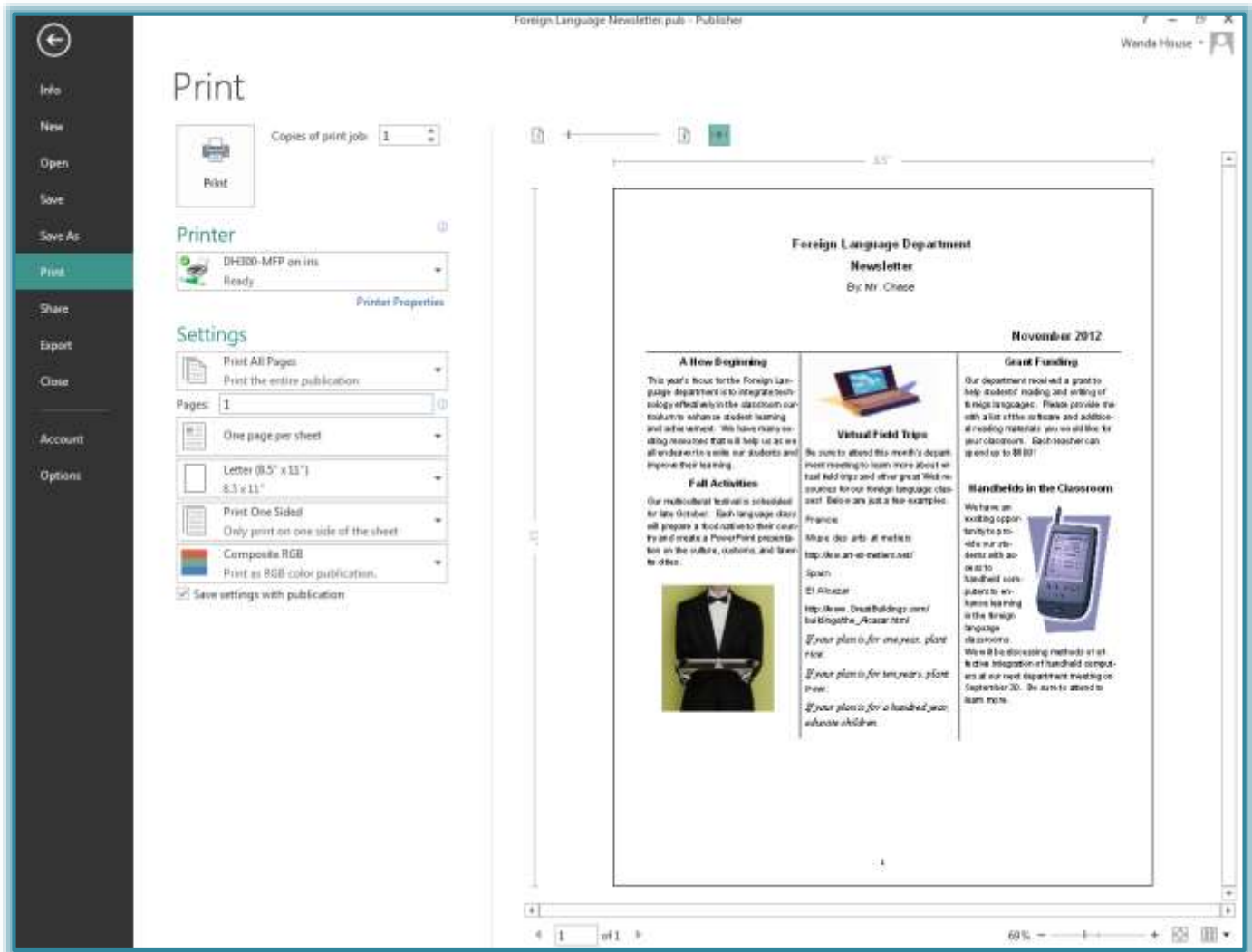


## PUBLISHER-CHANGE PAPER SIZE AND ORIENTATION

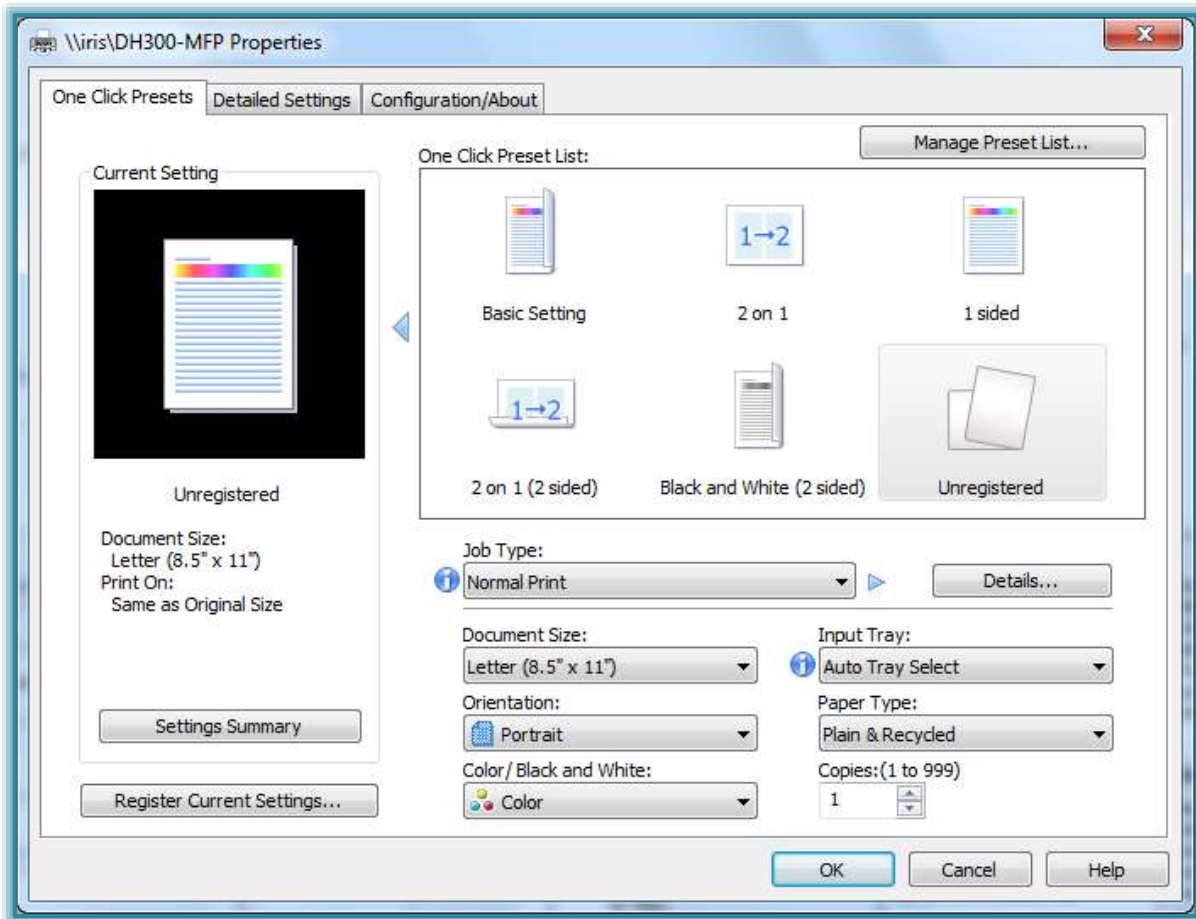
Publisher allows for the creation of a wide variety of publications that can be printed on many sizes of paper. In order to print on special sized paper, it is necessary to change the paper size setting to match the desired output. When this is done, the workspace and rules will accurately reflect the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

### Change Paper Size/Orientation in Print Window

- ✦ Click the **File Tab**.
- ✦ Click the **Print Tab** on the left side of the window.
- ✦ The **Print Window** will display in **Backstage View** (see illustration below).

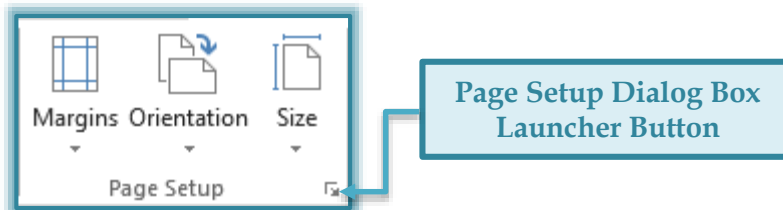


- ✦ Click the **Printer Properties** link to open the **Properties** window.
- ✦ Click the appropriate tab to locate the **Size** or **Orientation** option. (What displays in this window will depend on the chosen printer.)
- ✦ To change the **Size** of the paper, click the appropriate option button under **Document 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.



### Change Size/Orientation Using Ribbon

- ✦ Click the **Page Design Tab**.
- ✦ In the **Page Setup Group**, click the appropriate option to change the **Paper Size** or the **Orientation**.



- ✦ To access additional options, click the **Page Setup Dialog Box Launcher** button.