USER MANUAL

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1. Introduction

1.1 Overview

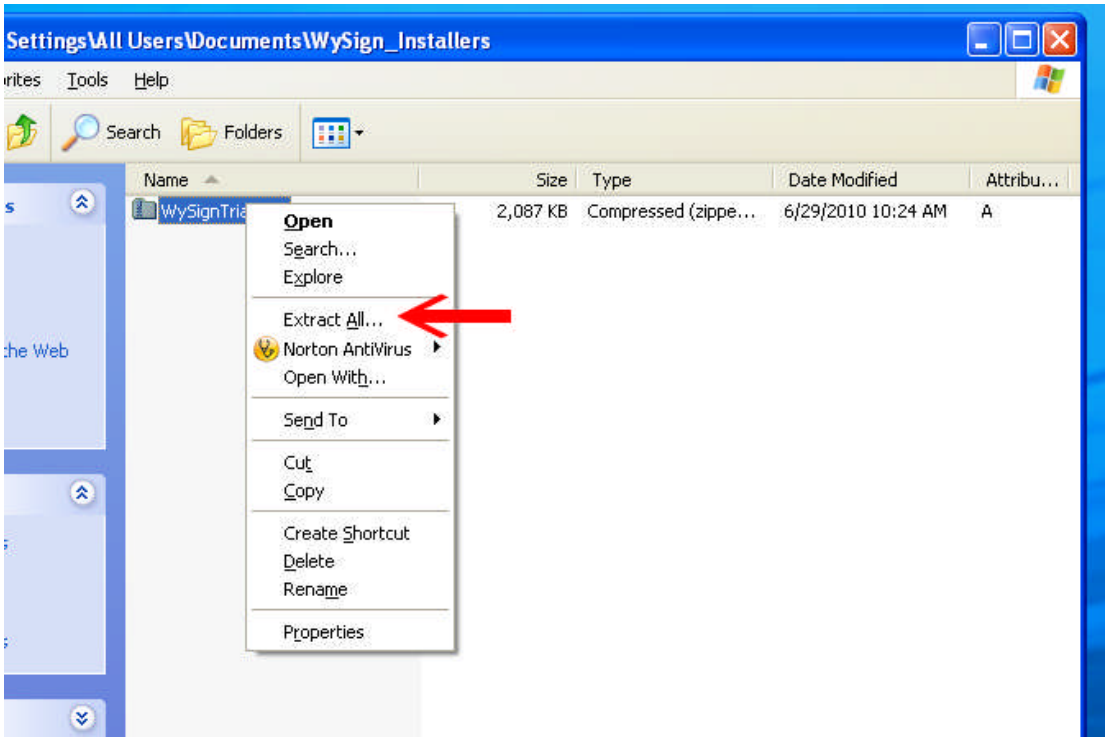
WySign makes it easy to add signatures and other graphics to your printed checks. In WySign you create an overlay with your signature or graphic image which is then printed over your existing check. User accounts can be password protected, and a record of user actions is maintained in a log file.

1.2 Features

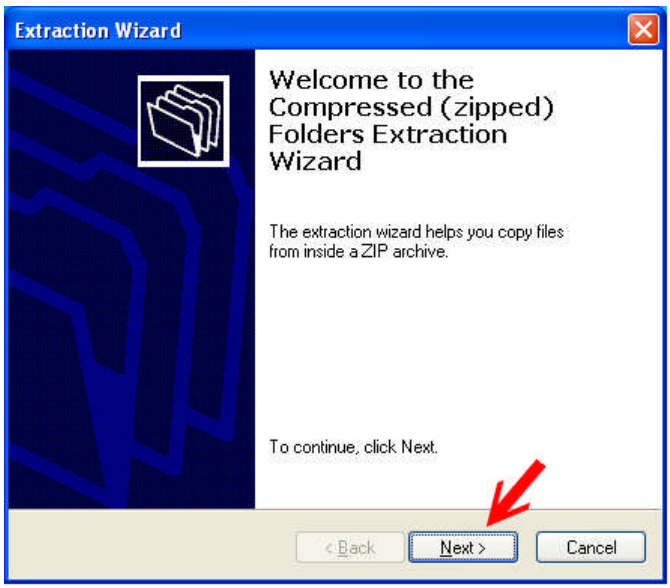
- Securely sign checks with easy drag and drop signature placement
- Adds signatures and logo graphics to checks or other documents as they are printed
- Easy visual alignment grid for precise signature placement
- Available on removable USB flash drive for extra security and portability
- Password protected signature and graphic overlays
- Choice of security backgrounds for signatures
- Customizable overlay sizes
- Access to individual check overlays can be limited to administrative users only
- Automates time consuming and inconvenient manual signing processes
- Eliminates the need for dedicated check signing hardware
- Maintains audit file of user actions

2. Trial Version Installation

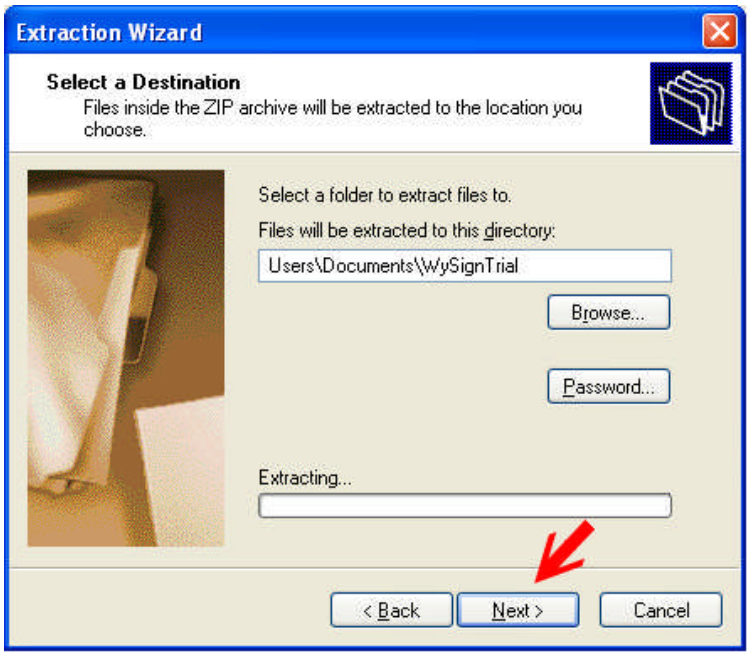
2.1 Open WySignTrial.zip



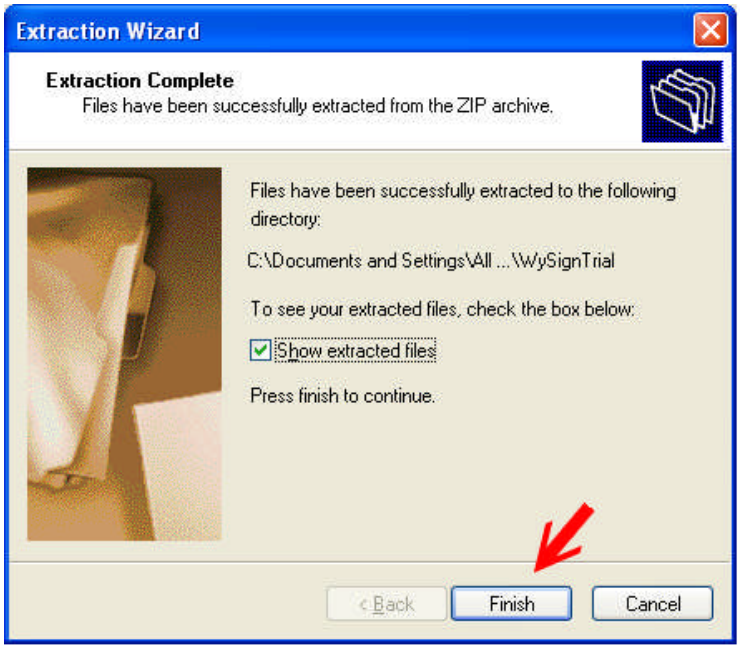
1. Right click the WySignTrial.zip file you just downloaded



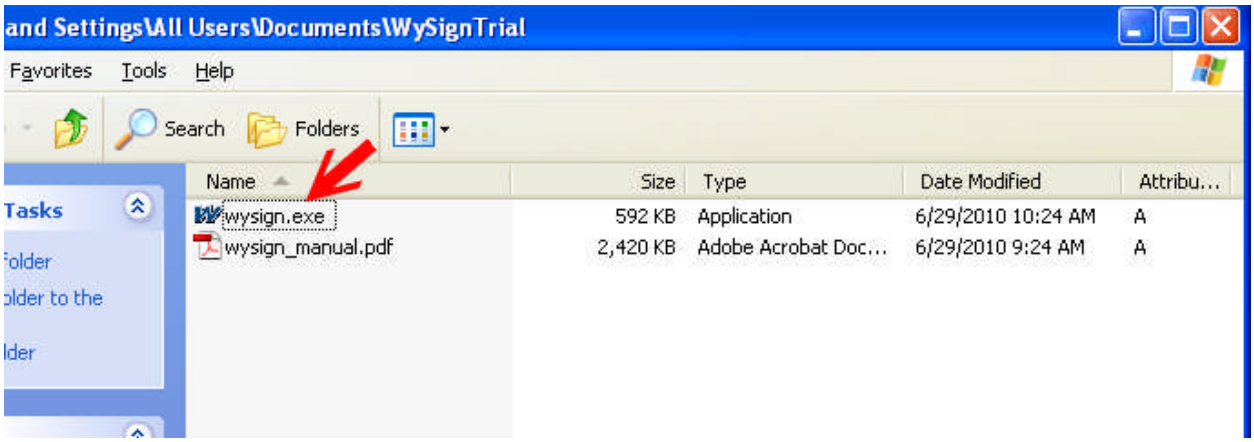
2. Choose “Extract All…”



3. Click “Next”



4. Click “Finish”



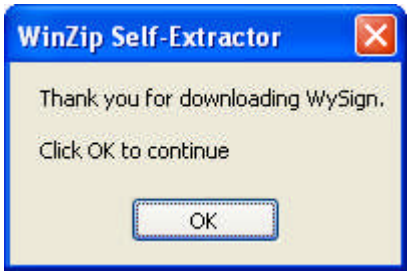
5. Double click the "wysign.exe" file to run the WySign installer (see next section).

