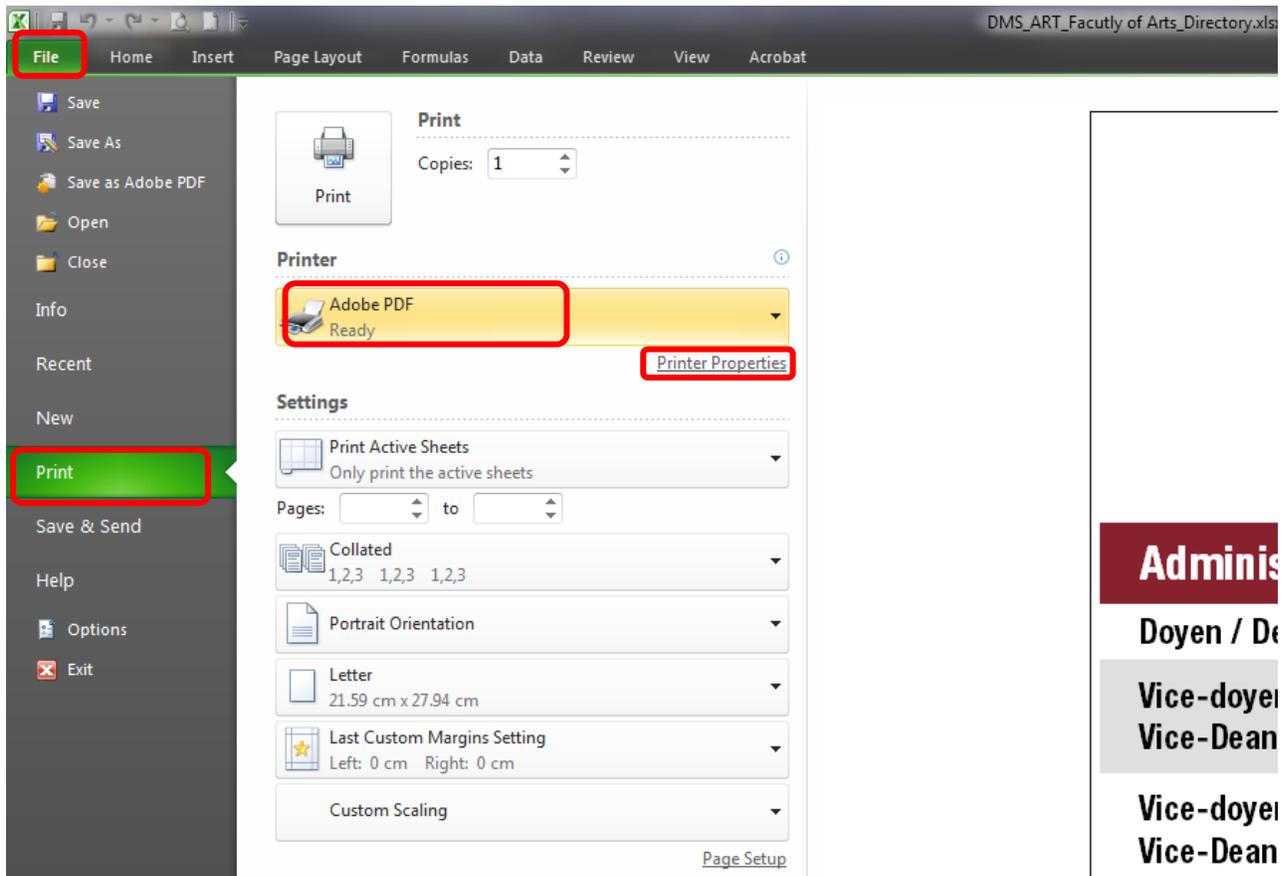## Building Directory self-serve

How to create and print a custom sized PDF
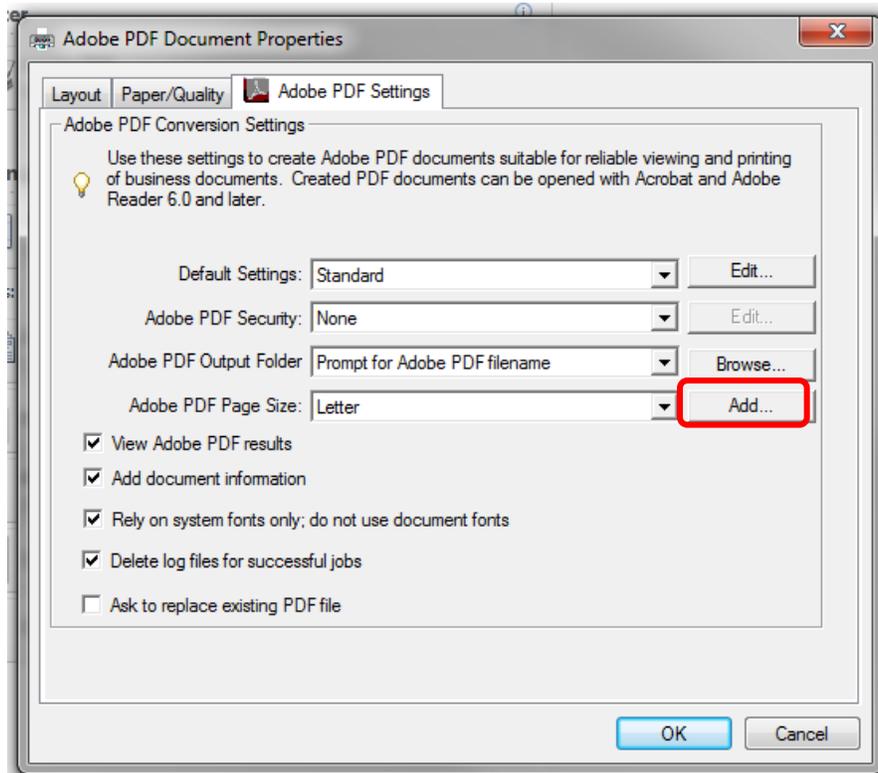
1. Verify the size of the printed directory before starting.

   Possible sizes: 330.2 x 482.6 mm (13 x 19 inches)
   402 x 242 mm (15.8 x 9.5 inches)
