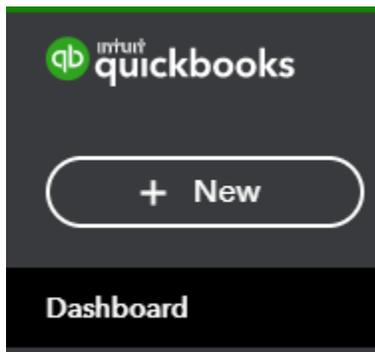


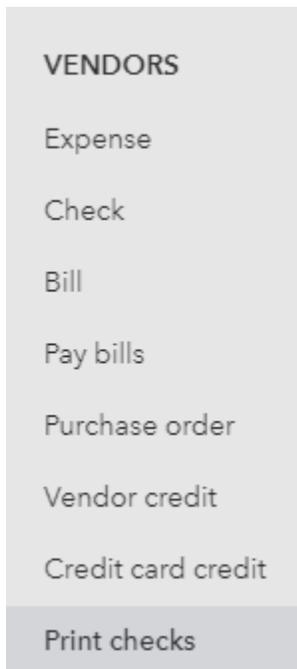
It appears that a Windows update has caused issues with the Printing of Checks in QBO. It can throw off the alignment of checks and the Units that have this issue arise will need to readjust their check alignment in Quickbooks Online. To do this, the Unit would follow the steps below.

Step 1: Set up to Print checks

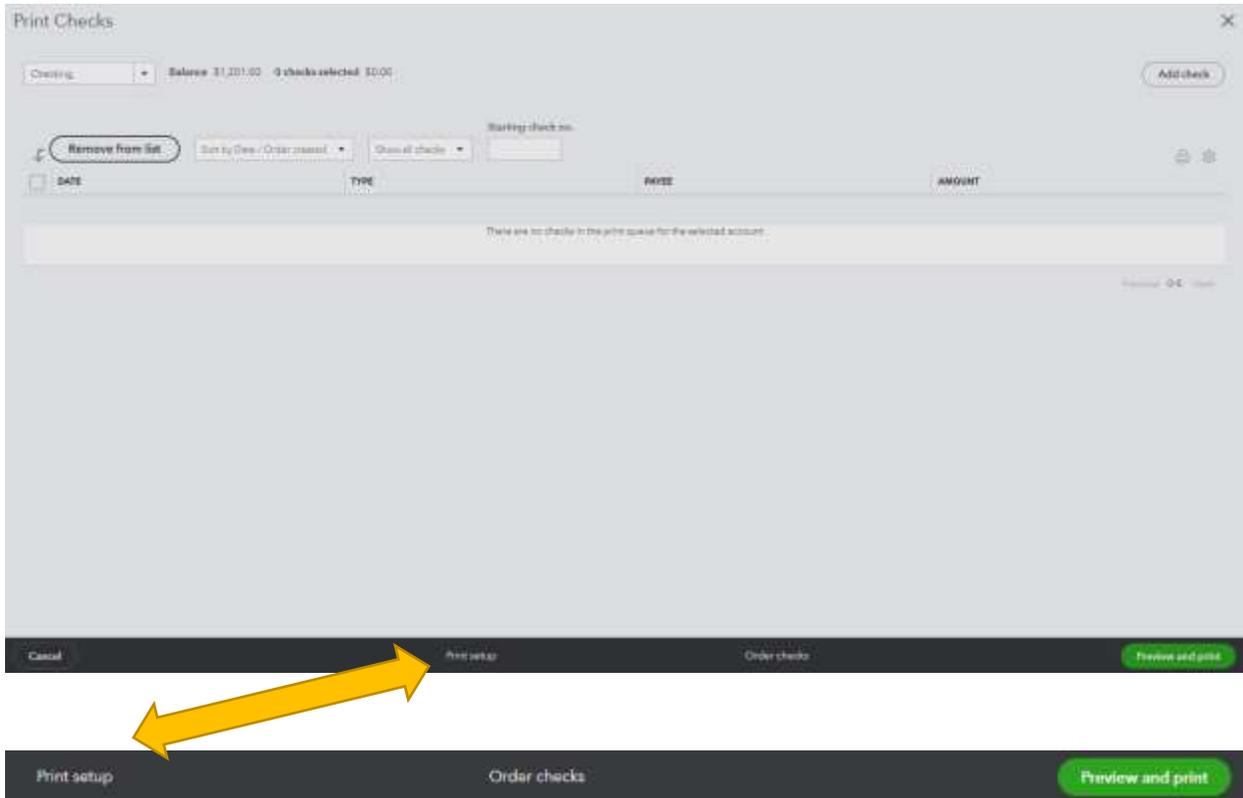
Before you start, load some blank paper into your printer for your test prints. That way you will not waste actual checks if you need to fix the check alignment.



