

## Document Setup for a Picture Sheet

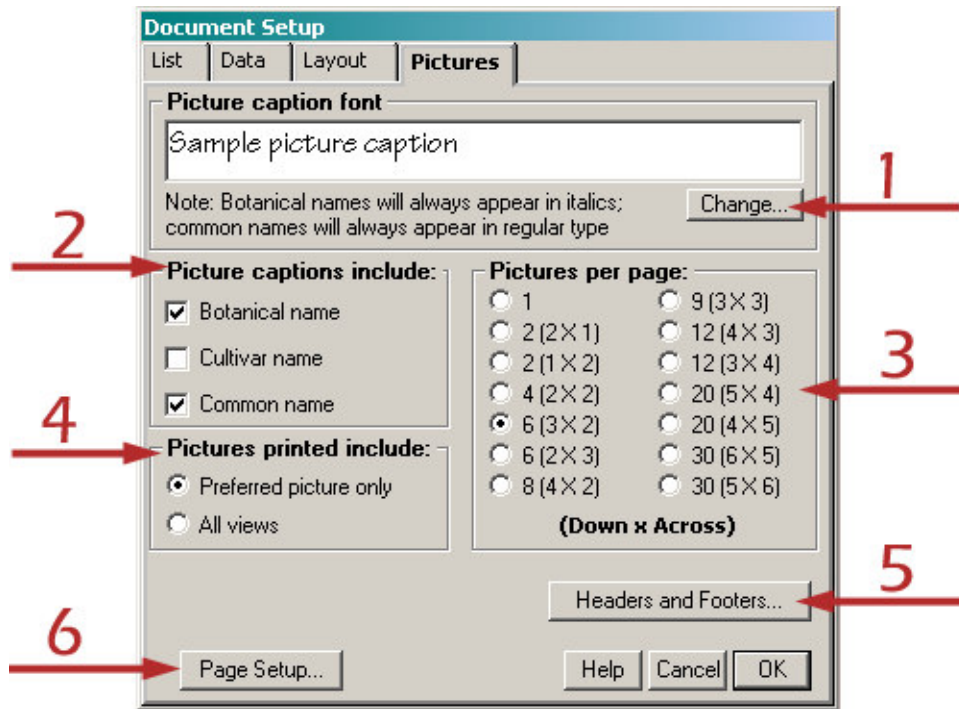
There are 6 areas on a Picture Sheet that you can customize: the picture caption font, picture caption, pictures per page, pictures printed, headers and footers, and page setup.

From the menu bar, click **File > Document Setup**, then click on the **Picture** tab

1. In the **Picture caption font** area, select the font, style and size of the text to appear by clicking on the Change button
2. In the **Picture captions include** area, select any, all or none of the plant names for the picture
3. In the **Pictures per page** area, select the number of pictures per page.
4. In the **Pictures printed include** area, select the preferred picture or all pictures per plant\*\*.
5. Click on Headers and Footers button. You have 6 areas where you can put customer, company name, graphics or most anything else you want. Again you can specify font, size and also color.
6. Click on Page Setup button to specify paper size, margins, and orientation.

When you are finished with your change, click **OK**.

Select a plant and File/ Print Preview/Preview Pictures to see your customization!



\*\* Next week's Quick Tip will describe how to change the preferred picture and to omit selected pictures from the "All views" option.