



# EasyATM

*Automated Teller Machine*

*Deposit/Payment Envelope Completion Utility*

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## Commands:



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## Introduction

EasyATM was developed to satisfy my need to complete Automated Teller Machine (ATM) deposit/payment envelopes both quickly, easily and without errors...

If you frequently use an ATM to make deposits or payments, then you know the hassle of completing the fields of the envelope. Having to constantly remember and write long card and account numbers was really taking its toll.

With EasyATM, once you define the printing positions of your ATM envelope, completing it is a snap! You can save envelope information that common for all transactions (such as your name, account number, card number, etc.) and recall it for use on another envelope. See [Getting Started](#) for information on how to complete an ATM envelope.

# Getting Started

The main goal of EasyATM is to allow for the quick, easy and error-free completion of Automated Teller Machine (ATM) deposit/payment envelopes. The following steps will provide you with knowledge to complete an ATM envelope:

## Step One:

**Obtain a large supply of ATM envelopes.** You will probably need to print a large number of sample envelopes in order to fine-tune the printing positions of each field. *When you go to the ATM, make sure nobody is looking - they'll really wonder what your up to...*

## Step Two:

EasyATM has two pre-defined envelope types (templates) to assist you in completing envelopes of different types. The default type is used for multiple deposits/payments into a single account. The alternate type is used for a single payment/deposit into multiple accounts.

**Make your selection before beginning to enter data.** This can be performed by selecting Specify Envelope Type from the File Menu or by selecting the envelope type from the toolbar combo box. If you decide to change envelope types after entering data, all information in each field will be lost.

## Step Three:

**Enter the required information into each field** (such as the name, account number, card number, et cetera). If you need to make any editing changes, either click on the field you wish to change with the mouse, or press the TAB key until you reach the desired field.

## Step Four:

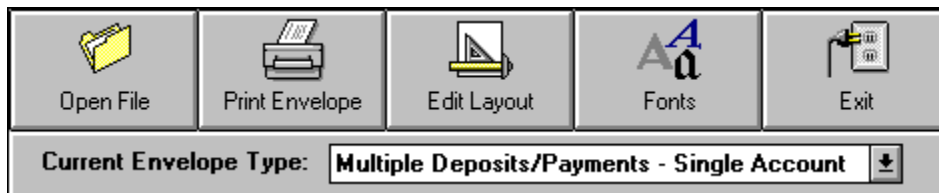
**Save your work.** Select Save from the File Menu. EasyATM will ask you to specify a file name.

## Step Five:

**Print your envelope.** To do this, either select Print from the File Menu or click on the **Print Envelope** button on the toolbar.

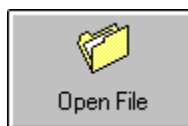
If the fields are not properly aligned, select Edit Print Positions from the File Menu or click on the **Edit Layout** button on the toolbar.

## Toolbar



The EasyATM toolbar has been implemented to allow easy one-click access to commonly used commands; thus reducing the time required to perform a given operation.

**The toolbar buttons provide the following functionality** (*click on any button below to obtain more detailed help*):



Open File

Open an existing ATM Envelope File.



Print Envelope

Print the current envelope.



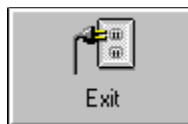
Edit Layout

Edit the field printing positions.



Fonts

Specify the font to use.



Exit

Exit the program.

## Registering EasyATM

EasyATM is not public domain software, nor is it free software. The use of EasyATM is subject to the following terms and conditions: Non-licensed users are granted a limited license to use EasyATM on a 21-day trial basis for the purpose of determining whether EasyATM is suitable for their needs. The use of EasyATM, except for an initial 21-day trial, requires registration. The use of unlicensed copy(ies) of EasyATM by any person or business is strictly prohibited. Registration entitles you to use EasyATM. The author will provide you with the access code necessary to personalize your copy of the program and will mail you a registration confirmation notice to prove to your corporate auditors that the software has been legally registered. Upon registration, you will also receive the latest version of EasyATM on a diskette size of your choice. If you intend to use EasyATM on a network, each person using EasyATM must purchase a user license.

