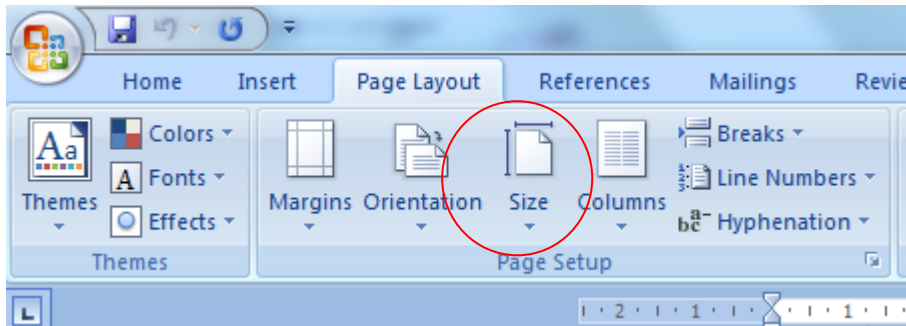


Nellie's Guide to Printing on Personal Sized Paper

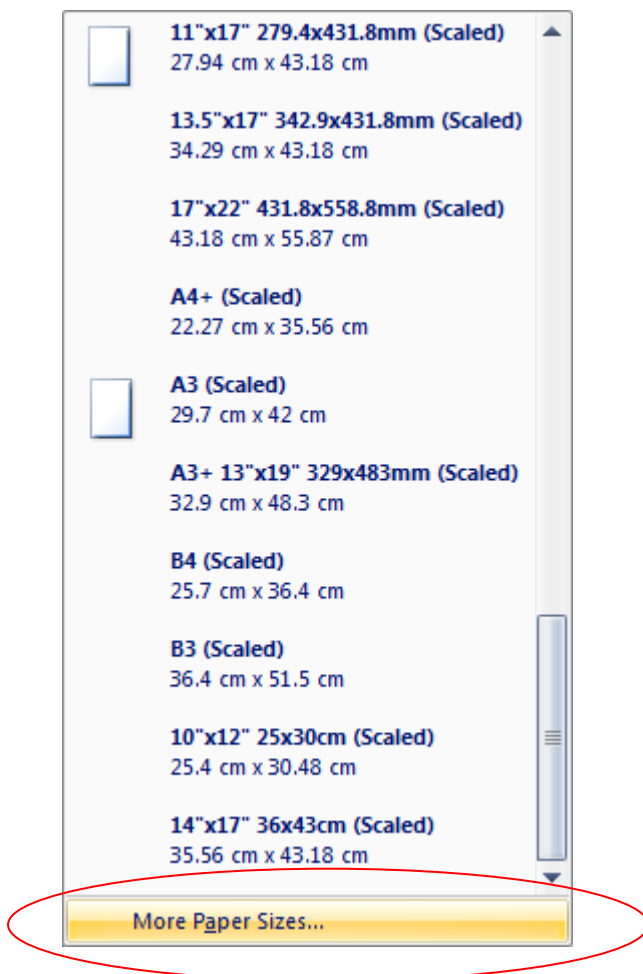
Step 1: Set up your paper size in the programme you are using.

In the example below I am using MS Word, but it works the same way in whatever application you use.

