

StockTrack White Paper

Steps in Creating a Two-Sided Stock Certificate

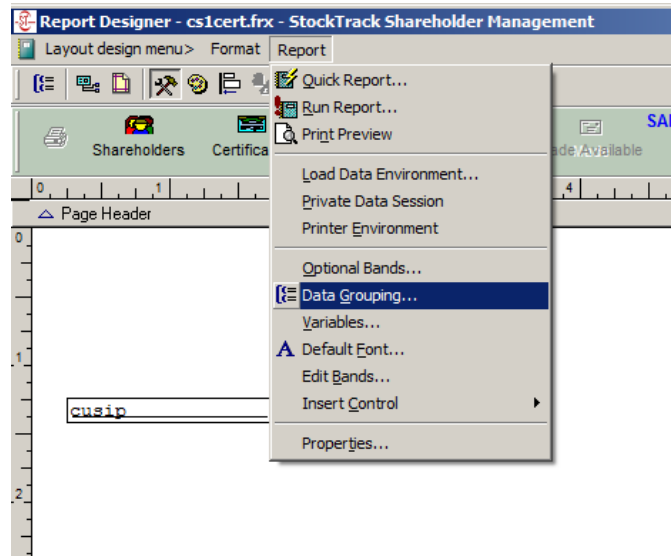
Some companies have information specific to each certificate that needs to be printed on the reverse or back of the certificate. This might include the registration name, number of shares, date of issue, restrictions, etc. This can be done in StockTrack but it can be difficult to use a two sided certificate unless you have a duplex printer that can easily print the front and back of the certificate in one pass. If you do not have a printer that can handle this, you need to print certificates one at a time -- first printing the front side and then turning the certificate over to print on the back.

Following are instructions to print two-sided certificates in StockTrack:

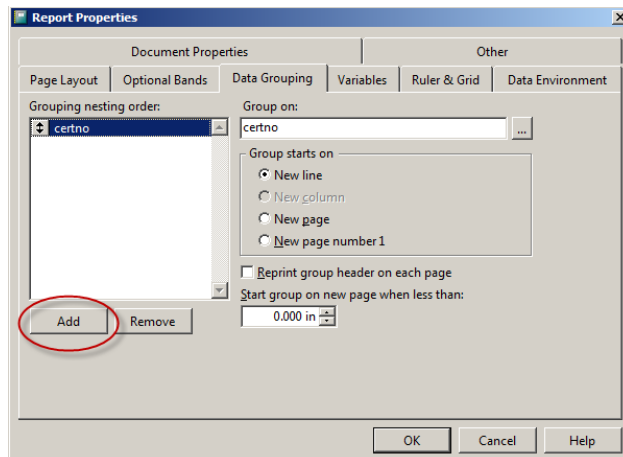
Go to the Modify Certificate Layout screen (*Maintain | Stock Classes and Cert Layout | Cert Layout | Modify*)