WINDOWS 7 and VISTA: Right click the "wysign.exe" file and choose "Run as Administrator"

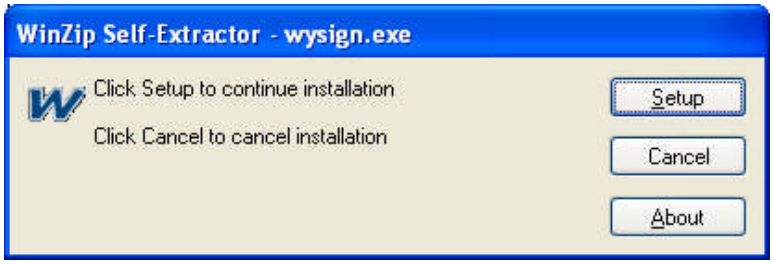
2.2 Run Installer

2.2.1 Run the WySign.exe program

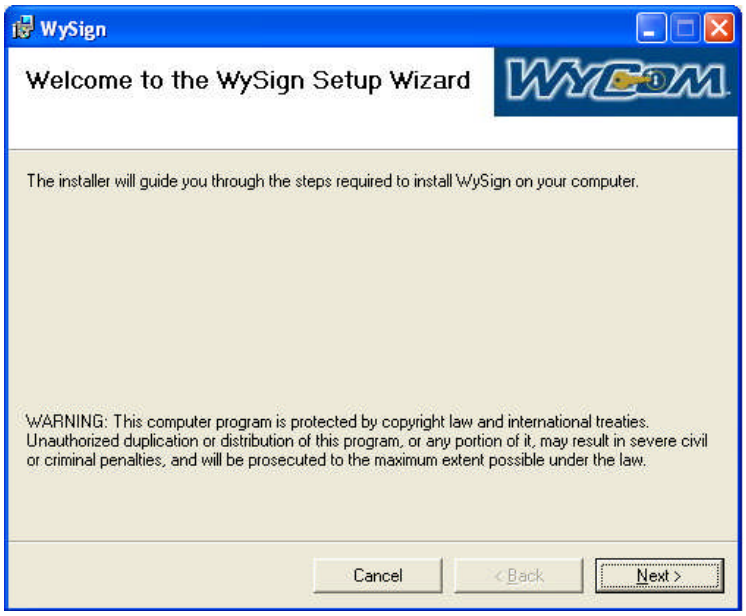
1. Make sure to have administrator privileges when running installer



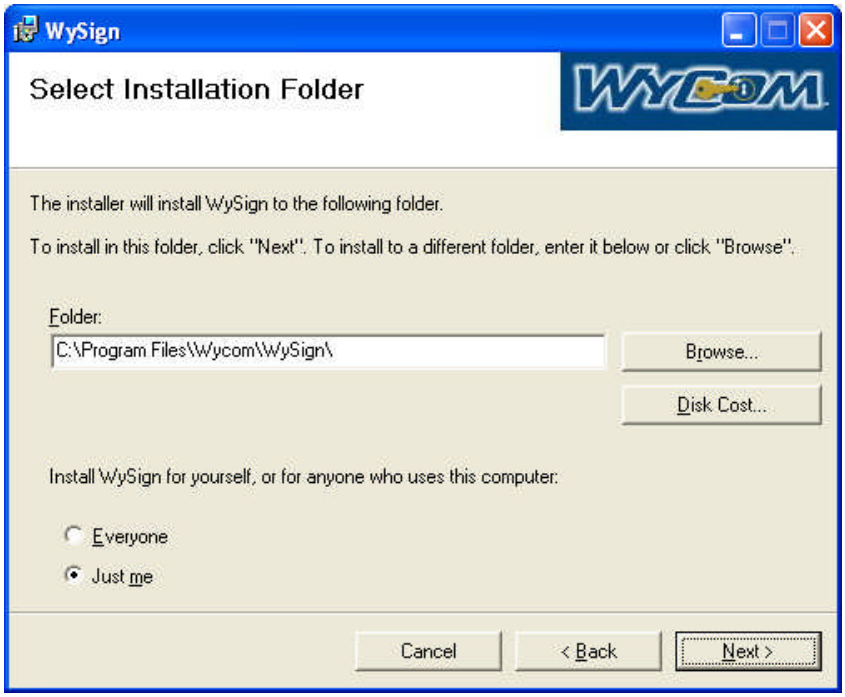
2. Click "OK" to continue



3. Click "Setup" to continue



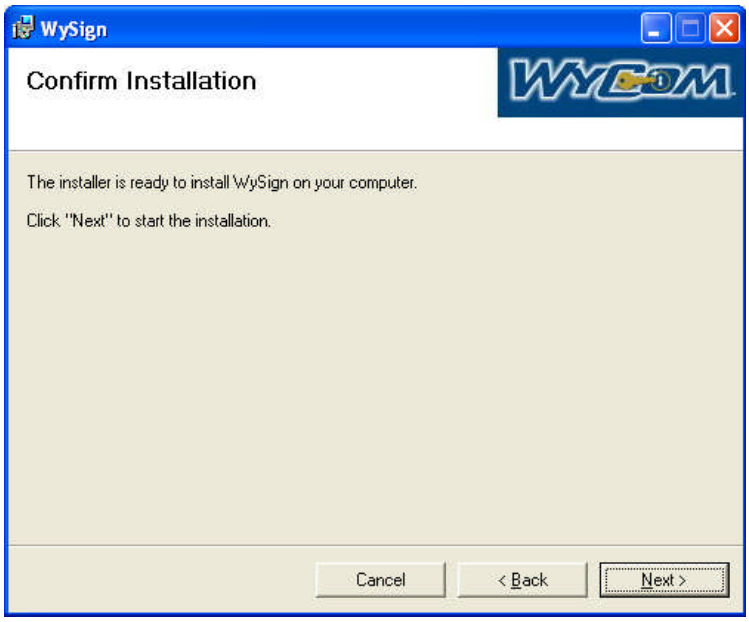
4. The WySign Setup Wizard will run. Click “Next” to continue



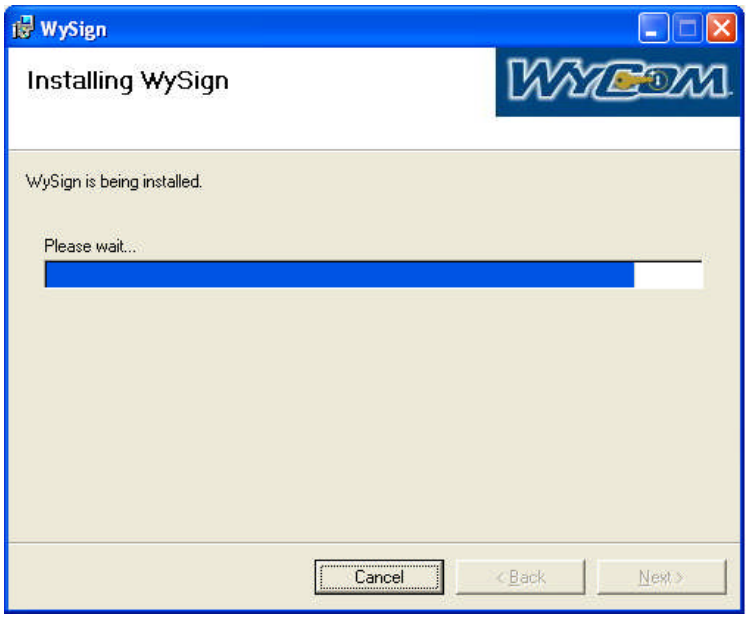
5. Select the Installation Folder if needed. Most users should leave the folder unchanged.

6. Click “Everyone” if you want other accounts on your computer to have access to WySign. Otherwise leave “Just Me” selected.