In order to register, send \$10.00 U.S. Currency to:

**Scott D. Kister**  
**321D West Shady Lane**  
**Enola, PA 17025-2262**

(See the file ORDER.DOC, which accompanies this program.)

**CHECK OR MONEY ORDERS ONLY.** Residents of Pennsylvania add 6% sales tax (\$10.60 in total). ***Please specify desired diskette size (3.5", 5.25" or no choice).***

## Obtaining Support

**SUPPORT WILL BE AVAILABLE TO REGISTERED USERS OF THIS PRODUCT ONLY.** You can obtain support for this program by writing to me at the following address:

**Scott D. Kister  
Retsik Software  
321D West Shady Lane  
Enola, PA 17025-2262**

*If the need for support must be obtained in a more timely fashion, contact me on CompuServe @ 70254, 2017.*

## Disclaimer

*I'm sorry this has to be said, but...*

The author does not warrant that the EasyATM program will meet your requirements or that the operation of the software will be uninterrupted or error-free. Nor does the author offer any warranties or guarantees of any kind. You are free to use EasyATM in any way you see fit, but at your own risk.

The author is not responsible for any problems or damages caused by the software or that may result from using the software; whether it is licensed or not. This includes, but is not limited to, computer hardware, computer software, operating systems and any computer or computing accessories. End user agrees to hold the author and/or any persons associated with the creation of this software harmless for any problems arising from the use of this software.

## Planned Future Enhancements

EasyATM, like any other software program, is in a continual state of growth and enhancement. Although it has satisfied my initial needs, I (like everybody else) want more.

After using (and hopefully registering) this program, you'll certainly have some ideas on how to improve upon it. ***I'm very interested in hearing them!***

In future versions of the program I plan to introduce the following features:

**Support for a larger variety of envelope types.** Since I am located in south-central Pennsylvania, I only have access to a limited number of ATM envelope types. *Please send any ATM envelopes you can find to me in order for their layouts to be incorporated into future versions of this program.*

**Enhanced Printer Support.** EasyATM will currently only print to the default printer. Future versions will support printing to any available printer as well as enhanced control over printer attributes.

Please address any correspondence to:

**Scott D. Kister**  
**Retsik Software**  
**321D West Shady Lane**  
**Enola, PA 17025-2262**

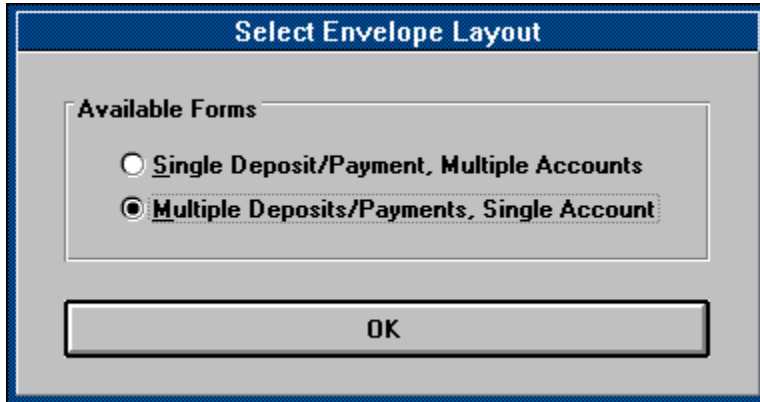
or on CompuServe: **70254, 2017**

***Thanks in advance for any feedback you may have!***



## Creating a New Envelope

When you select **New** from the File Menu, you will be asked to specify the type of ATM envelope you wish to create:



The image shows a dialog box titled "Select Envelope Layout". It contains a section labeled "Available Forms" with two radio button options. The first option is "Single Deposit/Payment, Multiple Accounts" and the second option is "Multiple Deposits/Payments, Single Account", which is selected. Below the options is an "OK" button.

**Select Envelope Layout**

**Available Forms**

- Single Deposit/Payment, Multiple Accounts
- Multiple Deposits/Payments, Single Account

OK

Make your selection and then proceed to enter the necessary information. If you need further assistance, see Getting Started.