Add a second Grouping for page 2

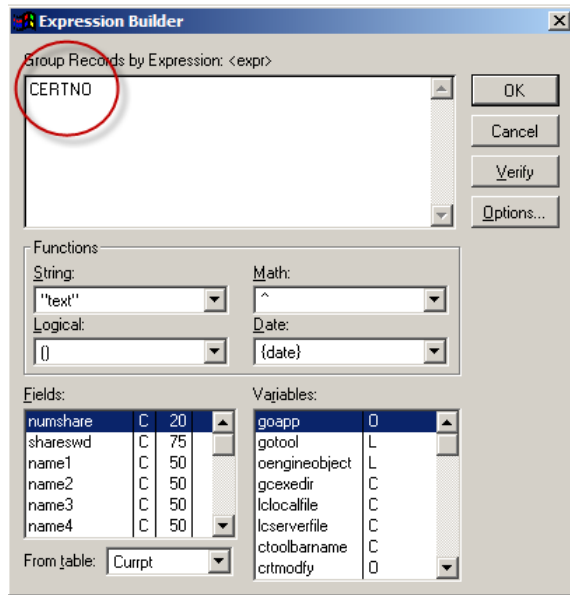
Go to *Report | Data Grouping*



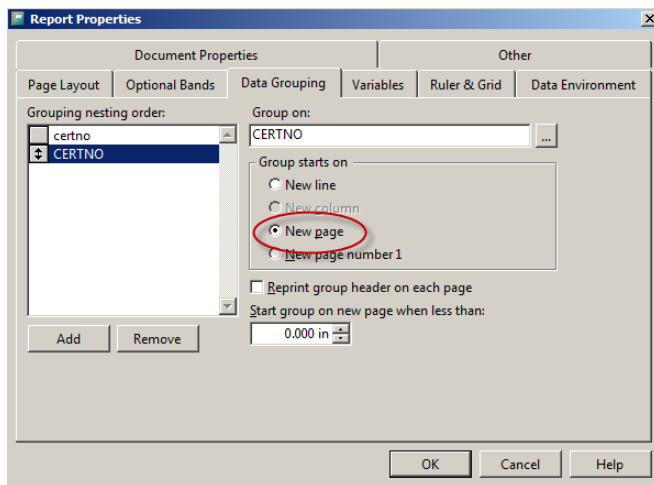
Click on **Add**



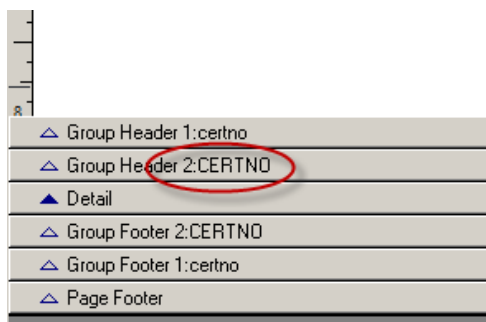
Type **CERTNO** into the 'Group Records by Expression' box. Then click **OK**.



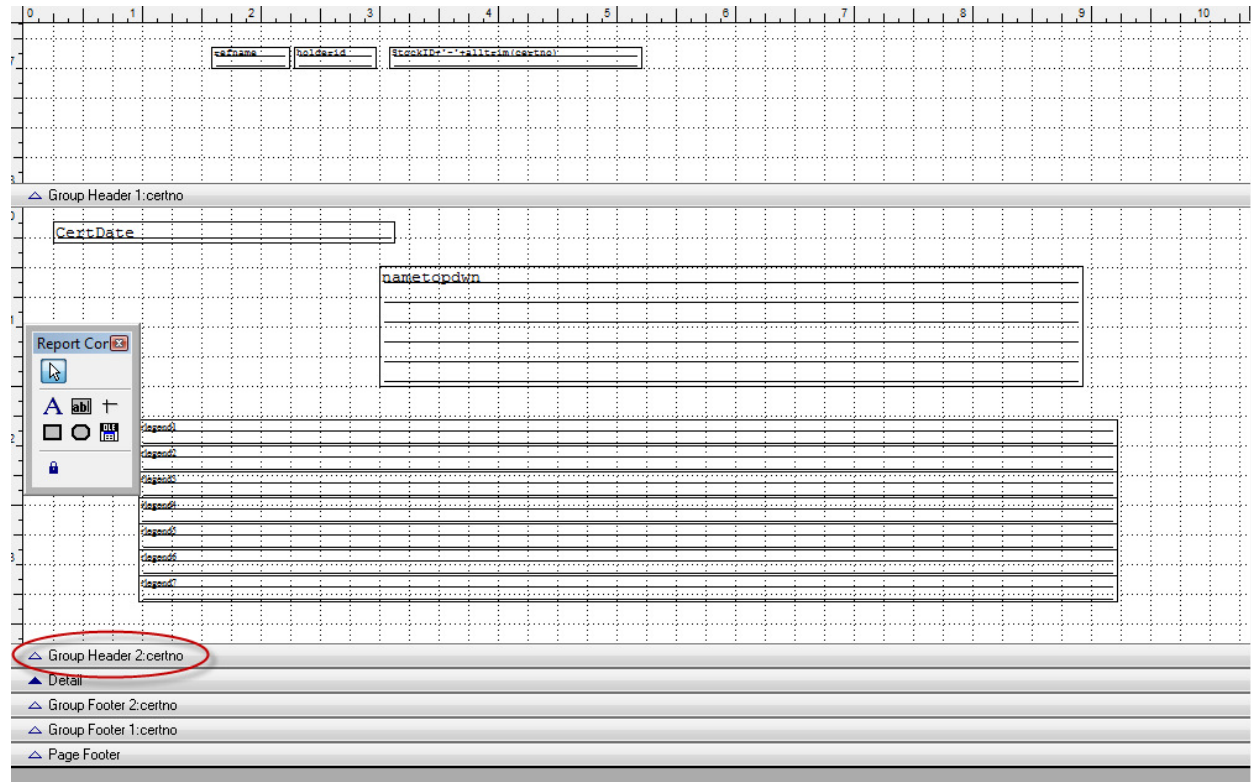
Click on New Page, then Click **OK**.



This will return you to the Certificate Layout screen. Scroll to the bottom of the layout and look for Group Header 2: CERTNO. Click on this and drag it down. This will create page two.



Drag this section down with your mouse until it is long enough to hold the information that needs to print on the back of the certificate. (Avoid going below 8".) Copy the required information from page 1 and paste it. Paste will put it on page one next to the original element. After pasting, use your mouse or the arrow keys to move the copied item to the 2nd page (Group Header 2.) and the appropriate location. You can also add text, images, etc. as you can on the front of the certificate.



Use the *Alignment Test* to check on placement.

Remember that you will either need to use a duplex printer or print the certificates one at a time and manually put the certificate into the printer and turn it over to print the 2nd side.