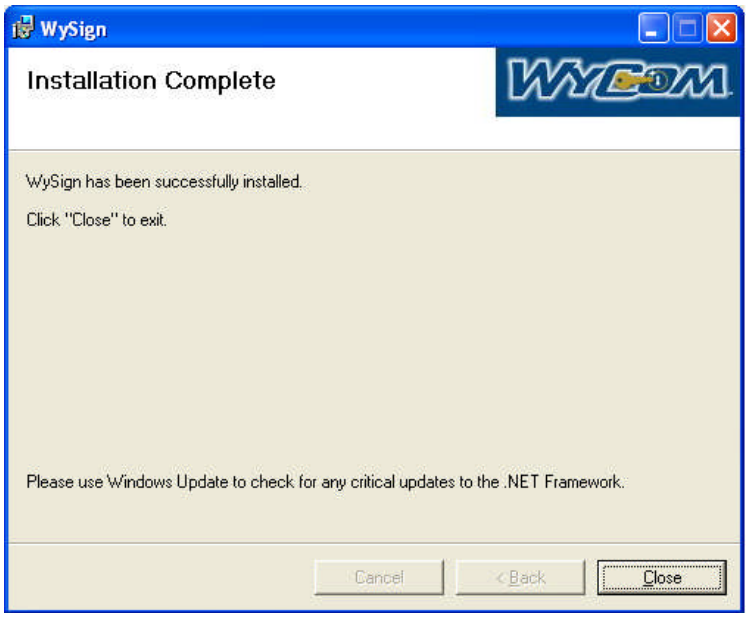
7. Click “Next”



8. Click “Next” again to continue



9. The Installation Program runs…



10. When the installation is complete click “Close”

3. Quick Start

3.1 For Vista and Windows 7 users

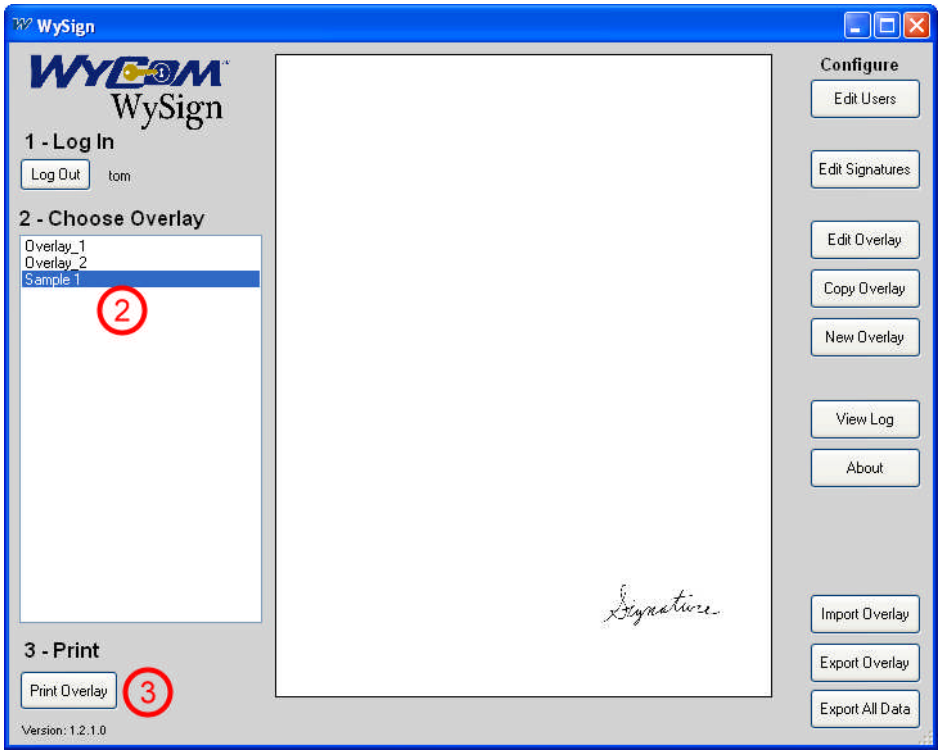
1. Right click WySign shortcut on desktop and select “Run as Administrator”.

3.2 Step 1 - Log In

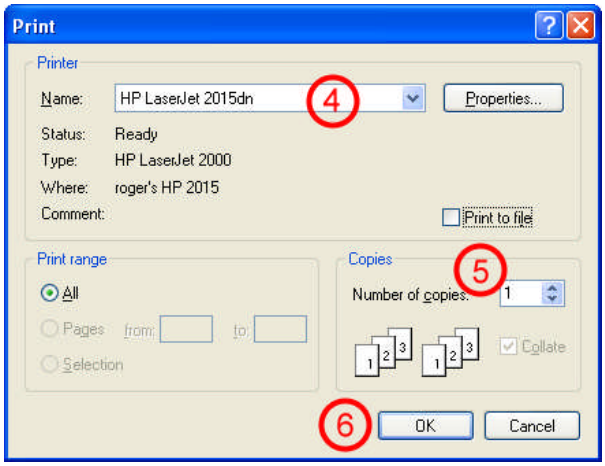
1. Click in the “User Name” box and enter “admin” (all lowercase, without the quotes)
2. Leave the Password blank
3. Click OK
4. You are now logged in

3.3 Step 2 - Print Sample Overlay

1. Place the page on which you wish to print in the printer's paper tray. See your printer manual for which side should face up and which edge is the top.



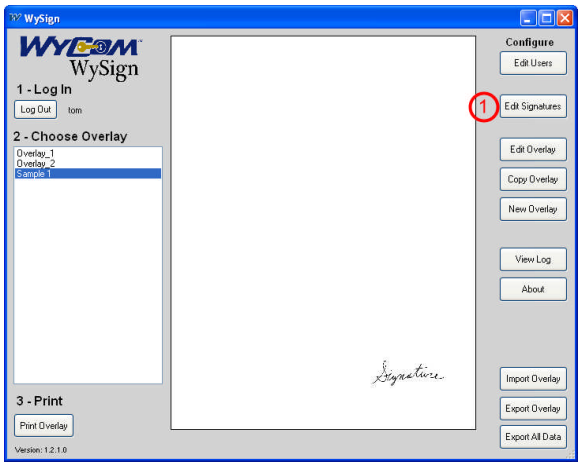
2. On the Main Screen, select the overlay you wish to print (for now use "Sample 1")
3. Click the "Print Overlay" button



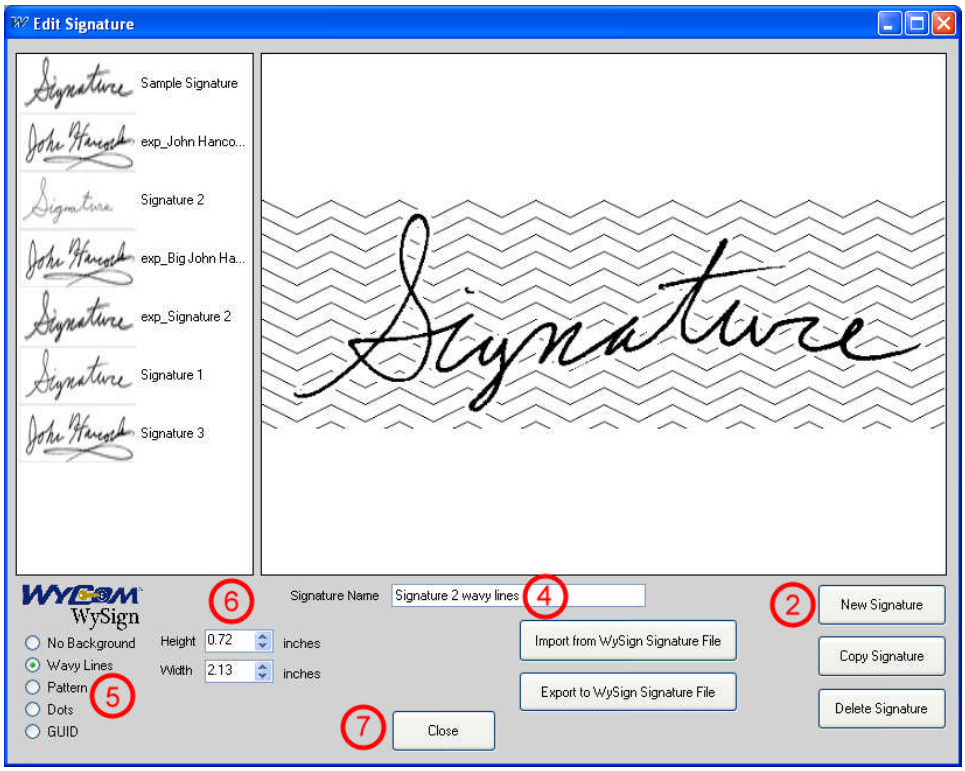
4. In the print dialog that pops up, select the printer to use
5. Select the number of copies to print

6. Click “OK” to print the overlay. If the signature is upside down or printed on the wrong side of the page, reorient the page and print again. Note which side should be face up, and which edge is the top. You’ll need orient your paper this way when signing checks and other documents.