## Opening an Existing File

You can open (retrieve) an existing ATM envelope file that you have already created by either selecting the **Open** option from the File Menu or by clicking the Open File button on the toolbar.

You will then be prompted to specify the desired file.

## Saving the Current File

You can save the current ATM envelope by selecting the **Save** option from the File Menu. If the file has not been saved since it was created, you will be asked to specify the drive, path and file name you wish to use.

If you selected **Save As** from the File Menu, you may specify a different file name than the current one.

## Printing the ATM Envelope

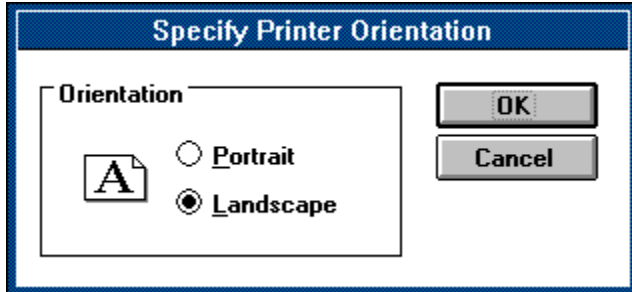
You can begin printing the ATM envelope by selecting the **Print** option from the File Menu or by clicking on the **Print Envelope** button in the toolbar.

If the print orientation is incorrect, select the **Print Setup** option from the File Menu to make the appropriate changes.

If the fields are not aligned properly, either select **Edit Printing Positions** from the File Menu or click on the **Edit Layout** button in the toolbar.

## Printer Configuration

When you select **Print Setup** from the File Menu, the following dialog will be displayed:

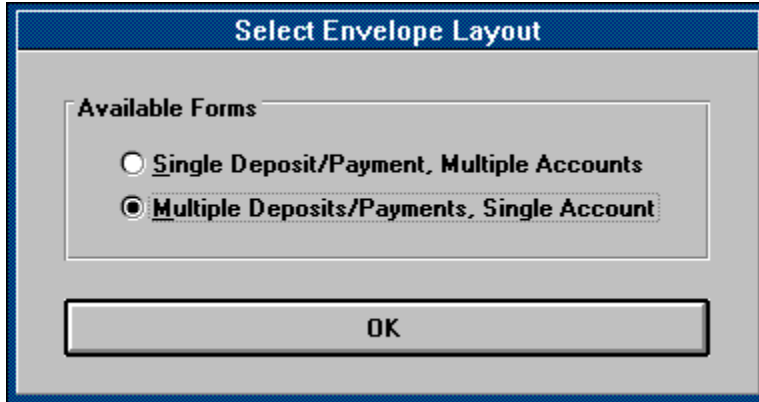


Select the desired printing orientation and choose OK.

**NOTE:** The default printing orientation will be preserved in the EasyATM initialization file.

## Selecting an Envelope Type

When you select **Specify Envelope Type** from the File Menu, the following dialog will be displayed:



The dialog box is titled "Select Envelope Layout" and contains two radio button options under the heading "Available Forms". The first option is "Single Deposit/Payment, Multiple Accounts" and the second option is "Multiple Deposits/Payments, Single Account". The second option is selected. Below the options is an "OK" button.

**Select Envelope Layout**

**Available Forms**

- Single Deposit/Payment, Multiple Accounts
- Multiple Deposits/Payments, Single Account

OK

Choose which type of envelope you wish to use and select OK. The screen will change to reflect the type of envelope you selected.

## Editing Printing Positions

When you select **Edit Printing Positions** from the File Menu, a dialog box will be displayed which will allow you to alter the horizontal and vertical positions of each field.

You can either enter the values for each field manually or you can click on the spin buttons to increase/decrease the desired value by 1/10th of an inch per click.

If you need alter the positions of the fields, it may be desirable to [print a layout guide page](#).

Other options include the ability to save the current printing positions as the default for the current envelope type. If this option is selected, all future new envelopes of the current type will use the printing positions currently specified.

