

FORMATTING ISSUES WHEN PRINTING FROM QUICKBOOKS

PURPOSE

Some clients have formatting issues when printing out of QuickBooks. The documents printed may be formatted incorrectly or skewed or even just blank. This can happen for checks, invoices, reports, and all other document types. The following steps are a way to reset the printer format in QuickBooks that will get rid of incorrect printing issues.

1. Open QuickBooks.
2. Click **Home**.
3. Click **Check Register**.
4. Double-click any check.
5. Click **Print** (Print Checks window opens).
6. Select the printer having issues from the Printer Name drop-down.
7. Click **Options**.
8. Click **Advanced** in the Printer Document Properties window.
9. Change the format in the Paper Size field from Letter to any other format (A5 for example).
10. Click **OK** to close the Advanced Options window.
11. Click **OK** to close the Printer Document Properties window.
12. Repeat steps 7-11, changing the Paper Size format back to Letter.
13. Click **Print** in the Print Checks window and verify that there are no printing issues.

END OF DOCUMENT