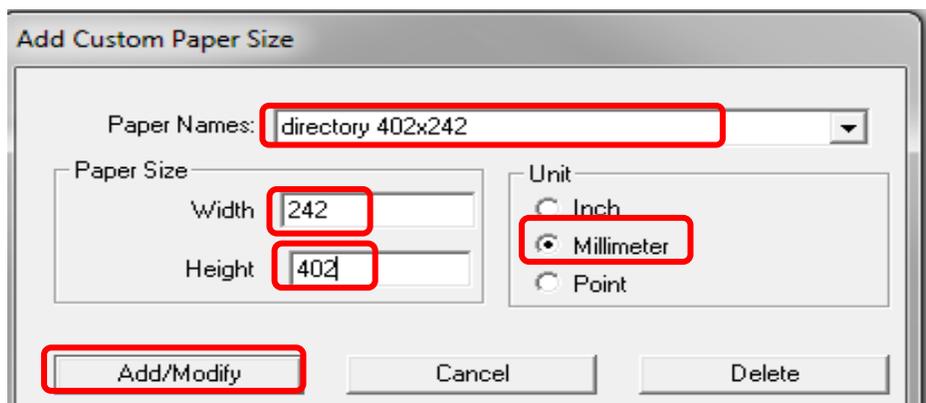   402 x 752 mm (15.8 x 29.6 inches)

2. Open the excel document

3. The text font should be Arial. If not, make changes as required.

4. Click on File, and select Print

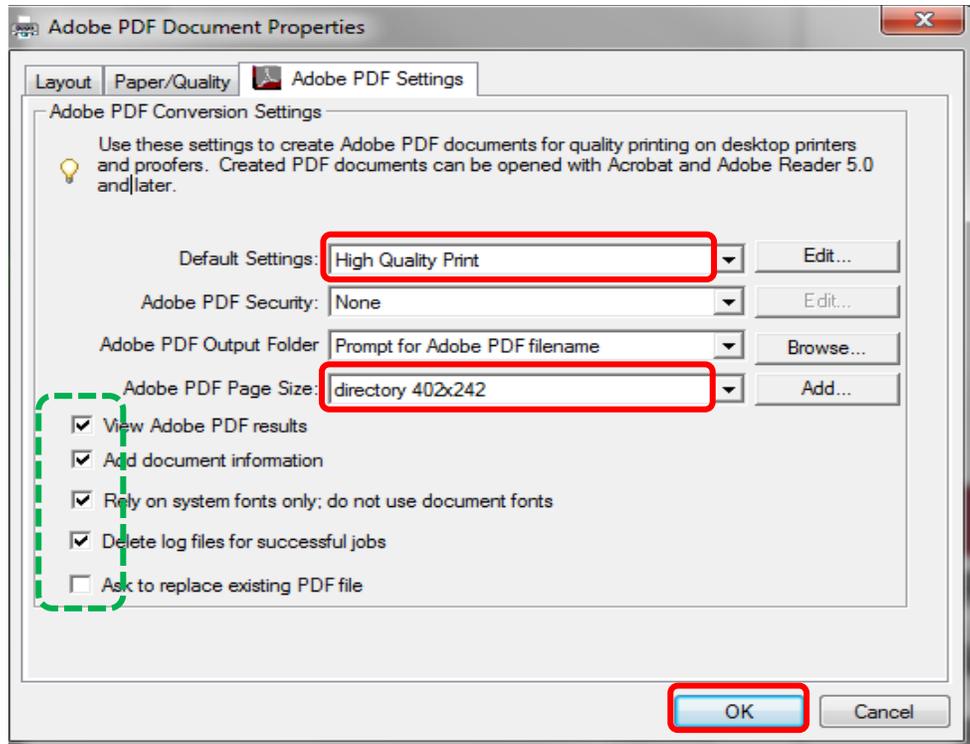5. Change the printer selection to "Adobe PDF", then click on "Printer Properties".

