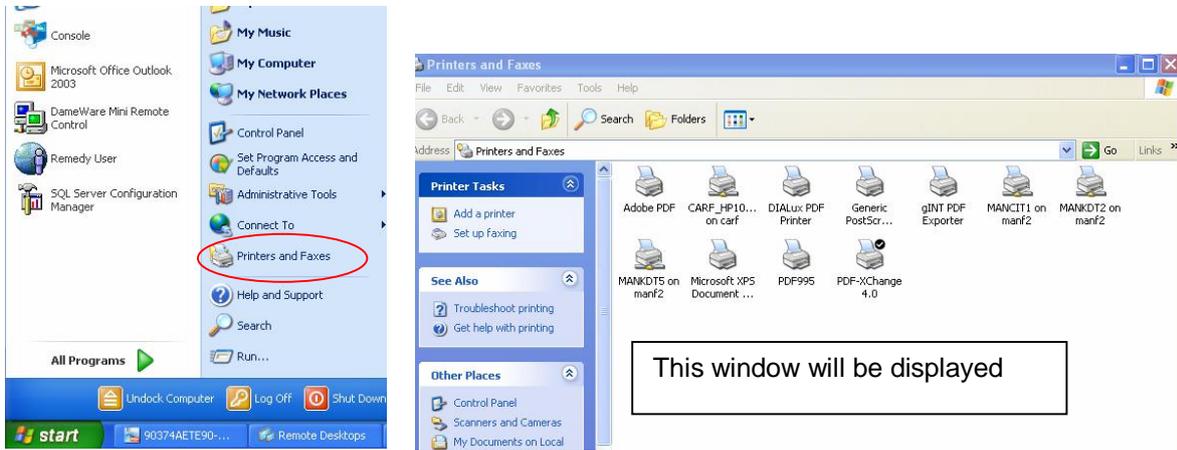**PDF XChange 4**

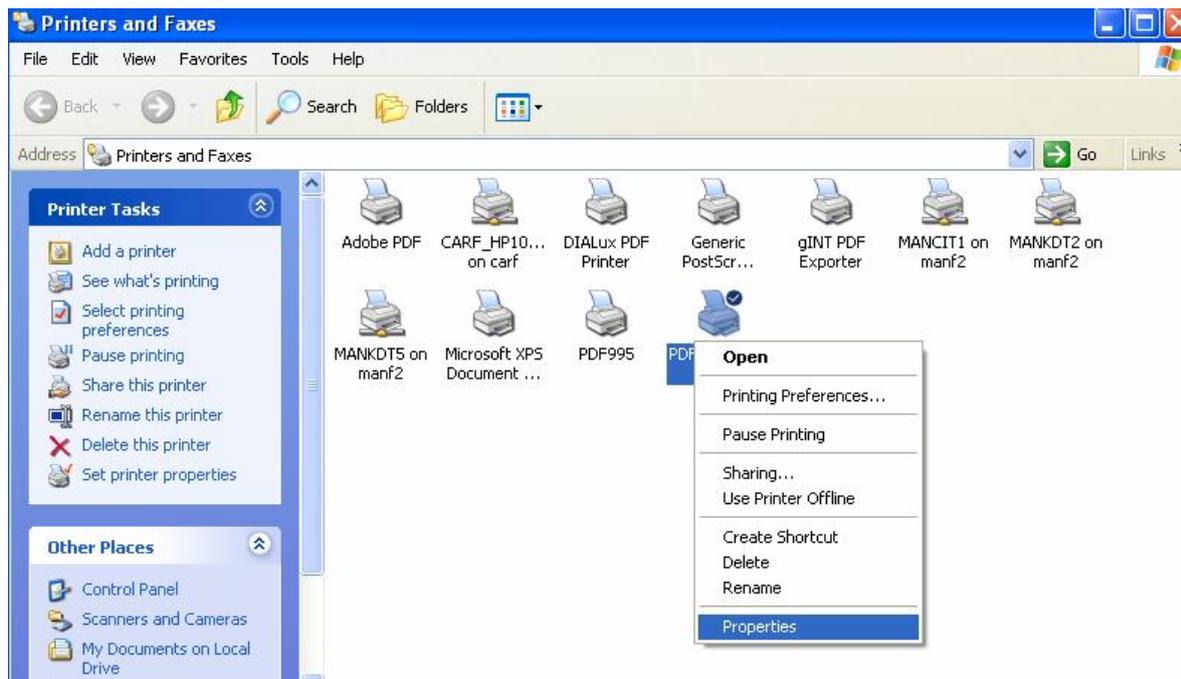**Printing Custom Sizes**

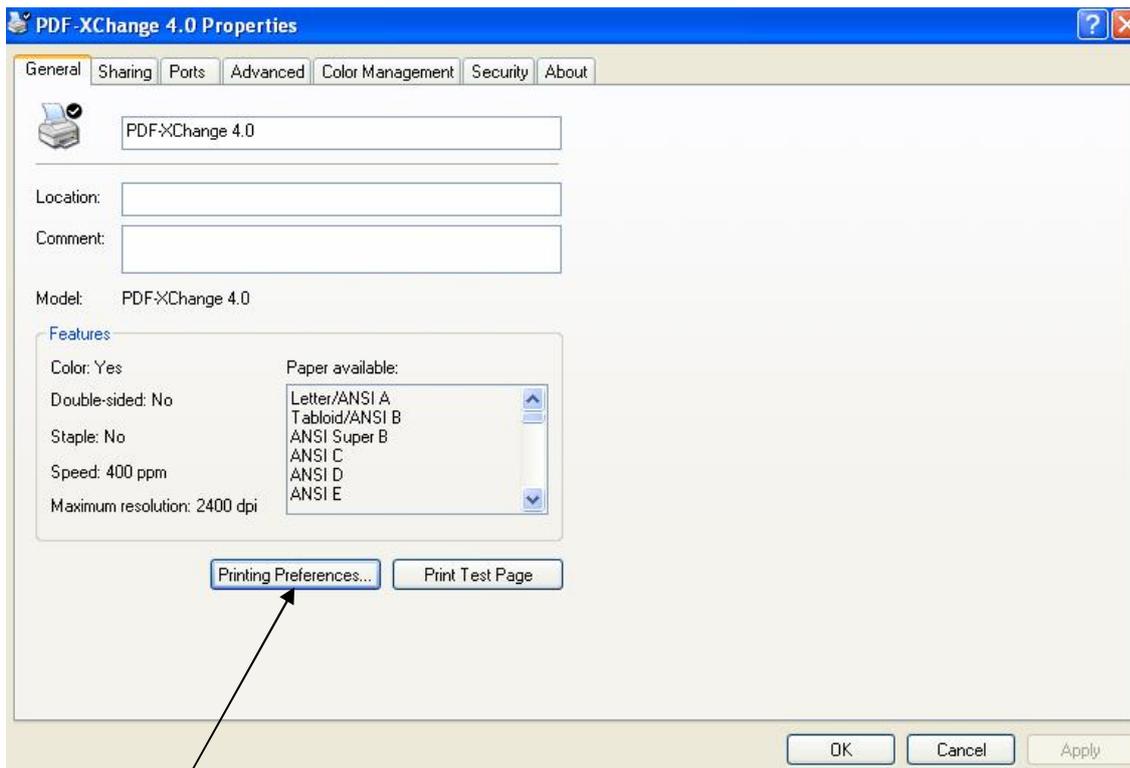From the Desktop
►►   Click on the Start button
►   Select Printers and Faxes (as circled below)

