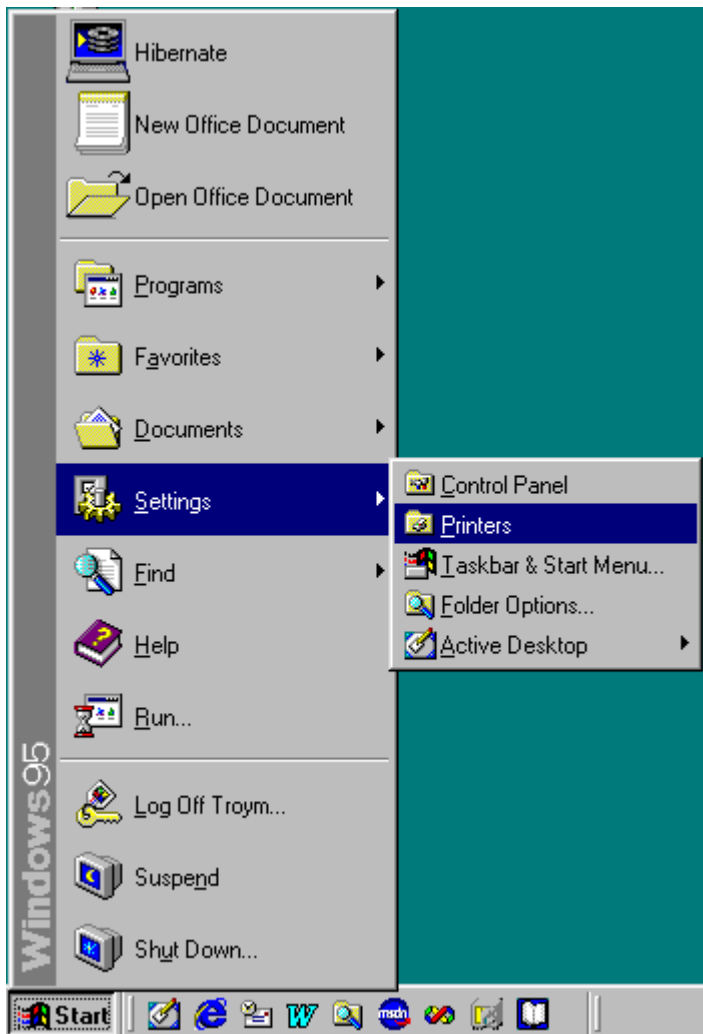


How to setup a Custom Paper size

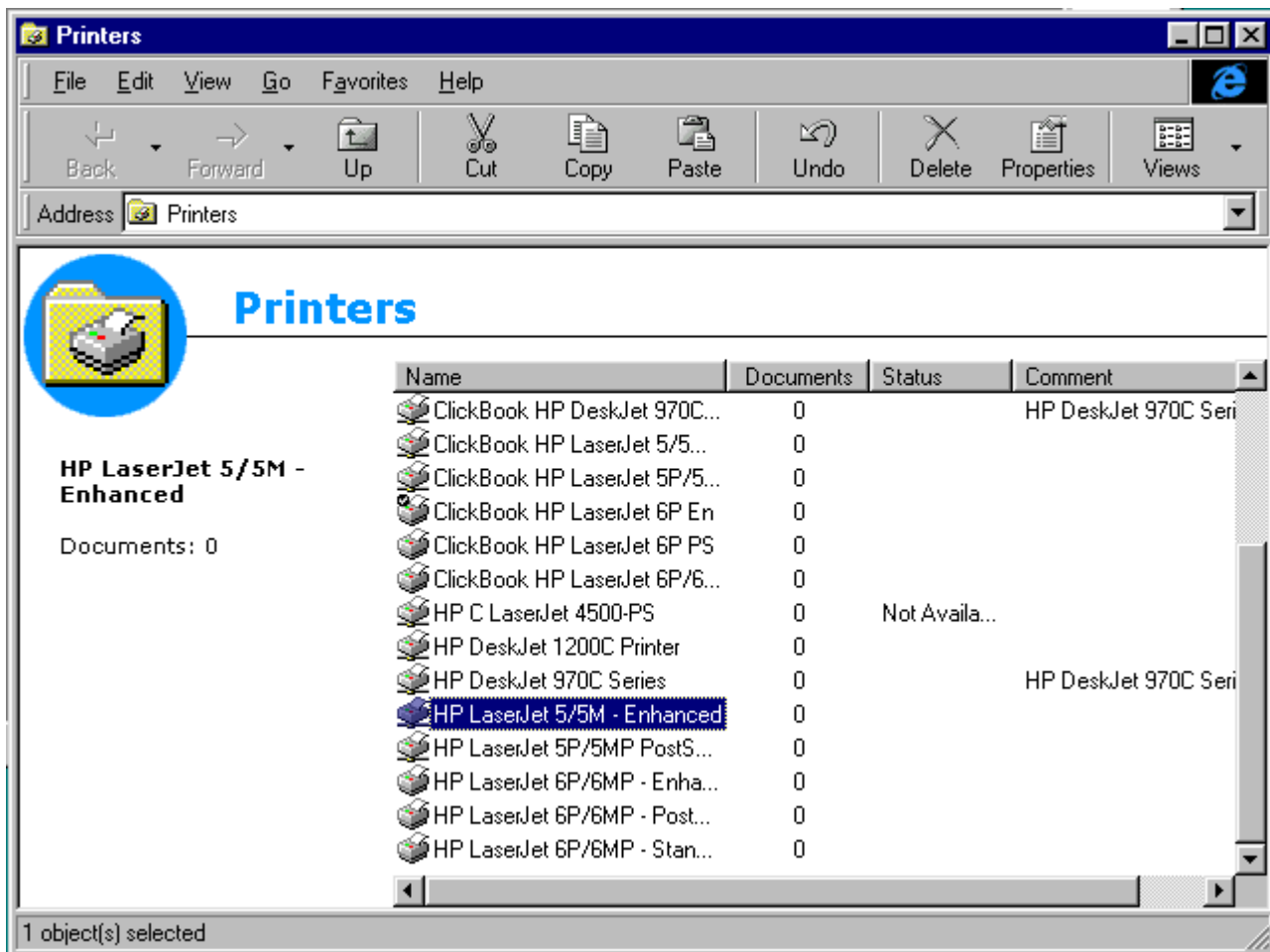
A step by step guide to setup a custom paper size for printing on Franklin Covey precut paper.