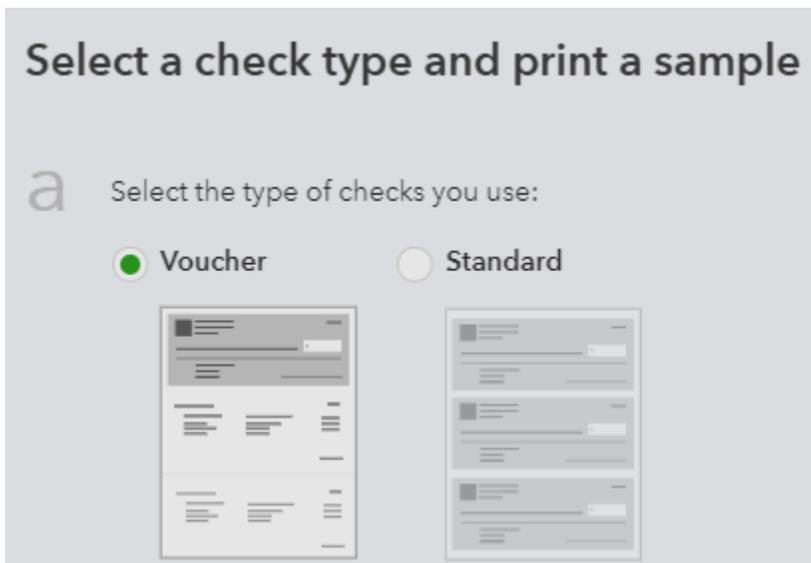
1. Select + New from the Dashboard.



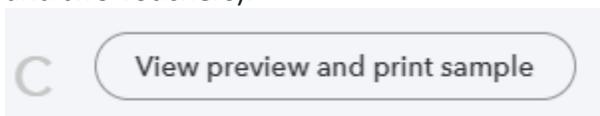
2. Select Print checks from Vendors menu.



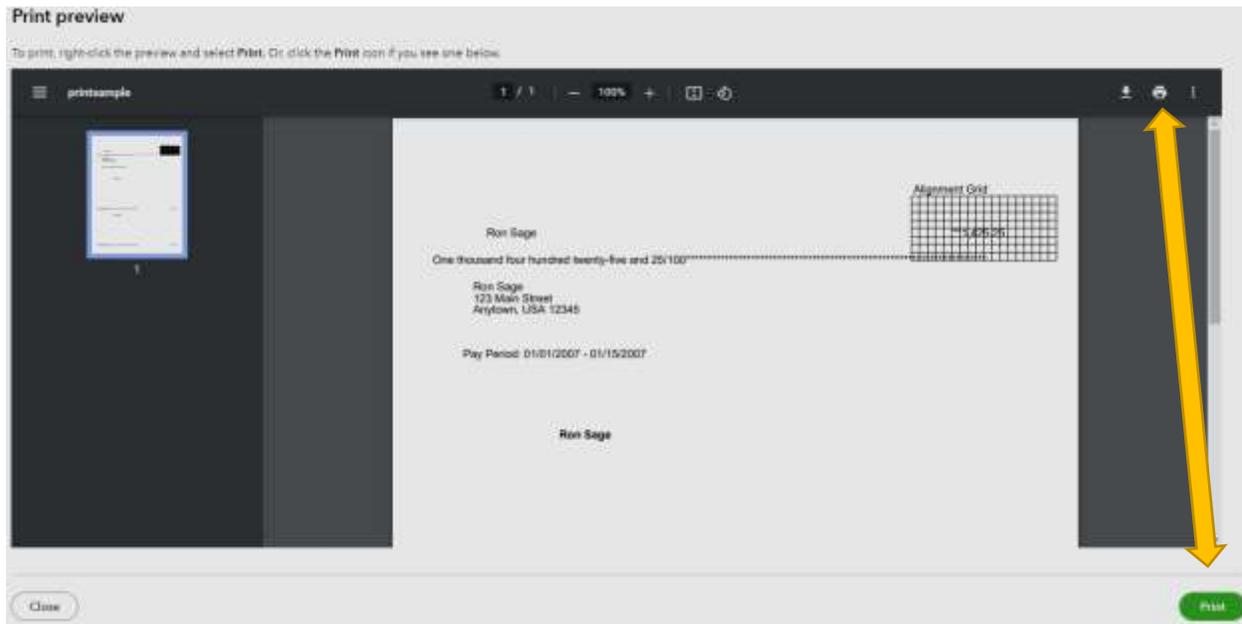
3. Select Print setup.



