



# IMPORTANT!

## REQUIRED: Read This Before Installation and Use

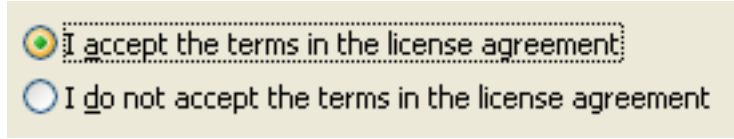
Before installation determine if you have a 32 or 64bit operating system: Right Click on 'My Computer' and select 'Properties.'

### Installation Directions:

1. Insert the CD ROM into your CD Drive and allow the program to auto-run.



[If after 2 minutes, auto-run has not begun, go to "My Computer" find D:\ the CD ROM Drive and RIGHT CLICK the icon, then select EXPLORE. Once the CD is open locate the CWInstaller.exe icon and double click it. ]

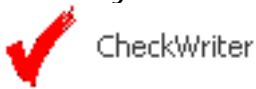


2. Next, accept the license agreement.

3. Then, enter your name and company name and click 'Next' then 'Install' and then click 'Finish'. If you are prompted to restart your computer, do this by clicking the 'Restart' prompt –

4. SKIP THIS STEP UNLESS you are using **Windows Vista 64bit or Windows 7 64bit**. If you are, follow the additional directions here: <http://checkwriter.net/64.html>

5. Once installed you can open CheckWriter™ by double-clicking the red icon.



[The default username and password are on the CD jacket.]

6. Before Using CheckWriter™ for the first time: **READ THE MANUAL**



To access the manual, click the Yellow Question Mark Icon on the CheckWriter™ Toolbar.

Before you use the software, it is **required** that you read the following sections of the manual to avoid misusing the software, and to fully understand the functionality.

"About CheckWriter™" , "Features and Functions" , and "Symbology".

To print, select the page, then RIGHT CLICK and SELECT PRINT.

### **Don't Forget to Register Your CheckWriter™ Software:**

**Just Open your manual and Click: "REGISTER"**

7. **ATTENTION: Network Edition and Enterprise Edition Users ONLY -**

– Follow these additional steps. DO NOT install CheckWriter™ on the server.

1. Install a copy of the software on each client machine where CheckWriter™ will be used and test the software by creating a sample record on each terminal. Next, print a test record from each terminal to confirm the software is properly installed and functioning.
2. Next, locate the database file 'cw50.mdb' installed in C:\Program Files\CheckWriter6. With CheckWriter™ closed, right click on this 'cw50.mdb' file and select 'Copy'. Next, paste this file to a shared server drive or other common folder where universal read and write permissions are granted to all users.
3. Once you have located the database on the server or in a central location on the network, open each copy of CheckWriter™ and go to the File Menu, then Options and map each machine to the 'cw50.mdb' file, click OK and close – then reopen CheckWriter™. Once this is complete, print the test record and move to the next terminal until all have been mapped and tested.