

## 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.

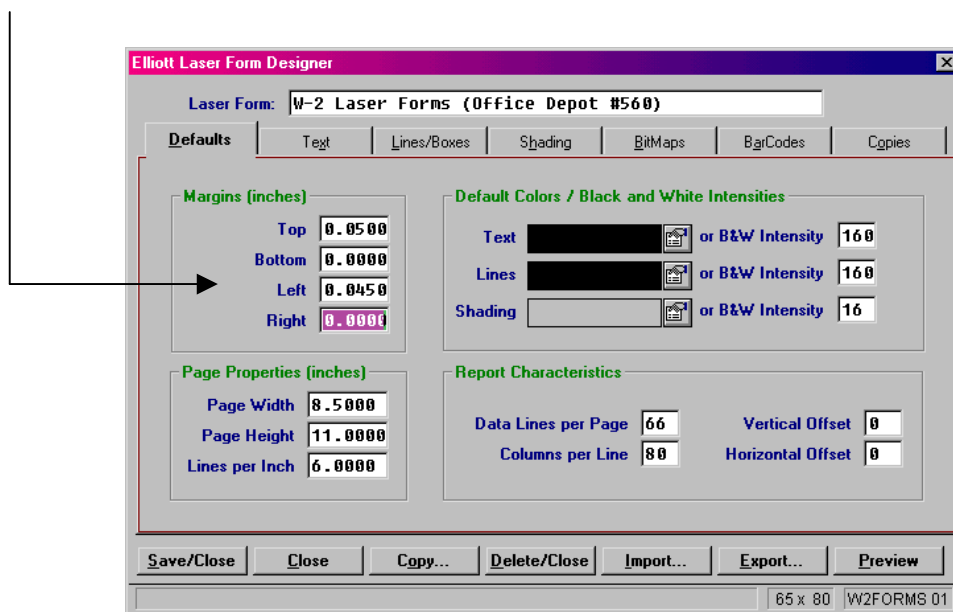
### W2 -

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



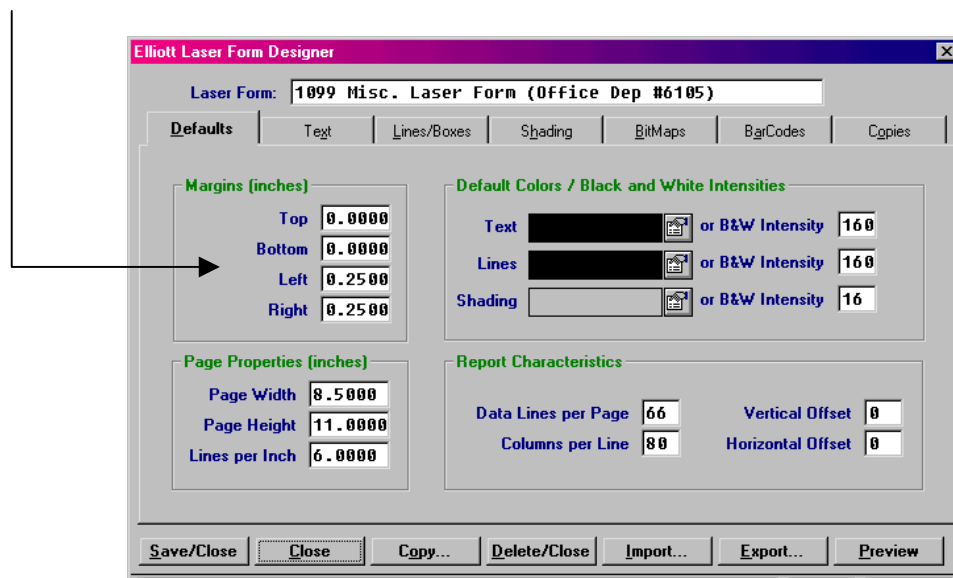
8. Press the "Save/Close" button

## 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



8. Press the "Save/Close" button