4. Select your check type, voucher or standard. (Most lodges use voucher which is one check and two vouchers).



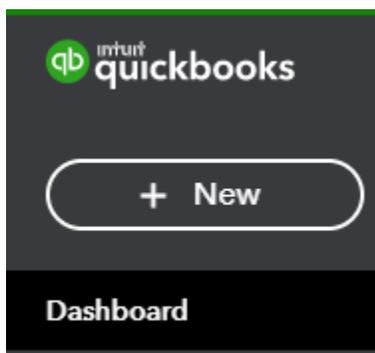
5. Select View preview and print sample.



6. Then select Print.
7. Follow the on-screen steps to finish printing your sample check.
8. Put the sample print under a blank check. See if they line up correctly.
If it lines up, you are all set. You are ready to print on your regular blank checks.
If not follow Step 2.

Step 2: Fine-tune the check alignment

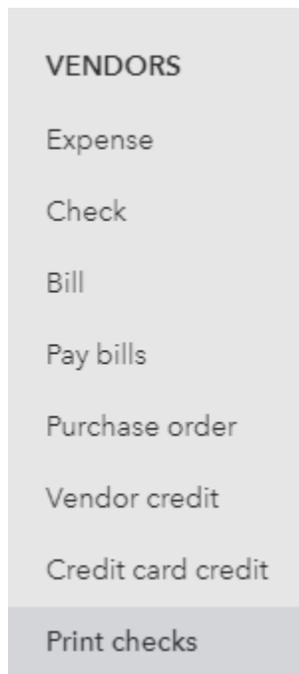
If the check still does not line up, here is how you can fine-tune your check alignment.