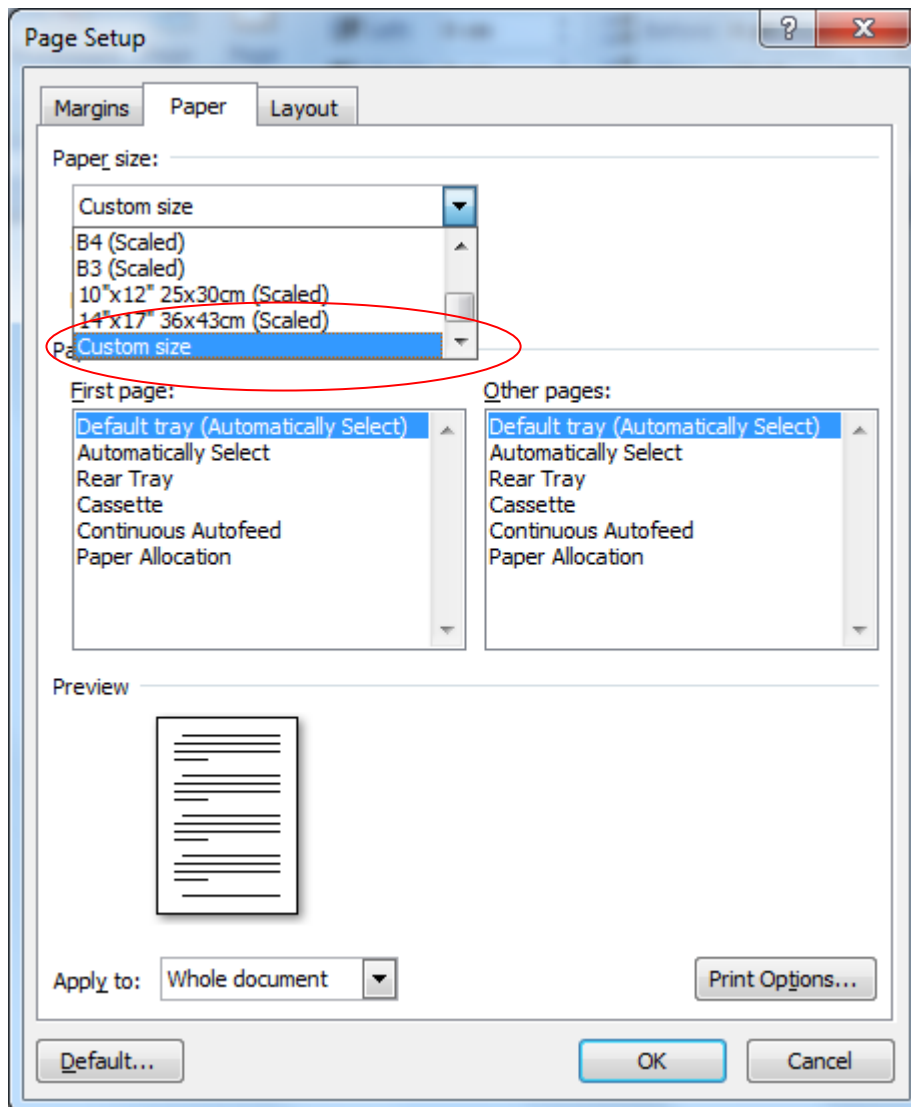
1.1 Firstly, select the Page Layout Tab, and click on the Size Icon in the toolbar.



