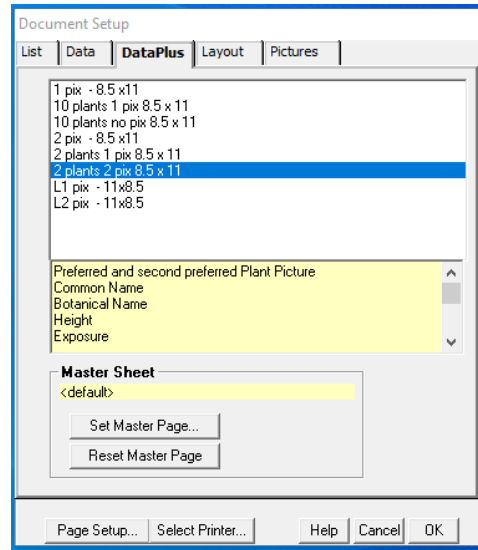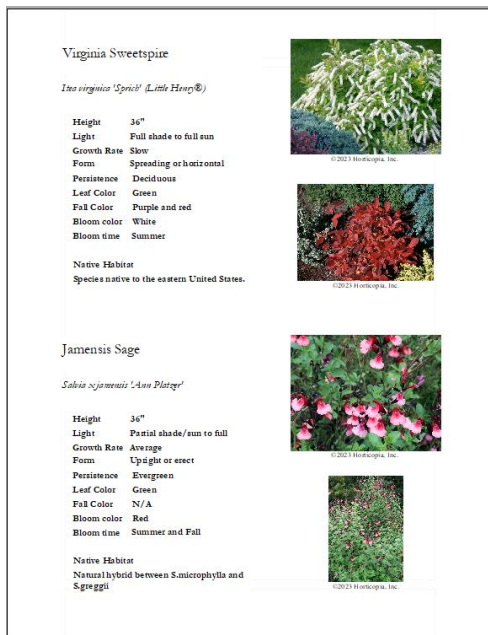# Document Setup for a DataPlus Sheet

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.
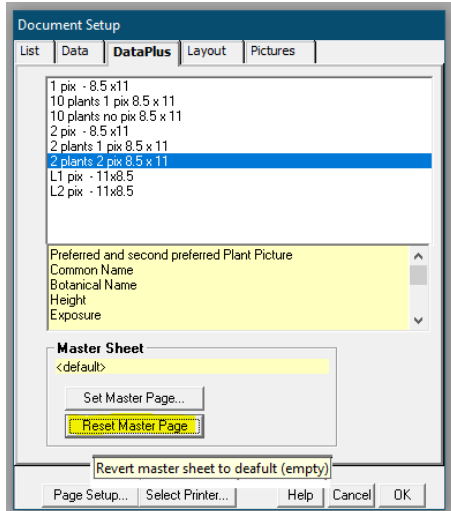

Choosing the format, *2 plants 2 pix 8.5x11*, will produce the following DataPlus sheet.
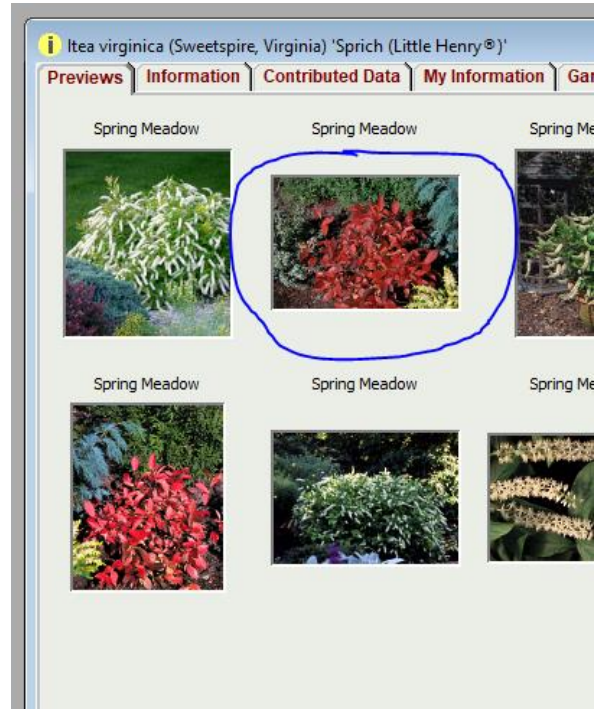

If you wish to have a Master Page applied to this document, then click on Set Master Page. Browse to a Master Page you have created (see Quick Tour 4 in User Guide).

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

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.