



# User's

Manual  
(LaserPress)



## User's manual

### Introduction

Binatek is a company working in the **form printing** business. We work with companies in Canada and in the U.S.A..

Our customers use the software to print their **cheques, personal cheques, commercial cheques, invoices, certificats, tickets** etc... The software will take charge of the complete document printing (graphic).

Ideal and conceived for the people in the **printing business** who would like to print forms, in **small batched**, on **printers** instead of sending **the job to press**.


The customer have the option to install a **smart card reader** in order to enhance **security**. Therefore, to enable the documents to be printed, the user will have to **insert** the **smart card** in the reader. Otherwise, **no document will be printed**.



From the software we will be able to design a form (insert logos(bmp), square and rounded boxes, ellipses, colors, text, rotated text, lines, etc...) The form will print on most printers on the market (Lexmark, HP, Xerox, etc..) that support **PLC5** as a minimum.

**Thank you** for taking the time to look at our product. We hope it will meet the needs of your company.


### Quick demo

1) Start the application.

2) Enter the password (**DEMO** or **demo**). Press **enter** or click on the **Enter**  icon.  
(You can pick the language of your choice).

**Note :** To **exit** from the **main menu** click on the **Exit**  icon.  
Once in a window you can **always exit** by clicking the **Exit**  icon, clicking the **close button** or press the **'ESCAPE'** key.

3) Click the **Customers** button of the main window.

- Click the **Print on the printer**  icon.

- Select a **printer** in the list.

- Click the **Print**  icon again.


- Confirm your choice.

## **Forms**

We will first **create a base template**, this **template** will be used in the customers for the **customization**.



**Note :** To **add, modify** or **delete** a customization form see '**Customers**'

### **How does it work ?**

- Click on the **Forms**  icon (*from the main window*) or click on the **Management** menu (*in the top menu of the main window*) and click **Forms**.

### **Template form**

#### **Add :**



- Click on the **Add**  icon.
- Enter a name for the new template.
- Click on the **Add**  icon again.

#### **Modify :**


**Note :** In a **customization** form, it is **not possible** to **edit, move** or **delete** objects that are used in a **template** form.

- Select a template.
- Click on the **Edit/Modify**  icon or double click on the template.

#### **Copy :**

- Select the template **to copy**.
- Click on the **Copy**  icon.
- Enter a name for the new template.
- Click on the **Add**  icon.

#### **Delete :**

- Select the **template name**.
- Click on the **Delete**  icon.
- Confirm your choice.

#### **Change :**

First you must **delete** the template, see '**Delete**' and add it after, see '**Add**'.

## **Graphic**


### **Toolbar**

See '**Toolbar definitions**' for more informations.

### **Paper format**




The available **paper format** are :

- **8.5 x 11 portrait**
- **8.5 x 11 landscape**
- **8.5 x 14 portrait**
- **8.5 x 14 landscape**

- Click on the **Paper format**  tool.
- Select the paper format you wish to use.

### **Object**

### **Add :**

- On the **toolbar**, click on the tool that represent the object you want to had.
- For the **Text** , **Rotated text**  and **Image**  position the mouse **cursor** where you want on the form, click the **left button** of the mouse and release the button.
- For the other tools, position the mouse **cursor** where you want on the form, click the **left button** of the mouse and drag on the form the size you want to reach and release the button.

### **Modify the properties (font, size, color etc..) :**

- Click an object.
- Double click on the object or click the **right button** of the mouse and click **properties**.

### **Bring to front or Send to back :**

- Click an object.
- Click the **right button** of the mouse and click **Bring to front** or **Send to back**.

### **Copy / Paste :**

- Click an object.
- Press **Ctrl+C** and then **Ctrl+V** on the keyboard.

**Note :** The second object will be placed directly on top of the first object.

### **Move :**

- Click an object.
- Click on the **center (X)** of the object, keep the **left button** of the mouse pressed and drag the object at the desired place. (*You can **also** use the **arrow keys** to **move** the object*).

### **Delete :**

- Click an object.
- Press the '**Del**' key on the keyboard or click the **right button** of the mouse and click **Delete**.

### **Undo an operation :**

- Press **Ctrl+Z** on the keyboard or click the **right button** of the mouse on an **empty** spot on the form and click **Undo**.

## **Form**

### **Save the work :**

- Click on the **Save**  tool.

### **Preview on the screen :**

- Click on the **Preview**  tool.


### **Print :**

- Click on the **Print**  tool.