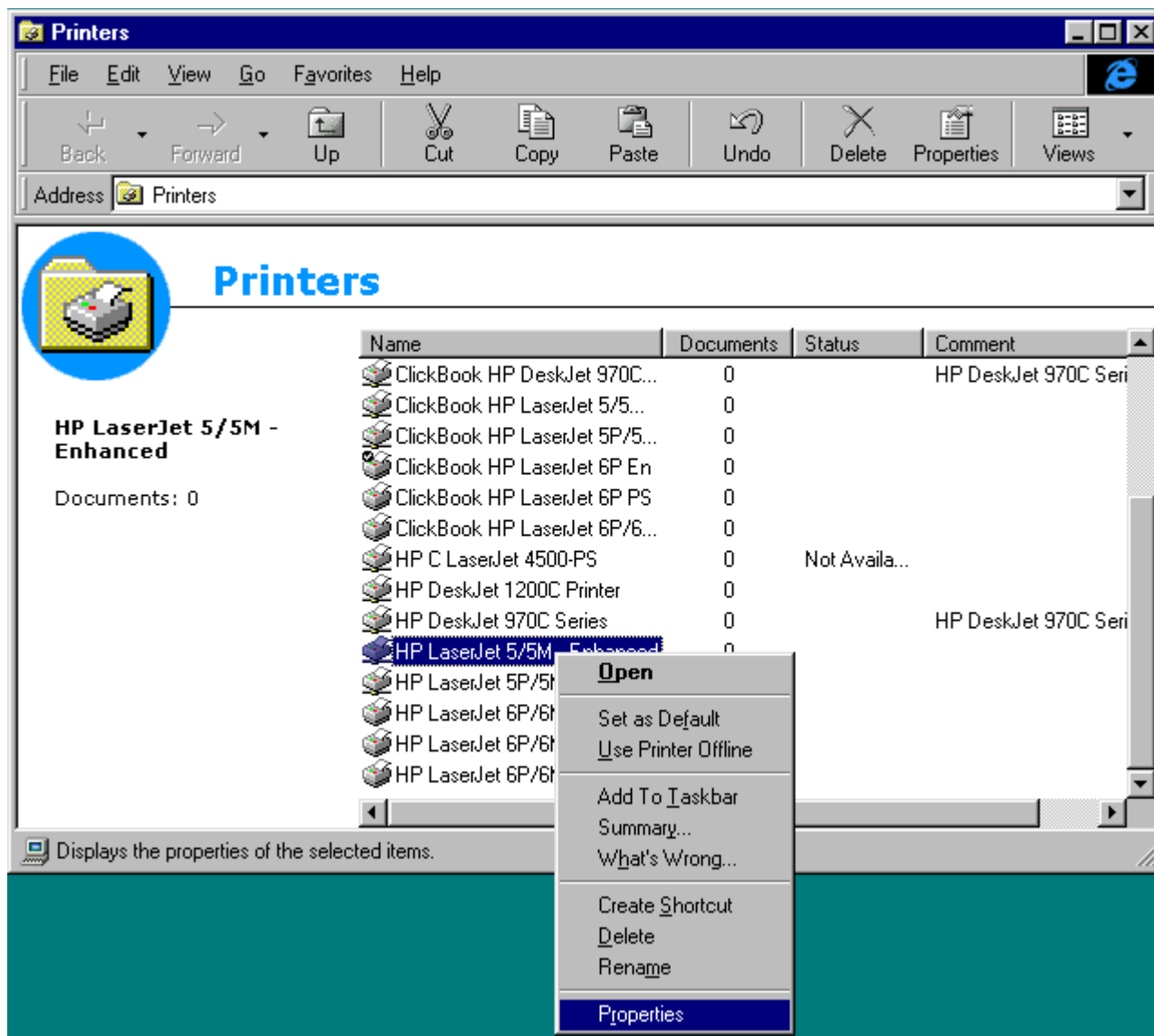
Step 1 – Click on the “Start” button

Step 2 – Select “Settings”

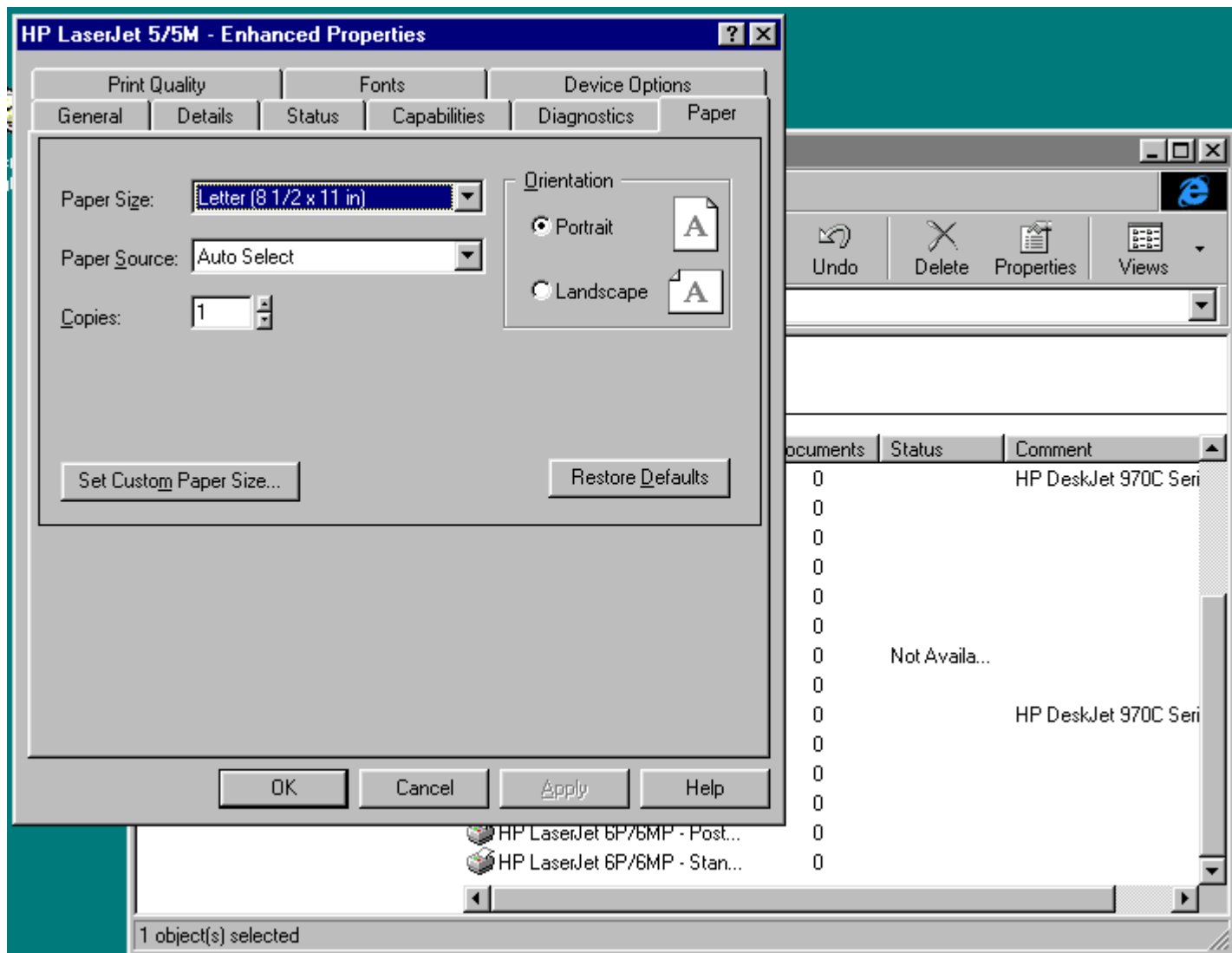
Step 3 – Select and click “Printers”



