

Printing Sized Pages

When wanting to print on different size paper or card media, you must choose that size in your **PRINTER** properties or preferences.

Example Question: I have a 5X7 book that I use now for addresses. When I print addresses from my address book, they come out on a 8X10 sheets. How can I change to print out 5 X 7 sheets that will fit my new address book.

Answer: Since this is only done a few times a year, do not change your default settings in the printer. Just change the printer Properties when you want to print the addresses on 5 X 7 sheets. Of course, you may allow them to print on 8 X 11 regular paper and then cut the excess paper off. But you set the printer to print 5 X 7 size.

1. When ready to print the addresses, click Print on the address page and when the Printer screen comes up, click Properties.
2. Look for the tab on the Properties pages that presents a print option to select the Page SIZE for 5 X 7. Usually this is presented as Scaling or Fit to Paper Size. There will be a little box with an arrow in it.
3. Click the down arrow in the Fit to Paper Size box and select the size you want for the addresses pages, such as 5 X 7.
(the default is 8 X 11. As soon as the address document is completed the printer will go back to the default setting. You would have to select default if you want it to always print in the 5 X 7 size.)
4. Click Ok and then click Print.

Note: You may leave your regular 8 X 7 size paper in the printer to print the 5 X 7 addresses format and then trim the paper to 5 X 7 or you may wish to purchase card stock that is the preferred size (such as 5 X 7)

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