1.2 Scroll down the drop down menu and click on “more paper sizes”



1.3 The following options box will open up. Click on the drop down menu for paper size and select Custom Size

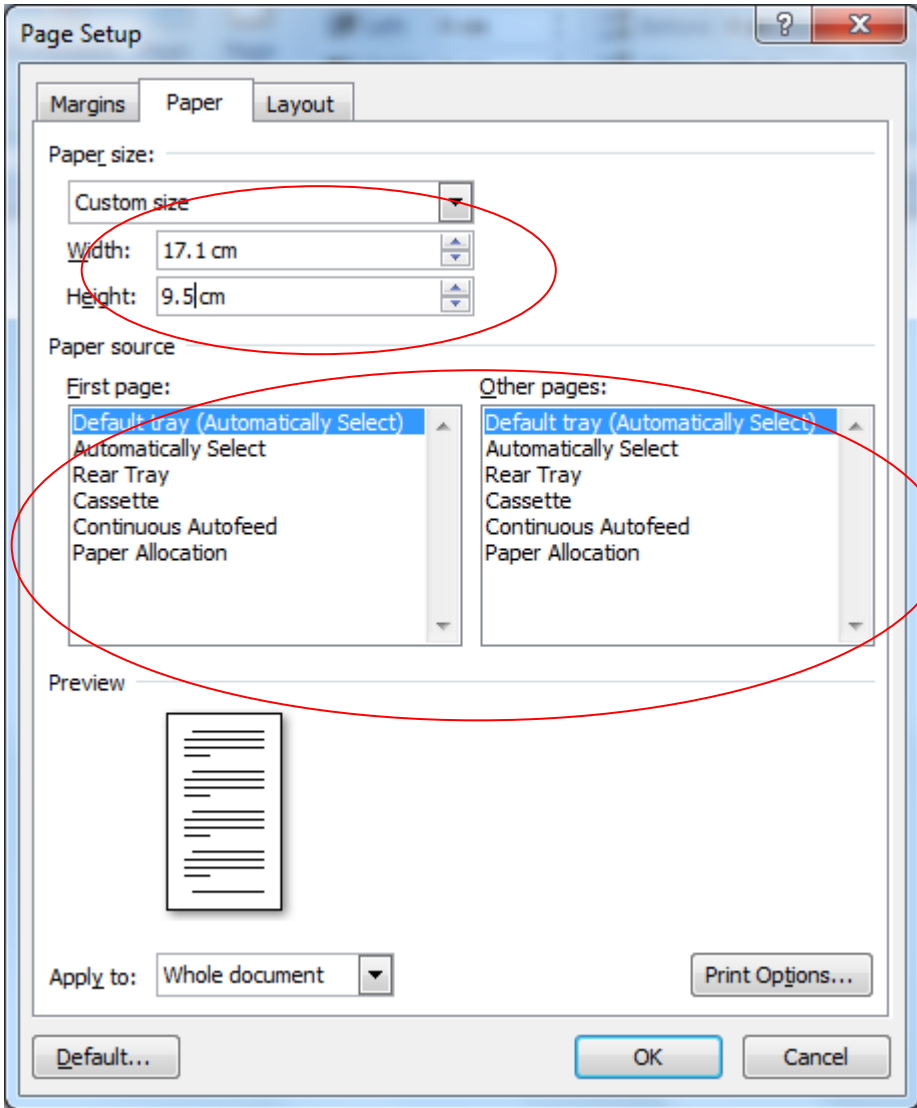


1.4 Enter the following sizes into the relevant boxes:

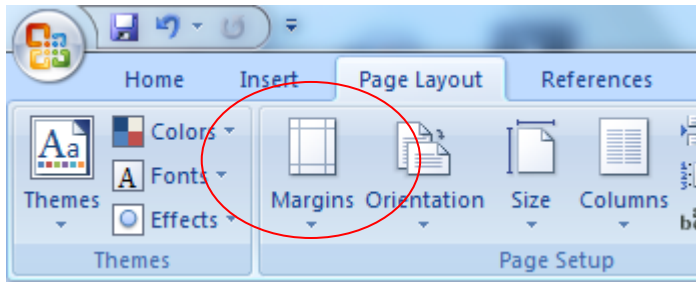
Height = 17.1cm

Width = 9.5cm

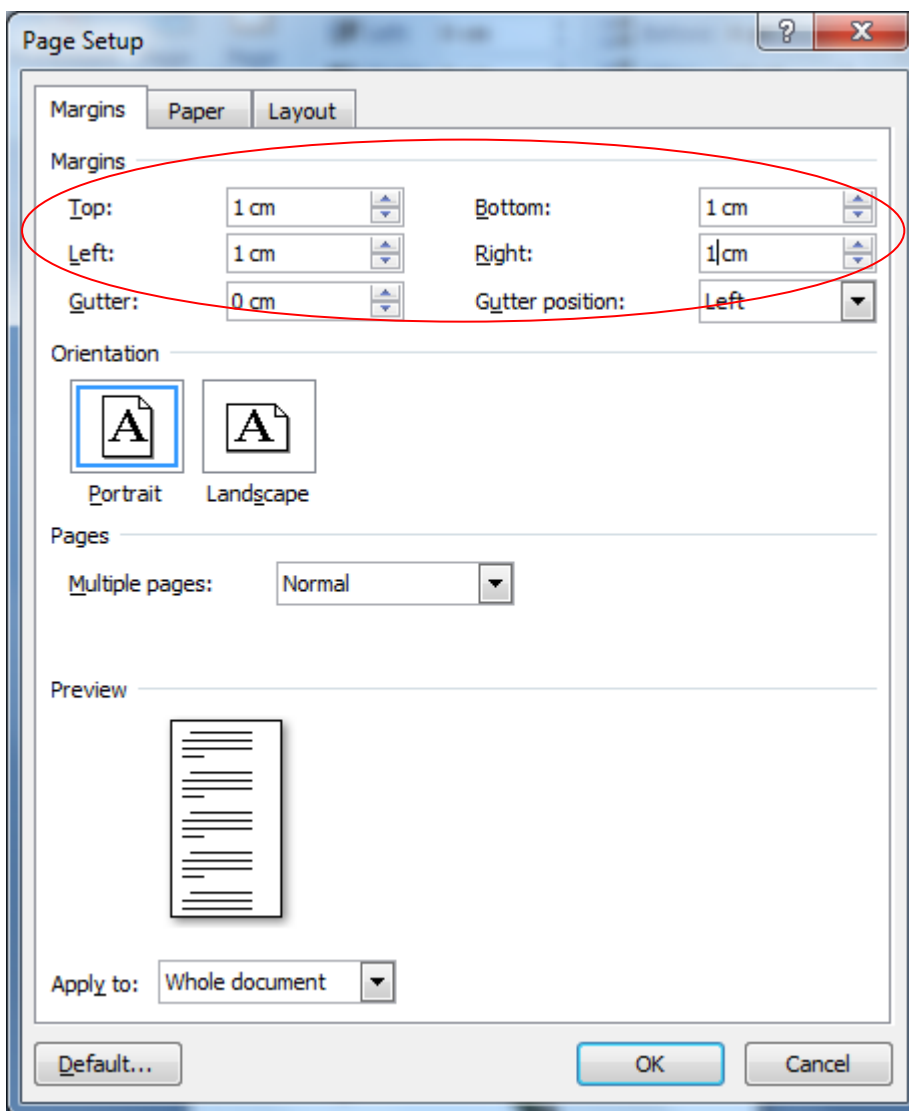
Depending on your printer, you may need to select which tray the paper is going to come from. My printer has a "cassette" which A4 paper goes in, and then a feeder on the top (rear tray) where I can put in specialist paper. Select the option which reflects where you will feed your personal sized paper into your printer.



1.5 Now you have set up your paper size, click OK. You now need to set up the margins. Select Margins from the Page Layout Tab:



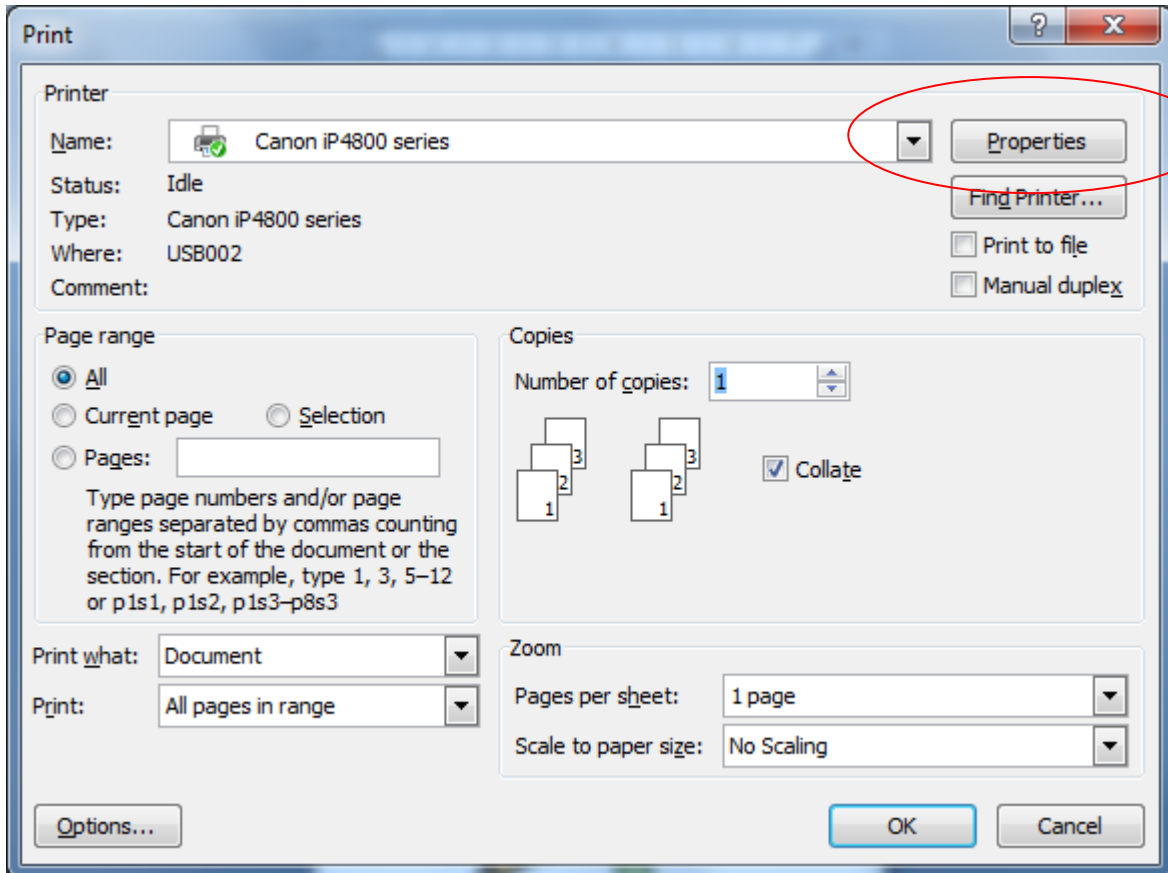
Set each margin to 1cm, or whatever value suits you. The left hand margin needs to be at least 1cm otherwise the punched holes will overlap whatever you print.



1.6 Click OK. Now you are ready to put your information onto the page and get creative. Once you have finished then you are ready to print onto the personal sized paper.