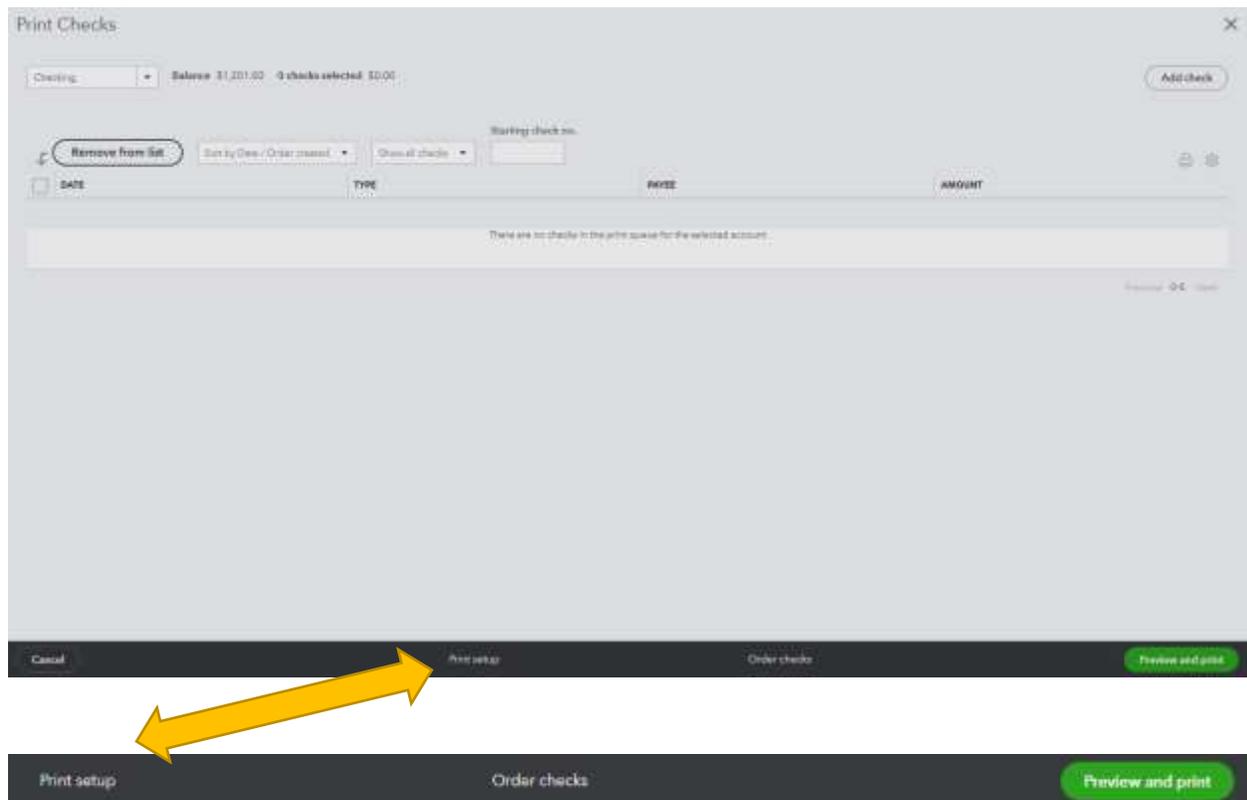
1. Select + New from the Dashboard.

Quickbooks

Online Printing Issue after Windows update



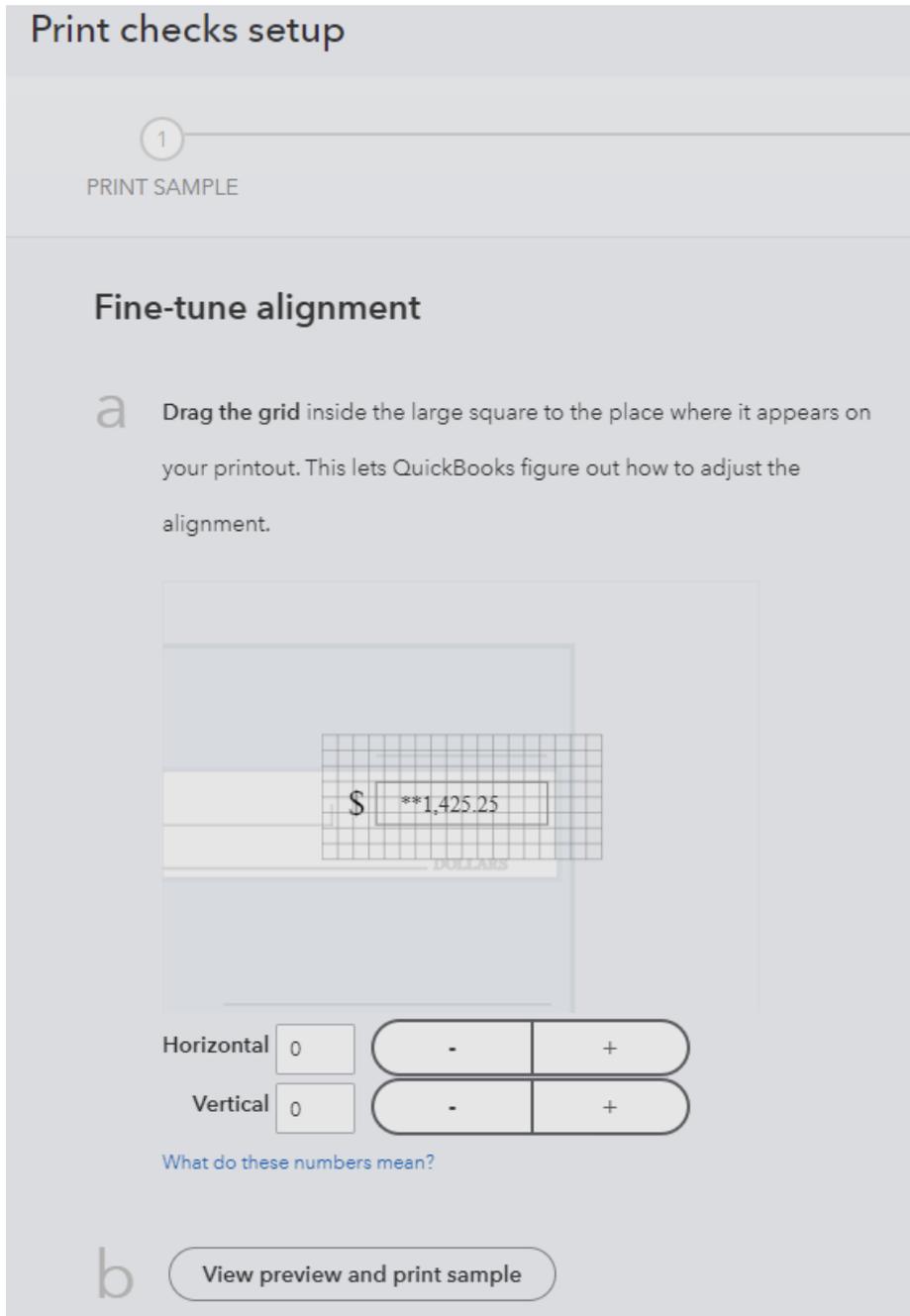
2. Select Print checks from Vendors menu.



