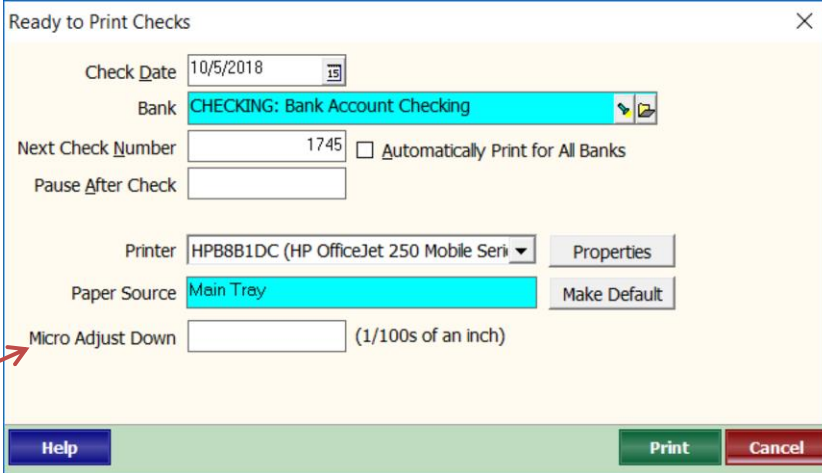## Overview

It is possible to adjust check printing and 1099 form printing up or down. It is not possible to adjust it left and right.

Check Adjustment

Adjusting the check printing is done after you have posted the checks. When you click <Yes> to print the check(s) a screen displays showing the printer and the next check number.

Micro Adjust Down. Use this to adjust the printing position for checks when the printer is not registering accurately. Use a minus (-) to move printing upward.

For example:

- The number 50 will move all printing down 50/100 (1/2) inch.
- The number –25 will move all printing up 25/100 (1/4) inch.

To save the setting for future check printing, click the <Make Default> button.

Form Adjustment

This applies to printing of 1099s. In the Mailings, Tax Reporting function, after choosing to print laser 1099s, a Ready to Print 1099s screen will display.

Micro Adjust Down. Use this to adjust the printing position for checks when the printer is not registering accurately. Use a minus (-) to move printing upward.

For example:

- The number 50 will move all printing down 50/100 (1/2) inch.
- The number –25 will move all printing up 25/100 (1/4) inch.

Report Adjustment

Reports can be adjusted from the Report Selection Screen. Highlight the report and click on <Options>. Then on the Report tab.

- **Orientation** - portrait (default) or landscape
- **Paper Size** - letter (default) or legal
- **Layout** – Full page, two column, Avery 5160 (labels)
- **Margins** - 3/4" (default), 1/4", 1/2", 3/4"
- **Font Size** - normal (default), large or small normal has 3/4" margins, small and large have 1/4" margin
- **Highlighting** - None, Even (even rows are highlighted), Odd (odd rows are highlighted), Two-tone (default)
- **Date Selection** - Date, date range or date snapshot depending on the report. Shows on the report setup screen.
- **Subtitle** - prints below the title in normal font. Use to describe the parameters set for this particular report. Default (Date selection), Report Date (ending date), Report Date Range, Today, None.
- **Row Filter** - none, no empty rows, only empty rows

After compiling the report, from the Report Setup screen, click <Settings>.
There you can choose

- **Paper Type** – plain paper or letterhead
- **Theme** –
  o **Modern Color** – heading lines are muted green followed by alternating lines of muted yellow and muted gray. If you are publishing, printing using a color printer, or previewing on screen this is likely the best choice.
  o **Modern Gray** – heading lines are muted gray followed by alternating lines of clear and very muted gray. This is probably best for non-color printing and PDFs sent to those with non-color printers.
  o **Classic** – this has no shading. Best if printing on color paper.
  o The default is Modern Color. Any group of reports can be set to default to any of the three schemes. When running any report the Settings button will let you choose the scheme.

The choices you make here can be saved just for this run or the report or saved as the default.