This window will be displayed
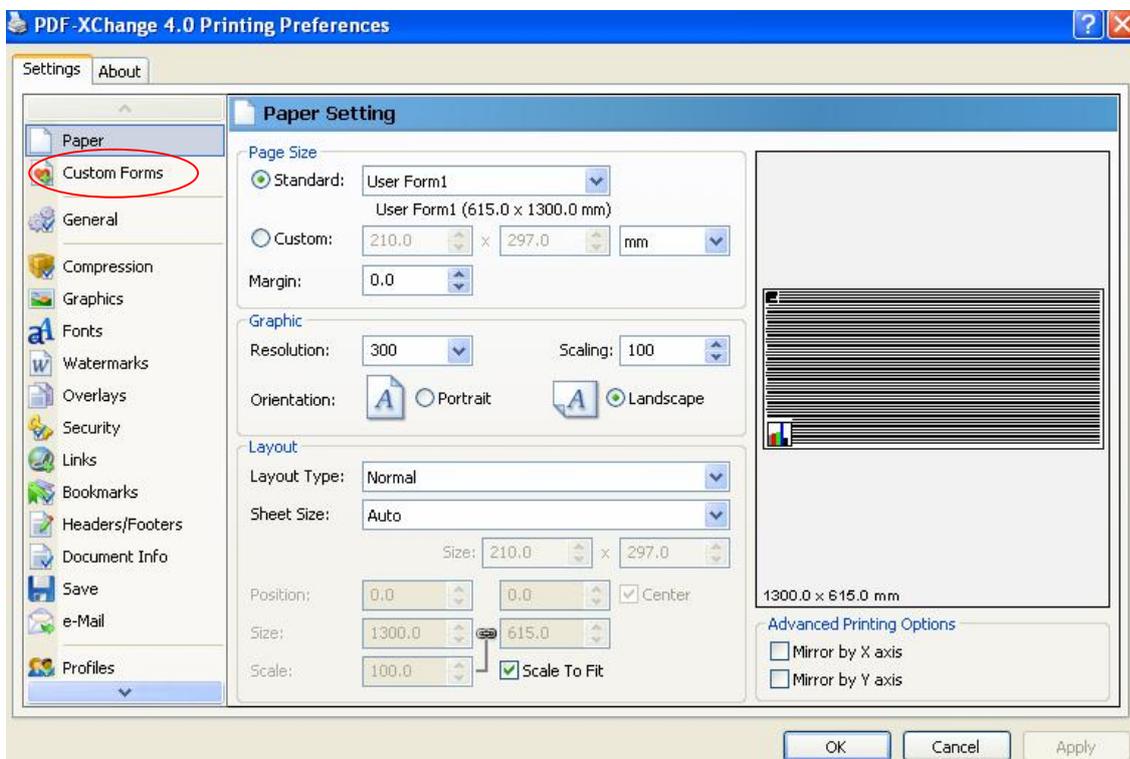
►   Right-click on PDF-XChange 4.0 (printer)
►   Select properties (as shown below)

