

Setting Custom Paper Sizes – PC/Windows

A number of Messenger’s stationery products, when printed using Make It! Personal, will require the setup of custom paper sizes in your printer’s driver software. Since this process varies somewhat depending on the printer manufacturer, this guide will outline the basic concepts for setting these up.

ALL SIZES ARE IN INCHES

Small Books	6.5 x 9.4
Large Books	7.5 x 9.4
Oversized Books	7.5 x 11
No tab Prayer Card	8.5 x 10
Ack. Cards 2-up small Svc Folders Exp. Note Cards Temp. Grave Markers	7 x 10
1up small Service Folder s	7 x 5
1up Copy Machine Service Folders Image Marker Temp Grave Markers	8.5 x 5.5
1up Large Bookmarks <i>(not compatible with some printers)</i>	3 x 8.8

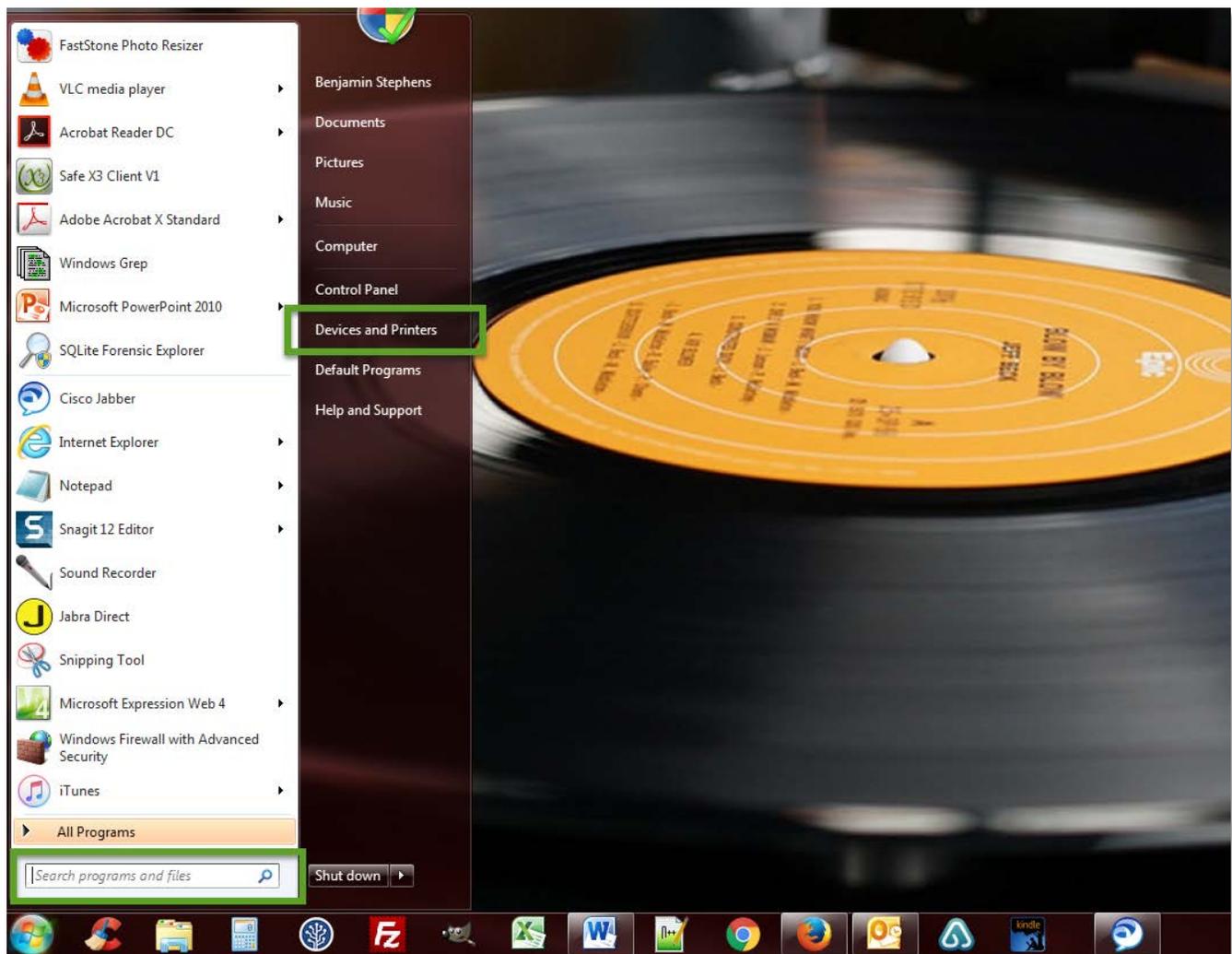
The following table lists products that do **NOT** require custom paper sizes because they use a standard paper size known to virtually all printers. Simply choose the appropriate size at the print job.