3.4 Step 3 - Create a Signature



1. Click “Edit Signatures” on the main screen



2. Click “New Signature” on the Edit Signature screen

3. Select your image file (.jpg, .bmp, .gif, .tif, or .tiff) in the file dialog that pops up.

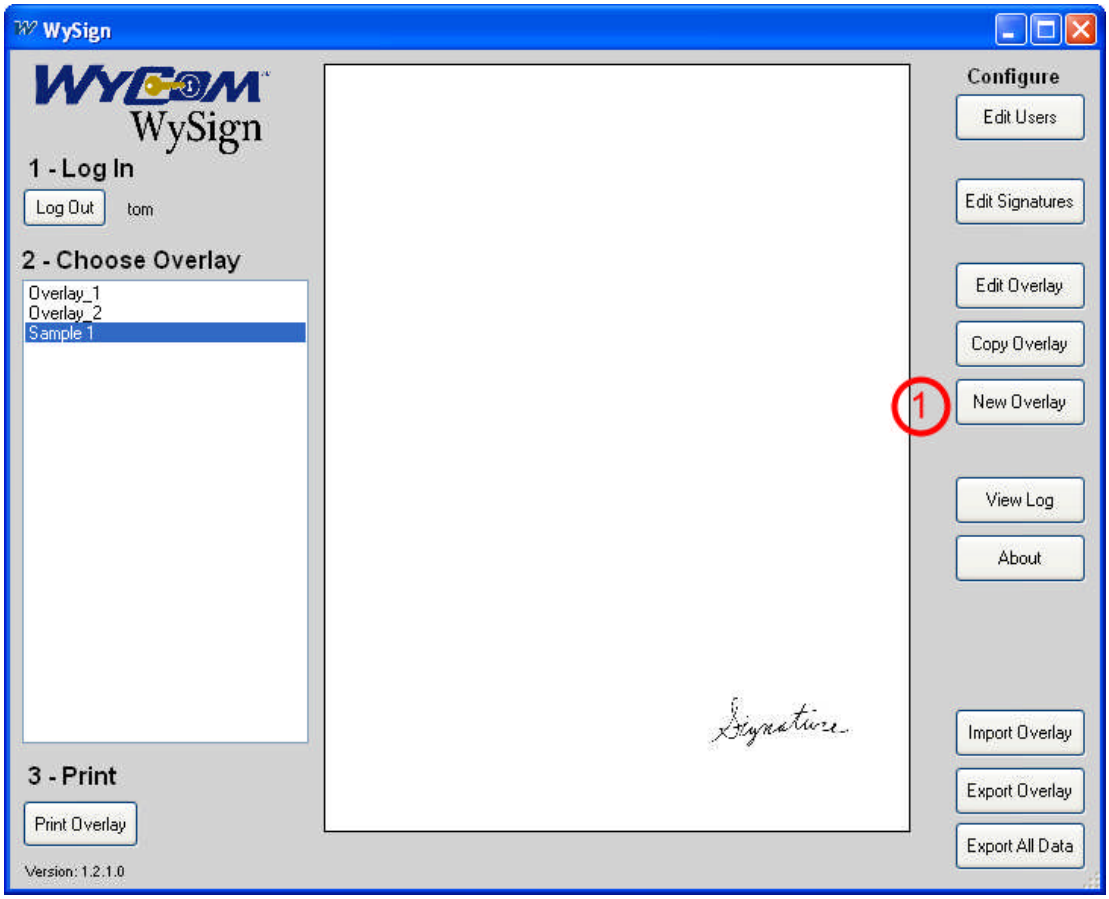
4. Give the signature a unique name

5. Select a security background if desired (Wavy Lines, Pattern, Dots, GUID, or No Background)

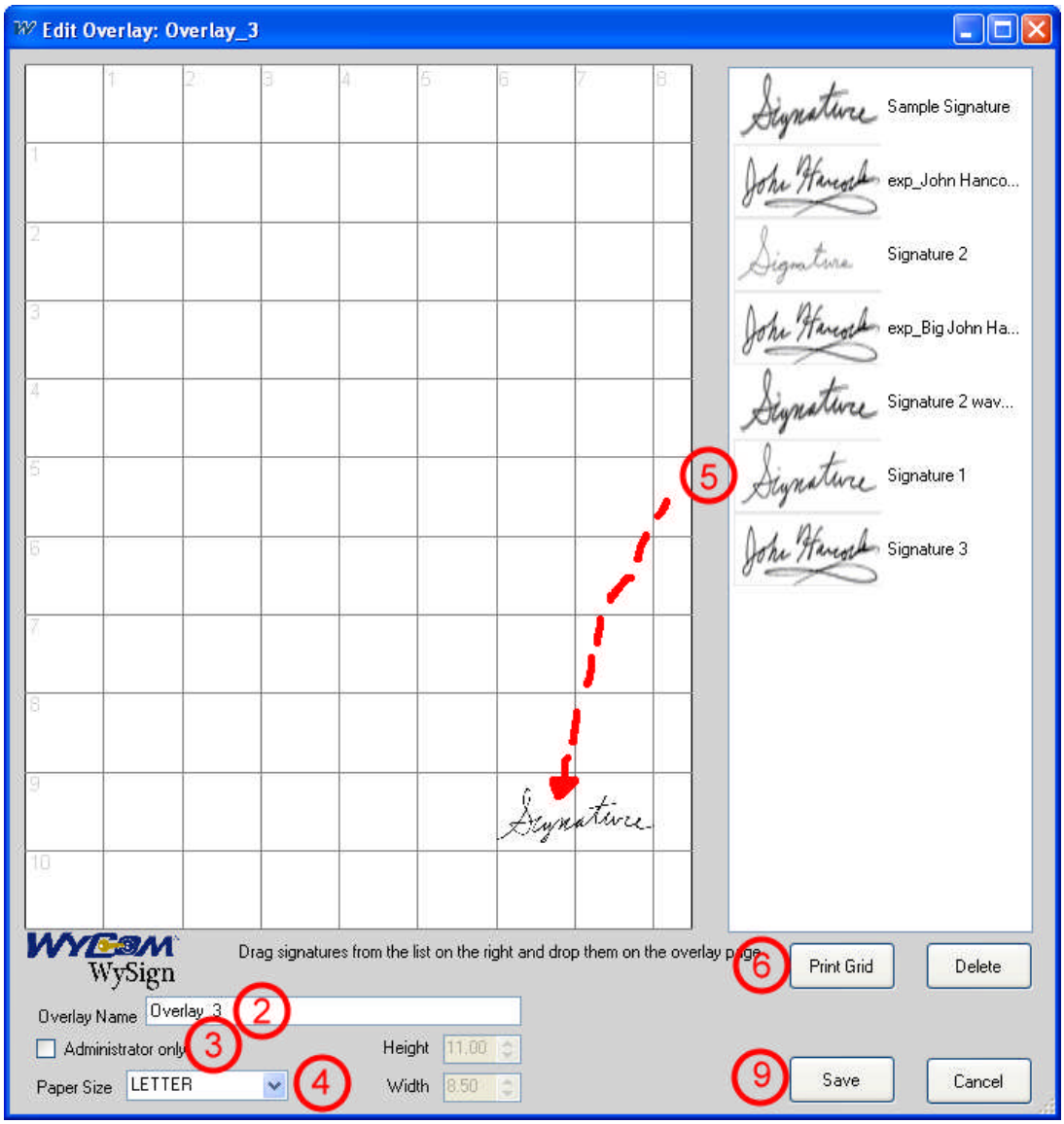
6. Set the Height or Width at which the image will print

7. Click “Close”

3.5 Step 4 - Create an Overlay

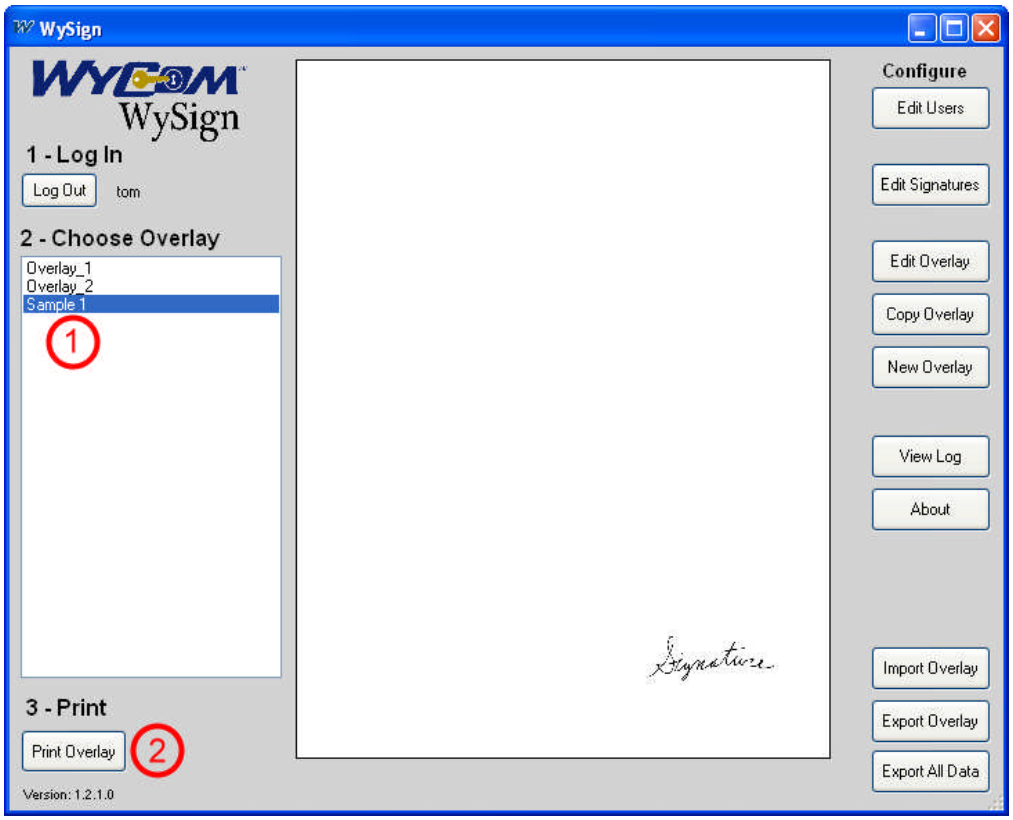


1. Click “New Overlay”. The “Edit Overlay” window will appear (see next page).

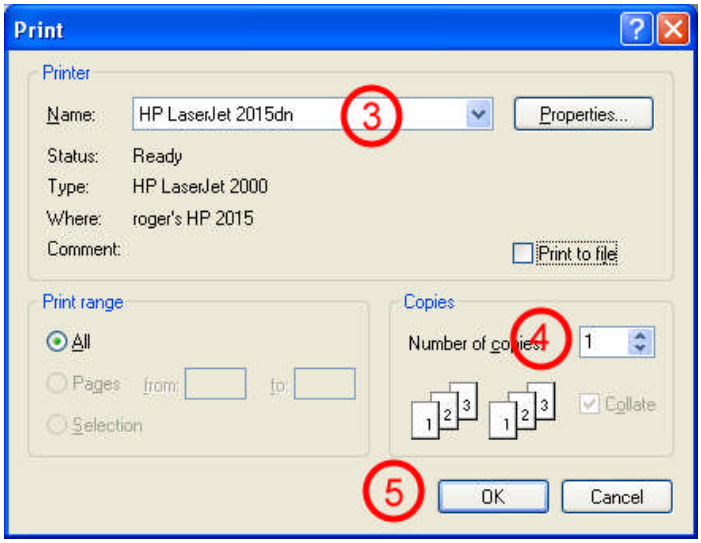


2. Enter a unique name for the overlay
3. Click the “Administrator Only” box if only an administrator may print and edit this overlay.
4. Select a paper size
5. Drag a signature from the list on the right and drop it on the overlay
6. Place a sample of the check to sign in the printer and click “Print Grid”. The overlay will be printed with the alignment grid, exactly as displayed.
7. Drag the signature to adjust its position based on the printed sample with the alignment grid.
8. Test the signature placement by printing another grid if desired.
9. Click “Save” to save the new overlay.

