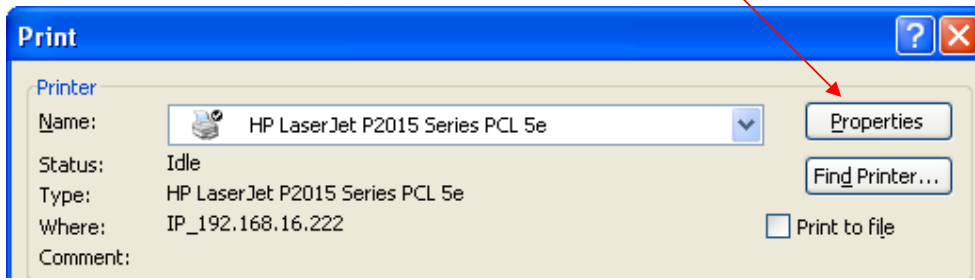


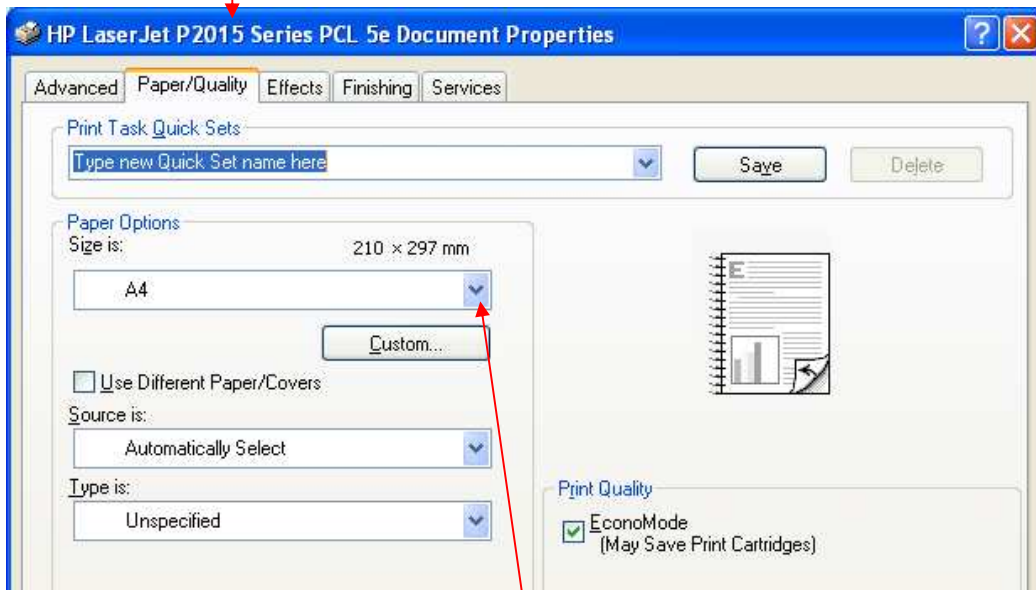
Changing Printer Paper settings

We often get asked why documents are printing with a large white space at the bottom. The first thing we check is whether the Letter print size has been selected – particularly if a new printer has been installed recently as often the default size for this standard US format is installed.

- To check either go to Print / Print Properties or Preferences (the wording used will depend on your make / model of printer)



- Then look for the tab most likely to contain Paper settings – in this case Paper / Quality.



- Now ensure that A4 and not Letter is selected from the drop down list and then click OK
- To make sure this will be selected for all future print jobs – you can go to Start / Printers and Faxes, then right click on the printer in question and select Printing Preferences / Paper Quality. After changing the Paper size option, click Apply.