ALL SIZES ARE IN INCHES

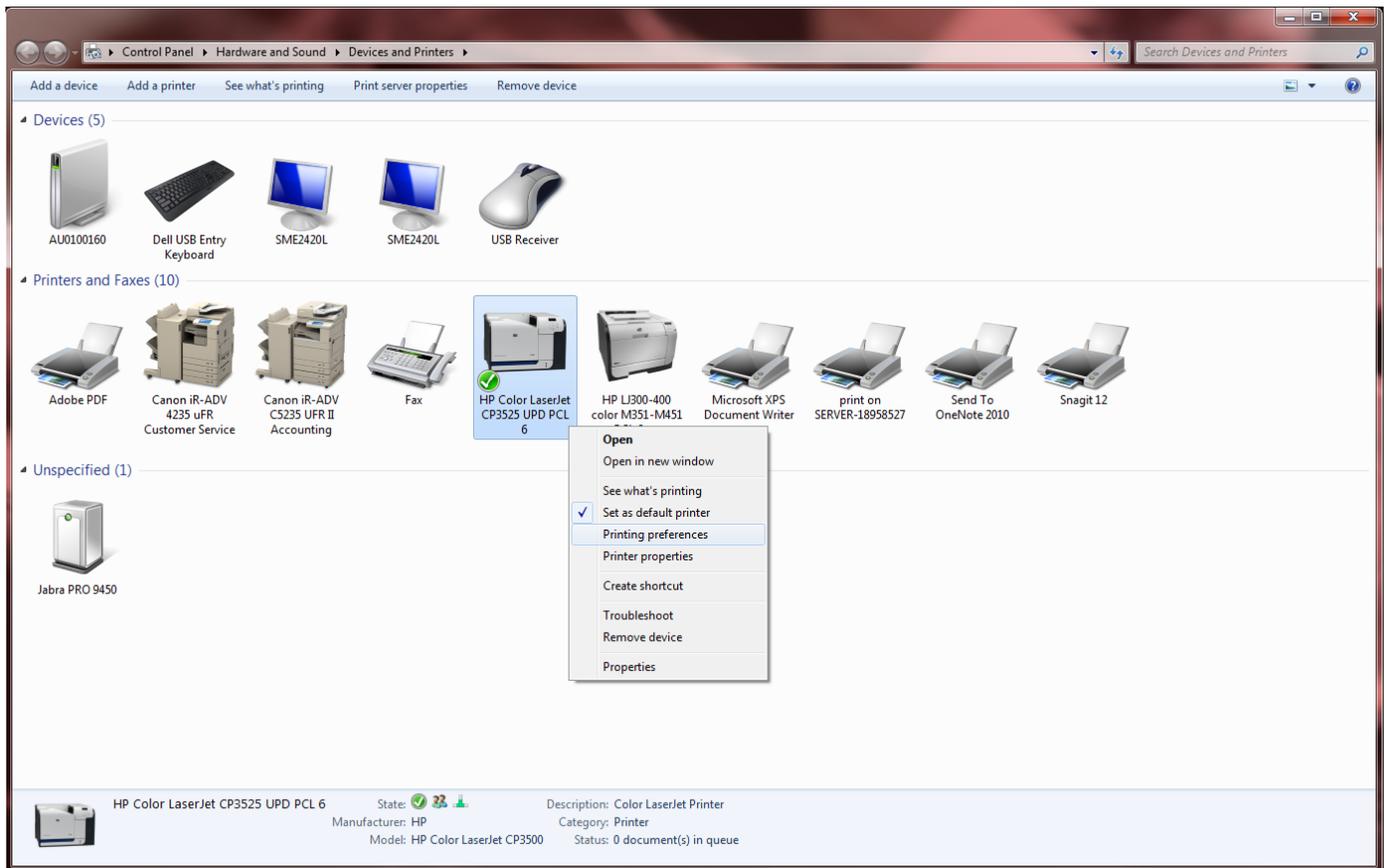
2up Copy Machine Folders Large/Bulletin Service Folders 4up Bookmarks Tabbed Prayer Cards Display Sheets Memory Cards DVD Covers Square Candles Temp. Grave Markers	8.5 x 11 (letter)
Standard/Premium Candles Trifolds	8.5 x 14 (legal)
Clergy Records (various)	6.4 x 7.9 6.5 x 8 6.5 x 8.5 8.5 x 11