3.6 Step 5 - Print the Overlay

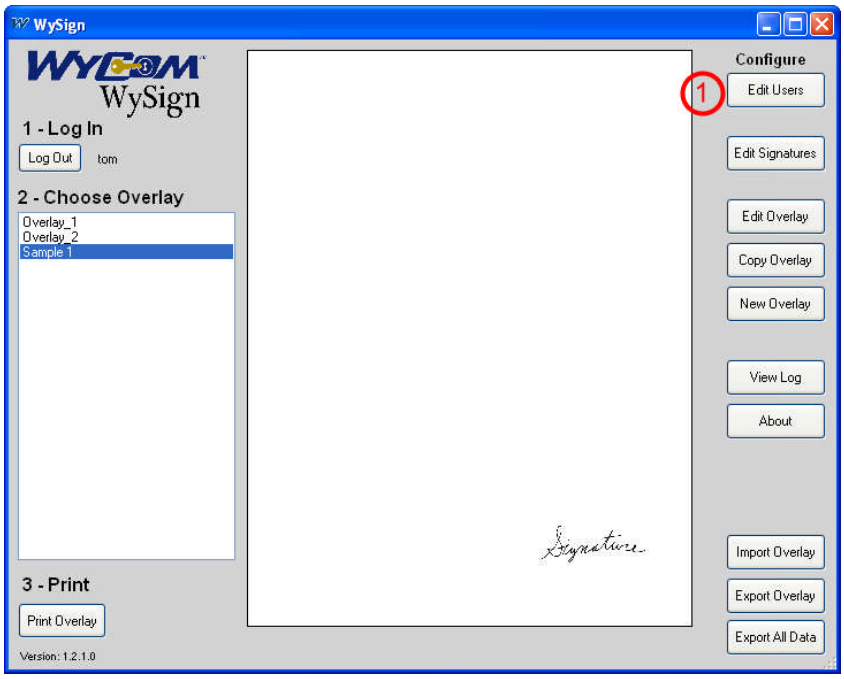


1. Select an overlay from the “Choose Overlay” list
2. Click the “Print Overlay” button

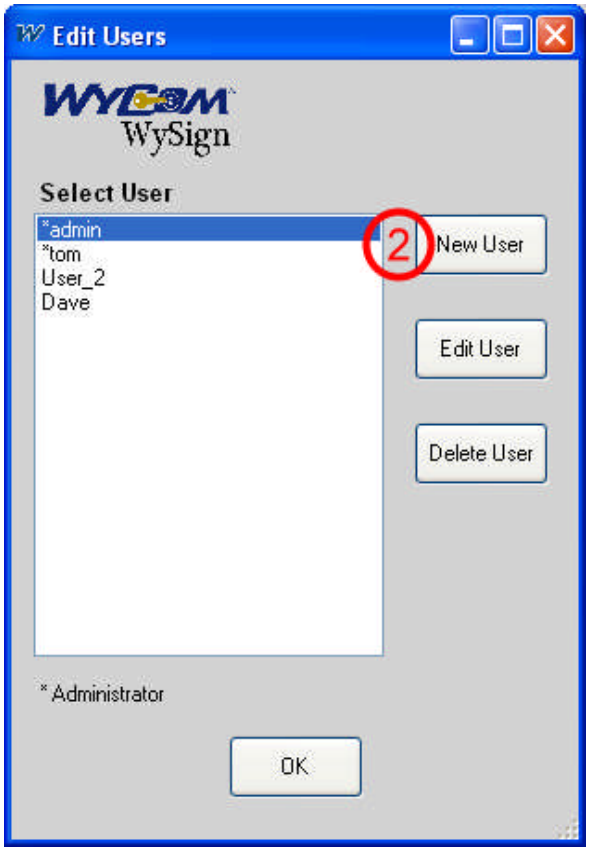


3. In the “Print” dialog that pops up, select the printer name
4. Select the number of copies
5. Click “OK” to print the overlay

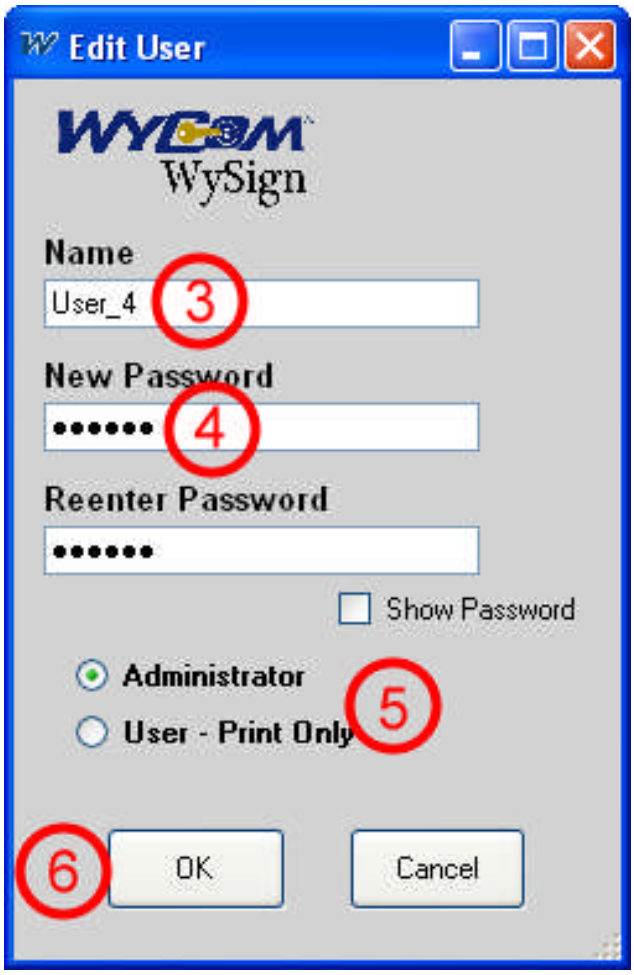
3.7 Edit Users



1. Click “Edit Users” on the main screen

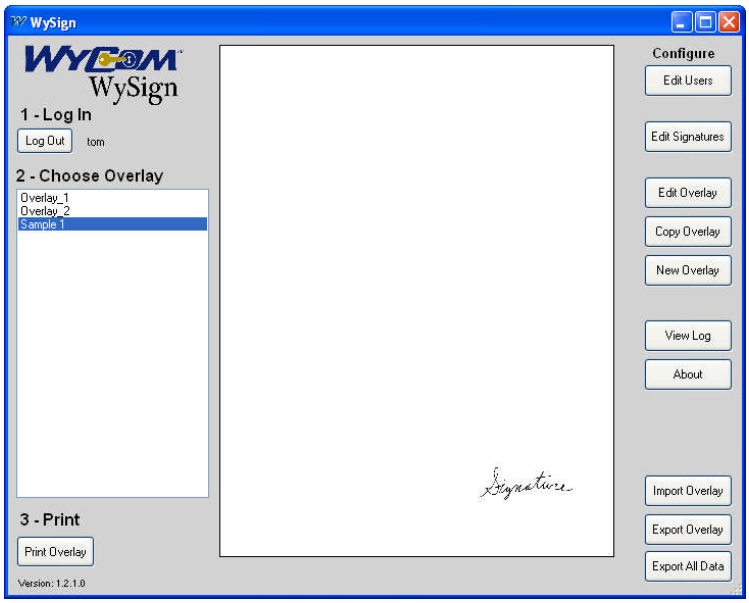


2. Click “New User” to create a new user



3. Enter the user Name
4. Enter the user password twice (click the “Show Password” box to display the passwords)
5. Click the “Administrator” or “User” button
6. Click “OK” and you will be taken back to the User List

4. Main Form



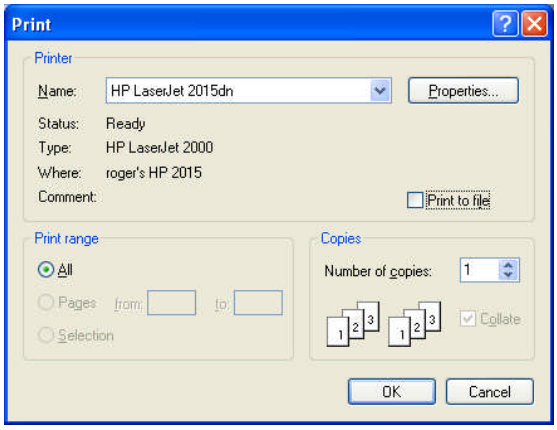
4.1 Login/Logout

Logs a user into the system, allowing them to select and print overlays, or logs a user out of the system so no actions may be taken until another user logs in.

