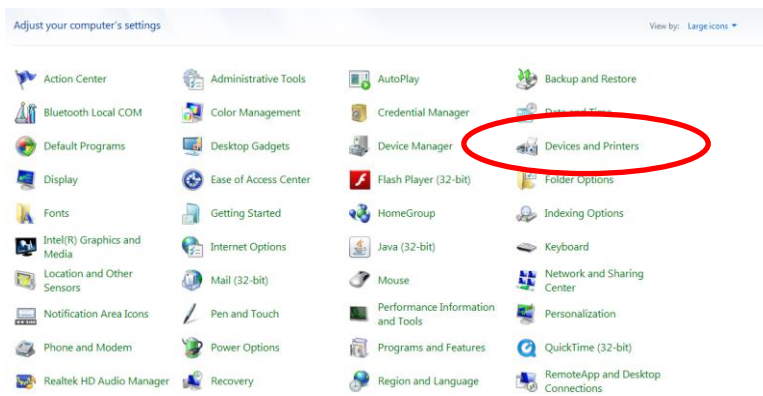


How to create a custom paper size using Windows 7, Windows 8 and Mac OS X

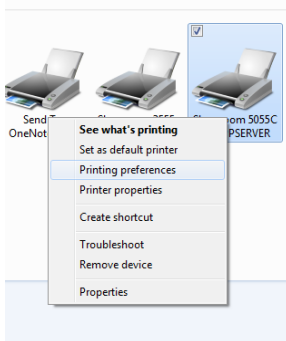
This document explains how to print on custom paper sizes using paper settings options in the printer software. You can create custom paper sizes on computers running Windows 7, Windows 8, and Mac OS X.

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 *Devices & Printers, Printers, or Printers & Faxes* folder. This may be in *Control Panel*.



2. Locate your Toshiba print driver, right click on the icon & select *Printing Preferences*.



3. Switch to the *Others* tab then click on *Custom Paper Size*. If you cannot click on *Custom Paper Size*, you are not a local administrator or the print driver is installed on your server. See your IT person for assistance.

Once you click on the *Custom Paper Size* you will see the window to create customize paper sizes for your Toshiba.

4. Click on the top *Custom Paper 1* in the *Paper Size List*.

- Create the paper size name in the *Name* field
- Set your A(Length) and B(Width). Click *Add*.
- Click OK the OK again to get out of Printing Preferences. Close Printers.

Custom Paper Size



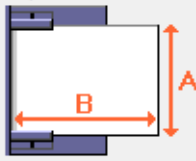
Paper Size List:

Name	Size
Custom Paper 1	210.0 x 297.0
Custom Paper 2	210.0 x 297.0
Custom Paper 3	210.0 x 297.0
Custom Paper 4	210.0 x 297.0
Custom Paper 5	210.0 x 297.0

Name:

Custom Paper 1

Paper Size



A(Length):

304.8

mm (100.0 - 313.4)

B(Width):

1193.8

mm (148.0 - 1200.0)

Units

inch

mm

Add

Delete

OK

Cancel