**Note: All measurements are in inches.**

## Printing a Layout Guide Page

When attempting to ascertain the locations of each field when printing an envelope, it may be easier to calculate them using a guide page. When this option is chosen from the File Menu or from an Envelope Printing Positions dialog, a page will be printed with a grid.

You can then place an ATM envelope under the page in order to get a bearing of the horizontal and vertical positions of each field. This may require a little trial and error until the exact printing positions of each field are found.

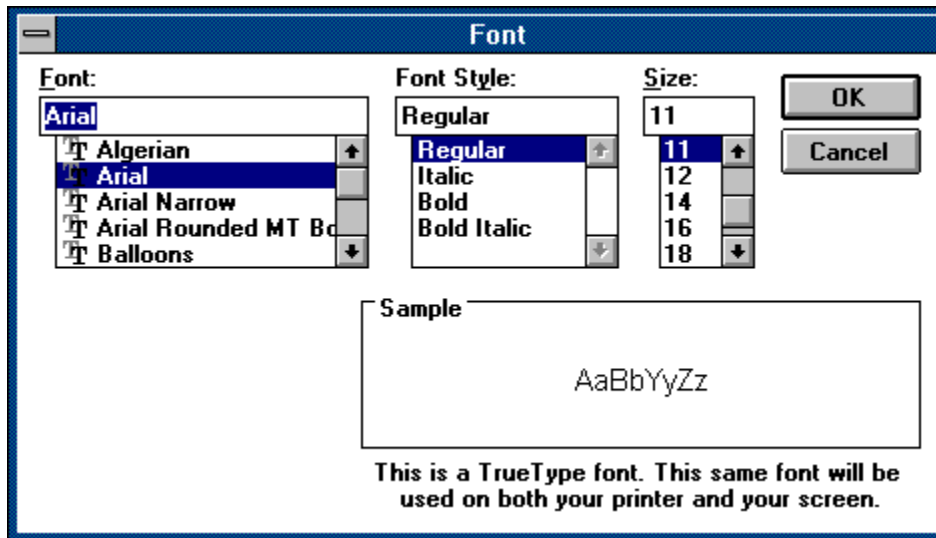


## Exiting EasyATM

You can terminate execution of EasyATM by either clicking on the **Exit** button on the toolbar or by selecting **Exit** from the File Menu. Alternatively, you can also exit the program by double-clicking on the system menu.

## Specifying the Envelope Font

When you select **Font** from the Text Menu or the toolbar, the Windows font common dialog box will be displayed from which you can specify the font and font attributes to be used when printing the envelope:



Upon selection of a font, you will also be asked if you wish to use this font and its attributes as the default for future envelopes.

## **Saving the Current Font as the Default Font**

This option is used to save the current font attributes as the default to be used for all future envelopes.

## Capitalize All Fields

When you select Capitalize All fields from the Fonts Menu, you will be asked to confirm this operation. If you choose to proceed, all fields in the current envelope will be capitalized. This has the effect of making text easier to read.

## Highlighting Fields On Entry

Selecting **Highlight Fields on Entry** from the Options Menu will toggle data entry modes between normal and automatic highlighting of field contents upon entry.

If Highlight Fields on Entry is selected, the entire contents of each field are automatically highlighted when you enter the field. When you press any key, the current contents will be replaced with what you enter.

*The preferences you select for any item under the Options Menu will be remembered for future EasyATM sessions.*

## 3D Button Text

If you select **3D Button Text** from the Options Menu, the toolbar button text will toggle between 3D and normal text attributes.

*The preferences you select for any item under the Options Menu will be remembered for future EasyATM sessions.*

## 3D Title Text

If you select **3D Title Text** from the Options Menu, the title text used throughout the application will toggle between 3D and normal text attributes.

*The preferences you select for any item under the Options Menu will be remembered for future EasyATM sessions.*

**ATM Envelope File**

A file created by this program which stores the information to be printed on an ATM envelope. (This file has an extension of AET).



**double-clicking**

Double-clicking refers to pressing (clicking) the left mouse button twice in rapid succession.



