

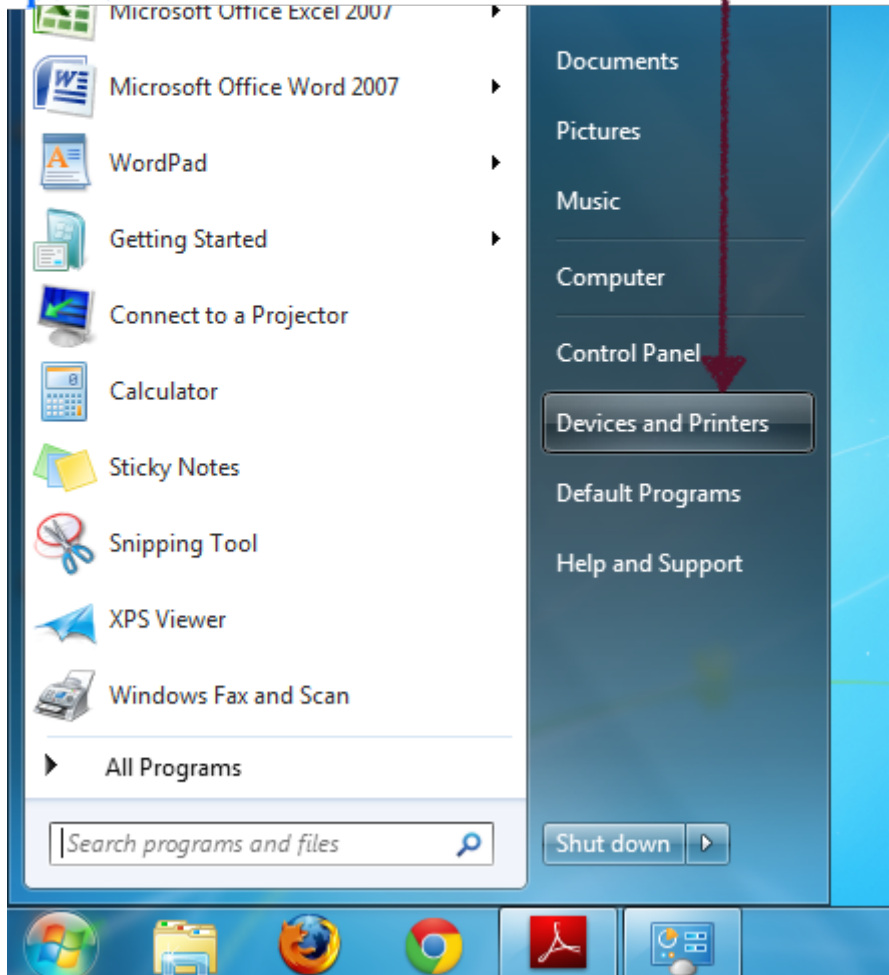
'Half legal' page सभी प्रिंटर में तैयार नहीं पाया जाता है। उसे कस्टमाइज  
करना पड़ता है।

