

# Check Layouts in SedonaOffice

12/28/2023 2:41 pm EST

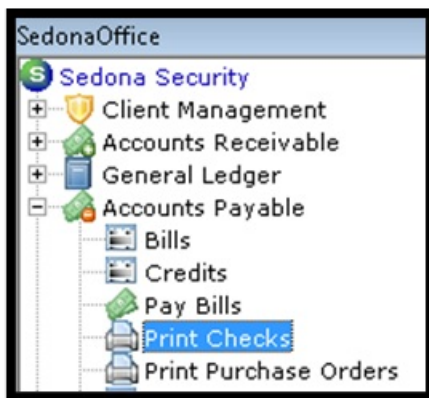
## Question:

A common question from our customers is how to adjust their check layouts. For example, one question received is "How to I move my amount field up on the check?"

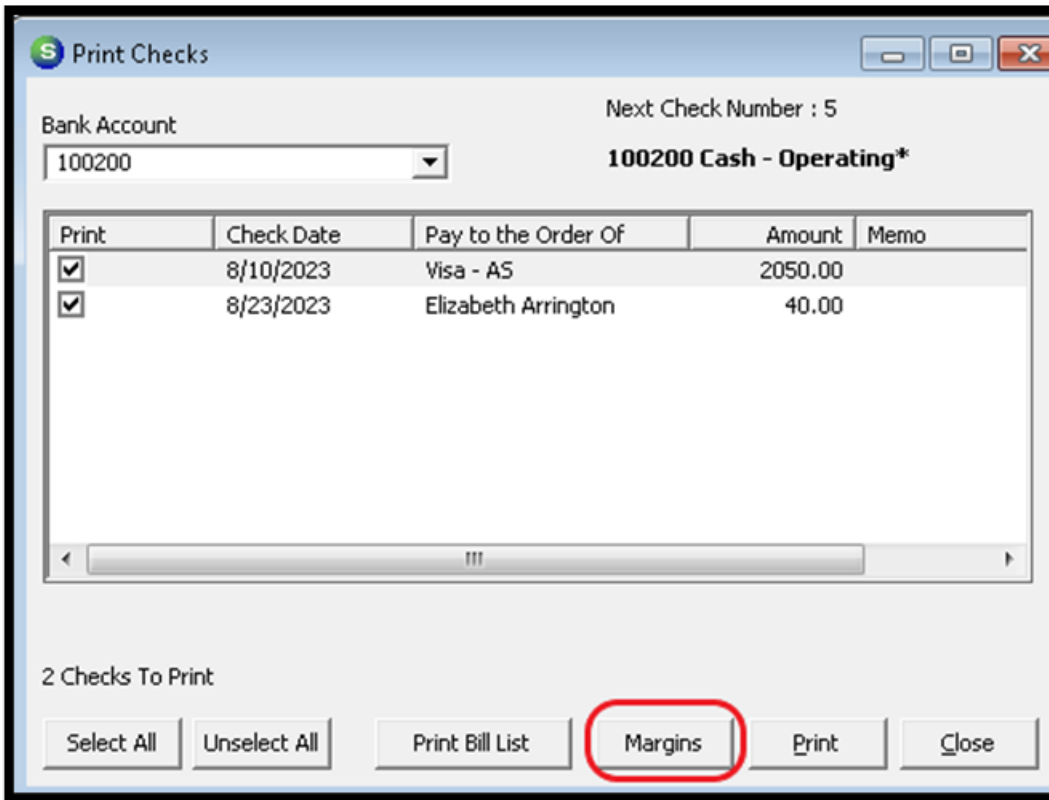
## Answer:

In most cases, adjusting the margins of the check layout will resolve the issues a customer is having with their check layout.

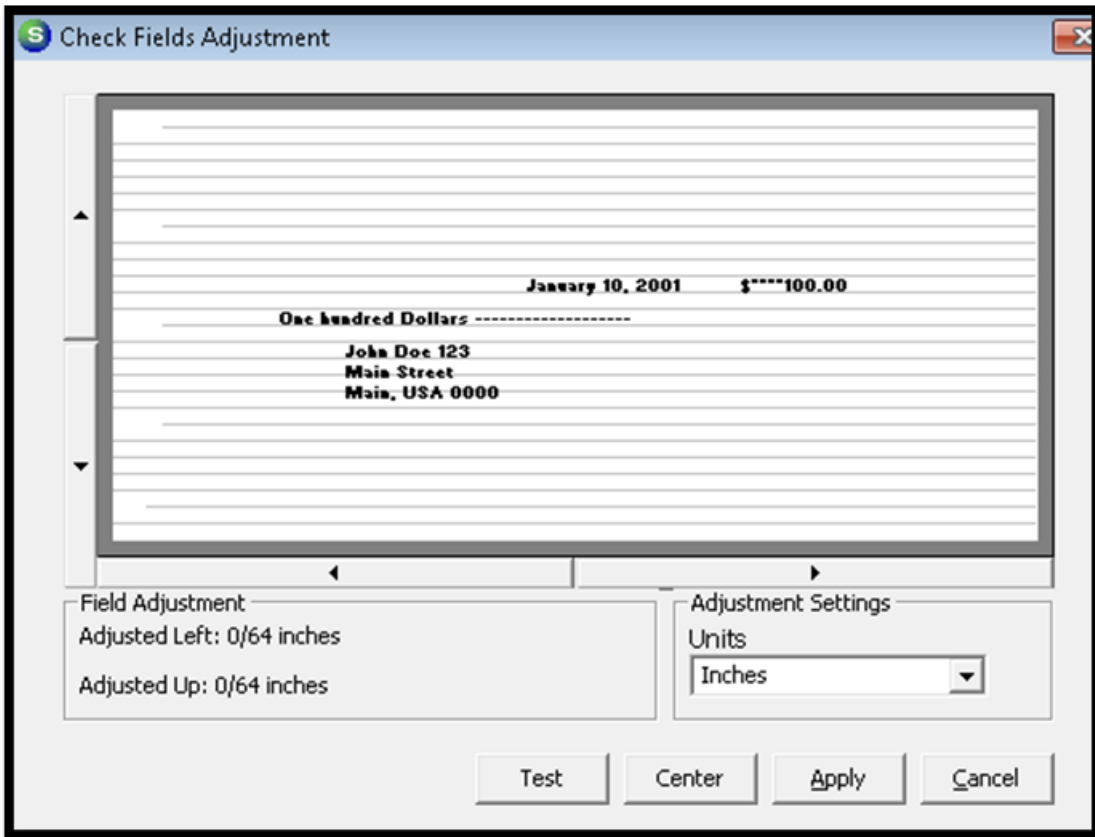
Go to Accounts Payable > Print Checks.



The Print Checks window will display. Click on the button labeled Margins.



When Margins is clicked, it will open the Check Fields Adjustment window. Using the arrows around the check layout, you can vertically and horizontally adjust the layout.



For more in-depth information, you can read the Knowledge Base article on this on the subject of Check Alignment using the link below.

<https://sedonaoffice.knowledgeowl.com/help/print-checks-check-alignment>