# Setting Up a Dot Matrix Printer to Print on Half-Sheet Forms

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Agvance Quick Ticket receipts and Agvance Scale Interface Scale Tickets can be printed on half-sheet continuous forms. The information below describes how to set up a Windows printer for use with these half-page forms.

There are three steps to this setup:

1. Define a new form size.

   A. Open the *Windows Printers Folder* by going to *Start / Control Panel / Printers*.

   B. On the file menu, select **Print server properties**.
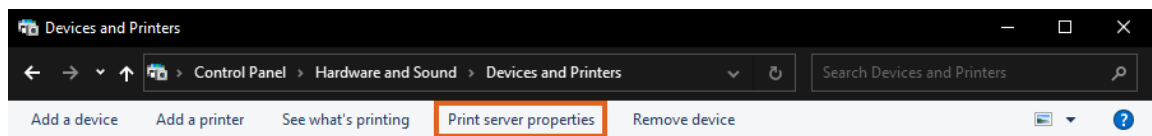


   C. On the *Print Server Properties* window, check *Create a new form*, give the form a name, specify the paper *Width* and *Height*, and save the form.
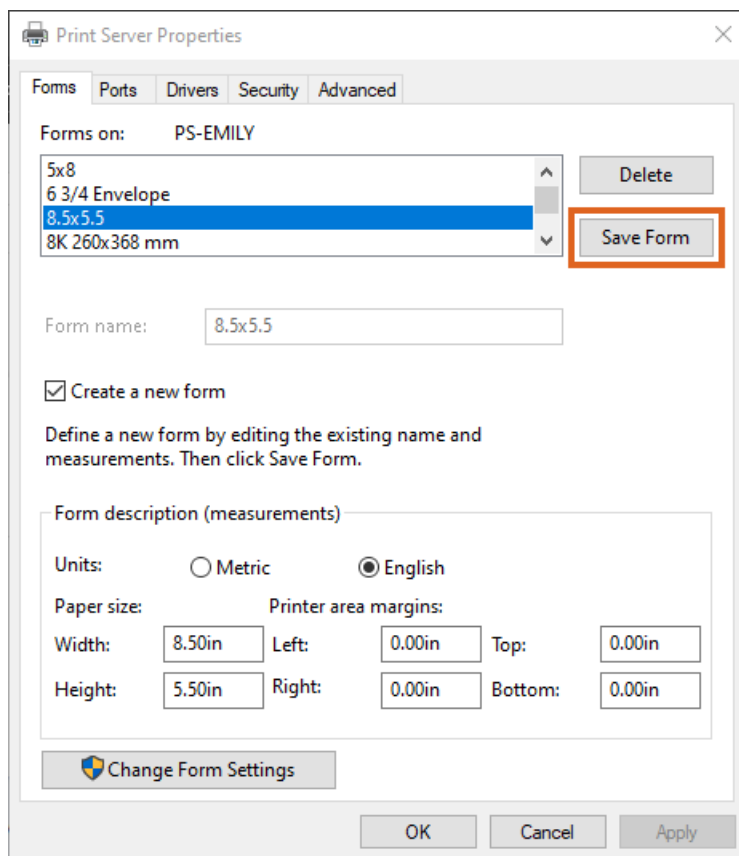


2. Add a new Printer.

   A. Pick *Generic* as the *Manufacturer* and *Generic/Text Only* as the *Printer*.

   B. Give the printer a name that will make it obvious this printer is set up for half-page paper.

3. After the printer has been added, right-click the new printer icon and select *Printer Properties.*

   A. Select the *Device Settings* tab.

   B. In the *Form to Tray Assignment* section, pick the new form added in Step 1 as the *Continuous Feed - No Break* form.
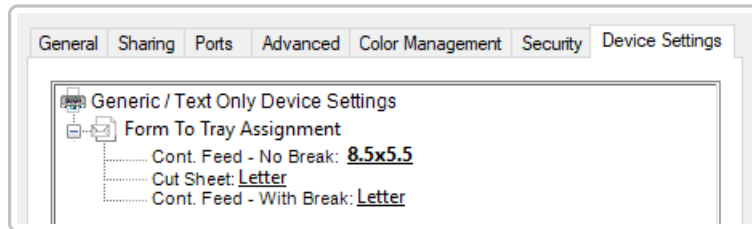


In Agvance, make sure the *Printer Port* is set to *None* and pick this new printer as the Quick Ticket or Scale Ticket printer.

**Note:** If a printer port is chosen, Agvance will bypass the printer driver and print directly to the printer port.