Registering Custom Paper Sizes in the printer driver – Method #1

Click on the **Start** button in the lower left corner of the screen and select *Devices and Printers*. If you don't see *Devices and Printers* listed, you should be able to start typing it into the search bar, and that should bring it up.

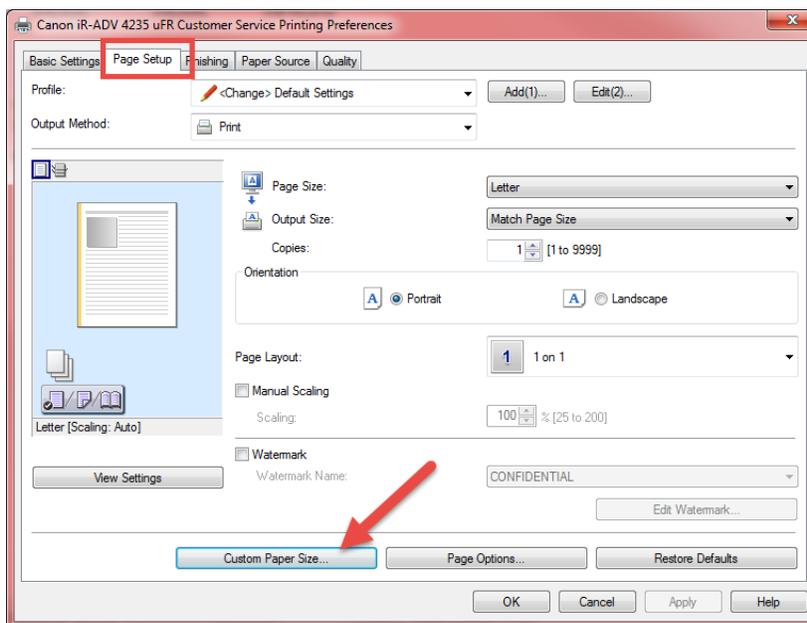
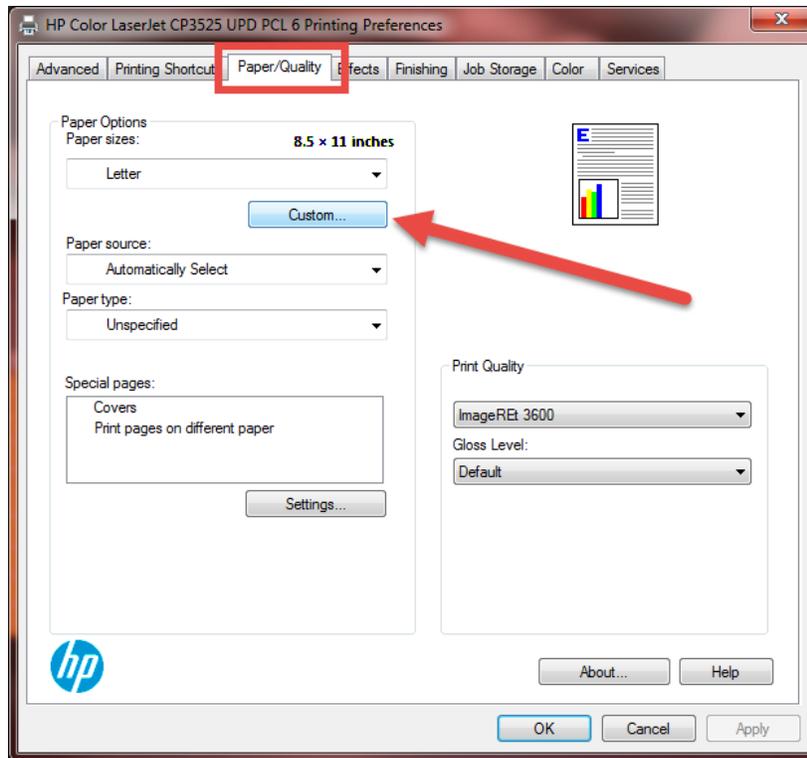