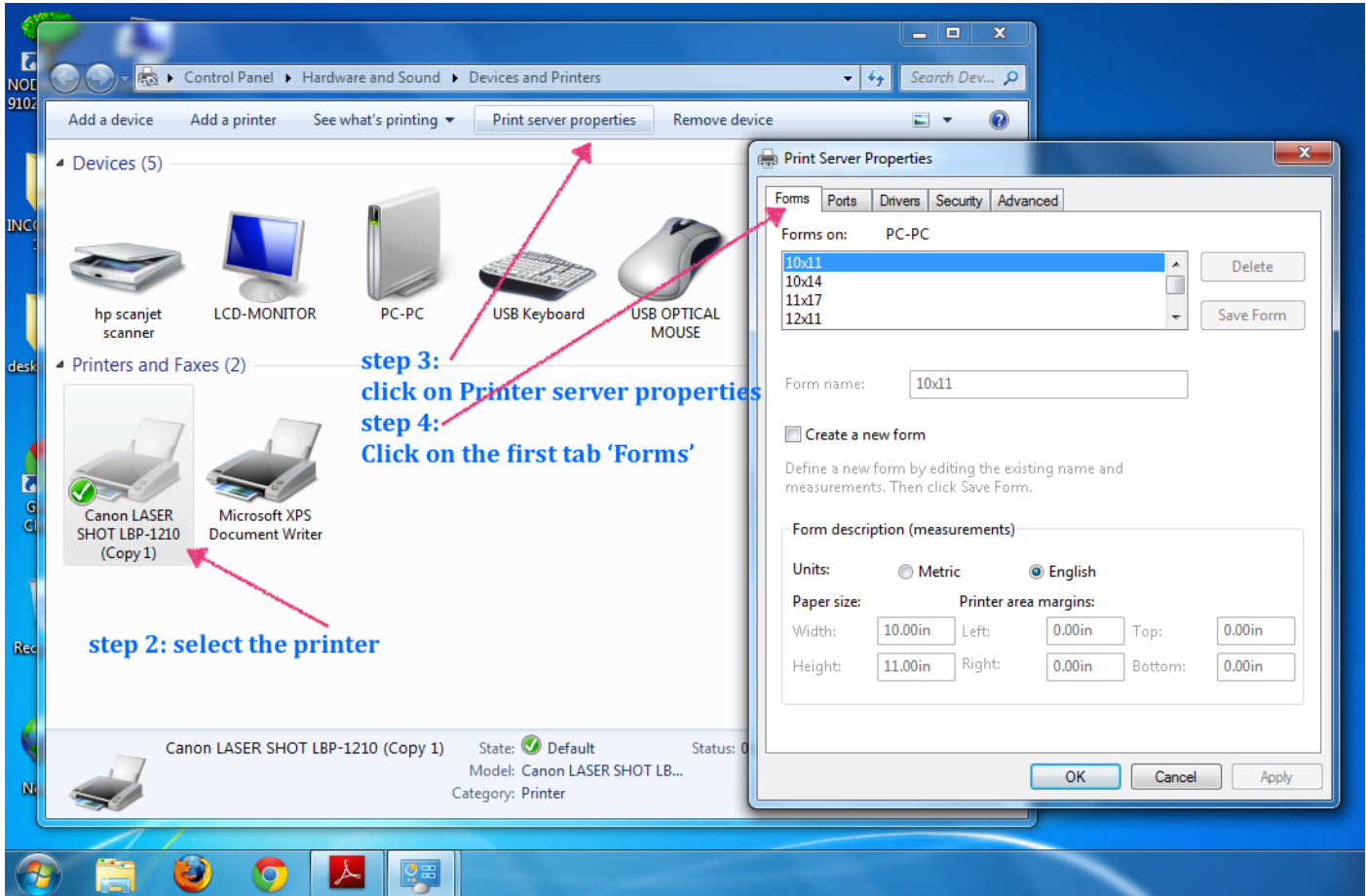
प्रस्तुत है प्रिंटर HP 1210 हेतु settings

