



Scale a document to fit page size

1. On the **File** menu in the software program, click **Print**.



2.	Select the product, and then click the Properties or Preferences button.	

Print 2 X							
Printer							
Name:	😽 HP Color LaserJet CP4520	-	Properties				
Status: Type:	HP Color LaserJet CP4520	^	Fin <u>d</u> Printer				
Where: Comment:	HP Color LaserJet Family [Manual duple <u>x</u>				
Page range	HP LaserJet 8100 Series F	=					
O Current	HP LaserJet M1319f MFP						
Type pa ranges a Microsoft XPS Document Writer							
section. or p1s1,	For example, type 1, 3, 5–12 p1s2, p1s3–p8s3						
Print <u>w</u> hat:	Document	Zoom					
Print:	All pages in range 🔹	Pages per s <u>h</u> eet:	1 page	•			
		Scale to paper size:	No Scaling	•			
Options OK Cancel							

Click the **Effects** tab. 3.



Watermarks [none]

Postcard (JIS)

First page only

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Edit...

OK Cancel

About... Help

4. Select the Print document on option, and then select a size from the drop-down list.