## **Customers**

This is the main module of the software, it is where you are going to enter all the configurations of the customers. The configuration will help you to :

- Select the **Template** form and the **Customization** form.
- **Create, modify** and **delete** a **Customization** form.
- Define the customer names and addresses (*if necessary*).
- Define the **transit** and the **bank account** (*if necessary*).
- Define the starting **cheque numbering**.
- etc...

**Important** : If you want to modify any information(s) of the customer  
**you must** click on the **Edit/Modify**  icon before

### **How does it work ?**

- Click on the **Customers**  icon (*from the main window*) or click on the **Management** menu (*in the top menu of the main window*) and click **Customers**.

## **Variables**

- Allow you to enter **extra data** associated to the customer. (*Example : customer names and addresses*).




## **Customization Form**

**Note** : In a **customization** form, it is **not possible** to **edit, move** or **delete** objects that are used in a **template** form.



**Note** : See '**Forms**' (*graphic section*) for more informations about how to **add, move** or **delete** objects on a form.

**Add** :






- Click on the **Edit/Modify**  icon.
- Click on the **Edit** button at the bottom of the window.
- Click on the **Add**  icon.
- Enter the name of the new customization.
- Click on the **Add**  icon again.



### **Modify :**

- Click on the **Edit/Modify**  icon.
- Click on the **Edit** button at the bottom of the window.
- Select a customization.
- Click on the **Edit/Modify**  icon or double click on the customization.

### **Copy :**

- Click on the **Edit/Modify**  icon.
- Click on the **Edit** button at the bottom of the window.
- Select a customization to copy.
- Click on the **Copy**  icon.
- Enter the name of the new customization.
- Click on the **Add**  icon.



### **Delete :**

- Click on the **Edit/Modify**  icon.
- Click on the **Edit** button at the bottom of the window.
- Click on the **Delete**  icon.
- Confirm your choice.

### **Change :**

First you must **delete** the customization, see '**Delete**' and add it after, see '**Add**'.



### **View a customization**

- Click on the **View** button at the bottom of the window. In this mode you will **only be able** to click on the **Preview**  icon or the **Exit**  icon.

### **Cheque options**

This button is used for the cheque documents configuration. In this module you will be able to define the **bank**, the **type of fund** (CAN or US), the **transit**, the **bank account**, the **modulo 9**, the number of **cheque(s) per page**, the **length** for the **cheque number**, the **cheque numbering**, etc....














### **Print forms**

- Click on the **Print on the printer**  icon.
- You will be ask for a **SmartCard** if you have a **SmartCard reader** install.
- Select a **printer** in the list.
- You can **change** the starting **Cheque number** if you want.
- You will **enter** the **number of cheques** you want to **produce**.
- Check the **Test** box **if you don't want** to **increment** the cheque number.
- Click the **Print**  icon again.
- Confirm your choice.

**Icons definitions**

	<b>Add</b>
	<b>Apply</b>
	<b>Customers</b>
	<b>Delete</b>
	<b>Edit/Modify</b>
	<b>Enter</b>
	<b>Exit</b>
	<b>Forms</b>
	<b>Help</b>
	<b>Job dispatcher</b>
	<b>Next record</b>
	<b>Previous record</b>
	<b>Print</b>
	<b>Rebuild</b>
	<b>Return</b>
	<b>Save</b>
	<b>Screen</b>
	<b>View/Preview/Search</b>

**Toolbar definitions**

- The  icon is used to go back to **selection** mode.
- The  icon is used to display a grid on the form and will be printed as shown on screen. This will give you more **precision** when designing a form.
- The  icon is **only** used in the **template** forms to define the **paper format**.
- The  icon is used to **insert text**. The **first time** you add a text you will be prompted for the **font, style and size** of the text.(This is **mandatory**.)
- The  icon is used to **insert rotated text**. The **first time** you add a text you will be prompted for the **font, style and size** of the text.(This is **mandatory**.)
- The  icon is used to draw **rectangles** or **lines**.
- The  icon is used to draw **rectangles** with **rounded** corners.
- The  icon is used to draw **ellipses**.
- The  icon is used to add **images (bmp only)**.
- The  icon is used to **save** your work.
- The  icon is used to **preview** the entire form.
- The  icon is used to **print**.
- The  icon is the **only way** to **exit** the design window.

## Index

### C

Customers [5](#)

### F

Forms [4](#)

### I

Icons definitions [6](#)

Introduction [2](#)

### Q

Quick demo [3](#)

### T

Toolbar definitions [7](#)

