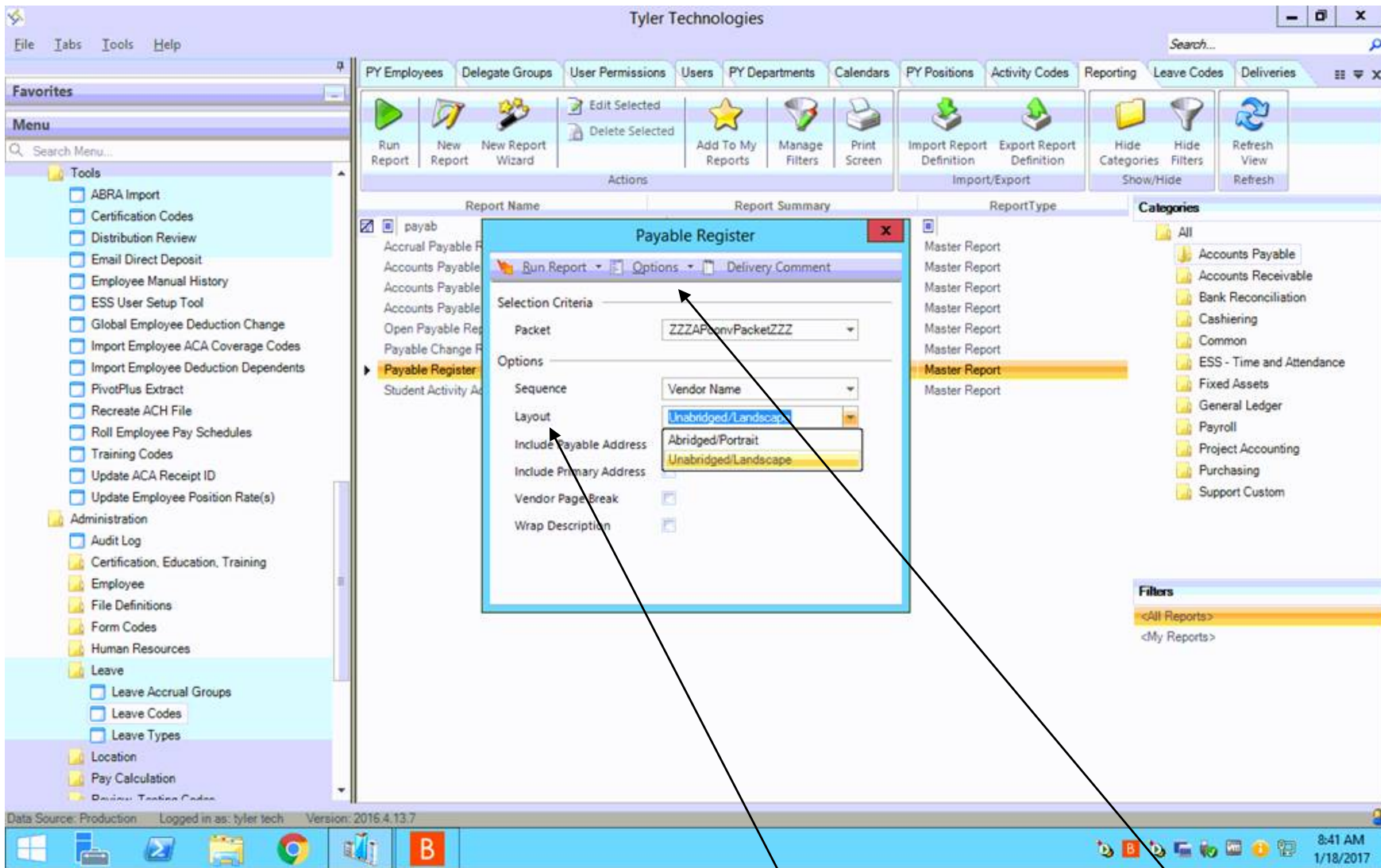


## How to Change Report Formatting to Print in Landscape



That will allow the reviewers to see if 1099 is marked. The system defaults to the Portrait “abridged” version. If you change the option to the landscape “unabridged” version, then you will see the 1099 information on the report.

To change the default to this: **In the Payable Register box, click on the pull down by Layout, select Unbridged/Landscape, click on Options, and select Set As Default. Now every time you run the register, it will run it as Unbridged/Landscape.**