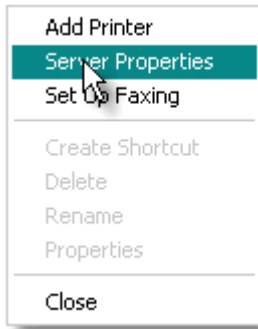


## How to create a custom paper size in Windows XP or Windows Server 2003

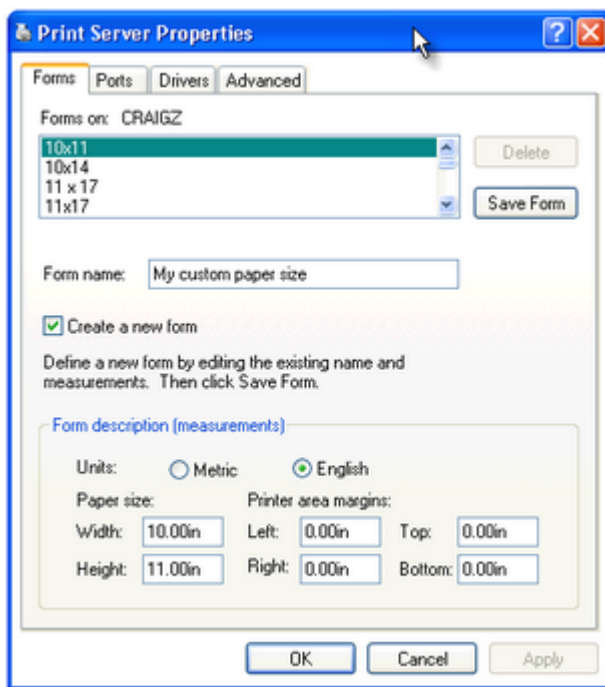
If you want to print on a paper size that is not yet set up on your print server, such as banner paper, you can follow these easy steps:

**Please note: You are required to be a local administrator of the workstation that contains the print driver to make changes . If the driver resides on the server, you must make the changes at the server instead of your workstation**

1. Open the **"Printers and Faxes"** folder on your computer
2. Under the **"File"** menu, select **"Server Properties"**.



3. Select the **"Forms"** tab



4. Check the **"Create a New Form"** box, and fill out the **"Form Description"** and **"Paper Size"** fields. It is best to leave the **"Printer Area Margins"** fields as 0.
5. Select **"Save form"** and close the window. Your form should now be ready to use.