QuickBooks alignment settings are unfortunately not saved on a per user basis. They are saved per computer and/or per server – wherever the .exe file is stored. In the case of the e-Dashboard, the printer settings are being saved on the server that you are accessing the data from. Because there are multiple users on our servers, you will need to ensure that alignment settings are correct for your printer.

Common printer alignment problems are with checks or forms (such as 1099's or W2s). If you notice that your checks are not aligning properly, such as the text is higher or lower than where it should be, you need to adjust the alignment settings.

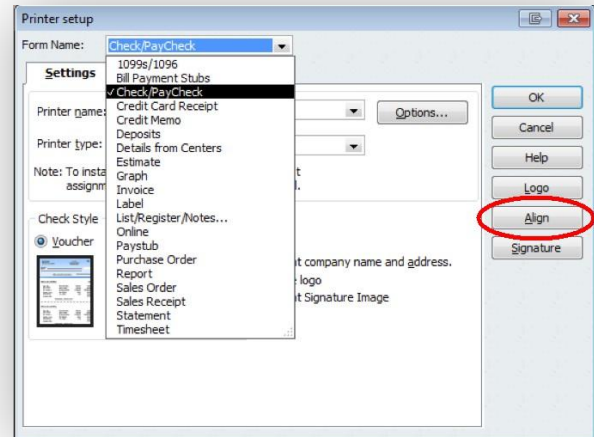***Step One: Making changes to the alignment settings***

1. Inside QuickBooks, go to **File**, then select **Printer Setup**
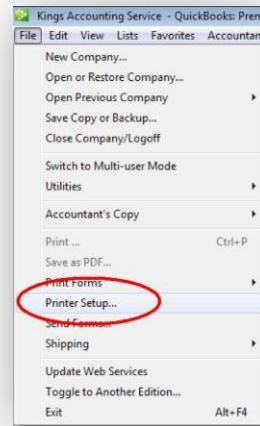
2. Select the type of document you need to print.
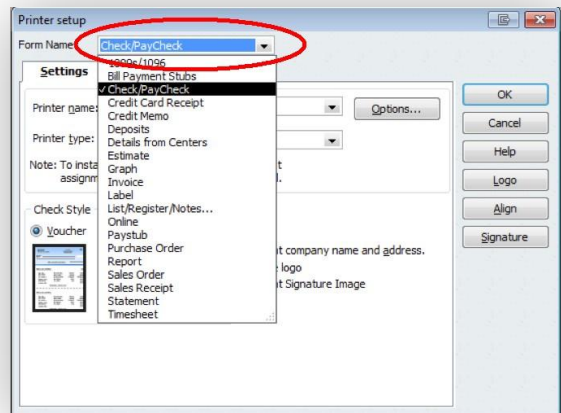
3. Once you have selected the type of document, click on

   Align in the right hand column.

Step Two: Aligning your documents

1. To move the document up or down, edit the Vertical number. To move the document left or right, edit the Horizontal number. Note that the amount is moved in 1/100 inch increments. You can also test your settings by clicking on Print Sample.

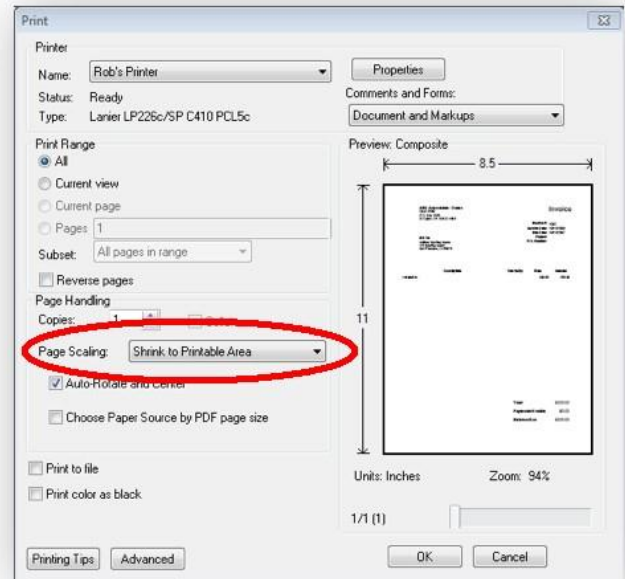2. Once you have found a setting that works, click OK.
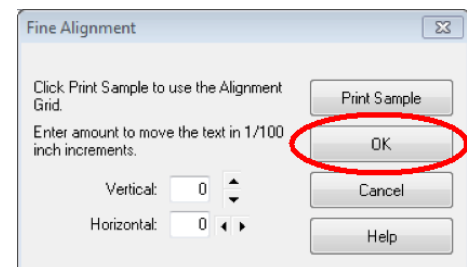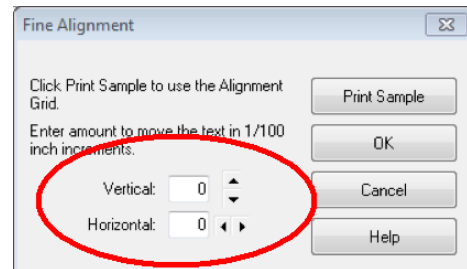
Step Three: Printing your documents

1. Attempt to print your document using Thinworx Universal Print or your local printer through the Thinworx drivers.
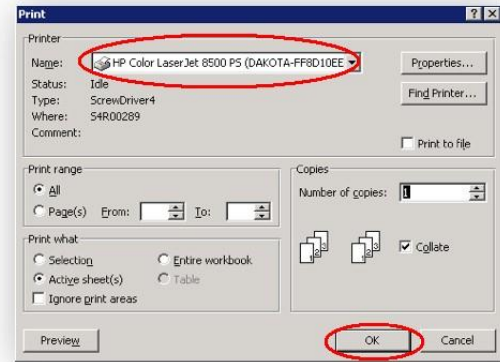
2. If you print to Thinworx Universal Print, next to Page Scaling, select "None". Then click OK.

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