Step 4 – When the “Printers” dialog appears select the printer you will be using to print with Franklin Covey precut paper
(NOTE: don’t select any ClickBook printers)

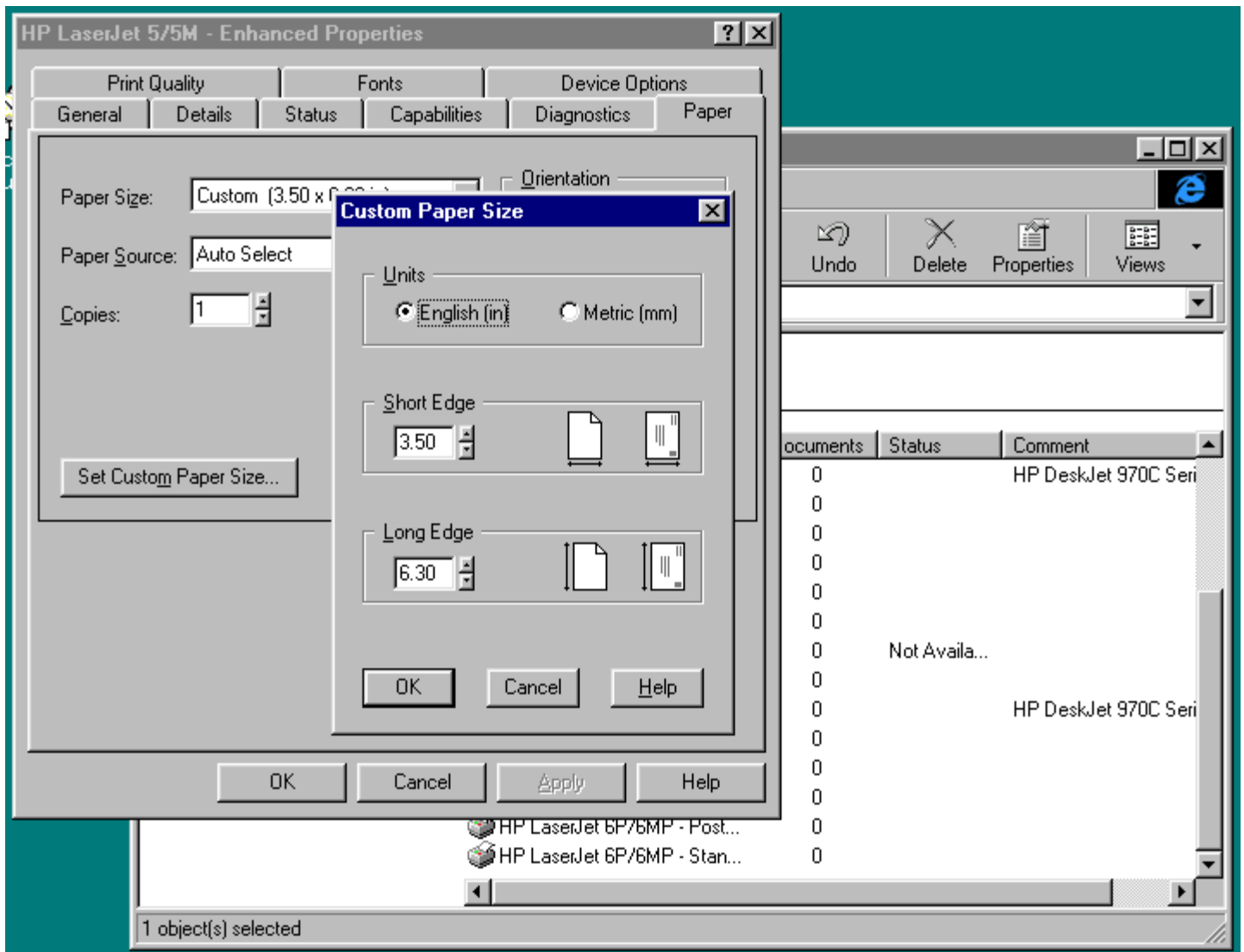


Step 5 – Click on the printer with the far right mouse button and left click “Properties”.