Find the printer you are printing to, right-click it, and choose Printing Preferences.



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This is where things start to diverge. Depending on your printer manufacturer, the next screens may vary in appearance, but you'll be looking for the same setting. I've given two examples to illustrate this: an HP and a Canon.

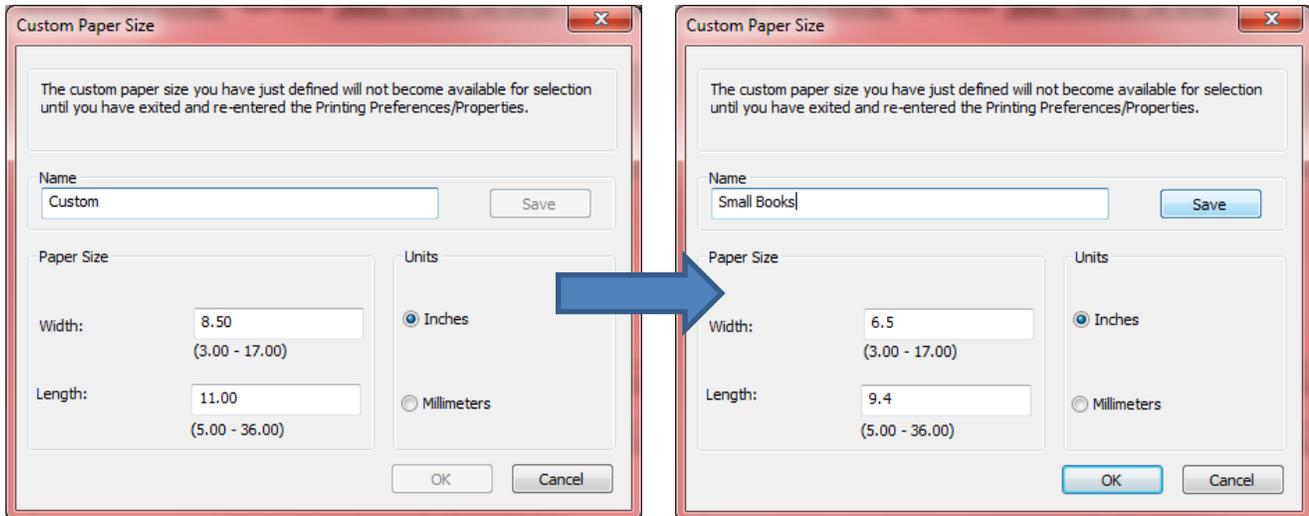


For the HP: You'll navigate to the **Paper/Quality** tab, and then click on the button labeled **Custom...**

