W-2 Printing Tips

W-2 Not Printing With Boxes

-Right click on body of the PDF in LEO
   (a popup window will appear)
-Choose *Page Display Preferences*
-Choose *Documents*
-Deselect *Allow layer state to be set by user information* option

OR

If the above does not work, follow steps below.

-Open the Adobe Reader on your computer prior to accessing the W-2 in LEO
   or Save a copy of the W-2 to your PC and open the file saved to your computer.
-Click on **Edit** from top toolbar
-Choose *Preferences* from the dropdown
-Choose *Documents*
-Deselect *Allow layer state to be set by user information* option

Note: If using Adobe XI (11) you must use the second set of instructions above.

W-2 Printing With Mailing Address on Bottom

-Click the Print () icon on the Acrobat Toolbar
-Ensure *Page Scaling* is set to **None**
-**Deselect** the *Auto-Rotate and Center* option
-**Deselect** the *Choose paper source by PDF page size* option