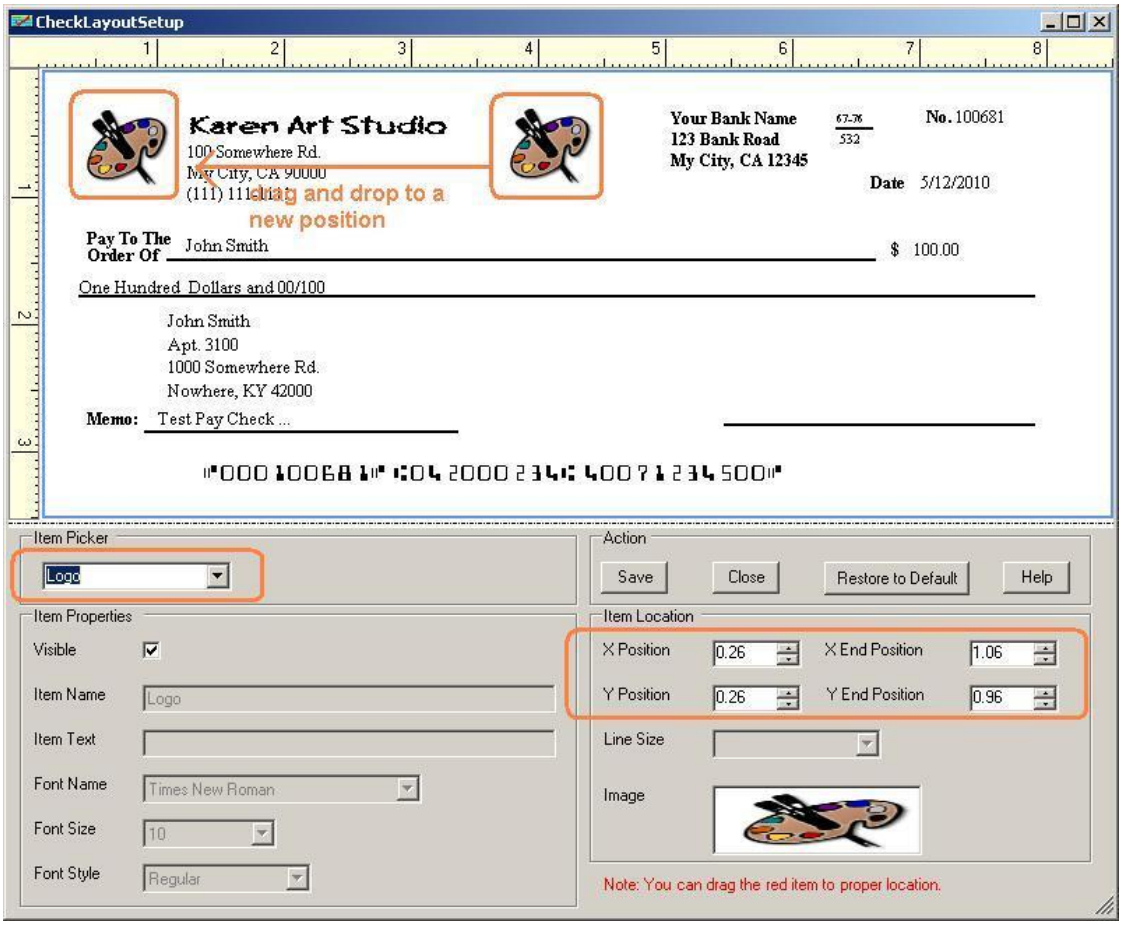
You can choose your own logo image and signature images here. If you do not want to use images, you can delete the data and leave these fields blank.

Step 3: Customize the check layout (Optional)

(If you like current layout, you can skip this step.)

