

Xerox AltaLink: Creating a Custom Size

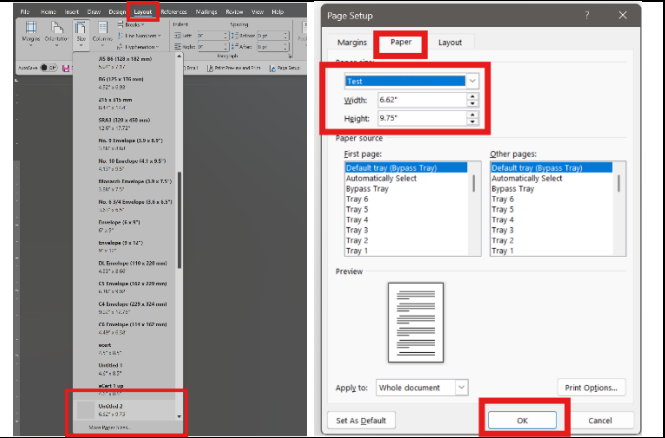
This guide will go over how to create a custom size for the Bypass Tray and print it.

From the Program

1. Confirm your document size is output size needed (ex. in Word)

- Select **Layout**
- Choose **More Paper Sizes**
- Choose the **Paper** tab and enter in a name and paper size

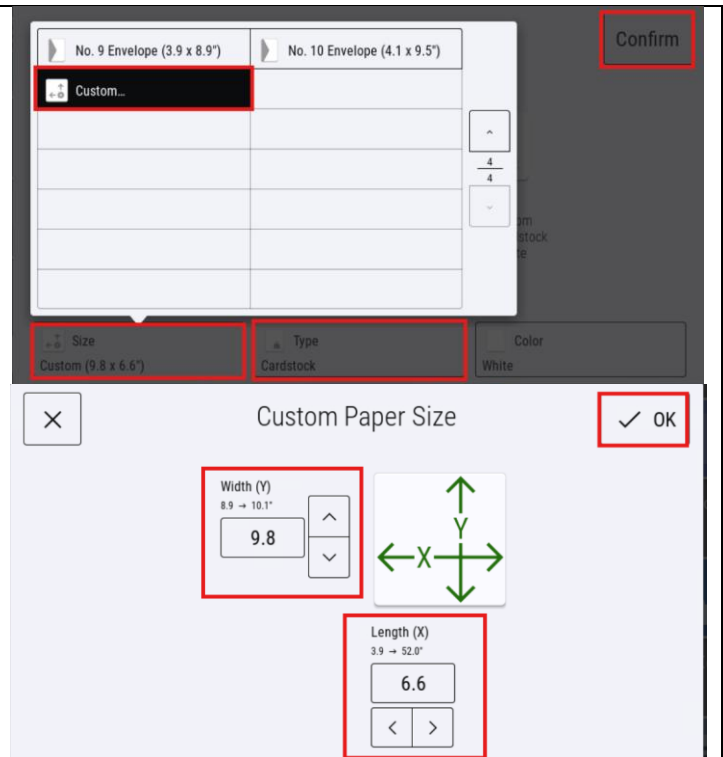
Note: Once Created it should be available to choose in the future



From the Machine

2. Place Paper in the Bypass Tray

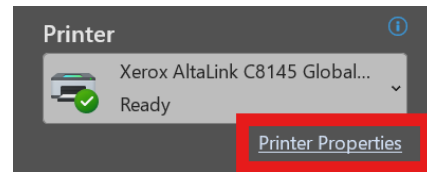
- Select **Custom...**
 - Enter Width (Y) and Length (X)
 - Select **OK**
- Choose **(Paper) Type**
- Select **Confirm** when done



Print from the Program

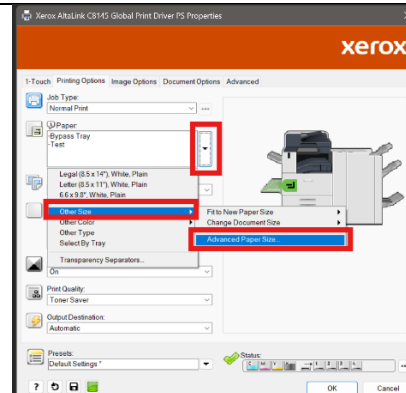
3. Choose Print

- Select **Xerox AltaLink**
 - If using a **PC**, click **Printer Properties**
 - If using a **MAC**, scroll down to **Printer Options**

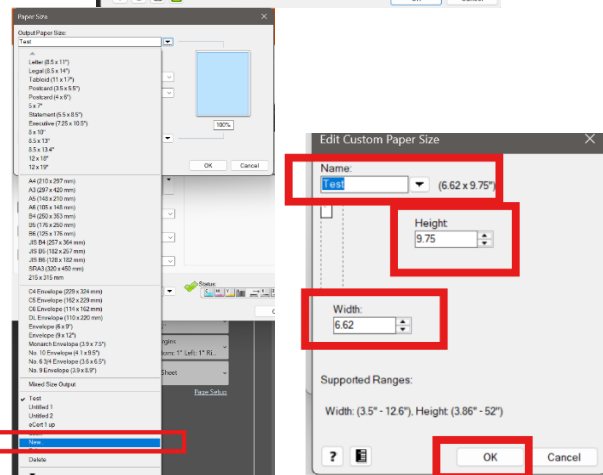


4. Create Custom Size Paper

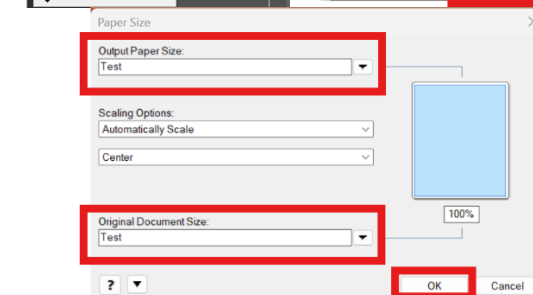
- Select the **Paper** dropdown
- Choose **Other Size**
- Select **Advanced Paper Sizes**



- For **Output Size** choose **New**



- Enter a **Name**
- Enter a **Paper Size**



- Confirm **original size** and **output size** match
- Click **OK**

5. Confirm Paper Tray is Bypass

- Click **Print**

