

The A4 Paper Problem & Printing from PDF Documents

- PDF programs, such as Adobe Acrobat, can have print and defaults that
 - reduce the quality of a thesis document or
 - create errors that would require fixing for approval by the Library.

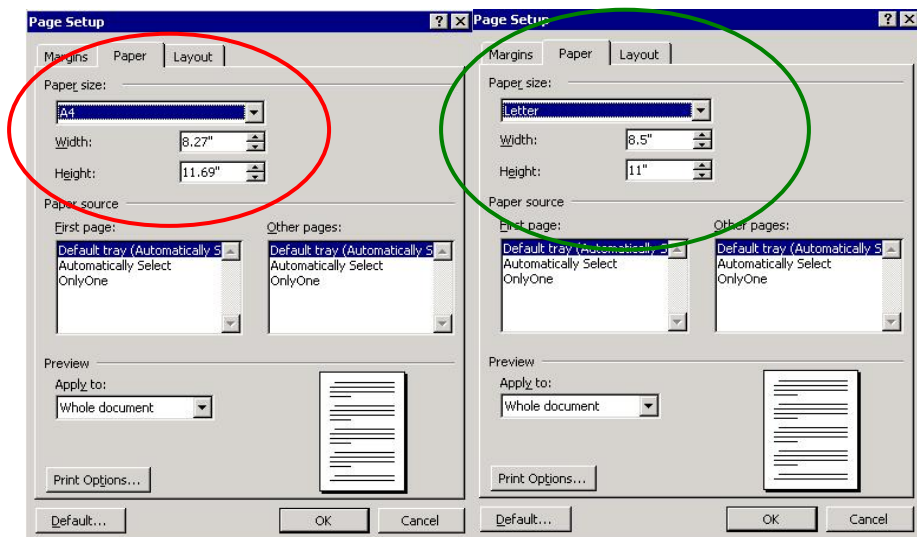
Set the paper size in all programs

Paper Size must be North American letter size, 8 ½ x 11 inches

- Problem: The University requires that theses, projects and extended essays be printed on North American letter sized paper for submission and binding. The student must ensure that their software and/or document only configurations are correct for producing a thesis.
 - Only North America uses this size paper.
 - The rest of the world uses A4 paper, which is longer and more narrow.
- Note, students facing the need to print in countries where A4 is the standard, please contact the Thesis Office early, before leaving Canada, for guidance, as it is possible to use A4 paper, provided that all documents to be inserted in the thesis, such as the approval page, partial copyright licence, etc, can also be printed on A4 paper. This needs to be planned well in advance.

MSWord users:

- Asian and European versions of Microsoft will have the paper size default set for A4 paper.
 - Correct this for printing in North American letter size paper: Go to the File menu as follows: **File** **Print...** **Paper**



Latex Users

- Problem: LaTeX was originally created in Europe, with paper size default setting for A4 paper. As a result, when generating the PDF for printing, the wrong sized PDF document will be produced. The shape of the text will be too long and too narrow to print out with the correct margins on the required North American letter-sized paper.
 - Fix: Set LaTeX paper size settings to "Letter" or "8.5x11".
If in metric, this will be Width: 21.59 cm and Length: 27.94 cm
 - o Fix WinEdt paper size configurations
 - o Fix Linex LaTeX paper size configurations
 - Fix PDF program print configurations for paper size and scaling.

The following fix steps were found for the Thesis Office by Byron Gao, Ph.D, Spring 2007.

Thanks for sharing this, Byron. He adds, you can also search the Web, as he did, for other tips, as this is a common problem.

WinEdt

- Most latex users use WinEdt. Even if the paper size is set up correctly as letter in *.sty, the produced *.pdf would still be in A4. The problem resides in the software. To change it, do the following:
- Edit two configuration files to change the default paper size to letter. Here is what you do:
 - In the MiKTeX directory, at (something like): texmf\dvipdfm\config\ there is a file called config (there is no extension), open that file in a text editor, there is a line about default paper size ("p a4"), change "a4" to "letter" and save the file.
 - Next, you need to COPY the file texmf\pdftex\config\pdftex.cfg into your localtexmf directory.
 - Open the COPY of pdftex.cfg from your localtexmf directory in a text editor.
 - There are two lines that read:
 - page_height 297 true mm
 - page_width 210 true mm
 - You need to change those two lines to read:
 - page_height 279 true mm
 - page_width 216 true mm
 - then save the file.
 - In WinEdt, you will need to go to Accessories-->MiKTeX Options, and refresh the file name database, and update the format files.