This screen will now be displayed
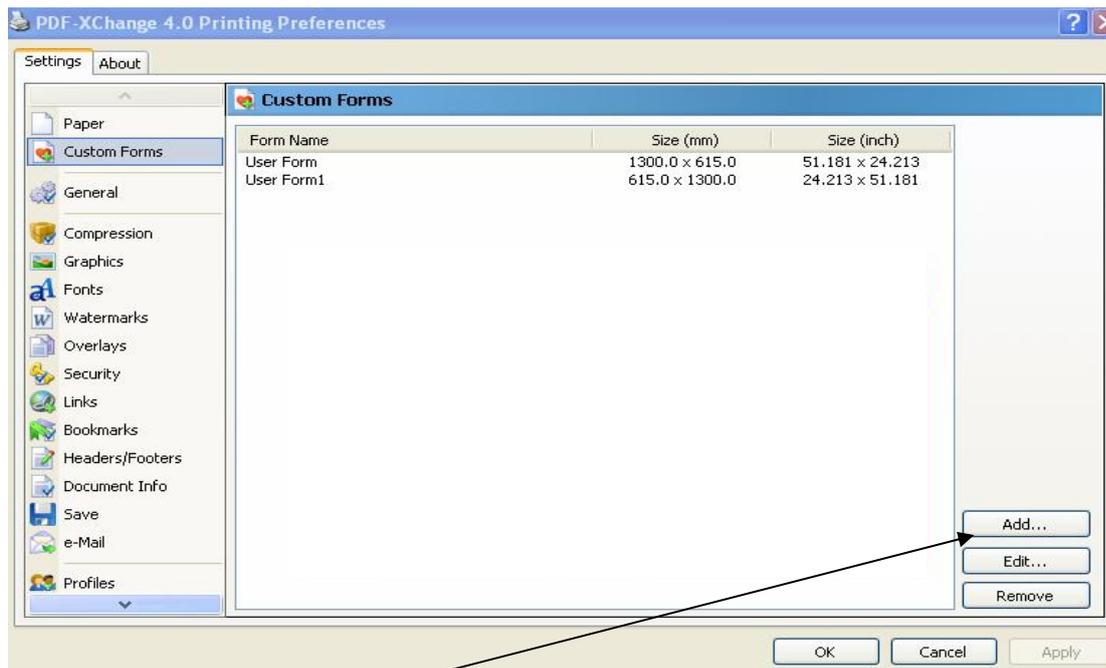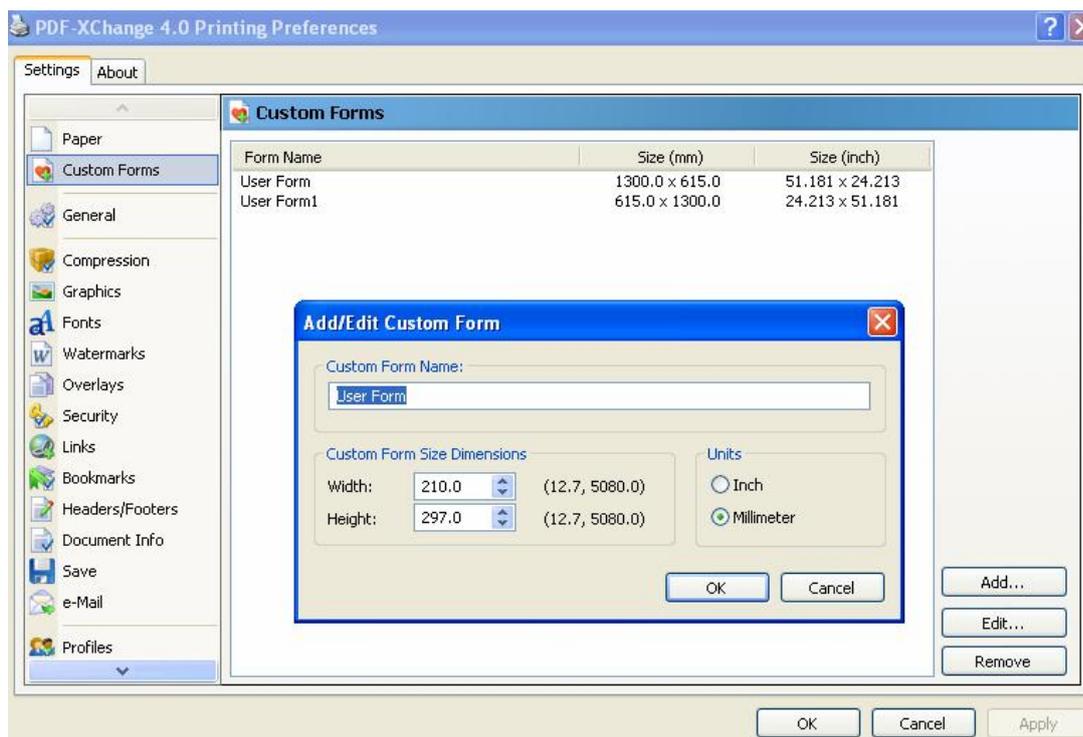

► Select Printing Preferences