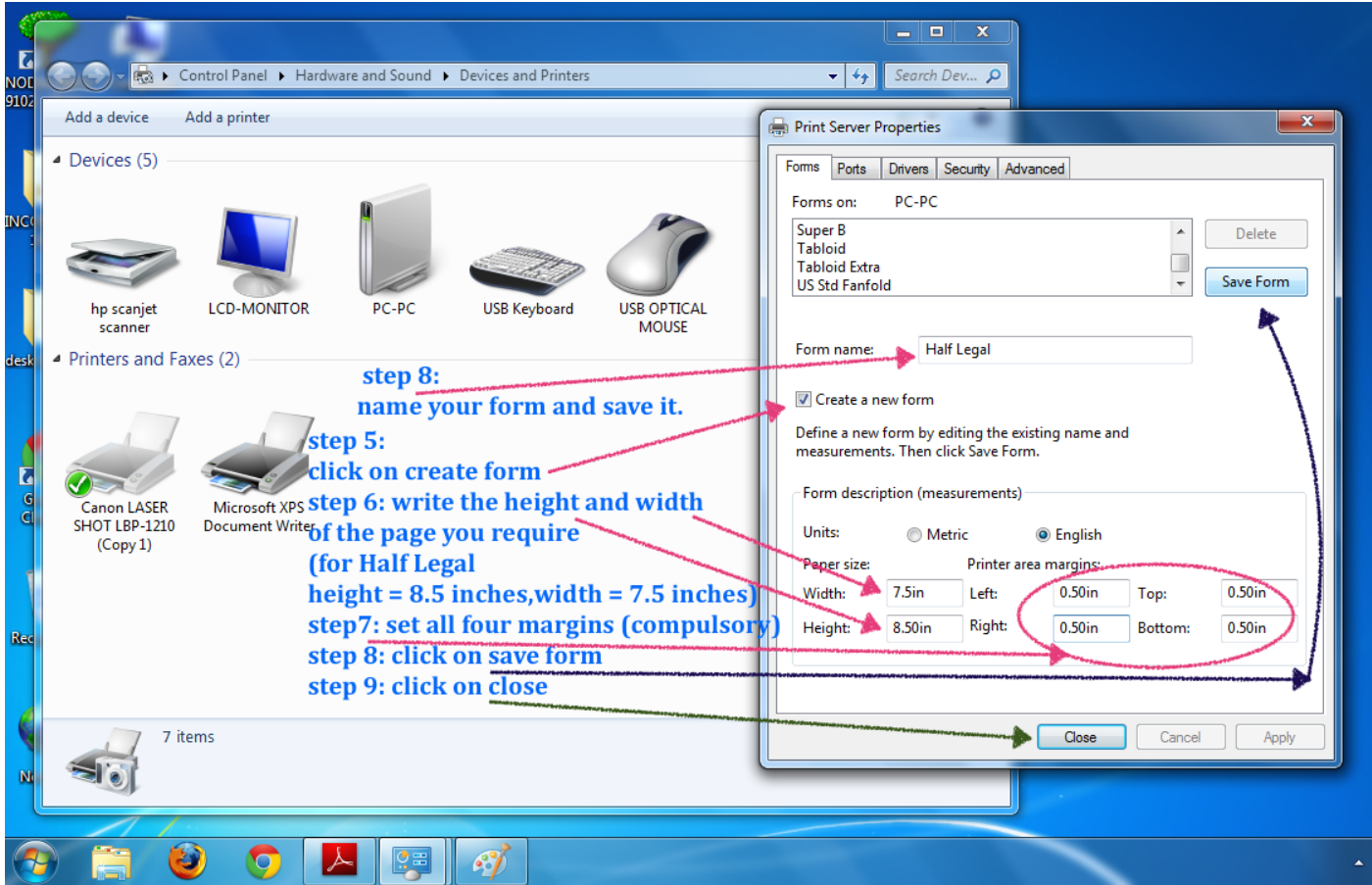
## step 1:

start menu>> all programs>>devices and printers

if you don't find it, look for it in control panel







**step 8:**  
name your form and save it.

**step 5:**  
click on create form

**step 6:** write the height and width  
of the page you require  
(for Half Legal  
height = 8.5 inches,width = 7.5 inches)

**step 7:** set all four margins (compulsory)

**step 8:** click on save form

**step 9:** click on close



Control Panel > Hardware and Sound > Devices and Printers

Add a device   Add a printer   See what's printing ▾   Print server properties   Remove device