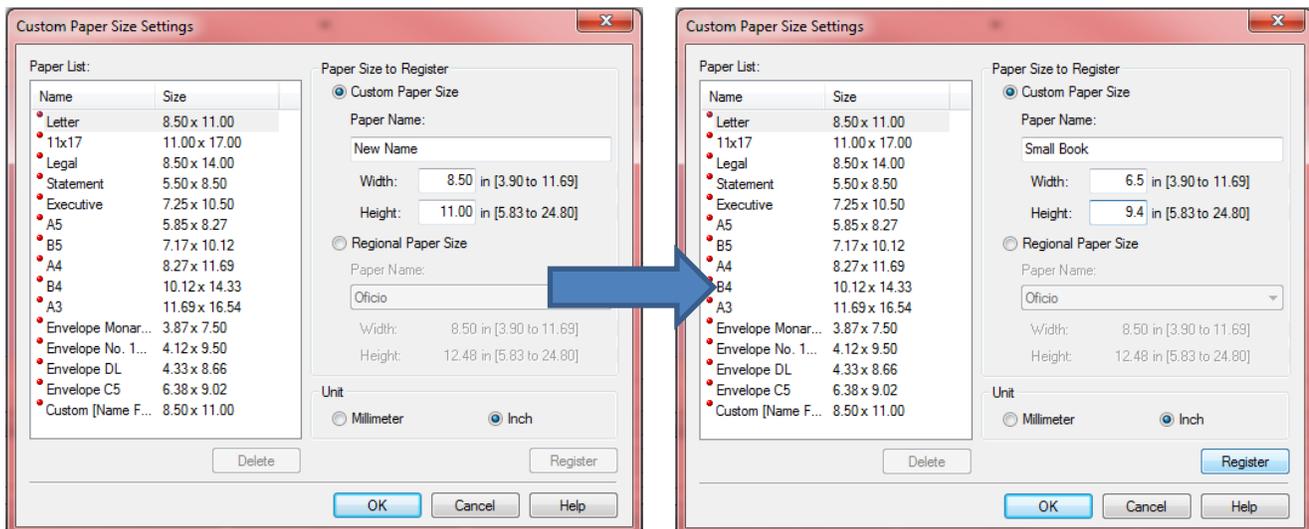
For the Canon: You'll navigate to the **Page Setup** tab, and then click the button labeled **Custom Paper Size...**

Again, the idea here is you're looking for the same setting but it may vary slightly in appearance or wording depending on the manufacturer.

HP: You'll now see a dialog in which you can define the name, height, and width of the custom page size. Don't forget to click **Save** after each size is entered, then click **OK** when finished.