► Select Custom Forms option (circled above)
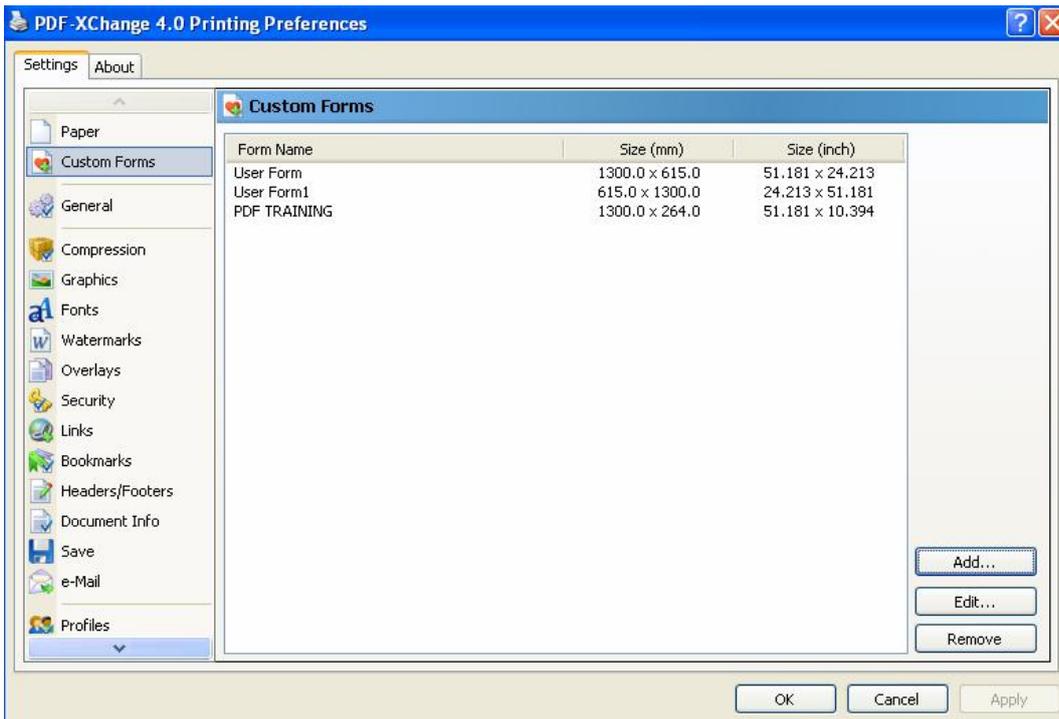
This screen will now be displayed

