Editing Print Layouts

Last Modified on 07/18/2026 6:13 pm EDT

This guide explains how to edit print layouts. It is intended for system administrators.

System administrators can edit many printouts in aACE by entering FileMaker's layout mode. For most instances, this editing involves 'nudging' fields into place so they correctly print to different forms (e.g. checks, vendor 1099s, etc). Similarly, different printers sometimes provide different results, so small adjustments may be required.

To edit print layouts, your user group must have the correct configuration:

- Data group is set to Management or Programmer_Admin
- Have access to aACE Preferences

Note: aACE Complete customers may find that semi-annual maintenance updates overwrite some aspect of a customized print layout. We recommend keeping precise and thorough notes about your customizations to make it easy to recreate them.

Editing a Print Layout

1. Navigate from **Main Menu** > **System Admin** > **System Preferences** > **Database**.
2. Click the **Edit Printouts** dropdown list and select the printout you want to adjust.
3. Click the **Edit** icon ( ).
4. At the dialog box, click **OK**, then press the appropriate key combination to enter Layout Mode:
   - Mac — ⌘-L
   - PC — Ctrl-L
5. Make the necessary layout adjustments (see below).
6. Close the layout editing window.
   The first time you change a layout, FileMaker prompts you to save the changes. At that dialog, you can mark the flag to save changes automatically.

Common Layout Adjustments

Below are tips for some of the most common needs for editing a print layout (e.g. for checks, orders, invoices, etc).

Re-Positioning Fields

Often you will merely need to nudge the data fields slightly to get them into place. Open the print layout for editing, then click the data field that needs adjustment:

- Adjust the field *placement* by using the keyboard arrow keys
- Adjust the field *size* by clicking an anchor-square and dragging the border larger or smaller

Re-Sizing Fonts

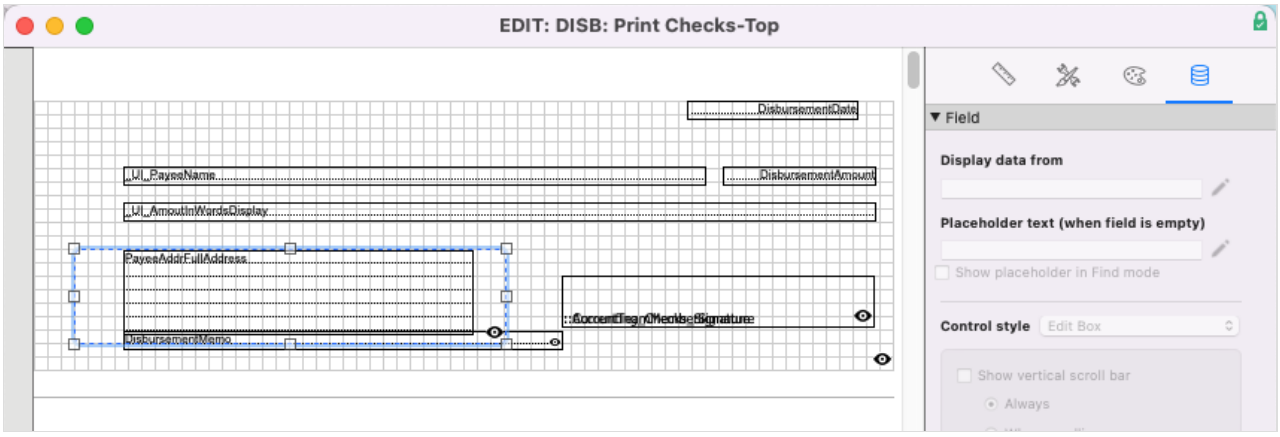
You can change the font size on each data field so the information fits better on your print items. Changing the font size may require re-positioning the field.

Open the print layout for editing, click the data field, then display the Inspector pane (for Mac press ⌘-I; for PC press Ctrl-I).

- Click the **Styles** icon ( ), then select a different font setting (e.g. Field 6pt Left).
- Click the **Appearances** icon ( ), then change the Text and Paragraph settings (e.g. font, size, alignment, etc).

Aligning the Address Window Guide with Envelope Windows

Some print layouts now include a blue guide that represents an envelope address window:



By default, this blue guide will *not* print. However, you can change this temporarily to help match the guide to your actual envelopes:

1. Open the print layout for editing, then click the blue guide's border.
   Note: You may have to click the border multiple times to shift focus to the guide itself.
2. Display the Inspector pane by pressing **⌘-I**, then click the **Data** icon ( ).
3. In the Behavior section, change the **Hide object when** number from '1' to '0', then close the layout window.
4. Test your changes by printing a sample on white paper, placing it in an envelope, and

noting any differences between the envelope window and the guide.
5. Adjust the guide as needed to match your envelopes, then re-position the address block to fit within the guide area.
6. At the print layout again, change the **Hide object when** number back to '1'.
7. Close the layout window.

Helpful Hints

- Preprinted papers (e.g. checks, 1099s, etc.) often require adjustments. Test your changes by printing a sample on white copy paper, then overlaying the preprinted paper with the sample, and holding it up to a light. This usually allows you to see where the text will be placed, identifying any overlapping data without ruining a preprinted sheet.
- To find additional resources that help with editing layouts, search the Internet for "FileMaker Layout Mode".
- The default DPI on Mac is 72 and on Windows it is 96. This means nudging a screen object 1 pixel equates to approximately 1/72 inch on Mac and 1/96 inch on Windows.
- A printout may require several small adjustments until it prints exactly as you desire. Careful persistence will ensure you get the best results.
- For complex adjustments to existing printouts or for new reports (https://aace6.knowledgeowl.com/help/printing-information-from-aace), contact aACE Software or your aACE Support Representative.