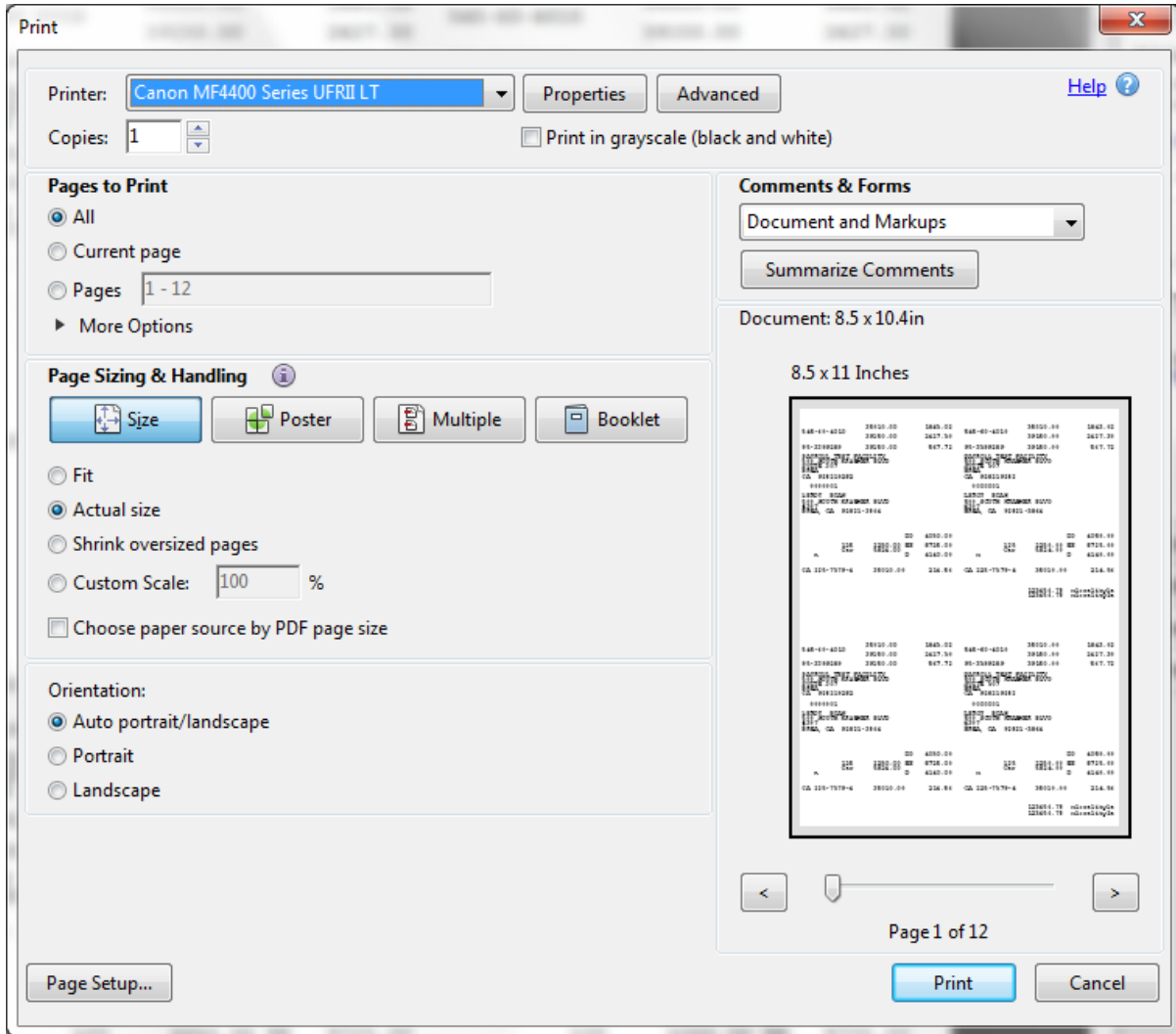


ATTENTION PROGRESS V10 CLIENTS!!!

When you print the W-2s, specific settings for Page Sizing and Handling are required. These settings can be found on the Print screen which will be available when you click on the printer icon or when you select File and Print.



- 1) Make a note of your default selections for Size and Orientation
- 2) For Size, the required selection for W-2s is **“Actual size.”**
- 3) For Orientation, the required selection for W-2s is **“Auto portrait/landscape”**

These settings are required for the information on the W-2 forms to align correctly. When the W-2's have been printed and before you print any hand checks, direct deposit advices or laser checks, change the settings back to the original defaults. Otherwise, the data alignment on the advices and checks will not be correct.