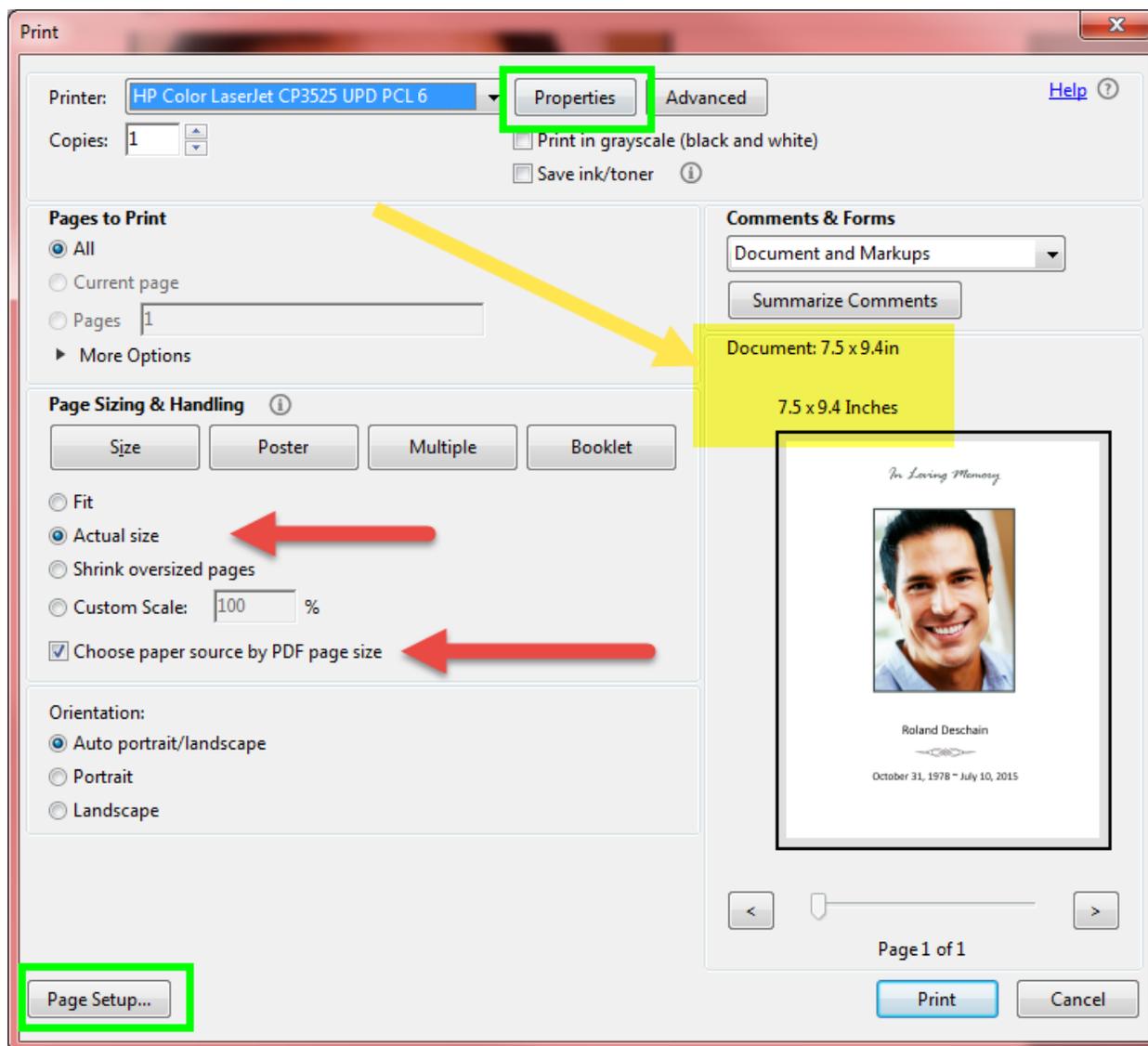


Canon: You'll now see a dialog in which you can define the name, height, and width of the custom page size sound familiar?). Don't forget to click **Register** after each size is entered, then click **OK** when finished.