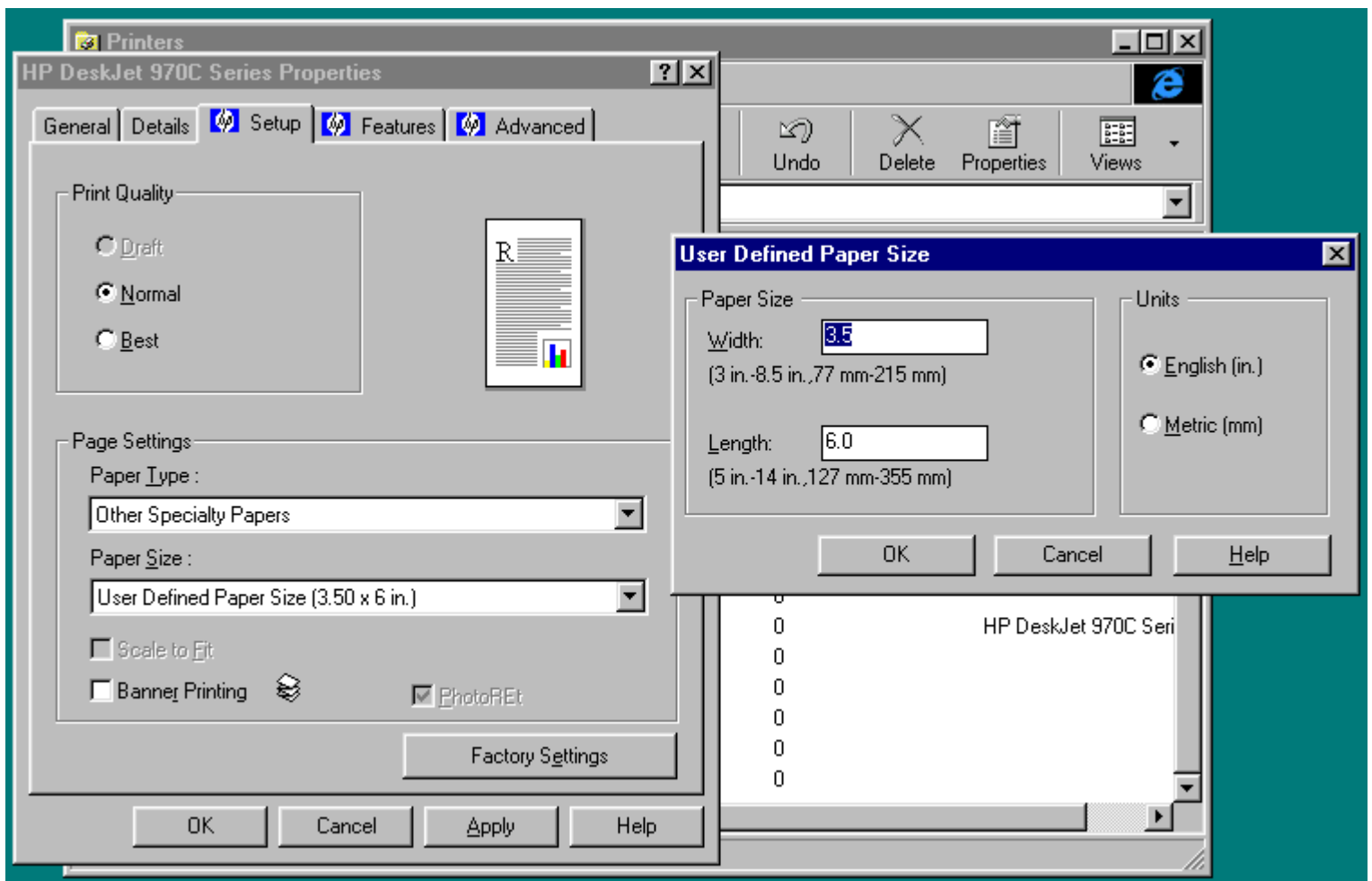
Step 6 – Click on the “**Paper**” or “**Setup**” tab.

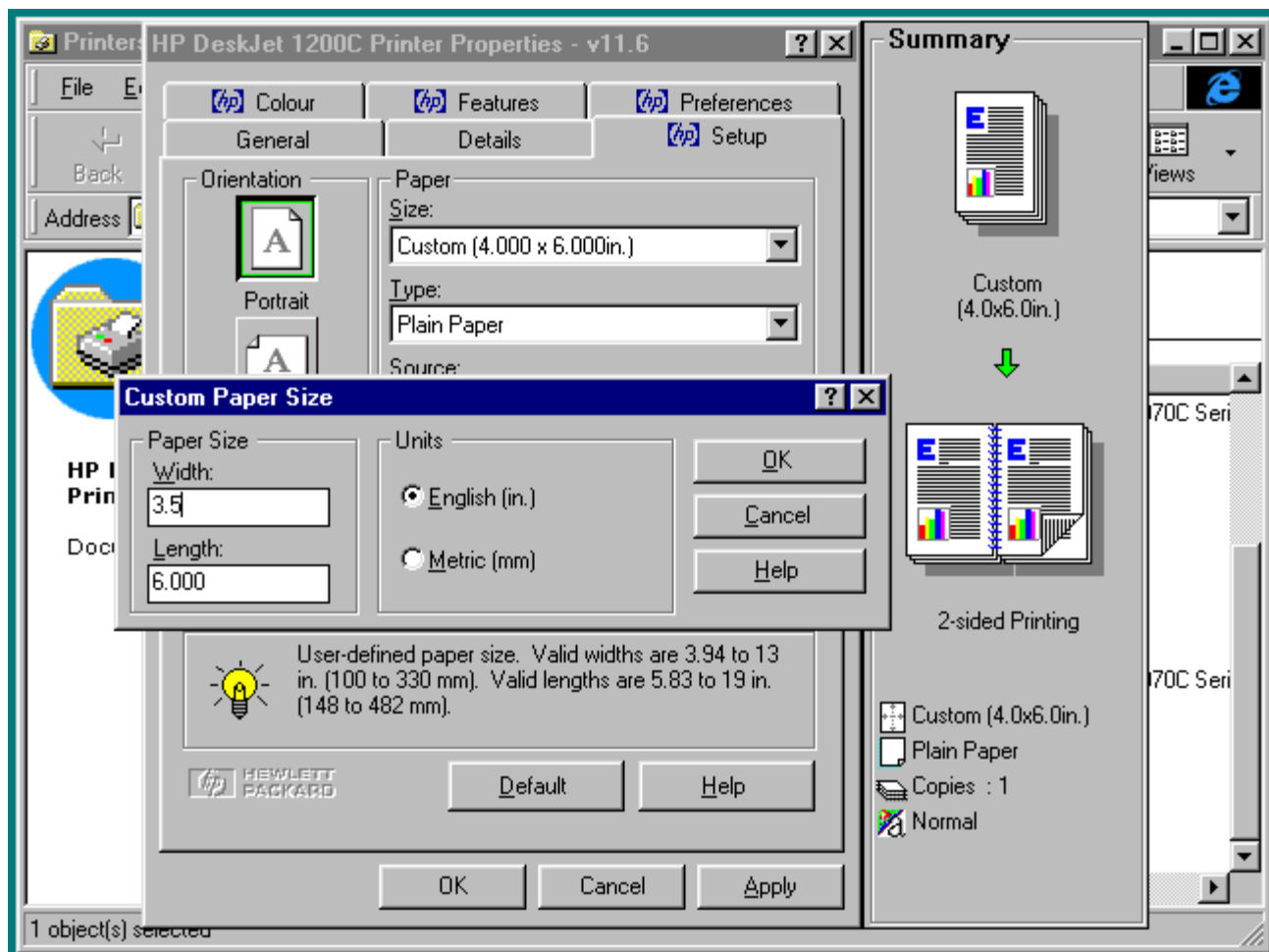
NOTE: The printer dialog will vary at this point from printer to printer.