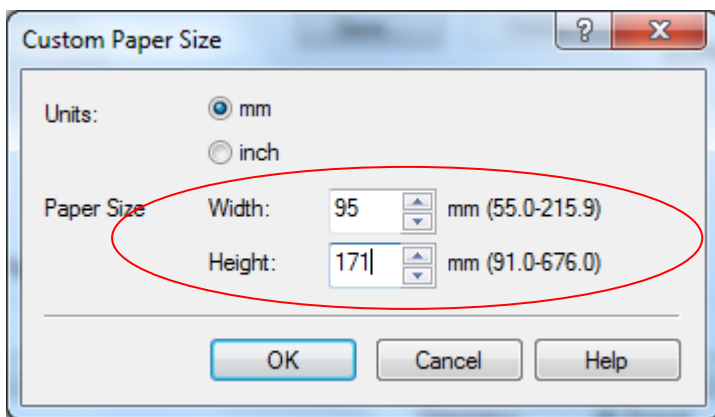
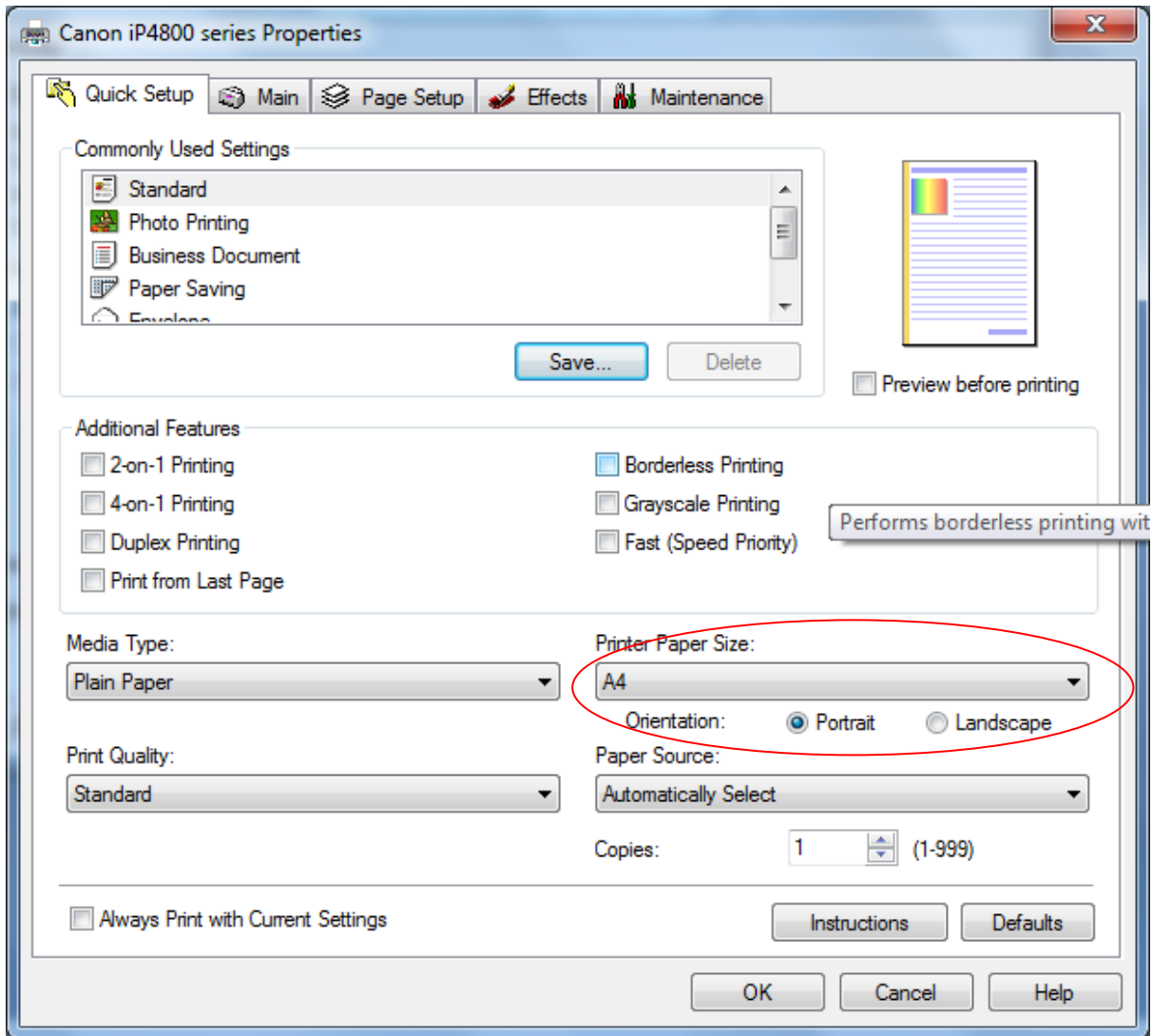
Step 2: Printing