► Click on the Add button

► Create a name for your custom size eg 1300x264 (for this example PDF TRAINING has been used)
► Select the required unit of measurement
► Click OK

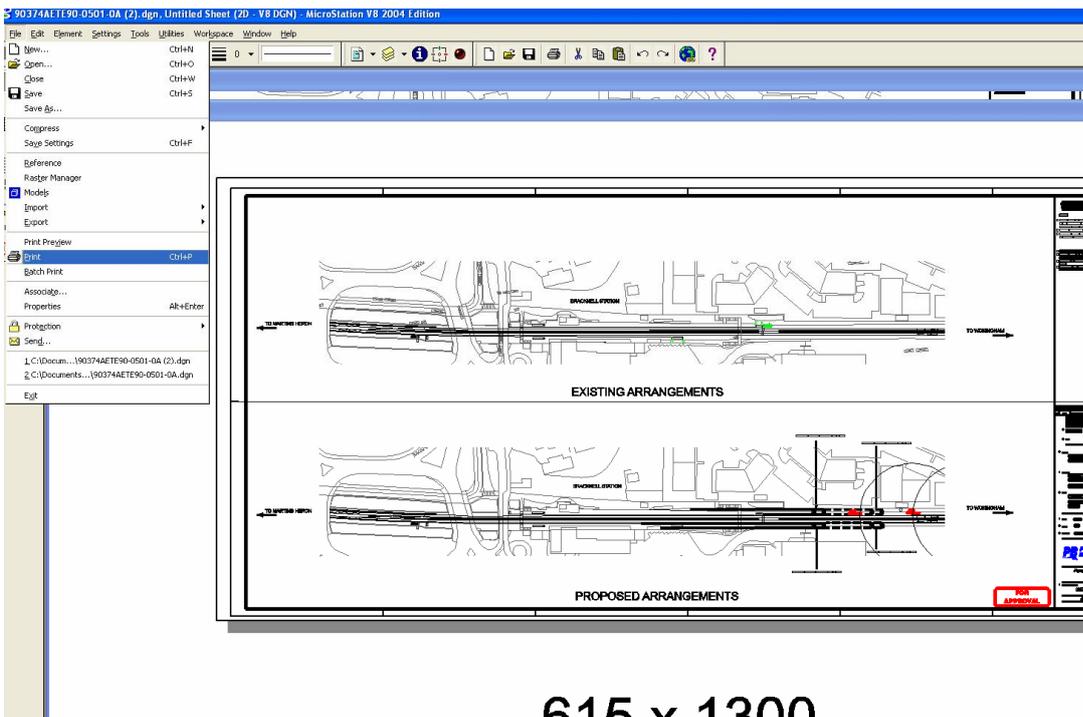This will add your custom size to the library of custom sizes (you can have as many as you require)

The screen with your new custom size added (eg PDF TRAINING) will now be displayed