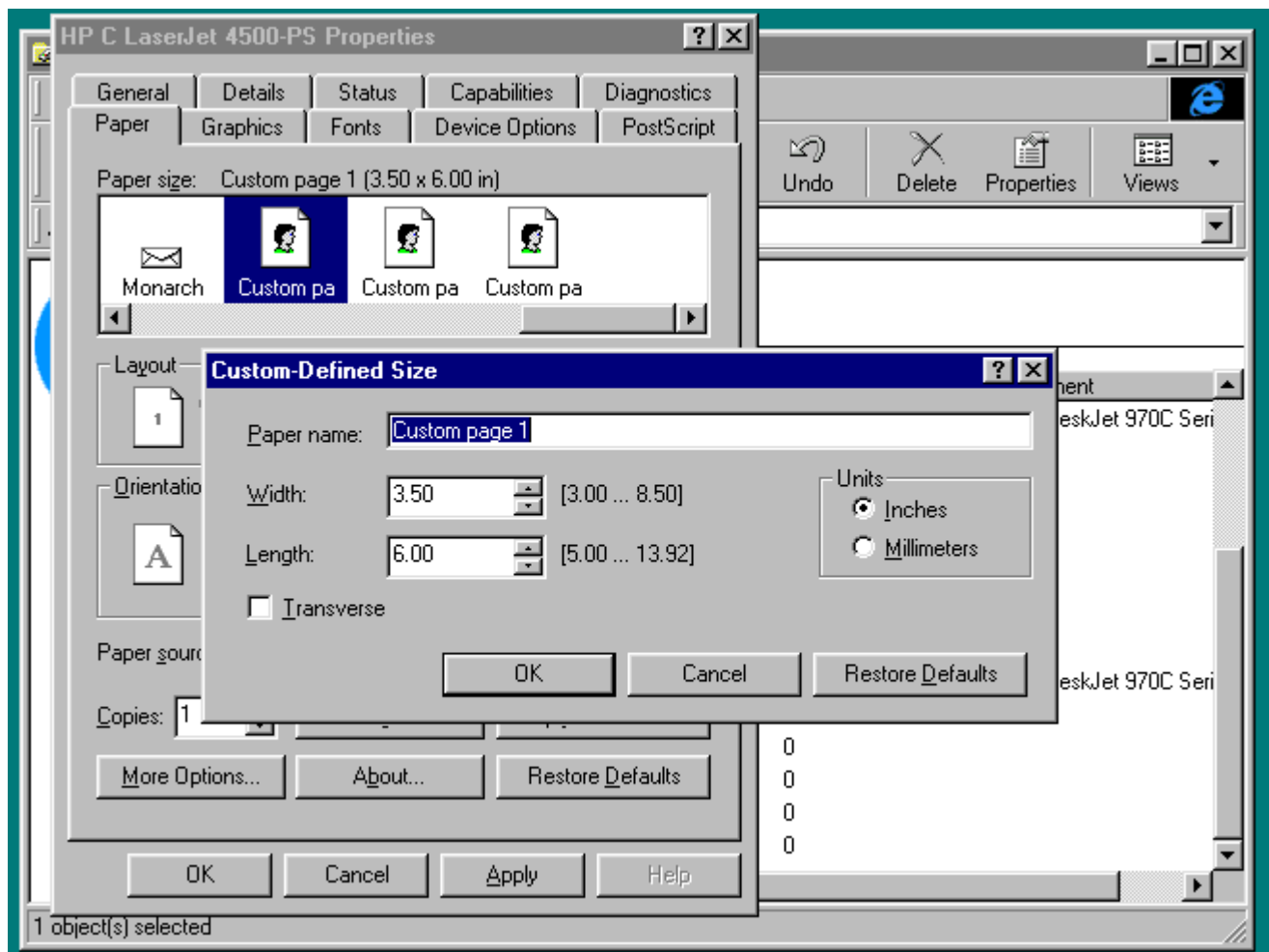


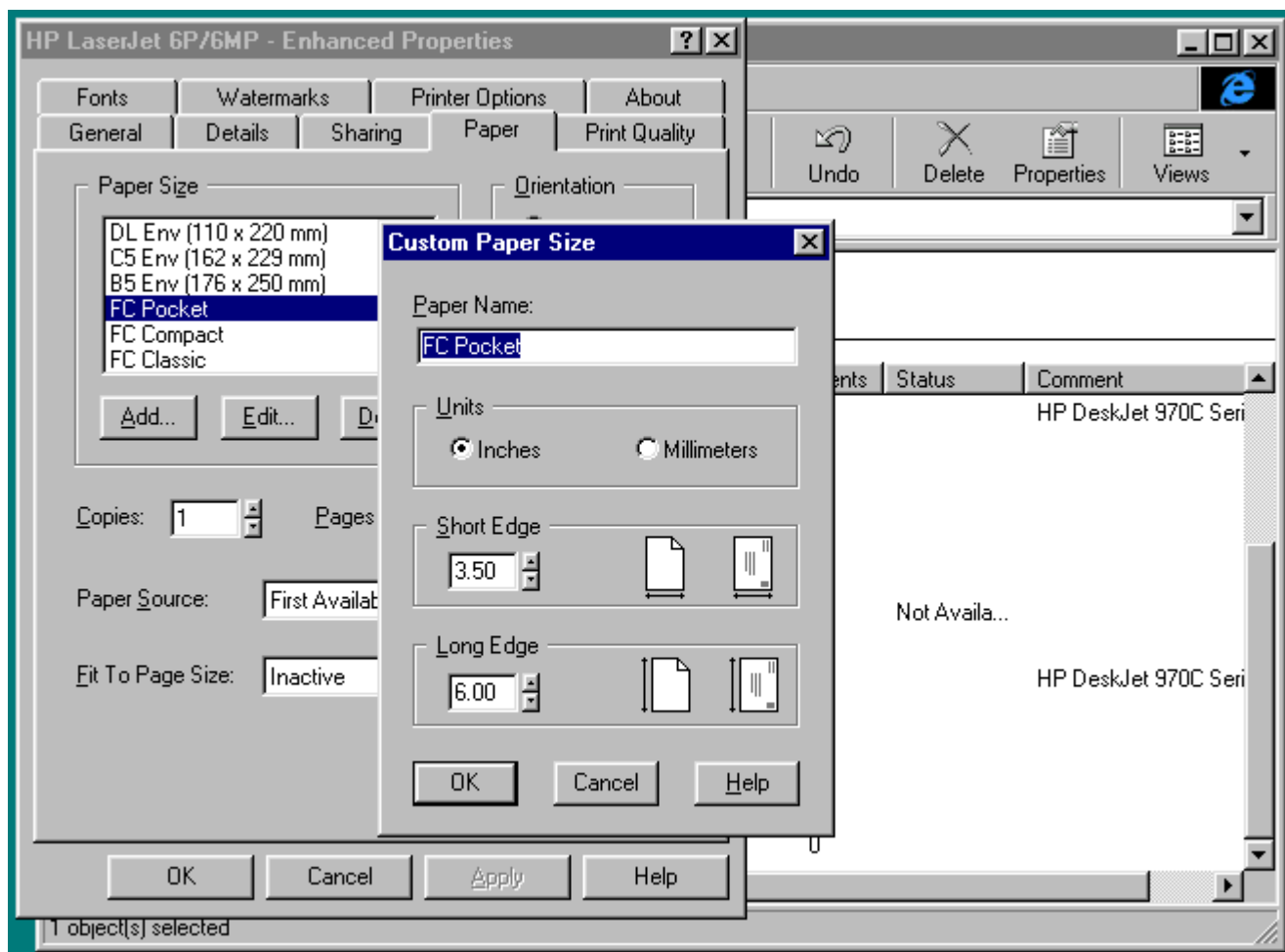
Step 7 – Look for a control that has the words **“Paper Size”** in it. Use this control to setup the paper sizes for Franklin Covey precut paper.