Devices (5)



hp scanjet scanner



LCD-MONITOR



PC-PC

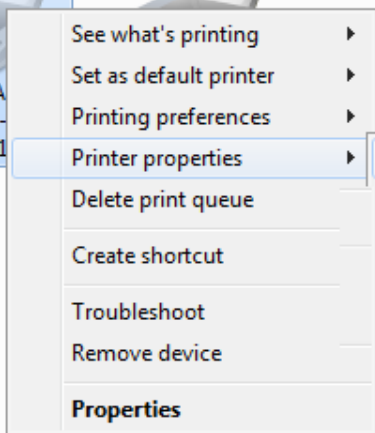
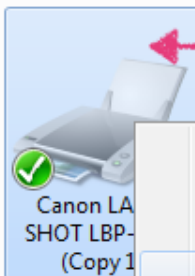


USB Keyboard



USB OPTICAL MOUSE

Printers and Faxes (2)



**step 10: select the printer**  
**step 11: right click**  
**step 12: click on Printer Properties**

Canon LASER SHOT LBP-1210



Canon LASER SHOT LBP-1210 (Copy 1)

State: Default

Status: 0 document(s) in queue

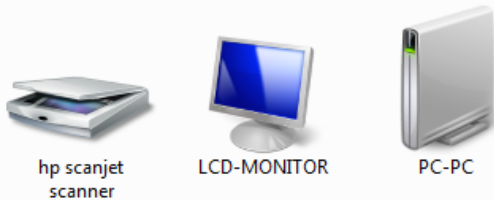
Model: Canon LASER SHOT LB...

Category: Printer

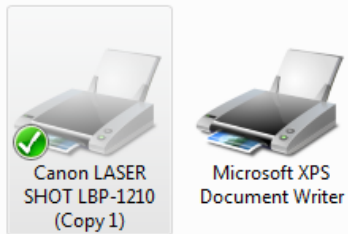


Add a device   Add a printer   See what's printing ▼   Print server properties   Remove device

Devices (5)



Printers and Faxes (2)



Canon LASER SHOT LBP-1210 Properties

General   Sharing   Ports   Advanced   Color Management   Security   **Select Forms**

Selected Foms :

- Form 1
- Form 2
- Form 3

Change Foms...

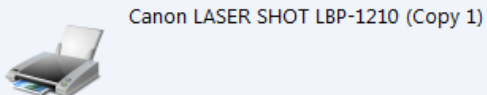
Paper Size   Width : 8.50in   Margins   Left : 0.19in   Top : 0.19in  
Height : 11.00in   Right : 0.19in   Bottom : 0.19in

Units :    Centimeters    Inches

**step 13: click on the tab 'Select Forms'**  
**step 14: Select any of the given three forms.**  
**step 15: click on Change form**

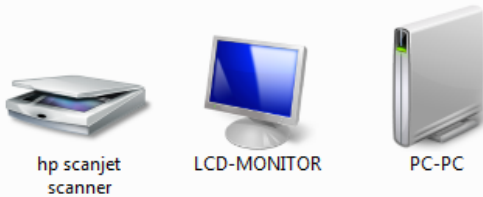
About

OK   Cancel   Apply

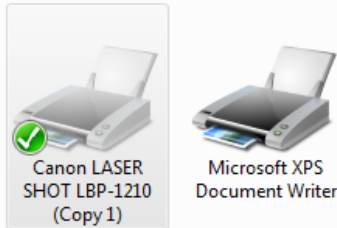


Add a device    Add a printer    See what's printing ▼    Print server properties    Remove device

Devices (5)



Printers and Faxes (2)



Canon LASER SHOT LBP-1210 Properties

Change Forms

Available Forms :

- Legal 13
- A5 report
- Half Legal**

Paper Size    Width : 7.50in    Margins    Left : 0.50in    Top : 0.50in  
                  Height : 8.50in                    Right : 0.50in    Bottom : 0.50in

Units :     Centimeters     Inches

OK    Cancel

OK    Cancel    Apply

step 16: Select the newly customised form from the list  
step 17: click on 'ok'

step 18: close this setting  
step 19: open the required application  
          like word or excel  
step 20: Now you will find the newly  
          customised page in the list of  
          page sizes.