► Close the Custom Forms dialogue box – click Apply – click OK
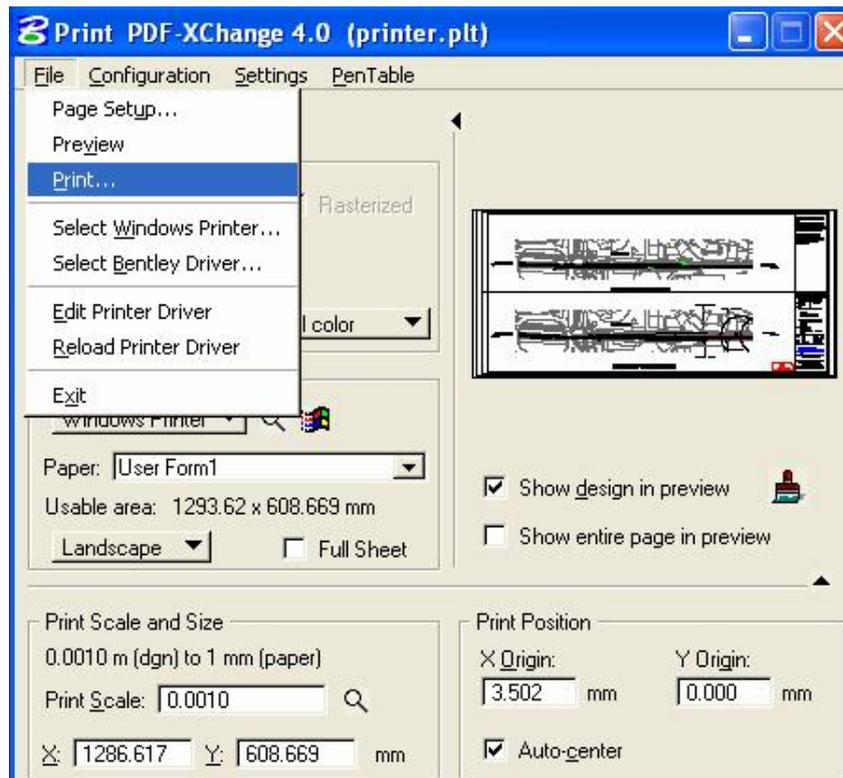► Close the Properties box – click OK

NB Bentley Microstation V8 is being used for this example but the same principle can be applied using AutoCAD