3. Select Print setup.

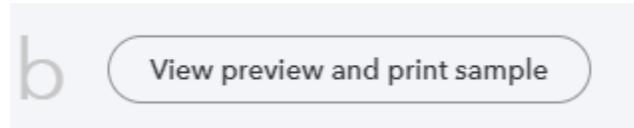


4. Select No, continue setup. Then select No, continue setup again. This opens the check in an alignment window where you can adjust the margins to correct the alignment:



5. In the check image window, drag the grid so the numbers are in the same place they appear on your sample print. QuickBooks will automatically adjust the alignment.

Note: The numbers on the vertical and horizontal fields are adjustable and tell QuickBooks exactly where to print the check amount.



6. After adjusting the grid, select View preview and print sample. Then select Print.
7. Follow the on-screen steps to finish printing your sample check.
8. Check the alignment of your sample against a blank check.
9. Repeat the grid alignment process and print as many times as you need until your check is aligned correctly. Start with Step 2 instructions again.

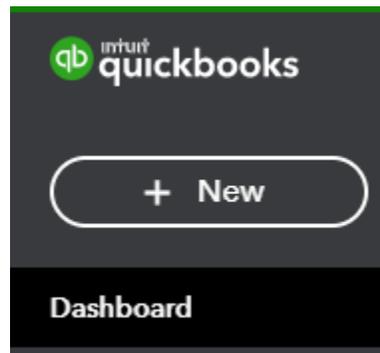


10. Select Finish Setup.

If things are lined up correctly, you are all set. You are ready to print on your regular blank checks. If not, follow Step 3.

Step 3: Install or update Adobe Reader

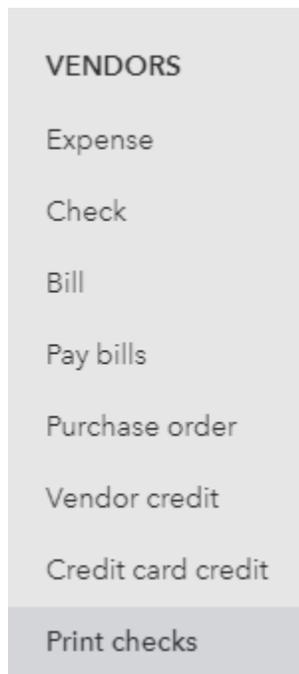
If the sample print does not line up with the blank check, it is recommended to use Adobe Acrobat for printing checks. Here is how to download it and set it as your default PDF viewer:



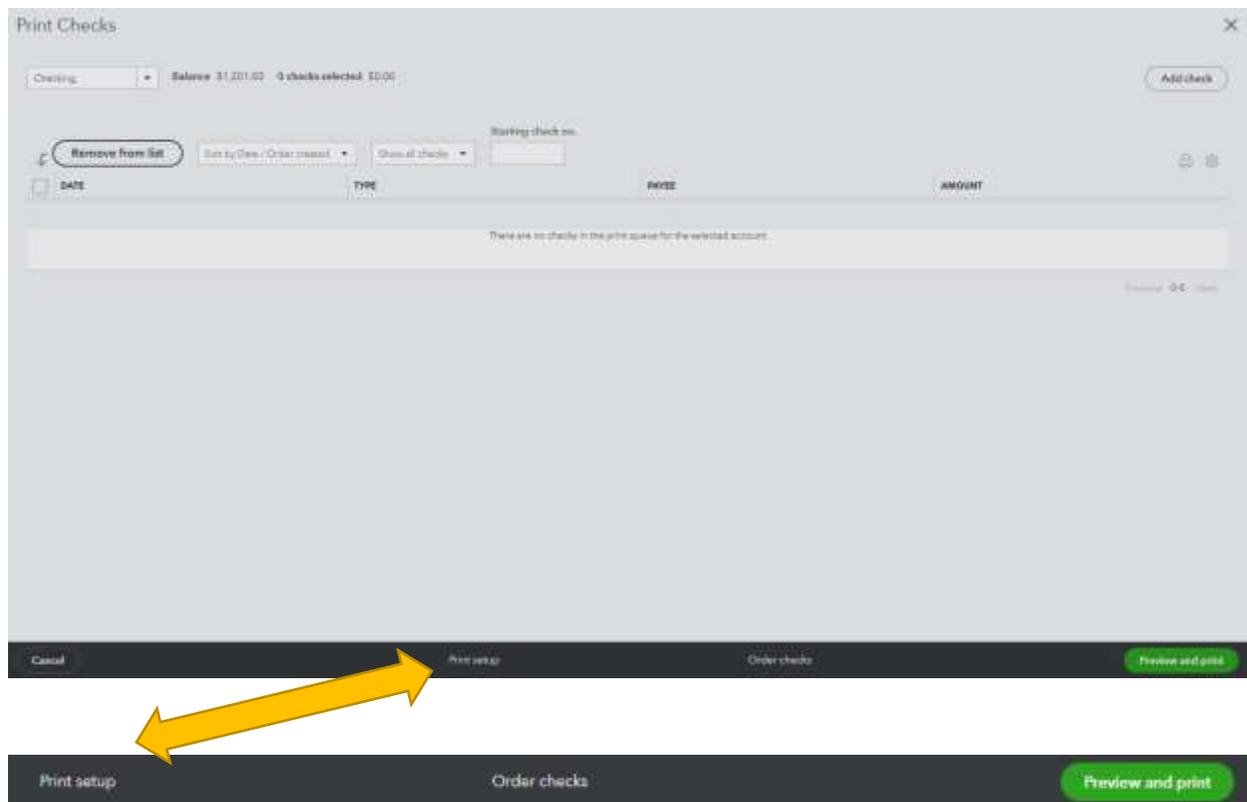
1. Select + New from the Dashboard.

Quickbooks

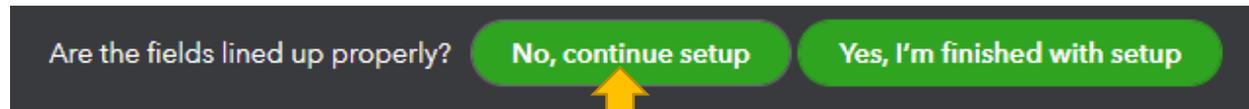
Online Printing Issue after Windows update



