

## Select the paper size (Windows)

- 1. From the software program, select the **Print** option.
- 2. Select the printer, and then click the **Properties** or **Preferences** button.

**NOTE:** The name of the button varies for different software programs.

- 3. Click the Paper/Quality tab.
- 4. Select paper size from the **Paper size** drop-down list, and then click **OK**.
- 5. In the **Print** dialog box, click the **OK** button to print the job.

To create and use a custom paper size, complete the following procedure:

- 1. From the software program, select the **Print** option.
- 2. Select the printer, and then click the **Properties** or **Preferences** button.

**NOTE:** The name of the button varies for different software programs.

- 3. Click the **Paper/Quality** tab.
- 4. Click the **Custom** button.
- 5. Type a name for the custom size, and then click the **Save** button.
- 6. Specify the dimensions of the paper.
  - The width is the short edge of the paper.
  - The length is the long edge of the paper.
- 7. Click the **OK** button to close the **Document Properties** dialog.
- 8. Click the **Properties** or **Preferences** button to re-open the **Document Properties** dialog.
- 9. Select the custom paper size from the **Paper size** drop-down list, and then click **OK**.
- 10. In the **Print** dialog box, click the **OK** button to print the job.