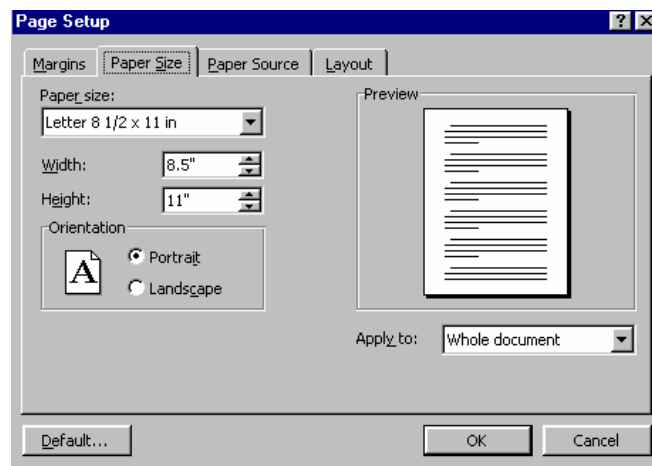


How to Change Paper Size and Orientation

1. On the main menu, click on **File** to pull down the file menu.
2. Click **Page Setup**.
3. On the Page Setup dialogue box that appears, click the **Paper Size** tab.



4. You can use the arrow to the right of the list to choose a predefined paper size, or choose Custom Size from the bottom of the list to enter the dimensions in the boxes labeled Width and Height. (You can also select to use that paper size for all documents by clicking the button labeled Default.)
5. In the **Orientation section** of the dialogue box, you have two options. Click to select which one you want.
6. Click **OK** to apply and to close the dialogue box.