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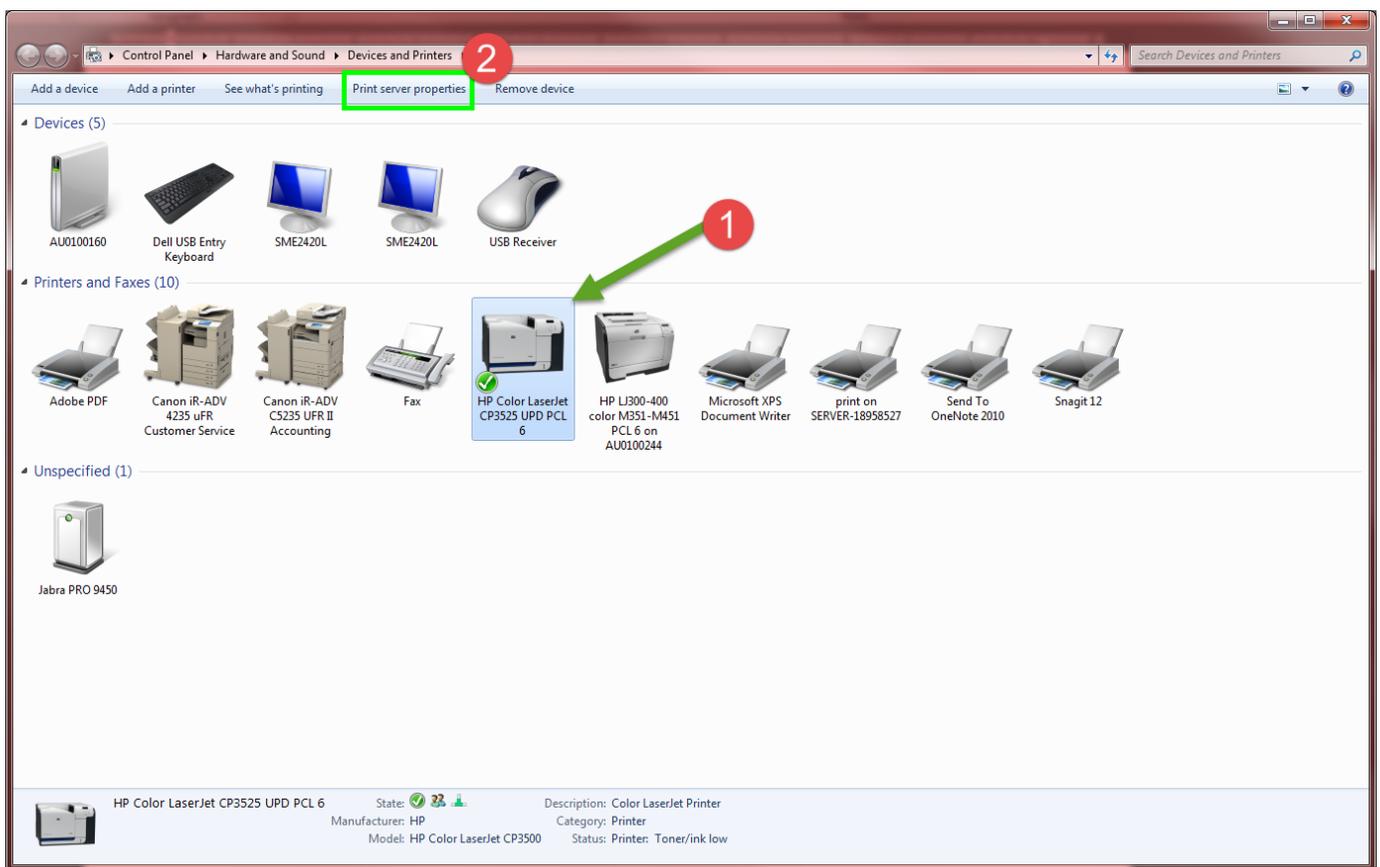
That's it! Your custom paper sizes are now registered, and you'll simply need to make sure the correct size is pulled when sending the print job. ALWAYS choose **Actual Size**, and most printers will match the proper custom size by checking the box **Choose paper source by PDF page size**. If this doesn't match the *Document Size to Paper Size* (highlighted in yellow), the right custom size can be explicitly selected under **Properties** -or- **Page Setup** (outlined in green).



Registering Custom Paper Sizes in the printer driver – Method #2

Sometimes Printer Preferences opens up and there are very limited options, and absolutely no tab or setting regarding custom page sizes. There is a second method which sometimes, but not always, works around this.

While in the *Devices and Printers* window, click on the desired printer to select it. Next, click **Print server properties**.



You should now see the **Print Server Properties** window. First, click on **Change Form Settings** to enable permission to change settings. Second, check the box **Create a new form** to do just that. Then simply enter the name and dimensions of the custom size you wish to define. Click **Save Form**, then click OK.