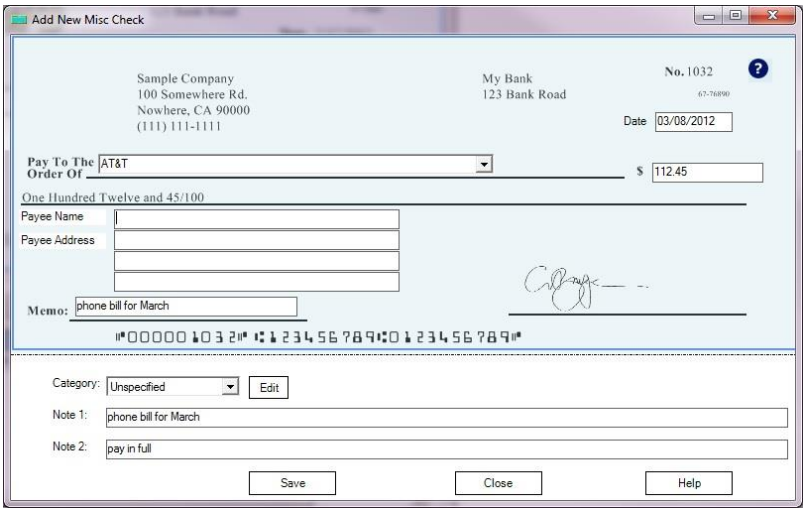
Click the top menu "Settings->Check layout" to open the check layout page. You can customize the layout of your check by changing the font size, logo position, logo size or add a new label.

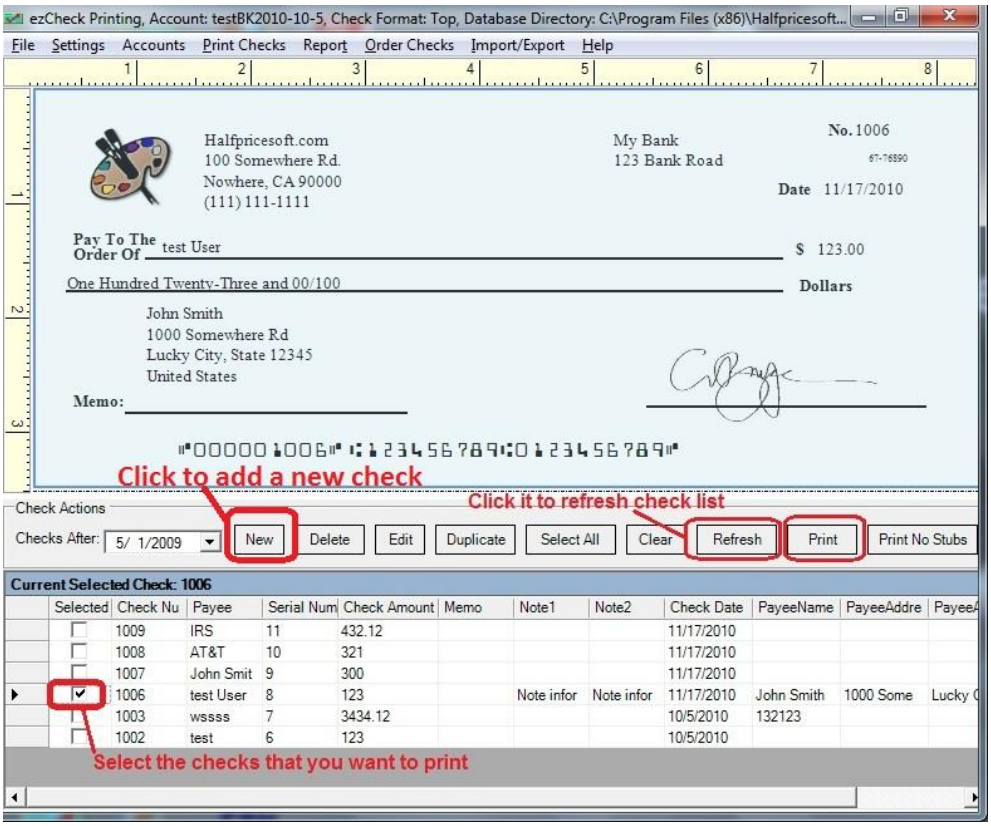
To customize the logo, you need to select the logo from the item picker first. Then you can resize it or drag/drop the logo to a new position. If you are satisfied with the effect, you can save your change.



