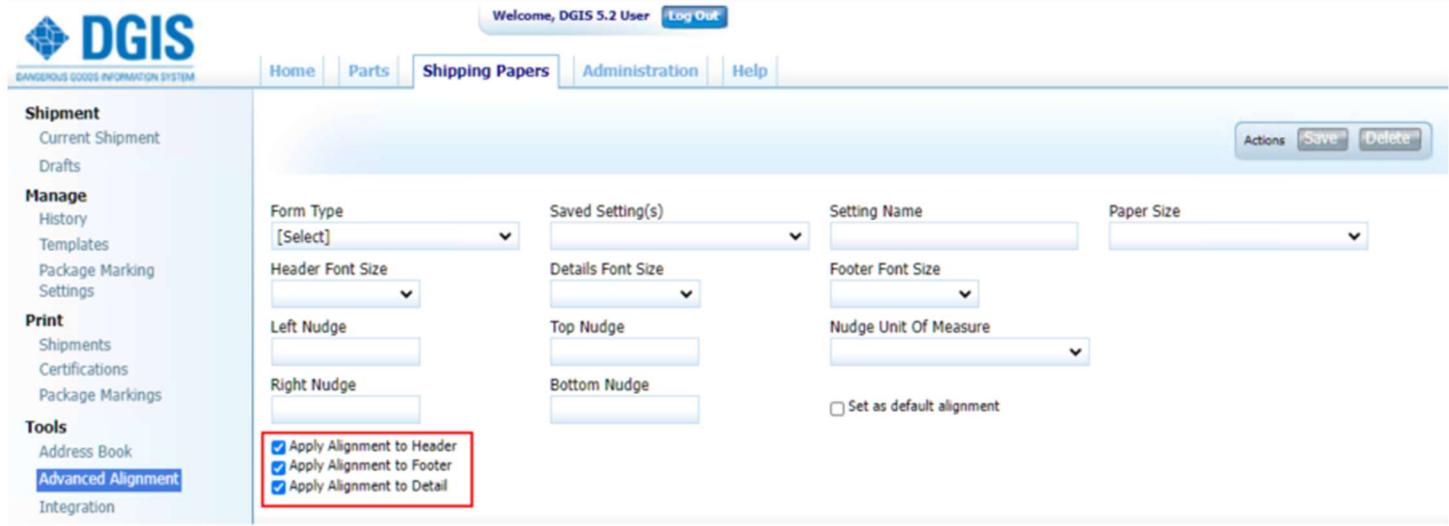**Advanced Alignment (5.2)**

This article is subject to change.
Starting with the release of DGIS 5.2, the Advanced Alignment screen offers added flexibility for formatting your forms.
The Advanced Alignment screen now offers alignment changes to the Header section, the Footer section, and the Detail section.

New Advanced Alignment feature

Apply Alignment to Header: Values you've entered will apply to Header (Top section of form).
Apply Alignment to Footer: Values you've entered will apply to Footer (Bottom portion of form).
Apply Alignment to Detail: Values you've entered will apply to Detail (Middle portion of form).

Note: This new feature is not applicable to the FedEx Laser form, the UPS Laser form, or the UPS Crossborder form.

Advanced Alignment fields

Form Type: Shipping form.
Saved Setting(s): Setting Name.
Setting Name: Setting Name.
Paper size: Paper size.

Advanced Alignment (5.2)

Header Font Size: Top portion of form.
Details Font Size: Middle portion of form.
Footer Font Size: Bottom portion of form.
Note: Not applicable to the FedEx Laser form, the UPS Laser form, or the UPS Crossborder form.

Left Nudge	Top Nudge	Nudge Unit Of Measure
0	0	Inches ⌄
Right Nudge	**Bottom Nudge**	
0	0	☐ Set as default alignment

Left Nudge: Left portion of form.
Right Nudge: Right portion of form.
Top Nudge: Top portion of form.
Bottom Nudge: Bottom portion of form.
Nudge Unit of Measure: Unit of measure options in Inches, Centimeters, and Millimeters.
Set as default alignment: Set's alignment setting as default for Form Type selected.

- **Creating an Alignment**
1. Select the Form type.
2. Give the setting a name under Setting Name.
3. Make the appropriate changes to the Header, Details, and Footer Font size if necessary.
4. Make the appropriate changes to the Left, Right, Top and Bottom Nudge fields, if necessary.
5. Select a Nudge Unit of Measure.
6. Click Save.
7. Print the form. Go to the Print>Shipments screen, select the shipment, and in the Selected Alignment field, select the Setting name you created.
8. If the printed form needs further alignment adjustments, see 'Edit an Existing Alignment' below.
9. If the printed form does not need any adjusting, you can set the alignment as a Default. To set as a Default go to the Advanced Alignment screen, choose the Form Type, choose the Setting Name, put a checkmark in the Set as Default alignment checkbox and click Save.

- **Edit an Existing Alignment**
1. Go to the Shipping Papers Tab > Tools > Advanced Alignment screen, and select the appropriate Form type.
2. Select the Setting name in the Saved Settings field.
3. Make the necessary changes.
4. Select Save in the top right hand corner.
5. Print the form. Go to the Print>Shipments screen, select the shipment, and in the Selected Alignment field, select the Setting name you created.
6. If the printed form needs further alignment adjustments, repeat steps 2 through 5.
7. If the printed form does not need any adjusting, you can set the alignment as a Default.

Advanced Alignment (5.2)

- **Deleting an Existing Alignment.**
1. In the Advanced Alignment tool, select the form type of the alignment you need to change.
2. Under the Saved Settings drop-down menu, select the Setting you need to change.
3. Click Delete in the top right hand corner.
4. Click Yes.