6. A dialog box similar to this one opens. Click "Add…".

7. When the dialog box opens, change the "paper names" and add dimensions (example: "directory 402x242", see step 1 for list of possible sizes). Making sure that the unit selected is millimeter, enter the width and height required for the printed directory as shown in picture below. Click "Add/Modify".
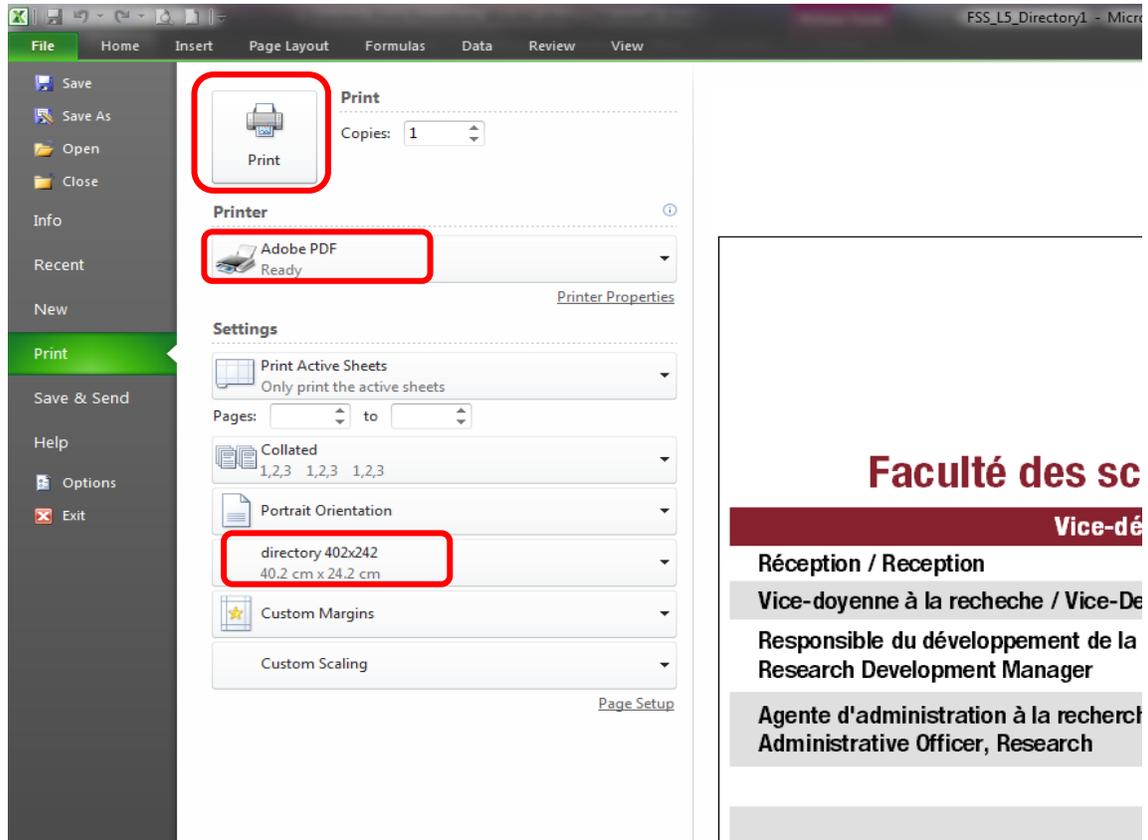
8. Now back to the first dialog box, click the first drop down menu "Default Settings" and select "High Quality Print". In the last drop down menu "Adobe PDF page Size" select the size you have just created in the previous step (example: "directory 402x242"). Make sure that all boxes except last one are checked (shown here in green) and click "OK".

9. Click on File to close the tab to go back in the document. You may now edit the information as needed and once all the changes have been done, proceed to the next step.

10. Once all the changes are done, click on File and select the Print tab. The printer should be "Adobe PDF" and the page size should be "directory 402x242" (or the size created in previous steps). (If the "directory 402x242" page size - or the size created previously - is not listed in the drop down menu, you may need to restart your computer.) Click "Print". This will create a .pdf file.

11. A dialog box will ask you where you want to save your file, and under what name. Enter the information and click ok. The size of the .pdf document is located at the bottom left corner (in inches). Make sure it is the correct size (the size you created in previous steps). This is the document you will be sending by email to docUcentre. [Click here for the list of docUcentre locations.](#)