

Quickbooks:

Fine-Tuning the Alignment When Printing Checks

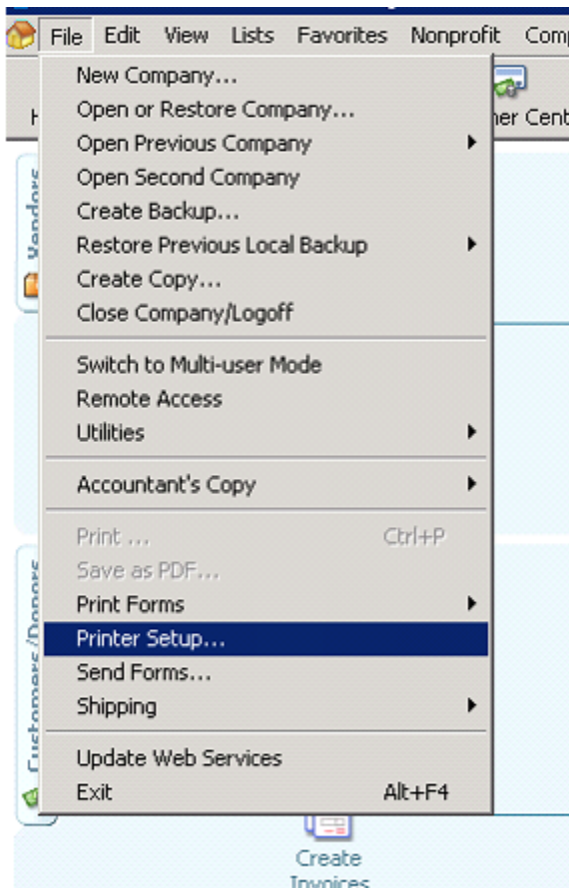
Friday, December 02, 2011

PROBLEM:

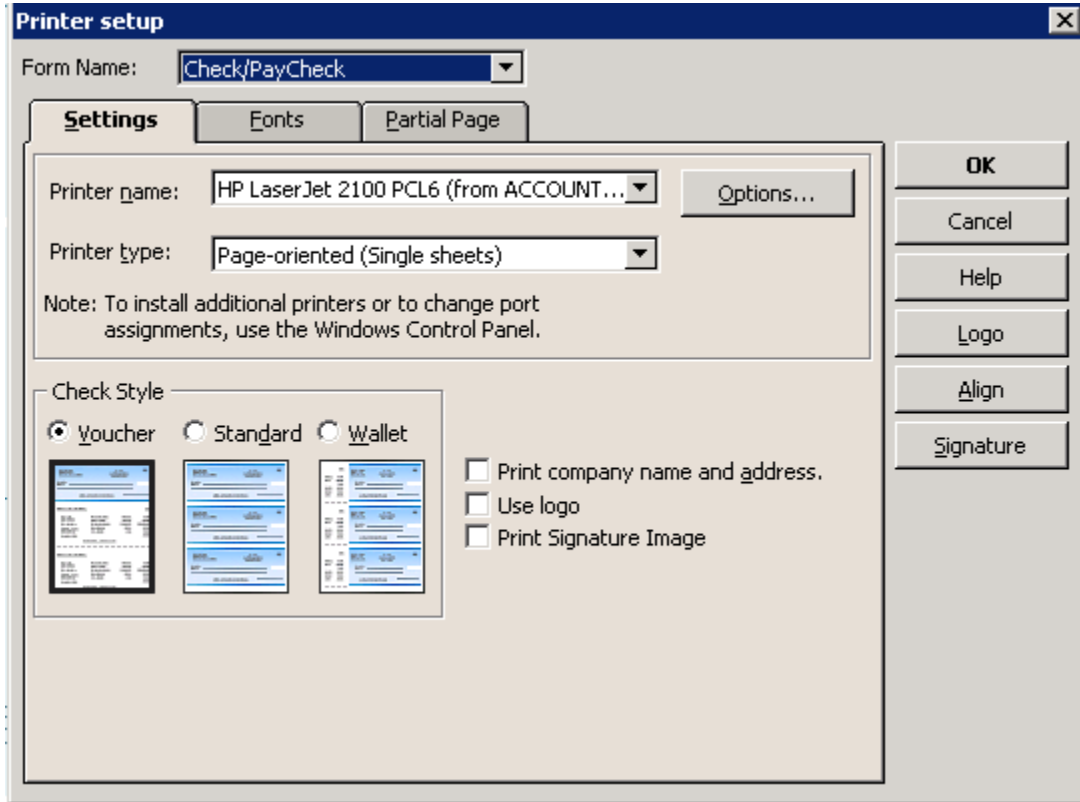
In Quickbooks, when printing CHECKS , but the alignment of text is slightly off (up / down / left / right).