4.2 Choose Overlay

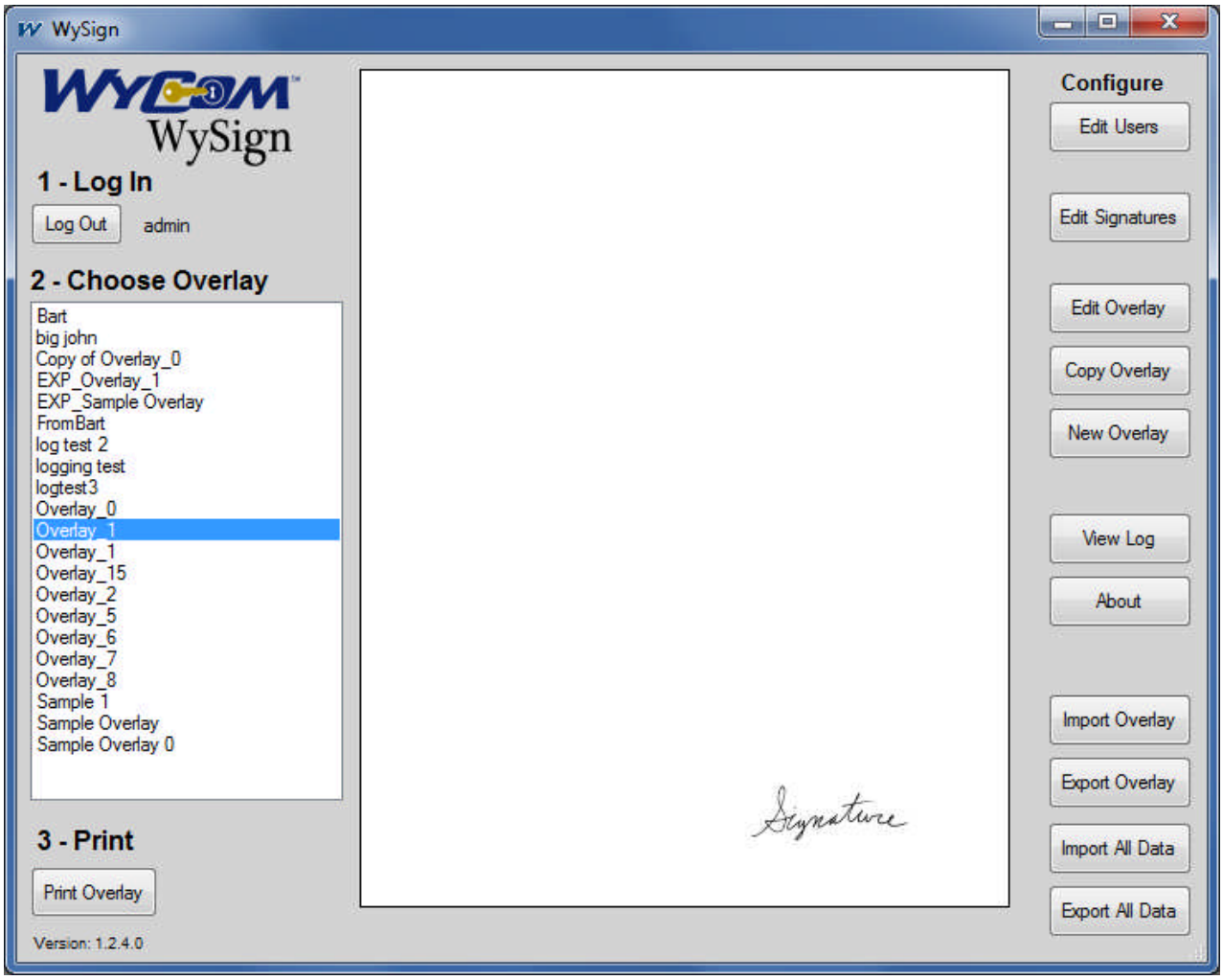
The selected overlay is displayed in the center panel.

4.3 Print



Select the printer on which you wish to print the overlay, and the number of copies. Take care to load your forms so they will be printed in the desired orientation and on the correct side. The example above will print one copy of the selected overlay to the printer named “HP LaserJet 2015dn”.

4.4 Configuration Buttons



4.4.1 Edit Users button

Displays the Edit Users screen (see section 5)

4.4.2 Edit Signatures button

Displays the Edit Signatures screen (see section 6)

4.4.3 Edit Overlay button

Displays the Edit Overlay screen with the currently selected overlay (see section 7)

4.4.4 Copy Overlay button

Copies the currently selected overlay and displays it in the Edit Overlay screen

4.4.5 New Overlay button

Creates a new overlay and displays it in the Edit Overlay screen

4.4.6 View Log button

Displays the View Log screen (see section 8)

4.4.7 Register button

Displays the Registration screen (see section 9), which shows WySign's registration status, and the number of days remaining if this is a Trial version

4.4.8 Import Overlay button

This button imports an overlay that was exported from another instance of WySign. Overlays may not be imported unless they were first exported from WySign. The import button is not available in the Trial Version.

4.4.9 Export Overlay button

Exports the selected overlay so it may be imported by another instance of WySign

4.4.10 Import All Data

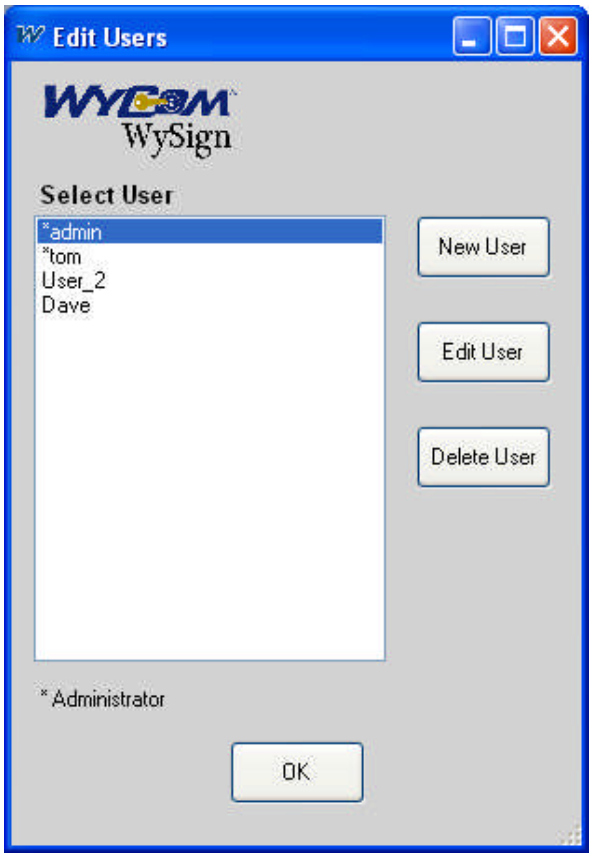
Imports all overlays, signatures and user accounts to the directory you select. The data must have previously been exported from WySign. This is used to move your data from the Trial Version installation on your PC to the Registered Version purchased on a USB flash drive. You can also import WySign data that has been "backed up" via an Export function.

4.4.11 Export All Data

Exports all overlays, signatures and user accounts to the directory you select. This is used to move your data from the Trial Version installation on your PC to the Registered Version purchased on a USB flash drive. You can also back up your data by exporting it to a secure hard disk (or USB drive), and restore it by selecting "Import All Data" and choosing the directory where the data was exported. Keep in mind that exported data can be restored to ANY registered version of WySign, regardless of ownership, so be sure to keep any exported data safe.

5. Edit Users

5.1 Select User



Select the user to Edit or Delete, or click “New User” to add a new user

5.2 New User

Creates a new user

5.3 Edit User

Make changes to an existing user

5.4 Delete User

Remove a user from the system

5.5 User Details

5.5.1 Name

Enter the name with which the user will log in.

5.5.2 New Password

Enter the password with which this user will log in.

5.5.3 Reenter Password

Enter the password again, to verify that it was typed correctly

5.5.4 Show Password

Check this box to display the passwords

5.5.5 Permissions

Select “Administrator” or “User”. **Only Administrators are allowed to edit or create overlays, signatures, or user logins.** You aren’t allowed to remove administrator privileges from the last administrator.

