

## Information about printing paycheck stubs without cutting off the right hand margin

Users will need to change their **Page Setup** settings in their Explorer by the following steps:

- Start your Explorer program.
- Click File > Page Setup
- Change Left Margins setting to .5
- Click OK

This will adjust the border around the paycheck image to fit on an 8 ½ X 11 piece of paper.

Note: The paycheck stub will print on multiple pages due to the identification of the paycheck or direct deposit number and the leave balances.