► Open the drawing you wish to add your custom size to
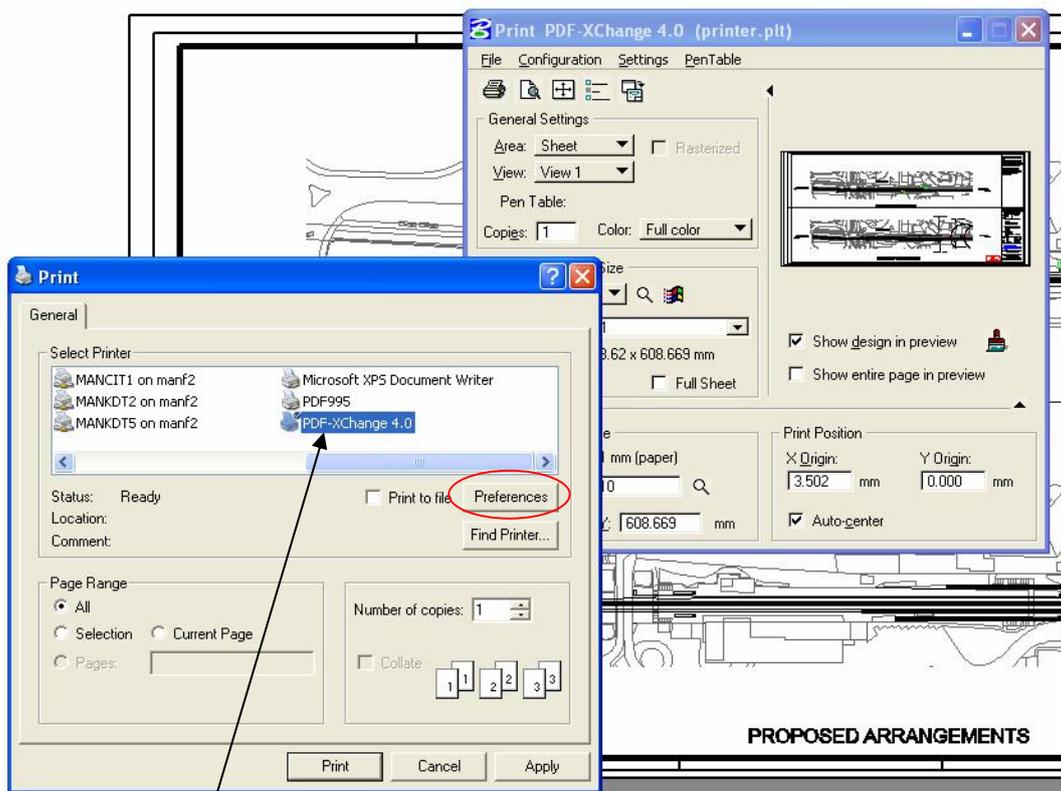► Select File - Print (as shown below)
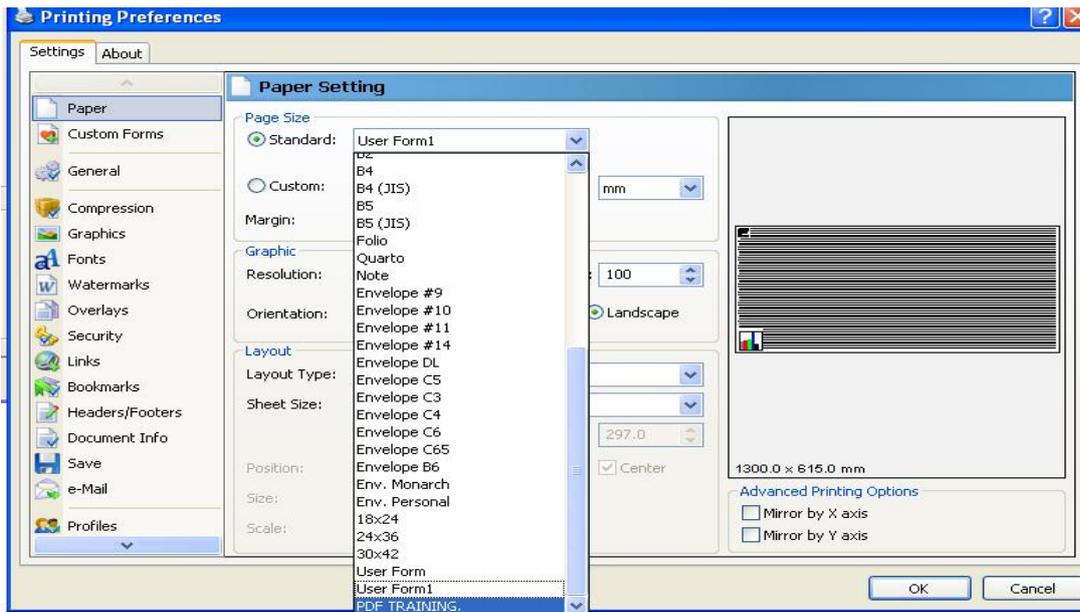

