



## Printing Forms



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When printing checks in PDF format or when printing special forms, the default printer settings will need to be changed. The settings will need to be reset to the original settings when you are not printing checks and special forms. Otherwise, reports and other documents will not print correctly.

Change printer settings:

From the Adobe toolbar, click  .

From the Print dialog box, under **Page Sizing & Handling**:

- By default, Size is selected.
- Under **Size Options**, select **Actual Size**.

Click **Print** to print the document.

**Note:** If necessary, you may need to adjust the settings of your printer for special forms (e.g., paychecks and W-2 forms). For example, when printing W-2 forms on HP LaserJet printers, the settings can be found on the printer at Menu > Configure Device > Print Quality > Set Registration > Adjust Tray for X1, X2, and Y. Possible settings could be +7 for X1, 0 for X2, and +5 for Y for the HP LaserJet 4200 printer or -8 for X1, 0 for X2, and -8 for Y for the HP LaserJet 4700 printer.