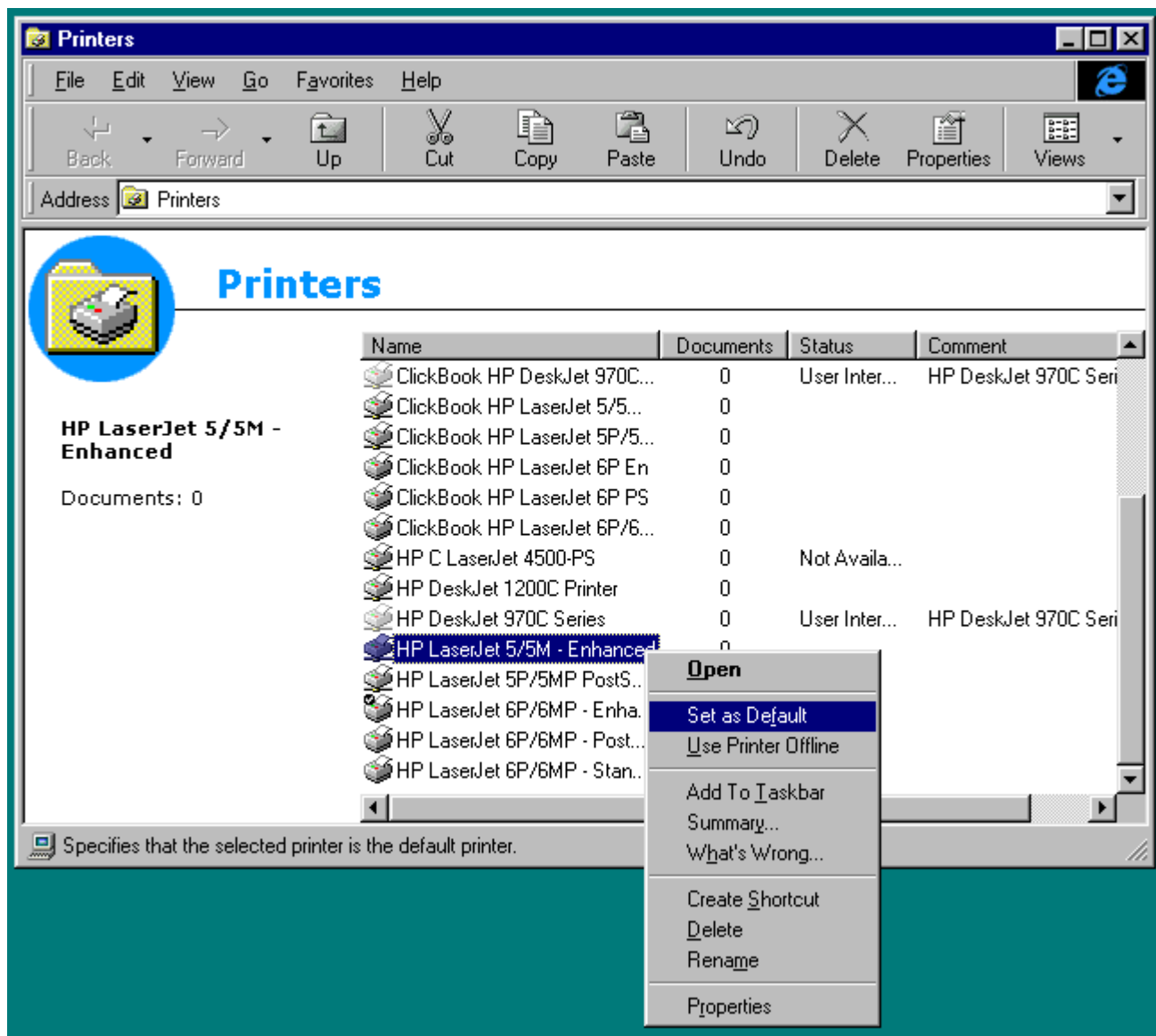
Here are some other examples:





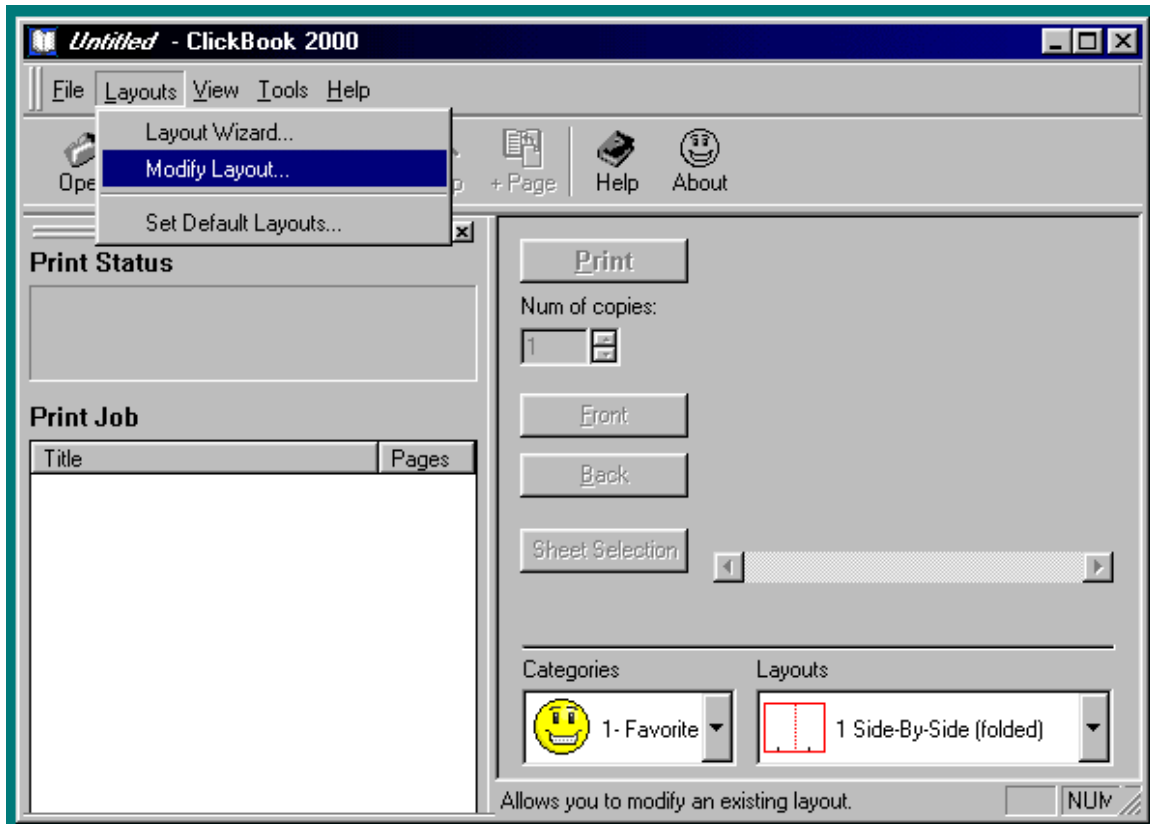




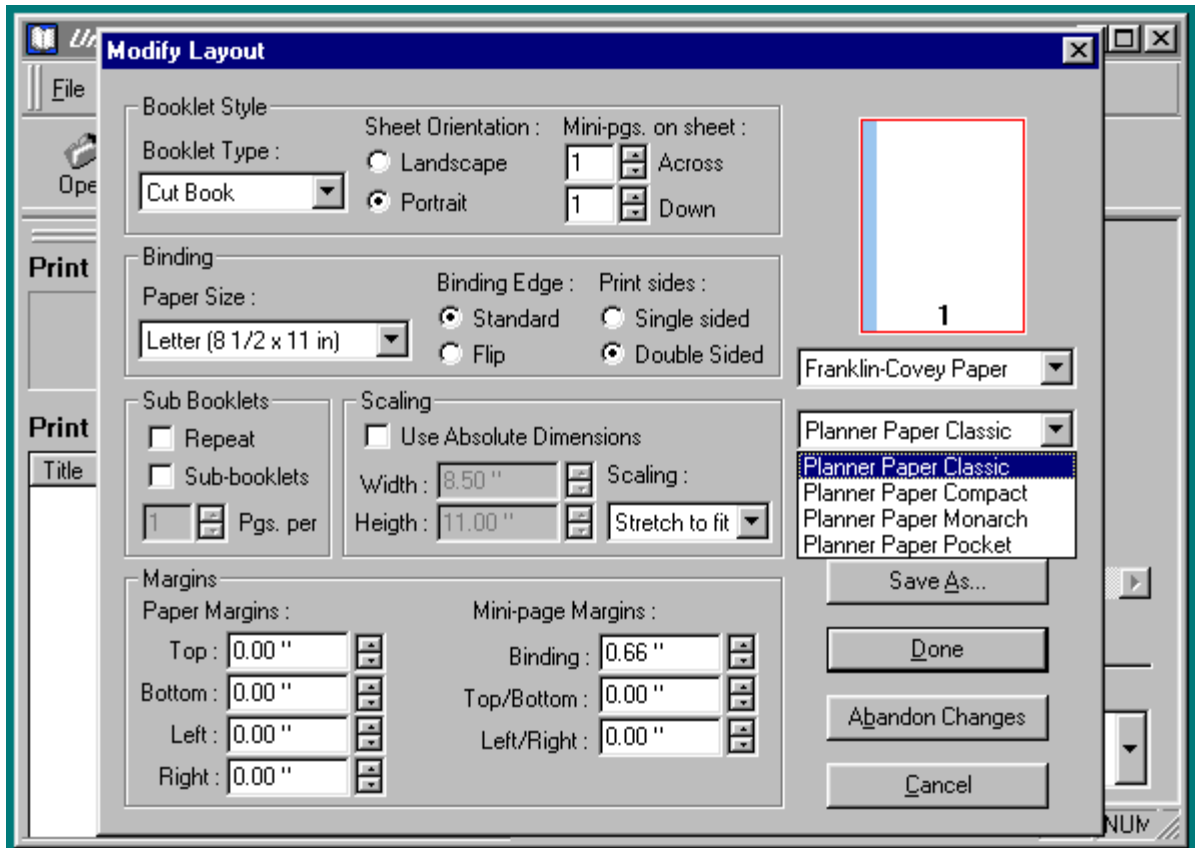


Step 8 – Click on the printer with the far right mouse button and left click “Set as Default”.

