



## **CHECK PRINTING AT 103% IN ADOBE**

## 1. Once you have selected Print, Click on Properties.

rint	
Prigter: \\PS1\hp4015Ij-1   Copies: 1  Print in graystale (b	vanced Help 🚱
Pages to Print a All Current page Pages [-2 Multiple Booklet E Multiple Advending Advending	Comments & forms Document and Markups
Orientation:	
<ul> <li>Auto potrait/landscape</li> <li>Portrait</li> <li>Landscape</li> </ul>	<ul> <li>₩₩₩₩</li> <li>₩₩₩₩</li> <li>₩₩₩</li> <li>₩₩₩</li> <li>₩₩₩</li> <li>₩₩₩</li> <li>₩₩</li> <li>₩</li> <li>₩</li></ul>
Page <u>S</u> etup	Page1 of 2 Print Cancel

2. Select Printing Shortcuts and change the paper size from letter to legal. Click Save As.

🚌 \\PS1\hp4015Ij-1 Document Properties		
Advanced Printing Shortcuts Paper/Quality Effects Finishin	ig Job Storage Services	
A printing shortcut is a collection of saved print settings that you can select with a single click.		
Printing shortcuts:		
General Everyday Printing		
Two-sided (Duplex) Printing	Paper source: Automatically Select	
Envelopes	Paper sizes: 8.5 × 14 inches	
Booklet Printing	Papertype: Unspecified	
Factory Defaults	Portrait   Print on both sides:	
	No	
	Pages per sheet:	
	I page per sneet	
Save As Delete Reset		
	About Help	
	OK Cancel	





## 3. Select the Effects tab. Change the % of Actual Size from 100% to 103%.

👼 \\PS1\hp4015Ij-1 Document Properties		
Advanced Printing Shortcuts Paper/Quality Effects Paper	hing Job Storage Services	
○ Actual size		
Print gocument on:     Legal     V     Scale to fit		
X of actual size		
,	Watermarks	
	[none]	
	About <u>H</u> elp	
	OK Cancel	

4. Select the Printing Shortcuts tab again. Click the Save As button. Type in a name for your new printing shortcut and click OK.

NPS1\hp4015Ij-1 Document Properties			
Advanced Printing Shortoute Paper/Quality Effects Finishing Job Storage Services A printing shortout is a collection of saved print settings that you can select			
With a single click Printing shortcuts: General Everyday Printing			
Two-sided (Duplex) Printing	Paper source: Automatically Select		
Envelopes	Paper sizes: 8.5 × 14 inches Legal ▼		
Booklet Printing	Papertype: Unspecified Orientation:		
Factory Defaults	Portrait   Print on both sides: No		
	Pages per sheet: 1 page per sheet		
Save As Delete Reset	About		
	OK Cancel		

Printing Shortcuts	×
Name Please type a nan	e for the new printing shortcut.
103%	
	OK Cancel





## 5. The new shortcut will appear. Click OK.

Reg \\PS1\hp4015Ij-1 Document Properties			
Advanced Printing Shortcuts Paper/Quality Effects Finishing	g Job Storage Services		
A printing shortcut is a collection of saved print settings that you can select with a single click.			
Printing shortcuts:			
General Everyday Printing			
103%	Paper so <u>u</u> rce: Automatically Select		
Two-sided (Duplex) Printing	Paper sizes: 8.5 × 14 inches Legal		
Envelopes	Paper type: Unspecified		
Booklet Printing	Portrait   Print on both sidge:		
Factory Defaults	No   Pages per sheet:  1 page per sheet		
Sa <u>v</u> e As <b>Deļete</b> Rese <u>t</u>			
	About <u>H</u> elp		
	OK Cancel		

To change back to regular printing, select the Properties tab and click General Everyday Printing. This will revert to printing at 100%.