5.5.6 New User

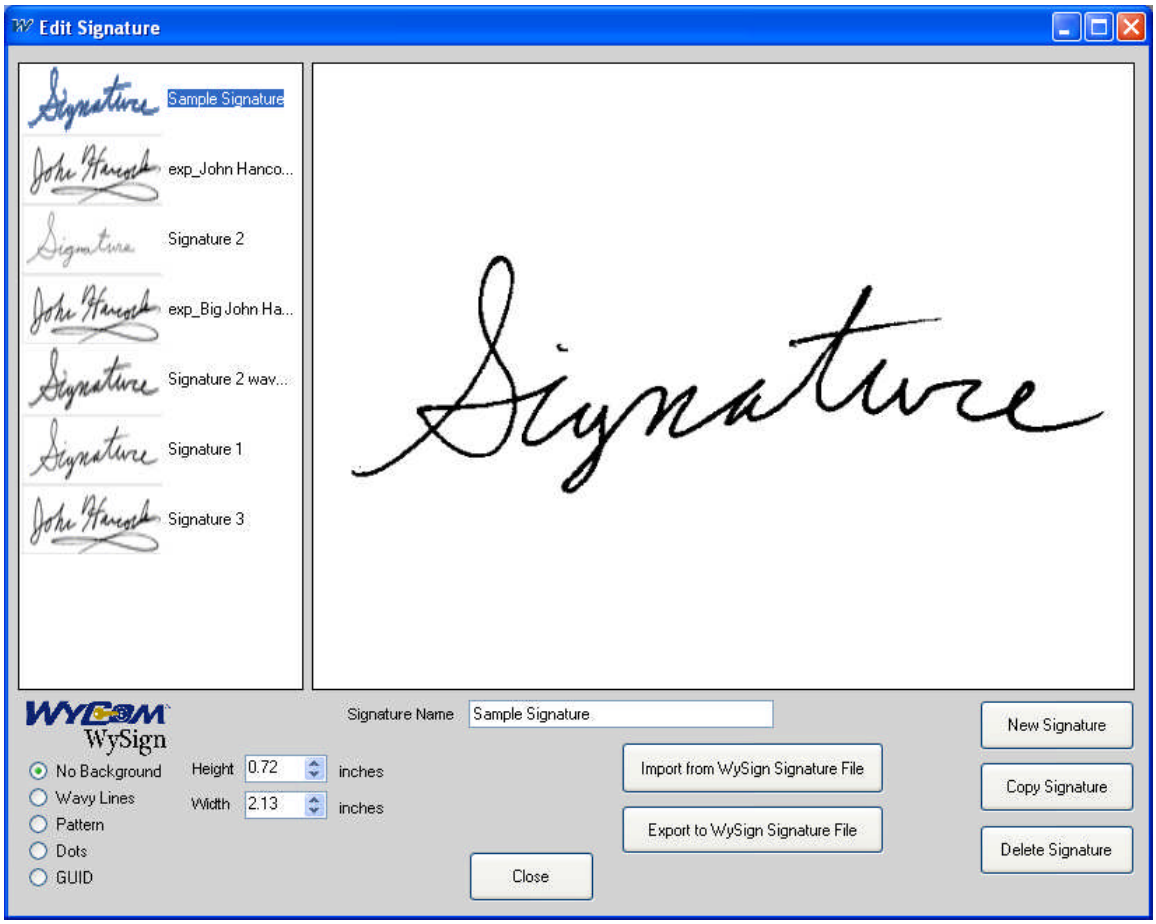
Create a new user

5.5.7 Delete User

Can’t delete last administrator

6. Edit Signatures

6.1 Edit Signature Screen



This is the Edit Signature screen. Here you can change a signature's size, background and name.

6.2 Signature Name

The name of the signature

6.3 Background

Select the background to use with this signature

6.3.1 No Background

No background will be printed behind the signature

6.3.2 Wavy Lines

A background of wavy horizontal lines will be printed behind the signature.

6.3.3 Pattern

A cross-hatch pattern will be printed behind the signature.

6.3.4 Dots

A pattern of dots will be printed behind the signature.

6.3.5 GUID

A unique line of letters and numbers will be printed behind the signature.

6.4 Height

The signature‘s height when printed.

6.5 Width

The signature’s width when printed.

6.6 New

Creates a new signature from an existing image file, such as a jpg, bitmap, or TIFF file

6.7 Copy

Makes a copy of the selected signature

6.8 Delete

Deletes the selected signature

6.9 Import

Imports a selected signature from a signature file (with the WYI extension) that was previously exported by WySign

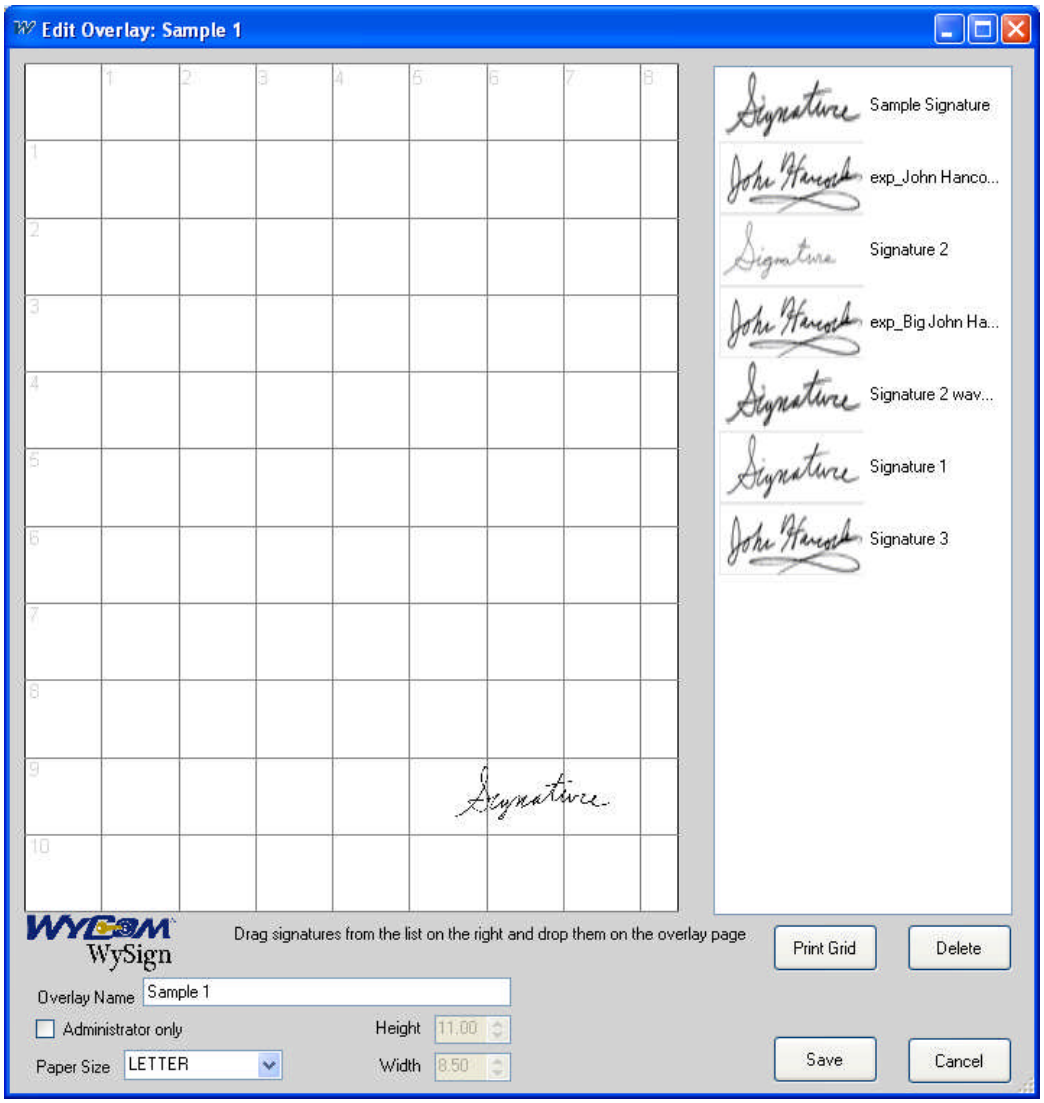
6.10 Export

Exports the selected signature to a WYI file, so it may be imported by another installation of WySign

6.11 Close

Closes the Edit Signature Screen, saves your changes and returns you to the Main Screen.

7. Edit Overlay



7.1 Add a signature to the overlay

Click on a signature on the list on the right, hold down the mouse button, move the signature to the desired location on the overlay and release the mouse button

7.2 Move signature

Click on a signature on the overlay, hold down the mouse button, move the signature to the desired location and release the mouse button

7.3 Remove signature

Drag the signature off the edge of the form to remove it from the overlay

7.4 Overlay Name

The name of the overlay as displayed on the main screen

7.5 Administrator Only

If this box is checked the overlay may not be printed by a user without administrative privileges

7.6 Paper Size

Select a standard paper size, such as LETTER or LEGAL, or choose CUSTOM to set your own dimensions for the overlay

7.6.1 Letter

A standard 8.5 x 11inch page

7.6.2 Legal

A standard 8.5 x 14 inch page

7.6.3 Custom

Choose this to set your own height and width at the right

7.6.3.1 Height

The overlay height up to a maximum of 17 inches

7.6.3.2 Width

The overlay width up to a maximum of 17 inches

7.7 Print Grid

Prints the overlay with a one inch grid, as displayed on the Edit Overlay screen, useful for aligning signatures