2.1. Select print, and your printer's print box will open up. Select Properties.

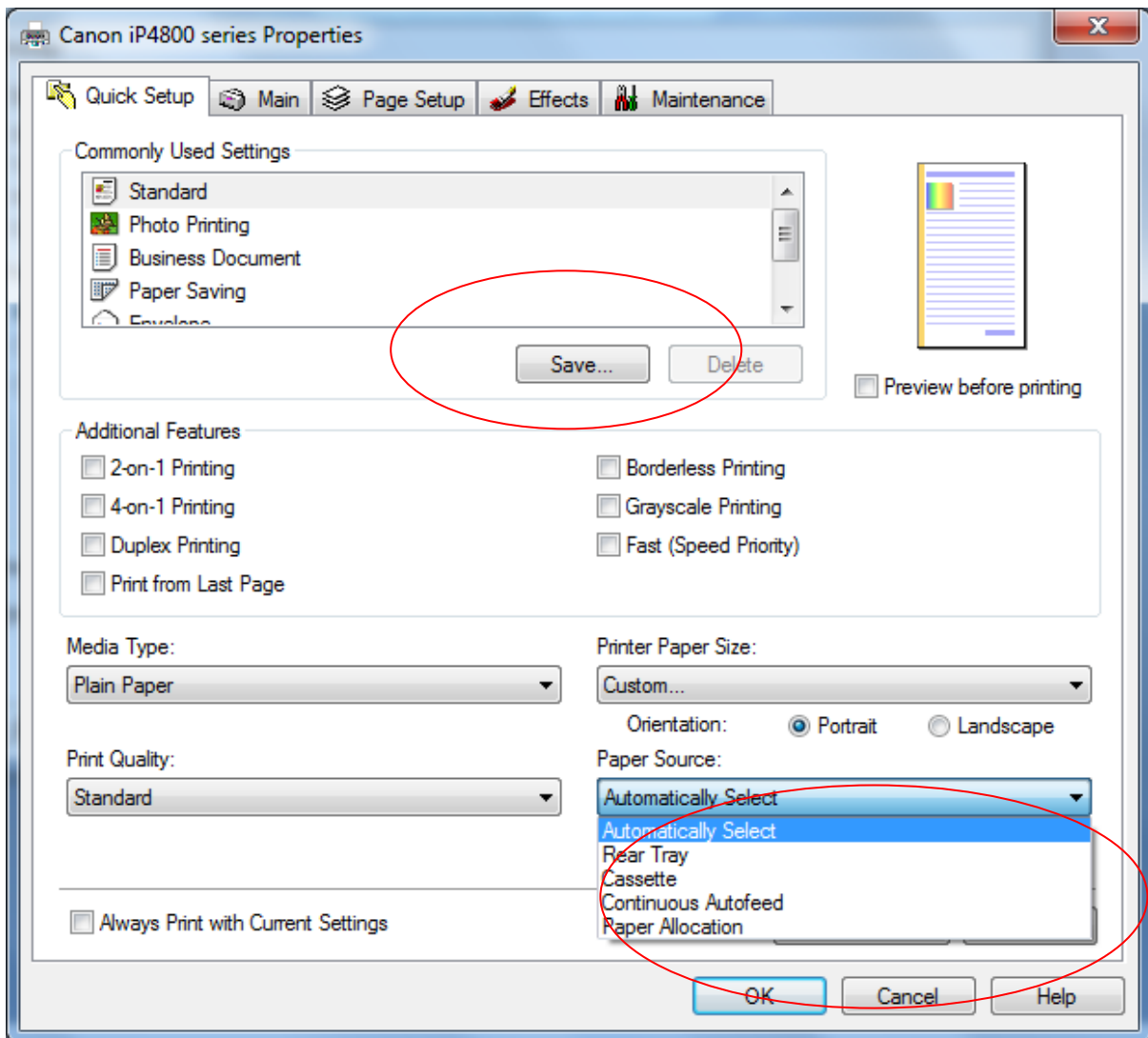


2.2 Each printer will differ slightly, so you may have to search a little through the different tabs to find each setting.

Firstly, you need to set the page size so your printer knows what size paper to expect. Select "Printer Paper Size" and scroll to "custom". A box will open up which will allow you to enter the paper size.



2.3 Tell the printer which tray the paper will come from by setting the “Paper Source”. Some printers allow you to save settings for future use. I have saved mine as “Personal Filo”, so I don’t need to set the printer up each time.



2.4 Load the paper. This is very printer dependent and I recommend that you try printing on a scrap piece of paper the first time. You need to load the paper such that the printer will print on the correct side, and the right way up. For my printer, this means loading the paper with the front face forward, but upside down (holes on the right).

The, press print, and hopefully your printed sheets will print beautifully ready to load into the Filo of your choice!