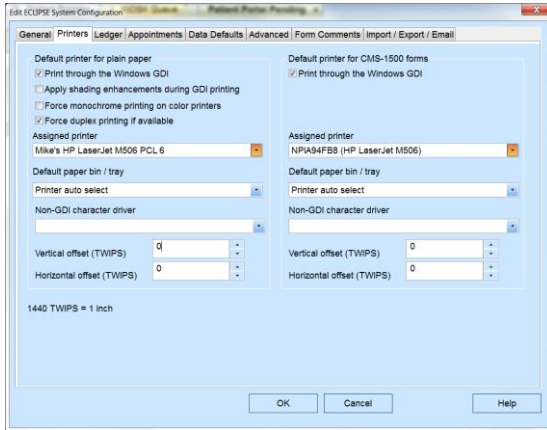


# TWIPS Adjustments for Laser and Inkjet Printers



**THIS DOCUMENT IS INTENDED TO ADJUST CMS-1500 FORM PRINTING ON LASER AND/OR INKJET PRINTERS ONLY!**

**Step #1** Access your configuration by selecting **System** or **Workstation** from the File | Utilities | Configuration menu. Enter your system administrator password if necessary.

**Step #2** Once you are in either the System or Workstation configuration, click on the **Printers** tab. You will see two headings: One for the default printer for plain paper printouts, and one for default printer for CMS-1500 printouts. Under each of these headings, you will see a check box labeled "Print through the Windows GDI". These boxes **MUST** be checked for any adjustments to work on the "Assigned printer."

**Step #3** At the bottom of the screen are boxed with labels for **Vertical & Horizontal Offsets**. You will have 2 lines below. The first will read Plain Paper and have Vert and Horz. The second like with read Pre-Printed and also have Vert and Horz. The table to the right will guide you through what numbers need to be added based upon how much you need to adjust.

**All the numbers should be set to 0 before changing values to get a baseline.**

\*\* Vertical adjustment will move the entire printout either up or down

\*\* Horizontal adjustments will move entire printout left or right

The numerical value can be between -1440 to 1440. The table on the right will guide you as far as distance.

Example: To move the entire block of print **UP** or to the **Right**, enter a **positive** number. To move the entire block of print **DOWN** or to the **LEFT**, enter the number as a **negative** value (e.g. -540). For example, if you wanted to move the text down by say, a half inch, if you were starting from 0, enter -720 in the Vertical Offset. If you wanted to move the text to the right by, say, a quarter of an inch, if you were starting from 0, enter 360 in the Horizontal Offset.

INCHES	TWIPS
1/32	45
1/16	90
3/32	135
1/8	180
5/32	225
3/16	270
7/32	315
1/4	360
9/32	405
5/16	450
11/32	495
3/8	540
13/32	585
7/16	630
15/32	675
1/2	720
17/32	765
9/16	810
19/32	855
5/8	900
21/32	945
11/16	990
23/32	1035
3/4	1080
25/32	1125
13/16	1170
27/32	1215
7/8	1260
29/32	1305
15/16	1350
31/32	1395
1	1440