W2 and 1099 Laser Forms for Year 2000

In order to use W2 and 1099 Laser Forms correctly you will need to modify the margins. Please note the new settings and make adjustments accordingly.

W2 -

Office Depot #560 Office Max # TX401-4 PT. Office Max# TX601-6 PT.

- 1. Log in to Elliott/NWSM 32bit as SUPERVISOR
- 2. From P/R Main Menu, choose "Processing" -- "print/create W2 forms"
- 3. Select "Print" -- "Print W2 forms"
- 4. From the Print Options dialog box, choose "Options"
- 5. From the Appearance Options dialog box, select form template "01 W2-Laser Forms

(Office Depot #560)"

- 6. Press the "Edit Form..." button
- 7. Change the margins to the following:

Top =	0.0500
Bottom =	0.0000
Left =	0.4500
Right =	0.0000

Defaults Text Lines/Boxes Shading BitMaps BgrCodes Copies Margins (inches) Top 0.0500 0		rms (Office Depot #560)
Top 0.0500 Bottom 0.0000 Left 0.0450 Right 0.0000 Page Properties (inches) Report Characteristics Page Width 8.5000 Page Height 11.0000 Bottom 0.0000	Defaults Text Line:	s/Boxes Shading BitMaps BarCodes Copies
Bottom 0.0000 Bottom 0.0000 Left 0.0450 Right 0.0001 Page Properties (inches) Report Characteristics Page Width 8.5000 Page Height 11.0000 Columns per Line 80 Horizontal Offset 0 Columns per Line 80		Default Colors / Black and White Intensities
Left 0.0450 Right 0.0001 Page Properties (inches) Report Characteristics Page Width 8.5000 Page Height 11.0000 Columns per Line 8.0 Horizontal Offset 0 Columns per Line 8.0		Text or B&W Intensity 168
Right Image: Shading Image: Shading Page Properties (inches) Report Characteristics Page Width 8.5000 Page Height 11.0000 Columns per Line 80 Horizontal Offset 8		Lines or B&W Intensity 169
Page Properties (inches) Report Characteristics Page Width 8.5000 Page Height 11.0000 Columns per Line 80 Horizontal Offset 8		Shading M or B&W Intensity 16
Page Width 8.5000 Page Height 11.0000 Columns per Line 80 Horizontal Offset 8	Right 0.0000	
Page Height 11.0000 Data Lines per Page 66 Vertical Offset 0 Columns per Line 80 Horizontal Offset 0	Page Properties (inches)	Report Characteristics
Page Height 11.0000	Page Width 8.5000	
Lines per Inch 6.0000	Page Height 11.0000	
	Lines per Inch 6.0000	Columns per Line 80 Horizontal Uffset 0
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<u>Dave/Close</u> <u>Close</u> <u>Copy</u> <u>Delete/Close</u> <u>Import</u> <u>Export</u> <u>Preview</u>		65 x 80 W2FORMS

8. Press the "Save/Close" button

1099 -

Office Depot #6105 Office Max# TX501

- 1. Log in to Elliott/NWSM 32bit as SUPERVISOR
- 2. From A/P Main Menu, choose "Processing" -- "print/create 1099 forms"
- 3. Select "Print" -- "Print 1099 forms"
- 4. From the Print Options dialog box, choose "Options"
- 5. From the Appearance Options dialog box, select form template "01 1099 Misc. Laser

For (Office Depot #6105)"

- 6. Press the "Edit Form..." button
- 7. Change the margins to the following:

Top =	0.0000
Bottom =	0.0000
Left =	0.2500
Right =	0.2500

Defaults Tegt Lines/Boxes Shading BitMaps BgrCodes Copie Margins (inches) Top 0.0000 Default Colors / Black and White Intensities Text Tor 0 or B&W Intensity 160 Bottom 0.0000 Left 0.2500 Text Text Tor 0 or B&W Intensity 160 Bight 0.2500 Right 0.2500 Text Text Text 160 Page Properties (inches) Page Width 8.5000 Data Lines per Page or B&W Intensity 16 Page Width 8.5000 Data Lines per Page 66 Vertical Offset 0 Lines per Inch 6.0000 Columns per Line 80 Horizontal Offset 0	Laser Fo	orm: 1099 Misc.	Laser Form (Offic	e Dep #6105)		
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Bottom 6.0000 Left 6.2500 Right 6.2500 Page Properties (inches) Shading Page Width 8.5000 Page Height 11.0000 Columns per Line 80 Horizontal Offset 8	– Margins ((inches)	Default Colors / Bl	lack and White	Intensities ———	
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Right 0.2500 Shading Image or B&W Intensity 16 Page Properties (inches) Page Width 8.5000 Data Lines per Page 66 Vertical Offset 0 Page Height 11.0000 Columns per Line 80 Horizontal Offset 0			Lines	• 🛐	r B&W Intensity	160
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8. Press the "Save/Close" button

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