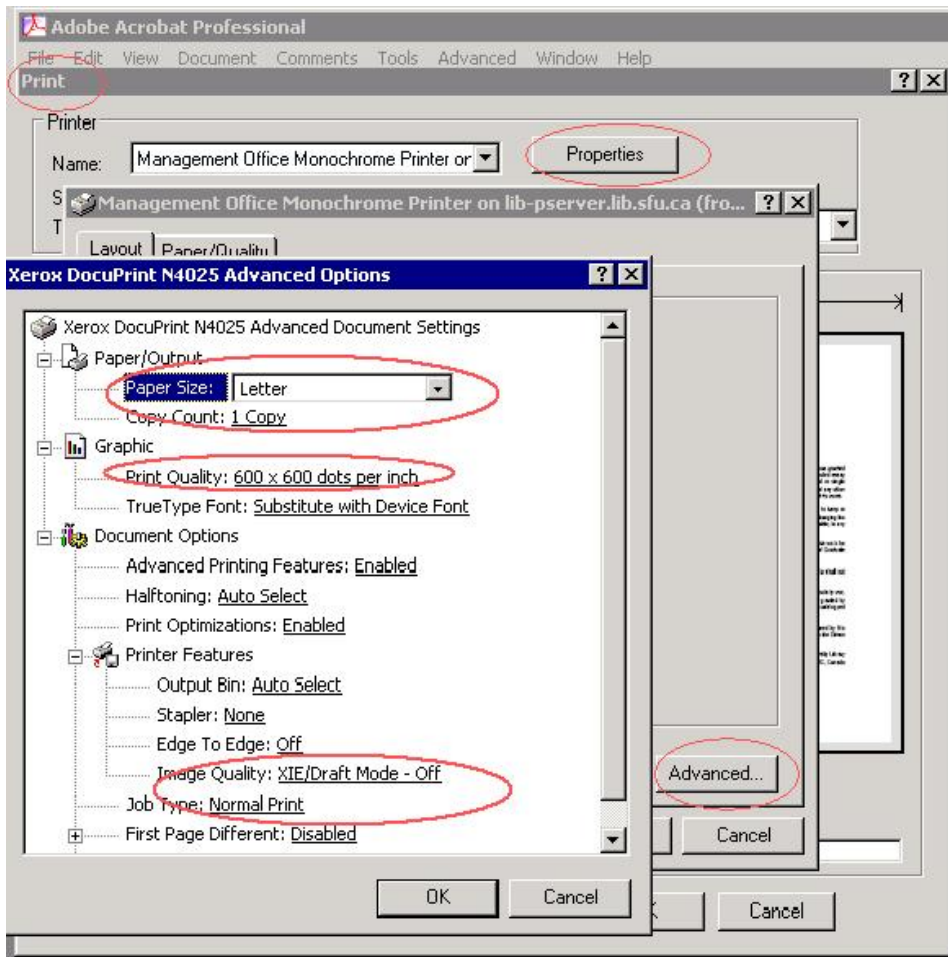
For the non Winedt users, under linux system:

- Run LaTeX to get a dvi file
 - Run dvips as follows:
 - * dvips -t letter -Ppdf thesis.dvi -o
 - To get the final PDF, run: ps2pdf under unix system:
 - Run LaTeX to get a dvi file
 - Run dvips or dvipdf (no special options required)
 - If you ran dvips, then to get the final PDF, run: ps2pdf on your postscript file.

In the PDF Program – applies to all programs if printing from PDF

Page size settings

- For printing, a PDF configured for A4 paper will either
 - print too long and too narrow on letter sized paper,
 - or be scaled down to shrink the longer image to fit paper. This will cause the document contents to shrink to 91% (about 2 pts smaller in font size, with a top margin too narrow, and side margins too wide.
- Fix: Page Size settings:
 - Set PDF Print/Properties/Advanced... defaults as follows (see figure below):
To correct page size: Paper Size: **Letter**
To improve graphic quality: Print Quality: **600 x 600 dots per inch**
To prevent draft quality: Job Type: **Normal Print**



Prevent shrinking in printing

- Problem: Default print settings can cause the document to shrink, through “scaling” even when page settings are correct.
 - If scaling is active, i.e. **Fit to printer margins**, the text below the Preview window will read “Zoom 94%”. This is an overall reduction of 1 pt of font size, and an overall increase in unneeded margin space.

- Fix: See figure below. In the File/Print menu, ensure that:
 - “Page Scaling” reads **None**
 - Text below the Preview window reads
“Document 8.5x11 in.”
“Paper 8.5x11 in.”

