

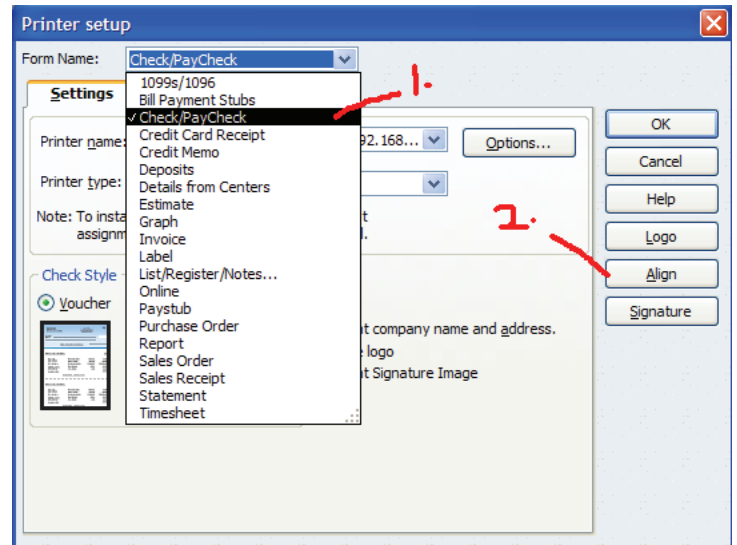
Adjusting the Alignment for Check Printing (Optional)

If the date, payee, and amount doesn't line up properly on the check when printed, you can adjust the printer alignment easily from within QuickBooks.

1. Make sure the printer is on.
2. Open up your company file in QuickBooks.
3. From the "File" menu, select "Printer Setup"
4. The Printer Setup dialog window will appear.

Select "Check/Paycheck" from the "Form Name" drop down selection.

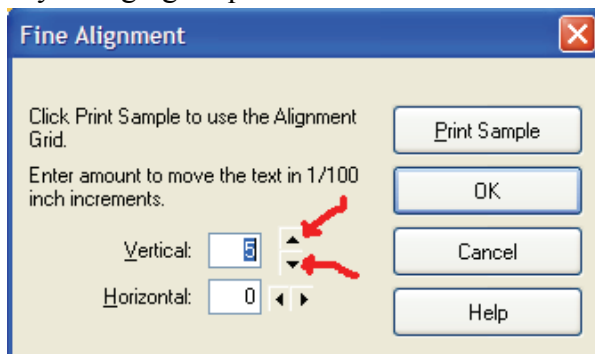
Click the "Align" button.



5. The Fine Alignment dialog box will appear.

Adjust the Vertical Position (up or down) by clicking the appropriate arrow.

Try changing in quantities of 2 units.



6. Adjust the Horizontal Position (left or right). It is uncommon that this will need to be changed.
7. Put a blank 8 ½ x 11 piece of paper in the printer. Click the "Print Sample" button.
8. Place the printed page on top of a blank check making sure the corners line up on the top, then hold up these two together in front of a strong light source in order for the light to shine through. Compare alignment.
9. Repeat steps 6 through 9 until proper alignment as been achieved.
10. Click "Ok" button in the Fine Alignment window. Click "Ok" button on "Printer Setup" window.