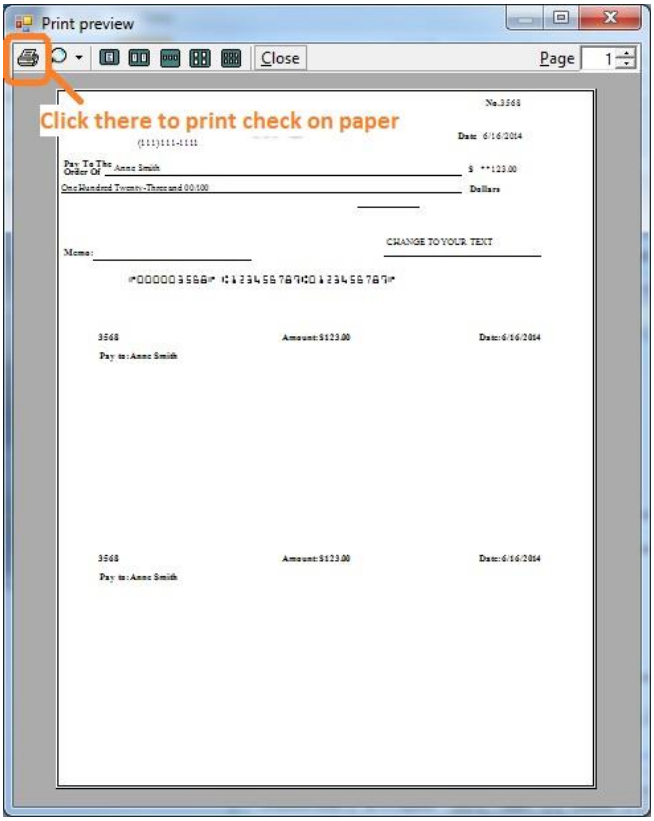
Step 4: Add a new check and print it.

Go back to the main page. Click the **New** button to add a check. Select this check from the check list and click the **Print** button to print your check.


Add New Misc Check
Sample Company
100 Somewhere Rd.
Nowhere, CA 90000
(111) 111-1111
My Bank
123 Bank Road
No. 1032
Date 03/08/2012
Pay To The Order Of AT&T
$ 112.45
One Hundred Twelve and 45/100
Payee Name
Payee Address
Memo: phone bill for March
Category: Unspecified
Edit
Note 1: phone bill for March
Note 2: pay in full
Save
Close
Help


ezCheck Printing, Account: testBK2010-10-5, Check Format: Top, Database Directory: C:\Program Files (x86)\Halfpricesoft...
File Settings Accounts Print Checks Report Order Checks Import/Export Help
Halfpricesoft.com
100 Somewhere Rd.
Nowhere, CA 90000
(111) 111-1111
My Bank
123 Bank Road
No. 1006
Date 11/17/2010
Pay To The Order Of test User
$ 123.00
One Hundred Twenty-Three and 00/100 Dollars
John Smith
1000 Somewhere Rd
Lucky City, State 12345
United States
Memo:
Click to add a new check
Click it to refresh check list
Check Actions
Checks After: 5/ 1/2009
New
Delete
Edit
Duplicate
Select All
Clear
Refresh
Print
Print No Stubs
Current Selected Check: 1006
Selected Check Nu Payee Serial Num Check Amount Memo Note1 Note2 Check Date PayeeName PayeeAddre
1009 IRS 11 432.12 11/17/2010
1008 AT&T 10 321 11/17/2010
1007 John Smit 9 300 11/17/2010
1006 test User 8 123 Note infor Note infor 11/17/2010 John Smith 1000 Some
1003 wssss 7 3434.12 10/5/2010 132123
1002 test 6 123 10/5/2010
Select the checks that you want to print

Preview and print check



Please feel free to download and try ezCheckPrinting Software. No registration needed and no obligation.

Download Now

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