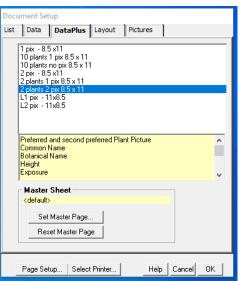
Document Setup for a DataPlus Sheet

There are 2 areas on a DataPlus Sheet that you can change, the sheet format and Master Page option. From the menu bar, click **File > Document Setup**, then click on the **DataPlus** tab.

In the graphic to the right, you will see a list of the available formats for the DataPlus sheet. DataPlus sheets in portrait orientation are 8.5x11 and landscape are 11x8.5. Click once on a format. Then in

the yellow area, you will see the data fields and pictures, if any, that will appear on the document.



Choosing the format, 2 plants 2 pix 8.5x11, will produce the following DataPlus sheet.



If you wish to have a Master Page applied to this document, then click on Set Master Page. Browse to a Master Page you have created (see Quick Tour 4 in User Guide).

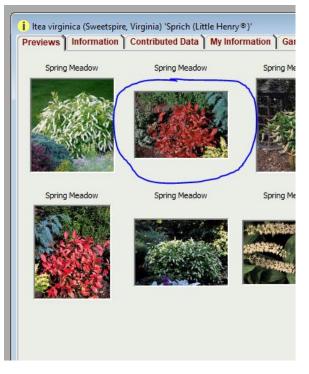


To change a Master page, click Reset Master Page, then click Set Master Page. Browse to another Master Page.

Document Setup	
List Data DataPlus Layout Pictures	
1 pix - 8.5 x11 10 plants 1 pix 8.5 x11 10 plants no pix 8.5 x 11 2 plants no pix 8.5 x 11 2 plants 1 pix 8.5 x 11 2 notest 2 pix 8.5 x 11 L1 pix - 11 x 8.5 L2 pix - 11 x 8.5	
Preferred and second preferred Plant Picture Common Name Botanical Name Height Exposure	^ ~
Master Sheet Cdefault> Set Master Page Reset Master Page	
Revert master sheet to deafult (empty) Page Setup Select Printer Help Cancel OK	

The *2 plants 2 pix 8.5x11* format will add the second preferred picture to the DataPlus sheet. As the Preferred Picture is found

at the top-left of the Preview window, the Second Preferred Picture is next to it.



Click OK to save your document setup or select Printer and print.