Step 9 – Launch the “ClickBook” application

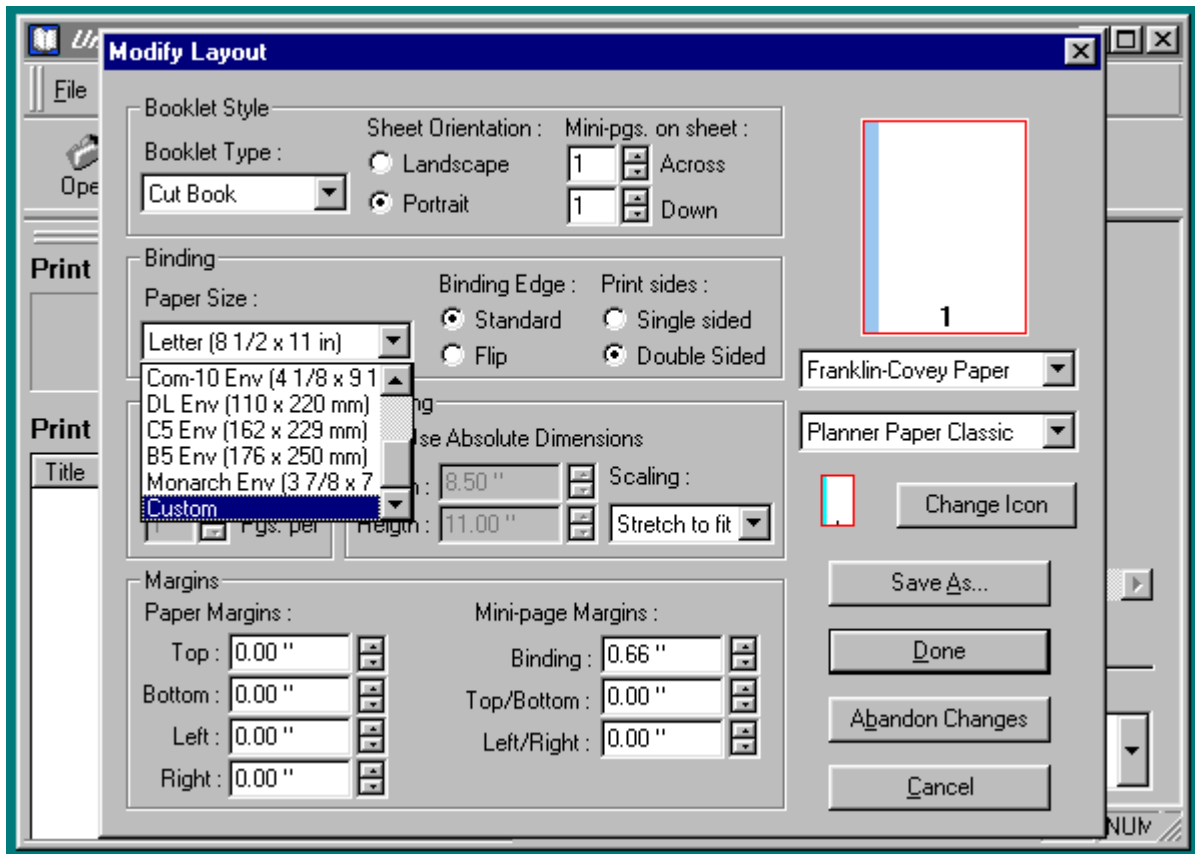


Step 10 – Click on the “Layouts” menu and select and click the “Modify Layout...” menu item.



Step 11 – Select the “Franklin Covey Paper” category

Step 12 – Select a planner layout that fits the custom paper size.



Step 13- Under “Binding” select the custom paper size.

Notice that the Width and Height measurements in “Scaling” change to the new paper size.

Step 14 – Click the Done button.

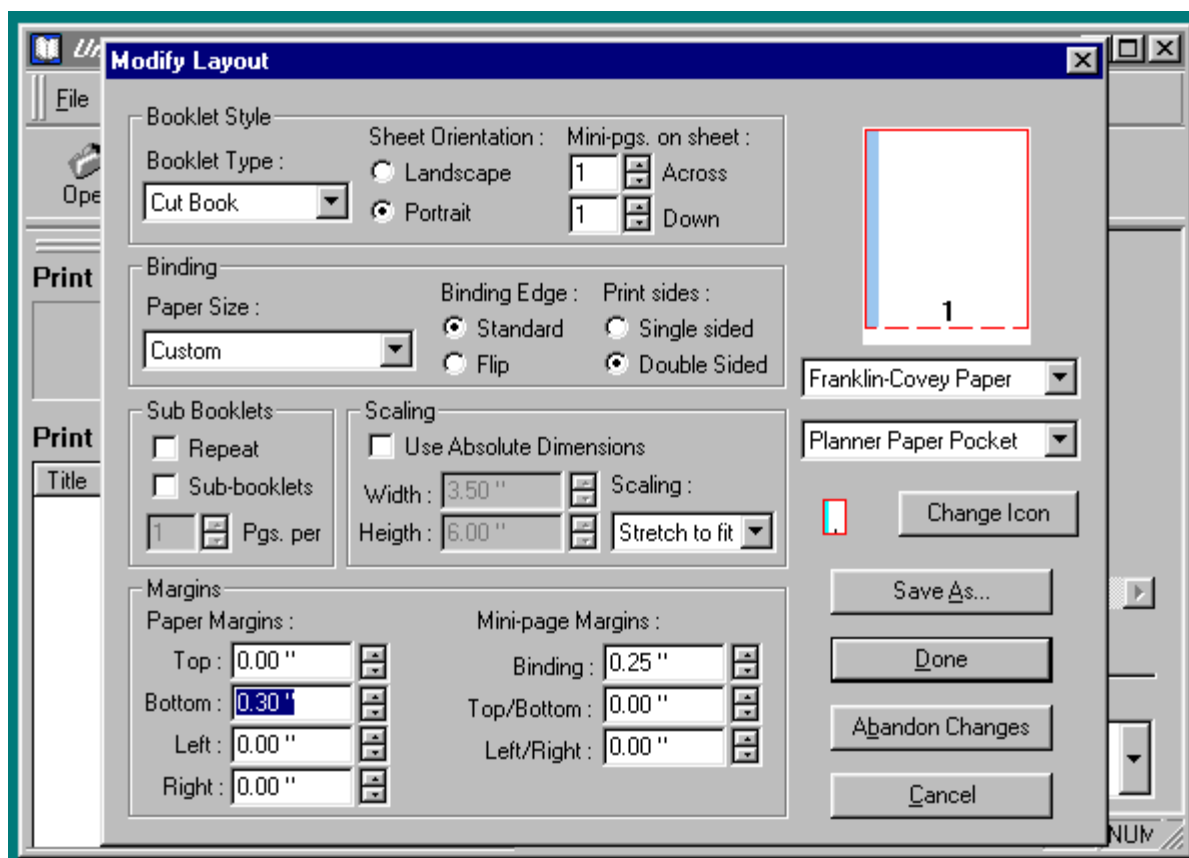
Step 15 – Close ClickBook.

Congratulations

You are now ready to print with ClickBook using Franklin Covey precut paper.

Some important notes:

- 1- Some printers support adding more than one custom paper size. If your printer does, you can add additional custom paper sizes. One for each of the Franklin Covey precut paper sizes. If it doesn't then you need to redefine the custom paper size each time you need to print to a different Franklin Covey precut paper size. To do this, follow steps 1 thru 8.
- 2- Some printers will not allow you to make the custom paper size fit the smallest Franklin Covey planner - The Pocket Size. But do not despair. You can still make this work in ClickBook by adjusting the Paper Margins in the “Modify Layout” dialog to trim off the excess space. See picture below.



Notice that the Width and Height measurements in “Scaling” change to the correct paper size.