2. Select Print checks from Vendors menu.



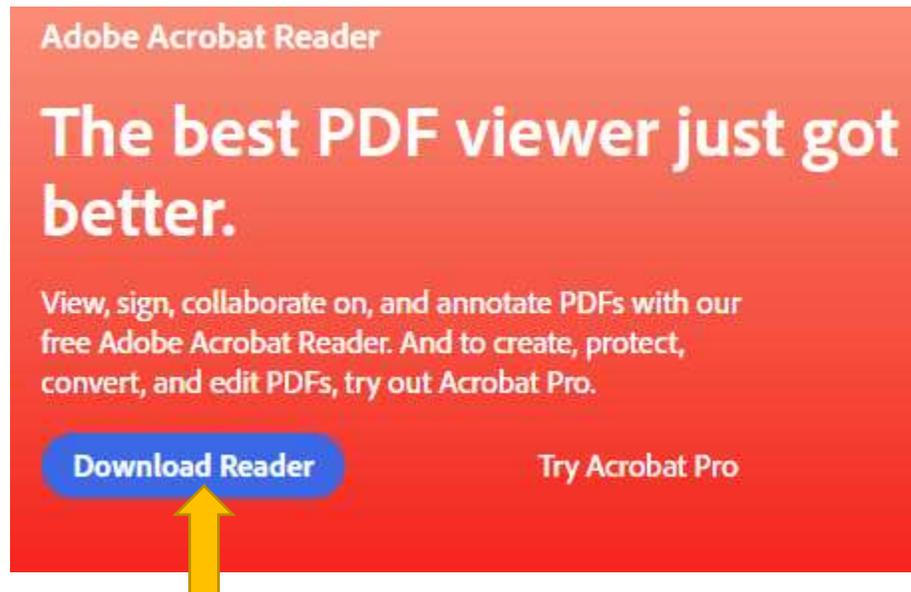
3. Select Print setup.



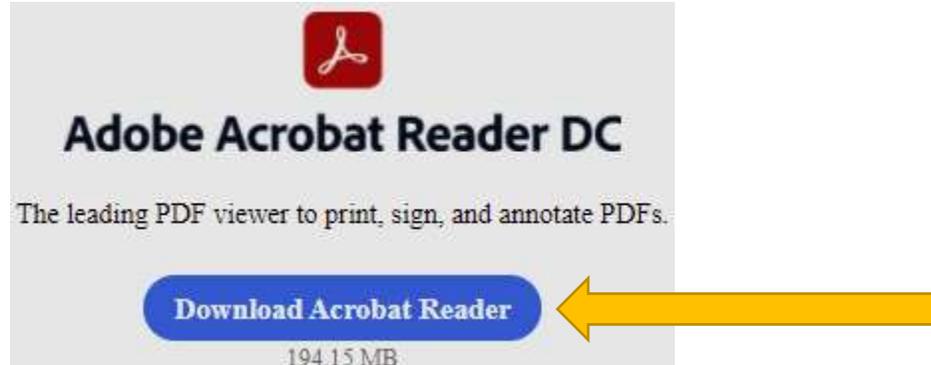
4. Select No, continue setup.

5. Select the latest version of the Reader link.

<https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>

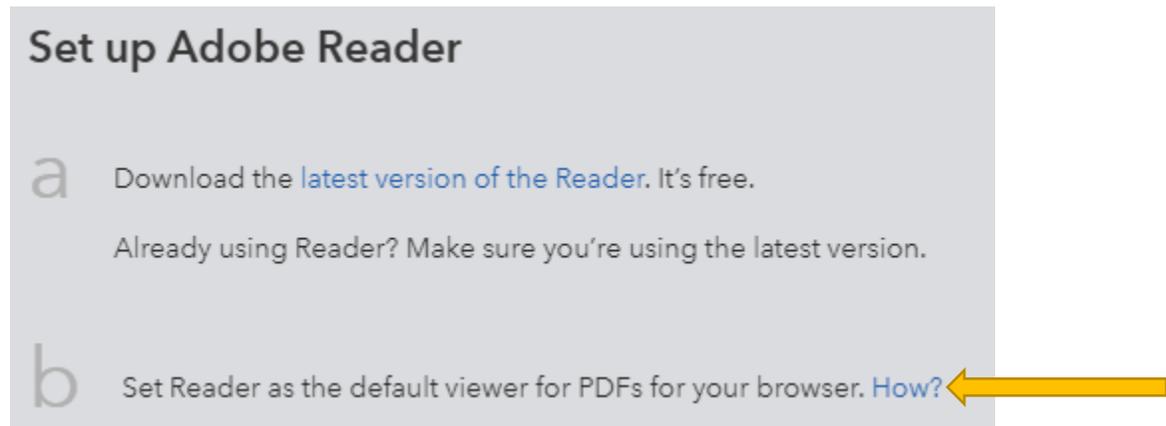


This takes you to Adobe's page where you can download the latest version of Acrobat Reader.



