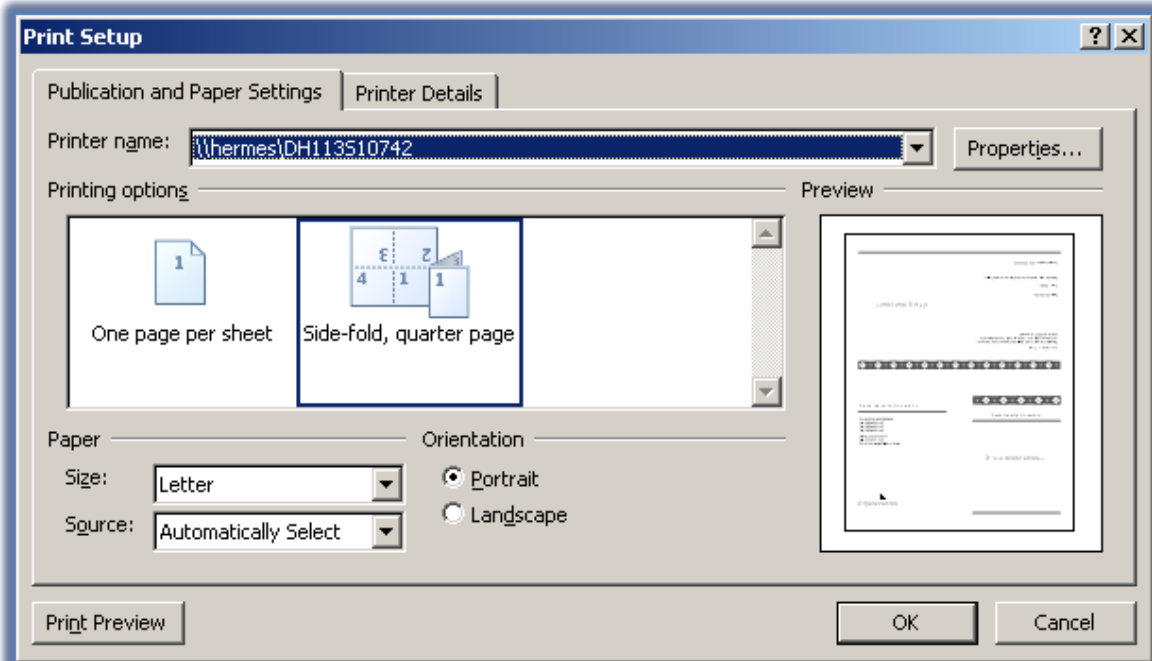


CHANGING PAPER SIZE AND ORIENTATION

Publisher allows for the creation of a wide variety of publications that can be printed on many sizes of paper. In order to print on special sized paper, it is necessary to change the paper size setting to match the desired output. When this is done, the workspace and rules will accurately reflect the completed product. The default paper size for publications is Letter size, because it is the most commonly used.

Changing Paper Size

- ❖ Click **File** on the **Menu Bar**.
- ❖ Click **Print Setup** from the list of options.
- ❖ The **Print Setup** dialog box will display (see illustration below).



- ❖ Click the **Size** drop-down arrow.
- ❖ Select the desired paper size.
- ❖ To change the **Orientation** of the paper, click the appropriate option button under **Orientation**.
- ❖ After all the selections have been made, click the **OK** button.

Changing the Page Layout

- ❖ Click **File** on the **Menu Bar**.
- ❖ Click **Page Setup** from the list of options.
- ❖ The **Page Setup** dialog box will display. This dialog box contains a gallery of different page layouts.
- ❖ Scroll through the list of page layouts until the desired one is located.
- ❖ Click on one of the layouts to select it.
- ❖ Click the **OK** button to apply the layout to the publication.

NOTE: In the right pane of the window, it is possible to change the paper size as well as the margins for the page.