7.8 Delete

Deletes the selected overlay and returns you to the Main Screen

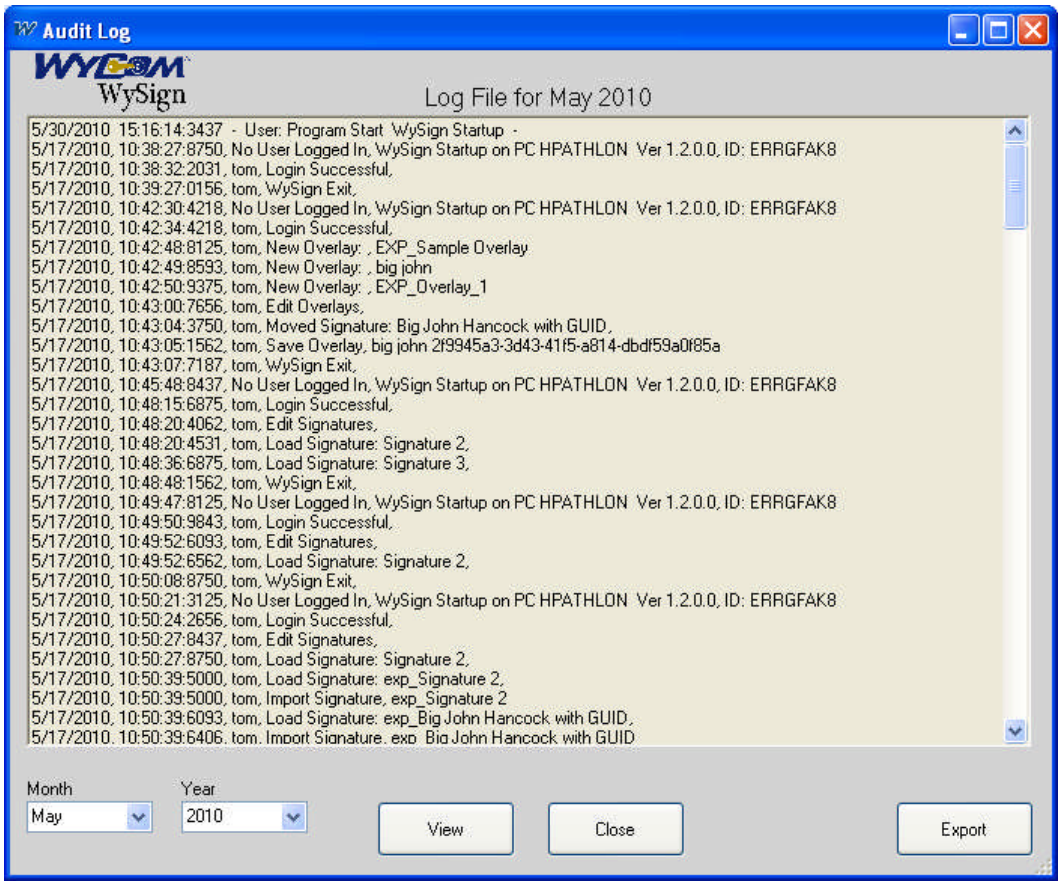
7.9 Save

Saves the changes to the selected overlay and returns you to the Main Screen

7.10 Cancel

Cancels any changes to the selected overlay and returns you to the Main Screen

8. Audit Log



8.1 Month and Year

Select the month and year for which you wish to view audit information

8.2 View

The log file for the current month is displayed. To view the log for a different month select the month and year then click “View”.

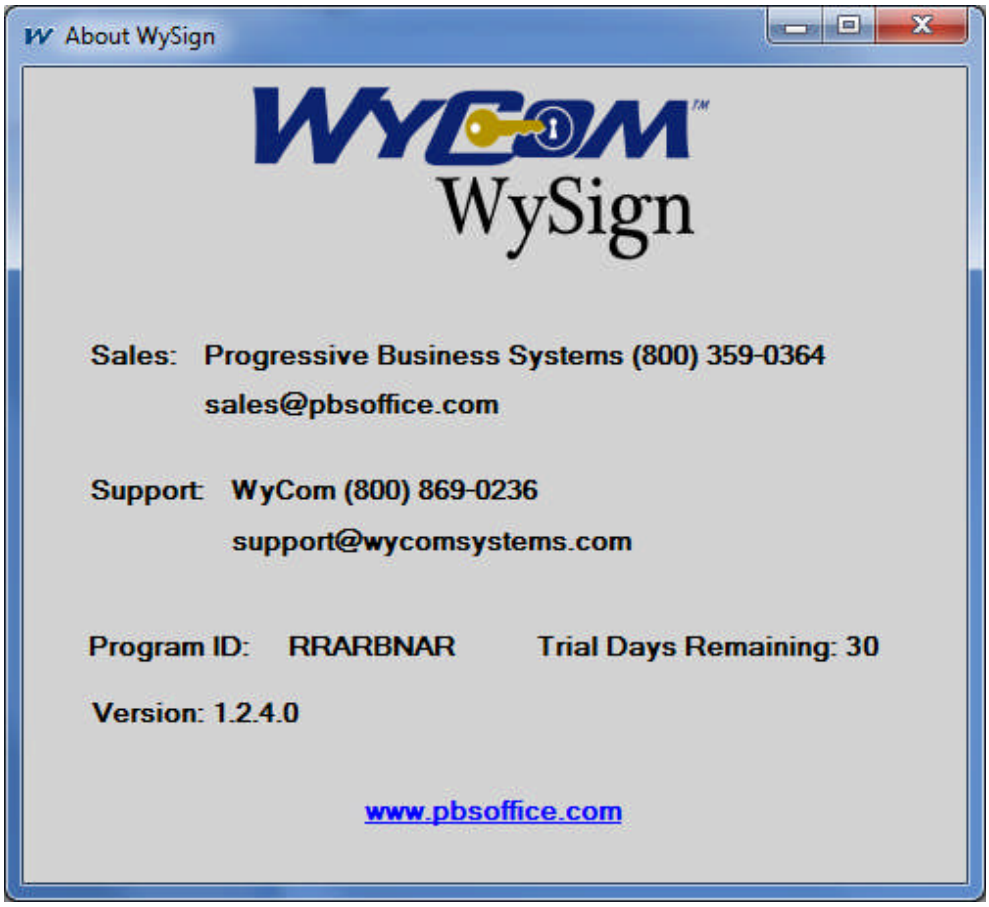
8.3 Close

Closes the Audit Log window

8.4 Export

This exports the log data into a comma delimited text file, for easy import into a spread sheet.

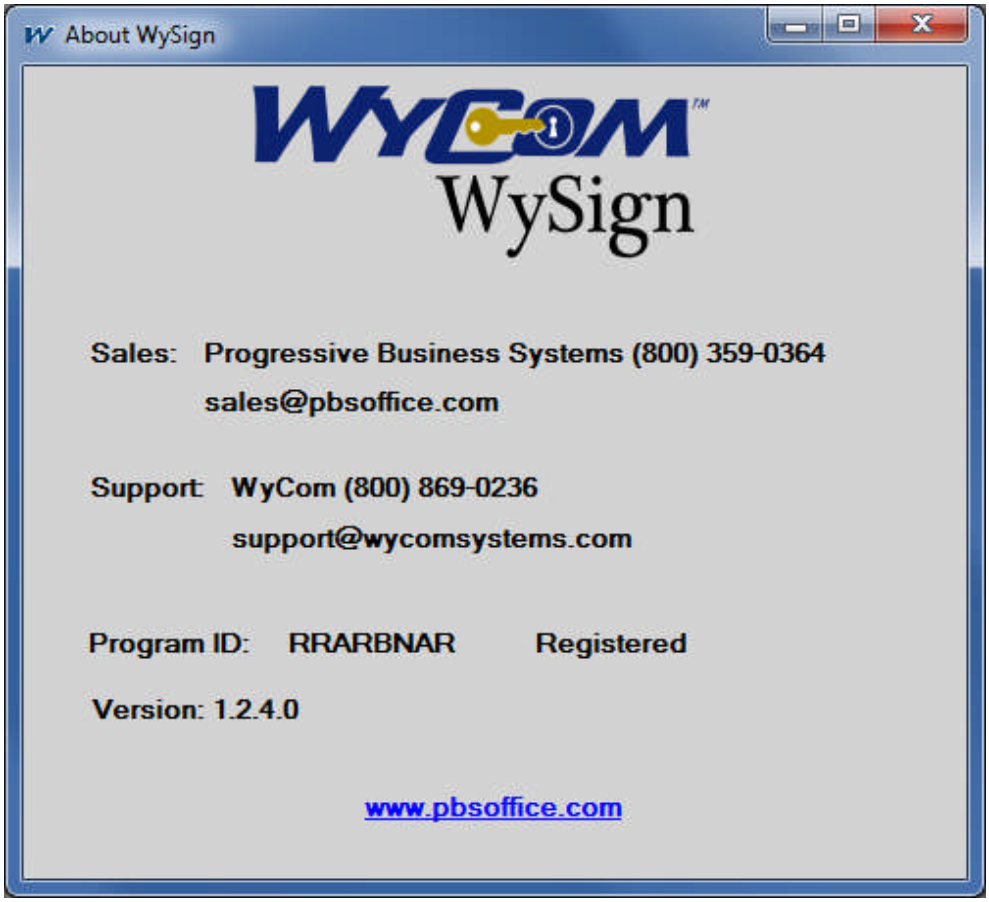
9. About



This is the “About” window of an unregistered (trial) version of WySign.

9.1 Thirty Day Trial

WySign is available as a 30 day trial download. After 30 days the trial version expires and the only allowed function is Export All Data, which will let you move your trial data to the registered version purchased on a USB drive.



This is the “About” window of a registered version of WySign.

9.2 Registration Process

Call Advantage Business Equipment 1 800-560-2242 or email sales@abe-online.com to purchase a registered version of WySign on a USB drive.

9.3 Importing Trial Files

After registration, Signatures and Overlays that were exported from the trial version may be imported by the registered version. See sections 4.4.10 and 4.4.11 for the “Export All Data” and “Import All Data” buttons.

9.4 Installation Troubleshooting

9.4.1 For Vista and Windows 7 users: Run as Administrator

Be sure to run the install program as an administrator. Right click the WySign icon and choose "Run as administrator. If this option is not available, you might need to log out of your PC and log in to an administrative account.