MANAGING CUSTOM PAPER SIZES

It is suggested that you immediately create a Custom Paper Size so that prints can be easily centered on the photo paper. This new Paper Size will be called "8 x 12 centered". This is because the default paper size in Photoshop has a 0.56" border on the bottom, larger than the other three sides, making the print off-center. The new Paper Size will be created in the Printer Settings dialog box.

If you are printing onto a paper size that is not a standard, such as 9 x 12", or any cut size paper for Panorama prints, you can create a Custom Paper Size for that the same way.

Note: These custom paper sizes will only be available to you on the computer you are working on now. If you work on some other computer this will have to be set up again. If someone else logs onto your computer these sizes will not be available to them.
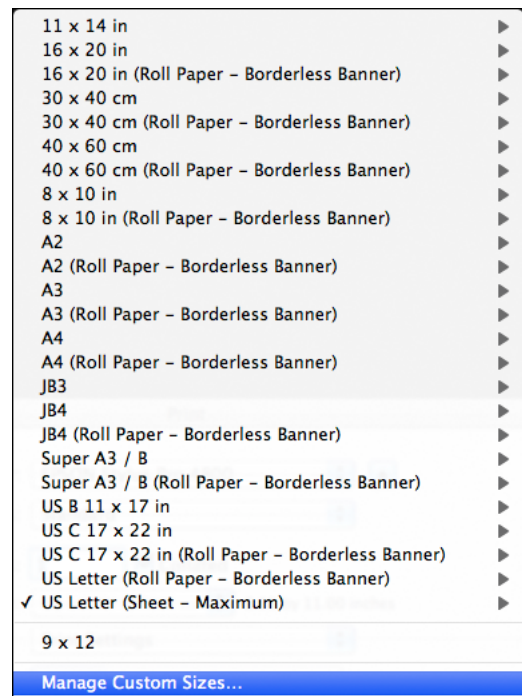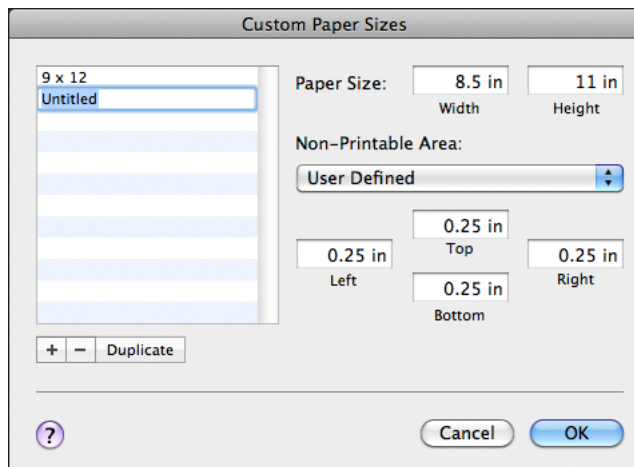
How to create and manage custom paper sizes:

Print Settings
> open the **PHOTOSHOP PRINT SETTINGS** dialog box   [CMD] P
> open the **PRINT SETTIGS** dialog box with the button just to the right of **COPIES**
> open the **PAGE SIZE** drop-down menu
>> open the **MANAGE CUSTOM SIZES…** dialog box, at the very bottom

CUSTOM PAPER SIZES dialog box
> add a new paper size
>> click on the [+] button in the bottom left
> double-click on 'Untitled' and
>> enter a new name
> define the size of the paper
>> (always taller than wide)
> set even borders <u>on all sides</u>
>> either 0.25", 0.125" or 0.0" on all sides
> hit [**OKAY**] to use the paper size

Using Custom Paper Sizes

The new paper size will appear at the bottom of the Paper Size list as show in the example of 9 x 12" above. If you create a Custom Paper Size titled '8x12 centered', that name will appear at the bottom of the Menu.