SOLUTION:

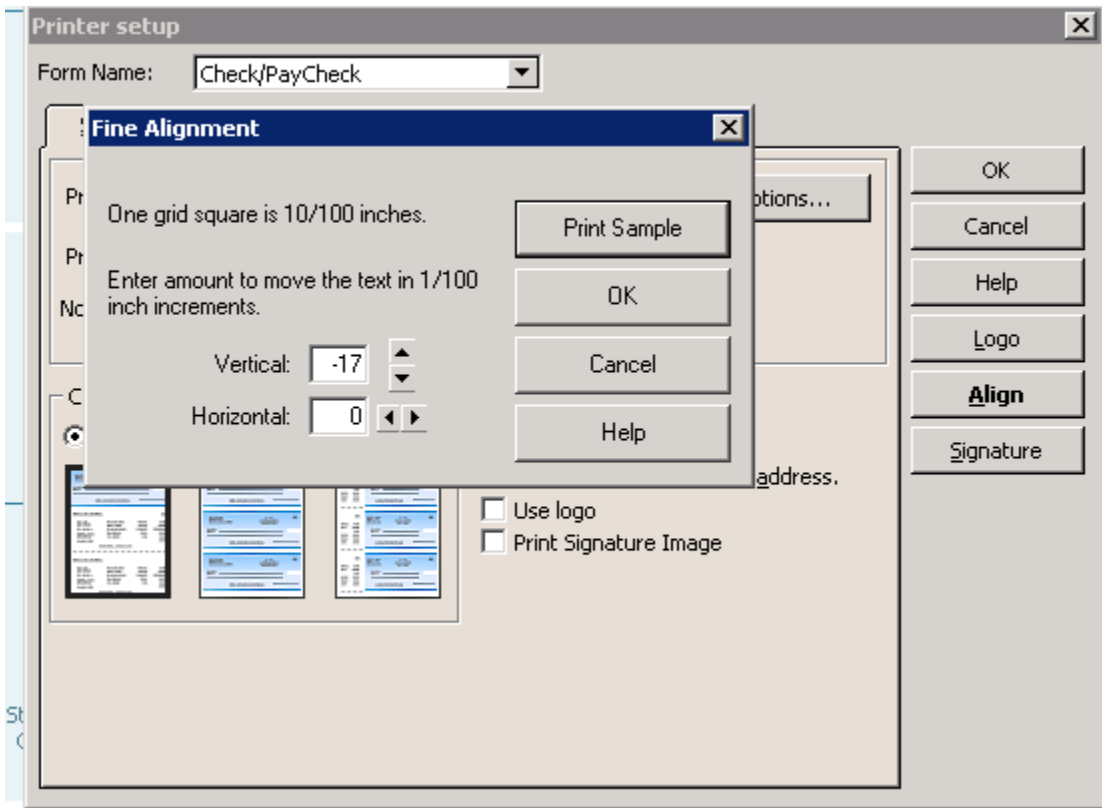
1. Open Quickbooks....
2. Click FILE | Printer setup....



3. Select FORM NAME: Check/Paycheck



4. Click ALIGN
(in the example below, -17 moved all the text down on the check approximately ¼")



5. Since the increments are VERY small, try going by 5, 10, 15, etc. to see the movement.
6. Click PRINT SAMPLE to plain paper and place on top of an actual blank check page. Hold up to the light and see if the text needs adjusting in any direction. Print another SAMPLE page and hold up to light again to adjust as necessary.
7. Once the text is in proper alignment, click OK
8. Then click OK again to close of the dialog.
9. Process complete.