615 x 1300

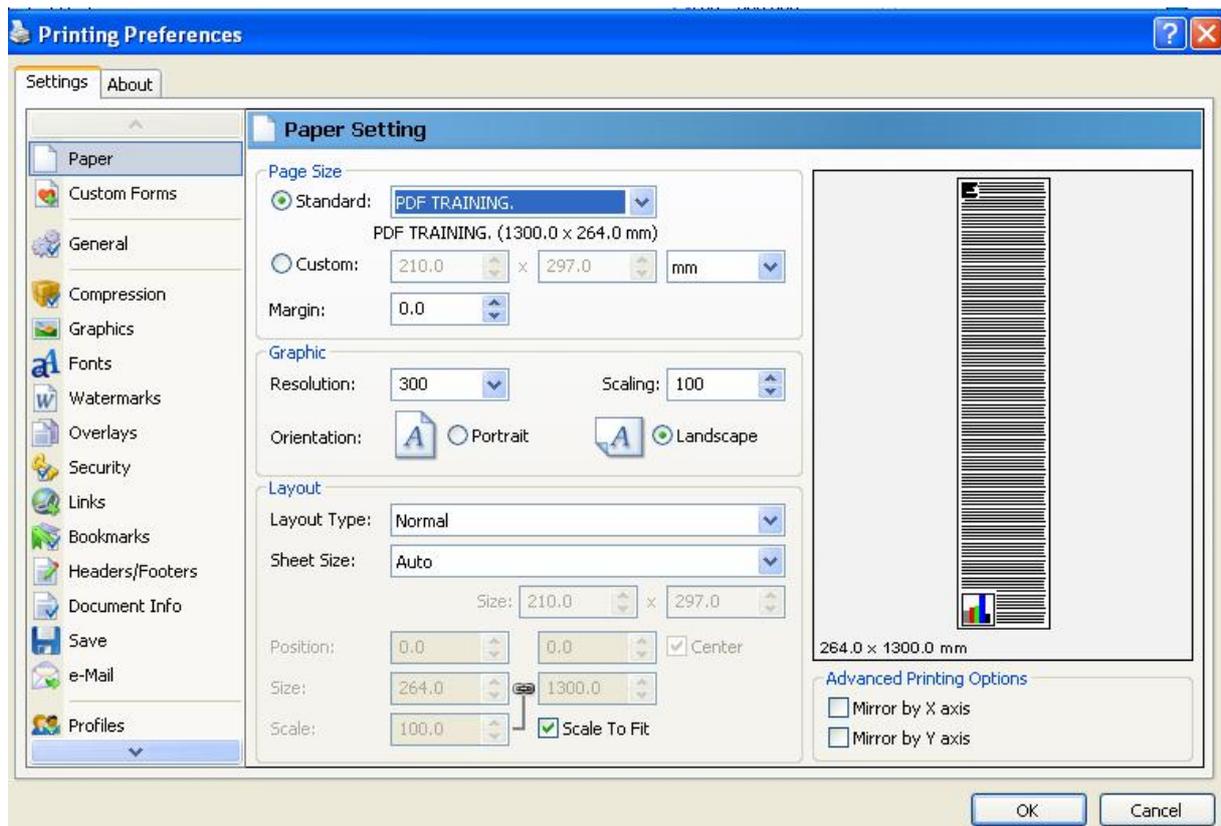► Select File and Print again

This dialog box should appear

► Select the PDF XChange printer
► Click on Preferences button (circled above)

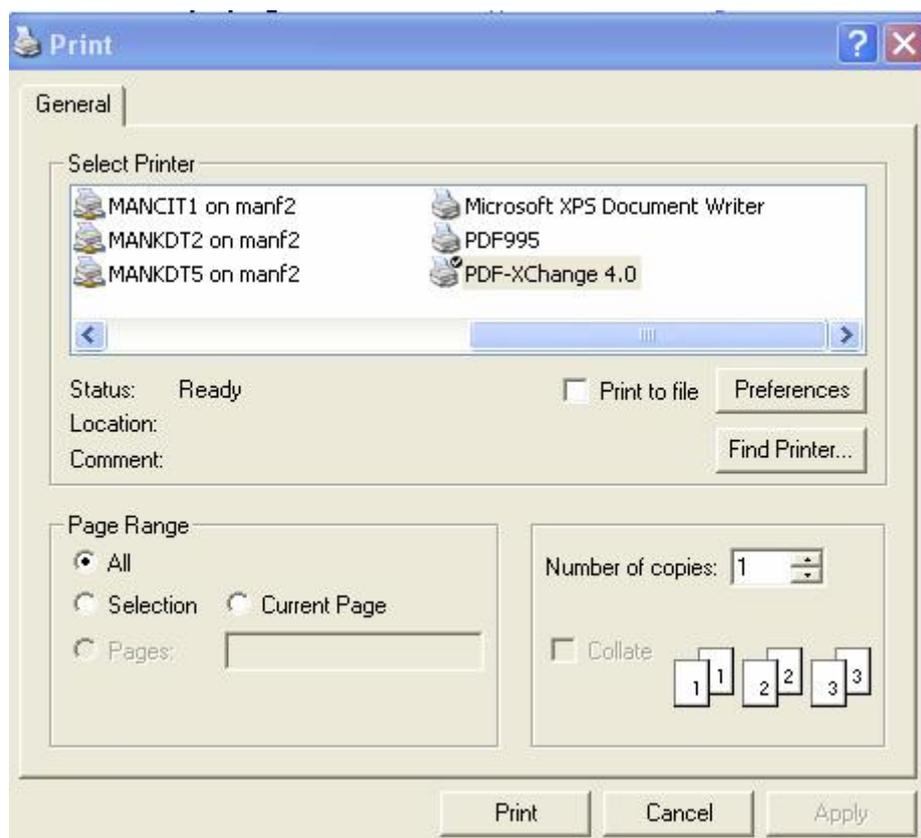► Select the custom size form you created earlier from the drop down menu (eg PDE TRAINING)

► Leave all other setting as shown below

► Click OK to close the dialogue box

► Click Apply

► Print your file to PDF