Frage: Wie konvertiert man eine PDF-Datei in die richtige Papiergröße von A4 und A3?

Antwort:

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Schritt 1: Öffnen Sie die PDF-Datei und drücken Sie Strg+P. Ein Dialogfeld wird angezeigt. Schritt 2: Als Beispiel ist hier die Referenz

Wählen Sie die Optionen aus, die übereinstimmen sollen, wie im roten Feld markiert.

Schritt 3: Klicken Sie nun auf die Option "Seite einrichten". Und ein neues Fenster wird angezeigt.

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Schritt 4: Wählen Sie nun das im "roten Kästchen" markierte Papierformat aus und wählen Sie entweder A4 oder A3, da diese beiden die einzigen Papierformate sind, die für den Druck verfügbar sind.

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Schritt 5: Klicken Sie nun auf die Option "OK".

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Wählen Sie 6: Klicken Sie nun auf "Drucken" und speichern Sie die Datei.

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Schritt 7: Klicken Sie auf die Option "Speichern".

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∧ Hide Folders	Save Cancel

Schritt 8: Öffnen Sie nun die neu erstellte Datei auf dem kawo1 Druckportal.