Quickbooks Online Printing Issue after Windows update

6. After installing Acrobat, go back to QuickBooks. See step 4 above.

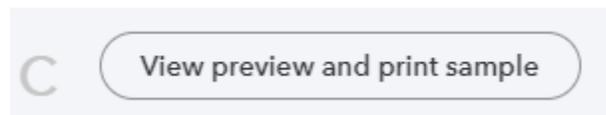


Set up Adobe Reader

a Download the [latest version of the Reader](#). It's free.
Already using Reader? Make sure you're using the latest version.

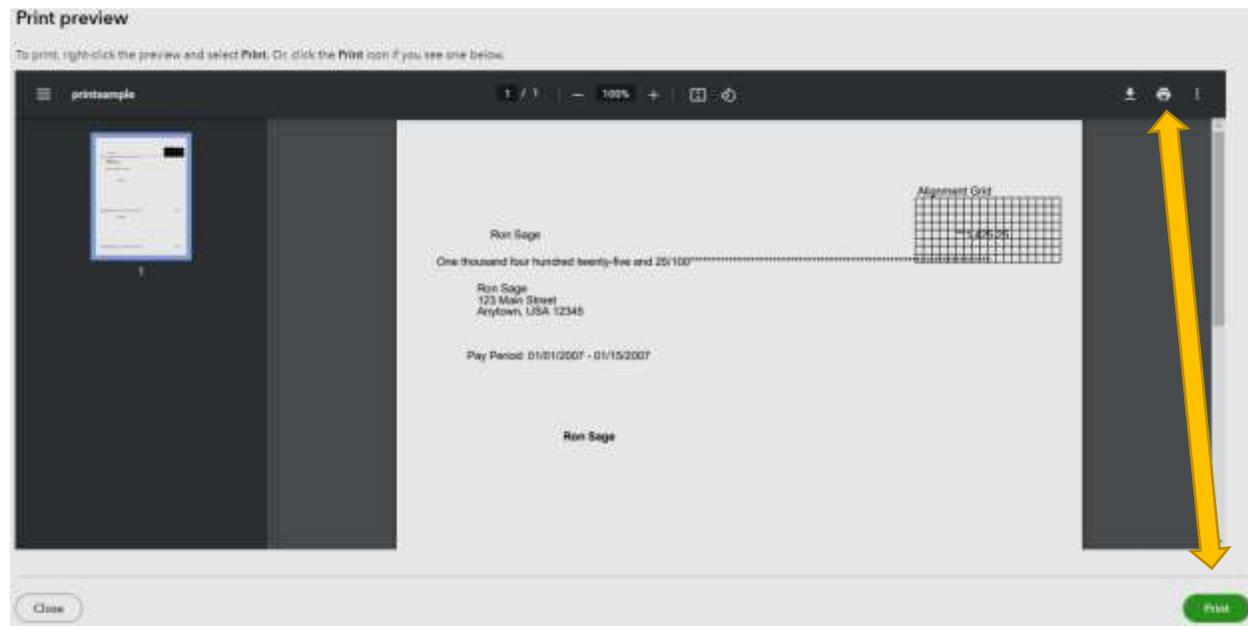
b Set Reader as the default viewer for PDFs for your browser. [How?](#)

Then select the How? link to set Adobe Reader as your browser's default PDF viewer.



c [View preview and print sample](#)

7. Go back to QuickBooks and select View preview and print sample See Page 2 item #5.



Print preview

To print, right-click the preview, and select **Print**. Or, click the **Print** icon if you see one below.

printsample 1 / 1 100% + -

Alignment Grid

Ron Sage
One thousand four hundred twenty-five and 25/100

Ron Sage
123 Main Street
Anytown, USA 12345

Pay Period: 01/01/2007 - 01/15/2007

Ron Sage

Close Print

7a. Then select Print.

8. Follow the on-screen steps to finish printing your sample check.

9. Check the alignment of your sample against a blank check.

If the alignment looks good, then you are ready to print on your regular checks.

If all the above steps fail, it is time to contact QB's as they will have the ability to help correct program issues.